

CAMERON STATION COMMUNITY ASSOCIATION

BOARD OF DIRECTORS

ZOOM MEETING DRAFT AGENDA

June 29, 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 – May 21, 2021	
IV.	LT. WEINERT – CITY OF ALEXANDRIA	7:05 P.M.
V.	ARTHUR IMPASTATO- CAMERON STATION CIVIC ASSOCIATION	
VI.	HOMEOWNER'S FORUM	7:10 P.M.
VII.	TREASURER'S REPORT	7:20 P.M.
VIII.	COMMITTEE REPORTS (FAC, ARC, CCFC, ComCom, CAC, A&E)	7:30 P.M.
IX.	RATIFICATIONS	
X.	MATTERS FOR BOARD DECISION	7:45 P.M.
	1. Ad-Hoc Paving Committee Appointment	
	2. Ad-Hoc Paving Committee Chair Appointment	
	3. Communications Committee Appointment	
	4. Formation of Executive Committee of the Board	
	5. Virtual Meetings and Electronic Voting Resolution	
	6. IT Support & Voice Over Internet Phone Proposal	
	7. Mulching of Curb Strip Areas Proposal	
	8. Tree Root Removal Proposal	
	9. Pocosin Pocket Park Enhancement Proposal	
	10. Somerville Drainage Proposal	
	11. Strom Drain Grimm/Browner Repair Proposal	
	12. Private Tree Replacement Waiver Request	
	13. Donovan Pocket Park Fountain Proposal	
XI.	MATTERS FOR BOARD DISCUSSION	8:30 P.M.
	1. ARC DMS Revision Report	
	2. CCFC & ComCom Committee Request to Resume In-Person Meetings	
XII.	MATTERS FOR BOARD INFORMATION	8:45 P.M.
	1. Management Report	
	i. Action Item list	
	ii. Fleet Transportation May Report	
	iii. ProFit May Report	
XIII.	NEW BUSINESS	8:55 P.M.
XIV.	EXECUTIVE SESSION <i>For the purposes of consulting with legal counsel on a pending legal issue.</i>	9:00 P.M.
XV.	ADJOURN	9:15 P.M.

Prepared by:

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.*

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BOARD OF DIRECTORS MEETING
MAY 25, 2021

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

3
4 **BOARD MEMBERS PRESENT:**

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

12
13 **ALSO PRESENT:**

14 Heather Graham, CMCA®, PCAM®, Executive Vice President of Community Association
15 Management Professionals (CAMP)
16 Jennifer Gilmore, CMCA®, PCAM®, On-Site Community Manager
17 Toni Mancinelli, On-Site Assistant Community Manager
18 Todd Sinkins, Association Attorney
19 Juana Michel, Recording Secretary

20
21 **CALL TO ORDER:**

22
23 Sarah Walsh moved to call the meeting to order at 7:01 pm.

24
25 **APPROVAL OF AGENDA:**

26
27 Sarah Walsh suggested the following edits to the agenda order and matters of business:

- 28 • Two items were added under 'Matters for Board Decision'
 - 29 ○ a FAC appointment
 - 30 ○ a ComCom appointment.
- 31 • The item of "Inflatables" was moved from "Matters for Board Discussion" to the "Executive
32 Session"
- 33 • The "Signs and Flags" item was moved from "Matters of Board Discussion" to the "Executive
34 Session"

35
36 **Motion:** Megan Christensen moved and Joan Lampe seconded to approve the agenda with the edits as
37 listed by Sarah Walsh.

38 Discussion: Mike Johnson stated his concerns about changing the agenda. He stated these items should
39 be discussed in the Open Session, as they pertain to concerns brought up by residents that in attendance.
40 The motion carried 6/1. Six voted in favor (Sarah Walsh, Andrew Hill, Joan Lampe, Greg Hillson,
41 Megan Christensen and Ernest Cage) and one opposed the vote (Mike Johnson).

42
43 **APPROVAL OF MINUTES:**

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The Board reviewed the April 27, 2021 Board of Directors meeting minutes.

Greg Hilson suggested the following edits:

- the two corrections noted on the locker room project (April 2021 Minutes, line 112)
- specification of the votes for and against for all motions made

Motion: Greg Hillson moved and Andrew Hill seconded to approve the April Board of Director meeting minutes, with the edits as suggested above.

The motion passed unanimously 7/0.

LT. WEINERT- CITY OF ALEXANDRIA:

Lt. Weinert delivered the report to the Board. Lt. Weinert gave a brief description of the five reported incidents since the last meeting. He noted that there were three online defrauding incidents, one missing person reported (that person has been located) and a trespassing reported.

ARTHUR IMPASTATO- CIVIC ASSOCTION:

Arthur Impastato delivered the report to the Board. Mr. Impastato stated that Landmark Mall Redevelopment has progressed rapidly. He informed the Board that there will be meetings on June 4 and July 6 and comments from residents are still being accepted by the Planning Commissioner. The main concerns on this project are traffic and environmental sustainability.

Mr. Impastato also delivered a report about the Landmark Overlook project on Duke St. He stated that approval for the project is pending with the City, due to traffic concerns and the proximity to Landmark Mall. Mr. Impastato also mentioned that he is in communication with the school board regarding the Tucker Elementary School Parking Lot and will follow up with the Board when he has more information about this project.

HOMEOWNERS' FORUM:

Sarah Walsh stated general the rules and procedures for the Homeowners' Forum.

Resident, Martin Menez noted his involvement in the Ad Hoc Clubhouse Renovation Committee twelve years ago. Mr. Menez stated with his experience on the said Ad Hoc Committee, that an Ad Hoc Paving Committee have a Charter with clearly defined roles and responsibilities.

Resident, Phyllis Harris shared her concerns regarding a violation she received about a graduation sign in her yard. She made note of other signs that have been on display for months and stated her frustration with receiving the violation. She requested that an exception period for these signs be established, specifically for the graduation season.

Resident, William Ibsch voiced his concerns about the parking problem(s) within Cameron Station- specifically the visitor parking issues. In his residential area, he explained the ratio of visitor parking

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spaces that the city allows per residential parking- 15% visitor parking of the 95 parking spaces- which are always full due to residents parking there. He requests that parking enforcement be decided upon as quickly as possible, as the visitor parking is being overrun by residents.

Resident, John Winston added his concerns to Ms. Harris' regarding the sign violation issue. Mr. Winston stated that he also received a violation letter about a sign in his yard, even though he stated seeing such signs all over the community. Mr. Winston also requested that the Board consider a waiver (much like the one in place for political signs) in addition to other signs, for births, etc. suggesting that would increase property values and increase a sense of community.

Resident, Amy Marcenaro stated her concerns regarding rodent sightings throughout the community and the project to repair the perimeter fencing on Martin Lane. She inquired when these projects will be addressed.

Resident, Arthur Impastato also stated his concerns regarding the parking issues throughout the community, specifically regarding the residents that block or save spaces for themselves. He also reported that residents are using their garage for storage rather than parking and he supposes that is causing some of the parking issues.

Resident, Anne Scheiber also stated her concerns about the parking issues on Medlock Lane. She requested that a process be put in place for Parking Enforcement and for a prompt response from Management.

TREASURER'S REPORT:

Joan Lampe delivered the following report to the Board:

- As of the end of April, Total Cash and Investments were at over \$3.8 million
- The Receivable balance was \$66K
- On Operations, the Year-to-Date revenue is favorable about \$4K and Expenses were favorable at \$157K through April. That budget is expected to be spent, with note that the Shuttle start date was in April. The Net Income is favorable at around \$162K.
- The audit report was received in May, earlier than past reports. It shows a low delinquency rate and accumulated members equity at 26%. The Reserve Funds are fully supported by cash.
- Lastly, there are prepaid balances from the previous management company of almost \$12K transferred to CAMP and there will be discussion with legal counsel on how they can be allocated.

Takis Taousakis also made note of accruals on the CAMP Financial Statement Summary (May 2021 Board Packet, page 8) and other committed funds not yet reflected in the books. He also mentioned that while still too early to tell, the Association is projected to be in a financially sound position at year-end.

COMMITTEE REPORTS:

1. Architectural Review Committee

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Jeremy Drislane delivered the report. He made note of the revisions due for the DMS are due tomorrow, close of business.

2. Cameron Club Facilities Committee

Ray Celeste delivered the report. He reported the positive feedback on the soft opening of the pool and made note of aqua aerobics and swim lessons to be announced soon. He stated that full hours (prior to COVID) will be in effect when the pool officially opens. Mr. Celeste reported that after reviewing the bids, the committee recommended choosing Wright Mechanical for the HVAC project, at a cost of \$35,464. Mr. Celeste reported that the ProFit report shows that current numbers are down, but pending on decisions tonight, those numbers are expected to go up to normal capacity. He added that three classes out of ten are being held right now, with possible changes to the classes offered, depending on residents' participation.

Sarah Walsh questioned the HVAC warranty in the proposed bids. Jennifer Gilmore explained that the chosen contractor warranty was for 10 years initially and specified that the offer was not applicable for this project. Management confirmed the typical warranty timeframe and that the proposed recommendation is still so.

3. Communications Committee

The report was given by Megan Christensen. She stated that ComCom recommended the approval of a committee member, and that a second spot is being considered at the next committee meeting. Ms. Christensen reported That the committee is awaiting feedback from the Board on proposals and costs on the website updates project.

She also stated that The Compass will be delayed pending the Board decisions and the State COVID-19 regulations to be included in the updated information. She also mentioned the ongoing monitoring of the social media contractor, as well as suggestions on how to improve the dynamic of the current social media postings.

4. Common Area Committee

The report was given by Kathleen McCollom. She explained the monthly community walk throughs, specifically on erosion/shortcut areas and spoke about the repair or replacement for the Donovan Fountain, depending on resident feedback. Greg Hillson asked about the polling pool process of those asked about the Donovan Fountain, and how to improve it/ change it. Ms. McCollom confirmed that the emails on this matter are being recorded and considered.

5. Activities and Social Events Committee

The report was given by Andrew Yang on the past events and how well those were received. Mr. Yan stated that the upcoming events are Fourth of July Parade and Pool Party, pending on current COVID restrictions and Board decision.

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6. Financial Advisory Committee

Takis Taousakis gave the summary earlier in the meeting, during the Treasurer's Report.

RATIFICATION

Motion: Megan Christensen moved and Andrew Hill seconded to ratify and accept the accommodations approved by a unanimous email vote for use of the Fitness Center.

The motion passed unanimously 7/0.

MATTERS FOR BOARD DECISION:

1. 2020 Draft Audit

Motion: Andrew Hill moved and Joan Lampe seconded to approve the 2020 Draft Audit.

The motion passed unanimously 7/0.

2. Clubhouse HVAC Equipment Replacement Proposals

Motion: Andrew Hill moved and Nest Cage seconded to approve the contract with Wright Mechanical for the total amount of \$31,900.00 for the replacement of the 3 HVAC units at the clubhouse.

The motion passed unanimously 7/0.

3. Ad-Hoc Asphalt Paving Committee Resolution

Motion: Joan Lampe moved and Andrew Hill seconded to adopt the AD-Hoc Paving Committee resolution as amended by Megan Christensen.

Discussion: Megan Christensen mentioned in Section 4, number 1 of the Administrative Resolution regarding the committee vacancies and how they should be published (specifically on the website/newsletter/emails). Proposed to change the 'and' to 'or.'

The motion passed unanimously 7/0.

4. Ad- Hoc Paving Committee Appointment

Motion: Andrew Hill moved and Joan Lampe seconded to approve the Ad Hoc Pacing Committee appointments.

Discussion: Megan Christensen asked if a chair should be appointed. Heather Graham explained that the chair can be appointed later by the Board.

The motion passed 6/0/1. Six voted in favor (Sarah Walsh, Mike Johnson, Andrew Hill, Joan Lampe, Megan Christensen and Ernest Cage) with no votes opposed and one abstention (Greg Hillson).

5. New Community COVID-19 Operating Procedures

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Jennifer Gilmore informed the Board of the new amended orders that go into effect on May 28, and based on upcoming changes, proposed actions were prepared and provided to them for their consideration on how things can operate going forward. Heather Graham added that the changes proposed should be considered as presented, with consideration from legal counsel about masks on the Shuttle, with specific signage.

Motion: Greg Hillson moved and Andrew Hill seconded to resume full shuttle service and not require masks.

Discussion: Mike Johnson asked for clarification from Todd Sinkins on the current guidelines that only vaccinated patrons are not required to wear masks and unvaccinated patrons should wear masks. Todd Sinkins confirmed this statement per the CDC guidance. Mike Johnson and Sarah Walsh asked Greg Hillson to revise his motion in accordance with Virginia guidelines for unvaccinated guests.

Revised Motion: Greg Hillson moved and Ernest Cage seconded to resume full service and that residents be required to wear masks if applicable by law/governing orders.

Discussion: Mike Johnson asked if there is a distinction between applicable law and Governor's guidance and how that would apply to mask wearing on the shuttle.

Todd Sinkins explained the amended motion allows for fluidity if there are changes and is flexible given the language of the current executive order.

The motion passed unanimously 7/0.

Motion: Andrew Hill moved and Joan Lampe seconded to follow all edits outlined in opening the facilities, with the exception of the shuttle bus, that unvaccinated residents should wear a mask if applicable by law/ governing orders.

Heather Graham noted that the CAMP staffed on-site office will be opened to walk in traffic, with a request that masks be worn as residents will not be asked if they have been vaccinated.

The motion passed unanimously 7/0.

6. FAC Appointment of Jodi Whitlin

Motion: Mike Johnson moved and Megan Christensen seconded the appointment to the committee. The motion passed unanimously 7/0.

7. ComCom Appointment Jenny Patenaude

Motion: Megan Christensen moved and Mike Johnson seconded the appointment to the committee. The motion passed unanimously 7/0.

MATTERS FOR BOARD DISCUSSION:

There were no additional items to discuss at this time.

MATTERS FOR BOARD INFORMATION:

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Action Item List

Jennifer Gilmore provided the Action Item List to the Board for their review and provided a summary of the items listed.

Management Report:

Jennifer Gilmore informed the Board that Management has received two Parking Enforcement bids so far, with the budget of \$19,000, and noted that one contractor was over budget. Ms. Gilmore added that bids have been sent out since, but they have received no answers yet. Heather Graham suggested giving ARC the parking enforcement options, with the provided budget and have ARC return to the Board with their recommendation.

NEW BUSINESS:

Motion: Greg Hillson moved and Mike Johnson seconded to move the New Business portion to after Executive Session, for the purpose of certain items to be discussed.

The motion carried 5/2. Five voted in favor (Sarah Walsh, Andrew Hill, Joan Lampe, Megan Christensen and Ernest Cage) and two opposed the vote (Mike Johnson and Greg Hillson).

Mike Johnson questioned the vote ratio when amending the agenda after being finalized, and Todd Sinkins confirmed it must be 2/3 of the vote.

Greg Hillson withdrew his previous motion and put forth a new motion.

Motion: Greg Hillson moved to propose a vote of all class A members to amend 7.17 of the Declaration to permit all lot owners to post up to 2 signs, not greater than 2 feet by 3 feet, containing any content that is consistent with applicable law between the dates of May 15 through June 15 and October 15 through November 15, and that Management make all necessary preparations for that vote at the next Annual Meeting.

Discussion: Todd Sinkins suggested that the Declaration should be amended overall, specifically for the signs "as prohibited except permitted by rules adopted by the Board" which offers more flexibility. Heather Graham confirmed the process; if there is a consensus to amend the Declaration, a proposal would be put together with sections to amend and to be provided for the Board's consideration at a future Board meeting. Heather Graham asked Greg Hillson to send his language on the Declaration change to Management, for further consideration.

The motion failed 2/4/1. Two voted in favor (Mike Johnson, Greg Hillson), four opposed the vote (Sarah Walsh, Joan Lampe, Megan Christensen, and Andrew Hill) and one member abstained (Ernest Cage).

Motion: Greg Hillson moved to amend the contract for Rental of the Gazebo to strike all language stating that no commercial inflatables/water entertainment is permitted Gazebo, as City property. No seconds were required, as New Business. Greg Hillson further explained that the Gazebo contract specifies the Renter's responsibility and that should cover the need for a separate permit from the City. The motion failed 1/6. One voted in favor (Greg Hillson) and six opposed the vote (Sarah Walsh, Mike Johnson, Andrew Hill, Joan Lampe, Megan Christensen, and Andrew Hill).

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EXECUTIVE SESSION:

Motion: Andrew Hill moved and Megan Christensen seconded to enter into an Executive Session at 8:53 pm for the purposes of consulting with the Association's Attorney and conducting ARC hearings. The motion passed unanimously, 7/0, and the meeting was moved to executive session.

Motion: Andrew Hill moved and Ernest Cage seconded to exit Executive Session at 10:08 pm. The motion passed unanimously, 7/0, and the meeting was reconvened back into open session.

Motion: Megan Christensen moved and Andrew Hill seconded to clarify the Board's position to disallow the use of inflatables at the Gazebo and Pocket Park areas and to further have the Gazebo and Common Area Resolutions revised.

The motion carried, 6/1. Six voted in favor (Sarah Walsh, Mike Johnson, Andrew Hill, Joan Lampe, Megan Christensen, Ernest Cage) and one opposed the vote (Greg Hillson).

Motion: Megan Christensen moved and Andrew Hill seconded to disapprove the homeowner request for waiver on storm door violations and enforce the fees accrued until the suspension in March. The motion carried 4/0 (Sarah Walsh, Mike Johnson and Greg Hillson recused themselves from this vote). Four voted in favor (Andrew Hill, Joan Lampe, Megan Christensen and Ernest Cage).

Motion: Megan Christensen moved and Andrew Hill seconded to suspend the screen door enforcement for all residents pending the DMS revision, to be adopted by the Board following ARC recommendations.

The motion carried 4/0 (Sarah Walsh, Mike Johnson and Greg Hillson recused themselves from this vote). Four voted in favor (Andrew Hill, Joan Lampe, Megan Christensen and Ernest Cage).

Motion: Joan Lampe moved and Andrew Hill seconded to disapprove the homeowner appeal to waive the fines accrued for the past violation. The motion passed unanimously 7/0.

ADJOURNMENT:

Motion: Megan Christensen moved and Andrew Hill seconded to adjourn the meeting. The motion passed unanimously, and the meeting was adjourned at 10:15 pm.

Respectfully Submitted,

Juana Michel, Recording Secretary
jmichel@gocampmgmt.com

Cameron Station Community Association
Financial Advisory Committee Meeting
May 24, 2021
FAC ZOOM Meeting
Meeting ID 92962353196 Passcode 007612

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 7:04 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Jeff Gathers, Fred Blum. Chelsea Lasik was absent.
- 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 April 26, 2021 minutes were approved unanimously after minor clarifications concerning trash and recycling fees and the Transportation Management Plan (TMP) credit from Fleet Transportation.

IV. Resident Open Forum

Jodi Wittlin Ph.D., FAC applicant was invited to discuss her background and qualifications. She is a 17 year resident of Cameron Station and has prior service on the Cameron Club and Architectural Review committees. With this prior exposure she recognizes the importance of finance. She works at the Institute for Defense Analysis (IDA) on weapons systems evaluation. The FAC unanimously accepted and recommended her to the BOD for approval.

V. Review of Financial Results

a. April 30, 2021, Financial Statements & Variance Reports

Discussion of the variance report was led by Jim Orlick of CAMP.

- CSCA is close to budget in terms of our cash position and monthly expenses.
- There were no income questions. Also, there were no charitable contributions or rental income due to COVID restrictions, nor were there related expenses.
- Snow removal has a significant positive variance.
- There was much discussion of delinquencies, accounts receivable and related collection activity. We continue to be in good shape concerning delinquencies, better than many

communities, with our steady receivables' collections. This is important to our cash flow. CAMP will continue to closely monitor, as we do not want this to deteriorate.

--Interest income. Fred Blum discussed several items—

Interest income on reserves is above budget and interest on operating funds is under budget, as short-term rates are extremely low.

There is a new person at Congressional Bank to handle transfers.

--Irrigation water expense has a large positive variance, in part caused by budget spread evenly through the year versus a seasonal approach. This favorable variance will be absorbed in the future.

--The shuttle services resumed on April 5, and this TMP related cost is a big part of our positive year-to-date (YTD) expense variance. Also, there is a \$11,136 vendor credit from 2020 management transition, which is separate from TMP escrow account on the balance sheet. The TMP escrow account will be drawn down after CSCA pays the minimum required TMP expenses for 2021.

--Professional services: The reserve study will probably be performed in 2022. In that case, we should include the reserve study in the 2022 budget.

--Other unfavorable items were the pool management contract and a BOD approved power washing of the pool deck, not in the budget. The pool management spread will be adjusted in accordance with the contract.

--Trash and recycling fees. This expense line item was also extensively discussed last month. Recycling fees are a pass-through item on the Bates contract and was an unknown at the time the contract was signed. The amount depends on both usage and tipping fees. This expense is hard to predict and costs over the summer depend on how much people travel versus staying at home. We should consider splitting Trash and Recycling into two parts in the 2022 budget to better reflect the contract's structure of fixed and variable cost parts. This will also be closely watched by CAMP.

--Legal-General Counsel: Joan Lampe discussed the negative variance driven by board resolutions for policies, contract reviews and contract addendums largely driven by COVID.

--The Activities committee is beginning to hold events again, as COVID restrictions are lifted, which will reduce their favorable variance.

--Parking enforcement expense has a positive variance, as the job is yet to be filled.

--Flower rotation and Ticer park landscaping funds are committed but not yet invoiced.

b. Reserve Fund Investment Worksheet

Fred Blum led the discussion of these items:

--Buildup of cash in the operating fund as we are on target for holding over two months of expenses in this account.

--The Morgan Stanley money market account still getting some income. Both June accrued interest and a maturing CD will be transferred to Congressional Bank, where rates are slightly better. The yield curve for short term rates is still very low.

c. Review of the CIRA accounting database

--We specifically looked at the assessment monitor and had a discussion of relative performance with other CAMP managed communities, as discussed above. We also have a low level of assessment deferrals, which is considered excellent. Any past due assessment deferrals show up as delinquencies.

VI. Old Business

a. Repair & Replacement Reserve Project Discussion

--Donovan Park fountain repairs will be discussed in Board meeting, as the Common Area Committee is looking for feedback from people living in that area on how to proceed. This fountain has not worked for several years.

--Locker room renovation, BOD approval of architectural services needed and estimated at \$25,000.

--Paving is still in the scope phase and no contractor has yet been selected.

VII. New Business

2021 CSCA Audit- Joan Lampe gave a high level review: This year, CAMP and the Board received the audit report at the earliest date compared to previous years when the FAC reviewed the report in July or August. By itself that is a good sign, and CSCA received a "clean audit opinion" from Goldklang. There were only minimal adjusting entries. Sarah M. Walsh and Joan Lampe will sign the representation letter. Jennifer Gilmore, the community manager will sign for CAMP. It is most apparent how well everyone worked together, especially given the management transition.

Joan Lampe noted that the new funds arrangement giving separate identities to operating, reserve and capital improvements helps reduce the number of adjustments needed for the audit.

The management letter is not for public consumption.

VIII. Meeting Adjournment

Meeting was adjourned at 8:31.

MEETING MINUTES

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday May 4, 2021**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for May was held on May 4th, 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
Gayle Hatheway - ARC Vice Chair
Craig Schuck- ARC Member
Sharon Wilkinson – ARC Member
Jeremy Drislane- ARC Member
Paula Caro – ARC Member

MEMBERS ABSENT

Kevin Devaney – ARC Member

OTHERS IN ATTENDANCE VIA ZOOM

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

APPROVE AGENDA

MOVE TO: “Approve the agenda as amended: to Include time for Community Manager, Jennifer Gilmore, to present a statement from CAMP to the Committee”

Moved By: Craig Schuck
Seconded By: Sharon Wilkinson
For: All
Against: None
Absent: Kevin Devaney

MOTION PASSED

RESIDENTS OPEN FORUM

Cameron Station residents have joined this zoom meeting to discuss the exterior modification applications that they submitted with the committee but not to speak in the residents open forum. No comments were made at this forum.

STATEMENT FROM CAMP MANAGEMENT COMPANY

Community Manager, Jennifer Gilmore, spoke on behalf of CAMP and notified the Committee that all applications moving forward will be moved to Cira (A CAMP Software Module) and that the Committee is to review applications through this method. The Committee discussed that they have had training and have tried out the Cira module and think that it is cumbersome and adds more workload on the Committee and that they would rather continue to meet once a month and deliberate, review applications and make decisions as they have been doing for so long. Ms. Gilmore suggested that in that case a hybrid system might work well for this particular property and the Committee and that she will update the Committee after she speaks to CAMP.

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

Moved By: Craig Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

Abstain: Jeremy Drislane, Paula Caro

Absent: Kevin Devaney

MOTION PASSED

REVIEW OF EXTERIOR MODIFICATION APPLICATIONS

ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
236 Murtha St	Request Time Extension to Start the Fence Replacement Work	Extension Approved with a stipulation that work must be completed by June 30th. Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney MOTION PASSED
401 Cameron Station Blvd.	Window Replacement	Approved with Stipulation that the contractors are not to post yard signs. Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED

APPROVED

5016 Barbour Drive Unit B	Window Replacement	Approved with Stipulation that all windows match existing, also stipulated that the approval is good through September 30. Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
4908 Kilburn St	Window Replacement	Approved with Stipulation that the Grid pattern matches existing. Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
366 Cameron Station Blvd.	Landscaping	Withdrawn by the homeowner
5132 Grimm Dr	Tree Replacement/Ratify Only	Approved with Stipulation that the tree is at least 6' tall when planted. Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
5132 Grimm Dr	Fence Replacement & Backyard Work /Ratify Only	Approved with Stipulation that the replacement fence matches the existing in design and style located in the exact same location and be stained with an approved color matching the deck. Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
5132 Grimm Dr	Front Landscaping/Ratify Only	Approved as submitted. Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED

APPROVED

162 Cameron Station Blvd.	Roof Replacement	Approved as submitted. Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
5013 John Ticer Drive	Tree Removal/Replacement	Return for more information: File separate application for each tree and indicate what tree it is being replaced with Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney MOTION PASSED
285 Cameron Station Blvd, #102	Window Replacement	Approved as submitted. Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
383 Cameron Station Blvd	Tree Replacement	Return for more information. Provide property plat to establish tree ownership. Moved By: Craig Schuck Seconded By: Jeremy Drislane For: All Against: None Absent: Kevin Devaney MOTION PASSED
143 Cameron Station Blvd.	House Number	Disapproved Moved By: Jeremy Drislane Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney MOTION PASSED
4908 Kilburn St	Roof Replacement	Approved as submitted. Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney MOTION PASSED

APPROVED

325 Cameron Station Blvd	Camera	Approved with Stipulation that all wirings be secured inconspicuously. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Kevin Devaney MOTION PASSED
5239 Tancreti Ln	Roof Replacement	Approved with Stipulation that the roof color matches existing or original. Moved By: Sharon Wilkinson Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
278 Murtha St	Tree Replacement	Approved with Stipulation that the replacement tree is 6' tall when planted. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: Jeremy Drislane Absent: Kevin Devaney MOTION PASSED
5010 Gardner Dr	Exterior Light Fixture	Approved as submitted. Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
162 Comay Terrace	Install Ring Doorbell	Approved as submitted. Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney MOTION PASSED
5168 California Ln	Install Patio Paver in Backyard	Return for more information. Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney MOTION PASSED

MATTERS FOR INFO/DISCUSSION/DECISION

Covenants Report – April 2021

- The number of Comprehensive Inspections conducted in April is 0.
- The number of Resale Inspections conducted in April is 18.
- The number of Exterior Modification Applications reviewed in April is 20.
- No vehicle was towed in April.
- 23 violation letters have been mailed in April.
- The next meeting is scheduled for June 1, and applications are due by May 21, for this meeting

Board meeting report

Paula Caro gave a brief report to members on items discussed with the board at the April board meeting.

Change of attendance Jeremy Drislane left the meeting at 9:16p.m.

MOVE TO: “Convene into Executive Session to discuss violation report at 9:16p.m.”

Moved By: Stephen Pearson

Seconded By: Gayle Hatheway

For: All

Against: None

Absent: Jeremy Drislane, Kevin Devaney

MOTION PASSED

MOVE TO: “Exit Executive Session at 9:26p.m.”

Moved By: Craig Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Jeremy Drislane, Kevin Devaney

MOTION PASSED

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

Moved By: Craig Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Jeremy Drislane, Kevin Devaney

MOTION PASSED

Minutes prepared by, Stephen Pearson, ARC Chair

MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
Thursday, May 13, 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
Toni Mancinelli, Assistant 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 7:03 p.m.

II. Approve the Agenda

Brendan Hanlon made a motion to approve the agenda with amendments. The motion was seconded by Tim Regan and it passed unanimously. The amendments are: adding an additional discussion regarding gym opening times, deleting March's ProFIT report to April, and using non-personal emails for Committee business.

III. Approval of the Minutes from April's meeting

Brendan Hanlon moved to approve the minutes in the packet. It was seconded by Dan Ogg and passed unanimously.

IV. Homeowner's Forum

There was no business in the homeowner's forum.

V. Matters for Committee Recommendation.

Jennifer Gilmore introduced Toni Mancinelli, the new Assistant Community Manager from CAMP.

1. HVAC Proposals

The Committee reviewed the HVAC proposals included in the meeting packet. *Brendan Hanlon moved to approve the proposal from Wright Mechanical in the amount of \$31,900. The motion was seconded by Tim Regan and it passed*

unanimously. This is a reserve expense and will be funded from the Reserves Account.

2. Pool Opening Procedures & Programs Update

The Committee discussed the Board's procedures for the upcoming pool season.

The Committee noted that reservations during weekday morning lap swim should be reduced in order to accommodate for the lower capacity of people who can be in the pool when it is configured for lap swim. CAMP will deal with this operationally.

The Committee requested the reservation system note that lap swim is for all ages and that "water walking" is acceptable.

American Pool will be overseeing the setup of the pool deck to include taping off areas for families to accommodate social distancing and putting some pool furniture in each pod. There will be additional furniture available for each pod to take on an as-needed basis.

VI. Matters for Committee Information

1. Board Update

The Board approved the maintenance contract with Heartline. Andrew Hill presented the Committees recommendation for updating the locker rooms to the Board. The Board doesn't see the need for an architecture firm to be involved in a simple "face lift". The Committee agreed and requested CAMP to issue a RFP for a general contractor to do the updates the Committee has determined are necessary.

2. CAMP Management's Report

i Project Timeline

CAMP updated the Committee with projects on the timeline.

ii Action item List/Pending Tasks

The new kitchen door has been installed and is almost complete.

3. Budget/Finance Update

The Committee reviewed the finance updates.

VII. ProFIT Report

1. March Summary Report

The Committee reviewed the report from ProFIT contained in the report. The Committee asked CAMP to see if more classes can be added to the reservation

system. Currently, there are seven complimentary classes. We are contracted to have ten.

The Committee noted that gym utilization is at 37% and recommended that residents be able to book 5 sessions/week opposed to 3.

Dan Ogg moved to recommend that the Board and CAMP direct ProFIT to allow residents to be able to book the fitness center 5 times per week. The motion was seconded by Tim Regan and passed unanimously.

The Committee discussed the current fitness center hours and the possibility of opening the gym earlier to accommodate people who desire to use the facility earlier in the morning. The Committee decided to table the discussion and reconsider it later, as Covid restrictions are lifted.

VIII. New Business.

1. Committee Emails Hans Estes initiated a discussion regarding using personal emails for Committee Business. Jennifer Gilmore briefed on the reasoning behind using alternate emails. Each member of the Committee will determine whether they use a personal email address or not.

2. Reminder Upcoming Meeting The next meeting will be Thursday, June 10, 2021 at 7:00 pm

IX. Adjournment

Hans Estes moved that the Committee adjourn the meeting. Tim Regan seconded the motion and it passed unanimously. The meeting ended at 8:53pm.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
May 12, 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
Linda Taousakis - Member
Lenore Marema - Member

COMMITTEE MEMBERS ABSENT:

Christine Fisher – Member/ Newsletter Subcommittee Editor
Susan Klejst - Member

ALSO PRESENT:

Megan Christensen - HOA Board Liaison
Jennifer Gilmore – CAMP Manager
Juana Michel – CAMP Staff
Pat Sugrue - Newsletter Subcommittee
Gwen Toops - Resident

CALL TO ORDER

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

I. APPROVAL OF AGENDA

Upon a Motion that was Moved and Seconded, the agenda was unanimously approved with one amendment. The Committee agreed to discuss the branding issue as further study and cost estimates are needed before a recommendation can be made to the Board of Directors.

II. APPROVAL OF MINUTES

Upon a Motion that was Moved and Seconded, the Committee's minutes from April 12, 2021, were unanimously approved.

III. RESIDENT OPEN FORUM

Cameron Station resident, Gwen Toops was present and gave her communications background and would like to have a role in the Committee.

IV. ITEMS FOR RECOMMENDATION:

On a Motion that was Moved and Seconded, the Committee unanimously recommended to the Board of Directors that Jenny Patenaude be approved as a Committee member.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
May 12, 2021

V. MATTERS FOR COMMITTEE INFORMATION

Management Report:

Juana Michel reported that Management is still working on getting proposals and costs from vendors to update the Cameron Station website.

Board Update: Megan Christensen had nothing specific to report to the Committee from the recent Board meeting.

Committee Business: Rebecca Pipkins resigned from the Communication Committee before the May meeting and was not present. The Committee sincerely thanked Committee member Rebecca Pipkins for her service on the Committee. The Committee will publish a notice advertising for a new member.

Newsletter Subcommittee: The draft of the next issue of *The Compass* should be circulated soon for review before publication. Management was asked to look at the cost of a flip-page option, which would make it easier to track how many residents open the email and what articles were read to provide data to shape *The Compass* in the future. After discussion, the Committee agreed that the individual articles in *The Compass* should be the subject of posts on social media. Going forward, authors of articles in *The Compass* may be requested to provide text for social media posts.

Weekly Email Blast: The Weekly EMail Blast keeps getting better. The index of the topics covered has been a key change. The style is much more consistent and has few, if any, typos or errors.

Welcome Subcommittee: There are about 9 new residents, and assignments will be made to contact them.

Social Media: The Committee agreed to give Management a list of ways to improve the content, format, and appeal of the social media posts for work with the new vendor. The comments are from Committee and subcommittee members. There was one resident inquiry on social media for which no response was provided.

Website: Management is working on obtaining price estimates for updating the Cameron Station website.

Photography Subcommittee: Brooke Davis has returned to active duty, and Tom Styc, who chairs the Subcommittee, is moving away from Cameron Station. We will ask the Subcommittee to select a new Chair or a Committee member may take this role.

Bulletin Boards and Signage: No new updates reported.

Marketing & Public Relations: The Committee agreed that there is a need to develop a branding package for all of Cameron Station and get cost estimates for the same. The main Cameron Station logo is on the

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
May 12, 2021

sign facing Duke Street. The Cameron Station shuttle stop signs have a slightly different one to fit that signage. What is needed is consistent use of the logo, colors, and fonts, not an entirely new branding effort. Management noted that another committee was planning to repair the front sign and that the Committee could work with them on the branding issue.

The Committee also discussed a consistent CAMP, Board, and Committee member signature block for all official Cameron Station communications internally and externally. The Committee would have to develop a policy proposal for the Board.

Budget: The Committee requested a breakdown of the costs of the last two editions of *The Compass* because the latter one went electronic.

VI. OLD BUSINESS

The SOP Manual still needs to be updated and submitted to the Board of Directors for approval.

VII. NEW BUSINESS

Next Meetings: May 25 - Board of Directors and June 9 – Communications Committee

VIII. ADJOURNMENT

The meeting was adjourned at 7:54pm

Respectfully Submitted, Lenore Marema

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

Monday, May 10, 2021

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

Members present: Robert Burns, CAC Chairman Kathy McCollom, CAC Vice Chairman
Linda Greenberg, CAC Secretary Mindy Lyle, CAC member
Colby Hostetler, CAC non-voting member

Members absent: Chris Alex, Wendy Ulmer, Kyle Gerron

Others in attendance:

Jenn Gilmore, General Manager, Toni Manchinelli, Assistant Manager, CAMP

Burns introduced the new CAMP Assistant Manager Toni Manchinelli.

Motion to Approve Agenda

Moved by McCollom

Seconded by Lyle

For: All

Against: None

Motion passed.

Motion to Approve Minutes from April 12, 2020

Moved by McCollom

Seconded by Lyle

For: All

Against: None

Motion passed.

Homeowners Forum: Marty Menez, 4924 Donovan, an original resident, spoke for installing a new fountain in Donovan Park.

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:

Walkway (Budget Line 6155) Total Cost \$935. Proposal No. 30913 Revised.

Install a steppingstone walkway over mulch in the common area between 165 – 171 Cameron Station Boulevard. 11 stepping stones 2 x 2' @\$55 for a total of \$605, labor \$330.

Moved by Greenberg

Seconded by McCollom

For: All

Against: None

Motion passed.

Landscape Update (13 items listed, of which the following were discussed):

- Chemical weed killer. Gilmore is looking for a firm to replace True Green.
- Condition of lawn furniture in Bessley Park. Lyle and Greenberg will look for replacements.
- Donovan Park. Menez and Burns will work to survey/get a sense of how other residents feel about the fountain in the park. Gilmore will survey the entire community as it is a community park. Photos of the park to be included.
- Woodland Hall. Tree removal and replacement, fence and bench repair and replacement has taken place.
- Pride of Ownership contest has many nominations.
- Netting to protect new trees from cicadas is being put up.
- Lyle noted trash, a health hazard, behind Domino's Pizza and filed a complaint.
- Sites for EV charging station hook-ups being explored by Gilmore.
- Question of need for vendors to attend CAC board meetings reviewed. Some felt Lancaster's presence helpful, others did not think it was needed. Gilmore pointed out that if there is an issue for Lancaster, they can be asked to attend a meeting. Gilmore and Zalinski have been walking the neighborhoods in anticipation of CAC's walk this month. The question of vendors can be reviewed later.

MATTERS FOR COMMITTEE INFORMATION:

Board Update

Linear Park MOU. Waiting input from city of Alexandria.

Landscape Enhancement Update. Waiting response from city on Liriope installation.

Camp Management Report

Action Items/Pending Tasks. Atlantic Sweeping & Cleaning contract about to be signed. Gilmore will schedule the sweeping soon. Lyle asked if cars can be removed if not moved.

Budget/Finance Update. Figures provided.

NEW BUSINESS

Walk-through. May 20, 2021 at 8:30; meet in front of 400 Cameron Station Boulevard.

June Meeting. Zoom meeting rescheduled for June 7, 2021, 7 pm.

The meeting adjourned at 8:15.

Linda Greenberg

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
April 28, 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
Rebecca Stalnaker- Committee Member
Amanda Wilkinson - Committee Member
Susan Smith___ - Committee Member
Mindy Dullea___ - Committee Member

COMMITTEE MEMBERS ABSENT: Ritah Karera

ALSO PRESENT:

I. CALL TO ORDER

Motion: The meeting is called to order at 7:45 p.m.

II. APPROVAL OF MINUTES

Motion: Andy_____ **MOVED** and Amanda_____ **SECONDED** to approve the 4/7_ 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. Spring Yard Sale/Shred Event (Saturday, April 17, 8 AM – 1 PM)
 - a. Seemed like there were more sellers than buyers, suspect this is still due to COVID
 - b. Balloons effectiveness? Maybe buy larger balloons next yard sale
 - c. Continue advertising sources and signage the night before the event
2. Taco Tuesday/Cinco De Mayo (Tuesday, May 4, 4-6 PM)
 - a. Taco Bamba will notify Rebecca when the website is ready, orders will be placed through Taco Bamba's website through a section for Cameron Station orders
 - b. Andy will notify CAMP about the order process
3. Port City Trivia (Wednesday, May 5, 7:30 PM)
 - a. Andy will follow with management about ordering more slots
 - b. Andy, Mindy, Ritah? Available for distributing beer packs in front of clubhouse on May 4, from 6-8 pm
 - c. Andy will send reminder email to pickup beer packs and date of event
4. Ice Cream/Balloon Artist (Saturday, May 8, 11 AM – noon)
 - a. Irina Babb event, but maybe setup canopy for balloon artist?
5. July Fourth (Saturday, July 3)
 - a. Committee voted to move the event to Sat, 7/3
 - b. Patriotic parade along Linear Park trail

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
April 28, 2021

- c. Rebecca will check with Mission BBQ for meal kit options
- d. Amanda will check with ice cream truck costs
- e. Mindy will check with Capt Cookie for ice cream option
- f. Other options include Scoops2u or popsicles
- g. Andy still has frisbees for giveaway
- h. Rebecca suggested lighted sticks/pom poms giveaway

IV. NEW BUSINESS

Rebecca raised the issue of Maui Wowi or more adult-oriented event in place of typical Pool Party in August

V. ADJOURNMENT

Motion: Andy_____ **MOVED** and Amanda_____ **SECONDED** to adjourn the meeting at 8:48___pm. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,

Andrew Yang_, Committee Chair

Toni Mancinelli

From: Greg Hillson <ghillson@yahoo.com>
Sent: Friday, June 11, 2021 2:13 PM
To: Heather Graham; Toni Mancinelli
Cc: Jennifer Gilmore; Sarah Meyer Walsh; Stephen Pearson
Subject: Re: 5012 Grimm Dr- Emergency Roof Repair Application

Thanks. Approved.

[Sent from Yahoo Mail for iPhone](#)

On Friday, June 11, 2021, 1:58 PM, Heather Graham <hgraham@gocampmgmt.com> wrote:

Hi Greg,

Just a note to chime in – we think that this should be approved as it is only for the tarp to cover the metal roof to prevent further damage. They stipulate that the tarp is expected to be in place for approximately one week and that they intend to submit another emergency application for roof replacement, but we do not have the details for this improvement yet.

At this time, the only approval offered would be limited to the placement of the tarp, which should be accepted; otherwise, they could incur further damage which would be problematic to address later if the Association did not provide a timely response to this request, especially in light of the continued rain all day today.

I hope this helps and if you have any other questions, please let us know.

Thanks!

Heather Graham, CMCA, PCAM

Executive Vice President

Community Association Management Professionals

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

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

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

www.gocampmgmt.com

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From: Greg Hillson <ghillson@yahoo.com>
Sent: Friday, June 11, 2021 1:20 PM
To: Toni Mancinelli <tmancinelli@gocampmgmt.com>
Cc: Jennifer Gilmore <jgilmore@gocampmgmt.com>; Heather Graham <hgraham@gocampmgmt.com>; Sarah Meyer Walsh <sarah@hautepapier.com>; Stephen Pearson <stephen.f.pearson@gmail.com>
Subject: Re: 5012 Grimm Dr- Emergency Roof Repair Application

Toni — thank you. What is management's recommendation?

[Sent from Yahoo Mail for iPhone](#)

On Friday, June 11, 2021, 12:33 PM, Toni Mancinelli <tmancinelli@gocampmgmt.com> wrote:

Good Afternoon Greg,

I hope you are well!

The owners at 5012 Grimm Dr are dealing with a leaking roof and need to complete repairs on it asap. As this is an emergency and the owner cannot wait for their application to be reviewed by ARC at their next meeting (July 6th), a Board member will need to review and consider it for approval per the Emergency Repairs Policy, attached. The owner has completed the application and I've attached it to this email.

Please note, they are requesting consideration for a roof replacement from metal roofing to shingles (from the approved shingles list). I understand this type of request (metal to shingles) does not come across the ARC's lap often and it is one of the items to be

reviewed at their special meeting on the 15th. Please see all of our email correspondence with the owners attached for your awareness.

I want to assist in any way to make this process go as quickly as possible due to the emergency and all of the rain we are receiving right now. Please let me know if you need any more information.

PS, I've also discussed this with Stephen and he has confirmed that this Emergency Repair Policy can be referenced for this situation and these owners.

Thank you kindly,

Toni Mancinelli
On-Site Assistant Manager

Cameron Station Community Association

200 Cameron Station Blvd

Alexandria, VA 22304

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**Cameron Station Community Association, Inc.
Board Decision Request
June 29, 2021**

TOPIC: AD-Hoc Paving Committee Appointment

Motion:

"I move to APPROVE Joe Stern to the Ad-Hoc Paving Committee.

2nd:

Summary:

In May the Board approved the formation of an AD-Hoc Paving Committee. A call for volunteers for the Ad Hoc Paving Committee was sent out via the community email blasts and The Compass. Joe Stern has volunteered to serve on this committee.

Cameron Station is looking for 5 volunteers for the Ad Hoc Paving Committee. As you may know, the Board of Directors has engaged the services of an engineering firm to review the scope of work, the proposals submitted and to provide project oversight. We are looking for volunteers who will be able to help with the logistics of the project such as:

- *working with the engineer and management to make a contractor recommendation,*
- *helping to establish a communication plan,*
- *identifying areas or issues that need to be taken into account for planning purposes,*
- *plan for relocation of vehicles on paving day*
- *a variety of other issues that may come up as it relates to the execution of the project.*

You do not need to have any paving or engineering experience as the Board has hired professionals for project/contract details and oversight, but owner/resident feedback is very helpful in developing a plan for the implementation of a project of this magnitude. If you have any questions, would like more information, or would like to submit your name for consideration, please email: managers@cameronstation.org . It is anticipated that the Board will be appointing 5 members for this Committee at the May board meeting. Work will begin shortly thereafter.

CAMP Recommendation

Management recommends that the Board approves the appointment.



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

Please submit the completed form to the Cameron Station Management office for review by the individual Committee Chairs and the Board of Directors:

Name: Joe Stern _____

Home Address: 4923 Donovan Drive _____

Email Address: joe.stern01@icloud.com _____

Telephone Number: 2023459446 _____ (Cell) same _____ (Home)

Condominium Owners please check the appropriate box:

- ☐ Carlton Place Condominium
- ☐ Condominiums at Cameron Station Blvd.
- ☐ Main Street Condominium
- ☐ Oakland Hall Condominium
- ☐ Residences at Cameron Station
- ☐ Woodland Hall Condominium

1) Check the name of the Committee you would like to join (please include a 2nd choice as well):

- ☐ Architectural Review Committee
- ☐ Activities & Events Planning Committee
- ☐ Cameron Club Facilities Committee
- ☐ Common Area Committee
- ☐ Communications Committee
- ☐ Financial Advisory Committee

X Paving Committee

2) Provide a brief statement describing your qualifications (you may attach any pertinent information):

While i have no experience with paving or road work, my extensive background in hospitality leadership provides the ability to work well in a group setting. i have done quite a bit of business analysis, vendor negotiation, dispute resolution, and the planning and execution of programs and events.

3) State your reasons why you would like to join this committee:

Having lived in CS for almost 13 years, i have watched our roads continue to decline season after season. I would like to be part of the solution. Besides, i have not participated on any committee before and i think it is time to give back to the community that i very happily live in.

Thank you for your time and interest.



Cameron Station Community Association, Inc.
Board Decision Request
June 29, 2021

TOPIC: Ad-Hoc Paving Committee Chair Appointment

Motion:

"I move to APPROVE _____ as the to the Ad-Hoc Paving Committee Chair.

2nd:

Summary:

At the May meeting the Board approved the formation of the Ad-Hoc Paving Committee. A call for volunteers for the Ad Hoc Paving Committee was sent out via the community email blasts.

Per the Charter for the Ad-Hoc Paving Committee The Board is responsible for appointing a Committee Chair. Please see section VII. Of the attached charter, (section reprinted below).

VII. COMMITTEE OFFICERS

1. The Board shall appoint the Committee Chair.
2. The Committee shall also elect, at the first Committee meeting, a Vice Chair who shall serve in the absence of the Chair or at the request of the Chair.
3. Other officers as needed may be elected by a majority vote to the Committee members. All officer positions shall serve until such time as the asphalt repair and restoration project is completed, unless they are removed or resign from the Committee. No Committee member shall hold more than one officer position

To date, Jeremy Drislane,(ARC Member), Kyle Gerron (FAC Member) and resident, Dick Shea have volunteered. Joe Stern has a pending appointment expected to be voted on at the meeting.

CAMP Recommendation

Management recommends that the Board appoints the Chair at this time.

CAMERON STATION COMMUNITY ASSOCIATION

ADMINISTRATIVE RESOLUTION No. 2021-_____

(Creation of Ad Hoc Asphalt Restoration Committee)

WHEREAS, Article III, Section 3.4 of the Amended Bylaws grants the Board of Directors with all of the powers necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or Project Documents require the Association's membership to approve; and

WHEREAS, the Association has engaged an Engineering Consultant to serve as project manager for the purpose of managing the Association's asphalt repair and repaving project; and

WHEREAS, the Board of Directors desires to create an ad hoc committee to provide assistance in the evaluation proposals and working with the Association's Community Manager and Engineering Consultant to oversee the asphalt repairs and repaving of the asphalt within the Association.

NOW THEREFORE, BE IT RESOLVED that the Board hereby establishes an Ad Hoc Asphalt Restoration Committee which shall operate according to the following guidelines:

I. RESPONSIBILITIES

1. Work with the Association's Management Agent and Engineering Consultant to receive and review proposals for the performance of the repair and repaving of the Association's asphalt and make recommendations to the Board of Directors as to the engagement of a paving contractor.
2. Work with the Association's Management Agent and Engineering Consultant to communicate with the paving contractor on issues related to the performance of the scope of work. Notwithstanding the foregoing, all direct communications with the paving contract will be made either by the Association's Management Agent and Engineering Consultant.
3. Work with the Association's Management Agent and Engineering Consultant to communicate with Cameron Station residents on issues related to the performance of the paving work, including, but not limited to, possible temporary parking closures and work schedules. Notwithstanding the foregoing, all direct communications with Cameron Station residents will be made by the Association's Management Agent.
4. Submit minutes of committee meetings to the Community Manager for inclusion in the monthly report to the Board of Directors. Provide report on committee activities and any decision item requests to the Community Manager for inclusion in the monthly report to the Board.

5. Perform other duties as assigned by the Board of Directors.

II. ELIGIBILITY

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

III. NUMBER OF MEMBERS & LENGTH OF TERM

1. The Board of Directors shall appoint five (5) members to the Ad Hoc Asphalt Restoration Committee. The Committee shall not operate with less than three (3) members. There may only be one voting member on the Committee from any household at Cameron Station.
2. The members of the Ad Hoc Asphalt Restoration Committee shall serve until such time as the asphalt repair and restoration project is completed, unless they are removed or resign from the Committee.

IV. APPOINTMENT

1. Committee vacancies shall be publicized at least once in the Association newsletter, e-blast and website prior to being filled.
2. Owners interested in being appointed must submit their request for appointment, in writing, to the Community Manager.
3. Once the management office has determined that the owner is eligible to be appointed, the Community Manager shall forward a copy of the written request to the Committee Chair.
4. The Committee shall make recommendations to the Board on the appointment of eligible members to the Committee.
5. Following receipt of the Committee's recommendation, the Board shall, in its sole discretion, appoint persons to serve on the Committee to fill any existing vacancy. Any person appointed to the Committee to fill a vacancy created by the removal or resignation of a Committee member shall serve the remainder of the predecessor member's term.
6. No owner shall continue to serve as a Committee member if such owner is more than sixty (60) days delinquent in meeting financial obligations of the Association or has a current violation of the Declaration or Design and Maintenance Standards.

7. The Board may remove a Committee member who fails to attend three (3) consecutive meetings without the prior knowledge and approval of the Committee Chair.
8. If the Committee Chair believes that an eligible owner who has requested appointment should not be appointed or that a sitting Committee member should be removed for reasons other than failure to attend three (3) consecutive meetings without the prior knowledge and approval of the Chair, then the Committee Chair shall submit the matter for consideration by the Board of Directors.
9. The Board of Directors may appoint or remove Committee members, including the Chair, with or without cause.

V. MEETINGS

1. The Committee shall meet as needed to perform its responsibilities. All meetings shall be open to residents and owners in the Association. The Committee shall reserve a time period at its meetings to allow input from the any non-committee members present at the meeting.
2. The Chair may call special meetings of the Committee if three (3) business days' notice is provided to the Committee members stating the purpose of the meeting. Advanced notice of a special meeting is deemed waived if consented to by all members of the Committee or if all members of the Committee are present at such special meeting.
3. Quorum: A quorum of members must be present in order to convene a meeting or conduct business. A quorum is defined as a majority of the members of the committee.

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

- 1) Reschedule the meeting provided that a minimum of three business days' notice can be provided to Committee members and interested parties;
- 2) Cancel the meeting, and hold the meeting on the next regularly scheduled date.
4. Voting: The vote of a majority of Committee members present at a meeting with a quorum present shall constitute the decision of the Committee. All voting shall be conducted in open session, with no secret voting allowed.
5. Minutes: Minutes shall be taken at every meeting of the Committee. Minutes

shall show attendance, issues raised, and any decision of the Committee. Minutes shall be forwarded to the Community Manager for inclusion in the monthly report to the Board of Directors. Approved meeting minutes will be kept on file for review by owners.

VI. DUTIES OF THE CHAIR

The duties of the Chairperson shall include, but may not be limited to, the following:

1. Monitor and track and maintain Committee membership roster;
2. Develop the meeting calendar;
3. Prepare meeting agendas;
4. Preside over meetings;
5. Provide each Committee member an opportunity for input;
6. Ensure Committee members and those attending the meeting are treated fairly and with respect;
7. Assign Committee members tasks as necessary;
8. Submit meeting minutes to the Board of Directors as stipulated above;
9. Serve as the liaison to the Board and represent the Committee to the Board on any matters;
10. Serve as the liaison to the Management Agent and Engineering Consultant on issues related to the performance of the paving project.
11. Ensure Committee is performing duties as detailed in this resolution and requested by the Board of Directors.

VII. COMMITTEE OFFICERS

1. The Board shall appoint the Committee Chair. .
2. The Committee shall also elect, at the first Committee meeting, a Vice Chair who shall serve in the absence of the Chair or at the request of the Chair.
3. Other officers as needed may be elected by a majority vote to the Committee members. All officer positions shall serve until such time as the asphalt repair and restoration project is completed, unless they are removed or resign from the Committee. No Committee member shall hold more than one officer position.

The effective date of this resolution shall be _____, 2021.

This Resolution was adopted and approved by the Board of Directors of Cameron Station Community Association on this ____ day of _____, 2021.

CAMERON STATION COMMUNITY
ASSOCIATION, INC.

By: _____
President

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION No. 2021-_____

(Creation of Ad Hoc Asphalt Restoration Committee)

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

Motion by: _____ Seconded by: _____

VOTE:	YES	NO	ABSTAIN	ABSENT
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_____ President	_____	_____	_____	_____
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_____ Vice President	_____	_____	_____	_____
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_____ Secretary	_____	_____	_____	_____
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_____ Treasurer	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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**Cameron Station Community Association, Inc.
Board Decision Request
June 29, 2021**

TOPIC: Communications Committee Appointment

Motion:

"I move to APPROVE Gwen Toops to the Communications Committee.

2nd:

Summary:

In May, Rebecca Pipkins resigned from the Communication Committee. Committee sincerely thanked Committee member Rebecca Pipkins for her service on the Committee. The Committee advertised the opening and Gwen Toops submitted her application for this opening.

CAMP Recommendation

Management recommends that the Board approves the appointment.



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

Please submit the completed form to the Cameron Station Management office for review by the individual Committee Chairs and the Board of Directors:

Name: Gwen Toops

Home Address: 5182 Brawner Place

Email Address: grtoops@gmail.com

Telephone Number: 314-537-0176 (Cell) n/a (Home)

Condominium Owners please check the appropriate box: n/a - not a condo owner

- ☒ Carlton Place Condominium
- ☐ Condominiums at Cameron Station Blvd.
- ☐ Main Street Condominium
- ☐ Oakland Hall Condominium
- ☐ Residences at Cameron Station
- ☐ Woodland Hall Condominium

1) Check the name of the Committee you would like to join (please include a 2nd choice as well):

- ☐ Architectural Review Committee
- ☐ Activities & Events Planning Committee
- ☐ Cameron Club Facilities Committee
- ☐ Common Area Committee
- ☒ Communications Committee
- ☐ Financial Advisory Committee

2) Provide a brief statement describing your qualifications (you may attach any pertinent information):

Professionally, I am a writer/editor, and I have volunteered with newsletters for editing and layout. I am technologically adept and am very interested in helping maintain/update the website. I am passionate about keeping people informed and ensuring that people have easily accessible, quality information: part of the ComCom's mission. I enjoy meeting new people and living in Cameron Station!

3) State your reasons why you would like to join this committee:

I am a dedicated Cameron Station resident of 5 years: 2 years as a renter first, then found we liked it so much that we bought!
I want to combine my enthusiasm for Cameron Station and my strength as a communicator, and the ComCom would be a great combination. I would be thrilled to be part of the team keeping Cameron Station informed through the Compass, blast, website, and social media. One of the joys of living in Cameron Station is the community feel, and the ComCom is integral in strengthening community engagement via information.

Thank you for your time and interest.

Cameron Station Community Association, Inc. 200 Cameron Station Boulevard, Alexandria, Virginia 22304
Phone (703) 567-4881 Fax (703) 567-4883 communitymanager@cameronstation.org

Cameron Station Community Association, Inc.

Homeowner Association (HOA) Committees

Six committees have been organized to provide assistance to the Board of Directors in the governance and operation of the community. The HOA committees offer homeowners the opportunity to actively participate in the life of Cameron Station and are vital to the wellbeing of the community. Please consider joining the committee that most interests. You can learn more about the meeting times and review the committee charters on the Cameron Station website. If you have any questions, please contact the Management office at 703-567-4881 or communitymanager@cameronstation.org.

Activities & Events Planning Committee (Events) – Meets the first Monday of the month. Its primary responsibility is to advise the Board of Directors on the planning of the community events.

Architectural Review Committee (ARC) – Meets the first Tuesday of the month. Its primary responsibility is to act on all applications for the approval of modifications or improvements to any lot as dictated by Article VI of the Declaration of Covenants, Conditions and Restrictions.

Cameron Club Facilities Committee (Facilities) – Meets the second Thursday of the month. Its primary responsibility is to advise the Board of Directors on issues affecting the Cameron Club.

Common Area Committee (CAC) – Meets the first Wednesday of the month. Its primary responsibility is to advise the Board of Directors on issues affecting common area services and maintenance (excepting the Cameron Club).

Communications Committee (Comm Comm) – Meets the third Monday of the month. Its primary responsibility is to advise the Board of Directors on issues affecting communications. The Newsletter Subcommittee is responsible for the creation of the bimonthly newsletter, The Compass, and bimonthly community updates. The WebTech Subcommittee is responsible for overseeing the community website, www.cameronstation.org. The subcommittees usually meet at members' homes, and meeting times vary. The Newsletter Subcommittee can be reached at thecompass@cameronstation.org.

Financial Advisory Committee (FAC) – Meets the third Thursday of the month. Its primary responsibility is to advise the Board of Directors on issues affecting the financial position of the HOA.

Cameron Station Community Association, Inc.
Administrative Resolution No. 2021-__

(Executive Committee of the Board for Woodland Hall Litigation)

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

WHEREAS, Section § 13.1-869 of the Nonstock Corporation Act (“Act”) provides the Board of Directors, by a majority vote, with the authority to create one or more committees and appoint two or more members of the board of directors to serve on them; and

WHEREAS, Section § 13.1-869 of the Act provides that to the extent specified by the Board of Directors, a committee created by the Board may exercise the authority of the board of directors under § 13.1-853 of the Act, except that a committee may not: (1) Approve or recommend to members action that Act requires to be approved by members; (2) Fill vacancies on the board or on any of its committees; (3) Amend the articles of incorporation pursuant to § 13.1-885 of the Act; (4) Adopt, amend, or repeal the bylaws; or (5) Approve a plan of merger not requiring member approval; and

WHEREAS, on June 11, 2021, the Association was served with litigation filed by a member of the Woodland Hall Condominium Unit Owner’s Association (“Woodland Hall Litigation”); and

WHEREAS, in order to provide for the efficient defense of said litigation and to ensure the protection of attorney-client privileged communications on issues relating to the litigation, the Board has determined that it is in the best interest of the Association to create an executive committee of the Board to administer the issues related to the.

NOW THEREFORE, be it resolved that an Executive Committee of the Board shall be established, and that the following procedures for this committee be adopted and implemented herewith:

I. RESPONSIBILITIES

The primary responsibility of the Executive Committee of the Board is to administer and assist in addressing issues related to litigation filed by David Hotle against the Association, to include engaging in and preserving the confidentiality of attorney-client communications with counsel for the Association, and shall be empowered with full authority to compromise, direct pursuit of, or terminate any legal action related to such issues as the Executive Committee and the Association’s counsel deems appropriate.

II. IDENTITY OF, NUMBER OF MEMBERS & LENGTH OF TERM; APPOINTMENT AND REMOVAL

- A. The Executive Committee appointed by this Policy Resolution shall be composed of three (3) members, all of whom must also be members of the Board of Directors.

Michael Johnson, Andrew Hill and Megan Christensen are hereby appointed initial members of the Executive Committee. In addition, for the purpose of providing support to said Executive Committee, Jennifer Gilmore and Heather Graham of Community Association Management Professionals, as the Association's management agent, shall be considered to be within the control group for the purpose of the attorney-client privilege. The committee members shall serve unless and until such committee member(s) is removed by the Board or resigns.

- B. The Board shall, in its sole discretion, appoint additional persons to serve on the Executive Committee to fill any existing vacancy.
- C. The Executive Committee members will be provided a copy of this Resolution within a reasonable period of time following their appointment.
- D. The Board of Directors may remove any Executive Committee member with or without cause, upon three (3) days written notice, upon a majority vote of the members of the Board of Directors.

IV. ELECTION OF OFFICERS

- A. The Board of Directors shall appoint an Executive Committee member to be the Chairperson. At a minimum, the Executive Committee shall elect a Secretary who shall be responsible for recording accurate minutes of the Executive Committee's meetings and submitting them to the Managing Agent, in a timely manner, for inclusion in attorney/client privileged records of the Association. Michael Johnson is appointed initial Chairperson of the Executive Committee.
- B. The Chairperson, or his or her designee, shall be responsible for chairing meetings of the committee.

V. MEETINGS

- A. Executive Committee meetings shall be held in a recognized meeting place of the Association, or in a manner prescribed by Va. Code §13.1-864. All Executive Committee meetings, except those to be held in executive session, shall be open to the membership as required by the Virginia Non-Stock Corporation Act.
- B. A quorum of voting members must be present in order to convene a meeting or conduct business of the Executive Committee. A quorum shall be present if two or more of the members of the Executive Committee are present at any regularly scheduled or special committee meeting.
- C. The vote of a majority of committee members present at a meeting at which a quorum is present shall constitute the decision of the Executive Committee.
- D. In accordance with Va. Code § 13.1-865, any action required or permitted to be taken at a committee meeting may be taken without a meeting if consent, in writing, setting forth the action taken, is signed either before or after such action by all of the Executive Committee members. Written consents may take the form of e-mails from Executive

Committee members indicating their consent to the action. Any such written consent shall have the same force and effect as a unanimous vote and shall be filed with the minutes of the committee, and if necessary, included among privileged communications insulated from disclosure to any other party.

VI. DUTIES OF THE CHAIR

The Chairperson shall serve as the presiding officer of the Executive Committee. The duties of the Chairperson shall include, but may not be limited to, the following:

- A. Monitor and track and maintain Executive Committee membership roster;
- B. Develop the meeting calendar;
- C. Prepare meeting agendas;
- D. Preside over meetings.
- E. Provide each Executive Committee member an opportunity for input;
- F. Ensure Executive Committee members and those attending the meeting are treated fairly and with respect;
- G. Assign Executive Committee members tasks as necessary;
- H. Submit meeting minutes to the Board of Directors as stipulated above;
- I. Serve as the liaison to the Board and represent the Executive Committee to the Board on any matters;
- J. Serve as the liaison to the Managing Agent and the Association's legal counsel and represent the Executive Committee at any meetings with the Managing Agent and legal counsel;
- K. Ensure that the Executive Committee is performing duties as detailed in this resolution, including all routine and non-routine inspections, and as requested by the Board of Directors.

This Resolution was duly adopted by the Board of Directors on this ____ day of June, 2021.

CAMERON STATION COMMUNITY
ASSOCIATION, INC.

By: _____
Sarah Meyer Walsh, President

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. 2021-__

(Executive Committee Charter)

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

Motion by: _____ Seconded by: _____

VOTE: YES NO ABSTAIN ABSENT

President

Vice President

Secretary

Treasurer

ATTEST:

Secretary

Date



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
June 29, 2021**

TOPIC: Virtual Meetings and Electronic Voting Resolution

Motion:

"I move to APPROVE Administrative Resolution #21-02 – Virtual Board, Annual and Committee Meetings as submitted."

2nd

Summary:

As you will recall, legislation was recently passed that allows Boards of Directors and their Committees to conduct business through virtual meetings. Although the Board and Committees have been meeting virtually due to COVID, this was through an emergency measure by the Governor due to the pandemic. The recent adoption of the legislation allows this to be a permanent ability and will become effective July 1, 2021. One of the stipulations of the legislative change is that rules and regulations must be adopted by the Board and the attached Resolution addresses this in detail, which is also consistent with the current practice the Board has been using for all Board meetings.

CAMP Recommendation

Management recommends the Board approve the attached resolution.

CAMERON STATION COMMUNITY ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION NO. 21- ____

(Procedures Relating to Virtual Board, Committee and Annual Meetings)

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

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

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

WHEREAS, Article II, Section 2.1 of the Bylaws states the Board of Directors shall be required to call and conduct at least one membership meeting every calendar year, which shall be called the Annual Meeting; and

WHEREAS, Section 55.1-1832 of the Property Owners’ Association Act, effective July 1, 2021, provides that unless expressly prohibited by the Declaration, any notice required to be sent or received, or any signature, vote, consent or approval required to be obtained under any Declaration, or Bylaw provision or the Property Owners’ Association Act may be accomplished using electronic means and that the Association and Owners may perform any obligation or exercise any right under any Declaration or Bylaw provision or any provision of the Property Owners’ Association Act by use of electronic means; and

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

WHEREAS, Section 55.1-1832(F) of the Property Owners’ Association Act, effective July 1, 2021, states:

Any meeting of the association, the board of directors, or any committee may be held entirely or partially by electronic means, provided that the board of directors has adopted guidelines for the use of electronic means for such meetings. Such guidelines shall ensure that persons accessing such meetings are authorized to do so and that persons entitled to participate in such meetings have an opportunity to do so. The board of directors shall determine whether any such meeting may be held entirely or partially by electronic means.

WHEREAS, Section 55.1-1832(G) of the Property Owners' Association Act, effective July 1, 2021, further provides that if any person does not have the capability or desire to conduct business using electronic means, the Association shall make available a reasonable alternative, at its expense, for such person to conduct business with the Association without use of such electronic means; and

WHEREAS, Section 55.1-1815(H) of the Property Owners' Association Act, effective July 1, 2021, states:

Unless expressly prohibited by the governing documents, a member may vote at a meeting of the association in person, by proxy, or by absentee ballot. Such voting may take place by electronic means, provided that the board of directors has adopted guidelines for such voting by electronic means. Members voting by absentee ballot or proxy shall be deemed to be present at the meeting for all purposes.

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

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

WHEREAS, the Association's Bylaws do not prohibit electronic voting or the conduct of a meeting of the Association via electronic means and therefore, , the Board of Directors deems it appropriate to set forth procedures if it elects to conduct meetings virtually and to allow for absentee and electronic voting; and

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

I. BOARD AND COMMITTEE MEETINGS

- A. The Board of Directors has the authority to determine whether meetings of the Board and Committees shall be held entirely or partially by electronic means.
- B. The Board shall determine the virtual place for Board and Committee meetings by way of a virtual platform, conference call number or other electronic means. All notices of Board and/or Committee meetings will advise Owners of the means and methods for participating in the meeting electronically. The platform will allow all Owners to hear the proceedings, substantially concurrent with the proceedings.
- C. Owners will be required to validate their ownership before being able to attend a Board or Committee meeting.

- D. If the Board decides to conduct a meeting electronically, there will be no physical meeting location and the location of the meeting will be virtual.

II. **MEMBERSHIP MEETINGS**

A. **Membership Meeting Location**

- a. The Board has the authority to determine whether any membership meeting of the Association, including, but not limited to the annual meeting, shall be held entirely or partially by electronic means.
- b. The Board shall determine the virtual place for the annual meeting by way of a virtual platform, conference call number or one or more other electronic means. The notice of the meeting will advise Owners of the means and methods for participating in the meeting electronically. The platform will allow all Owners to hear the proceedings, substantially concurrent with the proceedings.
- c. Owners will be required to validate their ownership before being able to attend any meeting of the membership. Validation procedures will depend on the platform used but may include unique voting codes or other identifying features to ensure that the person participating is an Owner or an Owner's proxy.
- d. If the Board decides to conduct a meeting electronically, there will be no physical meeting location and the location of the meeting will be virtual.

B. **Nominations**

- a. A call for candidates will be mailed prior to the notice of the annual meeting. Anyone interested in serving on the Board of Directors may submit their candidacy for consideration by the members.
- b. All candidacy statements must be received by the date and time and in the format specified in the call for candidates or any subsequent deadline if extended by the Board. Candidates who timely submit their statements and otherwise qualify will have their statements mailed with the notice of the annual meeting and their names placed on mail-in ballot. Late submissions will not be accepted.
- c. Nominations will not be taken from the floor at the meeting.

C. **Agenda**

- a. The order of business shall be: (a) Roll call; (b) Proof of notice of meeting; (c) Reading of minutes of preceding meeting; (d) Reports of officers and Board of Directors; (e) Report of Management Agent, if any, and if present; (f) Reports of Committees; (g) Announcement of election results; (i) Unfinished business; (j) New business; and (k) Adjournment.

- b. The order of business will remain the same except that the appointment of inspectors of election shall be deemed satisfied by: (1) the use of the electronic platform selected by the Board to track the electronic votes and proxies and (2) the delegation to the Managing Agent or other person determined by the Board to collect any paper proxies and ballots.

D. Proxy and Mail-In Election Ballots

- a. Absentee and proxy mail-in voting ballots must be submitted in accordance with the instructions set forth in the notice of meeting at which such election shall be held, which can be mail, e-mail or other means as directed in such instructions. The notice of meeting will include information on the chosen platform, how to submit proxy and absentee election ballots, and the deadline for submission to the Association, which shall be before the commencement of the meeting. Delivery of a ballot may be by electronic means or paper form.
- b. Each Owner will receive an official Association proxy and absentee election ballot which serves two purposes:
 - i. To designate a specific proxy holder who is an officer of the Board who is not running for election and shall be present at the Annual Meeting, which shall ensure that the Owner's presence is counted for quorum purposes at the meeting, and
 - ii. To designate the specific candidates that the Owner wishes to vote for related to the election of directors. Note, the proxy designation is strictly to ensure establishment of quorum.
- c. There will be no uninstructed proxy ballots accepted by the Association.
- d. If a proxy and absentee voting ballot is submitted without selection of candidates for the election, the ballot shall be counted for quorum purposes only for the annual meeting.

E. Quorum

- a. Quorum is achieved if Owners entitled to cast at least ten percent (10%) of the total number of votes are present, in person or by proxy, at the commencement of such meeting. The presence of any Owner or their proxy attending the meeting virtually will be counted as being present for purposes of quorum. Accordingly, quorum will be deemed present throughout the meeting even if an Owner or proxy leaves the virtual meeting once the meeting is called to order. Members voting by absentee ballot or proxy shall be deemed to be present at the meeting for all purposes.
- b. In the event quorum is not met, Owners holding a majority of the votes who are present at such meeting in person or by proxy may re-schedule the meeting to a time not less than forty-eight hours after the time the original meeting was called..

F. Voting

- a. The Board will designate an electronic platform for voting. The notice of meeting will include information on the chosen platform, how to cast votes, and the duration of the voting period. Any Owner who cannot vote by electronic means may contact the Managing Agent for a paper ballot.
- b. The voting platform will be open prior to the time the meeting is called to order and will close at noon on the day of the Annual Meeting.
- c. Owners and proxy holders submitting electronic votes will be required to validate their ownership. Validation procedures will depend on the platform used but may include unique voting codes or other identifying features to ensure that the person voting is an Owner or an Owner's proxy.

G. Miscellaneous

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

The effective date of this Resolution shall be July 1, 2021. On July 1, 2021, this Resolution shall supersede and replace all prior resolutions regarding virtual meetings.

**CAMERON STATION COMMUNITY
ASSOCIATION, INC.**

By: _____
President

RESOLUTION ACTION RECORD

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION NO. 21- ____**

(Procedures Relating to Virtual Board, Committee and Annual Meetings)

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

Motion by: _____ Seconded by: _____

VOTE: YES NO ABSTAIN ABSENT

President

Vice President

Treasurer

Secretary

Director

Director

Director

ATTEST:

Secretary

Date

Resolution effective: _____, 2021.

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Administrative Resolution was mailed or hand-delivered to members of Cameron Station Community Association, Inc. on this _____ day of _____, 2021.

Managing Agent



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
June 29, 2021**

TOPIC: Management Team- VoIP Phones and Managed IT Vendor

Motion:

"I move to APPROVE that GRS Technology Solutions manage both the IT and VoIP phone system services for the Cameron Station On-Site Management Staff for a total of \$1,659/month. This will be funded from the Operating Fund.

2nd:

Summary:

We were recently informed that the Toshiba phone system in the Cameron Station On-Site Management Office and at the Fitness Center front desk is no longer made or serviced. This system was installed in 2008 by Centric Telecom. The phones are not working properly. We have dropped calls and missing incoming calls as the auto roll over line is not functioning properly, and often cannot retrieve voicemails. We have confirmed this is a physical phone issue, not phone line issue. The phones cannot be serviced, parts cannot be ordered, they cannot be updated, are outdated and not user friendly. As a result, several vendors were contracted for pricing for phone replacement. All recommended moving to a Voiceover Internet Protocol (VoIP) phone system. The VoIP system provides the latest technology with flexibility to manage the phone system from any location with internet. Currently to change a voice prompt or mailbox or outgoing message one must physically be in the office to do so. The VoIP phone system is user friendly, transparent and reliable.

During the course of researching new phone options, it was noted that the IT services for Cameron Station On-Site Management Office should also be reviewed as it related to supporting a new phone system. The Cameron Station Laptops and Desktops are currently managed by DirectConneX LLC. Our experience with the current provider has not been an overall positive one. Often, service is less than par and many issues that we run into with the computers are band aided and often the same issues end up resurfacing a few months later. We receive conflicting information about the issues the system is having and they are not clear when it comes to their monthly bill charges. Overall, we find the current provider's performance lacking.

Given the interface of the two (2) systems and the need to change the phone system and IT provider it was felt it would be best to try and have all IT tech (computers, phones, internet security) managed under one vendor, for transparency and simplicity's sake therefore we have included bids for both services. We received bids for the Managed IT services (GRS and eResources) and for a new Voiceover Internet Protocol (VoIP) phone system (Comcast, GRS and Centric Telecom). See the comparison chart on the next page for details.

Option #	Managed IT	VoIP	Comcast (Web, TV, Phones)	Cost Breakdown (\$/month)	Total \$
CURRENTLY	Direct Connex	-	Comcast	1120 + 790.94*	\$1910.94*
2	Direct Connex	Centric Telecom	Comcast	805 + 282 + 610	\$1,727.77
4	Direct Connex	Comcast		805 + 800	\$1,605.00
5	GRS	Centric Telecom	Comcast	1500 + 282 + 610	\$2,391.93
6	GRS		Comcast	1659 + 610	\$2,268.50
7	GRS	Comcast		1500 + 800	\$2,300.00
8	eResources	Centric Telecom	Comcast	950 + 282 + 610	\$1,841.93
10	eResources	Comcast		950 + 800	\$1,750.00

CAMP Recommendation

**please note DirectConnex current prices and costs are listed above. They have verbally informed us with the removal of several services that have not been in use for some time the new monthly cost would be \$1,565.00.*

CAMP's domain and cloud-based server is managed by GRS Technology Solutions. They have had a positive experience working with GRS. GRS has stepped in to help troubleshoot and resolve issues the current provider has not been able to resolve. Combining the services under one provider will simplify, streamline, and provide the appropriate support level for the Cameron Station office location. Management recommends that a change be made from the current provider DirectConnex to GRS Technology Solutions to manage the IT services and install and manage the VoIP Phone System for the on-site management staff.



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
June 29, 2021**

TOPIC: Mulch Install – Curb Strip Areas

Motion:

"I move to APPROVE the Lancaster Proposal in the amount of \$3,295.00 for the installation of mulch along Cameron Station Blvd where turf cannot be established. This is not a budgeted item for 2021.
2nd:"

Summary:

Attached is a proposal for the installation of mulch in seven (7) locations along Cameron Station Blvd in curb strip areas where turf cannot be established. While this is City property, the Association has the duty to maintain it as stipulated in the SUP.

CAMP Recommendation

Management does not have any issues with the proposal as presented and recommends approval given the conditions of the area and complaints received.

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



PROPOSAL NO.
31084

June 1ST, 2021

CUSTOMER # 229

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

Dear Jennifer,

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

LANDSCAPE ENHANCEMENT

Various Areas – Mulch Installation

Thin/bare turf areas along CSB where turf cannot be established

Remove thin turf and install hardwood mulch at the following locations:

- At Tancretti and CSB (1) location
- At Bessley and CSB (2) locations
- At Brawner and CSB (2) locations
- At Knapp and CSB (2) locations

Labor.....\$1,320.00

Materials

Harwood mulch (25) yds.....\$1,875.00

PROPOSAL TOTAL \$3,295.00

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

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

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

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

DATE OF ACCEPTANCE: _____

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

SIGNATURE: _____



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
June 29, 2021**

TOPIC: Tree Root Removal

Motion:

"I move to APPROVE the Lancaster Proposal in the amount of \$3,295.00 for tree root removal in the common area behind Bessley and Tancretti. This is not a budgeted item for 2021.

2nd:

Summary:

Attached is a proposal for the removal of tree roots in nine (9) locations behind Bessley and Tancretti in the common area. A root issue was reported by two (2) residents in this location. Lancaster responded and root pruned and removed the roots. Management was asked to see pricing for further root removal in this location.

CAMP Recommendation

Management does not have any issues with the proposal as presented but does note this is not a budgeted item and the immediate issues have been addressed.

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



PROPOSAL NO.
31087

June 3, 2021

CUSTOMER # 229

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

Dear Jennifer,

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

TREE ROOT REMOVAL

COMMON AREA BETWEEN BESSLEY AND TANCRETTI:

AT (9) LOCATIONS:

- REMOVE TREE ROOTS FROM COMMON AREA TREES GROWING ONTO PRIVATE HOME BACKYARDS.
- RESTORE ALL DISTURBED AREAS WITH TOP SOIL AND HARDWOOD MULCH.

LABOR AND MATERIALS:

LABOR \$ 1,320.00

TOP SOIL AND HARD WOOD MULCH \$ 137.50

PROPOSAL TOTAL: \$ 3,295.00

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

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

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

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____

**Cameron Station Community Association, Inc.
Board of Directors Decision Request
June 29, 2021**

TOPIC: Pocossin Pocket Park Erosion Control

Motion:

"I move to APPROVE the Lancaster Proposal in the amount of \$4,890.00 to address the erosion issue in the common area by the border fence located in the Pocossin Pocket Park. This will be funded from the Reserves.
2nd:

Summary:

As reported last month, Lancaster was asked to provide pricing on installing river rock along fence line and down to swale area. This would mirror the same application that was done behind Carlton Place, picture included for reference. Attached is a proposal for the installation of a riverstone around the existing storm drain and base of the border fence.



CAMP Recommendation

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

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



PROPOSAL NO.
31082

June 1ST, 2021

CUSTOMER # 229

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

Dear Jennifer,

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

EROSION CONTROL

At Pocossin Pocket Park (around existing storm drain and at base of property fence)

Install 5-9” riverstone to slow water flow and prevent erosion

Labor.....\$2,640.00

Materials

River stone 5-9" (6) tons @ \$375.00 each.....\$2,250.00

PROPOSAL TOTAL \$4,890.00

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

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

ACCEPTANCE OF PROPOSAL:
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DATE OF ACCEPTANCE: _____

SIGNATURE: _____





**Cameron Station Community Association, Inc.
Board of Directors Decision Request
June 29, 2021**

TOPIC: Somerville Drainage- Common Area Swale

Motion:

"I move to APPROVE the Lancaster Proposal in the amount of \$4,285.00 to address the drainage problem in the common area location by 237 Somerville. This will be funded from the Reserves.

2nd:

Summary:

The Common Area Committee has approved the installation of a swale in the common area by 237 Somerville. This area is currently experiencing ponding and not draining properly.

CAMP Recommendation

Management does not have any issues with the proposal as presented.

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



PROPOSAL NO.
31083

June 1ST, 2021

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

Dear Jennifer,

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

DRAINAGE CONTROL

At Left Side Common Area 237 Somerville

Area approx. 60' regrade to create a shallow swale 60x3' to prevent ponding of water of grassy area and direct water to street near mailbox, on swale. Install West Virginia fieldstone on a stone dust base to improve water flow.

Labor.....	\$2,640.00
Materials	
West Virginia Fieldstone.....	\$1,500.00
Stone Dust.....	\$145.00

PROPOSAL TOTAL \$4,285.00

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

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ACCEPTANCE OF PROPOSAL:
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DATE OF ACCEPTANCE: _____

SIGNATURE: _____

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



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
June 29, 2021**

TOPIC: Grimm/Brawner Storm Drain & Sidewalk Repairs

Motion:

"I move to APPROVE the Lancaster Proposal in the amount of \$4,485.00 for the storm drain cleanout and sidewalk elevation. This will be funded from the Reserves.

2nd:

Summary:

The sidewalk area between Grimm & Brawner that runs over the drainage swale area in this location needs to be lifted. The storm drain needs to be cleaned out and repairs made to ensure it is kept open and operating. The Common Area Committee has requested this work be approved and scheduled given the trip hazard and lack of drainage in this area.



CAMP Recommendation

Management does not have any issues with the proposal and recommends approval given the condition of the area and the potential hazard it presents.

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



PROPOSAL NO.
31091

June 7, 2021

CUSTOMER # 229

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

Dear Jennifer,

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

DRAINAGE CONTROL

At Brick Walkway (Cut-through) Between Grimm and Brawner

Remove existing below grade paver walkway approx. 25x3'
Install 6" pvc pipe to allow better water flow onto existing storm drain
Reinstall and raise paver walkway to prevent water ponding on walk

Labor.....\$3,960.00
Materials.....\$525.00

PROPOSAL TOTAL \$4,485.00

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

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ACCEPTANCE OF PROPOSAL:
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DATE OF ACCEPTANCE: _____

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

SIGNATURE: _____



Cameron Station Community Association, Inc.
Board Decision Request
June 29, 2021

TOPIC: Donovan Outdoor Fountain

Motion:

" I move to approve the proposal from Harmony Ponds in the amount of \$15,130.00 for the replacement of the outdoor fountain.

2nd:

Summary:

As you may recall, the Donovan Outdoor Fountain is broken and is in need of replacement or removal. 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. The Board considered the proposal at their April meeting and decided to table a decision until community feedback could be received.

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.

Community feedback was sought via the weekly email blast. In addition, CAC held a meeting in the Donovan Pocket Park on June 1, 2021. Attached you will find the responses received from the survey and the meeting.



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 based on the feedback received.

Vote	Feedback
General Feedback	I do not have strong feelings about what that space should be, as long as it is reasonably kid-safe. I’m writing because I think the neighborhood and Board should be informed by the cost estimates associated for all non-fountain options being considered before voting yes/no on the fountain itself.It’s not enough to say that repairing the fountain costs X, so therefore let’s remove it and replace it because then it will cost us nothing. A fair comparison requires knowing what removal costs, what installation of a replacement costs, and the ongoing associated annual costs of upkeep for all fountain and non-fountain options.
Repair or Replace	We've been part of the community for 3 years, and our kids loved that fountain. We say keep it and repair it.
Repair or Replace	My vote is to keep the fountain (or fix or replace it with a new fountain).
Repair or Replace	we would like it repaired or replaced with another fountain
Repair or Replace	I think the fountain should remain a fountain. It's our only one! Exception might be if the cost is prohibitive.
Repair or Replace	(Repair) The lovely little fountain should be re-born in the little park on Donovan Drive with a bench or two near the park edges for contemplation.
Repair or Replace	Please restore the fountain to working order.
Repair or Replace	the broken fountain at Pillow Park. It is a lovely feature that we dearly would love to see be restored.
Repair or Replace	We live on Donovan Drive and would love to see a new fountain installed to replace the current broken one
Repair or Replace	Please restore the fountain.
Repair or Replace	Is it possible to have the fountain fixed in the park rather than removing it? It's really a beautiful piece.
Repair or Replace	voice favor to see the fountain repaired, rather than having it turned into a planter or pulled out completely.
Repair or Replace	Our family would like to see the fountain remain and to flow freely
Repair or Replace	Our input would be to replace the fountain with a newer version that works
Repair or Replace	I would prefer to maintain a water feature in the pocket park.
Repair or Replace	I would like to see the fountain replaced. We don’t have water features in the neighborhood and it would be especially nice to have in the summer.
Repair or Replace	I think the fountain is a nice feature- I'd suggest we try to keep what little water feature we have.
Repair or Replace	I would like to see it as a fountain as it was attended
Repair or Replace	I prefer that the fountain inner works be replaced.
Repair or Replace	We want to express our interest in fixing the water fountain.
Repair or Replace	forever loved this fountain and was sorry it had stopped working and had not been fixed. I realize fountains pose lots of issues with weather, the mechanism making the water move, etc. But is it possible to salvage this bowl and add a new mechanism?
Repurpose the Area	Please consider a shaded seating area so we can enjoy our neighbors and be protected from the sun and heat. A trellis structure with seating and planting/vines would be lovely!
Repurpose the Area	we put in some sort of shaded structure with seating to replace the expensive and oft not working fountain
Repurpose the Area	As a resident my opinion is to remove the fountain
Repurpose the Area	Can the fountain be converted to a planter? I would think that might save money. As the fountain has not been working, and it looks like it would require additional costs in the future to maintain it, I think it's a good idea to replace it. I walk by there all the time and have not realize it is a fountain.
Repurpose the Area	Instead of replacing the fountain at the Donovan Pocket Park, I would prefer that a tree be planted in its place.
Repurpose the Area	removal of the fountain and elimination of any future upkeep or repair costs.
Repurpose the Area	Therefore my opinion/suggestion is to modify the existing structure by removing the centerpiece and simply convert the base into a flower garden that can be maintained by Lancaster Landscaping as part of the overall contract.
Repurpose the Area	I think we should either grass over the fountain or create a community space (fire pit, pergola with seating, etc).
Repurpose the Area	Pay to have it removed and replaced by some turf, bricks or something normal that doesn't require additional maintenance
Repurpose the Area	We would prefer something more like a pergola over the side of the park with the fountain (example Beasley) that could offer some shade
Vote	Feedback
General Feedback	I do not have strong feelings about what that space should be, as long as it is reasonably kid-safe. I’m writing because I think the neighborhood and Board should be informed by the cost estimates associated for all non-fountain options being considered before voting yes/no on the fountain itself.It’s not enough to say that repairing the fountain costs X, so therefore let’s remove it and replace it because then it will cost us nothing. A fair comparison requires knowing what removal costs, what installation of a replacement costs, and the ongoing associated annual costs of upkeep for all fountain and non-fountain options.

Emails to Repurpose the Area

To the Board of Directors and Management,

Instead of replacing the fountain at the Donovan Pocket Park, I would prefer that a tree be planted in its place. I am partial to a Japanese maple but would also be fine with something taller. I think that the shade a tree would provide would pair well with the benches that are already on site at the park.

Thank you for all you do for our community.

As someone who opens their front door and sees the fountain as the first thing I see, ideally in a world without cost concerns, I would love to have a working fountain. Realistically as a resident and dermatologist , a shaded area with seating where residents can sit eat, drink and socialize- like the area in the John Ticer park would be my next choice.

I wish I could be there in person but I have my 92 year old mother in town who is very excited to see her great grandsons for the first time at our daughter's house and therefore I can not attend in person. Please feel free to email me if you have any questions or concerns.

JUNE 1 2021

Common Area Committee,

Upon further reflection following my email message of 27 April, 2021 below that I read to you at the 10 May CAC meeting, I think that to do other than replace the fountain with a working one is ill-advised. For there not to be a fountain in Donovan pocket park there needs to be a compelling reason to change. I don't think there is one, and I didn't hear one from any of the 15-16 residents who participated in our "standup" meeting in the park this evening. There was almost unanimous agreement to repair/replace the fountain.

In addition to the points made in my first message, here's the rationale:

- 1. Preservation of original planning intent:** The Donovan drive fountain, the only one in Cameron Station, is a distinctive feature, put there with thought and deliberation by the developer as indicated by the circular walkway and benches surrounding it. It was not an afterthought of retrofitted accommodation, but deliberate ambiance planned in from the start.
- 2. Preservation of architectural design:** Having spoken to the developers 20 years ago, each pocket park was designed to be singular in appearance, and not duplicated elsewhere, to achieve the feeling of different small neighborhoods. To replace with planters, grass, or other non-intended, non unique fixtures negates the original design intent, and the reason for many residents moving here and into particular enclaves.
- 3. Preservation of historical ambiance:** As in the Clubhouse, traffic roundabout/large gazebo, John Ticer Gazebo and other landmarks, there is an element of historical significance to them that increases as each year passes. I think of the great efforts put into preserving the appearance of Old Town. Our community, although not nearly as old, was created to look old architecturally from day one, and that should be protected now and into the future.

Thanks,

APRIL 27, 2021

Board,

As a Donovan Drive resident, I urge you to replace the existing fountain instead of put in some other fixture (ex. planter) or grass/plantings.

I'm an original resident of the street, and had conversations with Greenvest, the developer, about putting in a gazebo like on John Ticer, but they rightly thought it would be redundant as each pocket park was to be unique. So the fountain was considered the gazebo substitute for Donovan Drive, and meant to be an icon of sorts and symbol of the distinctive flavor of Cameron Station.

Unfortunately it never really worked well consistently, but could have, and should have. I think we ought not to eliminate it for that reason, but rather reinstall one that does function consistently and well. It's the same principal as fixing the gazebo on John Ticer (as painful and prolonged as that was). The residents of that street and Cameron Station did not want a landmark eliminated. So too, I feel the same about the fountain. Please have a replacement installed that continues to maintain the distinctiveness of the original design, but that operates well. The ARC would be proud to know that we adhere to the DMS in maintaining the original fixtures, design and intent of exterior features in Cameron Station.

Thanks,

Dear Committee:

I own _____ a block away from the fountain. I do not have strong feelings about what that space should be, as long as it is reasonably kid-safe. I'm writing because I think the neighborhood and Board should be informed by the cost estimates associated for all non-fountain options being considered before voting yes/no on the fountain itself.

It's not enough to say that repairing the fountain costs X, so therefore let's remove it and replace it because then it will cost us nothing. A fair comparison requires knowing what removal costs, what installation of a replacement costs, and the ongoing associated annual costs of upkeep for all fountain and non-fountain options. I would not indulge the Facebook HOA group's narrow focus on zeroing out certain line-items in the budget. Because there is no way it will actually ever be zero.

Thanks your work and commitment to the community!

Can the fountain be converted to a planter? I would think that might save money. As the fountain has not been working, and it looks like it would require additional costs in the future to maintain it, I think it's a good idea to replace it. I walk by there all the time and have not realize it is a fountain.

Good evening,

Before addressing a fountain that only provides aesthetics the other Donovan pocket park by Kilburn street is in dire need of new benches which have a more practical use. The current benches are so old, dry, and full of splinters, which pose a safety hazard. I'm afraid they will crack under me and am medium build. Further at least one of the benches has bolts loose so it is no longer anchored to the ground. Please consider upgrading the benches which I would say is more needed and a more economical use of community funds.

Committee members,

I'm am writing regarding the fountain as described in the newsletter.

The fountain has been inactive for some time and does not serve as an amenity to all residents. Therefore my opinion/suggestion is to modify the existing structure by removing the centerpiece and simply convert the base into a flower garden that can be maintained by Lancaster Landscaping as part of the overall contract.

Regards,

Dear Common Area Committee,

In response to your solicitation for input, I would like to go forward w/ the least expensive solution possible which I gather is removal of the fountain and elimination of any future upkeep or repair costs.

The park itself is already nice without the fountain. I notice family's play and picnic there regularly. If the fountain wasn't there, it would increase the grass area where people can enjoy the grounds. Additionally, in the long term, if it helps, even in a small way, to reduce HOA fees, it makes the community much more attractive to prospective buyers who otherwise wouldn't notice the fountain if they never knew it was ever there.

Thanks for asking for our input. I look forward to the final decision.

Good Day,

Regarding the fountain, I saw a lot of people had concerns about the cost maintenance. I like the fountain but understand the opposing views.

May I suggest a small overhead structure with vines similar to the other one in the neighborhood?

In no particular order:

1) pergola

2) gazebo

3) Sculpture - Maybe we have a local artist. Or can commission something meaningful to the history of the community.

4) leave the inop fountain as is and place a sculpture in the middle

Additionally, the roses died and were pulled out a couple of years ago. Are we going to replace the plants?

I'd like to suggest those get replaced FIRST.

1) Hydrangeas seem to go well in the neighborhood and climate.

Thank you for the consideration and opportunity to provide input.

Please consider a shaded seating area so we can enjoy our neighbors and be protected from the sun and heat. A trellis structure with seating and planting/vines would be lovely!

Hello,

We live _____ and appreciate the opportunity to provide comments regarding the above subject. While the fountain is lovely when running, it seems to break fairly often. In addition, the benches around the fountain do not offer much shade. We would prefer something more like a pergola over the side of the park with the fountain (example Beasley) that could offer some shade. The upkeep would be less expensive. The other side should be left open as families do use that area for playing, etc.

It would also be nice to have some flowering bushes put back on the perimeter since the roses were removed.

Thank you,

As a resident my opinion is to remove the fountain.

Good afternoon,

I wanted to provide my feedback about the Donovan Drive fountain. I think we should either grass over the fountain or create a community space (fire pit, pergola with seating, etc). To provide better feedback I am curious the cost to repair the fountain and also the cost to remove the fountain.

Thank you for all the work you do for Cameron Station,

I would like to see the fountain replaced. We don't have water features in the neighborhood and it would be especially nice to have in the summer.

Thank you.

Pay to have it removed and replaced by some turf, bricks or something normal that doesn't require additional maintenance. Every townhouse in front of that fountain has sold for almost \$1m while it was broken and canvas-covered. It has no value.

Emails to Repair or Replace

Hi,

and are writing in response to your request for comment related to the broken fountain at Pillow Park. It is a lovely feature that we dearly would love to see be restored.

As you may know, until two years ago, the park featured not only the fountain but also a beautiful brim of flowering bushes which were proactively taken out because of a blight. At the time, we were promised by Cameron Station HOA that the plantings would be replaced the following year. The perimeter remains barren.

Please restore Pillow Park to its former self. It is enjoyed by many residents here, some of whom enjoy sitting on the benches and some enjoy the open lawn. Pillow Park appears to be the forgotten space when it comes to maintenance, compared to the other common spaces within our community.

Thank you for considering repairing the fountain and replanting the perimeter.

To: Common Area Committee
Re: Pillow Park (Donovan Pocket Park) and the fountain.
Please do not remove the fountain. It is a special feature of the park. it was always so relaxing to sit in the park, hear the fountain, and look at the beautiful rose bushes. I know the rose bushes had to be removed due to a blight, but the promise to replace with other plantings still has not happened. Please restore the fountain.

I think the fountain should remain a fountain. It's our only one! Exception might be if the cost is prohibitive.

Hello,

Thank you for taking this on and soliciting feedback from the community. I am not aware of what the issues are with the current fountain or challenges that the committee has faced with regards to maintenance, but I would prefer to maintain a water feature in the pocket park. I know that many in Cameron station prefer hardscaping or rocks to landscaping and live plants (due to the ease of maintenance), but we are slowly losing what makes the community so beautiful. The fountain creates a soothing setting and a quiet break from the busy Donovan Drive and all the commotion in the community. It connects the lake to the community in a pleasant way. I've found it to be one of the only pocket parks where people actually enjoy the benches. The other ones seem to just get the dog walkers who are looking for a short walk to a restroom.

I will be out of town and miss the meeting so please share my thoughts. I have lived in CS and served on the ARC for many years and appreciate all that this committee does to maintain our common areas.

Hi Kathy,

I am hoping you have some part in this CAC search for input on the fountain in the circle on Donovan.

If so you are likely standing there now! I had hoped to walk over tonight, but cannot, so I wanted to pass along my views.

First I am one of those who have forever loved this fountain and was sorry it had stopped working and had not been fixed. I realize fountains pose lots of issues with weather, the mechanism making the water move, etc. But is it possible to salvage this bowl and add a new mechanism? Or to buy a new, still classical looking one that works better and is easier to maintain?

I am not in favor of using it as a planter, unless there is a way to make that look classy, which so far I haven't been able to imagine. But maybe you can!

I hate to see it go, so I hope a solution is found. It is our only public fountain here in CS,
at least to my knowledge, and to nice to have that sound and look when we had it.
Thanks for letting me vent or vote,

Hi,

Me and my husband live on Donovan Drive. Our input would be to replace the fountain with a newer version that works 😊

Hello,

We live on Donovan Drive and would love to see a new fountain installed to replace the current broken one. Having a fountain on this street was a huge perk to us when deciding to purchase this house two years ago. We definitely miss the calm, serenity the fountain provided and ask that the committee vote to replace it with a working fountain.

Please restore the fountain to working order. It adds a lot to a busy park.

we would like it repaired or replaced with another fountain. The fountain is a nice feature that fits the park well. The park already has several different types of plantings, so we don't favor replacing the fountain with a planter.

Over the 10 years we have lived here, the uses of the park have stayed the same, except that dogs can now use it.

Thank you.

The Fountain

The sounds of water movement are soothing for all of us. We should have at least one such place in our lovely community. The lake is a grand spot, but has no feeling of intimacy.

The lovely little fountain should be re-born in the little park on Donovan Drive with a bench or two near the park edges for contemplation.

Thank you....

CAC,

I hope this note finds you well. This is just a small note to voice favor to see the fountain repaired, rather than having it turned into a planter or pulled out completely.

Thanks and have a good weekend!

Hello, I would like to see it as a fountain as it was attended . But, if it is very costly my second vote would be to have it as a planter. To fill it with beautiful seasonal flowers. The fountain itself brings such elegance and richness to the community.

Thank you,

Hi all,

I think the fountain is a nice feature and have enjoyed it when visiting that park when it's functioning along with the roses along the perimeter. Water features are few now that the fountains in Ben Brennan pond are gone too. I'd suggest we try to keep what little water feature we have.

Thank you,

Sir or Ma'am:

We are not able to attend tonight's in person event. We want to express our interest in fixing the water fountain.

We live a block away from the water fountain. It was operational when we moved in, and we loved sitting to enjoy the tranquil nature the quiet park provided. During COVID we would bring our own chairs to play chess, have a picnic or read in the park. We were wondering when the water fountain would return...and when we were there, tons of kids would walk by with their families, wondering the same.

We are supportive of fixing the water fountain. It is unique to the parks in the neighborhood, and is enjoyable to all residents, both children and adults alike.

Best,

Dear Cameron Station Committee,

My vote is to keep the fountain (or fix or replace it with a new fountain).

The fountain adds a nice touch to the community.

Thanks,

Hello

I am unable to attend the meeting tonight but would like to say that I prefer that the fountain inner works be replaced.
The fountain is my preference.

Thank you

I would like to see the fountain replaced. We don't have water features in the neighborhood and it would be especially nice to have in the summer.

Thank you.

We've been part of the community for 3 years, and our kids loved that fountain. We say keep it and repair it.

Our family would like to see the fountain remain and to flow freely! It is part of the CS charm unlike Ben Breman park fountains which are no longer working and are saddened by that since it keeps the water aerated and fresher smelling.

Keep the fountain where it is and let it flow!!!

Thank you,

Hi,

I live on Somerville and heard where recommendations for the Donovan pocket park were being taken. Is it possible to have the fountain fixed in the park rather than removing it? It's really a beautiful piece.

I appreciate the meeting this past Tuesday evening. It was a good listening session

I would like to go on record as supporting either repairing the fountain or installing a new one This adds to our area. I would hope the new one would have less work and expense to maintain. This seems to be more cost effective than the funds previously spent in other common areas of Cameron station

Again thanks for listening



Cameron Station Community Association, Inc.
Architectural Review Committee
June 29, 2021

TOPIC – Waiver for Tree Replacement Requirement - 5021 Grimm Dr

Suggested Motion:

“I move to approve/disapprove the homeowner’s request to waive the requirement of replacing the removed tree with a tree listed in Appendix D for Grimm Dr.”

Motion

2nd

Summary:

The homeowners are requesting for a waiver of the tree replacement requirement stated under the Private Tree Replacement Guidelines under page 21. More details attached.

Architectural Review Committee

The ARC at their meeting on June 1, 2021, approved to refer this application to the board of directors with their recommendation to grant the homeowners the waiver due to their extenuating circumstances presented.

CAMP Recommendation

Management also recommends that the board grant this waiver given the circumstances presented by the homeowners.

DESIGN & MAINTENANCE STANDARDS (DMS)
EXHIBIT B - PRIVATE TREE REPLACEMENT APPLICATION

21-88



Cameron Station Community Association, Inc.
PRIVATE TREE REPLACEMENT APPLICATION

APPLICATION SECTION

Homeowner(s) Name: DOUGLAS : ZARAH CUMMINGS Lot: 5021

Address: 5021 GRIMM DRIVE ALEXANDRIA, VA 22304

Phone: (h) 360 509-3539 (c) (928) 577-5733 (w) _____

Email Address: zarahcummings@gmail.com

Proposed Date of Removal: N/A

Please provide a complete, detailed description of the species, location, and reason for requested replacement, including a written description substantiating that the tree has caused harm or poses an imminent danger of actual harm to the owner's lot or adjoining property.

See ATTACHED

APPLICATION CONDITIONS

I understand that any tree that is removed from the private lot will need to be replaced with the same species or an acceptable substitution as provided in the Design & Maintenance Standards (DMS) amendment within 30 days of the existing tree removal.

Nothing contained herein shall be construed to represent any modification to land or buildings in accordance these plans, shall not violate any of the provisions of the Building or Zoning Codes of the City of Alexandria, to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restriction.

I understand and agree that no work shall commence on this requested tree removal until written approval from the Board of Directors or designated representative has been received by me or the 45 day review period has expired without my having received any decision (or request for additional information) from CSCA Management or the ARC.

**DESIGN & MAINTENANCE STANDARDS (DMS)
EXHIBIT B – PRIVATE TREE REPLACEMENT APPLICATION**

I understand that any construction or modification on this requested tree removal undertaken by me or on my behalf before approval of this application is not allowed and that if modifications are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred by the Association in enforcing this requirement.

I understand that members of the Board of Directors or their designated representative are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed tree, the removal in progress, and the completed replacement. I understand that such entry does not constitute trespass.

I understand that any approval is contingent upon construction or modifications being completed in a workmanlike manner and in full compliance with applicable City of Alexandria standards and specifications. Any deviation from the modification(s) as approved by CSCA Management or ARC must be submitted for additional review by the applicable entity.

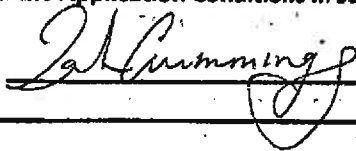
The Board of Directors or their designated representative will render a decision on the Application within 45 business days of receiving the completed Application.

I acknowledge that I am aware of the Cameron Station Architectural Design & Maintenance Standards with regard to the Application review process as established by the Board of Directors.

The modification authority granted by an application will be revoked automatically if the modification requested has not been completed within 30 days of the approval date of this application, and completed within 30 days from commencement of the work, unless expressly agreed otherwise by the Board of Directors.

I acknowledge I have read the Application Conditions in submitting this application.

Homeowner(s) Signature



Date:

5/20/21

BOARD ACTION

The Board of Directors or designated representative reviewed this application and took the following action:

☐ Approved ☐ Disapproved ☐ Request for more information

Comments or Stipulations:

BOD Signature:

Approval/Disapproval Date:

If you disagree with the above decision, an appeals procedure is provided by the Cameron Station Community Association, Inc.'s Board of Directors. An applicant who wishes to appeal a decision of the ARC or CSCA Management has ten (10) calendar days from receipt of the notification of the decision to file a written request to the Board of Directors seeking an appeal on the decision. The entire appeal process is outlined in the DMS under Objectives & General Information, Section I.

Douglas and Zarah Cummings
5021 Grimm Drive
Private Tree Replacement

To Whom It May Concern,

My husband and I live at 5021 Grimm Drive, and we recently had to remove the large tree that was in front of our house as its root system was starting to upset the pavers, (driveway, walkway and cracking sidewalk), and threaten the water line that is located 2 feet from where the base of the tree was. We went through ARC committee and were approved for removal of the tree.

Upon approved removal of the tree we were informed by the specialist at Alexandria Tree Removal Service, that the root system is entwined with shallow layers of under ground concrete that assumingly were laid as a sort of retaining base, to "control" the growth of the root system. However, this precaution was ineffective and adds to the issue as we can not effectively circumnavigate the inlayed concrete and remove enough of it that we have access to effectively remove the root system. Due to the projected size of the trees that are approved for our street, this is an imperative step that can not be avoided. The Specialist we consulted advised us that given the size of the allotted plot, the complication of the buried concrete and the fact that we are unable to adequately remove the previous trees root system, planting anything bigger than a bush would simply fail to grow, as the entire root system of the original tree is still present. Anything we plant will need to grow on top of the existing 30 foot trees root system, (we were only able to remove the top 10 inches due to the presence of the inlayed concrete forms which prevented the machine from going any deeper, and husband was unsuccessful after many hours with a hatchet). Due to the unique variables of our situation, we would like permission to plant an approved bush as planting anything larger on top of the existing roots is not an option.















Architectural Review Committee Design and Maintenance Standards Revision 2021

- Submissions approved at the 15 June 2021 Meeting.
- All votes in favor of accepting the proposed change were unanimous by attending ARC members.

Entry Number	DMS Section to be Revised	Proposed Revision	Justification
Construction Timelines			
1	Section VII, paragraph H, specifically: Approval for a modification may be revoked if construction has not commenced within thirty (30) days of approval of the application and be completed within 30 days of commencement of work.	<p>Include clauses for larger projects, specifically: Approval for roof, deck, patio, fence, or solar panel modifications may be revoked if construction has not commenced within ninety (90) days of approval of the application and be completed within 30 days of commencement of work.</p> <p>Approval for window replacement modification may be revoked if construction has not commenced within six (6) months of approval of the application and be completed within 30 days of commencement of work.</p>	<p>Lead time for materials for larger projects often extend well past the current 30-day limit – I personally experienced a 40-day lead time for a roof and a 5-month lead time for windows.</p> <p>Currently, the ARC must make a special exemption for each individual request if the lead time is expected to surpass 30 days. Moreover, the exemption is only made if a) an ARC member recognizes that this will likely be an issue and offers an exemption to the requestor, or</p> <p>b) the requestor recognizes that this will likely be an issue and specifically requests the extension as part of the modification request or during the monthly ARC meeting.</p> <p>Having an extended period of time in which to complete larger modifications would prevent home owners from having an approval lapse and also streamlines the approval process for the ARC.</p> <p><i>[ARC Note: The Declaration Section 6.9 says: “Upon commencing the construction, erection, installation, alteration, enlargement, demolition or removal of an improvement, all of the enlargement, demolition or removal of an improvement, all of the work related thereto shall be carried on with reasonable diligence and dispatch and in accordance with the construction schedule approved by the Architectural Review Committee. Unless stated expressly otherwise in the notice of approval, Owners must complete construction within 30 days of commencement of work.”]</i></p>

Entry Number	DMS Section to be Revised	Proposed Revision	Justification
Bird Feeders			
2	"Birdfeeders/Birdhouses" p. 12	Delete entirely	This provision purports to regulate or restrict an item that is temporary in nature (not a permanent fixture/improvement). None of the covenants in the Declaration can be construed to authorize such a provision -- therefore, the provision exceeds the scope of the HOA's authority and is not enforceable under the HOA's Declaration. See <i>Sainani v. Belmont Glen Homeowners Assoc.</i> (Va. 2019). Operating the HOA consistent with the law and the Declaration would enhance property values and maintain an enjoyable living environment.
Compost Bins			
3	"Compost Bins" p. 12	<u>Revised Language:</u> Permanent compost bins must be no greater than 4 feet by 4 feet by 4 feet and must be placed in an obscured location or within a fenced yard. All proposed permanent compost bins must submitted to the ARC for approval. Mobile or temporary compost bins are permitted. They must be maintained in good order and placed in an obscured location or within a fenced yard. Odor from permanent or temporary compost bins must not extend beyond the homeowner's property.	To be discussed in executive session.

Entry Number	DMS Section to be Revised	Proposed Revision	Justification
Doors-Exterior			
4	<p>Doors-Exterior; Front Door</p> <p>Existing: The ARC will consider resident applications for repair or replacement of a front door that does not match the original, builder-installed door. The ARC will permit residents to replace or repair a front door with a similar Colonial or Georgian style and color with the general style of the Cameron Station. A list of the Cameron Station Development approved front door paint or stain colors is attached as Appendix B. Door knockers and digital bolt locks do not require ARC approval prior to installation.</p>	<p><u>Proposed Revised Language:</u> The ARC will consider resident applications for repair or replacement of a front door that does not match the original, builder-installed door. The ARC will permit residents to replace or repair a front door with a similar Colonial or Georgian style and color with the general style of the Cameron Station. A list of the Cameron Station Development approved front door paint or stain colors is attached as Appendix B or as otherwise approved on a case-by-case basis as long as the new color is consistent with the prevailing colonial aesthetic in Cameron Station. Door knockers and digital bolt locks do not require ARC approval prior to installation.</p>	<p>This regulation is designed to give homeowners the flexibility to choose a front door color that is different from the preset list, while maintaining the prevailing colonial aesthetic in Cameron Station.</p>

Entry Number	DMS Section to be Revised	Proposed Revision	Justification
Driveways			
5	<p>Driveways</p> <p>Current: "The ARC may consider resident applications to replace or repair an existing driveway with new building materials not previously available to homeowners when the home was originally constructed, provided such new building materials are consistent in appearance to the existing driveway materials."</p>	<p><u>Add language saying something to the effect:</u></p> <ul style="list-style-type: none"> • Driveways shall either be broom-finish concrete, exposed aggregate concrete, brick, or modular concrete pavers. • Materials for driveways shall complement the architecture of the home and maintain consistency with the existing driveway and those of the neighbors. • The surface material shall be of equal or greater quality than the existing • The ARC may consider resident applications to replace or repair an existing driveway with new building materials not previously available to homeowners when the home was originally constructed, provided such new building materials are consistent in appearance to the existing driveway materials. 	<p>To be discussed in executive session. The new regulation is designed to be more informative to homeowners as well as cover situations that are outside these proposed regulations.</p>

Entry Number	DMS Section to be Revised	Proposed Revision	Justification
Electronic Devices			
6	Electronic Devices Current: "To include, but not limited to: Electronic insect traps, electronic bird, rodent or pest repellers, outdoor speakers, etc. Devices will be regulated based on the same criteria as exterior lights. In addition, no device shall be installed or maintained in such a way as to cause discomfort to adjacent owners from noise. These devices shall be operated only during those times when the immediate area is occupied by the owners or their guests."	<u>Add language saying something to the effect:</u> Temporary electronic devices include, but not limited to: Electronic insect traps, electronic bird, rodent or pest repellers, outdoor speakers, etc. Devices will be regulated based on the same criteria as exterior lights. No temporary electronic device shall be installed or maintained in such a way as to cause discomfort to adjacent owners from noise. These devices shall be operated only during those times when the immediate area is occupied by the owners or their guests. All electronic devices will be operated in a manner consistent with Declaration Section 7.3 Quiet Enjoyment.	To be discussed in executive session
Exterior Decorative Objects			
7	"Exterior Decorative Objects" p. 14	Delete entirely	This provision purports to regulate or restrict an item that is temporary in nature (not a permanent fixture/improvement). None of the covenants in the Declaration can be construed to authorize such a provision -- therefore, the provision exceeds the scope of the HOA's authority and is not enforceable under the HOA's Declaration. See Sainani v. Belmont Glen Homeowners Assoc. (Va. 2019). Operating the HOA consistent with the law and the Declaration would enhance property values and maintain an enjoyable living environment.

Entry Number	DMS Section to be Revised	Proposed Revision	Justification
Flags and Flagpoles			
8	Project Standards: Flags	The DMS is specific on how flags should be flown but not what flags may be flown, outside of the American flag. I recommend that the definition be broadened to include flags from other nations.	This will honor our neighbors from other nations and remain within the spirit of flying a national flag.
9	"Flags and Flagpoles" p. 16 Split Flags and Flagpoles into two sections: "Flagpoles" and "Flags"	<p><u>"Flagpoles" Section:</u></p> <p>All flags must be flown from a flag pole. Flags are not allowed to be draped from windows, balconies, decks or exterior banister railings. Proper American flag etiquette (as defined in Appendix A) shall be observed.</p> <p>No mast flagpoles are allowed. However, flags are permitted to be flown from holders attached to the exterior wall of a home. Acceptable locations for holders are above or adjacent to front doors and garage doors, not to exceed two (2) flags and poles on the front and back of the unit. No application is required if the homeowner is in compliance and does not place their flags in multiple flag holders. Flags may only be displayed in a manner that is consistent with the provisions of 4 U.S.C. §§ 1-9l. Notwithstanding the above, Homeowners may not install multiple flag holders without first submitting an application that is approved by the ARC.</p> <p>New Language: "Temporary flagpoles of any size will be regulated by "Signs" portion of the DMS."</p>	This section is confusing as it conflates two concepts: permanent modifications to the property (flagpoles) with temporary additions to the property (flags). Thus, I suggest we split these into two sections with one governing the structures themselves and the second governing the flags that can fly on those poles. The current flagpole regulations are fairly straightforward, so I have left them unchanged.

Entry Number	DMS Section to be Revised	Proposed Revision	Justification
Flags and Flagpoles			
10	"Flags and Flagpoles" p. 16 Split Flags and Flagpoles into two sections: "Flagpoles" and "Flags"	<p><u>"Flags" Section:</u> Proper American flag etiquette (as defined in Appendix A) shall be observed. American Flags may only be displayed in a manner that is consistent with the provisions of 4 U.S.C. §§ 1-9l.</p> <p>Nonpolitical flags are permitted. Examples of non-political flats include: non-US national flags, sports team flags, college flags, or US uniformed service flags.</p> <p>Political flags (flags with an obvious political meaning) shall be governed by the "Signs" section of the DMS.</p> <p>The decision of what constitutes a political flag rests with the ARC and can be appealed to the Board.</p>	<p>This section is confusing as it conflates two concepts: permanent modifications to the property (flagpoles) with temporary additions to the property (flags). Thus, I suggest we split these into two sections with one governing the structures themselves and the second governing the flags that can fly on those poles. The verbiage on Flags was confusing and only referenced United States flags. I have attempted to widen the variety of flags allowed as long as they are nonpolitical. Political flags should be considered a "sign" and governed by that section. This will allow residents to fly a wider variety of nonpolitical flags engendering a positive environment in the neighborhood. Political flags that are divisive will be governed by a more restrictive section.</p>
Grills & Barbecues			
11	Grills and Barbeques Heading...add firepits to this section	<p>Revise this section to include permanent fire pits. The ARC would also request aid in crafting verbiage governing 1) the storage of wood (in an obscured location or within a fenced yard) and 2) the disposal of ash in a manner consistent with local and state law.</p> <p>Temporary fire pits must follow all state and local fire codes when in operation and cannot be left unattended in the front yard, side yard, unenclosed back yard of the home, or any other location visible from the street.</p> <p>Any new language will also need to stipulate that permanent fire pits will require approval by the ARC.</p>	<p>Firepits have becoming more a desired enhancement , especially now during the pandemic when families are spending more time in their backyards. We believe we need to address the building of a permanent units that must comply with local building and fire codes that are enforceable in Alexandria. It seems Alexandria has a maximum size on what they call fire rings. They are 3 feet as a radius and two feet in height this will need to be reverified.</p> <p>Another point of concern is if the fire pit construction is approved by the adjoining neighbors due to the smoke. This has the possibility of affecting an adjoining neighbor the right to enjoy their outdoor space as smoke free environment.</p> <p>Placement of a unit will need to be approved on a case by case basis by ARC. Firewood needs to be stored behind fence lines and x amount of feet from the home as a safety measure. Might need to be specific on the maximum amount of firewood that can be stored on ones property, such a quarter of a chord.</p>

Entry Number	DMS Section to be Revised	Proposed Revision	Justification
Landscaping			
12	<p>DMS Page 17. Landscaping and Gardens:</p> <p>J. Planting of vegetables in appropriate containers by owners of back to back townhouses with no side or rear yard requires the submission of an Exterior Architectural Application.</p>	<p><u>Proposed Addition:</u> J. Planting of vegetables in appropriate containers by owners of back-to-back townhouses with no side or rear yard requires the submission of an Exterior Architectural Application. Planting of vegetables in appropriate containers on decks does not require ARC approval.</p>	For those residents that would like to have a small garden, not only is it great therapy, it also creates a greater pride of home ownership.
Light posts and Exterior Lights			
13	List Posts and Exterior Lights p. 18	<p>Leave all existing verbiage as is. For the "Decorative lights" paragraph, add the language from the Cameron Station Association's Holiday Decoration Policy to this paragraph to ensure clarity for homeowners.</p>	This change is designed to make the DMS a one-stop-shop document. Referencing a separate document that is difficult to locate only frustrates and confuses homeowners.
Roofs			
14	<p>Roofs: "All roof repairs/replacements must be approved by the ARC. Roof repair or replacement should be done to match the existing roof material and color. The ARC will consider changes in color or material on a case-by-case basis. Please refer to the management office for samples of acceptable colors."</p>	<p><u>Proposed Addition:</u> Homeowners who own metal roofs that require replacement prior to the completion of their designed lifespan may replace their metal roofs with shingle roofs. These roofs should match the color and style of neighboring roofs. Please refer to the management office for samples of acceptable colors.</p>	<p>Metal roofs are supposed to last for 40 years compared to the 20-year lifespan of a shingle roof. In addition, they are much more costly to replace than shingle roofs. Recently, the ARC has been requiring homeowners to replace metal roofs with metal roofs even though those roofs are failing well before their designed lifespan. Homeowners shouldn't be punished because their metal roofs were installed incorrectly decades ago and the DMS should unequivocally state that early-failure metal roofs can be replaced by shingle roofs.</p> <p>This change will have three positive effects: 1) It will save homeowners thousands of dollars, it will enhance the 'randomness' of metal roofs in the community making the roof choices in the neighborhood look more natural, and 3) it will improve the reputation of Cameron Station as a place where the Community Association works with homeowners to solve problems that both maintain the look of the community and use common sense.</p>

Entry Number	DMS Section to be Revised	Proposed Revision	Justification
Security Devices			
15	"Security Devices" p. 18	Clarify that all Ring doorbells and the like do NOT require ARC approval as long as they are placed with front doors and their wires are hidden or camouflaged.	Video doorbells are routine improvements to homes and when placed at front doors they enhance homeowner and community security.
16	DMS Section to be revised: Exterior Change Design Criteria / III. Project Standards / Security Devices / Submission Requirements / "B. Catalog photographs or manufacturer's "cut sheets" of proposed window bars and doors bars, including dimensions, design, material and color."	<u>Proposed Revision:</u> (see in red) B. Catalog photographs or manufacturer's "cut sheets" of proposed security devices and mounting system window bars and doors bars , including dimensions, design, material and color of all devices and accessories to be mounted on the exterior of the house (including camera, mounting brackets, charging devices, etc.).	The request for this change is to help clarify what is required for the submission, the proposed language provides more details and examples of what is required and also to eliminate the "window bars and doors bars" part which is unclear and may create confusion.
17	Security Devices: Existing language: C. Cameras shall only view the homeowner's property or. Cameras shall not be positioned to view inside any other property.	<u>Proposed Revision:</u> "Cameras shall view the homeowner's property to the greatest extent possible. Cameras shall not be positioned for the purpose of viewing inside a neighbor's home."	Given how tightly spaced the homes are in Cameron Station, requiring all security cameras to only view the homeowner's property is likely physically impossible and impractical to enforce. I have attempted to modernize the requirements while maintaining a requirement not to use security cameras to peep inside neighboring homes.

Entry Number	DMS Section to be Revised	Proposed Revision	Justification
Signs			
18	"Signs" p. 19	<p><u>Proposed Revision:</u> Replace all language in "Signs" portion of the DMS with section 7.17 of the Declaration. The new signs section will read:</p> <p><i>"Section 7.17 Signs. Owners may not erect or maintain on any portion of the Property any signs except for (i) signs required by law (such as a building permit), (ii) one unlighted sign not greater than two feet by three feet advertising for sale any Single-Family Lot, Cluster Family Lot or Condominium Unit, and (iii) such for rent signs within Multifamily Rental Sections as from time to time may be approved by the Architectural Review Committee in the exercise of their reasonable judgment, and (iv) signage within Non-Residential Sections as from time to time may be approved by the Architectural Review Committee in the exercise of their reasonable judgment. Signage advertising security services shall be permitted, subject to the power of the Architectural Review Committee to promulgate and enforce standard design criteria for security signs within the Property."</i></p>	The Declaration's rules on signs are flawed. Unfortunately, the declaration supersedes the DMS and this is the only enforceable regulation that the Association has to govern signs. The Declaration must be amended to give the Association the authority to regulate signs in a thoughtful and common-sense manner. Until that happens, the DMS should reflect the regulations as they currently exist. This will ensure that all homeowners have access to the original language so they can understand that the Association has no leeway over enforcement of signs.
Solar Panels			
19	Solar Panels	Attorney draft regulations that are consistent with Virginia State and Federal laws	A great deal of legislation has recently passed at the state and federal levels governing how HOA's may regulate solar panels. Our current "case-by-case basis" regulation gives no guidance to homeowners or ARC members. The ARC would like to leverage the attorney's library of regulations for communities similar to ours to craft a rule that meets State and Federal laws and is easy for homeowners to understand and follow.

Entry Number	DMS Section to be Revised	Proposed Revision	Justification
Storm Doors and Windows			
20	Storm Doors and Windows, p. 20 A. Only “full-view” (see below) storm and screen doors are permitted Crossbars, either decorative or structural, are not permitted.	<u>Proposed Revision:</u> A. Only “full-view” (see below) storm and screen doors are permitted on the front door of the home or all doors visible from the street. Storm/screen doors with a minimal crossbar (not to exceed 2 inches) are permitted on side or rear doors. G. Side or rear doors (not visible from the street) are permitted to have minimal crossbars not to exceed 2 inches. <ul style="list-style-type: none"> No imitation gate hinges or ornamental grillwork is permitted. ¾-doors cross buck doors or other bottom panels or kick plates are not permitted. 	Change initiated at the suggestion of the Cameron Station Association Board. The “full view” stipulation has been controversial for many years. Homeowners regularly fail to read the DMS and accidentally purchase storm doors with crossbars, resulting in violation letters and fines. This accommodation retains the existing regulations for front doors and all doors visible from the street. It makes an exception for side and rear doors not visible from the street as these will not disrupt the visible aesthetic of Cameron Station.
Window Treatments			
21	“Window Treatments” p. 21	Delete Section	To be discussed in executive session. This section references window treatments that are installed internally which is beyond the purview of the DMS and the ARC.
Private Tree Replacement Guidelines			
22	Private Tree Replacement Guidelines Part IV. B. Existing: Any tree that is removed from the private lot is to be replaced with the same species or acceptable substitute as provided in the Private Tree Replacement List (Appendix D) of this DMS amendment. Private trees may not be replaced with any tree mentioned in Section II of Appendix D.	Proposed Revised Language: Any tree that is removed from the private lot is to be replaced with the same species or acceptable substitute as provided in the Private Tree Replacement List (Appendix D) of this DMS amendment. Private trees may not be replaced with any tree mentioned in Section II of Appendix D. All replacement trees must be planted at a minimum height of 6 feet from existing grade to top of canopy.	Assist in meeting existing Appendix D Requirements and the 2009 agreement with the City of Alexandria.

Entry Number	DMS Section to be Revised	Proposed Revision	Justification
Miscellaneous			
23	Electric charging station locations for electric cars	With the increase of electric cars we might want to specify the location of the 220 volt charging portals. I propose directing the attorney to develop language regulating the placement of 220 volt charging stations attached to homes.	Electric car charging stations are the future of personal automobiles. We should work to ensure that the DMS is prepared to regulate these devices once they begin to be installed in Cameron Station.

**Cameron Station Community Association
Board of Director's Meeting
June 29, 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.

In addition, please find the attached Fleet Transportation ProFit's May 2021 Report.

MATTERS FOR BOARD DISCUSSION/INFORMATION

Parking Enforcement: As you may recall, bids were solicited from security companies for parking enforcement; however, the costs significantly exceeded the budgeted allocation. In addition, management followed upon on prior arrangements either through the police department (who no longer offers this service from off duty officers) or from a former employee who previously handled this responsibility, to no avail in either case. We've also attempted to recruit but no suitable candidates have been found given that it is limited and overnight hours. As a reminder two (2) of the bids received so far range in price from \$34,632.00 - \$53,976.00 a year for parking enforcement for 24 hours a week. The 2021 budgeted amount for parking enforcement is \$19,000.00. Management will continue to seek further proposals and will work with ARC as this process continues. The Board may need to consider approving an alternative that exceeds the budgeted amount in order to allow the service to resume in 2021.

Paving Bids Evaluation & Engineering Services Contract: Gardner- no roof leaks. Confirmed "leaks" are HVAC condensation related not roof. HVAC replacement will resolve issues. Gardner recommending coring of areas of asphalt- they will core 6 locations for a cost of @\$2000.00. This must be done to ensure condition of asphalt is accounted for properly in scope of work. Awaiting dates of coring.

Annual Inspections: Phase I Inspections are completed. Phase II to begin next week. Moving along well with CAMP's system in place.

Rodents: As you know, we have received several complaints regarding rats behind Martin & Livermore Lane. An exterminator who inspected the area and has identified an area of concern located on the adjacent commercial property. The property manager for the shopping center area was contracted. The City was notified as the response from the property manager was not very cooperative. The City's code enforcement is involved, there has been some efforts made, but not enough. As a result, management worked with Terminix to coordinate a time to have them inspect all areas and provide treatment to areas where requested and needed. Terminix has been on site for the initial inspections. Based on their findings and after cleaning of areas between the fence lines the plan for treatment has been adjusted and there will not be a need to enter the private patio areas to treat as they will be treating this area with bait boxes along fence line.

Linear Park MOU: The Association is waiting on the City to verify current lighting plan along this area as it could impact the new MOU and the City may be responsible to contribute towards electricity used in this location. The Board as well as the CAC have indicated they are in support of executing an MOU for this area

and once the City has their information the final MOU draft can be reviewed for approval. **UPDATE: Management was informed by the City on 6/2/2021 that they would be checking the lights in the next week and will be back in touch as to the next steps.**

Landscape Enhancement Update: Main Circle Liriope Installation (9) sections: Approved by the Board and notified Lancaster. It was noted that City approval was required before proceeding. Management reached out to the City and the City denied this installation. The City has reported Liriope is not on their approved planting list. As a result, the installation of the additional nine (9) sections has been placed on hold. Management recommends seeking a wavier from the City as the area to plant this material in has little to no risk of “spread” as it will be installed between the curb and sidewalk areas and therefore captured in this area.

The curb strip areas throughout the community present a challenge to maintain given on-street parking, foot traffic and pet waste. Given this, management recommends formalizing the process used in determining if a plant material or mulch is to be placed in curb strip areas on private and city streets where grass will not grow or thrive going forward. **UPDATE: Management was directed to another City contact on 6/2/2021 to address this issue. Multiple emails and voicemails have been sent – 6/2 6/7, 6/17 (email dates)**

June 2021 - Closed Projects and Tasks - All Committees				
Item	Status	Entered On	Responsible	Due
Water Stopper	Completed	6/3/2021	CCFC	6/3/2021
Umbrella	Completed	6/3/2021	CCFC	6/2/2021
TV	Completed	5/27/2021	CCFC	5/27/2021
Toilet	Completed	4/27/2021	CCFC	4/27/2021
Solicit Bids for Fitness Equip Prev Maint	Completed	11/2/2020	CCFC	3/31/2021
Soap Dispenser	Completed	6/16/2021	CCFC	6/16/2021
Shower Head	Completed	5/28/2021	CCFC	5/28/2021
Rotten trim ext kitchen door & openings	Completed	8/7/2020	CCFC	4/30/2021
Pool Deck	Completed	5/14/2021	CCFC	5/14/2021
Pool	Completed	5/21/2021	CCFC	5/21/2021
Men's Locker Room	Completed	5/21/2021	CCFC	5/28/2021
Lights	Completed	6/11/2021	CCFC	6/11/2021
Light Bulb	Completed	5/21/2021	CCFC	5/20/2021
Kitchen Floor	Completed	6/3/2021	CCFC	6/3/2021
Ice Maker	Completed	5/11/2021	CCFC	5/25/2021
HVAC	Completed	5/28/2021	CCFC	5/27/2021
Flood Light	Completed	5/27/2021	CCFC	5/26/2021
Fix tile and drywall issues - Men's Locker Room	Completed	8/19/2020	CCFC	4/30/2021
Exit Signs	Completed	6/14/2021	CCFC	6/14/2021
Drains	Completed	5/5/2021	CCFC	4/30/2021
Door	Completed	6/8/2021	CCFC	6/8/2021
Clubhouse Door	Completed	4/29/2021	CCFC	4/28/2021
Clubhouse	Completed	6/16/2021	CCFC	6/16/2021
Brick Pointing	Completed	1/28/2021	CCFC	4/23/2021
Violation Signs	Completed	5/13/2021	Common Area Committee	5/13/2021
Tree trimming	Completed	5/13/2021	Common Area Committee	6/10/2021
Tree Trimming	Completed	5/3/2021	Common Area Committee	4/29/2021
Tree Roots	Completed	4/22/2021	Common Area Committee	5/13/2021
Tree Removal - Woodland Hall area	Completed	10/30/2020	Common Area Committee	4/30/2021
Tree Limbs	Completed	5/5/2021	Common Area Committee	4/29/2021
Street Sweeping Proposals	Completed	7/30/2020	Common Area Committee	6/21/2021
Street Signs	Completed	6/21/2021	Common Area Committee	6/21/2021
Street Sign	Completed	4/28/2021	Common Area Committee	4/28/2021
Street Light	Completed	6/3/2021	Common Area Committee	6/2/2021
Stop Sign	Completed	4/19/2021	Common Area Committee	6/3/2021
Shed	Completed	4/20/2021	Common Area Committee	4/30/2021
Pot Holes	Cancelled	5/11/2021	Common Area Committee	6/7/2021
Pot Holes	Completed	5/10/2021	Common Area Committee	5/10/2021
Pot Hole	Completed	5/17/2021	Common Area Committee	6/17/2021
Parking Lot	Completed	5/7/2021	Common Area Committee	5/7/2021
Park Benches	Completed	6/4/2021	Common Area Committee	6/4/2021

Painting light pole base	Completed	4/27/2021	Common Area Committee	5/28/2021
No Trespassing Sign	Completed	6/3/2021	Common Area Committee	6/3/2021
No Parking Signs	Completed	6/21/2021	Common Area Committee	6/21/2021
No Parking Sign	Completed	6/15/2021	Common Area Committee	6/15/2021
Mail Boxes	Completed	6/17/2021	Common Area Committee	6/17/2021
Loose Railing	Completed	4/15/2021	Common Area Committee	5/6/2021
Graffiti	Completed	6/14/2021	Common Area Committee	6/14/2021
Graduate Signs	Completed	6/1/2021	Common Area Committee	6/1/2021
Gazebo	Completed	6/11/2021	Common Area Committee	6/11/2021
Gate Latch	Completed	5/12/2021	Common Area Committee	5/12/2021
Fence Evaluation	Completed	8/19/2020	Common Area Committee	5/14/2021
Electrical Box	Completed	6/1/2021	Common Area Committee	6/1/2021
Dead Limb	Completed	5/3/2021	Common Area Committee	4/29/2021
Common Area	Completed	5/3/2021	Common Area Committee	4/29/2021
Brickwork	Completed	5/3/2021	Common Area Committee	4/29/2021
Brick Work	Completed	5/26/2021	Common Area Committee	6/9/2021
Bessley Pocket Park	Completed	5/10/2021	Common Area Committee	5/27/2021
April Tree Day- 4/29/2021	Completed	5/6/2021	Common Area Committee	5/15/2021
Newsletter Delivery Alternatives	Completed	7/30/2020	Communications Committee	4/30/2021

June 2021 - Open Projects and Tasks - All Committees			
Responsible	Item	Description	Due
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> <p>6/1- Spoke with Lt. Sean Casey about this role, he is checking with the Sheriff and will be in touch.</p> <p>Upon discussion with the police department, Lt. Sean Casey informed us that he is unable to participate in this role.</p> <p>6/18- We have reached out to 6 different vendors (some of which have provided proposals pre CAMP management) to either obtain new proposals or confirm the pricing and scope from the old proposals.</p>	7/27/2021

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. 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> <p>mark.bondurant 1/21/2021 11:54:17 AM CT "The scissor lift rented from Sunbelt on 12/15/20 would not fit into the bldg. Working with the sales rep on another option. With the new flooring just installed, I'm reluctant to bring in heavy machinery"</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>6/3- 24' Single Man Lift Push-Type to be rented as the alternative; the lift is to be delivered on site on 7/7</p>	6/30/2021
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CCFC	Roof Repair and Drywall	<p>JG: 5/6/2021 Gardner has made property a nd inspected roof. Roof leak check to follow as roofing material is in sound shape and does not need a full replacement at this time however leak check will confirm this.</p> <p>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 & 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> <p>4/29 - Met with Dave Gertz. He felt the roof did not need to be replaced. He's going to schedule a leak test to pin point where the leak is coming from.</p> <p>5/24 - Waiting on Dave Gertz's recommendation</p>	7/7/2021
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CCFC	Locker Room Renovation	<p>BOD requested CCFC revisit the need for firm and not a GC - back on CCFC agenda for May</p> <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> <p>6/3-RFP to be presented to the Committee for a General Contractor for the job.</p> <p>6/10- CCFC reviewed the RFP at their June meeting and provided their feedback to Management. Management revised the RFP and is sending out for bids.</p>	8/12/2021
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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> <p>6/7- as the CCure/SETEC software is not operating properly and the badges are cumbersome/costly to produce, we've installed a new temporary system to include the distribution of paper laminated badges. They look identical to the previous badges. This is a temporary solution until we are able establish a new system or have bids for the Board's review later in the year.</p>	9/1/2021
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CCFC	Evaluate HVAC systems - compared to notes in Reserve Study	<p>May CCFC Agenda</p> <p>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> <p>5/25- Board approved Wright Mechanical for the HVAC replacement project at their May meeting.</p> <p>6/23- The final schedule of the install is pending. Management will update when more information is received. Anticipate the beginning of the work to start in July.</p>	9/1/2021
Common Area Committee	Visitor Parking Sign	Straighten Visitor Parking Sign at Martin/Kilburn	6/25/2021
Common Area Committee	Benches	<p>Retro fitting two benches with Trex style replacement slats in Pocket Park behind 387 CSB- (AKA Pocasin Park)</p> <p>Ordered replacement slats 4/14</p> <p>Shipment of slats scheduled to arrive 6/18</p> <p>Repairs scheduled for Friday, June 25.</p>	6/25/2021

Common Area Committee	Lamp Post	Base of lamp post on corner of CSB/Pocosin needs to be painted	7/1/2021
Common Area Committee	Drainage Issue	Homeowner at 5106 Grimm is experiencing water run off after heavy storms 5/13-Waiting on a hard rain to observe run off 6/4 - Took video of run off. Will get with Lancaster to discuss options.	7/1/2021
Common Area Committee	Gate	Need to repair or replace damaged gate on Gardner Dr. Scheduled to meet with TYL 4/21 to discuss options. 5/3 - Waiting on proposal from TYL 5/24 - Received quote of \$2,600.00 from TYL. Will be reaching out for other bids. 6/1- sent pictures to Armor Fence, waiting on proposal 6/22- Followed up with Armor Fence- they came on-site to inspect the area and will follow up with a proposal.	7/2/2021
Common Area Committee	Pot Hole	Fill pot hole in front of 5091 Donovan	7/6/2021
Common Area Committee	Visitor Parking	Paint 2 visitor parking spaces that have faded adjacent to Ticer/Somervelle	7/6/2021
Common Area Committee	NO Parking Sign	Straighten bent No Parking Sign adjacent to 5170 California	7/6/2021
Common Area Committee	Entrance Sign	CAC July Agenda Entrance Sign on Duke St.- needs to be replaced due to age, condition and inability to repair. -Mark obtained 3 proposals, to be put on the July CAC meeting agenda for their review.	7/12/2021
Common Area Committee	Park Benches	Replace decayed slats on benches at Gardner and Murtha; Waiting to see if the slat replacement at Pocosin Park Benches will work for the ones on Gardner and Murtha	7/30/2021
Common Area Committee	Street Light Numbering	CAMP has negotiated a “NO CHARGE” price from Kolb Electric for the pole lighting project. PSE offered to do it “NO CHARGE” but wanted a two (2) year exclusive maintenance contract with them to do so. As a result, we reached out to another provider. CAMP has negotiated a new price structure with Kolb that will result in about \$30 an hour savings to CSCA 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.	7/31/2021

Common Area Committee	Fountain Repair	<p>Board has tasked back to CAC for further options and community feedback.</p> <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</p> <p>Received all three bids. Will discuss with committee the best decision by spring.</p> <p>Investigate fountain repairs needed. Reached out to multiple vendors regarding repairs. Received proposals from Cascades and Harmony Ponds. Waiting on third and final proposal from Virginia Water Gardens. General consensus is complete replacement.</p> <p>5/20- Flyer distributed to residents about Donovan Fountain Meeting on 6/1; meeting also advertised in the 5/28 weekly blast</p> <p>6/1- CAC held standing meeting</p> <p>6/7- CAC approved Harmony Ponds proposal to replace the existing fountain with a similar fountain; added to BoD June agenda for their review and consideration</p>	7/31/2021
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Common Area Committee	Rodent Infestation	<p>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</p> <p>5/13 - Pickett Center has added additional bait traps and covered entry holes. Will continue to monitor.</p> <p>5/24 - Received a quote from Terminex to treat area. The City has also recommended that homeowners also treat their back yards.</p> <p>6/2- Reached out to Terimex for details on broader inspection and treatment along Martin, Livermore, Barrett and Helmuth.</p> <p>6/8- Terminex came on site to inspect the common areas along the fenceline of Livermore Ln, Helmuth Ln, Martin Ln and Barrett Pl.</p> <p>6/11- Terminex delivered the report of their inspection. Management is currently reviewing. Waiting for a date (2-weeks out) for Terminex to inspect owner's properties that have expressed their consent to the inspection and further treatment if necessary.</p> <p>6/18- Based on the report from Terminex from their previous inspection, it was determined that access to owner's properties is not necessary. Treatment will occur on all common areas that were inspected either by the end of this week or the beginning of next week. Dates tbd.</p>	8/31/2021
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Common Area Committee	Paving Proposals	<p>JG: 5/5/2021 Gardner has made 2 site visits as of today. They have noted roof leak tested is needed. They began the walk thru of the roadways and parking lot surfaces. They are scheduled to return several more times before issuing their findings.</p> <p>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> <p>Gardner recommends that core samples are obtained and reviewed before proposal is provided. The schedule for the coring is tbd.</p>	10/1/2021
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Communications Committee	Update Website	<p>5/13/2021: At the March Board of Director’s meeting the Board reviewed and discussed the issue but took no action. The Board was tasked with providing direction on the website update/redesign. Anticipated having this information back from the Board by end of April. Board comments have not been received to date. This project has been placed on “pause” as social media improvements, possible new logos/branding, and related topics are considered by the committee. Management will update once Board feedback is received. Expected sometime after June/July time frame.</p> <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 & 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> <p>4/14/21- Management will contact the bidders for more clarification on what specifically can be done for the website. After review, a recommendation will be given to the Committee, and eventually the Board</p> <p>5/13/21- the website updates are still in review by the Board. There will be an update at the June or July meeting.</p>	7/14/2021
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Communications Committee	Social Media - Facebook/Twitter	<p>JG 5/6/2021 New Horizon pushing out information provided on all 3 social medial platforms.</p> <p>ComCom working on a list of suggestions for further improvements on the platforms.</p> <p>3/22/20221 New Horizon Media contract approved and Joe has begun posting to the CSCA facebook page. Awaiting FB guidelines to be approved and working on announcement to the community. Presently FB & Twitter being updated, just not announced until guidelines are in place.</p> <p>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 offical 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> <p>6/23- Management is coordinating with NMH and ComCom rep to address the committee's concerns and preferences for the social media platforms. NMH's initial term has expired and is month-to-month currently. Board will revisit the NMH contract terms at their July meeting, considering the committee's update on the last month.</p>	7/27/2021
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Week 1 **5/3/2021**

[illegible]

6/4/2021		Brenman		Donovan		Kilburn		Murtha		California		Pocasin		Harold		V/D Metro		Total			
		PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO		
Run 1		0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	2	2	2	
Run 2		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	
Run 3		0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1	
Run 4		1	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	3	3	3	
Run 5		0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1	1	
Run 6		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 7		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	
Run 8		0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1	1	
Run 9		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
																				10	10
PM		V/D Metro		Harold		Pocasin		California		Murtha		Kilburn		Donovan		Brenman		Total			
		PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO		
Run 1		2	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	2	2	
Run 2		1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1	
Run 3		3	0	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0	3	3	
Run 4		2	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	2	2	
Run 5		1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1	
Run 6		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 7		1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	
																				8	8

5/5/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	1	0	0	0	1	0	0	0	1	0	0	0	0	0	0	3	3	3
Run 2	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 3	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
Run 4	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2	2	2
Run 5	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 6	0	0	0	0	1	0	0	0	1	0	0	0	1	0	0	3	3	3
Run 7	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 8	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	13	13
PM	V/D Metro		Harold		Pocosin		California		Murtha		Donovan		Brenman		Total			
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO		
Run 1	2	0	0	1	0	0	0	1	0	0	0	0	0	0	0	2	2	2
Run 2	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1	1
Run 3	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1	1
Run 4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 5	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2	2	2
Run 6	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	8	8

5/6/2021		Brenman		Donovan		Kilburn		Murtha		California		Pocasin		Harold		V/D Metro		Total	
		PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
AM	Run 1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
	Run 2	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
	Run 3	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2	2	2
	Run 4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
	Run 5	0	0	0	0	1	0	1	0	1	0	0	0	0	0	0	3	3	3
	Run 6	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2	2	2
	Run 7	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
	Run 8	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
	Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																		12	12
PM		V/D Metro		Harold		Pocasin		California		Murtha		Kilburn		Donovan		Brenman		Total	
		PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
	Run 1	2	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2	2
	Run 2	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1
	Run 3	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
	Run 4	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1
	Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Run 6	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
	Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																		6	6

5/7/2021

AM	Brenman		Donovan		Kilbourn		Murtha		California		Pocasin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Run 2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1
Run 3	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	2	2
Run 4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	2
Run 5	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1
Run 6	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	2	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Run 8	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	9	9
PM	V/D Metro		Harold		Pocasin		California		Murtha		Kilbourn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	2	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	2	2
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1
Run 4	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	1
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1
Run 7	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	1
																	6	6

Week 2 5/10/2021

[illegible]

5/1/2021		Brenman		Donovan		Kilburn		Murtha		California		Pocasin		Harold		V/D Metro		Total	
		PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1		1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	2	2	2
Run 2		0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 3		0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1	1
Run 4		1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	2	2	2
Run 5		0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
Run 6		0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 7		0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 8		1	0	0	0	1	0	1	0	0	0	0	0	0	0	0	3	3	3
Run 9		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																		12	12

PM	V/D Metro		Harold		Pocasin		California		Murtha		Kilburn		Donovan		Brenman		Total		
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	
Run 1	2	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	2	2	
Run 2	2	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	2	2	
Run 3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	
Run 4	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 6	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
																		6	6

5/12/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocasin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO		
	Run 1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
	Run 2	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	2
	Run 3	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
	Run 4	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1
	Run 5	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
	Run 6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
	Run 7	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1
	Run 8	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
Run 9	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	
																	9	9
PM	V/D Metro		Harold		Pocasin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO		
	Run 1	2	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	2
	Run 2	2	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	2
	Run 3	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
	Run 4	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	
	Run 5	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	
	Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																		7

5/13/2021																		
AM																		
	Brennan		Donovan		Kilburn		Murtha		California		Pocasin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	1	0	0	0	1	0	0	0	1	0	0	0	0	0	0	3	3	3
Run 2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1
Run 4	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
Run 5	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2	2	2
Run 6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 7	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
Run 8	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	11	11
PM																		
	V/D Metro		Harold		Pocasin		California		Murtha		Kilburn		Donovan		Brennan		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	2	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	2	2
Run 2	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1
Run 3	3	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	3	3
Run 4	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Run 5	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	8	8

5/14/2021																	
AM	Brennan		Donovan		Kilburn		Murtha		California		Pocasin		Harold		V/D Metro	Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	
Run 1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	
Run 2	0	0	0	0	1	0	1	0	1	0	0	0	0	0	3	3	
Run 3	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	1	
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 6	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1	
Run 7	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	
Run 8	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	1	
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
																9	9
PM	V/D Metro		Harold		Pocasin		California		Murtha		Kilburn		Donovan		Brennan		Total
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 2	4	0	0	0	0	1	0	2	0	1	0	0	0	0	0	4	
Run 3	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
Run 4	2	0	0	1	0	0	0	1	0	0	0	0	0	0	0	2	
Run 5	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
Run 6	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
																9	9

Week 3 **5/17/2021**

[illegible]

PM	V/D Metro		Harold		Pocasin		California		Murtha		Kilburn		Donovan		Brennan		Total	CAS
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO		
Run 1	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2	2
Run 2	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1
Run 3	3	0	0	0	0	0	1	0	1	0	1	0	0	0	0	0	3	3
Run 4	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Run 5	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
Run 6	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	7	7

5/18/2021

[illegible][illegible]

5/19/2021

[illegible]

PM	V/D Metro		Harold		Pocasin		California		Murtha		Kilburn		Donovan		Brennan		<i>Total</i>	
	PJ	DO	PJ	DO	PJ	DO	PJ	DO	PJ	DO	PJ	DO	PJ	DO	PJ	DO	PJ	DO
Run 1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
Run 2	2	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	2	2
Run 3	2	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	2	2
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	5	5

5/20/2021

AM	Brennan		Donovan		Kilburn		Murtha		California		Pococin		Harold		V/D Metro		Total	
	PJ	DO	PJ	DO	PJ	DO	PJ	DO	PJ	DO	PJ	DO	PJ	DO	PJ	DO	PJ	DO
Run 1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 2	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1	1
Run 3	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 4	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	2	2	2
Run 5	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1	1
Run 6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1

[illegible]

5/21/2021

[illegible]

PM	V/D Metro		Harold		Pocasin		California		Murtha		Kilburn		Donovan		Brennan		Total	Q	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO			
Run 1	2	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	2	2
Run 2	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1
Run 5	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1
Run 6	2	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	2	2
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																		7	7

Week 4 5/24/2021

[illegible]

PM	V/D Metro		Harold		Pocasin		California		Murtha		Kilburn		Donovan		Brennan		Total	%
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO		
Run 1	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2	2
Run 2	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
Run 3	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1
Run 4	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	6	6

5/25/2021

[illegible]

PM	V/D Metro		Harold		Pocasin		California		Murtha		Kilburn		Donovan		Brennan		Total	
	PV	DO	PV	DO	PV	DO	PV	DO	PV	DO	PV	DO	PV	DO	PV	DO	PV	DO
Run 1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1
Run 2	2	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2	2
Run 3	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1
Run 4	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	2	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	2	2
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	5	5

5/26/2021

[illegible]

PM	V/D Metro		Harold		Pocasin		California		Murtha		Kilburn		Donovan		Brennan		<i>Total</i>		<i>P</i>	<i>C</i>
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	<i>PU</i>	<i>DO</i>		
Run 1	2	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	2	2	
Run 2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	
Run 3	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	1	
Run 4	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	2	2	
Run 5	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
																		7	7	

5/27/2021

[illegible]

PM	V/D Metro		Harold		Pocasin		California		Murtha		Kilburn		Donovan		Brennan		Total	%
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO		
Run 1	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2	2
Run 2	2	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	2
Run 3	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1
Run 4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 5	2	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	2	2
Run 6	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	9	9

5/28/2021

[illegible]

PM	V/D Metro		Harold		Pocasin		California		Murtha		Kilburn		Donovan		Brennan		Total	%
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	3	0	0	0	0	1	0	1	0	1	0	0	0	0	0	0	3	3
Run 2	2	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	2	2
Run 3	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	7	7

Week 5 **5/31/2021**

AM

[illegible]

PM

[illegible]

5/3/2021

5/7/2021		Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
AM		PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																		0	0
PM		V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
		PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																		0	0

5/10/202

5/14/2021		AM																					
		Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total					
		PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO				
Run 1		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Run 2		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Run 3		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Run 4		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Run 5		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Run 6		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Run 7		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Run 8		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
																				0	0		
PM		V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total					
		PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO				
Run 1		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Run 2		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Run 3		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Run 4		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Run 5		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Run 6		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Run 7		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
																				0	0		



Cameron Club Monthly Report

May 2021

Attendance and Usage

May – 3,602

- Average usage per day-116
- Bookings: 2,524
- Check-ins: 1,941
- Cancellations: 696
- Walk-ins - 322
- Total possible bookings: 6,322
- Percent Utilization: 39.9%

Previous month: April -2,407

- Average usage per day- 80.23
- Bookings: 1,778
- Check-ins: 1,602
- Cancellations: 140
- Walk-ins - 358
- Total possible bookings: 4,797
- Percent Utilization: 37%

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. We saw an increase in attendance of 4 out of 7 classes. Aqua Zuma Aerobics will start on June 12th at 9am. Gentle Yoga will be returning to the schedule starting June 17th at 9am.

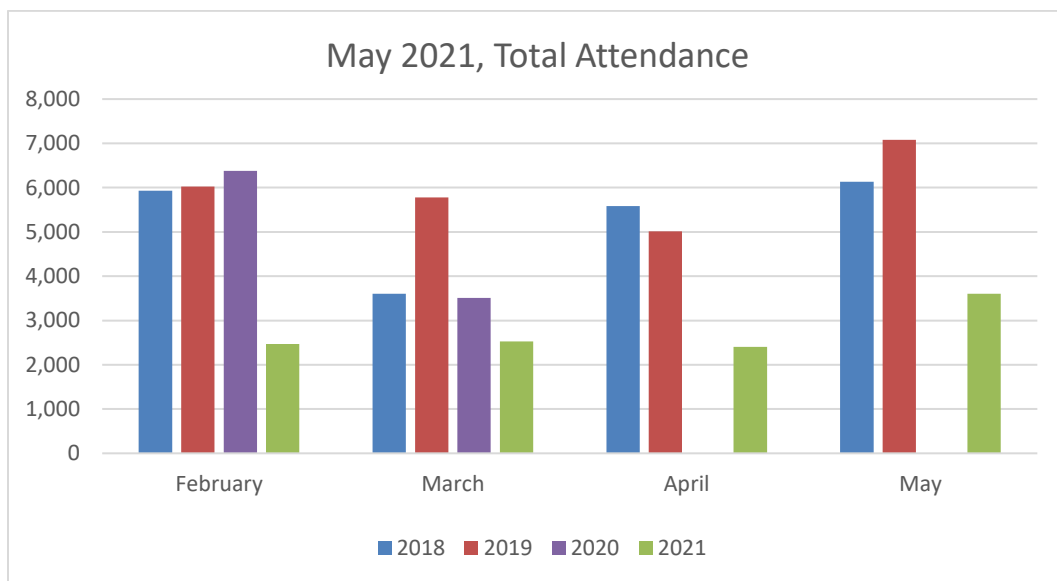
Exercise and Facilities Equipment

- With the change in regulations, we are happy to report that all fitness equipment is now available and operational.

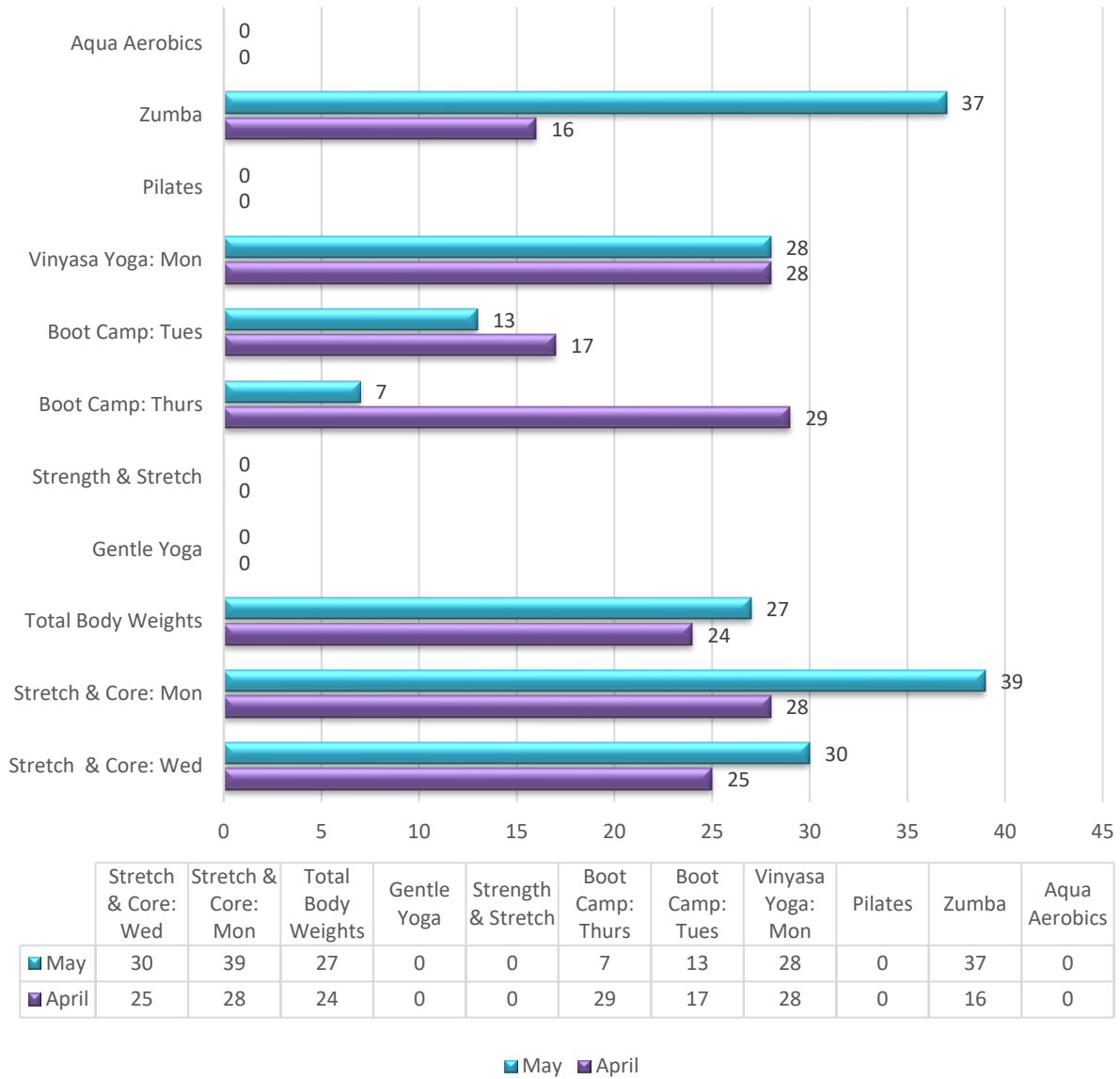
Operations

- The soft opening of the pool the weekend of May 22nd, was a success. We had a great showing with almost every reservation slot being full.

Graphs



Class Attendance April 2020/May 2021



Week #1. Dates 5/01 - 8/08	
Total Sessions	189
Clients Booked	467
Total Capacity	1,286
Capacity Utilization	37.13%

Week #2. Dates 5/09 - 5/15	
Total Sessions	165
Clients Booked	424
Total Capacity	1,116
Capacity Utilization	37.99%

Week #3 Dates 5/16 - 5/22	
Total Sessions	176
Clients Booked	646
Total Capacity	1,384
Capacity Utilization	46.68%

Week #4. Dates 5/23 - 5/27	
Total Sessions	189
Clients Booked	764
Total Capacity	1,668
Capacity Utilization	45.08%

Total Attendance (check-ins and walk-ins)	2,263
Total Possible Bookings	6,322
Percent Utilization (check-ins divided by total possible bookings)	39.9%