

**CAMERON STATION COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS  
ZOOM MEETING DRAFT AGENDA  
August 31, 2021 – 7:00 P.M.**

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

Link: <https://zoom.us/j/97385179058?pwd=TUg1V1lvM011VStJS2k5b3NEl0IRUT09>

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

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

- |       |   |           |
|-------|---|-----------|
| I.    | <b>CALL TO ORDER</b>  | 7:00 P.M. |
| II.   | <b>APPROVAL OF AGENDA</b>   |           |
| III.  | <b>APPROVAL OF MINUTES – July 27, 2021</b>  |           |
| IV.   | <b>ALEXANDRIA HEALTH DEPARTMENT – Natalie Talis</b>   |           |
| V.    | <b>SGT. LION– CITY OF ALEXANDRIA</b>  | 7:05 P.M. |
| VI.   | <b>ARTHUR IMPASTATO - CAMERON STATION CIVIC ASSOCIATION</b>   |           |
| VII.  | <b>APPEAL OF ARC DECISION- acct# 9401</b>   | 7:10 P.M. |
| VIII. | <b>HOMEOWNERS' FORUM</b>  | 7:15 P.M. |
| IX.   | <b>TREASURER'S REPORT</b>   | 7:25 P.M. |
| X.    | <b>COMMITTEE REPORTS (FAC, ARC, CCFC, ComCom, CAC, A&amp;E)</b>   | 7:30 P.M. |
| XI.   | <b>MATTERS FOR BOARD DECISION</b>   | 7:45 P.M. |
|       | <ol style="list-style-type: none"> <li>1. Ad-Hoc Paving Committee Chair Appointment</li> <li>2. A&amp;E Committee Member Appointments</li> <li>3. ARC Committee Member Appointment</li> <li>4. CAC Erosion Proposal – 273 Murtha St</li> <li>5. CAC Erosion Proposal – Medlock/Murtha Common Area</li> <li>6. CAC Gardner Gate Proposal</li> <li>7. GRS Firewall/Network Proposals</li> <li>8. Annual Meeting – Survey and Ballot Election Proposal</li> <li>9. Helmuth Pocket Park Basketball Hoop</li> <li>10. Common Area Owner Enhancement Request</li> </ol> |           |
| XII.  | <b>MATTERS FOR BOARD DISCUSSION</b>   | 8:15 P.M. |
|       | <ol style="list-style-type: none"> <li>1. Admin Resolution for Board Meetings</li> <li>2. Consideration of an Emergency Texting System</li> </ol>   |           |
| XIII. | <b>MATTERS FOR BOARD INFORMATION</b>  | 8:45 P.M. |
|       | <ol style="list-style-type: none"> <li>1. Management Report               <ul style="list-style-type: none"> <li>• Asphalt Update</li> <li>• Border Fence</li> <li>• Action Item list</li> <li>• ProFit July Report</li> <li>• Fleet Shuttle Ridership Report</li> </ul> </li> </ol>  |           |
| XIV.  | <b>NEW BUSINESS</b>   | 8:55 P.M. |
| XV.   | <b>EXECUTIVE SESSION</b>  |           |
|       | <i>For the purposes of consulting with legal counsel on pending legal matters, collections, and violations.</i>   | 9:00 P.M. |
|       | <ol style="list-style-type: none"> <li>1. Woodland Hall Lawsuit Update from Executive Committee</li> <li>2. Request for Waiver of Late Fees- acct#9182</li> <li>3. Non-Judicial Foreclosure- acct#9583</li> <li>4. Flag/Signs Enforcement</li> <li>5. Declaration Amendment</li> <li>6. Towing &amp; Storage Fee Reimbursement</li> <li>7. Appeal of ARC Decision- acct# 9401</li> <li>8. Condominium Landscape Services</li> </ol>   |           |
| XVI.  | <b>ADJOURN</b>  | 9:30 P.M. |

Prepared by:

Jennifer Gilmore, CMCA, PCAM (On Site Community Manager – CAMP, LLC) & Toni Mancinelli (Asst. Community Manager)

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

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**July 27, 2021**

**NOTICE:** This meeting was held by virtual video conference.

**BOARD MEMBERS PRESENT:**

Sarah Walsh, President  
Michael Johnson, Vice President (arrived at 7:10 pm)  
Andrew Hill, Secretary (arrived at 7:10 pm)  
Megan Christensen, Director  
Ernest Cage, Director  
Greg Hillson, Director

**BOARD MEMBERS ABSENT:**

Joan Lampe, Treasurer

**OTHERS PRESENT:**

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

**CALL TO ORDER:**

Ms. Walsh called the meeting to order at 7:00 pm.

**APPROVAL OF AGENDA:**

*Amendments to the Agenda:*

- Remove **Item IV (Lt. Weinert – City of Alexandria)**: Sergeant Lion is the new liaison appointed from the Alexandria City Police Department. He was unable to attend this meeting and will give a report at the August meeting.
- Remove **Item V (Arthur Impastato – Cameron Station Civic Association)**: Sash Impastato was also not able to attend the meeting.
- Heather Graham will give the Treasurer's Report and FAC report.
- Move **Item 7 (ARC DMS Revision Report)** under Matters for Board Decision to Board Discussion.
- *Add under New Business:*
  - FAC put forth their recommendation for PMS Plus as the provider on the Reserve Study.
  - Ms. Christensen also added that website changes be added for discussion.

**Motion:** Ms. Christensen moved and Mr. Cage seconded to approve the agenda as amended.  
**The motion passed unanimously 4/0.**

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**July 27, 2021**

**APPROVAL OF MINUTES:**

**Motion:** Ms. Christensen moved and Mr. Cage seconded to approve the amended Board of Director meeting minutes as submitted by Mr. Hill.

**Following discussion, the motion passed 3/1.**

**In Favor:** Ms. Walsh, Ms. Christensen, and Mr. Cage

**Against:** Mr. Hillson

**HOMEOWNERS' FORUM:**

Resident, Elliot Waters, expressed concern that his detailed comments provided by email and at the June 29, 2021 meeting during the Homeowner's Forum regarding the formation of the Executive Committee, were not made part of the minutes. He asked the Board to inform residents on the proper criteria for future Homeowners' comments to be considered.

**TREASURER'S REPORT:**

Ms. Graham delivered the following report to the Board:

- Total cash and investments are at \$3.6M,
- The 2021 budget is approximately \$168K ahead, mostly on expenses,
- The recycling cost is being closely monitored and it is possible that it may go over budget,
- Receivables are at less than 1 percent, against the industry average of 3-5%, and
- The draft 2022 budget is in progress.

**COMMITTEE REPORTS:**

**1. Financial Advisory Committee**

The report was included in the Treasurer's Report.

**2. Architectural Review Committee**

Stephen Pearson delivered the report. He stated the ARC processed 20 exterior modification applications in July. There are two committee seats open, during the last meeting they interviewed two candidates, and plan to interview three more at the August meeting. They plan to fill one position in August, and the other to be filled in September as positions need to be advertised for 30 days.

**3. Cameron Club Facilities Committee**

Ray Celeste delivered the report. He stated usage has doubled from 116 in May to 248 in June, per day. He stated July is expected to be higher. Mr. Celeste made note of the leaking water tank proposal on the agenda and noted Management had recommended Wright Mechanical to replace the water storage tank in the Fitness Center.

**MINUTES**  
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**4. Communications Committee**

Tricia Hemel delivered the report. The Newsletter Subcommittee is meeting on August 2<sup>nd</sup> via Zoom at 2:00 pm to discuss the plan for the Sept/Oct issue. Article submissions for the upcoming issue are due August 25<sup>th</sup>. The Welcome Subcommittee will welcome 14 new residents into the neighborhood this month. The Committee has asked Jenny Patenaude to be the point person for social media and work with CAMP and New Media Horizons. The Photography Subcommittee Chair, Linda Taousakis, has been decided and this committee will begin working in August.

**5. Common Area Committee**

Robert Burns delivered the report. He highlighted the pending appointment of a new Common Area Committee member, the Duke Street entrance sign replacement, the Brawner Tree removals, and the outdoor furniture in the Bessley Pocket Park.

**6. Activities and Social Events Committee**

Mr. Cage delivered the report. He highlighted the July 4<sup>th</sup> event was very well received and encouraged the need for volunteers for future events and programs.

**MATTERS FOR BOARD DECISION:**

**1. Ad-Hoc Paving Committee Appointment**

**Motion:** Ms. Christensen moved and Mr. Johnson seconded to approve William Blumberg to the Ad-Hoc Paving Committee.

**The motion passed 5/0/1.**

**In Favor:** Ms. Walsh, Mr. Johnson, Mr. Hill, Ms. Christensen, and Mr. Cage

**Abstain:** Mr. Hillson

**2. Ad-Hoc Paving Committee Chair Appointment**

Short of a motion, the item has been tabled, returned to the Committee for their input, and will be put forth to the Board at a later date.

**3. Common Area Committee Appointment**

**Motion:** Mr. Hill moved and Ms. Christensen seconded to approve Don Williams to the Common Area Committee.

**The motion passed unanimously 6/0.**

**4. Entrance Sign**

**Motion:** Mr. Hill moved and Mr. Cage seconded to approve the Duff Signs proposal for the amount of \$3,406 for the replacement of the entrance sign. This will be funded from the Reserves.

**The motion passed unanimously 6/0.**



**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
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**5. Tree Removal Proposal**

**Motion:** Mr. Hill moved and Ms. Christensen seconded to approve the Lancaster Proposal in the amount of \$4,725 to remove and replace five (5) declining maple trees along Tancreti Lane and Brawner Place and replace with five (5) Hornbeams. This would be funded from both the Tree & Shrub line item (new trees) as well as the Reserves (removal of trees).

**Discussion:** Mr. Hillson asked about the services provided by the current contractor and if there were other companies considered. Mr. Burns explained that due to the contract Lancaster has we get a warranty for a much longer extended period of time, than others have been willing to provide in the past. Additionally, Lancaster provides us with discounts on the trees purchased.

**The motion passed unanimously 6/0.**

**6. Office Computers**

**Motion:** Mr. Hill moved and Mr. Johnson seconded to approve the replacement of office computers at a cost of approximately \$5,340. This will be funded from the Reserve Fund.

**Discussion:** Mr. Hillson asked how the computer capabilities were determined on the proposed replacement computers. Ms. Graham indicated GRS works with CAMP and are familiar with CAMP's systems, requirements, capabilities, and understand the needs of the on-site office. Additionally, Ms. Gilmore noted the current computers in use are not working properly and need to be replaced due to slow start-ups and processing.

**The motion passed unanimously 6/0.**

**7. Common Area Committee – Outdoor Furniture Request**

**Motion:** Mr. Hill moved and Mr. Cage seconded to approve allowing the Common Area Committee to spend up to \$3,500 on new outdoor furniture for the Bessley Place Pocket Park.

**Discussion:** Ms. Christensen questioned how the furniture came to be at that park and if furniture for other parks should be purchased as well. Ms. Walsh explained that the current furniture was purchased and installed by a former resident and it was recently removed due to safety concerns. Mr. Burns added that the furniture is seen as a special aspect of that park the committee deemed it necessary to replace.

**The motion passed unanimously 6/0.**

**8. Board Member Request for Documents Regarding the Executive Committee**

**Motion:** Mr. Hillson moved to be granted access to any and all records and documents sent to or from the Association's management, from June 7, 2021 through July 7, 2021, concerning any litigation or lawsuit involving David Hotle or Woodland Hall condominiums and the Association.

**No second was made and the motion failed.**

**9. Recommendation for Water Storage Tank Replacement Proposal**

**Motion:** Mr. Cage moved and Ms. Christensen seconded the proposal from Wright Mechanical in the amount of \$4,986.28 for the replacement of the water storage tank. This will be funded from the Reserves.

**The motion passed unanimously 6/0.**

**MATTERS FOR BOARD DISCUSSION:**

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
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**July 27, 2021**

- **ARC DMS Revision Report**

Ms. Walsh stated that the Architectural Review Committee has reviewed and submitted revisions for the Design & Maintenance Standards and that the final version will be voted on at the August meeting.

**MATTERS FOR BOARD INFORMATION:**

**I. Management Report**

The Board reviewed the Action Item List and the ProFit May Report as provided by Management.

**II. In-Person/Virtual Meeting Plan Update**

Ms. Gilmore explained the current status of adding full virtual access to future meetings in-person. More information will be provided to the Board in August, to be decided and possibly implemented in September. Ms. Graham also agreed that the process is complicated and in need of more research and testing, as she has witnessed at other HOA meetings attempting this same process.

**NEW BUSINESS:**

**Reserve Study**

**Motion:** Mr. Hill moved and Ms. Christensen seconded to approve the Financial Advisory Committee recommendation for PM Plus to perform the Reserve Study.

**Following discussion, the motion passed unanimously 6/0.**

**Website Changes**

Ms. Christensen requested discussion from the Board on how to move forward with updating the Association's website. The goal is to get bids to be more comparable to decide on specific features and use.

**Discussion:** Ms. Walsh suggested having a new contractor for the website to implement these new features and improve the website overall was a good idea. Ms. Graham suggested that certain features (i.e., website voting/polling) be presented to bidders as specific line items, to help with comparisons.

**Motion:** Mr. Hillson moved that the Board clarify that (A) every Board member is entitled to an equal share of the budgeted amount per meeting for meal reimbursements during virtual Board meetings under resolution NO. 2021-06, and (B) any reimbursement request must identify on whose behalf the reimbursement is being sought.

**Following discussion, the motion failed 1/5.**

**In Favor:** Mr. Hillson

**Against:** Ms. Walsh, Mr. Johnson, Mr. Hill, Ms. Christensen, and Mr. Cage

**Note:** Two separate points of order were raised: One, a second was not required for this motion, and two, asking whether the Board President could vote in this case. The Board President concurred a second was not needed and confirmed that she was allowed to vote.

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**July 27, 2021**

**In-Person/Virtual Meeting**

**Motion:** Mr. Johnson moved that the August Board of Directors meeting be in person, with virtual access.

**Following discussion, the motion passed unanimously 6/0.**

**EXECUTIVE SESSION:**

**Motion:** Mr. Hill moved and Ms. Christensen seconded to enter an executive session for the purposes of consulting with legal counsel on pending legal issues.

**The motion passed unanimously 6/0**, and the meeting was convened into executive session at 7:58 pm.

**Motion:** Mr. Johnson moved and Mr. Hill seconded to exit the executive session meeting.

**The motion passed unanimously 6/0**, and the meeting was reconvened back into open session at 8:32 pm.

Mr. Pearson provided the proposed changes to the DMS which will be forwarded to the Association's legal counsel for further review.

Ms. Graham reviewed the Declaration amendment timeline and process.

**Motion:** Mr. Johnson moved and Mr. Hill seconded to move forward with the Declaration amendment, timeline, and process to be followed.

**The motion passed unanimously 6/0.**

**ADJOURNMENT:**

Mr. Johnson moved and Ms. Christensen seconded to adjourn the meeting.

**The motion passed unanimously 6/0**, and the meeting was adjourned at 9:02 pm.

Respectfully Submitted,

Juana Michel, Recording Secretary  
jmichel@gocampmgmt.com

**Elliott M. Waters and Barbara H. Waters**

325 Cameron Station Boulevard  
Alexandria, Virginia 22314

**July 16, 2021**

Sent on July 15, 2021 via email to CSCA, Attn: Community Manager (Ms J. Gilmore and Covenants Administrator (Ms B.Kebede)

Cameron Station Community Association  
Attn: Community Manager (Ms Jennifer Gilmore) and  
Covenants Administrator (Ms Bethlehem Kebede)  
200 Cameron Station Blvd  
Alexandria, VA 22304

**RE: Appeal of Architectural Review Committee (ARC) Decision conveyed via Letter dated July 09, 2021**

Dear Jennifer and Mimi,

This letter serves as notice that as owners of the property located at 325 Cameron Station Blvd, Alexandria, VA 22304, we want to appeal the ARC decision to disapprove our request to remove and not replace the cherry tree located on our property planted by the developer o/a June 2002. Unfortunately, the ARC's decision does not contain its basis/rationale for disapproving our request thereby making it difficult to submit an informed appeal. It was my desire to request same but I was not afforded an opportunity to do so and a close reading of the DMS does not require the ARC to give their rationale. And yet, there is a requirement for those appealing the ARC's decision to do so, namely to "set forth the rationale for our appeal, which must be one of the following three (3) reasons below":

1. *The proper procedures were not followed by the ARC during the administration or review process.*
2. *The applicant was not afforded the opportunity to be heard or present pertinent information to the issue being considered.*
3. *The ARC decision was irrational and inconsistent with the criteria set forth in this document. Which document, the DMS or the letter emailed to me on July 9, 2021?*

Given the handicap of not knowing the basis/rationale for the ARC's disapproval, at this point in time, we would be inclined to cite the three (3) reasons mentioned above along with a failure to be provided pertinent information deemed relevant to support our appeal from the Association's Management Staff (see email sent to Community Manager [Ms Gilmore] dated July 9, 2021@6:33PM). The courtesy of a response is appreciated otherwise my wife and I assume a non-response or silence using the same 10-day standard for community members is understood to be a no to our request for City documentation.

Should the Association's Management Staff or HOA Board members, have any questions, regarding our appeal, please do not hesitate to contact Elliott Waters via email or phone. I do welcome an assessment from a tree expert or series of tree experts from the City government or private sector. I am confident credible tree experts would give a pro bono assessment of not only my tree situation, but the overall tree situation in the Association.

Vtr,

Elliott M. & Barbara H. Waters

Enclosures:

1. Two additional (2) Tree Specialists Opinions not included in original application to remove tree
2. Extracts from the DMS
3. Extract of ARC Charter
4. Email thread to include letter conveying ARC decision regarding tree removal/non-replacement
5. Original Tree Replacement Request submitted to ARC c/o Covenants Administrator



## TESTERMAN TREE SERVICE

Hello,

It is our professional opinion that the Cherry tree located on the corner of 325 Cameron Station Blvd. Should be removed to prevent further damage. There should not be a tree replacement at that location as it is too small of an area to support a healthy tree while preventing damage . We have had to remove several trees in your community for this reason.

Thank you,  
Wayne Testerman  
Testerman Tree Service

(Ref-niegh)6/17/21

Appt. Tues. 6/22 (7-8)\*53-E5

## Woodlawn Tree Service Estimate

*A fully licensed and insured company*

*Serving the Northern Virginia Area since 1977*

**Send Correspondence To:**

P.O. Box 15522

**Elliott Waters**

325 Cameron Station Boulevard  
Alexandria, VA 22304

Alexandria, VA 22309 Phone:  
703-780-8040

Fax: 703-780-1470

<b>Notes:</b> <input type="checkbox"/> E - 6/22/21	
	Confirmed on:

We are pleased to quote as follows:

Description	Amount	Amount Less 15%
1) Cherry - front left corner near wall and driveway - Remove to near grade -		
2) Remove the stump (small machine) - (Lifting the raised brick and interfering bricks, removing the imposing root and putting the brick back) -		
3) Then removing resulting stump debris to level grade (Clean up E - See Below) -		
* We should be able to remove most of the stump. This will stop its underground growth. *		
* Clean up - B & D & E *		
* See Conditions(s) Below *	Total:	

### CLEAN UP CONDITIONS:

<input type="checkbox"/> A) Leave wood in 18" lengths near tree, or stacked in wood pile; remove all other brush & rake all affected areas.
<input checked="" type="checkbox"/> B) Remove all wood and brush, raking all affected grassy areas and blowing off all other surfaces.
<input type="checkbox"/> C) Leave all wood cut into 18" lengths and brush cut to 8' lengths.
<input checked="" type="checkbox"/> D) Grind stump to 8" below grade leaving resulting grindings mounded over the hole.
<input checked="" type="checkbox"/> E) Resulting stump grindings removed to ground level.
<input type="checkbox"/> F) Remove all resulting stump grindings and replace with topsoil.

James Nelson, Estimator

Customer

Date

They plant them there to soften the sharp edges of the house - They are never supposed to remain there for more than 10 years MAX Sharp tall edges are subconsciously negative so they use plants to how to say or spell it is like draws your eyes away - like wake up. The tree needs to go HOA So when we maintain properly we cut these as soon as they show up / We have a clay based soil so all tree root systems are forced to the surface

When the tree goes - No Replacement  
 you don't need one  
 now as the street tree is now tall enough to soften the house

## SUMMER SPECIAL

WOODLAWN TREE SERVICE {15% OFF}

703-434-3301 Must coupon present Expires 7/31/21 VISA LICENSED & INSURED

Serving Northern Virginia Since 1977



**Extracts of ARCHITECTURAL DESIGN & MAINTENANCE STANDARDS (DMS)**  
 Supersedes all prior Architectural Design & Maintenance Standards  
 Revised March 26, 2019 – Effective April 15, 2019

## **INTRODUCTION**

As members of a planned community, Cameron Station homeowners and their tenants and guests enjoy a variety of benefits and shared facilities. In return, they are asked to cooperate with their neighbors to create and maintain an enjoyable living environment that promotes the health, safety, and welfare of all; maintains the community's open space, common facilities, and property; and protects and enhances the value of the properties within the Cameron Station Community.

Maintaining such a mutually beneficial living environment is best achieved by developing and following rules and regulations that clearly inform all members of the limitations and expectations with respect to use of open space and common facilities and improvements to individual homes. Cameron Station is managed by its homeowners association, the Cameron Station Community Association, Inc., commonly referred to as the Association or CSCA. The Association functions under the rules and regulations embedded in three legally binding documents (the Governing Documents) and under rules adopted or amended by its Board of Directors (Board). The Governing Documents are: a) Cameron Station's Articles of Incorporation; b) Cameron Station's Bylaws; and c) Declaration of Covenants, Conditions, and Restrictions for Cameron Station Community Association, Inc. Copies of these documents may be found on the association's website at [www.cameronstation.org](http://www.cameronstation.org). Of these, the basic authority for maintaining the quality of architectural design throughout Cameron Station is found in the Declaration of Covenants, Conditions, and Restrictions (hereafter referred to as the Covenants). The Covenants are part of the record of ownership of property in Cameron Station. As such, a copy shall have been provided to every property owner at the time of settlement.

The provisions of the Covenants and the other governing documents are binding on all homeowners, residents and guests. All owners are responsible for the actions of their tenants, guests and invitees; accordingly, any obligation by an owner is equally binding upon a tenant, guest or invitee, and CSCA will hold the owner responsible for any violation of these Design and Maintenance Standards committed by their tenant, guest or invitee. When these Design and Maintenance Standards create an obligation or convey a right to an owner, such obligation or right shall extend to the owner's tenant, guest or invitee; provided, however, that only owners may submit an Exterior Modification Application, and the ARC will not consider an Exterior Modification application that is submitted by a tenant, guest, or invitee. This Design and Maintenance Standards incorporates by reference all terms, conditions and definitions set forth in the Cameron Station Governing Documents.

## **OBJECTIVES AND GENERAL INFORMATION**

### **I. Objectives of Cameron Station, Inc. Architectural Design & Maintenance Standards**

The objective of this document, the Cameron Station *Architectural Design & Maintenance Standards (DMS)*, is to guide and assist homeowners, residents, members of the Architectural Review Committee (ARC) and Cameron Station Management staff in maintaining and enhancing Cameron Station's carefully designed environment. That guidance, in the form of *Standards*, addresses additions, changes, and improvements for which homeowners must submit applications to the ARC and addresses maintenance issues related to the home. The contents of this document are neither all-inclusive nor exclusive; rather, they are intended to address and present examples of what is permissible and required. The specific objectives are as follows:

- A. Increase homeowners' and residents' awareness and understanding of the Governing Documents from which authority is granted for creating rules and regulations.
- B. Focus on the exterior alterations (additions, changes, improvements) desired by homeowners.
- C. Describe the organizations and procedures involved with the DMS.



- D. Illustrate design principles to aid homeowners in developing exterior additions, changes, and improvements that are in harmony with the immediate neighborhood and the community as a whole.
- E. Assist homeowners and residents in preparing applications that comply with community requirements and are acceptable to the ARC.
- F. Provide uniform standards for the ARC to use in reviewing applications submitted by homeowners and residents.
- G. Assist homeowners in understanding the maintenance requirements of the community.
- H. Provide the maintenance standards for the ARC, management and owners to use when evaluating quality of use.

Despite the aforementioned, homeowners and residents are cautioned that nothing in the community's Covenants or other Governing Documents relieves them of the responsibility for complying with state, City, and local laws, ordinances, and other legal requirements such as obtaining from the City of Alexandria (City) necessary approvals and building permits for architectural changes or projects they desire to undertake. In addition to ARC approval, City and other government permits are required for a wide range of home improvement projects, and all homeowners and residents are responsible for complying with any government-imposed specifications. In short, City government approvals and ARC approvals are separate and unrelated.

In accordance with the Covenants, Article VII, Section 7.1(b), exterior building improvements by Owners, including above ground decks not included on the approved plans or different from the approved plans, shall require the approval of the Director of Planning & Zoning or City Council (i.e., a building permit).

Specific information pertaining to City requirements and specifications may be obtained from the City of Alexandria, Department of Planning & Zoning at (703) 838-4666, and the Code Enforcement/Permits Department at (703) 746-4200. Information is also available on-line at [www.alexandriava.gov](http://www.alexandriava.gov).

## **II. Protective Covenants**

The intent of Covenant enforcement is to assure residents that the standards of design quality will be maintained. This in turn **protects property values and enhances the community's overall environment**. These Covenants run with the land, for thirty years, and are binding on all owners, whether or not they have been read. They should be periodically reviewed by homeowners and residents and fully understood.

## **III. The Role of the CSCA and the ARC**

Every homeowner is a member of the Cameron Station Community Association, Inc. (CSCA). As enumerated in the Bylaws, its role is to own and maintain the community's open space, common areas, and community property and to conserve and enhance the resources of the entire community.

The CSCA discharges its duties in a variety of ways through its Board of Directors (Board), Article VI of the Covenants provides for creation of the Design and Maintenance Standards and an Architectural Review Committee (ARC) under the control of the Board, which is responsible for enforcing the DMS, which is binding on all owners and residents of CSCA. The ARC is charged with balancing the diverse design qualities of the community and ensuring its architectural harmony. Surveys of other planned communities have demonstrated that the efforts dedicated to ensuring these goals contribute significantly to preserving and enhancing real estate values and are considered of prime importance by homeowners and residents.

The ARC ensures continuation of the aesthetic quality of homes and common areas of CSCA through a diligent architectural review process. The ARC is responsible for ensuring that proposed exterior alterations comply with the objectives set forth in the Covenants and these *Standards* by: (1) requiring owners to submit applications for exterior alterations; (2) reviewing the applications for compliance; (3) requiring the submission of additional information when required; and (4) either approving or disapproving such applications.

#### **XI. Appeals Procedures**

An applicant is not required to but may attend the ARC meeting at which the ARC will review the application (normally the next regular meeting after its submission). All meetings are open to all owners and advertised in advance. Notice of ARC meetings will be made via the community's regular modes and methods of communication to the membership. The ARC will not provide individualized notice of any meeting to any owner, unless otherwise required by law.

An applicant who wishes to appeal a decision of the ARC has ten (10) calendar days from receipt of the notification of the ARC decision to file a request to the Board in writing seeking an appeal of the ARC decision by the Board. The appeal request should set forth the rationale for the appeal, which must be one of the following reasons:

- The proper procedures were not followed by the ARC during the administration or review process
- The applicant was not afforded the opportunity to be heard or present pertinent information to the issue being considered
- The ARC decision was irrational and inconsistent with the criteria set forth in this document

The Board has sixty (60) calendar days from receipt of the appeal by the management office to review the appeal and issue its decision. The applicant will be notified in writing of the time, date and place of the appeal by Management at least ten (10) calendar days before the meeting.

The Applicant or his/her representative may appear but is not required to appear in person before the Board to present the appeal. The Board may discuss the matter in closed/executive session but the decision of the Board will be made during an open Board meeting. The applicant will be notified of the decision, in writing, within seven (7) calendar days of the hearing. **The decision of the Board is final.**

#### **XII. Consultation with Architects & Other Professionals**

In accordance with Article VI, Section 6.7 of the Covenants, the ARC may, with the consent of the Board, engage or consult with architects, engineers, planners, surveyors, attorneys and other professionals, when required in the fulfillment of its duties. The ARC shall require the person seeking approval to pay for all fees incurred by CSCA in connection with the review of the application. Payment of such fees shall be established as a condition to the approval or disapproval, and the commencement of review of any plans shall be conditioned upon the payment of the estimate of such fees. The ARC or Management Agent will provide to the applicant, in a timely manner, an estimate of fees prior to the ARC engaging outside professionals.

#### **XIII. Enforcement Procedures**

Enforcement of any violation of this DMS will be governed by the Association's Due Process Policy Resolution.

#### **XIV. Resale Disclosure Packet**

Any exterior alteration, which has been made since the builder completed the approved plan, must have an approved Exterior Modification Application in the lot file. Lack of an approved application constitutes a violation and will be noted in the Disclosure Packet.

# CAMERON STATION COMMUNITY ASSOCIATION ADMINISTRATIVE RESOLUTION NO. 23

## **EXTRACT of ARCHITECTURAL REVIEW COMMITTEE CHARTER**

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

WHEREAS, Article VI, Section 6.5 of the Declaration of Covenants, Conditions, and Restrictions calls for the establishment of an Architectural Review Committee for the purpose of acting on all applications for the approval of modifications or improvements to any lot; and,

WHEREAS, Article VI, Section 6.11 of the Declaration of Covenants, Conditions and Restrictions grants the Board the authority to expand the powers, authority and responsibilities of the Architectural Review Committee; and,

WHEREAS, Article VI, VII and VIII of the Declaration of Covenants, Conditions and Restrictions, the Design and Maintenance Standards and various resolutions adopted by the Board of Directors establish procedures and restrictions relative to modifications, improvements and use of the Property (hereinafter referred to as the Documents);

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

### **A. RESPONSIBILITIES**

The primary responsibility of the Architectural Review Committee 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.

The Architectural Review Committee shall not have the power to approve the plans for any improvement that violates any of the express provisions of the Declaration, any Supplemental Declaration applicable thereto, or any provision of the Design and Maintenance Standards without the express approval of the Board of Directors. In all other respects, the Architectural Review Committee may exercise its sole discretion in determining whether to approve, or disapprove any plans, including without limitation, the location of an improvement on a lot.

In addition to acting on applications for modifications or improvements, the Architectural Review Committee is expected to provide the Board of Directors with recommendations regarding:

- Revisions to the Documents (as defined herein)
- Enforcement procedures for violations of the Documents (as defined herein)
- Due process procedures for hearings and appeals
- Hearings and appeals relative to modifications, alterations or use of the Property

### **B. ELIGIBILITY**

During the Development Period, the Declarant shall appoint at least three (3) persons to the Architectural Review Committee and shall have the right to appoint all members of the Architectural Review Committee with the power of removal and substitution. After the Development Period shall terminate or, in the discretion of the Declarant, earlier upon no less than thirty (30) days prior notice given to the Board of Directors, the Declarant shall transfer its control of the Architectural Review Committee to the Board of Directors.

When control of the Architectural Review Committee transfers to the Board of Directors, committee candidates and members shall be property owners in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with the Cameron Station Community Association. However, the Board of Directors reserves the discretionary authority to appoint professional consultants to serve as members of the committee at the expense of the Association. A member shall not serve on more than one committee at a time. There shall not be more than one member of a household serving on the same committee at the same time.

**Email thread including Covenants Administrator's letter conveying ARC's disapproval of member request**

From:

To: "managers@cameronstation.org" <managers@cameronstation.org>,  
"covenants@cameronstation.org" <covenants@cameronstation.org>

Cc: "arc@cameronstation.org" <arc@cameronstation.org>

**Date: 07/09/2021 6:33 PM**

Subject: Request for Information

Greetings Jennifer,

I've reached out to City officials to get copies of information regarding Cameron Station canopy coverage requirements and guidance on tree management policy in order to prepare my appeal for submission to the HOA. I have been advised that you [ *as the Community Manager* } should be able to provide me with such information. I would appreciate knowing from you if you have information from the City regarding canopy coverage requirements and guidance on tree management policy guidance from the City of Alexandria? If yes, my question is can/will you provide me that information? If the Association has the information being requested but can not able or will not provide me that information, please let me know why?

To be clear, I am not requesting HOA guidance which is already in the DMS but the guidance from the City. in whatever form it was provided initially or the current authorized version. The courtesy of a prompt response is requested and will enable me to submit my appeal in a timely manner. Should you have questions about my request for information, feel free to contact me via email or phone (

Vtr,

Elliott

---

From: Bethlehem Kebede <bkebede@gocampmgmt.com>

To: "

**Date: 07/09/2021 4:13 PM**

Subject: Decision Result Letter

Mr. Waters,

Attached is the letter that will be going out in the mail. Have a nice weekend!

**Warm Regards,**

**Bethlehem (Mimi) Kebede**

Covenants Administrator

Cameron Station Community Association

200 Cameron Station Blvd.

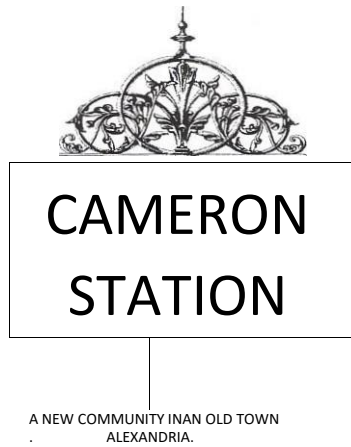
Alexandria, Virginia 22304

703-567-4881

[cameronstation.org](http://cameronstation.org)

Community Association Management Professionals (CAMP)

[www.gocampmgmt.com](http://www.gocampmgmt.com)



July 09, 2021

Elliott M & Barbara H Waters

325 Cameron Station Blvd Alexandria, VA 22304

Elliott M & Barbara H Waters:

The Architectural Review Committee (ARC) for Cameron Station Community Association, Inc. (CSCA) at their regularly scheduled meeting on Thursday July 8, 2021, **disapproved your application request to remove a nuisance tree from your private lot and not replace it with another tree.**

If you feel this decision is in error of the Association's Policies, Procedures, or Governing Documents, then as set forth in the Design and Maintenance Guide (DMS) page 6, Appeals Procedures, you have ten (10) days from receipt of this notification of the ARC decision to file a request to the Board in writing seeking an appeal of the ARC decision by the Board. **The appeal request should set forth the rationale for the appeal**, which must be one of the following reasons:

3. The proper procedures were not followed by the ARC during the administration or review process.
4. The applicant was not afforded the opportunity to be heard or present pertinent information to the issue being considered.
5. The ARC decision was irrational and inconsistent with the criteria set forth in this document.

If you would like to discuss this matter further, please contact us at (703)-567-4881 or send an e-mail to [Covenants@cameronstation.org](mailto:Covenants@cameronstation.org) As a valued member of the Cameron Station Community Association, we thank you for your time and assistance regarding this matter.

Sincerely,

Bethlehem Kebede  
Covenants Administrator  
Cameron Station Community Association, Inc.  
200 Cameron Station Blvd  
Alexandria VA 22304

To: "bkebede@gocampmgmt.com" <bkebede@gocampmgmt.com>

Cc: "arc@cameronstation.org" <arc@cameronstation.org>, "managers@cameronstation.org" <managers@cameronstation.org>

**Date: 07/09/2021 9:13 AM**

Subject: Reminder ARC meeting tonight

Good morning Mimi,

How soon can I expect to receive notice disapproving my request to remove and not replace the cherry tree on my property?

I ask the question because I would like to include it with my appeal.

Thanks in advance,

Elliott

---

From: Bethlehem Kebede <bkebede@gocampmngmt.com>

To: "

**Date: 07/08/2021 4:57 PM**

Subject: Reminder ARC meeting tonight

Hello,

If you are interested in joining tonight's meeting at 7:00p.m. and discussing your application with the Committee please use this link to join the meeting <https://cameronstation.org/our-neighborhood/board-committees/architectural-review-committee>

You are not obligated to attend this meeting, but you are very much encouraged. Thanks!

**Warm Regards,**

**Bethlehem (Mimi) Kebede**

Covenants Administrator

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

Application # \_\_\_\_\_



Cameron Station Community Association, Inc.

## PRIVATE TREE REPLACEMENT APPLICATION

### APPLICATION SECTION

Homeowner(s) Name: Barbara H. and Elliott M. Waters Lot: 189 see PLAT attached

Address: 325 Cameron Station Blvd, Alexandria, VA 22304

Phon \_\_\_\_\_(w) \_\_\_\_\_

Email Address: \_\_\_\_\_

Proposed Date of Removal: hopefully as soon as possible after ARC action on request for approval of nuisance

tree removal and non-replacement \_\_\_\_\_

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 Memorandum included on page 3 of this application**

**Subject: Request for Removal and Non-replacement of Nuisance Tree**

## 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 thirty (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 forty-five (45) day review period has expired without my having received any decision (or request for additional information) from CSCA Management or the ARC.

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 forty five (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 thirty (30) days of the approval date of this application, and completed within thirty (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: **June 11, 2021**

---



**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.

=====

**MEMORANDUM FOR:** \*ARC

\*Covenants Administrator, Attn: Ms Bethlehem (Mimi) Kebede

**FROM:** Elliott & Barbara Waters

Owners & occupants of single family home located at 325 Cameron Station Blvd

**Subject:** Request for Removal and Non-replacement of Nuisance Tree as an exception to current policy

**1. Situation:**

A. Please find attached photos of a cherry tree planted on the front right side of our property. A close look at the base of the tree reveals its root system represents a present and long-term nuisance now and in the future to the structure and driveway.

B. Based on credible information from professional landscapers/tree specialists, without exception, the refrain has been "the tree should not have been planted where it is currently situated". Although the tree is viewed as being healthy, the root system and trunk of the tree will get larger and the longer it is allowed to do, the repairs resulting from the damage it causes to underground lines, building structure (shed), driveway and likely market value will worsen. In fact, the cost of tree removal will increase as it gets larger.

**2. Owner's requests:** (a) That the cherry blossom tree on our property be removed and NOT replaced. And (b) since the cherry tree was planted by the developer and the developer turned over management of the development to the Association, request the ARC give a ruling on who should pay for the removal of a tree which should not have been planted where it is.

*Note: Although such exceptions may have been granted in the past, conditions to grant exceptions to policy should be disclosed in the DMS, in the interest of full disclosure.*

## **PRIVATE TREE REPLACEMENT GUIDELINES**

On September 9, 2009, the City of Alexandria gave authorization to Cameron Station Community Association, Inc. (the "Association") to permit homeowners to replace nuisance trees and enforce landscaping and tree coverage requirements on the individual lots. This section lists the adopted rules and regulations concerning the removal and replacement of trees on private lots.

### **III. Definitions**

- A. **Nuisance Trees:** Are defined as trees which cause actual harm or pose imminent danger of actual harm to a structure, walkway or other property.
- B. **Private Lot:** An individual home lot for a single family or townhome as defined on the recorded plat. For the purpose of this amendment, "private lot" refers to the front and side yards of homes.

### **IV. Requirements and Restrictions**

- A. No owner shall remove any tree measuring six (6) inches or more in diameter, measured at a point two (2) feet above ground level, from any portion of his/her property without the prior written approval of Cameron Station Community Association Management ("CSCA Management") or the ARC. In addition, no owner may remove or replace any tree on any portion of his/her property other than in conformance with the site plans approved by the City of Alexandria. No owner shall alter by removal, excavation, fill or any other means any ground surface without the prior written approval of the ARC.
- B. 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.
- C. Before removing and/or replacing any tree on a private lot, a Private Tree Replacement Application (Exhibit B) must be completed, signed, dated, submitted to CSCA Management and approved by CSCA Management or the ARC. The Private Tree Replacement Application submitted must show the location of the tree being replaced, the type of tree being replaced, the reason compelling the removal of the tree and the proposed species of replacement tree.
- D. Should the proposed replacement tree not be one of the pre-approved choices on the Private Tree Replacement List for the subject street, the request will be referred to and considered by the ARC which will evaluate such characteristics as planting site, environmental factors, probable root conflicts, probable canopy conflicts, canopy contribution and aesthetic value. In turn, the owner should provide full details of his/her choice in sufficient detail that the ARC can efficiently make a fair and reasonable determination as to the appropriateness of the proposed tree. The request will be considered on a case-by-case basis.
- E. Dead trees should be removed within six months of last signs of life. The replacement tree should be of the same species, or an acceptable substitute from the Private Tree Replacement List. (Appendix D)

### **V. Application and Review Process**

The Private Tree Replacement Application and review process that will be used by CSCA Management and/or the ARC is detailed here.

No review/action will commence until all required information is received and accepted as complete by CSCA Management, at which time the (maximum) forty-five (45) day review period will commence.

CSCA Management and/or the ARC is required to notify owners of the action taken on their Private Tree

Replacement Application within forty-five (45) days of receipt of a complete application by CSCA Management. Notification of the decision may be made by telephone, fax, or email, with follow-up in writing sent via U.S. Mail.

Approvals will be sent by first class mail. Denials and conditional decisions will be sent by certified mail, return receipt requested. As per Article VI, Section 6.6 of the Declaration, any application deemed complete but not acted upon within forty-five (45) days shall be approved by default. CSCA Management reserves the right to refer any Private Tree Replacement Application to the ARC.

#### **VI. Acceptable Replacement Trees**

Section I of the Private Tree Replacement List (Appendix D) sets forth the trees that are acceptable replacement trees. This tree list was developed by a Certified Arborist contracted by the Association for the purpose of this amendment. This list utilizes standards and criteria prepared by the City of Alexandria Arborist as part of the September 2009 tree management agreement with the Association. Any chosen species of tree must meet or exceed the canopy requirements at maturity (10 years), as defined in the Private Tree Replacement List.

Section II of the Private Tree Replacement List (Appendix D) provides tree species that shall not be planted or replaced in kind due to the potential for root issues.

DMS Extracts of Pages 21-22







# QUOTATION/PROPOSAL



12153 Nokesville Rd

Bristow, VA 20136

(571)451-4230

**To: ELLIOTT MICHEAL WATERS**

**Date: 6/8/21**

**Site: 325 CAMERON STATION BLVD**

**Salesman: ADILSON**

**Alexandria, VA**

**Terms:**

## DESCRIPTION

**REMOVED CHERRY TREE. HAUL AWAY BRANCHES AND WOOD. GRIND THE STUMP. WITH OUT MOVING STONES. THE ROOTS ARE LIFTING THE PAVERS AND IT COULD CAUSE FUTURE PROBLEMS. COST WOULD BE \$800.00**

*ABOVE PRICES GOOD FOR 30 DAYS*

*SIGNATURE*



3 S.F. OR 3.44582 ACRES

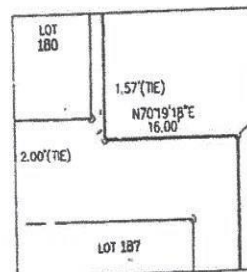
PARCEL "D"  
PHASE IV  
CAMERON STATION  
DB. 1723 PG. 580

CAMERON STATION

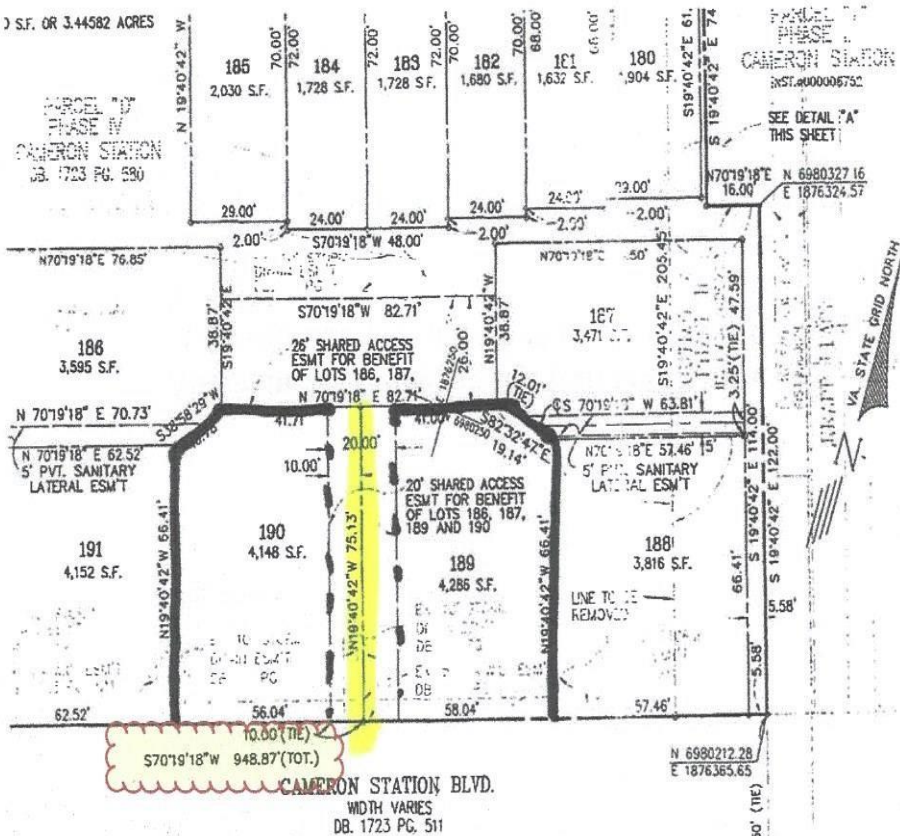
INST. #000006752

SEE DETAIL "A"  
THIS SHEET11-01-00  
DATE

*St. Michael's*  
DIRECTOR, T. & E. S.



DETAIL "A"  
SCALE 1"=10'



PLAT OF SUBDIVISION  
PHASE V  
CAMERON STATION  
BEING A RESUBDIVISION OF  
OUTLOT "A" PHASE II  
CAMERON STATION  
INSTRUMENT #000006752  
AND

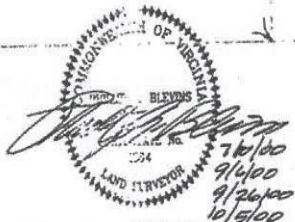
PARCEL "D" OF  
PHASE IV  
CAMERON STATION  
DB. 1723 PG. 580

CITY OF ALEXANDRIA, VIRGINIA  
SCALE: 1"=25' DATE: MAY, 2000  
URBAN ENGINEERING & ASSOCIATES, INC.

CIVIL ENGINEERS • LANDSCAPE ARCHITECTS • LAND SURVEYORS

7712 LITTLE RIVER TURNPIKE  
ANNANDALE, VIRGINIA 22003 (703) 642-8080

SHEET 5 OF 5



R.P.# 1047 69508d

The Cameron Station Community Association Activities and Events Committee did not hold a meeting in July 2021.

**DRAFT**

## MEETING MINUTES

**CAMERON STATION COMMUNITY ASSOCIATION, INC.  
ARCHITECTURAL REVIEW COMMITTEE  
Thursday July 1, 2021**

A special meeting of the Architectural Review Committee (ARC) was held on July 1<sup>st</sup>, 2021 for the purpose of reviewing emergency roof replacement application for property address 5012 Grimm Dr. 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.

**ARC MEMBERS IN ATTENDANCE VIA ZOOM**

Stephen Pearson- ARC Chair  
Sharon Wilkinson – ARC Member  
Jeremy Drislane- ARC Member  
Paula Caro – ARC Member  
Craig Schuck – ARC Member

**MEMBERS ABSENT**

None

**CHANGE OF ATTENDANCE**

Kevin Devaney – ARC Member, joined the meeting at 7:13p.m.

**OTHERS IN ATTENDANCE VIA ZOOM**

Josephine Fisher, Cameron Station resident  
Richard Woolman, Cameron Station resident  
Bethlehem Kebede, Covenants Administrator

**APPROVE AGENDA**

**MOVE TO: “Approve the agenda as amended: include emergency roof replacement application # 21-124”**

Moved By: Stephen Pearson

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Kevin Devaney

**MOTION PASSED**

**RESIDENTS OPEN FORUM**

No comments were made at this forum. However, Mr. Woolman gave a very detailed report on his application and his interpretation of the governing documents/design and maintenance guide as well as his belief that his request does not deviate from what is approved in the DMS.



**DRAFT****REVIEW OF EXTERIOR MODIFICATION APPLICATIONS**

Members discussed and deliberated very thoughtfully in regards to the emergency roof replacement application (application # 21-125). The majority of members noted that while the change in roof material being requested in this application may not be something that was approved in prior years it is not a prohibited item in the current DMS and is something that can be considered case by case. The majority noted that forcing residents to pay 3 times the cost of a shingle roof due to no fault of their own was ultimately unfair. In addition, the pattern of metal roofs in Cameron Station was only discernable by using satellite imagery, so a shift of this one home from metal to shingle would not be noticed. A minority of ARC members stated that there are clauses in the DMS that are ambiguous and could be interpreted to contradict this type of request and that they also have concerns about the inconsistency that is being applied here in contrast to how these types of applications were handled in the past.

ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
5098 Grimm Dr	Roof Replacement	<b>Approved with Stipulation that roof is replaced like for like.</b> Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney <b>MOTION PASSED</b>
5012 Grimm Dr	Roof Replacement	<b>Approved with Stipulation that roof match the adjacent neighbors roof colors.</b> Moved By: Sharon Wilkinson Seconded By: Paula Caro For: Stephen Pearson, Kevin Devaney Against: Craig Schuck, Jeremy Drislane <b>MOTION PASSED</b>

**MOVE TO: "Adjourn the Meeting at 7:40p.m."**

Moved By: Stephen Pearson  
Seconded By: Sharon Wilkinson  
For: All  
Against: None  
**MOTION PASSED**

Minutes prepared by: Stephen Pearson, ARC Chair

**DRAFT**

## MEETING MINUTES

**CAMERON STATION COMMUNITY ASSOCIATION, INC.**  
**ARCHITECTURAL REVIEW COMMITTEE**  
**Thursday July 8, 2021**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for July was held on July 8<sup>th</sup>, 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.

**ARC MEMBERS IN ATTENDANCE VIA ZOOM**

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

**MEMBERS ABSENT**

Craig Schuck- ARC Member

**CHANGE OF ATTENDANCE**

Jeremy Drislane – ARC Member left the meeting at 8:25p.m.

**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: include emergency roof replacement application # 21-123”**

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

**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.

**DRAFT****MOVE TO: "Approve the ARC Regular Meeting Minutes from June as submitted."**

Moved By: Paula Caro

Seconded By: Sharon Wilkinson

For: All

Against: None

Abstain: Kevin Devaney

Absent: Craig Schuck

**MOTION PASSED****MOVE TO: "Approve the Special ARC Meeting Minutes from June as submitted."**

Moved By: Paula Caro

Seconded By: Sharon Wilkinson

For: All

Against: None

Abstain: Jeremy Drislane

Absent: Craig Schuck

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

ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
5100 Grimm Dr	Add railings on deck	<b>Approved with Stipulation that the new railings on deck match the color of the deck.</b> Moved By: Sharon Wilkinson Seconded By: Paula Caro For: All Absent: Craig Schuck <b>MOTION PASSED</b>
5259 Pocosin Ln	Garden Wall	<b>Approved as submitted.</b> Moved By: Kevin Devaney Seconded By: Paula Caro For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>
385 Livermore Ln	Roof Replacement	<b>Approved as submitted.</b> Moved By: Sharon Wilkinson Seconded By: Kevin Devaney For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>

**DRAFT**

385 Livermore Ln	Window Replacement	<b>Approved as submitted.</b> Moved By: Jeremy Drislane Seconded By: Kevin Devaney For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>
271 Murtha St	Ring Doorbell	<b>Approved as submitted.</b> Moved By: Jeremy Drislane Seconded By: Kevin Devaney For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>
271 Murtha St	Windows	<b>Return for more information: scope of work and product description.</b> Moved By: Kevin Devaney Seconded By: Paula Caro For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>
321 Helmuth Ln	Ring Doorbell	<b>Return for more information: picture of doorbell location and picture of view the camera is capturing.</b> Moved By: Kevin Devaney Seconded By: Paula Caro For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>
321 Helmuth Ln	Deck/fence replacement	<b>Return for more information: scope of work, material, dimensions, coloring.</b> Moved By: Kevin Devaney Seconded By: Paula Caro For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>
321 Helmuth Ln	Garage door	<b>Disapproved.</b> Moved By: Sharon Wilkinson Seconded By: Paula Caro For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>

**DRAFT**

321 Helmuth Ln	Driveway and walkway repair	<b>Disapproved.</b> Moved By: Kevin Devaney Seconded By: Paula Caro For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>
283 Murtha St	Window Replacement	<b>Approved as submitted.</b> Moved By: Sharon Wilkinson Seconded By: Kevin Devaney For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>
283 Murtha St	Replace Gutters	<b>Approved as submitted.</b> Moved By: Sharon Wilkinson Seconded By: Kevin Devaney For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>
5085 Donovan Dr	Add Air Vent	<b>Approved with Stipulation that the vents match in color and style with the other existing exterior vents on the house.</b> Moved By: Kevin Devaney Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>
5229 Brawner Pl	Roof Replacement	<b>Approved with a stipulation that option 2 brand presented in the application GAF Timberline is used to match existing roof color and design</b> Moved By: Paula Caro Seconded By: Kevin Devaney For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>
5122 Knapp Pl	Roof Replacement/ratify	<b>Approved with a stipulation that the roof is replaced like for like</b> Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>

**DRAFT**

166 Comay Terrace	Roof Replacement	<b>Approved with a stipulation that the roof is replaced like for like with a charcoal color shingle.</b> Moved By: Sharon Wilkinson Seconded By: Paula Caro For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>
303 Lannon Ct	Deck Repair/ratify	<b>Approved as submitted.</b> Moved By: Jeremy Drislane Seconded By: Kevin Devaney For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>
268 Murtha St	Windows/ratify	<b>Approved as submitted.</b> Moved By: Sharon Wilkinson Seconded By: Paula Caro For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>
325 Cameron Station Blvd	Tree removal	<b>Disapproved.</b> Moved By: Jeremy Drislane Seconded By: Paula Caro For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>
5113 Gardner Dr	Tree Replacement	<b>Approved with a stipulation that the tree is at least 6ft tall when planted.</b> Moved By: Paula Caro Seconded By: Kevin Devaney For: All Against: None Absent: Craig Schuck <b>MOTION PASSED</b>
5066 Minda Ct	Roof Replacement/ratify	<b>Approved as submitted.</b> Moved By: Sharon Wilkinson Seconded By: Kevin Devaney For: All Against: None Absent: Craig Schuck, Jeremy Drislane <b>MOTION PASSED</b>
266 Murtha St	Fence Replacement	<b>Approved with stipulation that the footprint, style, and color of the fence mirrors existing or original fence.</b> Moved By: Paula Caro Seconded By: Kevin Devaney For: All

**DRAFT**

		Against: None Absent: Craig Schuck, Jeremy Drislane <b>MOTION PASSED</b>
349 Livermore Ln	Landscaping/Garden wall/Patio paver	<b>Approved as submitted.</b> Moved By: Paula Caro Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck, Jeremy Drislane <b>MOTION PASSED</b>
244 Murtha St	Door Handle	<b>Return for more information: Pictures of the 3 doors mentioned in the application.</b> Moved By: Paula Caro Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck, Jeremy Drislane <b>MOTION PASSED</b>
4905 Donovan Dr	Roof Replacement	<b>Approved as submitted.</b> Moved By: Sharon Wilkinson Seconded By: Paula Caro For: All Against: None Absent: Craig Schuck, Jeremy Drislane <b>MOTION PASSED</b>
101 Martin Ln	Ring doorbell	<b>Return for more information: Picture of the location for the doorbell camera and picture of the view it captures.</b> Moved By: Kevin Devaney Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck, Jeremy Drislane <b>MOTION PASSED</b>
5065 Kilburn St	Tree Replacement	<b>Approved with a stipulation that the tree is at least 6ft tall when planted.</b> Moved By: Sharon Wilkinson Seconded By: Paula Caro For: All Against: None Absent: Craig Schuck, Jeremy Drislane <b>MOTION PASSED</b>
233 Sommerville	Roof Replacement	<b>Approved as submitted.</b> Moved By: Paula Caro Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck, Jeremy Drislane

**DRAFT**

		<b>MOTION PASSED</b>
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**MATTERS FOR INFORMATION****Covenants Report – June 2021**

- The number of Annual Comprehensive Inspection conducted in June is 102.
- The number of Resale Inspections conducted in June is 9.
- The number of Exterior Modification Applications reviewed in June is 19.
- No vehicle was towed in June.
- The number of violation letters sent in June is 65.
- The next meeting is scheduled for August 3, and applications are due by July 23, for this meeting.

**Board meeting report**

Mr. Devaney and Mr. Hillson gave brief report on matters discussed at the June board meeting.

**MOVE TO: “Adjourn the Meeting at 9:45p.m.”**

Moved By: Stephen Pearson

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Craig Schuck

**MOTION PASSED**

*Minutes prepared by, Stephen Pearson, ARC Chair*



MEETING MINUTES  
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING  
Thursday, July 8, 2021

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

Ray Celeste, CCFC Chair  
Dan Ogg, CCFC Vice Chair  
Tim Regan, CCFC Member  
Brendan Hanlon, CCFC Member  
Hans Estes, CCFC Member  
Andrew Hill, Board Liaison to CCFC  
Toni Mancinelli, On-Site Assistant Manager, CAMP

**I. Call to Order/Establish Quorum**

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

**II. Approve the Agenda**

*Dan Ogg made a motion to approve the agenda. The motion was seconded by Tim Regan and it passed unanimously.*

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

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

**IV. Homeowners' Forum**

There were no outside homeowners present at the meeting.

**V. Matters for Committee Discussion**

**1. Pool Towel Service**

The Committee reviewed the request from a resident to investigate implementing a towel service at the pool. The committee discussed the towel service and determined the average annual cost for this service will be roughly \$10,000. The towels would need to be purchased initially at a cost of about \$2,500 for 300 towels. The wash and fold service is about \$7,500 annually. The Committee unanimously determined it wouldn't be cost effective for the community.

**VI. Matters for Committee Information**

### 1. **Board Update**

Ray Celeste and Andrew Hill gave the update from the BOD. Future committee meetings have been approved to meet in-person. There will also be a remote option for Committee members and residents to participate should they not feel comfortable meeting in person.

### 2. **CAMP Management's Report**

Toni presented the CAMP report. The roof evaluation is included in the meeting packet. The HVAC replacement should start in 2 weeks. The cages for the lights in the basketball court have been installed. CAMP has determined recent complaints about the pool staff leads to a company-wide issue with American Pool. After reaching out to American Pool, CAMP has been informed American Pool is actively recruiting and onboarding more guards to help with staffing. They are also implementing a guard retraining program for the current guards.

#### i **Clubhouse Roof Evaluation Report**

The Committee reviewed the roof evaluation report contained in the meeting packet. The leaks are not coming from the roof but from the ducts. Management continues to work on correcting this issue.

#### ii **Project Timeline**

The Committee reviewed the action items and pending tasks.

#### iii **Action Item List/Pending Tasks**

Ray Celeste mentioned some of the maintenance issues for the pool. CAMP was aware of them and is working with American Pool to get an estimate for the necessary repairs. They include replacing the NW LED pool light and the rust spots on the next to last step in the NW end of the pool. Additionally, there is a rust spot developing on the NE pool light that could be a sign of an issue with the pool light located there.

The Committee asked CAMP about the badge system and what is being implemented going forward. CAMP is going to bid out for a new system and will have them ready for review later this year.

### 3. **Budget/Finance Update**

The Committee reviewed the finance updates. The Committee expects to vote on the proposed Operating Budget for FY 2022 at our August meeting.

## VII. **ProFIT Report**

### 1. **June Summary Report**

Usage doubled between May and June. ProFIT is increasing the number of classes being offered now that pandemic restrictions are lifted. CAMP is going to see if the

Communications Committee can prepare a statement about available classes for the weekly email blasts. Ray Celeste will provide language to Toni Mancinelli.

The ProFIT report noted they are seeking to replace the Lat pull down combo machine. The Committee asked CAMP to confirm the warranty information on the machine since it is one of our newer pieces of equipment.

**VIII. New Business.**

**1. Reminder Upcoming Meeting** The next meeting will be Thursday, August 12, 2021 at 7:00 pm.

**IX. Adjournment**

*Brendan Hanlon moved that the Committee adjourn the meeting. Hans Estes seconded the motion and it passed unanimously. The meeting ended at 8:07 pm.*

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

Monday, July 12, 2021

The meeting was called to order at 7:01 p.m. by Robert Burns with attendees participating in person through Zoom.

**Members present:** Robert Burns, CAC Chairman                      Kathy McCollom, CAC Vice Chairman  
Linda Greenberg, CAC Secretary    Mindy Lyle, CAC member  
Chris Alex, CAC member    Kyle Gerron, CAC member  
Colby Hostetler, CAC non-voting member  
Mike Johnson, Board Liaison

**Others in attendance:**

Jenn Gilmore, General Manager, Toni Manchinelli, Assistant Manager, CAMP  
Don Williams, resident, and prospective CAC member

**Motion to Approve Agenda**

Moved by Greenberg

Seconded by McCollom

For: All

Against: None

**Motion passed.**

**Motion to Approve Minutes from June 7, 2021**

Moved by Alex

Seconded by McCollom

For: All

Against: None

**Motion passed.**

**Homeowners Forum:** No residents.

**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:**

**New Member Registration:** Don Williams applied for membership on the CAC board. Wendy Ulmer has resigned. His application was sent to CAC members in the July Packet. Williams addressed CAC. He spoke of his contract experience, and members asked a few questions. With CAC approval, his nomination goes to the board for their review.

**Motion to Approve Williams as a CAC Board Member.**

Moved by Greenberg

Seconded by McCollom

For: All

Against: None

**Motion passed.**

**Removal of Dead Trees on Brawner and their Replacement.** Budget Line 6160 for Removal and Reserve Budget for Replacement. A warranty is included. No. 31108. Total Cost \$4,725. Remove 5 declining Maple trees, including stumps @\$350 each for \$1,750. Replace them with 5 European Hornbeam with a 2" caliper for \$595 each or \$2,975. Total \$4,725.

Moved by Greenberg

Seconded by Alex

For: All

Against: None

**Motion passed.**

**Replacement of Duke Street Entrance Sign.** Reserve Budget. Duff Signs. Sign costs \$2,600; installation of the new sign and removal of old one costs \$650. Total Cost \$3,406.

Three bids submitted. CAMP recommends Duff Signs because Duff is known for their attention to detail and outstanding customer service. In this case Duff is also the lowest bidder. The sign will look the same as the present sign, be approximately 6' wide, 4' high and 1-1/2 "wide. It will

have a custom cut contour shape, single-sided carved graphics, and a 3-color sprayed finish. Duff will install.

Moved by McCollom

Seconded by Alex

For: All

Against: None

**Motion passed.**

### **Bessley Pocket Park Furniture**

**Motion to purchase outdoor furniture for Bessley Pocket Park. Furniture from Breezesta: one table and eight chairs. Furniture made of maintenance-free high-density Polyethylene that is resistant to mold and mildew, weathers well and has a limited pro-rated warranty. Chairs cost \$508 each or \$3,064 for 8. One table, 58 x 58" of the same material costs \$1,980. Total \$5,044.**

Discussion: Lyle and Alex concerned with cost and McCollom with precedent. Greenberg considers the furniture an amenity that would be well used and appreciated. No other park has or has requested furniture. CAMP will see if it can find less expensive furniture of the same quality.

**Motion tabled.**

### **MATTERS FOR CAC ATTENTION**

**In person meetings:** CAC members voted to resume in-person meetings. Zoom would be available for people, such as residents, who did not want to attend in person.

**Request for EV Chargers:** CAMP is getting cost and other information. Lyle explained that the city does not allow EV chargers in city parks. Stations require a transformer, and a transformer requires a special use permit. Lyle requested an administrative special use permit for Cameron Station to shorten their EV charger application process.

**Board Update, Linear Park MOU, Liriope Installation:** Johnson, Lyle, Gilmore, and Burns discussed general problems of communication with city staff to questions asked about liriope, the lighting plan for Cameron Station, various SUPs, and MOUs. Johnson will assist as requested. CAMP will be involved in the decision-making process. Follow-up meetings will involve Lyle, Gilmore, Johnson, and city staff.

**CAMP Expense Report:** Burns thanked Gilmore for the Expense Report.

**NEW BUSINESS**

**Walk-through.** Thursday, July 15, 2021, at 8:30, meet at Club House.

**August Meeting.** August 9, 2021, 7 pm.

The meeting adjourned at 7:56.

Linda Greenberg

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**COMMUNICATIONS COMMITTEE MEETING**  
**July 14, 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  
 Christine Fisher—Newsletter Editor  
 Lenore Marema  
 Jenny Patenaude  
 Gwen Toops

**COMMITTEE MEMBERS ABSENT:**

Susan Klejst  
 Linda Taousakis

**ALSO PRESENT:**

Megan Christensen—Board Liaison  
 Juana Michel—CAMP staff  
 Pat Sugrue—Newsletter Subcommittee

**CALL TO ORDER**

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

**I. APPROVAL OF AGENDA**

On a Motion, Moved and Seconded, the agenda was approved unanimously.

**II. APPROVAL OF MINUTES**

On a Motion, Moved and Seconded, the minutes from the Committee's June 9, 2021, were approved unanimously.

**III. RESIDENT OPEN FORUM**

No residents were in attendance.

**IV. ITEMS FOR RECOMMENDATION:**

None

**V. MATTERS FOR COMMITTEE INFORMATION**

Management Report: Juana Michel reported that the CAMP staff is working with GAM to obtain a breakdown of the expenses for *The Compass* so that the Committee may better manage costs in the new digital delivery.

Board Update: Megan Christensen reported that the Board of Directors will be discussing proposed revisions to the Design and Maintenance Standards at its next meeting. The Board has approved the option to conduct in-person meetings again, provided that there must be remote access to all Association meetings, including committees and subcommittees.



**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**COMMUNICATIONS COMMITTEE MEETING**  
**July 14, 2021**

Committee Business: The Committee welcomed Gwen Toops to the Communications Committee.

Newsletter Subcommittee: Christine Fisher reported that the next newsletter meeting is August 2, to develop the content of the next edition of *The Compass* and make assignments for preparation of articles. There has been research on using a flip page format and that will be discussed at the meeting.

Weekly Email Blast: The Committee liked the weekly changes in the photos at the top of the email blast. The Cameron Station map has been updated to show all the dog waste stations and should be included in the next email blast. The email blast has become more readable and attractive under CAMP, and the HOA staff has been very receptive to the Committee's suggestions for contents. The proof reading skills of Pat Sugrue and Megan Christensen have made it virtually error-free.

Welcome Subcommittee: There are 14 new residents this month that will need to be contacted. The Committee discussed seeking input from new residents by following up with them three months later.

Social Media: Jenny Patenaude is working in consultation with the Communications Committee Board Liaison and CAMP to improve the performance of New Media Horizons under its contract.

Website: The Committee is waiting for feedback from the Board of Directors regarding proposed changes to the website, but will provide specific questions and recommendations for the Board to consider. The newer platforms easily convert to mobile devices and the Committee believes this would make the Cameron Station website more user friendly. This may become a 2022 project.

Photography Subcommittee: Starting in September, Linda Taousakis will be the primary contact to the subcommittee for obtaining and coordinating photos of Cameron Station events.

Bulletin Boards and Signage: No new updates reported.

Marketing & Public Relations: No changes or updates are contemplated for the front sign on Duke Street. It will be painted only and the Committee will get the color being used as a possible color to brand all Cameron Station communications.

Budget: CAMP will obtain a more detailed account of expenditures from *The Compass* publisher (GAM) and they will also confirm that Constant Contact is not a committee expense.

## **VI. OLD BUSINESS**

The SOP Manual still needs to be updated.

## **VII. NEW BUSINESS**

The Committee unanimously ratified Jenny Patenaude's appointment as the Committee's point person for social media, including working with CAMP and New Horizons Media, and making recommendations for the Committee to adopt as recommendations to the Board of Directors on managing the Association's social media.

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**COMMUNICATIONS COMMITTEE MEETING**  
**July 14, 2021**

Next Committee Meeting: August 11; Next Board Meeting: July 27

**VIII. ADJOURNMENT**

IX. Tricia Hemel adjourned the meeting at 8:06 pm.

Respectfully Submitted, Lenore Marema



**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**August 31, 2021**

**TOPIC: Ad-Hoc Paving Committee Chair Appointment**

**Motion:**

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

2<sup>nd</sup>:

**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.

Kyle Geron has resigned due to a work conflict. The current members are: Jeremy Drislane, Dick Shea, Joe Stern and William Blumberg . There is one vacant position at this time and it is being advertised. The committee met on Monday, August 9, 2021 and Jeremy Drislane agreed to Chair the committee if appointed by the Board.

**CAMP Recommendation**

Management recommends that the Board appoint Jeremy Drislane as the Chair at this time.



**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**August 31, 2021**

**TOPIC: A&E Committee Member Appointments**

**Motion:**

"I move to APPROVE Christina Damhuis and James Hodges to the Activities and Events Committee."

2<sup>nd</sup>:

**Summary:**

With the departure of Rebecca Stalnaker and Amanda Wilkinson from the Activities and Events Committee two openings were announced in the weekly email blast:

*Activities and Events Committee: Member Openings!*

*The Activities and Events Committee has two (2) openings for any interested individual. The committee leads the social events of the community throughout the year. If you are interested in joining, please reach out to Andy Yang at [events@cameronstation.org](mailto:events@cameronstation.org).*

Christina Damhuis and James Hodges have submitted their applications for these openings, attached for your review. The Activities and Events Committee have approved these appointments.

**CAMP Recommendation**

Management recommends that the Board approve the appointments.



**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: Christina Damhuis  
 Home Address: 5098 English Terrace #103  
 Email Address: christina.damhuis@gmail.com  
 Telephone Number: 231-740-8725 (Cell) 231-740-8725 (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 2<sup>nd</sup> 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):

I have experience planning events independently and in collaboration with others for 20 to 1,000 people.

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

I'd like to be more involved in the community. We just moved in and this will also help me connect with neighbors.

Thank you for your time and interest.





**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: James Hodges  
Home Address: 5056 Kilburn St  
Email Address: hodgej2118@gmail.com  
Telephone Number: 317-460-1074 (Cell) \_\_\_\_\_ (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 2<sup>nd</sup> 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):

9 years of event / mission planning  
\_\_\_\_\_  
\_\_\_\_\_

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

Support the CS community  
\_\_\_\_\_  
\_\_\_\_\_

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](mailto:communitymanager@cameronstation.org)

Updated: September 3, 2010



**Cameron Station Community Association, Inc.  
Board Decision Request  
August 31, 2021**

**TOPIC: ARC Committee Member Appointment**

**Motion:**

"I move to APPROVE Mara Fliat Francis to the Architectural Review Committee."

2<sup>nd</sup>:

**Summary:**

With the departure of Jeremy Drislane and Gayle Hathaway from the Architectural Review Committee, two openings have been announced in the weekly email blast:

*Architectural Review Committee: Member Opening!*

*The Architectural Review Committee has one (1) opening! The ARC is needed for maintaining the overall architectural design of the community. Responsibilities include:*

*attending the monthly meetings held on the first Tuesday of every month;*

*reviewing Exterior Modification Applications for improvements and modifications to individual lots; and*

*performing exterior lot inspections pertaining to those applications prior to each meeting as deemed necessary.*

*In addition to acting on applications for modifications or improvements, the ARC is expected to provide the Board of Directors with recommendations regarding:*

*revisions to the Design & Maintenance Standards (DMS);*

*enforcement procedures for violations of the Covenants, Conditions & Restrictions as part of the Governing Documents for Cameron Station;*

*due process procedures for hearings and appeals; and*

*hearings and appeals relative to modifications, alterations, or use of the Property.*

*If you are interested in volunteering for this committee, please complete a Committee Member Registration Form, attached here. The form is also located on the Cameron Station website, at the Association office, or by request via email at [covenants@cameronstation.org](mailto:covenants@cameronstation.org).*

Mara Fliat Francis has submitted her application for one of these openings, attached for your review. The Architectural Review Committee approved of her appointment at their August monthly meeting. The committee will appoint the second member at their September monthly meeting.

**CAMP Recommendation**

Management recommends that the Board approve the appointment.

**VIRGINIA**

4114 Legato Road, Suite 200  
Fairfax, Virginia 22033

**MARYLAND**

209 West Street, Suite 302  
Annapolis, Maryland 21401



# 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: Mara Flint Francis  
 Home Address: 5011 John Ticer Dr. Alexandria VA 22304  
 Email Address: mara.francis@pepsico.com  
 Telephone Number: 858-752-0614 (Cell) \_\_\_\_\_ (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 2<sup>nd</sup> 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):

With 20 years of design, marketing and contractual partnership experience within a Fortune 500 company, I have a unique eye for maintaining critical standards of design & brand compliance while continuing to evolve with relevant updates to the consumer landscape and environment.

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

As a resident of Cameron Station for over 8 years, first in a townhome and now in a single family home, I have a vested interest in upholding the great standards of aesthetic that makes this community distinct and valued.

Thank you for your time and interest.

My expertise, as noted above, should nicely support and complement

Cameron Station Community Association, Inc. 200 Cameron Station Boulevard, Alexandria, Virginia 22304

Phone (703) 567-4881 Fax (703) 567-4883 [communitymanager@cameronstation.org](mailto:communitymanager@cameronstation.org)

the role and requirements of an ARC member.

Updated: September 3, 2010

Best Regards,  
Mara Francis



**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**August 31, 2021**

**TOPIC: CAC Erosion Proposal - 273 Murtha St**

**Motion:**

"I move to APPROVE the Lancaster Proposal in the amount of \$3,570.00 to regrade and create a shallow swale to direct water to storm drain. This would be funded from the Reserves."

2<sup>nd</sup>:

**Summary:**

Attached is a proposal to remove to regrade and create a shallow swale to direct water to storm drain in the area behind 271-277 Murtha. This was noted by CAC on their July landscape walk through and proposal approved at their August monthly meeting.



**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.  
31148

54

July 9, 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 Rear of 271-277 Murtha*

Eroded/thin turf area at rear of property. Regrade to create a shallow swale to direct water to existing storm drain and prevent further erosion

Labor.....\$1,980.00

**Materials**

West Virginia Fieldstone (2) pallets \$795.00 each.....\$1,590.00

**PROPOSAL TOTAL \$3570.00**

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

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

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

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

**ACCEPTANCE OF PROPOSAL:**

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

DATE OF ACCEPTANCE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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









**Cameron Station Community Association, Inc.  
Board Decision Request  
August 31, 2021**

**TOPIC: CAC Erosion Proposal – Medlock/Murtha Common Area**

**Motion:**

“I move to APPROVE the Lancaster Proposal in the amount of \$6,675.00 to regrade eroded areas near storm drain to create (2) swales to direct water to the storm drain. This would be funded from the Reserves.”

2<sup>nd</sup>:

**Summary:**

Attached is a proposal to regrade eroded areas near storm drain to create (2) swales to direct water to the storm drain. Virginia fieldstone will be installed at the swale to ensure water flows to the drain. This was noted by CAC on their July landscape walk through and proposal approved at their August monthly meeting.



**CAMP Recommendation**

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



July 9, 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 AND EROSION CONTROL**

*At Common Area Rear of 235-247 Medlock-Murtha*

**Scope of Work:**

Regrade eroded areas near storm drain to create (2) swales 30x3' and 70x3' to direct water flow to storm drain located at common area.

At swale - Install West Virginia fieldstone and around storm drain

Install river stone 5-9" to ensure water flow onto storm drain and prevent erosion.

Labor.....\$3,300.00

**Materials:**

West Virginia fieldstone (3) pallets \$795.00 each.....\$2,385.00

River stone 5-9" (2) tons \$495.00 each.....\$990.00

**PROPOSAL TOTAL \$6675.00**

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

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

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

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

**ACCEPTANCE OF PROPOSAL:**

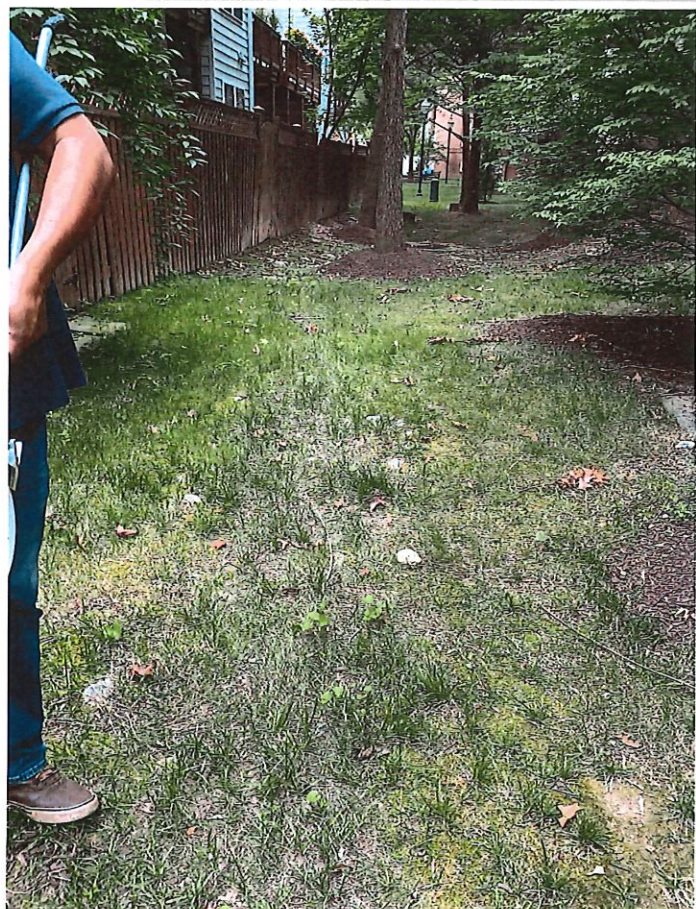
The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE OF ACCEPTANCE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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









**Cameron Station Community Association, Inc.  
Board Decision Request  
August 31, 2021**

**TOPIC: CAC Gardner Gate Replacement Proposal**

**Motion:**

"I move to APPROVE the proposal from TYL in the amount of \$2,698.57 for the installation of a replacement gate located by Gardner on Duke street from the Reserves."

2<sup>nd</sup>:

**Summary:**

The gate located along Duke Street by Gardner broke and needs to be replaced. Bids were received from (2) contractors and provided to the CAC for their review at their August meeting. The CAC approved the proposal from TYL. This is a reserve item and will be funded from the reserves. Please see the TYL proposal attached for your review.

**CAMP Recommendation**

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

TYLINC.COM



## PROPOSAL

17428 CENTER DR., STE. E  
RUTHER GLEN, VA 22546  
TOLL FREE .877.895.1044  
FAX .....540.427.7436  
[PROJECTS@TYLINC.COM](mailto:PROJECTS@TYLINC.COM)

- CONSTRUCTION
- PROPERTY MANAGEMENT CONTRACTING
- INSURANCE RESTORATION
- EXPERT REMODELING
- CLASS "A" RESIDENTIAL
- FULLY INSURED
- SERVING VA • MD • DC

MAY 13, 2021

TO: CAMERON STATION

JOB: 5103 GARDNER  
ALEXANDRIA, VA 22304

### ~ GENERAL CONDITIONS ~

#### SITE PREPARATION:

- INSTALL SAFETY AND PROTECTIVE MEASURES AROUND WORK SITE.

#### CLEAN-UP:

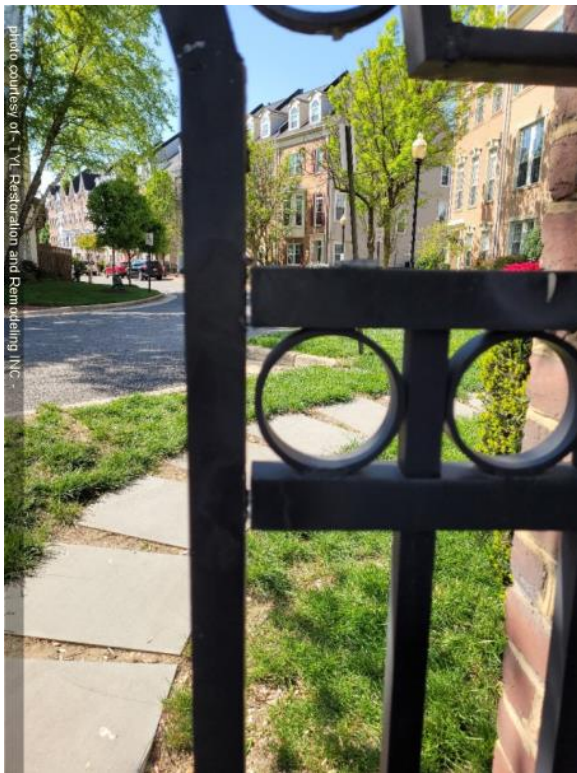
- REMOVE SAFETY AND PROTECTIVE MEASURES.
- CLEAN UP WORK SITE AND REMOVE ALL DEBRIS.

### ~ PROJECT ~

#### SCOPE:

Reweld sections as need on aluminum gate arch way.  
Install new lag Shield anchors as need in existing holes on brick columns.  
Install new decorative scroll that is missing on left side.  
Cannot guarantee exact match.  
Will paint flat black on weld repairs only.  
Will rehang aluminum gate with self-closing hinges for square posts.  
Gate - located at pool storage closet.





### **EXCLUSIONS:**

- ANY ADDITIONAL FINDINGS THAT WERE NOT VISIBLE DURING INITIAL SITE VISIT.

**PAYMENT:** CONTRACTOR PROPOSES TO PERFORM THE ABOVE WORK, (SUBJECT TO ANY ADDITIONS AND/OR DEDUCTIONS PURSUANT TO AUTHORIZED CHANGE ORDERS), **TOTAL OF \$2,698.57.**

### **PAYMENT DUE WHEN AMOUNT**

1. SIGNING OF CONTRACT \$
  2. COMPLETION OF 50% \$
  3. COMPLETION OF PROJECT \$
- START: WITHIN 1 TO 2 WEEK AFTER APPROVAL
  - FINISHED: TBD
  - WARRANTY:
    - MATERIALS: MANUFACTURER'S WARRANTY
    - LABOR: 2 YEARS

**ACCEPTANCE:**

THIS CONTRACT IS APPROVED AND ACCEPTED. I (WE) UNDERSTAND THERE ARE NO ORAL AGREEMENTS OR UNDERSTANDINGS BETWEEN THE PARTIES OF THIS AGREEMENT. THE WRITTEN TERMS, PROVISIONS, PLANS (IF ANY) AND SPECIFICATIONS IN THIS CONTRACT IS THE ENTIRE AGREEMENT BETWEEN THE PARTIES. CHANGES IN THIS AGREEMENT SHALL BE DONE BY WRITTEN CHANGE ORDER ONLY AND WITH THE EXPRESS APPROVAL OF BOTH PARTIES. CHANGES MAY INCUR ADDITIONAL CHARGES.

---

 APPROVED AND ACCEPTED (OWNER)

---

 DATE

---

 APPROVED AND ACCEPTED (OWNER)

---

 APPROVED (CONTRACTOR)

---

 DATE

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.

NOTE: THIS CONTRACT MAY BE WITHDRAWN OR RENEGOTIATED AFTER 30 DAYS FROM 5/13/2021 IF NOT APPROVED AND SIGNED BY BOTH PARTIES.

**ADDITIONAL PROVISIONS- UNLESS OTHERWISE SPECIFIED HEREIN, THE FOLLOWING ADDITIONAL PROVISIONS ARE EXPRESSLY INCORPORATED INTO THIS CONTRACT:**

1. CONTRACT, PLANS, SPECIFICATIONS, PERMITS & FEES.

THE WORK DESCRIBED IN THIS CONTRACT SHALL BE DONE ACCORDING TO THE PLANS AND THE PLAN SPECIFICATIONS (IF ANY) EXCEPT IN THE CASE OF CONFLICT WHEN THE PROVISIONS OF THIS CONTRACT SHALL HAVE CONTROL OVER BOTH THE PLANS AND THE PLAN SPECIFICATIONS. ALL REQUIRED BUILDING PERMITS WILL BE PAID FOR BY OWNER AND OBTAINED BY CONTRACTOR. ALL OTHER CHARGES, TAXES, ASSESSMENTS, FEES ETC., OF ANY KIND WHATSOEVER, REQUIRED BY ANY GOVERNMENT BODY, TELEPHONE OR UTILITY COMPANY OR THE LIKE SHALL BE PAID FOR BY OWNER.

## **2. PROPERTY LINES.**

OWNER IS RESPONSIBLE TO LOCATE AND INFORM CONTRACTOR OF THE LOCATION OF ALL PROPERTY LINES. AT THE DISCRETION AND DIRECTION OF CONTRACTOR, OWNER MAY BE REQUIRED TO PROVIDE AT OWNER'S EXPENSE, A LICENSED SURVEYOR'S MAP OF THE PROPERTY SHOWING THE PROPERTY LINES.

## **3. SUBCONTRACTING.**

CONTRACTOR HAS THE RIGHT TO SUBCONTRACT ANY PART OF, OR ALL OF, THE WORK HEREIN.

## **4. CHANGE ORDERS.**

SHOULD OWNER, CONSTRUCTION LENDER, OR ANY GOVERNMENT BODY OR INSPECTOR REQUIRE ANY MODIFICATION TO THE WORK COVERED UNDER THIS CONTRACT, ANY COST INCURRED BY CONTRACTOR SHALL BE ADDED TO THE CONTRACT PRICE AS EXTRA WORK AND OWNER AGREES TO PAY CONTRACTOR HIS NORMAL SELLING PRICE FOR SUCH EXTRA WORK. ALL EXTRA WORK AS WELL AS ANY OTHER MODIFICATIONS TO THE ORIGINAL CONTRACT SHALL BE SPECIFIED AND APPROVED BY BOTH PARTIES IN A WRITTEN CHANGE ORDER. ALL CHANGE ORDERS SHALL BECOME A PART OF THIS CONTRACT AND SHALL BE INCORPORATED HEREIN.

## **5. OWNER'S RESPONSIBILITY: INSURANCE ETC.**

OWNER IS RESPONSIBLE FOR THE FOLLOWING: (1) TO SEE ALL NECESSARY WATER, ELECTRICAL POWER, ACCESS TO PREMISES, AND TOILET FACILITIES ARE PROVIDED ON THE PREMISES. (2) TO PROVIDE A STORAGE AREA ON THE PREMISES FOR EQUIPMENT & MATERIALS. (3) TO RELOCATE AND PROTECT ANY ITEM THAT PREVENTS CONTRACTOR FROM HAVING FREE ACCESS TO THE WORK AREAS SUCH AS BUT NOT LIMITED TO TV OR RADIO ANTENNAS, VEHICLES, TOOLS, CLOTHING, FURNITURE, DRAPERIES, OR GARDEN EQUIPMENT. IF OWNER FAILS TO RELOCATE SUCH ITEMS, CONTRACTOR MAY RELOCATE THESE ITEMS AS NEEDED BUT IN NO WAY IS CONTRACTOR RESPONSIBLE FOR DAMAGE TO THESE ITEMS DURING THEIR RELOCATION AND DURING THE PERFORMANCE OF THE WORK. (4) TO OBTAIN PERMISSION FROM THE OWNER(S) OF ADJACENT PROPERTY(IES) THAT CONTRACTOR MUST USE TO GAIN ACCESS TO WORK AREAS. OWNER AGREES TO BE RESPONSIBLE AND TO HOLD CONTRACTOR HARMLESS AND ACCEPT ANY RISKS RESULTING FROM THE USE OF ADJACENT PROPERTY(IES) BY CONTRACTOR. (5) TO CORRECT ANY EXISTING DEFECTS WHICH ARE RECOGNIZED DURING THE COURSE OF THE WORK. CONTRACTOR SHALL HAVE NO LIABILITY FOR CORRECTING EXISTING DEFECTS SUCH AS, BUT NOT LIMITED TO, DRY ROT, STRUCTURAL DEFECTS, OR CODE VIOLATIONS. (6) TO MAINTAIN PROPERTY INSURANCE WITH FIRE, COURSE OF CONSTRUCTION, ALL PHYSICAL LOSS WITH VANDALISM AND MALICIOUS MISCHIEF CLAUSES ATTACHED, IN A SUM AT LEAST EQUAL TO THE CONTRACT PRICE, PRIOR TO AND DURING PERFORMANCE OF THIS CONTRACT. IF THE PROJECT IS DESTROYED OR DAMAGED BY ACCIDENT, DISASTER, CALAMITY, THEFT OR VANDALISM, WORK OR MATERIALS SUPPLIED BY CONTRACTOR IN RECONSTRUCTING OR RESTORING THE PROJECT SHALL BE PAID FOR BY OWNER AS EXTRA WORK.

## **6. DELAY.**

CONTRACTOR SHALL NOT BE HELD RESPONSIBLE FOR ANY DAMAGE OCCASIONED BY DELAYS RESULTING FROM: WORK DONE BY OWNER'S SUBCONTRACTORS, EXTRA WORK, ACTS OF OWNER OR OWNER'S AGENT INCLUDING FAILURE OF OWNER TO MAKE TIMELY PROGRESS PAYMENTS OR PAYMENTS FOR EXTRA WORK, SHORTAGES OF MATERIAL AND/OR LABOR, BAD WEATHER, FIRE, STRIKE, WAR, GOVERNMENTAL REGULATIONS, OR ANY OTHER CONTINGENCIES UNFORESEEN BY CONTRACTOR OR BEYOND CONTRACTOR'S REASONABLE CONTROL.

## **7. SURPLUS MATERIALS & SALVAGE.**

ANY SURPLUS MATERIALS LEFT OVER AFTER THIS CONTRACT HAS BEEN COMPLETED ARE THE PROPERTY OF CONTRACTOR. NO CREDIT IS DUE OWNER ON RETURNS FOR ANY SURPLUS MATERIALS AND ALL SALVAGE RESULTING FROM WORK UNDER THIS CONTRACT IS THE PROPERTY OF CONTRACTOR.

## **8. CLEANUP & ADVERTISING.**

UPON COMPLETION, AND AFTER REMOVING ALL DEBRIS AND SURPLUS MATERIALS, WHEREVER POSSIBLE, CONTRACTOR WILL LEAVE PREMISES IN A NEAT, BROOM CLEAN CONDITION. OWNER HEREBY GRANTS TO CONTRACTOR THE RIGHT TO DISPLAY SIGNS AT THE JOB SITE FOR THE PERIOD OF TIME STARTING AT THE DATE OF SIGNING OF THIS CONTRACT AND CONTINUING UNINTERRUPTED UNTIL FOURTEEN (14) DAYS PAST THE DATE JOB IS COMPLETED AND PAYMENT IN FULL IS MADE. OWNER GRANTS CONTRACTOR THE RIGHT TO PUBLISH THE PROJECT STREET ADDRESS ON A "REFERENCES" LIST AND TO TAKE AND USE "BEFORE" AND "AFTER" PHOTOS WHICH MAY BE GIVEN TO PROSPECTIVE CUSTOMERS.

## **9. UNANTICIPATED CONDITIONS & CONCEALED DAMAGE.**

EXPENSE INCURRED BECAUSE OF UNUSUAL OR UNANTICIPATED CONDITIONS SHALL BE PAID FOR BY OWNER AS EXTRA WORK (CONDITIONS SUCH AS, BUT NOT LIMITED TO, GROUND CONDITIONS THAT REQUIRE FILL, OR UNUSUALLY HARD SOIL, ROCKY SOIL, OR THE PRESENCE OF GROUND WATER). CONTRACTOR WILL INFORM OWNER OF ANY DRY ROT OR OTHER DETERIORATION OR UNANTICIPATED CONDITION WHICH IS CONCEALED AND IS DISCOVERED. CONTRACTOR IS NOT RESPONSIBLE TO REPAIR ANY SUCH DISCOVERED DETERIORATION OR CONDITION AND WORK DONE BY CONTRACTOR TO REMEDY SUCH WILL ONLY BE DONE AS EXTRA WORK IN A WRITTEN CHANGE ORDER.

## **10. HAZARDOUS SUBSTANCES.**

OWNER UNDERSTANDS THAT CONTRACTOR IS NOT QUALIFIED AS A HAZARDOUS MATERIAL HANDLER OR INSPECTOR OR AS A HAZARDOUS MATERIAL ABATEMENT CONTRACTOR. SHOULD ANY HAZARDOUS SUBSTANCES AS DEFINED BY THE GOVERNMENT BE FOUND TO BE PRESENT ON THE PREMISES, IT IS THE OWNERS' RESPONSIBILITY TO ARRANGE AND PAY FOR ABATEMENT OF THESE SUBSTANCES.

## **11. RIGHT TO STOP WORK AND TO WITHHOLD PAYMENT ON LABOR & MATERIALS.**

IF ANY PAYMENT IS NOT MADE TO CONTRACTOR AS PER THIS CONTRACT, CONTRACTOR SHALL HAVE THE RIGHT TO STOP WORK AND KEEP THE JOB IDLE UNTIL ALL PAST DUE PROGRESS PAYMENTS ARE RECEIVED. CONTRACTOR IS FURTHER EXCUSED BY OWNER FROM PAYING ANY MATERIAL, EQUIPMENT AND/OR LABOR SUPPLIERS OR ANY SUBCONTRACTORS (HEREINAFTER

COLLECTIVELY CALLED "SUPPLIERS"), DURING THE PERIOD THAT OWNER IS IN ARREARS IN MAKING PAYMENTS TO CONTRACTOR FOR BILLS RECEIVED DURING THAT SAME PERIOD. IF THESE SAME "SUPPLIERS" MAKE DEMAND UPON OWNER FOR PAYMENT, OWNER MAY MAKE SUCH PAYMENT ON BEHALF OF CONTRACTOR AND CONTRACTOR SHALL REIMBURSE OWNER FOR THIS AMOUNT AT SUCH TIME THAT OWNER BECOMES CURRENT WITH CONTRACTOR FOR ALL PAST DUE PAYMENTS. OWNER IS RESPONSIBLE TO VERIFY THE TRUE AMOUNTS OWED BY CONTRACTOR TO THESE SAME "SUPPLIERS", PRIOR TO MAKING PAYMENT ON BEHALF OF CONTRACTOR. OWNER SHALL NOT BE ENTITLED, UNDER ANY CIRCUMSTANCES, TO COLLECT AS REIMBURSEMENT FROM CONTRACTOR ANY AMOUNT GREATER THAN THAT EXACT AMOUNT ACTUALLY AND TRULY OWED BY CONTRACTOR TO THESE SAME "SUPPLIERS", FOR WORK DONE OR MATERIALS SUPPLIED ON OWNER'S JOB.

#### **12. COLLECTION & LEGAL FEES**

OWNER AGREES TO PAY ALL COLLECTION FEES AND CHARGES THAT RESULT SHOULD OWNER DEFAULT IN PAYMENT OF THIS CONTRACT. OVERDUE ACCOUNTS ARE SUBJECT TO INTEREST CHARGED AT 18% PER ANNUM OR AT THE HIGHEST RATE ALLOWED BY LAW. IN THE EVENT LITIGATION OR ARBITRATION ARISES OUT OF THIS CONTRACT, PREVAILING PARTY(IES) ARE ENTITLED TO ALL LEGAL, ARBITRATION, AND ATTORNEY FEES.

#### **13. ARBITRATION OF DISPUTES.**

ANY CONTROVERSY OR CLAIM ARISING OUT OF OR RELATING TO THIS PROPOSAL/CONTRACT, OR THE BREACH THEREOF, SHALL BE SETTLED BY ARBITRATION IN ACCORDANCE WITH THE APPLICABLE CONSTRUCTION INDUSTRY ARBITRATION RULES OF THE AMERICAN ARBITRATION ASSOCIATION WHICH ARE IN EFFECT AT THE TIME THE DEMAND FOR ARBITRATION IS FILED. A JUDGMENT UPON THE AWARD RENDERED BY THE ARBITRATOR(S) MAY BE ENTERED IN ANY COURT HAVING JURISDICTION THEREOF. ANY ARBITRATION AWARD SHALL BE SUBJECT TO CORRECTION AND/OR VACATION FOR THE REASONS STATED IN THE LAW. THE ARBITRATOR SHALL AWARD REASONABLE ATTORNEY'S FEES AND EXPENSES TO THE PREVAILING PARTY. AFTER BEING GIVEN DUE NOTICE, SHOULD ANY PARTY FAIL TO APPEAR AT OR PARTICIPATE IN THE ARBITRATION PROCEEDINGS, THE ARBITRATOR SHALL MAKE AN AWARD BASED UPON THE EVIDENCE PRESENTED BY THE PARTY(IES) WHO DO (DOES) APPEAR AND PARTICIPATE. NOTWITHSTANDING CONTRACTOR'S RIGHT TO ARBITRATE, CONTRACTOR DOES NOT WAIVE ANY OF ITS LIEN RIGHTS. VENUE FOR ARBITRATION HEARINGS SHALL BE THE PROJECT COUNTY UNLESS OTHERWISE AGREED TO BY THE PARTIES.

I AGREE TO ARBITRATION: \_\_\_\_\_

(INITIALS OF OWNER) (INITIALS OF OWNER)

#### **THE VIRGINIA CONTRACTOR TRANSACTION RECOVERY ACT**

PROVIDES RELIEF TO ELIGIBLE CONSUMERS WHO HAVE INCURRED LOSSES THROUGH THE IMPROPER OR DISHONEST CONDUCT OF A LICENSED RESIDENTIAL CONTRACTOR. YOU MAY CONTACT THE BOARD FOR CONTRACTORS FOR ASSISTANCE AND TO FILE A CLAIM WITH THE VIRGINIA TRANSACTION RECOVERY FUND BY CALLING (804) 367-8504 OR WRITE TO THE FOLLOWING ADDRESS:

#### **DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION**

##### **VA CONTRACTOR TRANSACTION RECOVERY FUND**

9960 MAYLAND DRIVE; SUITE 400

RICHMOND, VA 23233-1485

E-MAIL: RECOVERYFUND@DPOR.VIRGINIA.GOV

PREPARED BY:

JAKE PHELIX

TYL RESTORATION AND REMODELING, INC.

[JAKE@TYLINC.COM](mailto:JAKE@TYLINC.COM)

877-895-1044



**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**August 31, 2021**

**TOPIC: GRS Firewall/Wifi Network Proposals**

**Motion:**

"I move to APPROVE the Firewall replacement proposal with the 3yr warranty for \$2,097.00 and the Wifi Network proposal with the 3 yr license for \$7,000.00. for a total of \$9,097.00 to be funded from the Reserves"

2<sup>nd</sup>:

**Summary:**

GRS has been onsite several times since the transition from DirectConnex and have since completed a comprehensive report of the IT Equipment at the Cameron Club. Their findings are provided below.

**Firewall**

Fortinet Firewall was not active in the network or adequately plugged in. Cameron Station has been running from the Comcast modem instead of the traffic been routed through the firewall. I attempted to connect the firewall separately, but the device keeps turning ON and OFF. This model came out back in 2013 and does not currently support the current security best practice standards. Our recommendation would be to get this system replaced.

**Internet Service Provider (Comcast)**

As mentioned above, the network has currently been running through the Comcast modem with minimal security protection and default settings. Cameron Station is also paying for 300 Mbps for their internet speeds, but they are receiving an average of 40 - 50 Mbps due to their network equipment infrastructure.

**Network Switch**

The original network switch at Cameron Station was limited to "48 10/100 ports" which limited and bottlenecked the network speeds provided by Comcast. This means that even though Cameron Station was paying for 300 Mbps, the speeds would not reach the end users because the switch could not handle those faster speeds and would be cut to 40- 50 Mbps, as stated above. Our recommendation to fix the problems above would be a switch replacement to handle the new gigabit speeds and PoE standards. (This has been completed and upgraded)



### **WiFi System**

The current WiFi system Ruckus ZoneDirector 1100 is currently functioning but with a lot of problems.

- The fitness center mentioned their previous issues regarding the WiFi networks running out of IPs and residents not being able to connect to their devices.
- There is currently no segregation of networks.
- Residents are connected to the same network as the main office. (Security Concern)
- The Ruckus ZoneDirector 1100 end of life (EOL) was back in 2018. This means that this system has not had any security or firmware updates since then. (Security Concern)
- Due to old hardware, the WiFi standards provided are not up to current speeds and security standards.

GRS has provided proposals to replace the existing firewall and Wifi network system, attached for your review and consideration.

### **CAMP Recommendation**

Management recommends that the Board approve the Firewall replacement with the 3-year warranty option and the Wifi Network proposal with the 3-year warranty option for a total cost of \$9,097.00 to be funded from the Reserves.





TECHNOLOGY SOLUTIONS

We have prepared a quote for you

Quote Information:

**Quote #: NDJ000692**

Version: 1

Expiration Date:  
09/10/2021

Create Date:  
08/13/2021



Prepared by:

**GRS Technology Solutions**

Nelson De Jesus

4114 Legato Road

Suite 250

ndejesus@grstechnologiesolutions.com

Prepared for:

**Cameron Station (CAMP)**



200 Cameron Station Blvd

Alexandria, VA 22304

(703) 567-4881

jgilmore@gocampmgmt.com

## Firewall

Product Details	Qty	GRS Price	MSRP	Recurring Amount	Recurring Total	Ext. Price
<b>Meraki MX67 Network Security/Firewall Appliance - 5 Port - 10/100/1000Base-T - Gigabit Ethernet - 5 x RJ-45 - Desktop, Wall Mountable</b> 	1	\$697.00	\$0.00	\$0.00	\$0.00	\$697.00
<b>Meraki Advanced Security - MX67 Cloud Managed Firewall - License and Support - 1 Year License Validation Period</b> 	1	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00

**Subtotal: \$1,397.00**





## Cameron Station - Firewall + 1 Year License



### Prepared by:

#### GRS Technology Solutions

Nelson De Jesus  
(703) 991-0101  
ndejesus@grstechnologiesolutions.com

### Prepared for:

#### Cameron Station (CAMP)

200 Cameron Station Blvd  
Alexandria, VA 22304  
Jennifer Gilmore  
(703) 567-4881  
jgilmore@gocampmgmt.com

### Quote Information:

#### Quote #: NDJ000692

Version: 1  
Delivery Date: 08/13/2021  
Expiration Date: 09/10/2021

## Quote Summary

Description	Amount
Firewall	\$1,397.00
<b>Total: \$1,397.00</b>	

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.  
"Payments for products and licenses are due upon quote approval"

## GRS Technology Solutions

## Cameron Station (CAMP)

Signature: \_\_\_\_\_  
Name: Nelson De Jesus  
Title: Director of Technical Services  
Date: 08/13/2021

Signature: \_\_\_\_\_  
Name: Jennifer Gilmore  
Date: \_\_\_\_\_



TECHNOLOGY SOLUTIONS

We have prepared a quote for you

Quote Information:

**Quote #: NDJ000693**

Version: 1

Expiration Date:  
09/10/2021

Create Date:  
08/13/2021



Prepared by:

**GRS Technology Solutions**

Nelson De Jesus

4114 Legato Road

Suite 250

ndejesus@grstechnologiesolutions.com

Prepared for:

**Cameron Station (CAMP)**



200 Cameron Station Blvd

Alexandria, VA 22304

(703) 567-4881

jgilmore@gocampgmt.com

## Firewall

Product Details	Qty	GRS Price	MSRP	Recurring Amount	Recurring Total	Ext. Price
<b>Meraki MX67 Network Security/Firewall Appliance - 5 Port - 10/100/1000Base-T - Gigabit Ethernet - 5 x RJ-45 - Desktop, Wall Mountable</b> 	1	\$697.00	\$0.00	\$0.00	\$0.00	\$697.00
<b>Meraki Advanced Security - MX67 Cloud Managed Firewall - License and Support - 3 Year License Validation Period</b> 	1	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00

**Subtotal: \$2,097.00**



## Cameron Station - Cameron Station - Firewall + 3 Year License



### Prepared by:

#### GRS Technology Solutions

Nelson De Jesus  
(703) 991-0101  
ndejesus@grstechnologiesolutions.com

### Prepared for:

#### Cameron Station (CAMP)

200 Cameron Station Blvd  
Alexandria, VA 22304  
Jennifer Gilmore  
(703) 567-4881  
jgilmore@gocampmgmt.com

### Quote Information:

#### Quote #: NDJ000693

Version: 1  
Delivery Date: 08/13/2021  
Expiration Date: 09/10/2021

## Quote Summary

Description	Amount
Firewall	\$2,097.00
<b>Total: \$2,097.00</b>	

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.  
"Payments for products and licenses are due upon quote approval"

## GRS Technology Solutions

## Cameron Station (CAMP)

Signature: \_\_\_\_\_  
Name: Nelson De Jesus  
Title: Director of Technical Services  
Date: 08/13/2021

Signature: \_\_\_\_\_  
Name: Jennifer Gilmore  
Date: \_\_\_\_\_



TECHNOLOGY SOLUTIONS

We have prepared a quote for you

Quote Information:

**Quote #: NDJ000694**

Version: 1

Expiration Date:  
09/10/2021

Create Date:  
08/13/2021



Prepared by:

**GRS Technology Solutions**

Nelson De Jesus

4114 Legato Road

Suite 250

ndejesus@grstechnologysolutions.com

Prepared for:

**Cameron Station (CAMP)**

200 Cameron Station Blvd



Alexandria, VA 22304

(703) 567-4881

jgilmore@gocampmgmt.com



## WiFi Access Points

Product Details	Qty	GRS Price	MSRP	Recurring Amount	Recurring Total	Ext. Price
<b>Meraki MR46 802.11ax 3.50 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - MIMO Technology - 1 x Network (RJ-45) - 2.5 Gigabit Ethernet - Desktop, Ceiling Mountable, Wall Mountable, Rail-mountable</b> 	4	\$1,450.00	\$0.00	\$0.00	\$0.00	\$5,800.00
<b>Meraki MR Enterprise Cloud Controller License, 1 Year - Meraki MR Series Access Point - Subscription License 1 Access Point - 1 Year License Validation Period</b> 	4	\$150.00	\$0.00	\$150.00	\$600.00	\$600.00
Meraki MR Enterprise License, 1 Year						

Recurring Subtotal: **\$600.00**

Subtotal: **\$6,400.00**



## Cameron Station - WiFi + 1 Year License



### Prepared by:

#### GRS Technology Solutions

Nelson De Jesus  
(703) 991-0101  
ndejesus@grstechnologiesolutions.com

### Prepared for:

#### Cameron Station (CAMP)

200 Cameron Station Blvd  
Alexandria, VA 22304  
Jennifer Gilmore  
(703) 567-4881  
jgilmore@gocampmgmt.com

### Quote Information:

**Quote #: NDJ000694**

Version: 1  
Delivery Date: 08/13/2021  
Expiration Date: 09/10/2021

## Quote Summary

Description	Amount
WiFi Access Points	\$6,400.00
<b>Total: \$6,400.00</b>	

## Recurring Expenses Summary

Description	Amount
WiFi Access Points	\$600.00
<b>Recurring Total: \$600.00</b>	

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.  
"Payments for products and licenses are due upon quote approval"

## GRS Technology Solutions

## Cameron Station (CAMP)

Signature: \_\_\_\_\_  
Name: Nelson De Jesus  
Title: Director of Technical Services  
Date: 08/13/2021

Signature: \_\_\_\_\_  
Name: Jennifer Gilmore  
Date: \_\_\_\_\_



# GRS

TECHNOLOGY SOLUTIONS

We have prepared a quote for you

Quote Information:

**Quote #: NDJ000695**

Version: 1

Expiration Date:  
09/10/2021

Create Date:  
08/13/2021



Prepared by:

**GRS Technology Solutions**

Nelson De Jesus

4114 Legato Road

Suite 250

ndejesus@grstechnologiesolutions.com

Prepared for:

**Cameron Station (CAMP)**

200 Cameron Station Blvd



Alexandria, VA 22304

(703) 567-4881

jgilmore@gocampmgmt.com



## WiFi Access Points

Product Details	Qty	GRS Price	MSRP	Recurring Amount	Recurring Total	Ext. Price
<b>Meraki MR46 802.11ax 3.50 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - MIMO Technology - 1 x Network (RJ-45) - 2.5 Gigabit Ethernet - Desktop, Ceiling Mountable, Wall Mountable, Rail-mountable</b> 	4	\$1,450.00	\$0.00	\$0.00	\$0.00	\$5,800.00
<b>Meraki MR Enterprise Cloud Controller License, 3 Years - Meraki MR Series Access Point - Subscription License 1 Access Point - 3 Year License Validation Period</b> 	4	\$300.00	\$0.00	\$300.00	\$1,200.00	\$1,200.00
Meraki MR Enterprise License, 3 Years						

Recurring Subtotal: **\$1,200.00**

Subtotal: **\$7,000.00**



## Cameron Station - WiFi + 3 Year License



### Prepared by:

#### GRS Technology Solutions

Nelson De Jesus  
(703) 991-0101  
ndejesus@grstechnologiesolutions.com

### Prepared for:

#### Cameron Station (CAMP)

200 Cameron Station Blvd  
Alexandria, VA 22304  
Jennifer Gilmore  
(703) 567-4881  
jgilmore@gocampmgmt.com

### Quote Information:

#### Quote #: NDJ000695

Version: 1  
Delivery Date: 08/13/2021  
Expiration Date: 09/10/2021

## Quote Summary

Description	Amount
WiFi Access Points	\$7,000.00
<b>Total:</b>	
	<b>\$7,000.00</b>

## Recurring Expenses Summary

Description	Amount
WiFi Access Points	\$1,200.00
<b>Recurring Total:</b>	
	<b>\$1,200.00</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.  
"Payments for products and licenses are due upon quote approval"

## GRS Technology Solutions

## Cameron Station (CAMP)

Signature: \_\_\_\_\_  
Name: Nelson De Jesus  
Title: Director of Technical Services  
Date: 08/13/2021

Signature: \_\_\_\_\_  
Name: Jennifer Gilmore  
Date: \_\_\_\_\_



**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**August 31, 2021**

**TOPIC: Survey and Ballot Election Proposal**

**Motion:**

"I move to APPROVE the proposal submitted by Survey and Ballot in the amount of \$5,732 to be taken from the Annual Meeting Expense line item plus any additional printing costs for the inclusion of the Candidate Statements.

2<sup>nd</sup>:

**Summary:**

As you will recall from 2020, the Board solicited bids for on line voting for the Annual Meeting as this was a fully virtual meeting due to COVID. After research and demos from the various providers, the Board selected Survey and Ballot. The process was seamless and was highly complimented by the membership.


Attached is a proposal for the 2021 Annual Meeting for the Board's consideration. Although the Annual Meeting this year may be a combination of in person and virtual, the voting process should still be completed on line in order to more easily engage the owners to participate in the election. This also includes an allowance for voting on the Declaration Amendment as well.

The amount allocated in the budget is \$3,500; however, the cost proposed is \$5,732 and includes an allowance for information regarding the Declaration Amendment estimated at 4 pages. An allowance for Candidate Statements is not incorporated as it is unknown how many Statements will be received. You may recall, last year, there were 11 candidate statements for 3 positions.

We currently have the Annual Meeting scheduled for November 9, 2021, with the deadline for voting to occur by noon the day of the Annual Meeting, which is consistent with last year. Based upon this schedule, we have the Meet the Candidates night scheduled 1 week in advance of the Annual Meeting which is also consistent with last year.

**CAMP Recommendation**

Management recommends the Board approve the proposal submitted by Survey and Ballot as submitted, recognizing that the costs to include the Candidate Statements is not yet known and will be in addition to the quoted cost noted above.

A close-up photograph of a red pencil with a wooden eraser, pointing its tip at a square ballot box on a document. The ballot box has an 'X' drawn inside it. In the background, other ballot boxes and some faint text are visible but out of focus.

SBS PROPOSAL PREPARED FOR  
CSCA  
18 AUGUST 2021

# Cameron Station Community Association 2021 myDirectVote Hybrid Election Tier 3



## Table of Contents

- 3 Executive Summary
- 4 Transmittal Information / Statement of Confidentiality
- 5 Why SBS?
- 6 Exhibit A: Election Design, Services, Distribution and Execution
- 8 Exhibit B: Election Timeline
- 9 Exhibit C: Optional Services
- 10 Exhibit D: Compensation and Payment Schedule



## SBS Election Services

You run elections, we provide the tools and resources to make those elections successful. We work with the world's top associations, cooperatives, financial organizations, clubs and member-based organizations to plan and manage their voting needs.



**Online Voting**



**Paper Voting**



**Hybrid Voting**



**Telephone Voting**



**Onsite Voting**



**Nominations**

## Welcome...Your Executive Summary

### Election management excellence

Each voice within your organization matters, but hosting an election can strain your internal team. We lighten your load and turn members into voters. For a highly successful election, you need a partner — an experienced independent, third-party election management provider who:

- is dedicated to an efficient, fair and secure election
- has a team of seasoned, tech-savvy election experts
- provides ongoing support throughout the election

Survey & Ballot Systems (SBS) is that partner. That's why we have a reputation for providing high quality, innovative solutions to some of the most high-profile organizations in the world. SBS helps organizations turn members into voters. Let us help make your next election as efficient as possible.

Cameron Station Community Association has requested a proposal from SBS for a full service myDirectVote hybrid election.

By taking advantage of SBS' proven methodology, Cameron Station Community Association will optimize its election for a secure, efficient, state-of-the-art voting process. The 2021 Cameron Station Community Association myDirectVote hybrid election should be run with SBS' myDirectVote™ election services.



## Your Successful Election Checklist

- ☒ Increased Participation
- ☒ Consultation
- ☒ Voter Satisfaction
- ☒ Experience
- ☒ Security
- ☒ References
- ☒ Cost-Effective

## Transmittal Information

### Client:

**Cameron Station Community Association (CSCA)**

200 Cameron Station Blvd.  
Alexandria, VA 22304

<https://www.cameronstation.org/>

### Contact:

**Heather Graham**

Executive Vice President  
703-821-2267

[hgraham@gocampmgmt.com](mailto:hgraham@gocampmgmt.com)

### 2021 myDirectVote Hybrid Election

Date Presented: July 27, 2021

Date Revised: August 18, 2021

### Prepared by:

**Survey & Ballot Systems (SBS)**

7653 Anagram Drive  
Eden Prairie, MN 55344-7311  
Telephone (952) 974-2300  
Fax (952) 974-2323  
Toll Free (800) 974-8099

[surveyandballotsystems.com](http://surveyandballotsystems.com)

### Contact:


**Pete J. Westerhaus**

myDirectVote Manager  
(952) 974-2311

[petejwesterhaus@gosbs.com](mailto:petejwesterhaus@gosbs.com)

### Statement of Confidentiality

This proposal includes data that shall not be disclosed outside of CSCA and shall not be duplicated, used or disclosed – in whole or in part – for any purpose other than to evaluate this proposal. If however, a contract is awarded to this offer or as a result of – or in connection with – the submission of this data, CSCA shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit CSCA's right to use information contained in this data if it is obtained from another source without restriction. The information subject to this restriction applies to all pages of this document.



**Increasing member participation through innovative SBS election engagement tools.**

## Why SBS?

### Increased Participation

We know how important election response is to you and your organization. That's why we are constantly developing new technology and strategies to help you stay connected with your members through voting. Ask your SBS Account Manager for a customized election participation growth strategy.

### Expert Consultation

Whether it is improving response, enhancing governance or transitioning to alternative voting methods, let us guide you. With over two decades of private voting experience, we bring to the table a wealth of election and member service knowledge.

### Satisfied Voters and Clients

96% voter satisfaction, and we can prove it. SBS is the only company that surveys voters — and their feedback will help you improve your voting project next time around.

### Experience — Since 1990

We excel at both conventional and extremely complex election specifications. Our decades of experience in voting projects allows us to offer the support and recommendations to provide an optimal voting experience.

### Unrivaled Security

SBS has the industry leading infrastructure, resources and technology to make absolutely sure your election is secure.

### References

We keep our clients and our 98% client retention rate proves it. Your future elections will run that much more smoothly with a long-term partner you know and trust. Client references available upon request.

### Cost Savings

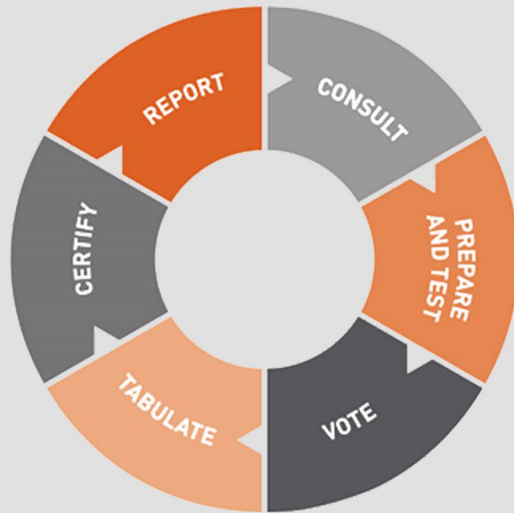
We bring you the most efficient election process, helping you push back against escalating project costs associated with print, postage and labor.

### Bottom line

A better election experience makes elections stress and headache free. Learn more at [surveyandballotsystems.com](https://surveyandballotsystems.com).



## ● Election Setup Process



**Consult:** Getting to know your organization and its election needs.

**Prepare and Test:** Custom services built specifically for your election. Full testing assures election project success.

**Vote:** Distribute ballots and maximize member engagement.

**Tabulate:** Precise tabulation, processing and auditing.

**Certify:** Rigorous quality control procedures ensure accuracy.

**Report:** Present voting data, analyze and feel confident in certified results.

## Exhibit A: Election Design, Services, Distribution and Execution

Survey & Ballot System's (SBS) key role is to bring validity, independent oversight, security and accuracy to the balloting process. Ultimately, SBS's myDirectVote® will provide the election resources for the Cameron Station Community Association (CSCA) to develop and report on their myDirectVote hybrid election.

All myDirectVote users are responsible for reading and complying with myDirectVote Terms of Use document at: <https://www.mydvadmin.net/Documents/TermsOfUse.html>:

### myDirectVote Tier 3 Services

- SBS to set-up CSCA election on myDirectVote.
- Design the slate of candidates online as a web ballot using SBS' myDirectVote system. SBS will also input all ballot and voting information present on CSCA's license of the myDirectVote system, including but not limited to: bylaws, offices, candidates, and biographies present on the myDirectVote system.
- Provide unlimited development support with a tier 3 selection.
- Provide 30 minutes of voter/member support. CSCA is expected to support its members/voters through: answering member inquiries about the election, adding/removing/editing voters throughout the life of the election project, and encouraging voters to use the login page for the resending of Username and Election Passcode information.
- CSCA UPLOADS DATABASE A MINIMUM OF FIVE (5) BUSINESS DAYS PRIOR TO ELECTION OPEN DATE PER SBS PROVIDED MYDIRECTVOTE FORMAT.
- CSCA tests and approves ballot.

### Project Execution - Voting Period for the 2021 CSCA myDirectVote Hybrid Election

- Offices: final slate decided by CSCA; quorum office and minutes
- 1,769 eligible voting members (approximately)
- Election Period: TBD (tentative dates are October 15 – November 8)
- Each member vote counts for one.
- Each member to receive the same ballot.
- On open date, SBS sends broadcast email through the myDirectVote system. SBS is also responsible for sending reminder emails through the myDirectVote system (one reminder email is included in the contract cost). The reminder email date is determined by CSCA.
- On open date, SBS mails a paper ballot package to full membership. Outbound and return postage not included in contract cost. Ballot package to include the following:
  - myDirectVote ballot (addressing piece; includes web voting instructions and credentials; 8.5 x 11; single sided; printed in black and white)

## Safeguarding Your Election Data

Since 1990 we have implemented the top technology and security practices to keep client elections safe. Here are a few of the key measures we employ to ensure the safest member voting possible:

- Pass-card security system, locked vaults and chain-of-custody procedures to ensure physical safety of materials.
- Use of world-class enterprise datacenters (Flexential) for security and storage management.
- Online elections hosted in Flexential's datacenter – Flexential's Cloud Service Availability is 99.999%.
- Data co-location in redundant datacenters 900 miles apart ensuring power grid distribution protection.
- Symantec® TLS industry-leading encryption and authentication protection.
- Fully staffed 24/7, 365 days network management — providing immediate response and resolution to any issues.



## Exhibit A: Election Design, Services, Distribution and Execution

- Business reply envelope (provided by SBS)
- Cover letter (8.5 x 11; single sided; printed black and white)
- Amendment Document (two 11x17 nested (8 sides), black and white)
- Large outbound envelope (provided by SBS; all pieces inserted)
- Authenticate voters to ensure voter is eligible.
- Meet Section 508 compliance regulations and all applicable W3C accessibility standards.
- Provide support link which enables a member to receive their passcodes.
- The ability to add eligible voters and immediately send email invitations to these members.
- Provide comments box and satisfaction rating for members to record their web voting experience after ballot submission.
- Allow voters to receive a confirmation email that the ballot was received and show a transaction number for reference.
- Allow for SBS administrator to print special letters/ballots for members without email addresses and for emails that bounce. The special letter/ballot includes the web address for the online ballot and the member's personal login credentials. **Note: printing special letters/ballots will allow the administrator access to personal login credentials.**
- MYDIRECTVOTE APPLICATION WILL PROCESS, VERIFY, AND TABULATE ALL WEB AND PAPER BALLOTS. FOUR (4) HOURS OF TABULATION TIME INCLUDED.
- Paper ballots kept at SBS for 30 days post-election or returned to client.

### Deliverables

- PRELIMINARY RESULTS ARE VIEWABLE THROUGHOUT THE ELECTION OPEN PERIOD.
- Accurate election results are available for retrieval at the close of the election. SBS to deliver PDF of final results to a secure file portal.

### CSCA Responsibilities - Voting Period

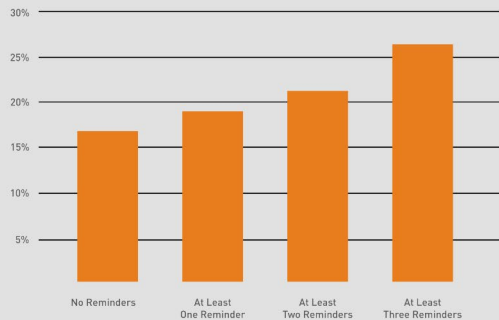
- Provide one point of contact.
- Publicize the voting process to eligible members.
- CSCA UPLOADS DATABASE A MINIMUM OF FIVE (5) BUSINESS DAYS PRIOR TO ELECTION OPEN DATE PER SBS PROVIDED MYDIRECTVOTE FORMAT.
- CSCA tests and approves ballot.
- Additional processing or development requested by CSCA outside of the contract at a rate to be specified by the SBS account manager.

## Exhibit B: Election Timeline

Date	Action
July - August 2021	SBS receives authorization for myDirectVote® services from CSCA.
4 weeks before election open	CSCA delivers all web election information to SBS. CSCA delivers all voting material and files for SBS to develop the ballot package.
2-3 weeks before election open	CSCA delivers member database according to the myDirectVote® format.
2 weeks before election open	SBS delivers web election site to CSCA testing and review. Any changes submitted to client service representative.
1.5-2 weeks before election open	SBS prints ballot and assembles mailing.
15 Oct. 2021	<b>Election Opens:</b> SBS sends broadcast email, opens election site and mails ballot packages.
During Election	SBS monitors and maintains web voting activity.
During Election	SBS to send reminder email to members who have not voted.
08 Nov. 2021	<b>Election Closes:</b> SBS closes election site. SBS receives paper ballots and tabulates. Paper ballots must be delivered by close of election or a predefined date selected by CSCA.
1 business day post-election close	SBS delivers final results.

# Election Participation Reminders

## Response Rate with More Email Reminders



Some benefits of reminders include:

- Efficient, effective ways to increase participation
- Flexible tactics to boost turnout on short notice
- Daily reporting to measure effectiveness
- Bounce reports to identify undeliverable email addresses

## Exhibit C: Optional Services

During the terms of this Agreement, CSCA may elect to receive any of the following additional services from SBS at the following rates:

**Programming, Development, Processing and Reporting Outside of Contract:** \$145/hour

**Reminder Emails:** \$175 each. 1 reminder email included in contract price.

**Voter List / Non-voter List:** \$175 each.

**Additional Database Uploads:** \$150 each.

**Additional Tabulation Time:** \$145/hour.

**Breakdown Reports:** \$585. Provides statistical analysis (voting trends) on segments of the membership such as: voting by districts; membership type; chapter; etc. The breakdown reports can be a single, double or triple breakdown.

**Analytical Reports:** \$385. Provides analytical reports for each login method, operating system, browser, top IP addresses, etc.

**Special Letter Mailing:** Sent to members who will receive and vote via the web or members whose email address is undeliverable. Cost per final specification and quantity.

**Awareness Postcard Mailing:** A postcard will be mailed to the members that will receive the web-ballot package approximately two weeks before election polls will be opened. Cost dependent on client specification.

**iCalendar Reminders:** \$550. A link to a customized iCalendar data file can be placed within email invitations, reminders, and on your system's login page.

## Exhibit D: Compensation and Payment Schedule

For myDirectVote® services rendered for the CSCA myDirectVote hybrid election, CSCA shall pay Survey & Ballot Systems the following compensation. This does not include shipping, postage, USPS fees or applicable taxes:

my DirectVote Services	Cost
myDirectVote Web Election / Tier 3 services	\$1,549
Paper ballot mailing	\$2,137
Amendment Document	\$2,046
<b>Total</b>	<b>\$5,732</b>

\* **Not included:** any shipping or postage by SBS.

CSCA:  
Cameron Station Community Association

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

### Payment Schedule

Event	Amount	Percent	Payment
Signing Contract	\$5,732	100% Due	Upon Receipt

CSCA acknowledges that SBS will deliver login information and access to the myDirectVote system within two business days of receiving payment, if requested.

### REMIT TO:

#### Survey and Ballot Systems

7653 Anagram Drive  
Eden Prairie, MN 55344  
Accounting: 952-974-2319  
FEIN: 41-1670555

SBS:  
SURVEY & BALLOT SYSTEMS

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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





**Cameron Station Community Association, Inc.  
Board Decision Request  
August 31, 2021**

**TOPIC: Homeowner Common Area Enhancement Request**

**Motion:**

"I move to APPROVE the application for common area enhancement plan as submitted from 5228 Tancreti.

2<sup>nd</sup>:

**Summary:**

Attached is a proposal from the owners of 5228 Tancreti requesting to enhance the common area curb stirp located next to their home at their cost. The Common Area Committee has no objections.

Per Policy Resolution NO. 2008-04 – Common Area Improvements Policy, any homeowner(s) interested in making landscaping improvements to the common areas may submit in writing a detailed design plan to the Common Area Committee, Architectural Review Committee and/or the Board of Directors for approval prior to any installation taking place. We have attached the policy for reference.

**CAMP Recommendation**

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

**Toni Mancinelli**

---

**From:** Cameron Station <admin@cameronstation.org>  
**Sent:** Wednesday, August 25, 2021 5:58 PM  
**To:** covenants@cameronstation.org  
**Cc:** Bethlehem Kebede  
**Subject:** Exterior Modification Application from Chris Alex  
**Attachments:** 6126bcc3e3e71-brawner-side-common-area-full-section-view.jpg; 6126bcc3f02d5-brawner-side-common-area.jpg; 6126bcc401e0e-brawner-side-my-property.jpg; 6126bcc40838f-front-my-property-with-survery-markings-.jpg; 6126bcc40cc85-tancreti-side-common-area.jpg

**Design & Maintenance Standards (DMS)  
 Exhibit A - Exterior Modification Application**

Application # \_\_\_\_\_



Cameron Station Community Association, Inc.

## EXTERIOR MODIFICATION APPLICATION

*Complete separate application forms for each exterior modification being requested.*

---

### SECTION I: CONTACT INFORMATION

1. Homeowner Name(s):: Chris Alex
2. Lot: 5228 Tancreti Lane
3. Address: 5228 Tancreti Ln
4. Phone (h):                      Phone (c):                      Phone (w):
5. Email Address:                      Additional email addressm

### SECTION II: EXTERIOR MODIFICATION BEING REQUESTED

X Repair

### **X Grounds (only)**

- a. **Proposed Modification Subject: Common area curbside grass along at corner of Tancreti and Brawner**
- b. **Reference Page Number of Association Design Maintenance Standard: Common Area Committee**
- c. **Please provide a complete, detailed description of the proposed modification. Following the description, you will be able to upload sketches, drawings, and a Plat/Site Survey.**

I am asking the Common Area Committee to allow me to remove existing grass and first few inches of soil along with any rocks and debris, till soil up to 12 inches deep and then reseed the the area at my own expense. I have had the area surveyed and marked and will be having the same thing done to the grass on my own property on Sep 3, 2021 and would like to have the CAC approve the work be done at the same time if possible. Because this is common area and not my own I am submitting for approval with the common area to ensure I am by the book.

*Note: For Private Tree Replacement - homeowners are required to submit a separate application form*

Upload your supporting documents and graphics  
(uploads are attached to this message)

### **SECTION III: APPLICATION CONDITIONS**

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

City of Alexandria ordinances require you to file plans with the *Department of Planning & Zoning* for construction and modifications requiring a building permit.

I understand and agree that no work shall commence on this requested project until written approval of the ARC has been received by me.

I understand that any construction or exterior modification 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 should I object.

I understand that members of the Architectural Review Committee or their designated representative are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project - and 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 approved by the ARC must be submitted for ARC review.



The ARC will render a decision within forty-five (45) business days of receiving a completed application.

It is understood that I am aware of the Cameron Station Architectural Design & Maintenance Standards with regard to the 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 thirty (30) days of the approval date of this application, or construction is not completed within thirty (30) days from commencement of the work, unless so expressly stated otherwise by the ARC or Management Agent.

#### SECTION IV: ACKNOWLEDGEMENT AND SIGNATURE

X By entering my name below I acknowledge I have read and understand the Application Conditions before submitting this application.

Homeowner Name(s):: Chris Alex

Date: 08/25/2021

#### SECTION V: DOCUMENTATION CHECKLIST

Please use this checklist to help ensure that all required materials and enclosures have been included in or with your application.

Written description of proposed modification including materials and dimensions; Drawings, sketches, brochures, and/or photographs

---

#### SECTION VI: ARCHITECTURAL REVIEW COMMITTEE (ARC) ACTION

The ARC reviewed the application and took the following action:

- ☐ Approved ☐  
☐ Disapproved ☐  
☐ Request for more information

Comments or Stipulations:

---

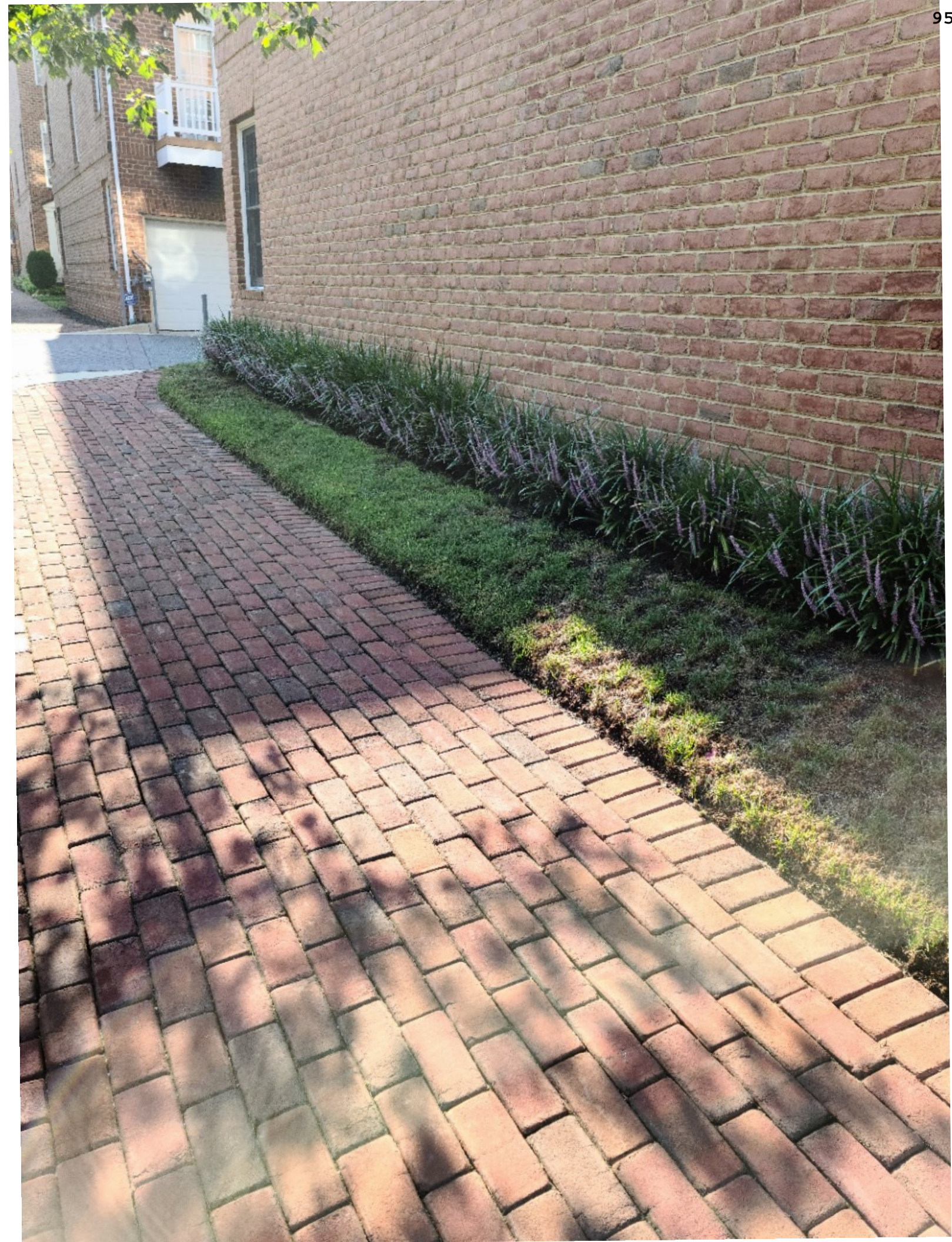
**Representative Acting on ARC's Behalf**

- Name (print): \_\_\_\_\_
- Title: \_\_\_\_\_
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION VII: APPEAL PROCESS**

If you disagree with the decision cited above, please be advised that there is an appeals procedure provided by the Cameron Station Community Association, Inc., Board of Directors. A written request for an appeal must be made within ten (10) days of receipt of the ARC's decision.























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

(Parliamentary Procedures Governing Board 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 III, Section 3.12 of the Bylaws provides that all Board meetings shall be conducted in accordance with the then current edition of Roberts Rules of Order, except when the Virginia Code or Project Documents may be in conflict.; 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**, the most recent edition of Robert’s Rules of Order contains certain informal procedures that are applicable to a small Board such as the Association’s Board, which a small Board has the option of using to govern parliamentary procedure during Board meetings; and

**WHEREAS**, the Board intends to use certain provisions in the most recent edition of Robert’s Rules of Order that apply only to assemblies of small boards, while retaining other rules set forth in Robert’s Rules of Order that apply to all boards; and

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

**I. INFORMAL PROCEDURES GOVERNING BOARD MEETINGS**

The following informal procedures shall be used during all meetings of the Board of Directors:

- A. Board members do not have to stand or be recognized by the chair in order to speak or make motions.
- B. A board member may speak any number of times on a question, and motions to close or limit debate are generally not permitted.
- C. A motion does not have to be pending in order to discuss a subject informally.
- D. Votes can be taken initially by a show of hands.

- E. If a proposal is perfectly clear to everyone it may be voted on even though no formal motion has been made.
- F. In putting questions to a vote, the chairman need not stand.
- G. The President can participate in debate just as any other board member.

## **II. FORMAL PROCEDURES GOVERNING A BOARD MEETING**

With the exception of the informal rules of procedures set forth in Article I hereof, the Board shall use Roberts Rules of Order that govern all assemblies at all meetings of the Board. Such procedures include, without limitation, the obligation for all motions to be seconded by another member of the Board before there is debate or a vote may be taken.

The effective date of this Resolution shall be August 31, 2021.

**CAMERON STATION COMMUNITY  
ASSOCIATION, INC.**

By: \_\_\_\_\_  
President

# RESOLUTION ACTION RECORD

## CAMERON STATION COMMUNITY ASSOCIATION, INC. ADMINISTRATIVE RESOLUTION NO. 21- \_\_\_\_

(Parliamentary Procedures Governing Board 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




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**Cameron Station Community Association  
Board of Director's Meeting  
August 31, 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. Also attached is ProFit's July report and Fleet Transportation's Ridership report.

**MATTERS FOR BOARD INFORMATION**

**Reserve Study Update:** PM+ has completed the initial stage of the Reserve Study Update. The draft report is currently being reviewed by management and the FAC along with the appropriate Committee Chairs before being presented for approval by the Board.

**2022 Draft Budget:** The draft 2022 Budget has been sent to the Board and FAC for review and comments.

**Paving Bids Evaluation:** Gardner recommended coring of areas of asphalt to ensure condition of asphalt is accounted for properly in scope of work. Coring was completed on 7/13/2021. The engineer reported that while the coring results were informative, they were not consistent and he would have to do more research and report back. Based on his research and review of the coring information, they intend to do the standard mill, patch, overlay at one smaller area (not a total reconstruction) – maybe 10% - 15% of the asphalt, and use that information to move forward with the larger project. The overall intention is to split the project out in to three (3) years, however it is more likely that the first phase would be smaller, since the coring did not provide the information needed for a clear path ahead on such a large asphalt project. Based on the coring results, the two potential plans were standard mill, patch, overlay or total reconstruction.

**Please note:** The other asphalt projects being handled by Gardner which is similar in size to this community began in Dec/Jan with the initial survey and they barely made the 2021 schedule for this Fall. Asphalt contractors are sufficiently back logged, mostly due to putting off asphalt work in 2020 due to COVID and people/cars being home. As a result, it is very likely that this project will not begin until 2022.

**Boarder Fence:** As you may recall, earlier in the year the Board approved the repair of a section of fencing located behind the Woodland Hall and Pocosin Pocket Park area. During the course of the repair, it was noted that there was far more wood rot then initially observed and while the repair of the fence was completed it is not aesthetically pleasing.



As a result, a full fence line inspection was conducted and proposals solicited for a full replacement of the entire border fence in this location. Management will review the bids at the September CAC meeting and anticipates that this matter will be brought before the Board at the September Board of Director's meeting. The pricing range is \$150,000- \$185,000 for the same type of fence style and material.

**New Covenants Administrator:** Brandon Throckmorton, the new Covenants Administrator, began working onsite at Cameron Station on Monday, August 16<sup>th</sup>, 2021. He is a welcome addition to our team and is picking up quickly. Brandon has already begun conducting inspections.

**NEW Adjusted Pool Hours:** American Pools continues to train and place new lifeguards, but is also experiencing a large number of lifeguards leaving their employment due to the return of school sports, early school starting times, and a need to quarantine before heading off to college or university, all in addition to an already devastating national labor shortage. As a result of a shortage of lifeguards, the Cameron Station weekday pool operating hours were adjusted, effective Tuesday, August 24, 2021 from 10:30AM-8:30PM to 12Noon-8:00PM. No other changes to the operating hours are required at this time. American Pools will be crediting back, at the contracted hourly rate, for the reduction in operating hours and staffing levels.

**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 has presented the proposals to ARC who will be interviewing two (2) contractors at their September 7, 2021 meeting and we anticipate the Board will consider this matter at their September Board meeting.

August 2021 - Completed Projects and Tasks - All Committees				
Item	Status	Entered On	Responsible	Due
Rodent Infestation	Completed	4/15/2021	Common Area Committee	8/31/2021
Acoustic Baffles	Completed	8/17/2021	CCFC	8/17/2021
Storm Drain	Completed	8/17/2021	Common Area Committee	8/17/2021
Soap Dispenser	Completed	8/16/2021	CCFC	8/16/2021
Exit Door	Completed	8/12/2021	CCFC	8/12/2021
Storm Drain	Completed	8/9/2021	Common Area Committee	8/9/2021
Gym	Completed	8/6/2021	CCFC	8/6/2021
Light Poles	Completed	8/6/2021	Common Area Committee	8/5/2021
Floor Molding	Completed	7/26/2021	CCFC	7/26/2021
Pool Umbrellas	Completed	7/26/2021	CCFC	7/26/2021
Drainage Issue	Completed	4/22/2021	Common Area Committee	7/23/2021
Mail Box	Completed	7/20/2021	Common Area Committee	7/20/2021
Pool Chairs	Completed	7/20/2021	CCFC	7/20/2021
Pot Hole	Completed	7/20/2021	Common Area Committee	7/20/2021
No Parking Sign	Completed	7/15/2021	Common Area Committee	7/15/2021
Pot Holes	Completed	7/15/2021	Common Area Committee	7/15/2021
Mail Box	Completed	7/14/2021	Common Area Committee	7/13/2021
Bricks	Completed	7/14/2021	Common Area Committee	7/13/2021
Clubhouse Lanterns	Completed	7/9/2021	CCFC	7/9/2021
Soap Dispenser	Completed	7/9/2021	CCFC	7/9/2021
Visitor Parking Sign	Completed	6/4/2021	Common Area Committee	7/9/2021
NO Parking Sign	Completed	5/21/2021	Common Area Committee	7/9/2021
No Solicitation Signs	Completed	7/9/2021	Common Area Committee	7/8/2021
test	Completed	7/8/2021	Robert Burns	7/8/2021
Storage Chest	Completed	7/9/2021	CCFC	7/7/2021
Roof Repair and Drywall	Completed	1/14/2021	CCFC	7/7/2021
Visitor Parking	Completed	7/9/2021	Common Area Committee	7/6/2021
Pot Hole	Completed	6/22/2021	Common Area Committee	7/6/2021
Soap Dispensers	Completed	7/2/2021	CCFC	7/2/2021
Front Door	Completed	7/2/2021	CCFC	7/2/2021
Lamp Post	Completed	6/17/2021	Common Area Committee	7/1/2021
Replace Sprinkler Cage BBall court	Completed	9/10/2020	CCFC	6/30/2021
Pool Chair	Completed	6/29/2021	CCFC	6/29/2021
Pool	Completed	6/29/2021	CCFC	6/29/2021
Pool	Completed	6/29/2021	CCFC	6/29/2021
Benches	Completed	4/6/2021	Common Area Committee	6/25/2021
No Parking Sign	Completed	6/24/2021	Common Area Committee	6/24/2021
Street Signs	Completed	6/21/2021	Common Area Committee	6/21/2021
No Parking Signs	Completed	6/21/2021	Common Area Committee	6/21/2021
Street Sweeping Proposals	Completed	7/30/2020	Common Area Committee	6/21/2021
Mail Boxes	Completed	6/17/2021	Common Area Committee	6/17/2021
Pot Hole	Completed	5/17/2021	Common Area Committee	6/17/2021
Soap Dispenser	Completed	6/16/2021	CCFC	6/16/2021
Clubhouse	Completed	6/16/2021	CCFC	6/16/2021
No Parking Sign	Completed	6/15/2021	Common Area Committee	6/15/2021
Graffiti	Completed	6/14/2021	Common Area Committee	6/14/2021
Exit Signs	Completed	6/14/2021	CCFC	6/14/2021
Lights	Completed	6/11/2021	CCFC	6/11/2021
Gazebo	Completed	6/11/2021	Common Area Committee	6/11/2021
Tree trimming	Completed	5/13/2021	Common Area Committee	6/10/2021
Brick Work	Completed	5/26/2021	Common Area Committee	6/9/2021
Door	Completed	6/8/2021	CCFC	6/8/2021
Pot Holes	Cancelled	5/11/2021	Common Area Committee	6/7/2021
Park Benches	Completed	6/4/2021	Common Area Committee	6/4/2021
No Trespassing Sign	Completed	6/3/2021	Common Area Committee	6/3/2021
Kitchen Floor	Completed	6/3/2021	CCFC	6/3/2021
Water Stopper	Completed	6/3/2021	CCFC	6/3/2021
Stop Sign	Completed	4/19/2021	Common Area Committee	6/3/2021
Street Light	Completed	6/3/2021	Common Area Committee	6/2/2021
Umbrella	Completed	6/3/2021	CCFC	6/2/2021
Graduate Signs	Completed	6/1/2021	Common Area Committee	6/1/2021
Electrical Box	Completed	6/1/2021	Common Area Committee	6/1/2021
Exterior Cleaning - Clubhouse	Completed	8/21/2020	Common Area Committee	5/31/2021
Baby Pool Sign	Completed	8/19/2020	CCFC	5/31/2021



Shower Head	Completed	5/28/2021	CCFC	5/28/2021
Men's Locker Room	Completed	5/21/2021	CCFC	5/28/2021
Painting light pole base	Completed	4/27/2021	Common Area Committee	5/28/2021
HVAC	Completed	5/28/2021	CCFC	5/27/2021
TV	Completed	5/27/2021	CCFC	5/27/2021
Bessley Pocket Park	Completed	5/10/2021	Common Area Committee	5/27/2021
Flood Light	Completed	5/27/2021	CCFC	5/26/2021
Ice Maker	Completed	5/11/2021	CCFC	5/25/2021
Pool	Completed	5/21/2021	CCFC	5/21/2021
Light Bulb	Completed	5/21/2021	CCFC	5/20/2021
April Tree Day- 4/29/2021	Completed	5/6/2021	Common Area Committee	5/15/2021
Pool Deck	Completed	5/14/2021	CCFC	5/14/2021
Fence Evaluation	Completed	8/19/2020	Common Area Committee	5/14/2021
Violation Signs	Completed	5/13/2021	Common Area Committee	5/13/2021
Tree Roots	Completed	4/22/2021	Common Area Committee	5/13/2021
Gate Latch	Completed	5/12/2021	Common Area Committee	5/12/2021
Pot Holes	Completed	5/10/2021	Common Area Committee	5/10/2021
Parking Lot	Completed	5/7/2021	Common Area Committee	5/7/2021
Loose Railing	Completed	4/15/2021	Common Area Committee	5/6/2021
Drains	Completed	5/5/2021	CCFC	4/30/2021
Shed	Completed	4/20/2021	Common Area Committee	4/30/2021
Tree Removal - Woodland Hall area	Completed	10/30/2020	Common Area Committee	4/30/2021
Gazebo	Completed	9/15/2020	Common Area Committee	4/30/2021
Fix tile and drywall issues - Men's Locker Room	Completed	8/19/2020	CCFC	4/30/2021
Rotten trim ext kitchen door & openings	Completed	8/7/2020	CCFC	4/30/2021
Newsletter Delivery Alternatives	Completed	7/30/2020	Communications Committee	4/30/2021
Tree Limbs	Completed	5/5/2021	Common Area Committee	4/29/2021
Brickwork	Completed	5/3/2021	Common Area Committee	4/29/2021
Tree Trimming	Completed	5/3/2021	Common Area Committee	4/29/2021
Common Area	Completed	5/3/2021	Common Area Committee	4/29/2021
Dead Limb	Completed	5/3/2021	Common Area Committee	4/29/2021
Clubhouse Door	Completed	4/29/2021	CCFC	4/28/2021
Street Sign	Completed	4/28/2021	Common Area Committee	4/28/2021
Toilet	Completed	4/27/2021	CCFC	4/27/2021
Brick Pointing	Completed	1/28/2021	CCFC	4/23/2021
Sunken in Sidewalk	Completed	1/6/2021	Common Area Committee	4/23/2021
Brush	Completed	4/21/2021	Common Area Committee	4/21/2021
Pet Stations	Completed	4/20/2021	Common Area Committee	4/19/2021
Loose Light Pole	Completed	4/20/2021	CCFC	4/19/2021
Guard Box	Completed	4/20/2021	CCFC	4/19/2021
Potholes	Completed	3/30/2021	Common Area Committee	4/9/2021
Toilet	Completed	4/7/2021	CCFC	4/7/2021
Street Sign	Completed	4/6/2021	Common Area Committee	4/6/2021
Gazebo	Completed	4/6/2021	Common Area Committee	4/6/2021
Water Stain	Completed	4/5/2021	CCFC	4/5/2021
Street Signs	Completed	12/1/2020	Common Area Committee	4/5/2021
Trash Receptacle	Completed	4/2/2021	Common Area Committee	4/2/2021
Balloons	Completed	4/2/2021	Common Area Committee	4/2/2021
Pothole	Completed	3/26/2021	Common Area Committee	4/2/2021
Ceiling in Fitness Center	Completed	2/11/2021	CCFC	4/1/2021
Clubhouse Roof Leaks	Cancelled	9/21/2020	CCFC	4/1/2021
Parking Enforcement Personnel	Cancelled	1/7/2021	Architectural Committee	3/31/2021
Solicit Bids for Fitness Equip Prev Maint	Completed	11/2/2020	CCFC	3/31/2021
Storm Drains	Completed	3/31/2021	Common Area Committee	3/30/2021
Logo Sticker	Completed	3/31/2021	CCFC	3/30/2021
Power Wash	Completed	12/17/2020	Common Area Committee	3/30/2021
Cable Box	Completed	3/29/2021	Common Area Committee	3/29/2021
No Parking Sign	Completed	3/29/2021	Common Area Committee	3/29/2021
Broken Glass	Completed	3/23/2021	Common Area Committee	3/23/2021
Pet Station	Completed	3/23/2021	Common Area Committee	3/23/2021
Hand Sanitizers	Completed	3/18/2021	CCFC	3/18/2021
Light Bulb	Completed	3/18/2021	CCFC	3/18/2021
Nail Pops	Completed	3/16/2021	CCFC	3/16/2021

Outside Clock	Completed	3/16/2021	CCFC	3/15/2021
Storage Room	Completed	3/12/2021	CCFC	3/12/2021
Trash	Completed	3/12/2021	Common Area Committee	3/12/2021
Front Door	Completed	3/11/2021	CCFC	3/11/2021
Light Bulbs	Completed	3/9/2021	CCFC	3/9/2021
Pot Hole	Completed	1/28/2021	Common Area Committee	3/8/2021
Water Stain	Completed	3/4/2021	CCFC	3/4/2021
light bulb	Completed	3/4/2021	CCFC	3/4/2021
Tree Limb	Completed	3/3/2021	Common Area Committee	3/3/2021
Light Bulb	Completed	3/3/2021	CCFC	3/3/2021
Pet Station	Completed	3/2/2021	Common Area Committee	3/2/2021
Fitness Center RFP/ Proposals	Completed	10/8/2020	CCFC	3/1/2021
Fitness Center Exit Door	Cancelled	1/14/2021	CCFC	2/28/2021
Gazebo	Completed	2/11/2021	Common Area Committee	2/11/2021
Cedar Tree	Completed	2/11/2021	Common Area Committee	2/11/2021
Shower in Men's Locker Room	Completed	2/10/2021	CCFC	2/10/2021
Men's Bathroom	Completed	2/5/2021	CCFC	2/5/2021
Hand Sanitizers	Completed	2/3/2021	CCFC	2/3/2021
CSB	Completed	2/3/2021	Common Area Committee	2/2/2021
Woodland Hall Condo Boundaries	Completed	11/24/2020	Heather Graham	1/31/2021
2021 ID Stickers	Completed	11/23/2020	Communications Committee	1/31/2021
Clubhouse Flat Roof- Condition Assessment	Cancelled	9/21/2020	CCFC	1/31/2021
Pool Filter Tanks	Completed	8/19/2020	CCFC	1/31/2021
New Owner Information	Completed	7/30/2020	Communications Committee	1/31/2021
Fleet Transportation Extension	Completed	7/30/2020	Jennifer Gilmore	1/31/2021
Basketball Court Replacement	Completed	7/30/2020	CCFC	1/31/2021
Storm Drain	Completed	1/28/2021	Common Area Committee	1/26/2021
Violation Signs	Completed	1/28/2021	Common Area Committee	1/25/2021
Leaking faucet	Completed	1/21/2021	CCFC	1/21/2021
New Water Fountain - Fitness Center	Completed	8/19/2020	CCFC	1/19/2021
Hallway Lights	Completed	1/20/2021	CCFC	1/15/2021
Bench	Completed	1/13/2021	CCFC	1/13/2021
Light	Completed	1/12/2021	CCFC	1/12/2021
Christmas Tree	Completed	1/12/2021	Common Area Committee	1/12/2021
Lock Replacement	Completed	1/11/2021	CCFC	1/11/2021
Soap Dispenser	Completed	1/11/2021	CCFC	1/11/2021
Walkway	Completed	1/7/2021	Common Area Committee	1/7/2021
Cracked curb	Completed	12/10/2020	Common Area Committee	1/7/2021
Street Sign	Completed	1/5/2021	Common Area Committee	1/4/2021
Street Sign	Completed	1/5/2021	Common Area Committee	1/4/2021
Storm Drains	Completed	1/4/2021	Common Area Committee	12/31/2020
Kitchen Blower	Completed	12/17/2020	CCFC	12/31/2020
Clubhouse Foyer	Completed	12/17/2020	CCFC	12/31/2020
Flagpole Spotlight	Completed	12/16/2020	CCFC	12/31/2020
Light Repairs (4)	Completed	12/9/2020	Common Area Committee	12/31/2020
Front Door Alarm	Completed	12/8/2020	CCFC	12/31/2020
1 Tree Pruning Day	Completed	11/24/2020	Common Area Committee	12/31/2020
Tree Removal - 3 days	Completed	11/2/2020	Common Area Committee	12/31/2020
Curb Cut install at Gardner Pocket Park	Cancelled	10/30/2020	Common Area Committee	12/31/2020
Light Pole	Completed	9/21/2020	Common Area Committee	12/31/2020
Review Comcast Phone Lines, Etc	Completed	8/26/2020	Finance Committee	12/31/2020
Benches and Trash Cans	Completed	8/21/2020	Common Area Committee	12/31/2020
Pot Hole Repairs	Completed	8/19/2020	Common Area Committee	12/31/2020
Review of Reserve Study Items	Cancelled	7/30/2020	CCFC	12/31/2020
Trash Proposals	Completed	7/30/2020	Common Area Committee	12/31/2020
Gazebo	Cancelled	11/4/2020	Common Area Committee	12/30/2020
Solicit Bids for Pool	Completed	10/8/2020	CCFC	12/30/2020
Electrical Box	Completed	12/29/2020	Common Area Committee	12/29/2020
Street Lights (5)	Completed	12/15/2020	Common Area Committee	12/29/2020
Railing	Completed	12/28/2020	Common Area Committee	12/28/2020
Fitness Center Front desk Phone 8555	Completed	12/8/2020	CCFC	12/25/2020
Front Door	Completed	12/28/2020	CCFC	12/24/2020
Street Lights	Completed	12/23/2020	Common Area Committee	12/23/2020
Flood Light	Cancelled	12/9/2020	CCFC	12/23/2020

Pool Storage Container	Completed	11/17/2020	Mark Bondurant	12/23/2020
SETEC Alarm Issue	Completed	12/16/2020	CCFC	12/21/2020
Street Lights	Completed	11/30/2020	Common Area Committee	12/18/2020
Trash	Completed	12/18/2020	Common Area Committee	12/17/2020
Light	Completed	12/18/2020	CCFC	12/17/2020
Electrical Outlet	Completed	12/15/2020	CCFC	12/15/2020
Hand Sanitizers	Completed	12/15/2020	CCFC	12/15/2020
Storage	Completed	12/11/2020	CCFC	12/11/2020
Christmas Tree	Completed	12/11/2020	Common Area Committee	12/11/2020
Trash	Completed	12/11/2020	Common Area Committee	12/11/2020
Christmas Tree in Fitness Lobby	Completed	12/10/2020	CCFC	12/11/2020
Gazebo Christmas Tree	Completed	12/10/2020	Common Area Committee	12/11/2020
Bench Braces	Completed	12/11/2020	Common Area Committee	12/10/2020
Trash	Completed	12/2/2020	Common Area Committee	12/9/2020
Overhead Light	Completed	12/8/2020	CCFC	12/8/2020
Drains	Completed	12/8/2020	Common Area Committee	12/7/2020
ADA Ramp Proposal - Curb Cut	Completed	8/26/2020	Common Area Committee	12/7/2020
Management Inventory 10x13 Envelopes	Completed	11/20/2020	Communications Committee	12/4/2020
Gazebo	Completed	12/2/2020	Common Area Committee	12/2/2020
Humidity Reader	Completed	12/1/2020	Mark Bondurant	11/30/2020
Pool Winterization	Completed	10/15/2020	CCFC	11/30/2020
Landscape Enhancement	Completed	10/14/2020	Common Area Committee	11/30/2020
Drainage - Medlock Lane	Completed	10/13/2020	Common Area Committee	11/30/2020
Parking decals	Completed	10/12/2020	Juana Michel	11/30/2020
Paint STOP stripe on pavement	Completed	9/21/2020	Common Area Committee	11/30/2020
Benches - Pool	Completed	8/19/2020	CCFC	11/30/2020
Locker Room Renovation	Cancelled	7/30/2020	CCFC	11/30/2020
Life Guard door lock	Completed	11/17/2020	Mark Bondurant	11/26/2020
Soap Refills for Bathroom Dispensors	Completed	10/14/2020	Heather Graham	11/20/2020
Shopping Cart	Completed	11/20/2020	Common Area Committee	11/19/2020
Soap Dispenser in Men's Locker Room	Completed	11/17/2020	Mark Bondurant	11/17/2020
Soap Dispenser	Completed	11/16/2020	CCFC	11/16/2020
Street Sign	Completed	11/13/2020	CCFC	11/13/2020
Damaged Drywall	Completed	11/11/2020	CCFC	11/10/2020
TV in Fitness Area	Completed	11/11/2020	CCFC	11/10/2020
Landscape Rocks	Completed	11/11/2020	Common Area Committee	11/10/2020
Annual Meeting Notices	Completed	7/30/2020	Heather Graham	11/10/2020
Power Bars	Completed	11/11/2020	CCFC	11/6/2020
Stop Line	Completed	11/9/2020	Common Area Committee	11/6/2020
Photography Waiver Form	Completed	11/2/2020	Communications Committee	11/6/2020
Storm Drains	Completed	11/5/2020	Common Area Committee	11/4/2020
Bad sensor on light pole	Cancelled	9/16/2020	Common Area Committee	11/4/2020
Great Room	Completed	10/2/2020	CCFC	11/3/2020
Monthly Night Inspection Part 2	Completed	10/20/2020	Common Area Committee	10/31/2020
Monthly Night Inspection Part 1	Completed	10/20/2020	Common Area Committee	10/31/2020
Brick Stoop damage-@ BBall emergency & sprinkler Rm	Completed	9/10/2020	CCFC	10/31/2020
Condo Landscape Violations	Completed	8/19/2020	Common Area Committee	10/31/2020
Clubhouse Inspection	Cancelled	7/30/2020	Heather Graham	10/31/2020
Landscape Proposals	Completed	7/30/2020	Common Area Committee	10/31/2020
Update Community Map	Completed	8/19/2020	Communications Committee	10/30/2020
Repair Damaged Brick - Basketball Court	Completed	8/19/2020	CCFC	10/30/2020
Trash Shed	Completed	10/28/2020	Common Area Committee	10/28/2020
Faulty Light Switch	Completed	10/27/2020	CCFC	10/27/2020
Pool Chairs	Completed	10/23/2020	CCFC	10/23/2020
Light Bulbs	Completed	10/22/2020	CCFC	10/21/2020
Switch Plate	Completed	10/22/2020	CCFC	10/21/2020
Cracked Baseboard	Completed	10/22/2020	Common Area Committee	10/21/2020
Clock	Completed	10/6/2020	Common Area Committee	10/20/2020
Soap Dispensers	Completed	10/20/2020	Mark Bondurant	10/19/2020
Guest Parking Sign	Completed	10/13/2020	Common Area Committee	10/13/2020
Light Pole - donovan	Completed	10/12/2020	Common Area Committee	10/9/2020
Pool Deck	Completed	10/2/2020	CCFC	10/9/2020
Signature Cards	Completed	7/30/2020	James Orlick	10/9/2020

Light Pole - 5002 Barbour	Completed	10/9/2020	Common Area Committee	10/8/2020
Storm Drains	Completed	10/8/2020	Common Area Committee	10/8/2020
Visitor Parking Sign	Completed	10/8/2020	Common Area Committee	10/8/2020
2 street lights out	Completed	9/2/2020	Common Area Committee	10/7/2020
Back Fence	Completed	10/6/2020	Common Area Committee	10/5/2020
Railings/Gate Installation	Completed	9/11/2020	Common Area Committee	9/30/2020
Pet Station	Completed	9/10/2020	Common Area Committee	9/30/2020
Light - Kitchen Door	Completed	8/19/2020	CCFC	9/30/2020
Benches - Memorial Bench Repair	Completed	8/19/2020	CCFC	9/30/2020
Budget Review	Completed	7/30/2020	Finance Committee	9/30/2020
Board Portal Training	Completed	7/30/2020	Heather Graham	9/30/2020
Interim Audit Proposal and 2020 Engagement	Completed	7/30/2020	Susan Cassell	9/30/2020
Review/Reconcillation of all Resolutions	Completed	7/30/2020	Heather Graham	9/30/2020
Budget Development Process	Cancelled	7/30/2020	Finance Committee	9/30/2020
On Line Voting Options - Annual Meeting	Completed	7/30/2020	Susan Cassell	9/30/2020
Drain on Knapp PL.	Completed	9/28/2020	Common Area Committee	9/28/2020
Trash Shed	Completed	9/14/2020	Common Area Committee	9/28/2020
Pool Benches	Completed	9/25/2020	CCFC	9/25/2020
Switch Plate	Completed	9/25/2020	CCFC	9/25/2020
TV in Fitness Room	Completed	9/10/2020	CCFC	9/25/2020
Sprinkler Rooms	Completed	9/10/2020	CCFC	9/23/2020
Egress Lights	Completed	9/10/2020	CCFC	9/23/2020
Fire Extinguishers	Completed	9/10/2020	CCFC	9/23/2020
TV's in Fitness Room	Completed	9/18/2020	CCFC	9/18/2020
Benches in Ferdinand Day Pocket Park	Completed	9/18/2020	Common Area Committee	9/18/2020
Egress Lights	Completed	9/16/2020	CCFC	9/16/2020
Yard Sale Sign	Completed	9/16/2020	Common Area Committee	9/16/2020
Brackets	Completed	9/16/2020	CCFC	9/15/2020
Outdoor Clock	Completed	8/19/2020	CCFC	9/11/2020
Replace bulb in large outdoor clock	Completed	8/19/2020	CCFC	9/11/2020
Clogged Drains	Completed	9/10/2020	Common Area Committee	9/10/2020
Bench	Completed	9/4/2020	Mark Bondurant	9/4/2020
Mens locker floor	Cancelled	8/7/2020	CCFC	9/4/2020
Light out	Completed	9/10/2020	CCFC	9/3/2020
Water stained attic covering	Completed	9/10/2020	CCFC	9/3/2020
Cracked switch plates	Completed	9/10/2020	CCFC	9/2/2020
Newsletter Advertisers	Completed	7/30/2020	Communications Committee	8/31/2020
Update all internal systems to CS Office	Completed	7/30/2020	Susan Cassell	8/31/2020



**August 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> <p>7/8: Proposals obtained and will be on the August ARC meeting agenda; ARC reviewed and requested to interview two of the proposed vendors at their September meeting</p>	9/7/2021

CCFC	Update Resident Computer Registration System	<p>Juana continues to purge the system as needed. ProFIT is changing to a new reservation system and currently looking for new entry systems. American Pools recently held a demo their new app which incorporates phones. will update as have further info .</p> <p>janeva.sharps 2/3/2021 9:54:01 AM CT</p> <p>"Juana has been able to purge the system periodically to allow new access cards to be registered and while we recognize and agree that a long term solution is needed, we have this on the calendar for Spring/Summer months in order to properly allocate the time needed to address this. Juana and Janeva have met with various providers but we don't yet have a full handle on all of the issues."</p> <p>The current system is at capacity for issuing passes. Alternative options need to be investigated to include use of current system (upgrade) and new systems. Oct 2020 - bids were solicited from 5 companies. Following up on responses - anticipate December Committee Meeting. 11/24/20 Proposals under review - Juana has been able to purge system (minimally) to allow for new entries; delaying this project until early Spring.</p> <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> <p>-SETEC came to the office on Friday, July 16, to discuss our issues and set eyes on our outdated equipment. He is to provide information on a new cloud based system and updated software to support it.</p> <p>-8/18: SETEC presented their cloud based software to management. Management will obtain additional proposals for similar systems from other vendors and present to CCFC in October/November</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. 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.</p> <p>Anticipate the beginning of the work to start in July.</p> <p>7/20- Management has confirmed that the contractor is waiting on a last piece of equipment. Once they have in hand, Management will be informed and work can commence whenever all equipment is in hand. Permits have been secured for the work.</p> <p>-8/24: Replacement scheduled for the week of September 13th</p>	9/1/2021
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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</p> <p>"At the CCFC February meeting CAMP has proposed to turn the water on to replicate the drainage issue and send a recording to CCFC. CAMP has also suggest to close the shower stall that is created the build up of water for the coming pool season. As the pool season is here CAMP will work on getting bids to present to CCFC to start the renovation. CAMP also feels this does not need an Architect firm."</p> <p>11/24/20 based upon feedback from Committee, CAMP is soliciting bids for architectural design services for locker room renovation. janeva.sharps 1/21/2021 10:47:41 AM CT</p> <p>"The CCFC wants to keep the renovation separate from the drainage and would like to handle the drainage issue first."</p> <p>janeva.sharps 1/21/2021 10:45:56 AM CT</p> <p>"Sent RFP's to architects on December 14, 2020. Mark and Janeva met with three Architect firms the first week in January. Expecting to have bids by the end of February because the men's drainage issue will need to be completed first."</p> <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> <p>-three vendors have been contacted for proposals, two have provided and the last one is due within the next two weeks. Management will review and provide to the CCFC once obtained and reviewed.</p>	9/30/2021
Common Area Committee	Park Benches	<p>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</p> <p>7/1- replacement slats did not fit at Garnder/Murtha locations. Mark took measurements and is looking into alternatives.</p> <p>7/8: Mark reached out to a vendor with the dimension specs, waiting to hear from the vendor if they can provide the materials</p> <p>7/15: Emailed contact at Hardwood Artisans inquiring about the status of the replacement slats. Waiting to hear back</p>	8/27/2021
Common Area Committee	Visitor Parking	Paint 2 visitor parking spaces that have faded adjacent to Ticer/Somervelle	8/27/2021



Common Area Committee	Gate	<p>Need to repair or replace damaged gate on Gardner Dr.</p> <p>Scheduled to meet with TYL 4/21 to discuss options.</p> <p>5/3 - Waiting on proposal from TYL</p> <p>5/24 - Received quote of \$2,600.00 from TYL. Will be reaching out for other bids.</p> <p>6/1- sent pictures to Armor Fence, waiting on proposal</p> <p>6/22- Followed up with Armor Fence- they came on-site to inspect the area and will follow up with a proposal. -on CAC's agenda for review at their August meeting; CAC reviewed and recommends TYL for the repair, on the BOD's August agenda for review/consideration</p>	8/31/2021
Common Area Committee	Trash Shed	<p>Replace decayed doors to the trash shed</p> <p>8/6: Spoke with Williamson Home Repair to set up visit for estimate. Expect to meet during the week of 8/9.</p> <p>8/23: Proposal received and is being reviewed by Mgmt</p>	9/3/2021
Common Area Committee	Entrance Sign	<p>CAC July Agenda</p> <p>Entrance Sign on Duke St.- needs to be replaced due to age, condition and inability to repair.</p> <p>-Mark obtained 3 proposals, to be put on the July CAC meeting agenda for their review.</p> <p>-CAC Approved "Duff Signs" proposal at their July meeting, up for the BOD's review at their July meeting</p> <p>-BoD approved Duff signs, Duff to conduct a site survey this week and provide a pre-production proof to be reviewed</p>	9/28/2021

Common Area Committee	Street Light Numbering	<p>CAMP has negotiated a “NO CHARGE” price from Kolb Electric for the pole lighting project. PSE offered to do it “NO CHARGE” but wanted a two (2) year exclusive maintenance contract with them to do so. As a result, we reached out to another provider. CAMP has negotiated a new price structure with Kolb that will result in about \$30 an hour savings to CSCA from the PSE rate and they will number all pole lights, free of charge, with NO exclusive contract needed. a Kolb repaired 10 of the 13 non-working lights PSE reported on their last inspection at the end of February on February 26, 2021. Kolb also conducted a night light inspection on February 27, 2021 for a comparison to the previous report from PSE. Once the Kolb’s report is received and reviewed we will provide a further update at the March 8, 2021 meeting.</p> <p>-7/20: Waiting for an update from Kolb, work is to be scheduled by the end of the month (July)</p> <p>-8/23: Kolb on-site starting the project</p>	9/30/2021
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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> <p>6/29: The Board approved Harmony Ponds for the project, waiting for Harmony to schedule the service and order the parts needed</p> <p>-Parts were ordered, waiting on their arrival and the replacement to be scheduled</p>	10/1/2021
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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> <p>7/20-Coring was completed on 7/13, engineer is waiting for the results. Mgmt will provide an update when we receive more information from the engineer.</p>	10/1/2021
Common Area Committee	Light Pole Base Painting Project	Project starting on Barbour Dr	12/31/2021

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 &amp; LMK with mgmt to ensure clear understanding of services and costs associated with this before being placed on the Board's agenda. Anticipate May Board Agenda.</p> <p>11/24/20 Com Comm identified changes to website. Management will address minor revisions (ie. typos, content changes) and will forward remaining changes to L. Keyser.</p> <p>12/17/20- Website updated per Com Comm's list by Juana and remaining updates sent to Heather for L Keyser to address</p> <p>12/23/20- L Keyser updated the remaining edits on list</p> <p>2/3/21- sent L Keyser a list of links to remove, to streamline website navigation</p> <p>2/26/21- comcom gathering bids for website "redo" updating material as we find it.</p> <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>	10/13/2021
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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 &amp; Twitter being updated, just not announced until guidelines are in place.</p> <p>Work with Committee to identify and address ideas to improve Social Media and Website. 10/30/20 Sent email to New Media Horizons and copied Tricia to coordinate information exchange. Also, working on various changes to current website that is within Management's authority to change.</p> <p>11/23/2020- CAMP has evaluated the responsibilities of an "in-house" social media position, which we do not currently have and would require 20 hours per week as a part-time content creator for Cameron Station's social media. Committee pursuing discussions with New Media Horizons.</p> <p>12/09/20- the Committee unanimously agreed to recommend that the Board approve moving forward with a contract with New Media Horizons, during December meeting</p> <p>2/26/2021- bd approved 90 day social media mgmt firm to facilitate CSCA 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</p>	10/13/2021



## **Cameron Club Monthly Report**

July 2021

**Attendance and Usage**

July – 8,562

- Average usage per day- 276

June- 7,442

- Average use per day- 248

**Facility & Operations****Group Exercise Class Program**

- The most attended class for this month was Total Body Weights. Out of the 10 classes there were 9 classes that were being attended. We saw an increase in attendance in all 7 classes.

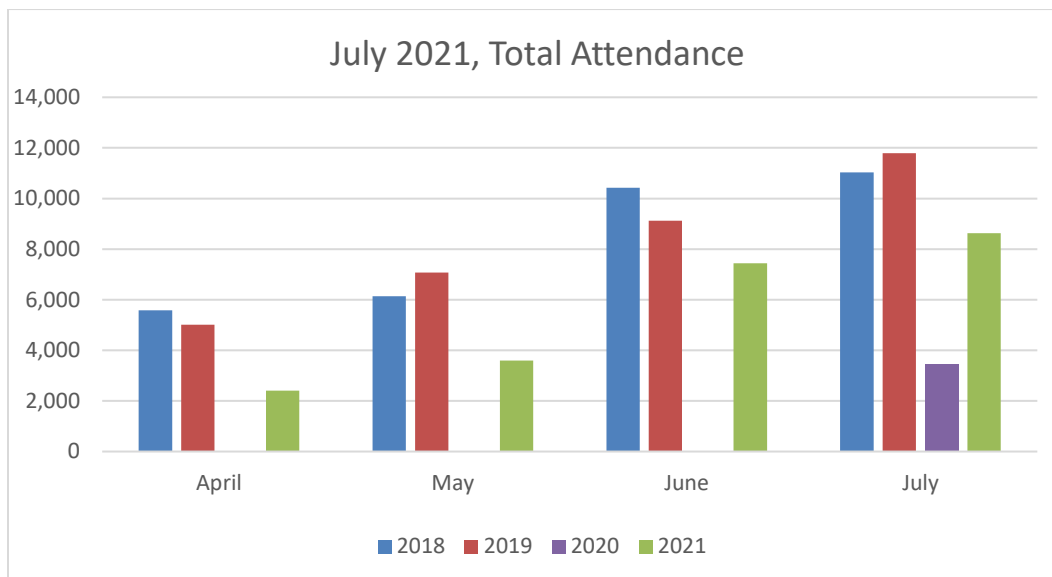
**Exercise and Facilities Equipment**

- We are happy to report that all of the gym equipment is operational. Heartline has completed our preventive maintenance.

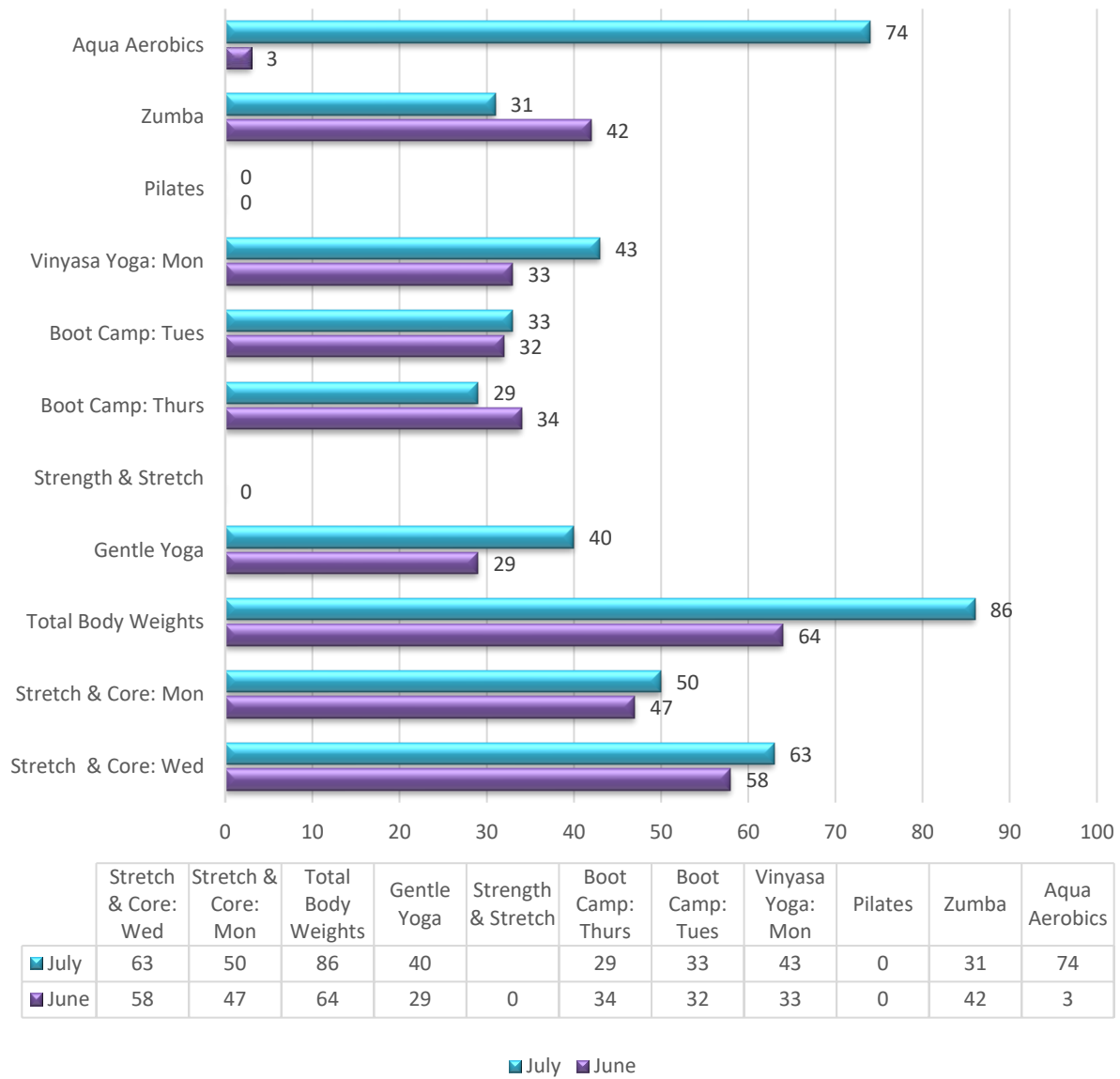
**Operations**

- The pool has been well attended. The cleaning procedures were working well. We are maintaining a clean environment.

## Graphs



### Class Attendance June 2020/July 2021











## Fleet Shuttle July Ridership Report #2

## Week 1

7/1/2021

AM	Brennan		Donnyan		Kilburn		Murtha		California		Pocson		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	1	0	1	0
Run 2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
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	1	0	0	0	0	0	0	0	0	1	1
Run 6	0	0	0	0	0	0	0	1	0	1	0	0	1	0	0	2	3	2
Run 7	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2	2	2	2
Run 8	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1

PM

[illegible]

7/2/2021

[illegible]

PM

PM	V/D Metro		Harold		Pocahontas		California		Murtha		Kilburn		Donovan		Brennan		Total	
	RU	DO	RU	DO	RU	DO	RU	DO	RU	DO	RU	DO	RU	DO	RU	DO	RU	DO
Run 1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Run 2	3	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	1	3
Run 3	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	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	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

## Week 2

7/5/2021

[illegible]

PM

[illegible]

7/6/2021

[illegible]

PM

[illegible]

7/7/2021

[illegible]

PM

Run	VJO Metro		Harris		Pocahontas		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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	2	0	0	0	0	0	0	-2	-2	0	0	0	0	0	0	0	2	-2
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	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1

7/8/2021

[illegible]

RM

[illegible]

7/9/2021

[illegible]

RM

	P/W	V/D Metro											
		Harold	Pocahontas	California	Murtha	Kilburn	Donovan	Brennan	Total				
		PW	DU	PU	DU	PU	DU	PU	DU	PU	DU	PU	DU
Run 1		1	0	0	0	0	0	1	0	0	0	0	1
Run 2		0	0	0	0	0	0	0	0	0	0	0	0
Run 3		1	0	0	1	0	0	0	0	0	0	0	1
Run 4		1	0	0	0	0	0	0	1	0	0	0	1
Run 5		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
Run 7		1	0	0	1	0	0	0	0	0	0	0	1





