

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS
HYBRID ZOOM MEETING DRAFT AGENDA
October 26, 2021 – 7:00 P.M.**

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

Link: <https://zoom.us/j/97385179058?pwd=TUG1V1lvM011VStJS2k5b3NEl0lRUT09>

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

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

Per the Policy Resolution effective 2/25/20 ("Policy for Recording of Open Meetings of the Association, Board of Directors, and Committees"), a member of the Association has provided advance notice that they intend to video and/or audio record some or all the open portions of the meeting of the Board of Directors.

- | | | |
|--------------|---|------------------|
| I. | CALL TO ORDER | 7:00 P.M. |
| II. | APPROVAL OF AGENDA | |
| III. | APPROVAL OF MINUTES – September 28, 2021, and October 18, 2021 | |
| IV. | HOMEOWNERS' FORUM | 7:15 P.M. |
| V. | TREASURER'S REPORT | 7:25 P.M. |
| VI. | COMMITTEE REPORTS (FAC, ARC, CCFC, ComCom, CAC, A&E) | 7:30 P.M. |
| VII. | MATTERS FOR BOARD DECISION | 7:45 P.M. |
| | 1. CCFC Member Appointment | |
| | 2. CCFC ARC Trainer Replacement | |
| | 3. Social Media Comment Feature Activation | |
| | 4. Lancaster Snow Removal 2021-2022 – Price Comparisons | |
| | 5. Declaration Amendment – Voting and Townhall Meeting Details | |
| | 6. 2022 Budget | |
| | 7. Room Rental Contract Cleaning Fee Revision | |
| | 8. Reserve Study | |
| | 9. COVID OSHA Plan | |
| VIII. | MATTERS FOR BOARD DISCUSSION | 8:30 P.M. |
| | 1. Parking Policy Revisions | |
| | 2. Mark Pillow and Volunteer Awards | |
| | 3. November Meeting Date | |
| IX. | MATTERS FOR BOARD INFORMATION | 8:45 P.M. |
| | 1. Management Report | |
| | • Action Item list | |
| X. | NEW BUSINESS | 8:55 P.M. |
| XVI: | ADJOURN | 9:30 P.M. |

**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.*

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

**MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 28, 2021**

NOTICE: This meeting was held by virtual video conference and in-person.

BOARD MEMBERS PRESENT:

Sarah Walsh, President
Michael Johnson, Vice President
Joan Lampe, Treasurer
Andrew Hill, Secretary
Megan Christensen, Director
Greg Hillson, Director
Brendan Hanlon, Director

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
Juana Michel, Recording Secretary

CALL TO ORDER:

Ms. Walsh called the meeting to order at 7:04 pm.

APPROVAL OF AGENDA:

Amendments to the Agenda:

Ms. Christensen requested the following items be added to New Business:

- Website Update Proposal
- Code of Conduct Amendment

Mr. Hillson asked to clarify Resolution 21-09 that homeowners are required to validate their ownership prior to attending a Board or Committee meeting, to which Ms. Graham confirmed that residents have to login into the Cameron Station website in order to get the meeting access and passcode details.

Motion: Mr. Johnson moved and Mr. Hill seconded to approve the agenda with the suggested amendments as noted above.

The motion passed unanimously, 7/0.

APPROVAL OF MINUTES:

Motion: Ms. Christensen moved and Ms. Lampe seconded to approve the August 31, 2021, Board of Director meeting minutes.

The motion passed, 5/1/1.

**MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 28, 2021**

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

Against: Mr. Hillson

Abstained: Mr. Hanlon

Motion: Ms. Christensen moved and Mr. Hanlon seconded to approve the September 16, 2021, Special Board of Director meeting minutes.

The motion passed unanimously, 7/0.

Lieutenant LION – CITY OF ALEXANDRIA

Lt. Lion provided the highlights from the September crime report, which indicated there were 68 calls for service. These included 30 traffic stops, which resulted in 11 citations, and 4 parking complaints. Additionally, he reported there were no reports taken for Part 1 crimes or quality of life issues in or around Cameron Station for this month.

Ms. Walsh requested for a lighted sign to be placed at the front of the neighborhood to remind drivers to watch for pedestrians during Halloween events and activities.

ARTHUR IMPASTATO – CAMERON STATION CIVIC ASSOCIATION

Mr. Impastato reported on the following topics:

1. **Wegmans:** Set to open at Hoffman Center in May 2022.
2. **Energy and Climate Change Task Force:** Holding their third virtual meeting on October 5, 2021, at 7:00 pm and a Community Workshop on October 6, 2021, to provide guidance and feedback on a new energy and climate change action plan. The October 6 meeting place and time are yet to be determined.
3. **Planning Commission and City Council:** The Planning Commission will have a hearing on October 5, 2021, at 7:00 pm and the City Council will meet on October 16, 2021, at 9:30 am. The two things on the docket worth noting are an amendment to the Transportation Master Plan and the Redevelopment of a portion of the Mark Center.
4. **Noise Ordinance:** There is a feedback form on the Alexandria City website, accepting comments until October 22, 2021. There will be a public meeting deciding this matter on October 28, 2021, at 7:00 pm.
5. **Tucker Elementary School Parking Lot:** There are no current updates with the Tucker Elementary School parking lot paving project.

HEARING – ACCOUNT #9505

Resident, Mr. Hillson, remarked he had nothing to add beyond what was in the written submission.

Motion: Ms. Lampe moved and Mr. Johnson seconded that the Board finds it did not violate Section 55.1-1815, by failing to provide certain records to Mr. Hillson as the matter to which such records pertained was assigned to a committee of the Board of the Directors created for that

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 28, 2021

limited purpose and Mr. Hillson was not a member of the committee. As a result, the requested records were not necessary for review by Mr. Hillson in the discharge of his duties.

The motion carried, 6/0/1.

In Favor: Ms. Walsh, Mr. Johnson, Mr. Hill, Ms. Lampe, Ms. Christensen, and Mr. Hanlon

Abstained: Mr. Hillson

HOMEOWNER'S FORUM

Resident, Donna Kenley, voiced her concerns on the lack of parking enforcement, especially the visitor parking along Grimm Dr. She gave several examples of how visitor parking has become a major issue and asked that it be resolved as soon as possible. Additionally, she voiced her concerns surrounding the lack of tree pruning on Linear Park.

Resident, Nancy Fronckewicz, also added her concerns on the issue of parking in the community.

Resident, Ray Celeste, thanked Robert Burns and Brendan Hanlon for their volunteer work.

Resident, Shannon Meade, made additional comments on the matter of parking and the lack of parking enforcement.

Resident, Mike Heard, voiced his opposition to the parking enforcement proposal that would be discussed by the Board later this evening. He indicated that near the condos he lives in there is plenty of parking.

Resident, Tim Ryan, commented on the proposed hours for the parking enforcement as presented in the Board package, and questioned if that would resolve the issue. Additionally, he commented on whether parking enforcement should be targeted throughout the Community versus the entire Community.

TREASURER'S REPORT

Ms. Lampe delivered the following report to the Board:

- \$3.6 M in cash and investments
- The revenues through August are as expected
- Expenses are lower than originally budgeted, by \$177K, year-to-date
- The Operating Income is currently at \$100K
- The Receivables are up to standard, at 1.5%

FAC Committee Chair, Takis Taousakis, stated that the reserve study is almost finished, and the committee is still working on the 2022 budget. He noted that the 2022 Budget and Reserve Study Meeting will be held virtually, on Monday, October 4, 2021, at 7:00 pm.

**MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 28, 2021**

COMMITTEE REPORTS:

1. Financial Advisory Committee

The report was delivered during the Treasurer's Report.

2. Common Area Committee

Kathy McCollom delivered the report and stated that the committee is working on planting and replanting as this is a really good time of the year to do so. She indicated that the replanting at the John Ticer Pocket Park is scheduled to be completed in October. She also informed the Board about the fence project that is included in tonight's agenda for the Board's consideration.

3. Architectural Review Committee

Craig Schuck delivered the report and extended the committee's gratitude to the Board for their comments and revisions on the DMS project. Mr. Schuck stated that the last committee opening is to be voted on at this meeting. Mr. Schuck also commented on the upcoming vote for Parking Enforcement, as well as the ongoing roof and window applications and their process for review and consideration.

4. Cameron Club Facilities Committee

Ray Celeste provided the report and reported that the pool season ended well, with steady numbers from May until end of September. He added that there were 8,500+ residents using the facilities in July and 7,000 in August. He also mentioned that the committee is working on further promoting the Cameron Club classes to residents.

5. Communications Committee

Tricia Hemel gave the report and stated that the most recent issue of *The Compass* is out and has been well received. She also informed the Board that the committee has welcomed 30 new residents this month, with a total of 161 new residents this year. She added that the committee has put forth their recommendation of LMK Design for the website update project, to be reviewed and considered during this meeting.

Mr. Hillson asked if the website is capable of tracking unique visits and Ms. Hemel replied that the committee will look into this.

Mr. Hanlon asked about the chosen contractor's prices as he found them to be lower than expected, and Gwen Toops explained that the contractor was chosen because the platform will remain the same; versus the other proposals will cause a platform switch, which made up the majority of the cost.

6. Activities and Social Events Committee

Andy Yang provided the report and reported that there is an upcoming shuttle event to wineries, with the details to be determined. He added that the Gazebo will be decorated for

**MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 28, 2021**

Halloween within the next few weeks, with a costume contest and candy handouts at that location for the holiday.

MATTERS FOR BOARD DECISION:

1. Ad-Hoc Paving Committee Member Appointment

Motion: Mr. Hill moved and Ms. Christensen seconded to approve the appointment of David Munoz to the Ad-Hoc Paving Committee.

After some discussion, the motion failed, 3/4.

In Favor: Mr. Hillson, Mr. Hill, and Ms. Christensen

Against: Ms. Walsh, Mr. Johnson, Ms. Lampe and Mr. Hanlon

2. ARC Committee Member Appointment

Motion: Mr. Hill moved and Mr. Johnson seconded to approve the appointment of Thomas Linton to the Architectural Review Committee.

The motion passed unanimously, 7/0.

3. CAC Chair Appointment

Motion: Mr. Johnson moved and Ms. Christensen seconded to approve the appointment of Kathleen McCollom as Chairperson to the Common Area Committee.

The motion passed unanimously, 7/0.

4. Board Liaison Appointments: CCFC & A&E

Motion: Mr. Johnson moved and Mr. Hill seconded to approve the appointment of Mr. Hanlon as liaison to the Cameron Club and Facilities Committee and Andrew Hill as liaison to the Activities and Events Committee.

The motion passed unanimously, 7/0.

5. Parking Enforcement

Motion: Mr. Hill moved and Ms. Lampe seconded to approve B&B Security Solutions as the parking enforcement provider for a minimum of 24 hours of service per week, effective October 1, 2021.

Discussion: Ms. Gilmore indicated that B&B Security Solutions confirmed that they could perform a random check of the neighborhood, versus only the times listed in the Board package. Additionally, Ms. Gilmore indicated the reason they were focusing on after hours rather than the middle of the day was due to Management being able to issue infractions/tickets during business hours, as necessary. However, as needs arise, we could even have B&B Security Solutions do some shifts during business hours.

Amended Motion: Mr. Hill moved and Ms. Lampe second to approve B&B Security Solutions as the parking enforcement provider for a minimum of 24 hours of service per week, effective as soon as Management finishes their review with legal counsel.

The amended motion passed, 5/2.

In Favor: Ms. Walsh, Mr. Hill, Ms. Lampe, Ms. Christensen, and Mr. Hanlon

**MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 28, 2021**

Against: Mr. Johnson and Mr. Hillson

6. Turf Restoration Proposal

Motion: Mr. Hill moved and Ms. Lampe seconded to approve the Lancaster Proposal in the amount of \$11,585 for turf restoration to be funded from the Turf Treatments & Enhancements operating budget line item.

Discussion: Mr. Hillson asked moving forward that CAMP provide clarification surrounding the labor rates.

The motion passed, 6/1.

In Favor: Ms. Walsh, Mr. Johnson, Mr. Hill, Ms. Lampe, Ms. Christensen, and Mr. Hanlon

Against: Mr. Hillson

7. Fall Flower Rotation Proposal

Motion: Mr. Hill moved and Ms. Lampe seconded to approve the Fall Annual Flower Rotation Proposal at the total cost of \$7,307.50. This is a budgeted cost and will be funded from the Flower Rotation & Landscape Enhancements operating budget line item.

The motion passed, 6/1.

In Favor: Ms. Walsh, Mr. Johnson, Mr. Hill, Ms. Lampe, Ms. Christensen, and Mr. Hanlon

Against: Mr. Hillson

8. Lancaster Snow Removal 2021-2022 Proposal

Motion: Mr. Hill and Ms. Lampe seconded to approve the snow removal proposal submitted by Lancaster Landscapes for the 2021 – 2022 winter season.

Discussion: The Board asked CAMP to provide comparisons of the snow removal contract from other Communities that they manage.

New Motion: Mr. Johnson moved and Mr. Hill seconded the motion to table.

The new motion passed unanimously, 7/0.

9. Border Fence Proposal

Motion: Mr. Hill moved and Ms. Lampe seconded to approve the Border Fence Replacement as proposed by Long Fence for the cost of \$159,674, to be funded from the Reserves.

After brief discussion, the motion was amended.

Amended Motion: Mr. Hill moved and Ms. Lampe seconded to approve the Border Fence Replacement as proposed by Long Fence for the cost of \$159,674 to be funded from the Reserves, subject to legal and contractual review by CAMP Management.

The amended motion passed unanimously, 7/0.

10. Dissolution of the Executive Committee of the Board

Motion: Mr. Hill moved and Ms. Lampe seconded to approve dissolving the Executive Committee of the Board.

The motion passed unanimously, 7/0.

**MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 28, 2021**

11. Annual Meeting Plan

Motion: Mr. Hill moved and Ms. Lampe seconded to approve the virtual platform for holding the Annual Meeting.

After brief discussion, the motion passed unanimously, 7/0.

12. Admin Resolution 21-10 for Board Meetings

Motion: Mr. Hill moved and Ms. Christensen seconded to approve the Administrative Resolution 21-10 for Board Meetings as provided by the Association's Attorney.

After brief discussion, the motion carried, 6/0/1.

In Favor: Ms. Walsh, Mr. Johnson, Mr. Hill, Ms. Lampe, Ms. Christensen, and Mr. Hanlon

Abstained: Mr. Hillson

MATTERS FOR BOARD DISCUSSION/INFORMATION:

1. Declaration Amendments

Ms. Gilmore reminded the Board that the Declaration Amendments were approved at the September 16, 2021, Special Meeting. Ms. Graham further explained the steps of distributing these revisions to the community to put them up for vote.

2. DMS Revisions

Management informed the Board that the DMS Revisions were approved at the September 16, 2021 Special board meeting and will be sent out the Community.

3. Management Report

Ms. Graham reported the upcoming meeting with the Financial Advisory Committee for the purposes of reviewing the updated Reserve Study and 2022 Draft Budget. She also stated that there will be an email notice sent out to residents regarding the meeting.

Ms. Gilmore summarized the provided Management Information Report (September Board package, page 174) and completed projects.

NEW BUSINESS:

Website Update Proposal

Motion: Ms. Christensen moved and Mr. Hill seconded to approve the LMK Design proposal for the Cameron Station website update project.

After brief discussion, the motion passed unanimously, 7/0.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 28, 2021

Code of Conduct Amendment

Motion: Mr. Hill moved and Ms. Lampe seconded to approve the amended Code of Conduct as provided by the Association's Attorney.

After brief discussion, the motion carried, 6/0/1.

In Favor: Ms. Walsh, Mr. Johnson, Mr. Hill, Ms. Lampe, Ms. Christensen, and Mr. Hanlon

Abstained: Mr. Hillson

EXECUTIVE SESSION:

Motion: Mr. Hill moved and Ms. Lampe seconded to enter an executive session for the purposes of discussing Escrow Account #9676.

The motion passed unanimously 7/0, and the meeting was convened into executive session at 9:38 pm.

Motion: Ms. Christensen moved and Mr. Johnson seconded to exit the executive session meeting. **The motion passed unanimously 7/0**, and the meeting was reconvened back into open session at 9:42 pm.

OPEN SESSION:

Motion: Mr. Hill moved and Ms. Lampe seconded to transfer the funds to legal counsel to proceed with the Escrow on account #9676 in the amount of \$3,500.

The motion passed unanimously, 7/0.

ADJOURNMENT:

Motion: Mr. Hillson moved and Mr. Hill seconded to adjourn the meeting.

The motion passed unanimously 7/0, and the meeting was adjourned at 9:43 pm.

Respectfully Submitted,
Juana Michel, Recording Secretary
jmichel@gocampmngmt.com

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
SPECIAL BOARD OF DIRECTORS MEETING
October 18, 2021

NOTICE: This meeting was held by virtual video conference.

BOARD MEMBERS PRESENT:

Joan Lampe, Treasurer
 Andrew Hill, Secretary
 Megan Christensen, Director
 Greg Hillson, Director
 Brendan Hanlon, Director

OTHERS PRESENT:

Heather Graham, CMCA®, PCAM®, Executive Vice President of Community Association Management Professionals (CAMP)
 Jennifer Gilmore, CMCA®, PCAM®, On-Site Community Manager

CALL TO ORDER:

Ms. Lampe called the meeting to order at 7:03 pm.

APPROVAL OF AGENDA:

Motion: Ms. Christensen moved and Mr. Hill seconded to approve the agenda as presented.
The motion passed unanimously, 5/0.

HOMEOWNER'S FORUM:

Resident, Elliott Waters, used this time to inquire of the Board if anyone had questions concerning his provided Memorandum. The Memorandum summarized details on packaging/messaging and content for the draft budget.

A resident voiced her opposition to the parking enforcement proposal

MATTERS FOR BOARD DISCUSSION:

1. Budget Discussion

The Finance Committee met and made the below edits to the proposed Draft Budget:

- Increased the 'Charitable Donations' line-item from \$5,000 to \$8,880 and changed the line-item name to 'Sponsorship Income.'
- Adjusted the Cleaning Fee income to match the expense. The charge to clean the Club Room is \$150, however, the Cameron Club Operating Rules and Procedures has it listed as \$125. This will require the Board to make an adjustment to the Operating Rules and Procedures.
- Made a small adjustment to the 'Audit and Tax Services' line-item after reviewing the audit fees.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
SPECIAL BOARD OF DIRECTORS MEETING
October 18, 2021

- Increased the 'Board Support' line-item from \$8,500 to \$10,000 and changed the line-item name to 'Meeting Expenses.'

Mr. Hillson raised a question concerning Unappropriated Member's Equity (Retained Earnings) and using that to offset the dues.

Hr. Hill recommended changes to the 'Club Cleaning Fees', 'Room Rental Fees', 'Special Cleanings', 'Meeting Expenses', 'Turf Treatment and Enhancements', and 'Website Income' line-items. Additionally, he had CAMP verify that the 'Pride of Ownership Gift Cards' line-item was not included within any other line-items still, as this had previously not been a separate line-item.

Mr. Hillson raised a question concerning the 'Legal Services – General Counsel' line-item.

Mr. Hanlon raised a question concerning inflations rates. Ms. Graham indicated that they did not use an interest rate to forecast the budget increases, but existing contract rates for several of the line-items.

Ms. Christensen recommended a change to the 'Sponsorship Income' line-item.

After a brief discussion / straw poll on whether Board members wanted to have a full rate increase, subsidy the rate increase using the excess TMP funding from prior years, subsize the rate increase using Unappropriated Member's Equity, or using a combination of the excess TMP funding and Unappropriated Member's Equity to subsize the rate, we ended the discussion portion of the meeting.

NEW BUSINESS:

No new business was noted.

ADJOURNMENT:

Motion: Mr. Hillson moved and Mr. Hanlon seconded to adjourn the meeting.
The motion passed unanimously 5/0, and the meeting was adjourned at 8:32 pm.

Respectfully Submitted,

Andrew Hill, Secretary

CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday September 7, 2021

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday 07 September, 2021. The meeting was called to order at 7:02 p.m. by ARC Vice Chair, Paula Caro, with a quorum present. The meeting was conducted via Zoom due to the COVID-19 social distancing guidelines.

ARC MEMBERS IN ATTENDANCE VIA ZOOM

Paula Caro – ARC Vice Chair
 Craig Schuck- ARC Member
 Sharon Wilkinson – ARC Member
 Kevin Devaney – ARC Member
 Mara Francis – ARC Member

MEMBERS ABSENT

Stephen Pearson

CHANGE OF ATTENDANCE

Kevin Devaney – ARC Member, left the meeting at 8:55 p.m.

OTHERS IN ATTENDANCE VIA ZOOM

Cameron Station Residents
 Greg Hillson, Board Liaison
 Toni Mancinelli, On-Site Assistant Manager
 Jennifer Gilmore, On-Site Community Manager

APPROVE AGENDA

MOVE TO: “Approve the agenda as presented.”

Moved By: Sharon Wilkinson

Seconded By: Kevin Devaney

For: All

Against: None

Absent: Stephen Pearson

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.

REVIEW OF EXTERIOR MODIFICATION APPLICATIONS

Address	Proposed Modification	ARC Action / Vote
244 Murtha St	Front and Back Door Lock Replacements	Approved for the back door as submitted in the application but disapproved for the front door. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson MOTION PASSED
4918 Donovan Dr	Trellis Installation	Retroactive application approved as submitted. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson MOTION PASSED
5021 Grimm Dr	Roof Replacement	Disapproved due to lack of written consent from neighbors. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson MOTION PASSED
5036 Grimm Dr	Roof Replacement	Approved as written. Moved By: Sharon Wilkerson Seconded By: Craig Schuck For: All Against: None Absent: Stephen Pearson MOTION PASSED
5007 Waple Ln	Roof Replacement	Approved after scope of work was sent to ARC during the meeting. Moved By: Craig Schuck Seconded By: Mara Francis

		For: All Against: None Absent: Stephen Pearson MOTION PASSED
5248 Bessley Pl	Exterior Light Fixtures Replacement	Approved as submitted. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson MOTION PASSED
4925 Waple Ln	Storm Door Replacement	Approved. Moved By: Craig Schuck Seconded By: Mara Francis For: All Against: None Absent: Stephen Pearson MOTION PASSED *added to the agenda during the meeting.
4925 Waple Ln	Window Replacement	Approved. Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Stephen Pearson MOTION PASSED *added to the agenda during the meeting.

PARKING ENFORCEMENT INTERVIEW: B&B SECURITY

Michelle Schiebel, of B&B Security, was present for a brief time to answer questions from the committee about B&B Security and how they would provide their services to Cameron Station.

A representative from Eagle Protection Services was scheduled to attend but did not join the call.

PARKING ENFORCEMENT SELECTION

MOVE TO: "I move to approve B & B Security Solutions as the parking enforcement provider for (4) hours shift each visit, ensuring coverage on weekdays and weekends, to have random patrol times and search patterns, effective as soon as possible."

Moved By: Mara Francis

Seconded By: Kevin Devaney

For: All

Against: None

Absent: Stephen Pearson

MOTION PASSED

APPROVAL OF ARC MEETING MINUTES

MOVE TO: “Disapprove the REVIDED DRAFT ARC Meeting Minutes from August 10 Meeting submitted by CAMP”

Moved By: Kevin Devaney

Seconded By: Mara Francis

For: All

Against: None

Absent: Stephen Pearson

MOTION PASSED

MOVE TO: “Approve the DRAFT ARC Meeting Minutes from August 10 Meeting with the following sections amended:

Parking Enforcement Proposals:

‘The ARC reviewed four parking enforcement proposals from: Eagle Protection Services, National Security Service LLC, Planned Security Services Inc, and B&B Security Solutions. The ARC Chairman noticed that the two longest and most complete of the proposals (from Eagle and B&B Security) used this same paragraph: “Many of our competitors employ minimally screened and trained guards. Our approach involves a proactive theory of well-groomed, exceptionally trained, uniformed security guards. Our strategy entails several steps to mitigate the possibility and opportunity for theft of property, or injury to persons.” The ARC Chairman then described his Google search for the same sentence and noted that he stopped counting after encountering at least 20 small security services using the exact same language. The ARC determined that the written proposals were not sufficient to make an informed decision about which company to hire for Cameron Station. The ARC requested that representatives attend their 7 September 2021 meeting for in-person interviews.’

Annual Comprehensive Inspection:

‘CAMP reported to the ARC that they completed about 10% of property inspections. CAMP also reported that a new covenants administrator, Brandon Throckmorton would be joining CAMP in the near future.’

Moved By: Kevin Devaney

Seconded By: Craig Schuck

For: All

Against: None

Absent: Stephen Pearson

MOTION PASSED

COMMITTEE MEMBER APPOINTMENT

MOVE TO: ““Appoint Thomas Linton to the ARC for a term of two years.”

Moved By: Craig Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Stephen Pearson and Kevin Devaney

MOTION PASSED

DMS REVISIONS

MOVE TO: “Approve the Design and Maintenance Standards revisions as provided by the attorney with the following section amended.”

Electric Car Charging Devices:

“C. Any Owner who wishes to install an electric vehicle charging station on the exterior of a dwelling or on a Lot must complete the Association’s Exterior Modification Application and submit it to the Association’s Management Agent, along with the following documents:”

“D. Following receipt of the Association’s Application Form, the Architectural Review Committee shall review the application, and, in its sole and absolute discretion, decide whether to approve the application. The Architectural Review Committee shall have the right to establish conditions on any approval of an application. Once a decision is made regarding the application, the Architectural Review Committee shall send written notice to the applicant. If approved, the applicant shall be required to install the electric vehicle charging station in strict conformance with the terms of the Architectural Review Committee’s decision, including fulfilling all approval conditions imposed by the Architectural Review Committee.”

Grills, Barbecues and Firepits:

“Size: They shall not exceed two (2) feet in height, the diameter or length to be in proportion to the yard and follow all state and local fire codes.”

Moved By: Mara Francis

Seconded By: Craig Schuck

For: All

Against: None

Absent: Stephen Pearson and Kevin Devaney

MOTION PASSED

MATTERS FOR INFO/DISCUSSION/DECISION

Board Meeting Report

In Greg Hillson's absence, Jenn Gilmore provided the following information:

- a. Ernest Cage resigned from the HOA Board
- b. There would be a special meeting called to discuss the DMS revisions

Covenants Report

- **Annual Comprehensive Inspection Update:** Brandon Throckmorton, the new Covenants Administrator, began working onsite at Cameron Station on Monday, August 16th, 2021 and has already mapped out a plan to complete the community inspections in their entirety over the next 6 weeks. He began the inspection process for the community this week and was able to inspect 160 homes.
- **Completed Resale Inspections:** There were 13 resale inspections completed during the period from July 28 – August 27, 2021.
- **Exterior Modification Applications Reviewed:** There were 9 applications received and reviewed during the period from July 28 – August 27, 2021.
- **Towing Report:** There were no vehicles towed period from July 28 – August 27, 2021.
- **Violation Letters Sent:** There were 112 violations reported/letters sent during the period from July 28 – August 27, 2021.
- **Next Meeting Date:** The next meeting is scheduled for October 5, 2021. Please note that all applications are due by September 24, 2021, for the October 5, 2021, meeting review.
- Sharon Wilkinson expressed concern about the uptick in incomplete "emergency" applications from homeowners. Jenn Gilmore explained the thinking behind the submissions.
- Jenn and Brandon reported that approximately 50% of the 2021 home inspections have been completed - approximately 260 homes in the Orange, Pink and Blue zones (Blue not fully completed). Discussion ensued concerning inter alia violation criteria, resale inspections, external appearance. The question was raised about the follow up on previous ARC approvals.

Additional discussion

- The ARC will revisit its assignments list for attendance at HOA board meetings.

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

Moved By: Craig Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Stephen Pearson and Kevin Devaney

MOTION PASSED

Minutes prepared by, Kevin Devaney and Sharon Wilkinson, reviewed by Paula Caro

MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
Thursday, September 9, 2021

The following individuals attended the meeting:

Ray Celeste, CCFC Chair
Dan Ogg, CCFC Vice Chair (via Zoom)
Tim Regan, CCFC Member (via Zoom)
Brendan Hanlon, CCFC Member (via Zoom)
Hans Estes, CCFC Member
Andrew Hill, Board Liaison to CCFC
Jenn Gilmore, On-Site Manager, CAMP (via Zoom)

I. Call to Order/Establish Quorum

The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:02 p.m.

II. Approve the Agenda

Brendan Hanlon made a motion to approve the agenda, with an amendment to add the topics of Pool Closure and the Reserve Study under V. Matters for Committee Discussion and Equipment Inventory under VII. ProFIT Report. The motion was seconded by Tim Regan and it passed unanimously.

III. Approval of the Minutes from July's meeting

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

IV. Homeowners' Forum

There were no outside homeowners present at the meeting.

V. Matters for Committee Discussion

1. New Fitness Class Proposal

The Committee reviewed a proposal for a Krav Maga fitness class. The proposed class would not be complementary to the community. The Committee requests the instructor to attend the Committee's October meeting to present his class to the Committee and to ProFIT and to answer questions.

2. Pool Closure

There was a request from a resident to get new deck boxes with holes at the bottom so the floats and other items in the box do not sit in water. The Committee asked CAMP to attempt to drill holes in one (1) box to make sure it will not affect the integrity of the box.

There are several issues the Committee would like American Pool to address prior to closing the pool for the season. The items were reported to American Pool all season and there was no action taken, e. g., the replacement of the LED pool light on the NW end of the pool, the concrete work that needs to be done near the pool ladder on the NE end of the pool, and the replacement of the missing tile on the south end of the pool (please note this work could only be done when the water level is lowered). CAMP will walk through the pool with American Pool prior to closing for the season to create a “punch list” of items to be addressed.

3. Reserve Study

The Committee is going to review the latest draft of the reserve study and will submit any questions for the line items monitored by the Committee.

VI. Matters for Committee Information

1. Board Update

Andrew Hill gave the update from the BOD. There were no major actions from the Board pertaining to CCFC.

2. CAMP Management’s Report

Jenn Gilmore presented the CAMP report. CAMP has been working with contractors for bids on the locker room renovation project. HVAC replacement will begin on Monday, September 13. It should take roughly a week. CAMP has been actively pursuing proposals for an update to the access system.

i Locker Room Renovation Project

CAMP had 3 contractors respond to the RFP for the renovation. To date, only 2 companies were able to make it for a tour and one company decided not to bid on the project. CAMP does not anticipate having bids for review before the October CCFC meeting.

ii Project Timeline

HVAC Replacement will begin on September 13. The goal is to have the locker room renovation complete for the 2022 pool season. The access system should be in place in the beginning of 2022.

iii Action Item List/Pending Tasks

The Committee reviewed the Action item list. CAMP has addressed all the Committee concerns on the list.

3. Finance Update

The Committee reviewed the finance updates. The community has spent 60% of the CCFC Operating Budget during the first 62.5% of the fiscal year (3.5 months remaining in the fiscal year).

VII. ProFIT Report

1. August Summary Report

Usage decreased in August. ProFIT reports that all gym equipment is operational. The Audio Fetch will be back online as soon as the upgrades to the Wi-Fi are complete.

2. Equipment Inventory

Dan Ogg and Hans Estes have compiled a spreadsheet of the equipment inventory in the fitness center. This is a compilation of data from multiple sources and streamlines the ability to find relevant data to make better decisions about replacing or updating equipment. CAMP is going to work with ProFIT to reconcile discrepancies.

3. The Committee requested ProFIT be invited to the Committee's next meeting to address the following:

- i. What complimentary class will replace the Aqua Aerobics class when our pool closes?
- ii. Do we need to replace the Pilates and Strength/Stretch classes since there is zero participation in the months of July/August?
- iii. Or do we need to advertise them better?
- iv. If we replace them, then what do we replace them with?
- v. We need them to make equipment replacement recommendations.
- vi. We need for them to hear the Resident's presentation on the Martial Arts class.
- vii. We need their input as to whether we should offer this class as a paid one to our Residents.

VIII. New Business.

1. **Reminder Upcoming Meeting** The next meeting will be Thursday, October 14, 2021 at 7:00 pm.

IX. Adjournment

Brendan Hanlon moved that the Committee adjourn the meeting. Dan Ogg seconded the motion and it passed unanimously. The meeting ended at 8:02 pm.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
September 8, 2021

The meeting was conducted by Zoom as the Committee's preference was to continue to use Zoom, rather than in-person meetings, because of ongoing COVID concerns.

COMMITTEE MEMBERS PRESENT:

Tricia Hemel—Chair
 Christine Fisher—Newsletter Editor
 Lenore Marema
 Gwen Toops
 Linda Taousakis
 Jenny Patenaude

COMMITTEE MEMBERS ABSENT:

Susan Klejst

ALSO PRESENT:

Megan Christensen - Board Liaison
 Jennifer Gilmore - Community Manager
 Juana Michel – CAMP
 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.

II. APPROVAL OF MINUTES

On a Motion, Moved and Seconded, the minutes from the Committee's August 11, 2021, meeting were approved.

III. RESIDENT OPEN FORUM

No residents were in attendance.

IV. ITEMS FOR RECOMMENDATION:

On a Motion, Moved and Seconded, the Committee recommended that the Board accept the \$2500 bid from our current vendor, LMK Web Design and Consulting (LMK), for the changes to the content and functionality to our website, not including an electronic voting system.

In the Committee's discussion, it was noted that the desired content changes, such as eliminating outdated information, and new functionalities, such as event sign-ups, can be done on our existing platform. LMK is most familiar with our platform and provided the lowest bid. The bid includes training time for CAMP staff. Other bids were more expensive and involved shifting our platform to their system.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
September 8, 2021

Once these changes are accomplished, the Committee would explore a maintenance quote.

V. MATTERS FOR COMMITTEE INFORMATION

Management Report: Juana Michel reported that the May/June issue of *The Compass* had been emailed to 2,634 residents, 1,300 opened the email, and 1,297 opened the link to *The Compass*. Added to that ____ hard copies were mailed to residents as requested. The Committee asked for data for the March/April issue of *The Compass* and the Weekly Email Blast.

Board Update: Megan Christensen reported that the Board consensus was for the Committee to investigate establishing an emergency notice system, such as exist on college campuses, which the Committee had suggested. There would be many details to work out, such as how to get official and accurate information immediately, how to deliver the messages, and what the cost would be. Committee members noted that all residents can sign up by email to receive City of Alexandria alerts, and that a good starting point would be to post the availability of these alerts in the Weekly Email Blast.

Some members of the Board expressed concerns about the Association taking over the food bank donation project that former committee-member, Rebecca Pipkins, had been conducting prior to her departure from the neighborhood. Additionally, no residents responded to the prior week's Weekly Email Blast, which included a request for volunteers to help with the food bank donations. The project will be tabled for now.

Applications are being accepted for the new Board vacancy created by the resignation of Ernest Cage at the end of August. The Board is holding a special meeting on September 16, 2021 to fill that vacancy, adopt changes to the Design and Maintenance Standards, and consider changes to the Association's Declaration to be recommended to the community to be voted on at the next Annual Meeting in November.

Committee Business

Newsletter Subcommittee: *The Compass* has five new volunteer writers. The September/October edition of *The Compass* is in production. There will be an October 4, 2021 planning meeting for the November/December edition.

Weekly Email Blast: The process and content of this publication is going well. Juana Michel noted that the Financial Advisory Committee is working on a video to invite more residents to engage in this committee.

Welcome Subcommittee: There were 30 new residents last month, and assignments will be made to contact these newcomers.

Social Media: The Committee ultimately wants to make a recommendation to the Board to make the Association's social media accounts interactive. However, due to changed circumstances with respect to our vendor and an acquisition of the vendor by another, the Committee has additional work to do before

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
September 8, 2021

any recommendation may be made to the Board. Jenny Patenaude, the Committee's point person on social media, will meet with the new representative from our social media vendor for further discussion.

Photography Subcommittee: Linda Taousakis is the point person for photography needed for publications and events. The Committee asked Juana Michel for a quick 'How to Use It Guide' for the Drop Box.

Bulletin Boards and Signage: no report

Marketing & Public Relations: Lenore Marema was unanimously appointed to be the Committee point person for public relations.

Budget: The Committee is within its budget; its 2022 proposed budget was given to Management and will be included in the comprehensive budget considered by the Board.

VI. OLD BUSINESS

The SOP Manual still needs to be updated.

VII. NEW BUSINESS

The Board has approved the availability to hold in-person committee meetings, but such meetings must also make availability of Zoom access, which can be done at the Cameron Club. Management will train individuals on how to operate the equipment for a hybrid meeting.

Next Regular Board Meeting: September 28—Tricia Hemel and Gwen Toops will attend.

Next Committee Meeting: October 13

Next Newsletter Subcommittee Meeting: October 2.

VIII. ADJOURNMENT

IX. Tricia Hemel adjourned the meeting at 8:39 pm.

Respectfully Submitted, Lenore Marema

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

Monday, September 13, 2021

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

Members present: Robert Burns, CAC Chairman Kathy McCollom, CAC Vice Chairman

Mindy Lyle, CAC member

Chris Alex, CAC member

Don Williams, CAC member

Not present: Michael Johnson, board liaison; Linda Greenberg, CAC Secretary; Kyle Gerron; Colby Hostetler

Others in attendance:

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

Adrienne Zaleski, Lancaster Landscapes

Elaine Gullotta, 106 Cameron Station Blvd, resident

Motion to Elect Kathy McCollom as CAC Chairman and Chris Alex as CAC Vice Chairman

Robert Burns will be relocating out of Cameron Station and will be stepping down at the October Board meeting.

Moved by Lyle

Seconded by Williams

For: All

Against: None

Motion passed.

Motion to Approve Agenda

Moved by Alex

Seconded by Burns

For: All

Against: None

Motion passed.

Motion to Approve Minutes from August 9, 2021

Moved by Burns

Seconded by Alex

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:

Motion to restore common turf areas throughout the community. Budget Line 5210-00. No. 31178. Total Cost \$11,585.

Double aerate compacted areas, amend soil (fertilizer and seed starter), top dress with topsoil/Compro mix, install grass and cover with seed accelerator pellets on small areas, and install temporary fencing. Work to be performed at the following locations: Cameron Station Circle, Martin Lane Pocket Park, Donovan/Martin Lane Pocket Park, Corner of Medlock and Donovan, Gardner Pocket Park, Barbour Pocket Park, 165 -171 Cameron Station Blvd Pocket Park, Brenman Park, Minda Court, Cameron Station Clubhouse, Donovan Pocket Park, Knapp/Cameron Station Park, Ferdinand Day/Browner grassy area, Tancreti /Browner park, Helmuth Pocket Park, and Pocket Park 571-495 Cameron Station Blvd.

Discussion of expense relative to line item budget. Alex indicated that this expense will put Turf Treatments & Enhancements line item roughly \$120 over budget. Gilmore noted that this is expected to be the final turf expense for 2021, explained that CAMP will look into whether any expenses in this line item should be reclassified, and stated that this line item will likely be over-budget but will be offset by other line items in the CAC budget that ran under budget.

Moved by Alex

Seconded by Burns

For: All

Against: None

Motion passed.

Motion to replace the perimeter fence along the west edge of the community. Budget Line Reserves.

Tabled for October meeting, as adjoining sidewall fences were discovered to need replacement and will need to be priced into the replacement proposal. CAMP will solicit bids, with the expectation that 35-40% more fencing will need to be replaced.

Motion to install fall flowers at Duke Street Entrance, Cameron Station Circle and Cameron Club. Budget Line 5210-00. No. 31232. Total Cost \$7,307.50.

All flowers in 4.5" pots @ \$3.95 each. Violas chosen for their cold tolerance.

Entrance: Install 30 orange violas, 120 lemon chiffon violas, and 150 white violas.

Circle: Install 180 orange violas, 255 yellow violas, 360 lemon chiffon violas, and 405 white violas, divided across three beds.

Cameron Club: Install 150 orange violas, 100 lemon chiffon violas, and 100 white violas.

Lancaster indicated that lemon chiffon violas may appear too close in color to white violas, and will order yellow violas as a backup in case the contrast is not clear, with no change in pricing.

Moved by Alex

Seconded by Lyle

For: All

Against: None

Motion passed.

MATTERS FOR COMMITTEE DISCUSSION:

Discussion of holiday lights. Manchinelli is in the process of assessing the inventory of pre-lit green garlands used to decorate the gazebo. Lyle informed the CAC that an inventory was done last year and that nine garlands, each 9 feet long, were identified as needing to be replaced. These garlands were returned to storage but deemed to be unusable for the 2021 holiday season. The garlands are sourced from Costco and need to be ordered before stock runs out (typically in early October). Lyle will confirm the number of garlands to be replaced with CAMP.

Broader holiday light discussion tabled for October meeting, as Hostetler and Geron were not present.

Discussion of gazebo decoration. Activities & Events Planning Committee Chair Andrew Yang emailed all committee chairs asking for help in decorating the gazebo this year. Lyle indicated that CAC can lead the decoration this year, provided CAMP Facilities Manager Mark Bondurant provides assistance with a ladder. Alex agreed to help Lyle and Tracy Thompson in decorating the gazebo.

Broader holiday light discussion tabled for October meeting, as Hostetler and Geron were not present.

Homeowner Request for Sod along Cameron Station Boulevard: Elaine Gullotta requested that sod be installed in the strip between Cameron Station Boulevard and the sidewalk along the stretch near Duke Street, as grass has not taken in the strip during past seeding activities. Gullotta explained that a combination of densely packed clay, a lack of topsoil, birds eating grass seed, and rains washing seed away all impede the development of turf in this strip. After discussing options with the CAC, Gullotta indicated her support for installing sedge in the strip between the sidewalk and street in front of her home.

MATTERS FOR COMMITTEE INFORMATION

Board Update: Items from the August meeting were approved by the Board.

CAMP Management Report: Multiple landscape projects are in the works, including installations on Murtha, Medlock, and John Ticer.

Shipping delays - The furniture ordered for Bessley Park and parts for the Donovan Dr fountain are affected by shipping delays.

Relocating liriopae around Circle - The City has informed CAMP that liriopae is not permitted on city property. Lancaster suggests transplanting the liriopae currently between the sidewalk and circle to common areas owned by Cameron Station. Lancaster has identified two varieties of sedge with a similar appearance to liriopae that are on the Northern Virginia Native Plants list.

Scale on crepe myrtles - CAMP is working with Lancaster to address scale on crepe myrtle trees within Cameron Station. Lancaster has identified scale on approximately 60% of crepe myrtles in the neighborhood, and is working to manage the scale by treating with a combination of a soil drench (a systemic treatment that is taken up by the tree's roots to combat the scale) and a follow-up treatment of horticultural oil. Scale is spread between trees by insects, and appears most in the spring and late summer. While Lancaster will treat every common area tree identified to have scale, crepe myrtles on private property will need to be assessed and treated by the homeowner. Lancaster will work with CAMP to add a notification to the community newsletter educating residents on what to look for and how to treat scale.

Sink hole update - Gilmore notified the City of a sinkhole that has developed inside the circle, on the former site of a ground water quality test well. The ticket is being escalated.

Linear park MOU - Gilmore also requested that members of the CAC note which lights along the Linear Park go out at night. As Cameron Station's MOU with the City pre-dates the City's current policy to keep the lights on all night, Cameron Station may not be responsible for paying the electricity for these lights.

NEW BUSINESS

October Meeting. October 11, 2021, 7 pm.

The meeting adjourned at 7:54 p.m.

Don Williams

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
September 1, 2021

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

COMMITTEE MEMBERS PRESENT:

Andrew Yang- Chair
 Ritah Karera-Committee Member
 Mindy Dullea-Committee Member
 Christina Damhuis-Committee Member

COMMITTEE MEMBERS ABSENT: Susan Smith, James Hodges

I. CALL TO ORDER

Motion: The meeting is called to order at 7:43 p.m.

II. APPROVAL OF MINUTES

Motion: Andy_____ **MOVED** and Mindy___ **SECONDED** to approve the 8/4 meeting minutes as submitted {/or with the following changes}: month/date

III. ITEMS FOR RECOMMENDATION:

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

1. Pool Party (Saturday, August 14, noon – 3 PM)
 - a. Ideas to recruit volunteers?
 - b. Balloon artist more popular than face painter
 - c. About the right amount of food, chairs, tables for 500 people
2. Ice Cream Social (Sunday, July 22)
 - a. Event went smoothly, but other realtor decided not to hold event
3. Fall Yard Sale (Saturday, September 18, 8 AM - 1 PM)
 - a. Andy will post advertisements in Washington Post, Craigslist, Nextdoor, Patch
 - b. Mindy, Christina will post in other Facebook sites
 - c. Andy will purchase less balloons (for reference, 40-9" balloons last time)
 - d. Andy will post yard sale signs in the neighborhood the night before the event

IV. NEW BUSINESS

1. Halloween (Saturday, October 30)
 - a. Andy will ask if Irina Babb still sponsoring event, check on quantity of orange bags
 - b. Andy will ask if Common area committee decorating gazebo
 - c. Costume contest, parade along Linear Park, Amazon gift cards for best individual, best group, and best pet (\$10, \$25 for runner-up and first)
 - d. \$300 candy to hand out at the gazebo
 - e. \$400 for carnival games or miscellaneous expenses
 - f. Indoor parade in case of inclement weather
2. Shuttle Trips
 - a. Andy will check with Barrel Oak Winery and Arterra Wines, used in the past

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
September 1, 2021

- b. Christina will check with Crystal City Wine Shop and Screw Top
- c. Beer or Whiskey options?
- 3. Fall Event for Adults
 - a. Beer, wine, or whiskey tasting
 - b. Kilburn St/Donovan Dr pocket park
- 4. Holiday Party (Sunday, December 12)
 - a. Andy will check with horse carriage rides
 - b. Christina will check with drink options
 - c. Other option is Maui Wowi quote \$1600 to serve 350 last year
 - d. Mindy will check with Schmeckleberry for cookie options
 - e. Live music or bluetooth speaker?
 - f. Santa drive-by? Depending on time of event

V. ADJOURNMENT

Motion: Andy_____ **MOVED** and Ritah_____ **SECONDED** to adjourn the meeting at 9:06___pm. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,

Andrew Yang, Committee Chair



Cameron Station Community Association, Inc.
Board Decision Request
October 26, 2021

Topic: CCFC New Member Appointment

Motion:

"I move to APPROVE the appointment of Susana Carrillo to the Cameron Club Facilities Committee."

2nd:

Summary:

With the appointment of Brendan Hanlon to the Board of Directors and his departure from the committee as a voting member, one opening had been announced in the weekly email blast:

Cameron Club Facilities Committee – Member Opening!

The Cameron Club Facilities Committee (CCFC) has one (1) opening for a volunteer. The CCFC advises the Board of Directors on issues, policy, and other matters regarding the use of the Cameron Club amenities (pool, fitness center, and use of the clubhouse). CCFC meets on the second Thursday of each month at 7:00 pm. Please click [here](#) for the committee charter and click [here](#) for the committee member registration form. If you have any questions about the position, please reach out to the CCFC Chair, Ray Celeste, Jr. at facilities@cameronstation.org. Thank you for your consideration!

Please see Ms. Susana Carrillo's application attached for your review and consideration. The CCFC have approved of her appointment at their October 14, 2021, regular meeting.

CAMP Recommendation

Management recommends that the Board approve of the appointment.



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

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

Name: _____

Home Address: _____

Email Address: _____

Telephone Number: _____ (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 2nd choice as well):

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

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

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

Thank you for your time and interest.



**Cameron Station Community Association, Inc.
Board Decision Request
October 26, 2021**

Topic: Arc Trainer Replacement

Motion:

"I move to APPROVE the replacement of the Cybex Arc Trainer with the proposed Life Fitness Total Body Arc Trainer for \$6,520.94, to be taken from the Reserve Fund."

2nd:

Summary:

In preparation for their October meeting, CCFC had requested that ProFit provide a recommended replacement for the oldest (2010) Cybex Arc Trainer (#25) in the Cameron Club gym. ProFit provided a recommended replacement per the request from the committee and the committee approved of the equipment replacement at their meeting. Please see the proposed Arc Trainer replacement quote attached for your review and consideration.

CAMP Recommendation

Management has no issue with the replacement of this equipment.



HEARTLINE
FITNESS

Heartline Fitness Systems
7520 Standish Place
Suite 250
Rockville MD 20855
United States

Quote #72537

10/18/2021

Bill To

Cameron Station
c/o CAMP, LLC
P. O. Box 702348
Dallas TX 75370-2348
United States

Ship To

Cameron Station
200 Cameron Station Blvd
Alexandria VA 22304-8684
United States

Contact Name - Phone Number - Email	Terms	Submitted By
Psy Scott - (703) 567-4881 - fitness@cameronstation.org	50%Deposit/50%N30	87 Geoff Vogel

<u>Item</u>	<u>Qty</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
LF-ARC-TB-SL	1	LIFE FITNESS TOTAL BODY ARC TRAINER WITH SL CONSOLE MSRP \$8749	\$5,699.00	\$5,699.00
Installation Services - HL	1	Delivery & Installation Services	\$280.00	\$280.00

Please remit 50% deposit to initiate order.

~Thank you for your business!~

Subtotal	\$5,979.00
Discount	
Shipping Cost	\$200.00
Tax Total (6%)	\$341.94

Total \$6,520.94



72537

Email Approved quotes to your sales rep: geoff@heartlinefitness.com

Standard Terms and Conditions:

Service labor is estimated and may vary depending on underlying issues, customer approval will be requested if additional service labor is required.

All unit prices are F.O.B. Destination.

These prices are subject to change after 30 days from the document date.

Post-installation entertainment (television) requirements will be handled as a billable service visit.

The above quotation is computed to be performed during regular business hours.

Clerical errors subject to correction.

All prices and agreements are contingent upon strikes, accidents, and other causes unavoidable or beyond our control.

Buyer agrees to promptly file a claim for all goods damaged in transit.

There will be a 20% restocking charge on all merchandise ordered but not accepted.

A preventative Maintenance Agreement is available for all equipment.

An equipment lease is available with approved credit.

We accept all major credit cards for payment, however, there is a nominal 3% processing fee for invoices over \$1000.00.

Hold and Storage: Should an install be delayed by the client more than 60 days from the initial install date, Heartline reserves the right to charge the client a storage fee until the install is completed. If the future estimated install date exceeds 90 days Heartline reserves the right to require an additional deposit of up to 75% of the order.

Proposals must be signed and emailed to your sales rep for processing: geoff@heartlinefitness.com

Approval Signature:

Name: _____ Date: _____



Heartline Fitness Site Survey (To be completed and returned with signed approval)

Heartline Fitness will contact customer 24 to 48 hours prior to delivery & installation. Please provide two contact names and numbers.

Primary contact name & number: _____ (____) _____

Secondary contact name & number: _____ (____) _____

Facility Name: _____

Complete ship to address: _____

City: _____ State: _____ Zip Code: _____

Is this location under construction? **Yes / No** If Yes: When is the construction scheduled for completion? _____

Can the location accommodate a 28' box truck? **Yes / No**

On what floor level will the equipment be installed? _____

Is there an elevator available for the delivery? **Yes / No** If Yes: Weight limit: _____ Door dimensions: _____

Will the equipment need to be carried through any stairs? (Please include both inside & outside stairs) **Yes / No**

What is the narrowest measurement of the stairs? _____

What is the narrowest width of the door the equipment must pass through? _____

Does the ceiling height meet or exceed the minimum required 94"? **Yes / No**

Please describe anything unusual about your facility that could affect delivery: _____

What are the best days/hours for delivery? Days: **M T W T F** Hours: _____

Deliveries can take up to several hours to complete depending on the amount of equipment and challenges of the facility.

All equipment is shipped directly from our manufacture's factory

Our warehouses specialize in delivery & installation of all commercial fitness equipment. You Should receive your shipment in approximately 7 - 10 business days from ship date.

Requirements:

110/120V Power supply (Dedicated circuit and NEMA 5-20R outlet receptacle required for treadmills)



Acknowledgement of power requirement

Initials: _____

Site Survey Completed by: _____



72537



Cameron Station Community Association, Inc.
Board Decision Request
October 26, 2021

Topic: Social Media Comment Feature Activation

Motion:

"I move to APPROVE to turn on the Social Media comments feature with Brand Design to answer questions during normal business hours and a Communications Committee member to answer comments afterhours."

2nd:

Summary:

At their October meeting, the Communications Committee voted to turn on the comments for the Association's Social Media pages. It was proposed that Sue Christopher from Brand Design would reply to the comments during business hours and a Communications Committee member would assist in monitoring comments afterhours. Prior to opening up the platforms for comments a disclaimer would be created for all platforms stating guidelines, expectation of response time, and providing management's contact information.

CAMP Recommendation

As discussed previously, turning on the comments to the Social Media platforms is not recommended by management or the Association's legal counsel. Although we understand the desire to engage with the owners and the position of the Committee, the Social Media platforms were intended to "push" information to the membership – not to engage in a back and forth. In addition, no matter how well intended, volunteers answers random questions after hours may increase the Association's liability as to the accuracy of the information being provided. An alternative would be to provide a standard response such as "Management will check into this during regular office hours", but that may defeat the purpose of turning on the comments if it is expected to provided immediate response, which is not a reasonable expectation.



Cameron Station Community Association, Inc.
Board Decision Request
October 26, 2021

Topic: Snow Removal Proposal

Motion:

"I move to APPROVE the snow removal proposal submitted by Lancaster Landscapes for the 2021-2022 winter season."

2nd:

Summary:

Please see the attached Lancaster snow removal proposal for the 2021-2022 season for your review. Please be advised that the Common Area Committee historically does not review the snow removal proposal and therefore it has come straight to the Board for their consideration. Additional proposals were not solicited as this work is typically completed by the landscape company, given their knowledge of the community, prioritization among clients and few single-source snow removal providers. The rates provided by Lancaster Landscapes are competitive with other firms. As you are aware, the Board reviewed the Lancaster proposal at their September meeting and requested that Management obtain price comparisons with other snow removal contractors. Please see the attached chart for price comparisons for this winter season.

CAMP Recommendation

Management recommends that the Board approve the snow removal proposal submitted by Lancaster Landscapes for the 2021-2022 season.

Community	Vendor	plowing	salt/sand spreader	snow piling	sidewalk cleaning/ snow pliling	hand shoveling	hand application of material	snow blower	sand bulk	sand bag (50lbs)	salt bulk	salt bag (50lbs)	sand/salt mix	Other Materials
Cameron Station	Lancaster	\$130/hr	\$130/hr	\$225/hr	\$110/hr	\$53/hr	\$53/hr	\$72/hr	\$140/ton	\$18/bag	\$220/ton	\$23/bag	\$210/ton	\$28/bag
Community #1	Vendor #1	\$135/hr	\$135/hr	\$250/hr		\$58/hr	\$58/hr	\$70/hr	\$140/ton	\$18/bag	\$220/ton	\$23/bag	\$210/ton	\$28/bag
Community #2	Vendor #2	\$130/hr	minimum charge of \$300; \$16/hundred lbs			\$65/hr	\$65/hr	\$85/hr		\$55/bag				
Community #3	Vendor #3	\$135/hr	\$155/hr	\$225/hr		\$45/hr		\$75/hr			\$585/ton	\$32/bag		
Community #4	Vendor #4	\$145/hr	\$135/hr			\$70/hr	\$70/hr	\$95/hr	\$70/ton	\$20/bag	\$295/ton	\$20/bag	\$225/ton	

CORPORATE HEADQUARTERS
5019-B Backlick Rd - Annandale, VA 22003
(703) 846-0944 - Fax: (703) 846-0952
www.lancasterlandscapes.com



PROUDLY SERVING
WASHINGTON - MARYLAND - VIRGINIA
SINCE 1962

WINTER MAINTENANCE SERVICE AGREEMENT

CAMERON STATION MASTER HOMEOWNERS ASSOCIATION

PROPERTY LOCATION: 200 CAMERON STATION BLVD. ALEXANDRIA, VA 22304

DATE OF SERVICE(S): NOVEMBER 15, 2021 THROUGH MARCH 15, 2022

Lancaster Landscapes, Inc., will provide the undersigned with all necessary labor, equipment and materials required to perform Winter Maintenance services throughout the above referenced Property, to include Common Streets, Walkways, Paved Areas, etc. as agreed upon with the managing agent

EQUIPMENT USED	SERVICE TYPE	RATE	CUSTOMER INITIALS	SPECIAL INSTRUCTIONS
Truck with 8' plow, 2 hour minimum	Plowing	\$ 130.00 / hour		
Salt/Sand spreader, 2 hour minimum	Salt/Sand	\$ 130.00 / hour		
Bobcat/on-site; set up & delivery \$200.00, limited availability; 2 hr. minimum	Snow Piling	\$ 225.00 / hour		
All Terrain Vehicle (ATV)	Sidewalk clearing/snow plowing	\$110.00/hour		

MANUAL SERVICES, (With Hand-held Equipment & Material)	RATE	CUSTOMER INITIALS	SPECIAL INSTRUCTIONS
Hand Shoveling, 2 hour minimum	\$ 53.00 / hour		
Hand Application of Material, 2 hour minimum	\$ 53.00 / hour		
Snow Blower, 2 hour minimum	\$ 72.00 / hour		

MATERIALS	RATE	CUSTOMER INITIALS	SPECIAL INSTRUCTIONS
Sand Bulk	\$ 140.00 per ton		
Sand Bag/50 lbs.	\$18.00 per bag		
Salt Bulk	\$220.00 per ton		
Salt Bag	\$ 23.00 per bag		
Sand/Salt Mix Bulk	\$210.00 per ton		
Other Mats./Bag Only (Urea, Safe-Step, Etc)	\$28.00 per bag		
Automatic Ice/Snow Follow-up Service	Billed according to time & materials Used		

DATE: 8/25/2021

CONTRACTING OFFICER:
REPRESENTATIVE FOR:

DATE: _____

BY: Adrienne Zaleski

CAMERON STATION HOA

BY: _____

Adrienne Zaleski
LANCASTER LANDSCAPES, INC.

Please sign both pages, keep one copy for your records and return a copy to Lancaster Landscapes, Inc. for our files.



Cameron Station Community Association, Inc.
Board Decision Request
October 26, 2021

Topic: Declaration Amendment – Voting and Townhall Meeting Details

Motion:

“I move to APPROVE to approve the Survey and Ballot proposal to mail the Declaration Amendment ballots to all owners and conduct the vote tabulation independently for a cost of \$3,757 to be taken from the Board Support line item. Further, I move to have the Declaration Amendment package include a hard copy of the redlined Declaration at a cost of \$6,009.67 to be taken from the Printing/Copying line items respectively.”
 2nd:

Summary:

As discussed at the last Board meeting, management is pursuing the Declaration Amendment process which includes the ability for both paper and electronic voting, similar to the voting for the Annual Meeting election. Attached is a proposal from Survey and Ballot (S & B) to conduct the electronic election with a ballot containing a unique username/password details along with a self-addressed envelope for those who would like to mail their ballots back to Survey and Ballot (for tabulation). This process also allows for owners to drop off their ballot at the site office. There are two options noted below – one that provides for S & B to handle the mailing of the ballots and one that allows CSCA to mail the ballots through GAM; however, a CSCA Administrator will have access to the personal log in credentials, which is not recommended. It is suggested that the Board have S & B handle the process of creating and mailing the ballots as this would also increase the administrative aspect for management handling a process and database that we are not familiar with – creating an opportunity for mistakes.

Voting Options:

- The cost for the electronic voting is \$3,757 if Survey and Ballot mails the ballots – quote was provided via email (recommended).
- The cost for electronic voting for is \$2,249 if CAMP mails ballots and all votes are sent/tabulated by S & B independently. (proposal attached)

The cost for mailing the Declaration Amendment documents, separate from the ballot, through a third party are noted below as well. While you can have the redlined Declaration posted on the website for reference, after consultation with the Association’s attorney, the Board may want to consider that it will likely garner more voting if the information is readily available versus requiring owners to look for the additional detail.

Printing Options:

1. To have the entire red lined Declaration Amendment along with a Cover Letter, the Executive Summary and ballot mailed to all owners will be \$6,009.67.



2. To have only the Cover Letter, the Executive Summary, and ballot mailed to each owner will be \$2,658.07.

For the Board's information, outlined below is the step-by-step process envisioned for the Declaration Amendment process, to be modified based upon the Board's decisions above:

1. Mail the Declaration Amendment documents (Cover letter explaining the voting process, the Executive Summary and the red-lined Declaration, if approved) to all owners with the date noted for the Town Hall meeting (TBD – see below).
2. Coordinate with Survey and Ballot to have the ballot mailed with a unique username and password (This is preferred instead of having CAMP as an administrator mailing through GAM). There will be a separate vote taken for all Amendments. Management is currently working with Todd Sinkins to draft the appropriate ballot form.
3. Hold the Town Hall Meeting – it is anticipated that the electronic voting system will be live as soon as possible in case owners are interested in voting prior to the Town Hall meeting. Board members may go door to door with blank ballots seeking votes and returning them to the site office. They will then be transmitted to S & B for tabulation.
4. The Amendment voting process will remain open until enough votes are received to officially adopt the Amendments.
5. The Declaration Amendments will then be finalized, filed in the land records and mailed to all owners.


Based upon Todd's availability, the Town Hall can be scheduled on the 16th, 17th or the 29th. He would be the primary person to address questions raised although the Board certainly can contribute.

CAMP Recommendation

Management recommends that the Board allow Survey and Ballot to handle the entire balloting process including the mailing and tabulation. It is also recommended that the Board authorize the mailing of the redlined Declaration Amendment along with the other noted documents to make it easier for owners to cast their vote. The Town Hall meeting date should be selected based on Todd's availability as his presence is required to fully respond to owner questions.

VIRGINIA
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401

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. Other ballot boxes are visible in the background, some of which are empty. The document is white with some faint, illegible text.

SBS PROPOSAL PREPARED FOR
CSCA
14 OCTOBER 2021

Cameron Station Community Association 2021 myDirectVote Declaration Amendment Vote



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 Declaration Amendments Vote 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

2021 myDirectVote Declaration Amendment Vote

Date Presented: October 14, 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

Contact:


Pete J. Westerhaus

myDirectVote Manager
(952) 974-2311

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.

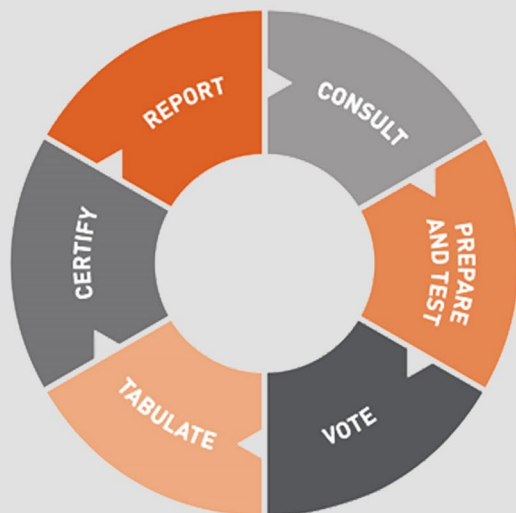
Cost Savings

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.

● 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 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.
- 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 Declaration Amendmen Vote

- Offices: 15 Declaration Amendments
- 1,769 eligible voting members (approximately)
- Election Period: TBD
- 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, CSCA will mail paper ballots, return envelopes and declaration information. Return envelopes will be sent back to SBS for tabulation.
- Authenticate voters to ensure voter is eligible.
- Meet Section 508 compliance regulations and all applicable W3C accessibility standards.

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

- 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 CSCA 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.
- CSCA administrator will print ballots directly off platform and mail ballot packages and all information included in the mailing.

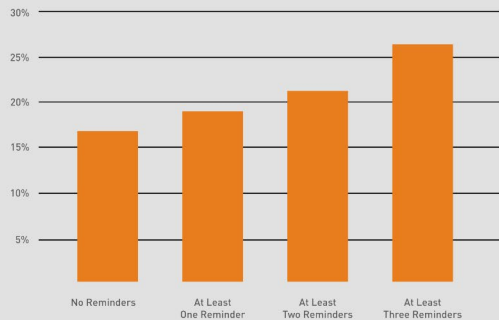
Exhibit B: Election Timeline

Date	Action
October 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	CSCA prints ballot and assembles mailing.
TBD	Election Opens: SBS sends broadcast email and opens election site.
During Election	SBS monitors and maintains web voting activity.
During Election	SBS to send reminder email to members who have not voted.
TBD	Election Closes: 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	\$2,249
Total	\$2,249

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

[Click here to pay invoice](#)

CSCA:
Cameron Station Community Association

By: _____

Print Name: _____

Title: _____

Date: _____

Payment Schedule			
Event	Amount	Percent	Payment
Signing Contract	\$2,249	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: _____





703.450.4121 • 703.450.5311 fax • www.graphicsandmarketing.com
45969 Nokes Blvd., Suite 130 • Sterling, VA 20166
P.O. Box 25 • Sterling, Virginia 20167

Estimate 42285

Date: 10/21/21

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

Page 1 of 1

Heather Graham
Phone: 571-363-4042

QUANTITY	DESCRIPTION	AMOUNT
1,776	7 Page (5 Sheet) Mailer: 2 single sided sheets, 2 double sided sheets & 1 single sided sheet; All Black Type, White Paer, 6 x 9 Envelope	\$ 1,887.15
1,776	Estimated Bulk Rate Postage	\$ 770.92
1,776	50 Page (26 Sheet) Mailer: 2 single sided sheets, 24 double sided sheets) All Black Type, White Paer, 6 x 9 Envelope	\$ 4,475.07
1,776	Estimated Bulk Rate Postage	\$ 1,534.60

Sales Rep: Stephen

Tax, Shipping and Postage Additional

Do Not Pay From This Estimate Sheet ! It is only an Estimate and may not be the exact amount of your final Invoice.

This quotation, if accepted within 30 days of the date thereon, constitutes an offer by GAM Printers, Inc. to perform the graphic/printing services for the quoted price. If accepted by you, the contract will be subject to the following **Terms and Conditions: Orders.** Work begun on orders entered under this contract cannot be canceled once materials have been ordered and work has been started by GAM Printers, Inc. unless the purchaser compensates GAM Printers, Inc. for labor accomplished up to the point of cancellation and for all materials purchased. **Experimental Work.** Experimental work performed at customer's request, such as sketches, drawings, composition, plates, presswork, and materials, will be charged for as additional to the quoted price. **Sketches and Dummies.** Sketches, copy, dummies, and all preparatory work created or furnished by GAM Printers, Inc. shall remain GAM Printers, Inc. exclusive property and no use of same shall be made, nor any ideas obtained therefrom be used, except upon compensation to be determined by GAM Printers, Inc. **Drawings, Files, and Plates.** Artwork, drawings, files, plates, and other items when supplied by GAM printers, inc. shall remain GAM Printers, Inc., unless otherwise agreed to in writing. **Alterations.** Proposals are only for work to be performed according to the original specifications. If through customer's error or change of mind, work has to be done a second time or more; such extra work will carry an additional charge at prevailing rates for work performed. **Approval of proofs.** If proofs are submitted to the customer, corrections, if any, are to be marked thereon and the proofs returned to GAM Printers, Inc. marked "okay" or "change with new proof" and signed with the name or initials of the person duly authorized to pass on same. If revised proofs are desired, request must be made when proof is returned. GAM Printers, Inc. is not responsible for error or if work is completed as per customer's okay. **Prices.** Prices and/or other provisions contained herein are subject to adjustments due to or cause by (1) any governmental regulations of cost, prices, working hours and/or production; (2) any tax imposed by any governmental authority which shall be applicable to the subject matter of this proposal; (3) any increase or decrease in the cost of labor and materials at the time this work is performed. **Press Proofs.** An extra charge will be made for press proofs. **Color Proofing.** Because of the difference in equipment and conditions between color proofing and the pressroom operations, a reasonable variation in color between color proofs and the completed job shall constitute an acceptable delivery. **Quantities Delivered.** Overruns or underruns not to exceed 20 percent of the amount ordered shall constitute an acceptable delivery and the excess or deficiency shall be charged or credited to the customer proportionately. **Customer's Property.** GAM Printers, Inc. shall charge the customer at prevailing rates for handling and storing customer's paper stock or customer's lithographed matter after it is held more than thirty (30) days. All customers' property that is stored with GAM Printers, Inc. is stored at the customer's risk and GAM Printers, Inc. is not liable for any loss or damage caused thereto by fire, water, leakage, breakage, theft, negligence, insects, rodents, or any other cause beyond its control. It is understood that the gratuitous storage of customer's property is solely for the benefit of the customer. **Delivery.** Unless otherwise specified, the price quoted is for a single shipment, to be delivered to the customer's local place of business. All estimates are based on continuous and uninterrupted delivery of complete order, unless specifications distinctly state otherwise. **Delays in Delivery.** All agreements are made and all orders accepted contingent upon strikes, fires, accident, wars, floods, or other causes beyond the control of GAM Printers, Inc. Production and/or delivery schedules mentioned in this quotation are approximate unless specifically guaranteed and in any event are variable in case's when proofs are not promptly approved or are returned with changes that required additional time.

TERMS: I agree to the terms set forth above and in the event collection of my account becomes necessary. I furthermore agree to pay for all Attorneys' Fees, court Costs and/or Collection Fees. I understand that all artwork is property of GAM Printers, Inc. and I am not entitled to any electronic files.

SIGNATURE

PRINT NAME

DATE

Everything you need, all under one roof.

Strategic Marketing * Graphic Design * Digital, Offset & Large Format Printing * Signage * Promotional Items



Cameron Station Community Association, Inc.
Board Decision Request
October 26, 2021

Topic: Fiscal Year 2022 Budget Draft

Motion:

"I move to APPROVE the 2022 budget as presented with an increase of __ to the assessment rates."

2nd:

Summary:

As you will recall, the FAC met on October 4th and the Board met on October 18th to review and discuss the budget draft. Attached are the memorandums provided to the FAC as supporting documentation to the budget along with the suggested changes in red on the attached spreadsheet for your reference.

Based on the meeting held with the Board on October 18th, the following additional changes have been made to the attached draft (noted in red and highlighted in yellow):

- Sponsorship Income was reduced from \$8,800 to \$7,000 based on prior year and feedback from A & E.
- Club Cleaning Fee Income was increased from \$6,000 to \$8,000 and aligns with the Special Cleaning Expense.
- Website Income was reduced from \$4,900 to \$1,200 which is keeping in line with prior years.
- The Room Rental Income line item was reduced from \$9,600 back to \$8,000 to be consistent with prior years.
- Turf Enhancements was increased from \$20,000 back to the requested \$25,000 based on feedback from CAC.
- Meeting Expense (previously Board Support) was increased from \$10,000 to \$10,500.

Currently, the 2022 budget draft reflects a deficit of \$105,020. The FAC requested 3 funding scenarios which are outlined on the attached documents.

1. Full increase to support the full expenses = approximately 4% increase WITHOUT the TMP subsidy.
2. With subsidy of \$45,549 of the \$59,621 set aside from 2020 TMP funds, an increase to the assessments would be needed of approximately 2.27%.
3. The use of Member's Equity/Prior Year Retained Earnings in the amount of \$89,700 (amount to bring Retained Earnings to 20%) would necessitate an increase of less than 1% without any additional TMP funding options.

It is not recommended that the Board consider option #3. This is not sustainable year over year and only exacerbates the level of increases needed in subsequent years.



The current financial position of the Association based on the 2020 audit reflects Member's Equity/Prior Year Retained Earnings in the amount of \$612,727. As you know, it is recommended that the Association maintain a balance of 10 – 20% of the Assessment Income in Member's Equity/Prior Year Retained Earnings which places the range between approximately (round numbers) \$261,000 - \$523,000. The Association currently has \$89,700 above the 20% threshold. This was the amount used to determine Option #3 above.

If the Board is interested in reducing the Member's Equity/Prior Year Retained Earnings to meet the 20% threshold, it is recommended that the overage be applied to the Reserves to be fiscally prudent. This will help ensure the Association remains in a healthy financial position especially given the rising costs of upcoming Reserve projects, specifically the paving project.

CAMP Recommendation

Management recommends that the Board increase the assessments to the full amount needed to support the expenses as presented. However, management could also support the use of TMP funds from 2020 to offset the TMP costs for 2022; but it is important to remember that this, too, will increase the assessment rate for FY 2023 as this is a one time scenario and not something that can be repeated year over year.

Management also recommends that the Board approve the transfer of \$90,000 to Reserves to bring the Member's Equity/Prior Year Retained Earnings in line with the 20% threshold as recommended by the auditor.

From: Heather Graham
Sent: Wednesday, October 13, 2021 5:40 PM
To: Board of Directors CSCA
Cc: Jennifer Gilmore (jgilmore@gocampmgmt.com); Toni Mancinelli; Takis Taousakis
Subject: Budget Meeting - Need Response for Meeting Date ASAP
Attachments: CSCA - 2022 Budget - Draft V3 with FAC Comments.xlsx

Hi all,

Attached is the updated version of the budget based on the FAC meeting last week. We would like to propose a meeting date for either Monday, the 18th or Wednesday, the 20th at 7:00. We have to provide 3 business days notice, which means we need to notice the Community by tomorrow for a Monday meeting – if you can please provide your preferred meeting date ASAP, we would greatly appreciate it. If not, then the meeting will default to Wednesday in order to comply with the notice provisions.

Below are the changes that were made based on the FAC meeting for your reference.

- Increased Charitable Donations to \$8,800 and changed name to Sponsor Income. (Please be aware the A & E committee chair has indicated that they are not actively seeking contributions)
- Fixed the interest rates to reflect .3%.
- Adjusted the Cleaning Fee Income to match the expense of \$150 vs the \$125 in the Resolution – we have made a note that the related Resolution will need to be updated to reflect the new fee if this is passed by the Board.
- Double checked the audit fees – made a small adjustment from \$7,500 to \$7,200.
- Increased Board Support to \$10,000 – changed name to Meeting Expenses and made a note that this includes approximately \$250-\$300 for staff appreciation lunches.
- Added the description of “Pocket Park” to line #51.
- Confirmed newsletters are 5 times versus 6 times in description.
- Reduced turf treatments to \$20,000.

We also provided 3 options for assessments – 1) full increase, 2) partial offset to TMP expenses and 3) Prior Year Equity subsidy. This is on a separate tab at the bottom of the worksheet.

Please let us know which meeting day you prefer and we will get the notice out ASAP.

Thank you!

Heather

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

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

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



TO: Finance Committee Members
 FROM: Heather Graham, Jim Orlick and Jennifer Gilmore - CAMP, LLC
 DATE: September 23, 2021
 CC: Board of Directors
 Jim Orlick, CAMP
 RE: 2022 Budget Draft – V2

Attached is a copy of the 2nd budget draft for your review with updated YTD information reflecting the August financial statement data. All changes to the 2nd budget draft are noted in red and includes additional feedback received from any Committee who had not submitted their information for the first budget draft. This also includes the updated Reserve Contribution in accordance with Exhibit B (including allowance for 2 capital projects).

Specific items to bring to your attention:

- This draft reflects a budget deficit of \$94,355 and noted below are the primary factors that contribute to this deficit. On average, this would equal an approximate increase of slightly less than 6%.
- Please also keep in mind, the 2021 budget was approved with a deficit of \$68,498 which contributes to the 2022 deficit as income was not increased at the level to support full expenses in 2021.
- There is a projected surplus for 2021 in the amount of approximately \$14,000 mainly attributed to savings in areas such as snow removal which is unpredictable.

Items contributing to the increase in expenses/projected deficit:

- Other income was reduced by \$7,495 due to a reduction in a variety of income sources.
- The Reserve contribution increased by \$5,806; however, the Capital Expenditure line item of \$24,000 was eliminated as the Reserve contribution used was based on the Ex. B version which included an allowance for Capital Expenditures. (This is subject to FAC review and recommendation to the Board.)
- The landscape line item increased by \$13,190 due to the incorporation of all condominium turf area as previously noted.
- Turf treatment line item was increased by \$5,000
- Trash expense increased by \$41,409 due to the increase with recycling services as a pass through to the Association.
- Legal services – General increased by \$10,000 based on operating history for 2020 and 2021.
- Social Media – new line item of \$6,000
- Salaries increased by \$13,000 and represents approximately 3.5% increase with an allowance for advertising, etc. in the event of a change in positions. The taxes related to salaries also increased by \$6,400.
- IT services increased by \$8,000 based upon of the recent contract approval by the Board.
- Parking enforcement increased by \$12,200 based on the proposals received from security companies to perform such services.

Please let us know of any questions you may have. We look forward to discussing this in greater detail with the FAC and Board of Directors.



MEMORANDUM

TO: Finance Committee Members
 FROM: Heather Graham, Jim Orlick and Jennifer Gilmore - CAMP, LLC
 DATE: August 20, 2021
 CC: Board of Directors
 RE: 2022 Budget Draft

Attached is a copy of the 1st budget draft for your review. Noted below are the primary assumptions used when developing the budget. We have included in the NOTES column pertinent details about what is included in each line item for your reference. There is also a 4 year average column which was useful when assuming 2022 information along with a net change column so you can quickly see the line items that had changes from 2021 budget to 2022 budget.

You will also see we've included details regarding the 2021 year end projection at the end of this memo, as we are anticipating a surplus versus the original deficit budgeted.

Income Assumptions:

1. As you will see, the Assessment income for 2022 assumes no increase to the Assessments. This was intended to allow the Committee to see the deficit between income and expenses to determine how best to move forward. Currently, there is a deficit of approximately \$66,458 and specific details have been included in the budget for your reference.
2. As a reminder, the "Assessment Allocation" is the Reserve Contribution which has been updated according to the schedule provided by the FAC during the 2019 budget approval process. As you may recall, a new update is currently underway and once the draft is received and accepted, the contribution will be updated accordingly. Once the budget is finalized and the Reserve Contribution is set, we will create a separate Reserve Budget based upon anticipated expenses noted in the Study.
3. Bad Debt Adjustment is based on a formula approved by the auditor that takes into account 25% of all accounts currently with the Association's attorney as well as 100% of those accounts either under bankruptcy or foreclosure.
4. The Capital Improvement Allocation was maintained at \$24,000 for 2022.
5. Overall, there is a decrease in the "Other Income" in the amount of \$11,195, primarily attributed to the reduction in Interest Income of \$9,695.

Expense Assumptions:

Once the budget is adopted, we will create a 12 month budget spread to align with the expectation of the various expenses.

1. You will see that not all of the feedback has been received from the Committees. In those cases, we maintained the same amount as the current budget. Once all detail is received, we will update the Budget and distribute accordingly.

2. Notes have been included to reflect the year end projection and the basis for the 2022 expenses. You will see in many cases, the same amount was maintained from 2021 to 2022.

Overall Financial Position and Projected Year End:

As of the July financial statement, the Association had total cash in the amount of \$3,423,479 of which \$2,489,084 is designated to General Reserves. As you know, the Reserve Study is in the process of being updated and we have provided the current amount of cash on hand with year end projected expenses to the Reserve Study Specialist to incorporate into the Study. We will provide additional information once it is available.

The Capital Improvements line item has a funding level of \$40,570 which is also supported by cash.

In accordance with the 2020 audit, the Association has \$612,727 in Prior Years Owner's Equity, which represents 26% of the Association's budget and this is slightly higher than the 20% as recommended by the auditor. A projected surplus is expected for fiscal year 2021 in the amount of approximately \$23,000 although the Association had budgeted to have a deficit in the amount of \$68,498. The primary reasons for the projected surplus are because the following line items continue to be under the budgeted amount: TMP (\$39,770), Lighting (\$28,000), Snow (\$10,000), Erosion (\$10,000), Health Club Management (\$23,000), Special Cleanings (\$9,000), Insurance (\$10,000), and Parking Enforcement (\$10,600). There are also smaller savings in a variety of other line items as well as overages which net to a projected surplus of \$23,143.

The Association's delinquency rate is at 3.9% which is within the industry average of 3- 5%.

Recommendation:

As a general rule, it is always a good idea to incorporate a small increase to the assessments to cover the cost of inflation. This draft reflects increases to a variety of line items but there may be areas where the Committee feels comfortable making adjustments based on your history with the Association.

As you know, we are happy to meet with the Committee to discuss this further. We hope that this first draft is helpful to you and if you have any questions, please don't hesitate to let us know. As always, thank you!

Cameron Community Association, Inc.

2022 Operating Budget- Draft V4

		2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
		Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Assessment Revenue																
	Assessments - SFD/TH	\$ 1,374,474	\$ 1,377,898	\$ 1,426,718	\$ 1,440,775	\$ 1,444,829	\$ 1,445,410	\$ 1,612,764	\$ 1,074,477	\$ 1,612,764	\$ 1,612,764	\$ -	\$ 1,422,700			
	TMP Assessments	\$ 142,526	\$ 143,923	\$ 147,732	\$ 150,656	\$ 206,917	\$ 207,039	\$ -		\$ -	\$ -	\$ -	\$ 162,337	Eliminated 2021 Budget and combined with General Assessment		
	Bad Debt Adjustment															
		\$ (4,846)	\$ (8,840)	\$ (7,069)	\$ 2,031	\$ (7,500)	\$ (2,078)	\$ (7,500)	\$ (884)	\$ (7,300)	\$ (7,500)	\$ -	\$ (3,989)	Based on current delinquencies - 25% of those accounts at the attorney stage, 100% of Foreclosures and Bankruptcies		
	Total Assessment Revenue	\$ 1,512,154	\$ 1,512,981	\$ 1,567,381	\$ 1,593,462	\$ 1,644,246	\$ 1,650,371	\$ 1,605,264	\$ 1,073,593	\$ 1,605,464	\$ 1,605,264	\$ -	\$ 1,581,049			
Commercial Assessments																
	Commercial Assessments	\$ 26,210	\$ 27,277	\$ 27,833	\$ 27,925	\$ 33,109	\$ 33,109	\$ 34,052	\$ 22,701	\$ 34,052	\$ 34,051	\$ (1)	\$ 29,036	Should be based upon 80% of the Regular Assessment		
	Total Commercial Assessments	\$ 26,210	\$ 27,277	\$ 27,833	\$ 27,925	\$ 33,109	\$ 33,109	\$ 34,052	\$ 22,701	\$ 34,052	\$ 34,051	\$ (1)	\$ 29,036			
Condo Assessment																
	Condo Assessment	\$ 832,062	\$ 834,116	\$ 863,675	\$ 872,179	\$ 874,653	\$ 874,657	\$ 976,306	\$ 650,872	\$ 976,306	\$ 976,306	\$ -	\$ 861,157			
	Total Condo Assessment	\$ 832,062	\$ 834,116	\$ 863,675	\$ 872,179	\$ 874,653	\$ 874,657	\$ 976,306	\$ 650,872	\$ 976,306	\$ 976,306	\$ -	\$ 861,157			
	Total Assessments	\$ 2,370,426	\$ 2,374,375	\$ 2,458,889	\$ 2,493,566	\$ 2,552,008	\$ 2,558,137	\$ 2,615,622	\$ 1,747,166	\$ 2,615,822	\$ 2,615,621	\$ (1)	\$ 2,471,242			
Other Income																
	Late Fees & Interest	\$ 7,459	\$ 7,771	\$ 7,456	\$ 6,922	\$ 7,400	\$ 8,814	\$ 4,500	\$ 9,164	\$ 12,500	\$ 7,000	\$ 2,500	\$ 7,741	2021: Year end projection based off of operating history through June. 2022: Increased from 2021 due to 4 year avg.		
	Legal Reimbursements	\$ 9,235	\$ 12,359	\$ 8,869	\$ 9,225	\$ 6,000	\$ 8,768	\$ 8,000	\$ 5,064	\$ 7,700	\$ 8,000	\$ -	\$ 9,805	2021: Year end projection based off of operating history through June. 2022: Maintained same amount as 2021.		
	Newsletter Advertising	\$ 8,130	\$ 6,300	\$ 6,080	\$ 3,960	\$ 6,000	\$ 3,720	\$ 5,500	\$ 2,765	\$ 3,665	\$ 5,500	\$ -	\$ 5,015	Based upon operating history with 6 newsletter publications. 2021: 2022: Maintained same amount as 2021.		

Cameron Community Association, Inc.
2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Charitable Donation Income Sponsorship Income	\$ 6,700	\$ 11,032	\$ 3,687	\$ 11,000	\$ 8,800	\$ 4,300	\$ 8,800	\$ 1,000	\$ 3,300	\$ 7,000	\$ (1,800)	\$ 7,505	Income rec'd from donations to offset Social events.	Increased from \$5,000 to \$8,800	Reduce to \$7000
Club Cleaning Fees	\$ 6,500	\$ 5,000	\$ 6,600	\$ 6,000	\$ 6,000	\$ 1,875	\$ 6,000	\$ -	\$ 1,875	\$ 8,000	\$ 2,000	\$ 4,869	Cleaning Fees related to the rental of the Great Room. 2020 and 2021: low rate due to COVID. 2022: Maintained the same rate as prior years		Increased from \$6,000 to \$8,000
Website Income	\$ 1,300	\$ 1,200	\$ 1,700	\$ 1,025	\$ 1,000	\$ 600	\$ 1,200	\$ 600	\$ 1,000	\$ 1,200	\$ -	\$ 1,131	Advertising Income - including Google Ads. 2021: based upon operating history and 4 year avg.To be reclassified - \$600 from Newsletter to Website - will be reflected ini August statement.		Reduce to \$1,200
Returned Payment Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375	\$ 400	\$ -	\$ -	\$ -	minimal amount - not included in budget for 2022.		
HOA Compliance Fees	\$ 8,683	\$ 284	\$ 3,075	\$ 6,757	\$ 5,000	\$ (4,320)	\$ 2,500	\$ 1,171	\$ 2,400	\$ 2,500	\$ -	\$ 1,449	Pertains to fines imposed for arch issues. 2022: Maintained same amount as 2021.		
Interest Earned - Operating		\$ 22,789	\$ 33,899	\$ 12,711	\$ 12,700	\$ 39,196	\$ 3,714	\$ 1,239	\$ 1,800	\$ 815	\$ (2,899)	\$ 27,149	Interest earned off of Operating Account. 2022: Projection uses \$271,000 at a rate of .3%		
Interest Earned - Reserves		\$ -	\$ -	\$ 37,043	\$ 29,000	\$ 1	\$ 18,936	\$ 17,573	\$ 24,500	\$ 12,140	\$ (6,796)	\$ 9,261	Interest earned from Reserve Account. 2022: Projection uses \$1,862,431 at a rate of .3%		
Room Rental Fees	\$ 8,565	\$ 6,880	\$ 7,570	\$ 8,080	\$ 8,000	\$ 2,420	\$ 8,000	\$ 1,500	\$ 2,420	\$ 8,000	\$ -	\$ 6,238	Fees related to the use of the Great Room. 2021: Projection is low due to COVID. 2022: Maintained same amount as 2020.	Changed from \$8,000 to \$9,600 which matches the expense of \$150 per cleaning. Current rate is \$125 - Board will need to approve the increase via Resolution.	Changed back to \$8,000 to be consistent with prior years.

Cameron Community Association, Inc.

2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Facilities passes/Guest Fees	\$ 250	\$ 630	\$ 842	\$ 1,275	\$ 2,000	\$ 515	\$ 1,000	\$ -	\$ 500	\$ 800	\$ (200)	\$ 816	Replacement for facility ID cards. 2022: Based upon 4 year avg.		
Resale Processing Fees	\$ 9,838	\$ 6,012	\$ 5,574	\$ 12,089	\$ 8,800	\$ 6,190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,466	Resale inspection income from prior management company.		
Miscellaneous Income	\$ 219,836	\$ 45	\$ 2,133	\$ 20	\$ -	\$ 1,789	\$ -	\$ 955	\$ 1,000	\$ -	\$ -	\$ 997	2021: Projection includes reimbursements of \$594.59 from American Water and a 2019 Fed Tax refund of \$355.95 2022: unpredictable, minor amounts and did not budget for 2022. Does not have significant impact on budget.		
Total Other Income	\$ 286,495	\$ 80,301	\$ 87,486	\$ 116,107	\$ 100,700	\$ 73,869	\$ 68,150	\$ 41,406	\$ 63,060	\$ 60,955	\$ (7,195)	\$ 89,441			
Reserve Contributions															
Repair & Replacement Expenses	\$ (292,215)	\$ (308,500)	\$ (320,797)	\$ (333,600)	\$ (368,482)	\$ (368,482)	\$ (382,484)	\$ (254,992)	\$ (382,484)	\$ (388,290)	\$ (5,806)	\$ (332,845)	Contribution based upon five year contribution plan. To be updated upon receipt/acceptance of new Reserve Study currently underway.		
Capital Improvement Expenses	\$ (45,844)	\$ (24,000)	\$ (24,000)	\$ (24,000)	\$ (24,000)	\$ (24,000)	\$ (24,000)	\$ (16,000)	\$ (24,000)	\$ -	\$ 24,000	\$ (24,000)	2021: Projection based on full amount budgeted. 2022: Maintains same amount.		
Total Reserve Contributions	\$ (338,059)	\$ (332,500)	\$ (344,797)	\$ (357,600)	\$ (392,482)	\$ (392,482)	\$ (406,484)	\$ (270,992)	\$ (406,484)	\$ (388,290)	\$ 18,194	\$ (356,845)			
Total Revenue	\$ 2,318,862	\$ 2,122,176	\$ 2,201,578	\$ 2,252,073	\$ 2,260,226	\$ 2,239,524	\$ 2,277,288	\$ 1,517,580	\$ 2,272,398	\$ 2,288,286	\$ 10,998	\$ 2,203,838			
Expenses															
Operating Expenses															
Common Area Maintenance & Services															
Electricity	\$ 44,617	\$ 42,706	\$ 43,779	\$ 42,368	\$ 41,000	\$ 41,181	\$ 42,500	\$ 22,140	\$ 38,000	\$ 42,500	\$ -	\$ 42,508	2022: Based on operating history and 4 year average		

Cameron Community Association, Inc.

2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Irrigation Water													2021 YTD expense is lower than expected however, we just uncovered a meter not accounted/operational and summer irrigation invoices are expected shortly. As of Aug, bill has not yet been rec'd for noted meter. 2022: Based on operating history and 4 year average.		
	\$ 26,057	\$ 22,616	\$ 9,931	\$ 23,447	\$ 20,000	\$ 23,287	\$ 20,000	\$ 8,340	\$ 20,000	\$ 20,000	\$ -	\$ 19,820			
Grounds & Landscape Contract													2022: Based upon contract with Lancaster Landscapes which is to expire 12/23. Renewed in 1/2021. Includes all turf areas throughout property.		
	\$ 149,568	\$ 154,399	\$ 156,066	\$ 160,800	\$ 155,952	\$ 157,307	\$ 159,060	\$ 106,040	\$ 159,060	\$ 172,250	\$ (13,190)	\$ 157,143			
Flower Rotation & Landscape Pocket Park Enhancements													2021 projection assumes the entire amount will be spent. 2022: Maintained same amount as requested CAC recommendation.	Includes Pocket Park enhancements	
	\$ 32,990	\$ 21,082	\$ 20,795	\$ 22,606	\$ 23,000	\$ 20,814	\$ 39,000	\$ 8,085	\$ 39,000	\$ 39,000	\$ -	\$ 21,324			
Turf Treatment & Enhancements													2021 projection assumes use of full allowance. 2022: Increase this line item based upon CAC feedback by \$5-10K as trees age and decay. Pocket Parks are focus of 2022.	Reduced from \$25,000 to \$20,000	Raise back to \$25,000
	\$ 27,415	\$ 14,684	\$ 22,600	\$ 21,811	\$ 20,000	\$ 17,120	\$ 20,000	\$ 6,345	\$ 20,000	\$ 25,000	\$ (5,000)	\$ 19,054			
General Repair & Maintenance													Allowance for maintenance projects in common area that are not completed in-house. No changes have been made to the 2022 budget allocation.		
	\$ 7,264	\$ 6,252	\$ 27,629	\$ 22,632	\$ 9,200	\$ 5,514	\$ 29,200	\$ 23,559	\$ 30,000	\$ 29,200	\$ -	\$ 15,507			
General Maintenance Supplies													Allowance for small maintenance items, golf cart supplies, etc. 2022: Reduced by \$1,500 based on 2021 operating history.		
	\$ 9,153	\$ 9,251	\$ 7,015	\$ 4,989	\$ 6,500	\$ 2,898	\$ 6,500	\$ 1,846	\$ 4,000	\$ 4,000	\$ 2,500	\$ 6,038			

Cameron Community Association, Inc.

2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Irrigation System Contract													Allowance for irrigation contract maintenance - Spring start up and Fall winterization. Any major repairs to be taken from Reserves. 2022: Based on current Lancaster contract which includes spring/winter - \$5193 plus summer inspection of \$2800. Minor repairs are accounted for in Irrigation Repair expense.		
	\$ 26,724	\$ 15,019	\$ 13,476	\$ 12,472	\$ 22,150	\$ 19,770	\$ 15,150	\$ 10,188	\$ 14,000	\$ 14,000	\$ 1,150	\$ 15,184			
Irrigation Repairs													Expense over \$1,000 would be taken from Reserves as there is an allowance already included. Projection includes additional minor repairs as may be necessary. 2022: Maintain same amount as 2021.		
		\$ -	\$ -	\$ 20,096	\$ 3,800	\$ 5,098	\$ 3,000	\$ 1,633	\$ 3,000	\$ 3,000	\$ -	\$ 6,299			
TMP Expenses													2022: Based upon contract with Fleet that expires 5/23 with a monthly fee of \$17,500.		
	\$ 216,280	\$ 215,000	\$ 212,083	\$ 210,000	\$ 210,000	\$ 147,121	\$ 210,000	\$ 89,459	\$ 170,230	\$ 210,000	\$ -	\$ 196,051			
TMP Offset										\$ (45,549)					\$45,549 could be used from Balance Sheet TMP allowance (2020)
Lighting Supplies/ Repair & Maintenance													Major repairs to be taken from Reserves, effective 2021. Retrofitting to LED bulbs which is a Reserve expense. Minor base repairs and light bulbs to be taken from this maintenance line item.		
	\$ 43,243	\$ 32,395	\$ 42,538	\$ 35,356	\$ 38,000	\$ 35,628	\$ 38,000	\$ 12,413	\$ 18,000	\$ 15,000	\$ 23,000	\$ 36,479			

Cameron Community Association, Inc.

2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Linear Park Landscape Maintenance	\$ 25,629	\$ 21,066	\$ 14,196	\$ 17,381	\$ 21,668	\$ 17,381	\$ 21,668	\$ 7,599	\$ 21,668	\$ 21,668	\$ -	\$ 17,506	Allowance for Linear Park landscape maintenance; includes leaf removal twice per year based upon prior year proposals. 2021: Assumes full allowance will be spent. 2022: Maintained same amount based upon current contract with Lancaster Landscapes		
Pest Control	\$ 2,343	\$ -	\$ -	\$ 2,214	\$ 2,500	\$ 2,800	\$ 2,500	\$ 2,963	\$ 3,500	\$ 3,500	\$ (1,000)	\$ 1,253	Allowance for common area pest control services. 2021: YTD Projection exceeds budget due to rat problem. 2022: Increased to \$3,500 based on 2021 operating histry.		
Pet Stations	\$ 7,473	\$ 10,727	\$ 14,907	\$ 10,139	\$ 8,500	\$ 13,235	\$ 12,500	\$ 3,372	\$ 12,500	\$ 12,500	\$ -	\$ 12,252	Allowance for 23 pet station supplies. 2022: Keep the same based on CAC feedback.		
Tree & Shrub Maintenance	\$ 81,603	\$ 31,482	\$ 36,880	\$ 52,005	\$ 34,000	\$ 42,295	\$ 39,500	\$ 28,180	\$ 39,500	\$ 39,500	\$ -	\$ 40,665	Tree trimming allowance. 2022: Maintained same amount. There is an allowance of \$25,000 in the Reserve Study (pending update) for tree replacement.		
Street Repair & Maintenance	\$ 5,150		\$ 5,440	\$ 4,449	\$ 6,500	\$ 300	\$ 6,500	\$ 2,556	\$ 6,500	\$ 6,500	\$ -	\$ 2,547	2021: YTD projection anticipates full amount being spent including the street sweeping (\$5,440), minor striping/crosswalk lines. 2022: Maintained same allowance based upon CAC feedback.		
Fountain Maintenance	\$ 1,980	\$ 240	\$ -	\$ 840	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 270	Allowance for fountain repairs. 2022: Maintained same amount by CAC feedback.		

Cameron Community Association, Inc.

2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Snow Removal Services	\$ 72,902	\$ 26,371	\$ 16,046	\$ 30,699	\$ 70,000	\$ 287	\$ 50,000	\$ 36,773	\$ 40,000	\$ 50,000	\$ -	\$ 18,351	2021: projection includes a small increase in anticipation of snow removal in Dec. 2022: Maintained same amount by CAC feedback.		
Pride of Ownership Gift Cards		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,400	\$ (1,400)	\$ -	CAC requested this be included as a separate line item.		
Watering Supplies	\$ 840	\$ -	\$ -	\$ 3,965	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ (2,500)	\$ 991	2021: Projection anticipates possible supplemental watering for new landscaped areas that are not irrigated. 2022: included a small allowance for supplemental watering as needed.		
Total Common Area Maintenance & Services	\$ 781,231	\$ 623,289	\$ 643,380	\$ 698,270	\$ 693,770	\$ 552,036	\$ 716,078	\$ 371,491	\$ 643,858	\$ 666,969	\$ 3,560	\$ 629,244			
Landscape Repair & Maintenance															
Erosion Control	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 17,323	\$ 15,000	\$ 1,613	\$ 5,000	\$ 5,000	\$ 10,000	\$ 4,331	Major expenses come from Reserves. Only items in this expense are related to new, minor issues. Example: 237 Somerville - new swale created with mulch.		
Storm Recover Repair & Maintenance	\$ -	\$ -	\$ -	\$ 900	\$ 4,000	\$ 1,160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 515	Reserve expense - allowance is no longer needed for operations.		
Total Landscapinng Repair & Maintenance	\$ -	\$ -	\$ -	\$ 900	\$ 14,000	\$ 18,483	\$ 15,000	\$ 1,613	\$ 5,000	\$ 5,000	\$ 10,000	\$ 4,846			
Cameron Club Maintenance & Operation															

Cameron Community Association, Inc.
2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Access System Repairs	\$ 165	\$ -	\$ 870	\$ 877	\$ 2,000	\$ -	\$ 2,000	\$ 580	\$ 1,000	\$ 1,000	\$ 1,000	\$ 437	Allowance for cost of repairs (service calls) to the pass and door access system. 2022: Maintained same amount. Currently in process of obtaining new upgraded system as current system is at capacity and obsolete. Major repair or replacement to come from Reserves.		
Access System Supplies	\$ 4,199	\$ 4,954	\$ 4,055	\$ 1,554	\$ 4,500	\$ -	\$ 4,500	\$ 1,069	\$ 2,250	\$ 4,500	\$ -	\$ 2,641	Allowance for fobs and ink cartridges for fitness badges. 2022: Maintained same amount based given that a new system is currently being researched.		

Cameron Community Association, Inc.
2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Building Repair & Maintenance													Allowance for small repairs to clubhouse - roofing, plumbing, electrical, etc. 2022: Maintained same amount.		
	\$ 18,734	\$ 10,695	\$ 4,987	\$ 8,563	\$ 14,000	\$ 9,102	\$ 14,000	\$ 9,198	\$ 14,000	\$ 12,500	\$ 1,500	\$ 8,337			
Clubhouse Utilities													Includes allowance for all utilities (ie. gas, elec, water). 2021: projection is slightly lower than budget - use of Great Room suspended due to COVID. 2022: maintained same rate as 2021. Also consistent with 4 year avg.		
	\$ 38,856	\$ 41,739	\$ 38,677	\$ 39,967	\$ 38,400	\$ 30,779	\$ 35,400	\$ 22,886	\$ 33,000	\$ 35,400	\$ -	\$ 37,791			
Community Center Improvements													Allowance for improvements to Community Center, misc purchases for small decorating or refurbishments. 2021 projection assumes full allowance to be spent. 2022: Maintained same amount.		
	\$ 3,598	\$ 939	\$ 889	\$ 879	\$ 2,000	\$ 1,200	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 977			
Elevator Services													Allowance for quarterly payments for regular elevator maintenance service with Schindler. 2022 pending new contract, 5 years at reduced rate of \$300 mnth same service.		
	\$ 3,857	\$ 4,234	\$ 4,142	\$ 5,157	\$ 4,500	\$ 5,011	\$ 4,635	\$ 2,811	\$ 4,436	\$ 4,700	\$ (65)	\$ 4,636			

Cameron Community Association, Inc.

2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Fire Prevention & Protection	\$ 3,699	\$ 1,247	\$ 1,348	\$ 11,007	\$ 10,000	\$ 8,748	\$ 10,300	\$ 4,654	\$ 8,500	\$ 10,300	\$ -	\$ 5,587	Allowance for annual system testing and annual backflow test by Simplexx Grinnell. 2022: Maintained same amount		
Fire Suppression System	\$ 8,128	\$ 6,240	\$ 7,419	\$ 194	\$ 6,000	\$ 2,035	\$ 6,000	\$ 3,262	\$ 5,000	\$ 6,500	\$ (500)	\$ 3,972	Allowance for sprinkler fire suppression system testing, inspection and minor repairs with Tyco/Johnson Control. 2022: Maintained same amount as minor different between 2021 projection and budget amount.		
Fitness Center Supplies	\$ 10,204	\$ 6,685	\$ 9,271	\$ 7,779	\$ 6,000	\$ 9,519	\$ 7,000	\$ 3,771	\$ 7,000	\$ 7,000	\$ -	\$ 8,313	Allowance for fitness center cleaning supplies. 2022: Maintained same amount, specifically due to rise in COVID.		
Fitness Equipment Repair & Maintenance	\$ 8,853	\$ 9,285	\$ 11,739	\$ 8,449	\$ 9,500	\$ 3,922	\$ 9,500	\$ 4,292	\$ 9,500	\$ 9,500	\$ -	\$ 8,349	Allowance for quarterly preventive maintenance service contract with Heartline. 2022: Maintained same amount		
Health Club Management/Staff	\$ 158,110	\$ 159,720	\$ 161,875	\$ 166,670	\$ 165,112	\$ 183,004	\$ 199,360	\$ 115,063	\$ 176,159	\$ 175,216	\$ 24,144	\$ 167,817	2021 projection reflects COVID operations for 1/2 of the year, post COVID operations 2/2 of year and reflects a credit rec'd in the amount of \$18,637. 2022: based upon contract renewal with Profit and includes the noted 2% increase effective Jan 2022.		
HVAC Services	\$ 7,033	\$ 3,932	\$ 4,604	\$ 4,473	\$ 6,000	\$ 5,770	\$ 6,180	\$ 3,169	\$ 6,000	\$ 6,180	\$ -	\$ 4,695	Allowance for quarterly payments for HVAC services with Trademasters. 2022: Maintained same amount.		

Cameron Community Association, Inc.
2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Janitorial Services													Allowance for cleaning services with National - pending current contract which looks to expire in 4/30/22. 2022 maintain same rate		
	\$ 40,393	\$ 41,043	\$ 42,720	\$ 43,633	\$ 42,420	\$ 34,585	\$ 42,420	\$ 28,280	\$ 42,420	\$ 44,500	\$ (2,080)	\$ 40,495			
Miscellaneous Expense													Small expenditures not included in listed categories. 2022: eliminated line item as not needed. YTD includes 3 invoices that are being reclassified to Building R & M.		
	\$ 648	\$ -	\$ -	\$ -	\$ 1,000	\$ 152	\$ 1,000	\$ 495	\$ -	\$ 500	\$ 500	\$ 38			
Pool Management													Allowance for pool management service with American Pools through 2023. 2022: Based upon current contract rate and includes soft opening and two extended weekends.		
	\$ 55,200	\$ 55,000	\$ 62,319	\$ 68,788	\$ 66,340	\$ 46,345	\$ 76,590	\$ 55,438	\$ 76,590	\$ 76,590	\$ -	\$ 58,113			
Pool Repair & Maintenance													Allowance for minor pool equipment repair. Major expenses to be taken from Reserves. 2022: Reduced by \$1000 based on operating expense for 2021 and 3 year avg.		
	\$ 5,980	\$ 1,460	\$ 2,751	\$ 3,540	\$ 4,000	\$ 5,437	\$ 4,000	\$ 827	\$ 2,500	\$ 4,000	\$ -	\$ 3,297			

Cameron Community Association, Inc.

2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Pool Supplies	\$ 16,465	\$ 4,411	\$ 4,507	\$ 8,747	\$ 5,000	\$ 1,408	\$ 5,000	\$ 1,795	\$ 2,500	\$ 5,000	\$ -	\$ 4,768	Allowance for chemicals and other supplies needed for pool. 2022: Maintained same amount.		
Recreational Equipment	\$ -	\$ 3,051	\$ 1,672	\$ 1,611	\$ 4,000	\$ 1,598	\$ 4,000	\$ 141	\$ 2,000	\$ 2,500	\$ 1,500	\$ 1,983	Allowance for recreational supplies (ie. basketballs, nets, jump ropes, etc). 2022: Maintained same amount.		
Safety & Security	\$ 6,755	\$ 2,385	\$ 4,037	\$ 3,193	\$ 5,500	\$ 2,180	\$ 5,500	\$ 1,119	\$ 2,040	\$ 5,500	\$ -	\$ 2,948	Allowance for alarm monitoring with SETEC at \$170 per month and includes a small repairs. 2021: Maintained same amount based on current contract with no increase.		
Special Cleanings	\$ 12,945	\$ 4,425	\$ 7,425	\$ 8,700	\$ 7,000	\$ 2,400	\$ 10,000	\$ -	\$ 800	\$ 8,000	\$ 2,000	\$ 5,737	Allowance to clean meeting rooms after rentals/parties. Usage non existant in 2020 and 2021 due to COVID. 2022: Decrease to \$7,000.00		
Uniforms	\$ 266	\$ -	\$ 89	\$ 571	\$ 800	\$ -	\$ 800	\$ -	\$ 800	\$ 250	\$ 550	\$ 165	Allowance for Maint Tech uniforms. 2021 anticipates new uniform order in fall. 2022: Maintained same rate.		
Total Cameron Club Maintenance & Operations	\$ 403,923	\$ 361,445	\$ 375,394	\$ 394,352	\$ 404,072	\$ 353,193	\$ 450,185	\$ 258,850	\$ 398,495	\$ 421,636	\$ 28,549	\$ 370,659			
Trash & Recycling															

Cameron Community Association, Inc.

2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Trash & Recycling Services For 2022, Trash Pick-up Main Only													Based on contract with Bates for all sub associations except Main Street - through 12/25 of \$312,797.16/\$26,066 per month. 2022 budget includes a 2% landfill increase on base contract effective July 1 = \$26,587. Avg recycling fees: \$2700 per month/\$32,462 annual. Main Street uses Republic Services with an avg cost of \$15,956 plus 2% landfill increase = \$16,275		
	\$ 267,188	\$ 285,172	\$ 306,425	\$ 315,339	\$ 323,759	\$ 323,158	\$ 323,759	\$ 242,395	\$ 363,595	\$ 376,433	\$ (52,674)	\$ 307,524			
Recycle Services	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			\$ -				
Trash - Main Street	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Trash & Recycling	\$ 267,188	\$ 285,172	\$ 306,425	\$ 315,339	\$ 323,759	\$ 323,158	\$ 323,759	\$ 242,395	\$ 363,595	\$ 376,433	\$ (52,674)	\$ 307,524			
Other Expenses															
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,603	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 651			
Sign Expenses													Allowance to replace various signs throughout community. 2021: Projection includes anticipation of new signs for trash cans, visitor parking and no parking. 2022: Maintained same amount.		
	\$ -	\$ -	\$ 24	\$ 696	\$ 2,500	\$ 2,481	\$ 2,500	\$ 273	\$ 2,500	\$ 2,500	\$ -	\$ 800			
Total Other Expenses	\$ -	\$ -	\$ 24	\$ 696	\$ 2,500	\$ 5,084	\$ 2,500	\$ 273	\$ 2,500	\$ 2,500	\$ -	\$ 1,451			
Total Direct Operating Expenses	\$ 1,452,342	\$ 1,269,906	\$ 1,325,224	\$ 1,409,557	\$ 1,438,101	\$ 1,251,953	\$ 1,507,522	\$ 874,622	\$ 1,413,448	\$ 1,472,538	\$ (10,565)	\$ 1,313,723			
General and Administrative Expenses															
Professional Services															
Audit & Tax Services													Allowance for completion of annual audit and tax and taxes. 2022: Based upon engagement letter pending Board approval (\$6,500 audit, \$550 taxes and \$26 bank confirm).	Changed from \$7,500 to \$7,200 which includes small allowance for bank confirmations.	
	\$ 6,485	\$ 6,500	\$ 6,600	\$ 6,700	\$ 6,800	\$ 12,456	\$ 7,000	\$ 7,153	\$ 7,153	\$ 7,200	\$ (200)	\$ 8,064			

Cameron Community Association, Inc.
2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Reserve Studies	\$ 1,775	\$ -	\$ -	\$ 4,820	\$ 1,500	\$ -	\$ 4,900	\$ 4,900	\$ 4,900	\$ -	\$ 4,900	\$ 1,205	2021: Reserve Study being updated. No allowance included for 2022 as an other Update will not be necessary until 2023 or 2024.		
Legal Services - General Counsel	\$ 20,527	\$ 16,000	\$ 25,871	\$ 52,448	\$ 30,000	\$ 64,520	\$ 30,000	\$ 53,977	\$ 60,000	\$ 40,000	\$ (10,000)	\$ 39,710	Allowance for legal consultation. 2021: YTD exceeds budget. Included remaining allowance of \$13k for balance of 2021. 2022: Based on 4 year avg.		
Legal Services	\$ 3,375	\$ 6,260	\$ 4,056	\$ 3,800	\$ 4,000	\$ 3,500	\$ 3,600	\$ 2,600	\$ 3,800	\$ 4,000	\$ (400)	\$ 4,404	Allowance for legal retainer for phone consultation at \$300 per month and includes Board training as well as Annual Registered Agent fee of \$200.		
Legal Services - Collections	\$ 31,829	\$ 31,500	\$ 18,751	\$ 30,368	\$ 21,000	\$ 29,597	\$ 23,000	\$ 22,273	\$ 25,000	\$ 25,000	\$ (2,000)	\$ 27,554	Allowance for costs to pursue delinquencies. 2021: Projection is based on mid year average. 2022: Increased to \$25k taking into account 4 year average and costs of 2021.		
Consulting Services	\$ 908	\$ 3,521	\$ -	\$ 2,610	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,533			
Total Professional Services	\$ 64,899	\$ 63,780	\$ 55,278	\$ 100,745	\$ 63,300	\$ 110,073	\$ 68,500	\$ 90,903	\$ 100,853	\$ 76,200	\$ (7,700)	\$ 82,469			
Activities															
Events and Awards	\$ 38,893	\$ 30,885	\$ 64,783	\$ 33,878	\$ 37,500	\$ 11,383	\$ 28,125	\$ 16,735	\$ 28,125	\$ 30,000	\$ (1,875)	\$ 35,232	Allowance for social events. Pending Committee feedback. Increased to allow for permits and fee costs.	Does not include Pride of Ownership	
Activity Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total Activities	\$ 38,893	\$ 30,885	\$ 64,783	\$ 33,878	\$ 37,500	\$ 11,383	\$ 28,125	\$ 16,735	\$ 28,125	\$ 30,000	\$ (1,875)	\$ 35,232			
Communications															

Cameron Community Association, Inc.
2022 Operating Budget- Draft V4

		2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
		Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Other Communications														Allowance for DMS updates, smaller mailings, postcards and reminders. Also includes costs for monitoring Social Media of \$395 per month. 2021: Projection assumes full amount to be spent. 2022: Maintained same amount.		
		\$ 4,251	\$ 2,540	\$ 839	\$ 3,544	\$ 6,000	\$ 961	\$ 6,000	\$ 2,173	\$ 6,000	\$ 3,000	\$ 3,000	\$ 1,971			
Newsletter Services														Allowance for bi-monthly newsletter at avg \$2618 per issue - 5 issues (no summer issue) in total and includes postage. Drop box allowance of \$80 per month = \$960. 2022: Maintained same amount.		
		\$ 14,170	\$ 13,237	\$ 15,024	\$ 8,659	\$ 15,500	\$ 14,259	\$ 15,500	\$ 8,709	\$ 15,500	\$ 15,300	\$ 200	\$ 12,795			
Web Site Maintenance														Allowance for website maintenance, Constant Contact. 2021: Projection assumes full amount to be spent. 2022: Maintained same amount as 2021.		
		\$ 1,367	\$ 810	\$ 932	\$ 2,594	\$ 3,500	\$ 1,552	\$ 3,500	\$ 482	\$ 3,500	\$ 4,900	\$ (1,400)	\$ 1,472			

Cameron Community Association, Inc.
2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Social Media (new)															
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ (6,000)				
Total Communications	\$ 19,787	\$ 16,586	\$ 16,796	\$ 14,798	\$ 25,000	\$ 16,772	\$ 25,000	\$ 11,364	\$ 25,000	\$ 29,200		\$ 16,238			
Insurance															
D&O Premiums													2021 Projection: Policy exp 4/15/22, reflects monthly amortization of premium of \$4,765. 2022: Includes an increase of 5%.		
	\$ 4,841	\$ 4,843	\$ 4,714	\$ 5,122	\$ 5,500	\$ 5,255	\$ 5,546	\$ 3,306	\$ 4,895	\$ 5,050	\$ 496	\$ 4,984			
General Liability Insurance													2021 Projection: Policy exp 4/15/22 and reflects monthly amortization of annual premium of \$8,914. 2021: Included 5% increase		
	\$ 10,650	\$ 10,483	\$ 12,512	\$ 15,072	\$ 17,000	\$ 18,495	\$ 13,600	\$ 7,510	\$ 10,482	\$ 9,360	\$ 4,240	\$ 14,141			
Umbrella Insurance													2021: Policy exp 4/15/22 and reflects the monthly amortization of the annual premium of \$4,644 2022: Includes increase of 5%		
	\$ 13,222	\$ 9,553	\$ 9,539	\$ 10,161	\$ 11,150	\$ 14,898	\$ 13,300	\$ 5,823	\$ 7,371	\$ 4,900	\$ 8,400	\$ 11,038			

Cameron Community Association, Inc.

2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Worker's Compensation	\$ 1,835	\$ 2,073	\$ 1,585	\$ 1,694	\$ 600	\$ 653	\$ 670	\$ 420	\$ 627	\$ 650	\$ 20	\$ 1,501	2021: Policy exp 04/15/22 and reflects the monthly amortization of the annual premium of \$620. 2022: includes an increase of 5%		
Crime Protection Coverage	\$ -	\$ -	\$ -	\$ -	\$ 3,700	\$ 3,600	\$ 3,780	\$ 2,400	\$ 3,600	\$ 3,780	\$ -	\$ 900	2020 Projection: Policy exp 01/01/22 and reflects monthly amortization of annual premium of \$3600. 2022: Includes an increase of 5%.		
Cyber Liability \$3 Million Coverage	\$ -	\$ -	\$ -	\$ -	\$ 3,900	\$ 3,495	\$ 3,670	\$ 2,330	\$ 3,496	\$ 3,670	\$ -	\$ 874	2021 Projection; Policy exp 01/01/22 and reflects monthly amortization of annual premium of \$3,495. 2022: Includes an increase of 5%.		
Total Insurance	\$ 30,547	\$ 26,953	\$ 28,349	\$ 32,049	\$ 41,850	\$ 46,396	\$ 40,566	\$ 21,789	\$ 30,471	\$ 27,410	\$ 13,156	\$ 33,437			
Management Services															
Administrative Salaries	\$ 286,993	\$ 264,706	\$ 266,148	\$ 305,780	\$ 338,091	\$ 261,405	\$ 343,000	\$ 218,948	\$ 343,000	\$ 356,000	\$ (13,000)	\$ 274,510	2021: Based on existing salary structure. 2022: Includes small allowance for annual increases.		
Payroll Taxes/Benefits/Costs	\$ 80,875	\$ 71,516	\$ 75,314	\$ 91,668	\$ 90,796	\$ 44,722	\$ 62,985	\$ 30,472	\$ 62,985	\$ 69,385	\$ (6,400)	\$ 70,805	2021: Projection reflects taxes, etc in accordance with management agreement. 2022: Same.		
Management Reimbursements	\$ 4,101	\$ 3,089	\$ 2,090	\$ 2,758	\$ 3,000	\$ 361	\$ -	\$ (156)	\$ -	\$ -	\$ -	\$ 2,074	2021: Amounts incorporated into management agreement. 2022: same		
Management Fees	\$ 160,603	\$ 160,823	\$ 160,446	\$ 160,679	\$ 95,000	\$ 116,622	\$ 147,797	\$ 98,109	\$ 147,797	\$ 149,984	\$ (2,187)	\$ 149,643	2021: Projection reflects contracted amounts with CAMP and renewal rates effective August 1. 2021: Based upon approved management agreement.		
Total Management Services	\$ 532,571	\$ 500,134	\$ 503,997	\$ 560,885	\$ 526,887	\$ 423,110	\$ 553,782	\$ 347,373	\$ 553,782	\$ 575,369	\$ (21,587)	\$ 497,031			
Administration															

Cameron Community Association, Inc.

2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Bank Charges	\$ 236	\$ 45	\$ 68	\$ 282	\$ 240	\$ (637)	\$ 240	\$ 171	\$ 240	\$ 240	\$ -	\$ (60)	2021: Assumes full amount to be spent. Projection includes fees from PMC due to transition. 2022: Maintained same amount. Includes monthly service charge from Congressional Bank.	Pursuing wire fee vs ACH.	
Board Support Meeting Expense	\$ 10,581	\$ 8,666	\$ 9,634	\$ 8,714	\$ 10,000	\$ 7,551	\$ 10,000	\$ 5,785	\$ 8,500	\$ 10,500	\$ (500)	\$ 8,641	Allowance for meeting expenses (ie. food - NTE \$75 per Committee, name plates, board meetings minutes, etc). 2021: Projection is a bit less than the full budget and 2022 allowance has been reduced to be consistent with 4 year avg.	Changed name to Meeting Expense. Increased from \$8,500 to \$10,000 based on discussion at Committee and includes a small allowance of approximately \$250 - \$300 for staff appreciation lunches, as well as description noted in column O.	Increased by \$500.
Acct Setup/DD/Coupons	\$ 9,762	\$ 9,435	\$ 10,157	\$ 9,874	\$ 10,000	\$ 6,523	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,997	2021: No expense anticipated due to change in Management Company.		
Collection Charges	\$ 4,606	\$ 3,689	\$ 3,290	\$ 2,258	\$ 3,000	\$ 8,814	\$ 4,000	\$ 2,367	\$ 4,000	\$ 4,000	\$ -	\$ 4,513	Allowance for cost of collections, delinquency notices, etc. 2021: Projection is based on operating history. 2022: Based upon operating history.		
IT SUPPORT Computers & Network	\$ 11,950	\$ 6,865	\$ 19,719	\$ 20,629	\$ 10,000	\$ 18,841	\$ 10,000	\$ 11,919	\$ 17,000	\$ 18,000	\$ (8,000)	\$ 16,513	2021: Projection includes new IT contract with GRS at \$1,500 per month. 2022: reflects annualized contract costs with GRS, includes comprehensive coverage for small trouble shooting as needed.		

Cameron Community Association, Inc.

2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Licenses and Permits	\$ 4,665	\$ 2,122	\$ 2,097	\$ 500	\$ 4,000	\$ 639	\$ 2,200	\$ 345	\$ 2,200	\$ 2,200	\$ -	\$ 1,340	Allowance for permits (elevator, fire, pool, registered agent fee, SCC, hydrant fee). 2021: Projection assumes full amount to be spent. 2022: Maintained same amount.		
Architectural Comprehensives	\$ 4,871	\$ 3,696	\$ 1,036	\$ 3,892	\$ 6,880		\$ 6,880	\$ -	\$ -	\$ 4,000	\$ 2,880	\$ 2,156	Allowance for ARC Comprehensive process to be completed. 2021: Projection does not reflect any expense as this will be handled internally with ARC Administrator 2022: Maintained small allowance for supplemental assistance, if needed.		
Office Supplies	\$ 8,693	\$ 2,977	\$ 5,694	\$ 10,722	\$ 3,500	\$ 5,256	\$ 6,000	\$ 3,614	\$ 5,500	\$ 5,500	\$ 500	\$ 6,162	Allowance for misc office supplies. 2021: Based on monthly operating history. 2022: Reduced based on 2021 operating history and 4 year avg.		
Postage	\$ 10,952	\$ 10,976	\$ 8,019	\$ 16,864	\$ 10,000	\$ 10,948	\$ 10,000	\$ 2,840	\$ 10,000	\$ 10,000	\$ -	\$ 11,702	Allowance for mass mailings and misc letters. 2021: Projection is based off of year to date history and anticipation of large annual meeting mailer. 2022: Maintained same amount.		
Printing & Copying	\$ 12,763	\$ 14,161	\$ 8,574	\$ 19,035	\$ 7,500	\$ 12,846	\$ 5,500	\$ 2,876	\$ 5,500	\$ 5,500	\$ -	\$ 13,654	Allowance for Welcome Packages, stationary, business cards, gov doc booklets, etc. 2021: Projection assumes full amount to be spent. 2022: Maintained same amount. May need to update projection once additional info is known about Annual Meeting Mailer.		

Cameron Community Association, Inc.

2022 Operating Budget- Draft V4

		2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
		Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Office Equipment Lease		\$ 5,493	\$ 5,792	\$ 6,618	\$ 7,703	\$ 7,000	\$ 6,586	\$ 7,000	\$ 3,950	\$ 5,700	\$ 6,000	\$ 1,000	\$ 6,675	Allowance for copier through Arrow Technology and postage meter through Pitney Bowes. 2021: Projection based on 2021 operating history and avg monthly costs. 2022: Reduced slightly based on 2021 operating costs. Also reflects reduction in hard copy Board and Committee packages as all are electronic.		
Bundled Telecom Services		\$ 9,389	\$ 11,105	\$ 7,861	\$ 11,216	\$ 13,218	\$ 11,991	\$ 13,218	\$ 6,414	\$ 10,000	\$ 10,500	\$ 2,718	\$ 10,543	Allowance for Comcast services at cost of \$750 plus \$118 for VOIP through GRS per month, which includes 5 office phone lines. Comcast includes internet, cable, TV equipment rentals and all phone lines. 2021 Projection reflects recent change effective August 1.		

Cameron Community Association, Inc.

2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Annual Meeting Expense													Allowance for costs related to Annual Meeting (ie. food, school reservations, etc). 2021: Projection assumes on line voting in the amount of \$5,732 based on proposal which includes allowance for Dec. Amendment process plus a small allowance for refreshments for in person meeting. 2022: Increased by \$1500 to account for refreshments and increase in on line voting expense. This does not include the cost of printing the first Annual Meeting notice or the Candidate Statements which are covered under Printing/Copying expense.		
	\$ 2,467	\$ 1,939	\$ 1,915	\$ 750	\$ 2,500	\$ 3,341	\$ 3,500	\$ -	\$ 6,200	\$ 5,000	\$ (1,500)	\$ 1,986			
Temp Desk Coverage													Allowance for Saturday office coverage. 9 a.m. - 1 p.m. 2021: Half of the year impacted by COVID limitations and it has not been necessary to add a person to Saturday at this time. 2022: Maintained same amount to allow Board flexiblty to offer this if desired.		
	\$ 3,878	\$ 4,751	\$ 3,579	\$ 4,780	\$ 6,000	\$ 4,336	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ -	\$ 4,361			

Cameron Community Association, Inc.

2022 Operating Budget- Draft V4

	2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
	Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Parking Enforcement													Allowance for parking enforcement. Based on proposal rec'd from B & B Security at \$25 per hour rate for 24 hours per WEEK (minimum) - 1,248 total hours annually. 2021: Projection assumes Board reach a decision at September meeting to implement services with B & B Security which would cover 14 remaining weeks for a cost of \$9507. 2022: Based on annual contract with B & B Security for 52 weeks per year.		
	\$ 8,367	\$ 14,060	\$ 20,970	\$ 9,113	\$ 15,000	\$ -	\$ 19,000	\$ -	\$ 8,400	\$ 31,200	\$ (12,200)	\$ 11,036			
Courier Service													Allowance for courier service as needed. 2021: Projection assumes small amount spent. 2022: Reduced amount from \$750 to \$400.		
	\$ 717	\$ 500	\$ 890	\$ 390	\$ 750	\$ 462	\$ 750	\$ 35	\$ 300	\$ 400	\$ 350	\$ 561			
Software Licenses													Allowance for licenses as needed. Website Domain Renewal renewed in 9/2020 for 5 years at a cost of \$185. Host Gator renews in 5/22 at cost of \$203.40 2021: Projection includes renewal of google suite emails, adobe, etc. 2022: Maintained same amount.		
	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 422	\$ 500	\$ 259	\$ 447	\$ 500	\$ -	\$ 106			
Decals & Parking Passes													Allowance for parking passes, annual visitor passes and annual decals. 2021: Assumes the full amount will be spent. 2022: Maintained same amount.		
	\$ 5,621	\$ 858	\$ 2,934	\$ 3,745	\$ 7,500	\$ 2,179	\$ 7,500	\$ 8,933	\$ 7,500	\$ 7,500	\$ -	\$ 2,429			
Miscellaneous	\$ 1,010	\$ 595	\$ 872	\$ 1,015	\$ -		\$ -	\$ 376	\$ -	\$ -	\$ -	\$ 621	To be reclassified.		
Total Administrative	\$ 116,021	\$ 102,232	\$ 113,928	\$ 131,480	\$ 117,588	\$ 100,097	\$ 112,288	\$ 49,884	\$ 97,487	\$ 127,040	\$ (14,752)	\$ 111,935			
Total General and Administrative	\$ 802,719	\$ 740,571	\$ 783,132	\$ 873,835	\$ 812,125	\$ 707,831	\$ 828,261	\$ 538,048	\$ 835,718	\$ 865,219	\$ (32,758)	\$ 776,342			

Cameron Community Association, Inc.

2022 Operating Budget- Draft V4

		2016	2017	2018	2019	2020	2020	2021	2021	2021	2022	2022v2021	4 Year Avg.	CAMP NOTES	V3 Changes - FAC	V4 Board
		Audit	Audit	Audit	Audit	Budget	Audit	Budget 68498 Deficit	8 MonthsYTD	YE Projection	Budget	Net Change				
Income Taxes																
	Income Tax													2021 projection based off of estimated tax payments received from the auditor of \$2250 per quarter. 2022: Based on 21.6% of interest income (\$24,500 + \$16k as noted above)		
		\$ 58,811	\$ 2,725	\$ 6,352	\$ 10,107	\$ 10,000	\$ 7,204	\$ 10,000	\$ 4,500	\$ 9,000	\$ 10,000	\$ -	\$ 6,597			
	Total Income Taxes	\$ 58,811	\$ 2,725	\$ 6,352	\$ 10,107	\$ 10,000	\$ 7,204	\$ 10,000	\$ 4,500	\$ 9,000	\$ 10,000	\$ -	\$ 6,597			
	Total Expenses	\$ 2,313,872	\$ 2,013,202	\$ 2,114,707	\$ 2,293,499	\$ 2,260,226	\$ 1,966,988	\$ 2,345,783	\$ 1,417,170	\$ 2,258,166	\$ 2,347,757	\$ (43,323)	\$ 2,096,662			
	NET SURPLUS (Deficit)	\$ 4,990	\$ 108,974	\$ 86,871	\$ (41,426)	\$ -	\$ 272,537	\$ (68,495)	\$ 100,410	\$ 14,232	\$ (59,471)	\$ 9,024	\$ 107,176			

	Full Increase Funding	TMP Funding Option	Prior Year's Equity Funding
Assessment Income	\$2,720,641	\$2,675,092	\$2,630,941
Subsidy Income	\$0	\$45,549	\$89,700
Other Income	\$60,955	\$60,955	\$60,955
Reserves	-\$388,290	-\$388,290	-\$388,290
Total Income	\$2,393,306	\$2,393,306	\$2,393,306
General Expenses	\$2,393,306	\$2,393,306	\$2,393,306
Net	\$0	\$0	\$0
Difference Between '20 and '21 assessments	\$105,019	\$59,470	\$15,319
Increase Proposed	4.02%	2.27%	0.59%

*TMP funding is based upon the amount included in the budget of \$210,000 less the minimum required of \$164,451.

** PYE Funding is based upon an increase between the full amount proposed and the minimum with TMP Funding.



**Cameron Station Community Association, Inc.
Board Decision Request
October 26, 2021**

Topic: Room Rental Contract Cleaning Fee Revision

Motion:

"I move to APPROVE the Cameron Club Room Rental contract revision to incorporate the non-refundable \$150 cleaning fee."

2nd:

Summary:

Upon drafting of the 2022 Budget, it was brought to our attention that the required cleaning fee listed for the Cameron Club Room Rental contract (\$125) did not align with the National Service Contractors service contract quoted cleaning fee (\$150). Please consider revising the Cameron Club Room Rental contract so that it matches the cleaning fee charged to the Association by the contracted cleaners. Please see the attached Cameron Club Room Rental contract and the National Service Contractors contract attached for your review.

CAMP Recommendation

Management recommends that the Board approve of the Cameron Club Room Rental contract revision as suggested.



Cameron Station Community Association, Inc. 200 Cameron Station Boulevard, Alexandria, VA 22304
Phone (703) 567-4881 www.cameronstation.org

CAMERON CLUB ROOM RENTAL CONTRACT

THIS CONTRACT is made this ____ day of _____, _____, by and between CAMERON STATION COMMUNITY ASSOCIATION, INC., hereinafter referred to as "ASSOCIATION" and _____ of the following address _____ and phone number _____ (mobile) and email _____ (email).

WITNESSETH:

For other good and valuable consideration, receipt of which the parties hereby acknowledge, the parties hereto agree as follows:

1. Place, Date and Time of Use:

The Renter shall rent the _____ room of the Cameron Club on _____, _____, beginning at _____ and ending at _____ for the purpose of: _____

- a. The Renter shall use the room for setup, decorating, and departing during the hours specified above only. Renter will be responsible for additional rental fees for any time the Club is used before or after the time frame specified above.
- b. The Renter shall depart the Club in strict conformance with the ending time, as set forth above. No exceptions shall be made, regardless of whether the Renter begins his/her event on time.

2. Fees and Cancellation Rights:

When the Renter tenders the signed contract, the Renter shall pay the security deposit, the non-refundable cleaning fee, and the hourly usage fee in accordance with the attached rate sheet. The Renter shall be solely responsible for all payments made under this Contract. The Association shall not accept payments from any other party.

If Renter wishes to cancel the contract, Renter must send written notice to the Association more than 1 business days prior to the rental date. In case of such cancellation, The Association shall refund all pre-paid sums within 10 days following the date of receipt of notice of cancellation.

3. **Certification by Renter:**

The signatory(s) hereby certifies that he/she/they is/are the party responsible for the event. This contract is non-transferable.

4. **Renter's Duties at Event:**

- a. Renter shall notify the Association at least 24 hours prior to the beginning of the rental period if the Renter has invited anyone who would require assistance in entering or exiting any portion of the Club due to a disability.
- b. Renter must remain physically present in the Club at all times during the term of the rental period.
- c. Renter shall not charge attendees any fees of any sort for admission, food, alcohol, or any other service or product.
- d. Renter must provide 1 chaperon for every 10 attendees under the age of 18; chaperons must be over age of 21.
- e. Play equipment prohibited for use within the Cameron Club includes, but is not limited to moon bounces, trampolines, and slides.
- f. Renter shall not install any objects such as nails, tacks, scotch tape, candles or any other substance that causes permanent marking or damage on the walls or wall paper of the Club, including, but not limited to, finger paints, glue, or glitter. Renter must fully remove all of their materials, decorations or equipment at the end of their rental of the Club. Structural or electrical alterations to the Club are strictly prohibited.
- g. Renter shall not bring acids or any other material that is flammable, toxic, or presents any potential for damage to the Club. Candles are strictly prohibited from use within the Club.
- h. Renter must comply with the City of Alexandria noise ordinance, which is incorporated herein by reference. Noise levels after 11:00 p.m. must not be audible outside of the Club.
- i. Renter shall keep all doors and windows to the Club closed for the duration of the function to minimize the amount of noise, which may be audible to the surrounding community.
- j. Renter and his/her guests shall not congregate outside the Club at any time during or after the event.
- k. Renter shall limit access to the Club to invitees only and shall not allow access to anyone else. Renter shall limit the number of attendees in the meeting room to 40. Renter shall limit the number of attendees in the Great Room to 70.
- l. Renter and his guests shall not smoke in the Club or its grounds.
- m. Renter shall control behavior of all attendees and bear full responsibility for their conduct, including financial responsibility for rectification of damages to the Club or any other form of violation.
- n. Renter shall pay a separate cleaning fee, which covers the disposal of all contained trash and routine cleaning. The term "routine cleaning" includes, but is not limited to, the wiping of all tables and chairs, vacuum and spot clean/shampoo carpet, clean

kitchen/appliances (great room) and cleaning the restrooms on the same floor as the rented room.

- o. Renter may not access the pool or pool deck at any time.
- p. Renter shall be required to train with Management in advance of room rental on the proper usage of the AV equipment, if being utilized. Date training is scheduled: _____ at _____ AM/PM.
- q. Renter and Renter's guests comply with all rules adopted by the Association from time to time related to the use of the Club, along with all Laws, Regulations and Orders issued by the Commonwealth of Virginia and the City of Alexandria. If renter or any of Renter's guests fail to so comply, the Association reserves the right to terminate this Agreement and require the Renter and Renter's guests to vacate the premises immediately.
- r. Renter shall not permit any person, including Renter and members of Renter's family, to enter the Club if such person is experiencing:
 - i. a fever (100.4 degrees Fahrenheit or higher) or a sense of having a fever;
 - ii. a new cough that cannot be attributed to another health condition;
 - iii. new shortness of breath that cannot be attributed to another health condition;
 - iv. new chills that cannot be attributed to another health condition;
 - v. a new sore throat that cannot be attributed to another health condition;
 - vi. new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise); or
 - vii. have been in close contact (defined as within six feet for an aggregate period of fifteen minutes) to someone with COVID-19 over the past fourteen days; or
 - viii, (h) have been diagnosed with COVID-19.

5. **Termination of Event:**

If management determines that Renter is engaged in a willful, egregious act of violation of any of the duties listed above, management may terminate the event before the end of the rental period, keep the security deposit and all fees paid, and suspend the Renter's right to rent the Club again.

6. **Departure:**

The Renter must depart the Club in strict conformance with the Contract. Failure to do so shall result in forfeiture of the a) security deposit and b) right to rent the Club again in the future. In addition, management shall contact the City of Alexandria police department to disburse the crowd and press trespass charges.

7. Inspections and Remedies:

After the rental period, management will conduct a post-use inspection of the Club and prepare a report that will note any breaches of contract and related deductions from the security deposit, if any. If none, management will refund the security deposit to Renter within 30 days of the date of the event.

If Renter breaches any of his duties or damages the Club, the Association reserves all of its rights, including, but not limited to: a) deduction from the security deposit for each specific violation of a particular paragraph listed in Section 4 (when tangible damages do not result) and/or b) deduction for all costs and fees from the security deposit associated with rectification of any tangible damage. Management shall make all such determinations in its own discretion.

If the Renter disagrees with management's determinations, he/she may appeal to the Board of Directors by filing an appeal in writing within 10 days of date of the completion of the report. The Board will schedule a hearing to review the matter and make a final decision.

8. Indemnification and Release of Cameron Station Community Association:

The Renter bears full responsibility for his attendees; accordingly, Renter shall indemnify, defend and hold harmless the Association, its Board of Directors, officers, agents, and employees ("Association Parties") from and against any and all claims, actions, causes of action, suits, awards, defense costs, fees or judgment liability arising directly or indirectly from any claim or lawsuit brought by a third party arising out of the Renter's rental of the premises. Such obligation to indemnify, defend and hold harmless the Association Parties includes, but is not limited to, all illness, disability, death, or loss or damage to person or property in connection any person's use during or as a result of the rental of the club, whether arising from the negligence of ASSOCIATION PARTIES or otherwise, to the fullest extent permitted by law.

Renter, on behalf of Renter and Renter's heirs, assigns, personal representatives and next of kin, hereby agree to release, indemnify, hold harmless and covenant not to sue or otherwise pursue any legal action against any of the ASSOCIATION PARTIES.

9. Limitation of Liability:

The Association's maximum liability under this Contract shall be the return of the sums paid by Renter.

10. Security:

The Association reserves the right to retain a security service to provide security at any event to be held in the Cameron Club. If the Association chooses to retain a security at an event, the renter shall be responsible for paying all costs associated with retaining the security service, which costs must be paid prior to the event.

11. Choice of Law/Venue:

The parties shall interpret and enforce this Contract in accordance with the law of the Commonwealth of Virginia. Any claim or cause of action arising out of or connected with the Contract shall be adjudicated in either the U.S. District Court for the Eastern District of Virginia, Alexandria Division (provided a statutory basis for federal jurisdiction exists) or the Circuit Court of the City of Alexandria, Virginia. The parties hereto waive all defenses or objections to the jurisdiction of said courts or to such venue.

12. Amendments:

The terms specified herein constitute the entire agreement between the parties. The Association shall be not be bound by any alleged promises, representations or agreements except as herein expressly set forth. Management shall not have any authority to amend this Contract, except in writing.

13. No Warranty:

The Association does not warrant that its Club is suitable for any particular purpose, nor does the Association warrant any condition on the premises. The Renter agrees that he/she has had an opportunity to examine the premises; that the Association is not responsible for any notification of any defects within the premises; and that he/she will accept the premises in an “as is” condition.

14. Incorporation of Legal Documents:

All remedies for enforcement of the Declaration of Covenants, Conditions and Restrictions are hereby incorporated by reference. In addition, the Renter shall bear full responsibility of all attorneys’ fees and costs incurred by the Association to enforce this contract. If the Association must seek legal action to recover damages in excess of the security deposit, all sums due shall bear interest at the rate of 18%, per annum.

15. Assumption of Risk

Renter acknowledges that the use of the Club carries with it inherent risk, and that it is not possible for the Association to completely prevent the presence of or eradicate from the Cameron Station Facilities various bacterial and viral infectious diseases including but not limited to influenza and COVID-19, and that Renter and Renter’s family members and guests may be exposed to such diseases due to my use.

Renter acknowledges and assumes all such risks associated with the use of the Club, both known and unknown, even if arising from the negligence of the association or its directors, officers, agents employees, volunteers or contractors, or others, and assume full responsibility for renter and renter’s guest’s use of the Club.

Renters Signature: _____ **Date:** _____

Print Name _____ **Phone:** _____

Address: _____

Cameron Station Community Association, Inc.

By: _____ **(Name)** _____ **(Title)** _____

CAMERON STATION COMMUNITY ASSOCIATION

CAMERON CLUB RENTAL RATE INFORMATION

Effective October 1, 2020

Victoria Hebert Great Room

Security Deposit	\$400 (refundable)
Rental Fee:	\$150 (Without AV equipment, 4-hour block or portion thereof) \$170 (With AV equipment, 4- hour block or portion thereof)
Cleaning Fee:	\$125 (non-refundable)

Paul Henderson Room

Security Deposit	\$400 (refundable)
Rental Fee:	\$50 (4-hour block or portion thereof)
Cleaning Fee:	\$125 (non-refundable)

Conference Room

Security Deposit	\$400 (refundable)
Rental Fee:	\$25 (4-hour block or portion thereof)
Cleaning Fee:	No Cleaning Fee

* The Association reserves the right to retain a security service to provide security at any event to be held in the Cameron Club. If the Association chooses to retain a security service to perform security services at a rental event, the renter shall be responsible for paying all costs associated with retaining the security service, which costs must be paid prior to the event.

In order to secure a room reservation, a signed contract must be provided to the Association with the following payments (3 separate checks made payable to CSCA): security deposit, cleaning fee and the rental fee.

Renter's Initials: _____



2007 Martin Luther King Jr. Ave SE
Washington, DC 20020
Phone: (202) 610-7344
Fax: (202) 315-3292

National Service Contractors, Inc.

April 8, 2020

TODD BRANSON
Assistant General Manager
Cameron Station Community Association
200 Cameron Station Boulevard
Alexandria, VA 22304

Re: Contract Renewal for Cleaning Services at Cameron Club

Dear Ms. Soles:

National Service Contractors, Inc. (NSC) is pleased to submit our proposal to continue providing janitorial services to the Cameron Station Club for the contract year starting May 1, 2020 through April 30, 2022. We have enjoyed our association with your organization and look forward to continuing this professional relationship for years to come.

We have included in this proposal the costing for periodic cleaning services such as annual window cleaning, semi-annual deep cleaning of the locker rooms and quarterly deep cleaning of the fitness center and annual carpet shampooing. The costing for these periodic services and routine cleaning services bring our monthly pricing to \$3,535.00

Should you have any questions or need additional information, please contact me at 202-610-7344. Thank you again for the opportunity to continue to do business with the Cameron Station Community Association.

Regards,

Abel A Woldu

Abel A Woldu,
President & CEO
National Service Contractors, Inc.

NATIONAL SERVICE CONTRACTORS, INC.

CONTRACT AGREEMENT

This contract is made this the 8th day of April 2020, by and between **National Service Contractors, Inc (NSC)**, Custodial Service Contractor located at 2007-B Martin Luther King Jr., Avenue, S.E., Washington, DC 20020, herein referred as the **Contractor** and **Cameron Station Community Association**, located at 200 Cameron Station Boulevard, Alexandria, VA 22304, herein referred as the **Client**.

WITNESSETH, whereas the Contractor is in the Janitorial Business providing professional and comprehensive facility maintenance services; and whereas the Client wishes to engage the services of the Contractor. Now, therefore, in consideration of the parties and the mutual covenant herein contained, the parties hereto agree as follow:

I. GENERAL PROVISION:

A. It is understood and agreed that the relationship of the Contractor and Client shall be that of an independent Contractor and its Client, and the Contractor shall have the entire administration, control, and supervision of the said work, and the Contractor, accordingly, shall have the sole right to employ and terminate all employees of Contractor working on the Client's premises. The Client acknowledges that employees of the Contractor are a valuable company asset and represent a significant investment. Client agrees not to hire any employee of Contractor engaged in performing contract support services for Client during the term of the Contract and for a subsequent period of three hundred and sixty (360) days after the termination or completion of the Contract. Should the Client violate the terms of this agreement and hire a Contractor's employee during the above-mentioned period, Client agrees to pay the Contractor a fee equal to 25% of the annual wages of any employee hired.

B. Statutory holidays will be followed according to the Client schedule. Contractor will not be required to function during those specified holidays unless agreed to under the terms and conditions of a negotiated Contract. Or in exceptional circumstances when services are requested by written two (2) days prior to the Holiday date when the work is to be performed. Such holiday work will be billed at double time (2 times) the normal billing rate.

C. Based on our Contract Agreement and attached Statement of Work, **Exhibit A (Scope of Work)**, the Contractor will provide all labor, supplies, equipment, supervision and administrative support necessary to perform the specified work. Should additional labor, supplies or equipment be requested such additions will be calculated as additional cost to the Contract and so invoiced. Any such additional service can be requested at any time by faxing such request to NSC headquarters office. In emergency cases request for additional items or services can be made verbally by calling NSC office telephones or fax numbers. NSC staff will confirm such verbal request thru writing documentation such as a Work Order form.

II. CONTRACTOR'S RESPONSIBILITY:

A. The Contractor will provide janitorial and other related services to the Cameron Station Club located at 200 Cameron Station Boulevard, Alexandria, VA 22304, according to Statement of Work specified and attached hereto as made part of this agreement and according with the highest accepted industry standards.

B. NSC will always interview and screen all potential employees and determine their capabilities, experience and general character prior to hiring for working at the premise.

C. NSC will provide proper and appropriate employee uniform and identification badges, reflecting individual worker name and company LOGO or name.

D. NSC will train and constantly update all employees in every aspect of security and safety standards and safe work habits and make certain all OSHA standards and local and state laws are complied.

E. the Contractor shall provide services at the premise **seven days per week**, Monday through Sunday. Services will be performed Monday thru Friday between the hours of 9:30PM and 12:30 AM; Services Saturday and Sunday from 8:00 P.M. until 11:00 P.M.

F. NSC will correct any deficiency of work performed with no additional cost for the Client, within the next three working days.

G. All periodic work to be scheduled with Community Manager or designated representative.

H. The certificates of Insurance will remain current and enforced during the term of this Contract:

1. Comprehensive General Liability
2. Worker's Compensation

III. CLIENT'S RESPONSIBILITY"

A. Client agrees to pay the **monthly amount invoice of \$ 3,535.00 (Three Thousand Five Hundred Thirty Five Dollars only)**, (\$42,420.00 annually) and agrees to pay each monthly invoice in full within 30 days after receipt. There might be an agreed upon annual increase on the monthly price of provided Services depending on the cost of working materials and supplies used to perform the Scope of Work.

B. Client agrees to provide Contractor clear and consistent access to the supply of water and electrical power within the building where work is to be performed.

C. Client agrees to give a minimum of three (3) days or seventy two (72) hours notice when requesting any special cleaning services or to apply changes in Contractor's schedule or personnel.

D. Client agrees to provide access to the building for Contractor's personnel.

E. Client agrees to inspect any work within 24 hours from notification of work completion if inspection is a requirement of this Contract.

F. Special cleaning services following scheduled parties will be billed separately at a rate \$150.00 per occurrence for the Great Room or Henderson Room and \$175.00 per occurrence for events held in the gym.

IV. APPLICABLE LAW:

The applicable law and appropriate laws of the Commonwealth of Virginia shall govern this Contract.

V. BINDING EFFECT:

This Contract shall bind all parties, their successors, assigns, agents or representatives.

VI. AGREEMENT TO INDEMNIFY:

Contractor will indemnify Blessed Sacrament and deem harmless from and against all liabilities for injuries or damages to any person, property, death, or loss caused by negligence of the Contractor's employees.

VII. ENTIRE AGREEMENT:

This Contract contains the entire agreement between the parties. All prior negotiations between the parties are merged in this Contract, and there is no further understanding or agreements other than those incorporated or referred to herein. This Contract may not be modified except by an instrument in writing, agreed upon and signed by the parties.

All Contract Agreement coincides with the terms and dates of any corresponding letter Contract or negotiated price. This term of this contract shall be two years commencing on the first day of May1, 2020 and ending April 30, 2022.

PRESENTED FOR APPROVAL BY:

National Service Contractors, Inc.
2007-B Martin Luther King Jr. Ave, S.E.
Washington, DC 20020.

Abel A Woldu

Abel A Woldu

CLIENT:

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

Karen Soles, AMS®, PCAM®

Date: April 8, 2020

Date: _____

EXHIBIT A – SCOPE OF WORK

PERFORMANCE

Routine custodial and facility maintenance services proposed as outlined in the table below, on a daily and weekly schedule. Contractor will provide Custodians to provide basic housekeeping services seven days a week. It is intended that the Contractor shall perform periodic floor work in a manner that shall not interfere with the operations of the facility. The facility shall be inspected at least once per week. A complete work schedule will be provided upon execution of this Agreement. Additionally, Contractor shall clean the facility outside of the weekly schedule upon request by the Client.

SUMMARY

Area	Description of Work	Frequency
General Office and Public Areas	Clean office, public areas, lounge, and corridors. Clean kitchenettes and copy rooms. Perform high and low dusting. Remove all trash and recycle.	Daily
Floor Maintenance	Vacuum all carpeted areas /Spot clean as needed	Daily
Carpet Cleaning	Shampoo and deodorize all carpeted areas to include upholstery cleaning of fabric arm chairs(7) and sofa (1)	Annual
Rest Rooms	Clean and disinfect all sinks, commodes and counters. Damp wipe clean with all walls, stalls with germicidal solution. Sweep and damp mop floors. Remove all trash. Clean all mirrors and spot clean doors.	Daily
	Machine scrub restroom floors	Quarterly
Locker Rooms	Deep cleaning of locker rooms	Semi-Annually (March and September)
Fitness Center	Vacuum all carpeted areas. Vacuum and damp mop rubber floor. Clean all mirrors. Spot clean walls, doors as needed.	Daily
	Deep cleaning of fitness center	Quarterly
	Cleaning of fitness mats	Quarterly
Stairwells	Sweep steps and landings	Three times per week
Area	Description of Work	Frequency
Elevator	Vacuum and clean elevator cab & tracks	Daily
Interior windows	Spot clean and dust window sills	Daily
Exterior windows	Perform interior and exterior window cleaning	Annually
Exterior Walkways	Police perimeter area. Remove debris/cigarette butts	Daily
Storage Area	Keep area accessible	Three times per week



Cameron Station Community Association, Inc.
Board Decision Request
October 26, 2021

Topic: Reserve Study

Motion:

"I move to APPROVE the Reserve Study as submitted."

2nd:

Summary:

After a "pre-inspection" meeting with members of the FAC, CAC and CCFC, PM+ completed a thorough inspection of the community and drafted the Reserve Study Update which was then presented to the FAC. After the FAC along with management met with PM+ to discuss in detail, a few changes were noted and PM+ revised accordingly. FAC reviewed the second draft at their meeting on 9/27/21 and then again on 10/4/21, where they recommended approval. Please see the attached FAC approved version for your review and consideration.

This version also includes an allowance for future capital improvements specific to the irrigation system and the access system for the clubhouse. This allowed for the elimination of the separate budget line item for Capital Improvements.

CAMP Recommendation

Management recommends that the Board approves the Reserve Study as presented.



Veteran Owned Business

SPECIALIZING IN RESERVE STUDIES SINCE 1990



Cameron Station Community Association-FY22

Alexandria, VA

Level I Full Reserve Study

September 22, 2021

C/o Ms. Heather Graham, CMCA, PCAM
Executive Vice President
Community Association Management Professionals
4114 Legato Rd, Suite 200
Fairfax, VA 22033

Dear Ms. Graham:

Enclosed please find the revised Level I Full Reserve Study for Cameron Station Community Association. This revision includes the changes requested in email dated September 20, 2021.

This is the "Final Report, if there are questions or concerns please let us know. Also please let us know if the accumulative cash on hand at the start of the fiscal year changes, we will issue a no cost change if it does.

This study has two appendices; Appendix "A" is for existing components, "B" is for capital improvements to irrigation and improving community center security with an FOB system.

Virginia statute information to be made available to owners prior to the commencement of the fiscal year are shown in the study summary of the executive summary (page 1).

For boards who need assistance in determining annual owner contribution for years between Level I and II studies, **PM+** is offering lower cost Level III reserve studies (financial reviews). Proposal provided upon request.

We thank the Board of Directors and CAMP Management for selecting **PM+** for this study and hope you call upon us for your next study.

Sincerely,

Stacey L. O'Bryan, BS, MBA
Reserve Analyst

Mario B. "Ben" Ginnetti, PRA, RS, P.E.
President

Enclosure: Study - PDF File

4388 Poplar Tree Court, Chantilly, VA 20151 ♦♦♦ 703.803.8436

Email - Engineer@pmplusreserves.com ♦♦♦ Web Site - www.pmplusreserves.com

PM+Reserves®

Veteran Owned Business

SPECIALIZING IN RESERVE STUDIES SINCE 1990



Cameron Station Community Association-FY22

Alexandria, VA

Level I Full Reserve Study

September 22, 2021



Prepared for:

Board of Directors



Ronald P. "Ron" Kirby, RS



Mario B. "Ben" Ginnett, PRA, RS, P.E.

© 2002-2021 by Mario B. Ginnett
This document contains copyright and proprietary data.
It may only be reproduced for the exclusive use of Cameron Station Community Association.
All other rights reserved by the author.

4388 Poplar Tree Court, Chantilly, VA 20151 ♦♦♦ 703.803.8436

Email - Engineer@pmplusreserves.com ♦♦♦ Web Site - www.pmplusreserves.com

VIRGINIA REQUIREMENTS FOR RESERVE STUDIES.....	ii
EXECUTIVE SUMMARY.....	1
STUDY INFORMATION.....	3
MAINTENANCE/REPAIR/REPLACEMENT TIPS & RESERVE CONSIDERATIONS.....	5
READING AND UNDERSTANDING TABLES/CHARTS	7
PHOTOGRAPHS	P1
APPENDIX A	
Documentation that supports the existing reserve contribution and other findings shown in the Executive Summary (page 1) begin on	A1
APPENDIX B	
Documentation that supports capital improvements begin on	B1
EXCEL SPREADSHEET VALUES.....	No page #

VIRGINIA REQUIREMENTS FOR RESERVE STUDIES

§ 55.1- 1965 (Condo's) & 55.1-1826 (POA's), Annual budget; reserves for capital components (enacted October 1, 2019)

- A. Except to the extent provided in the condominium instruments, the executive board shall, prior to the commencement of the fiscal year, make available to unit owners either (i) the annual budget of the unit owners' association or (ii) a summary of such annual budget.
- B. Except to the extent otherwise provided in the condominium instruments, the executive board shall:
 1. Conduct a study at least once every five years to determine the necessity and amount of reserves required to repair, replace, and restore the capital components as defined in § 55.1-1900;
 2. Review the results of that study at least annually to determine if reserves are sufficient; and
 3. Make any adjustments the executive board deems necessary to maintain reserves, as appropriate.
- C. To the extent that the reserve study conducted in accordance with this section indicates a need to budget for reserves, the unit owners' association budget shall include:
 1. The current estimated replacement cost, estimated remaining life, and estimated useful life of the capital components as defined in § 55.1-1900;
 2. As of the beginning of the fiscal year for which the budget is prepared, the current amount of accumulated cash reserves set aside to repair, replace, or restore the capital components and the amount of the expected contribution to the reserve fund for that fiscal year;
 3. A statement describing the procedures used for estimation and accumulation of cash reserves pursuant to this section; and
 4. A statement of the amount of reserves recommended in the study and the amount of current cash for replacement reserves.

EXECUTIVE SUMMARY

KEY TO UNDERSTANDING STUDY RESULTS – Purpose of a reserve study is to establish a financial plan for keeping the property's common and limited common elements in good repair. The plan is developed by identifying the component, assessing its condition, and estimating both the time when work will be needed and cost of work. In a **PM+** study these entries can be found beginning on page A1, columns (1), (4) and (5). Those entries combined with reserve savings, current reserve contribution, interest, and inflation rates and how much of a contingency should be preserved to fund unforeseen events are the factors that determine the reserve contribution.

RELEVANT DATA

1st Study Year FY22	\$382,488 Contribution FY21
FY Begins 1-Jan-22	1.73% Inflation
Inspection Date(s) 13-Aug-21	0.00% Interest
# Units 1,769	

Accumulated Cash at Start of FY (COH) and **Current Year Contribution** were provided to **PM+** and were best estimates available when provided, they are not audited amounts.

INTEREST AND INFLATION¹ best project future needs of the property. Inflation is based on the last 10-year Consumer Price Index (CPI) average; interest on savings is not applied to the reserves at this property. Even at relatively low levels, inflation is a primary driver for the reserve calculation and has a large impact over the period of the study. If inflation increases at a materially higher rate than indicated, the study should be updated more frequently to maintain adequate reserves and avoid large assessment increases in the future.

STUDY SUMMARY

	Existing Components	With Capital Improvements
Reserve Contribution Recommended for FY22	\$383,880	\$388,290
Accumulated Cash on Hand (COH) Start of FY22	2,363,960	2,363,960
Current Estimated Replacement Cost	3,859,690	4,184,690
Average Useful Life Years (All Components) ²	18.3	20
Average Remaining Life Years (All Components) ²	7.4	7
Additional Study Values		
Average Yearly Owner Contribution	217	219
30 Year Income	14,931,440	15,102,990
30 Year Income From Interest	0	0
30 Year Income From Assessments	14,931,440	15,102,990
Years 1-30 Minimum Threshold \$ ³	900,260	685,710
%	23.3%	16.4%
Years 31-50 Minimum Threshold \$ ³	103,290	114,440
%	2.7%	2.7%

OUR ANALYSIS indicates the association will need to contribute the highlighted amounts in FY22 to meet the reserve needs of the property using the cash flow method. For contributions the association will need to make over the life of this study see page A7 and B7, column (14); for year end balances the contributions should provide see column (15).

1. Although factors used may not prove to be precise they should be reasonable predictors of future costs and return on savings.
2. See columns (3) & (4) starting on Page A1 for average and remaining useful life of each component.
3. Minimum Threshold - 30 and 50 years shown. If 50-year is high at this time, it will adjust with future updates.

Factors considered in determining the annual contribution are: 1) funds should always be available to pay for needed work, 2) a minimum balance must be preserved for contingencies, and 3) when studies are updated there should not be a substantial increase in the contribution. To avoid substantial increases **PM+** studies consider the first thirty-years and an additional twenty-years, making the "look at" period a total of 50-years. This projection assures the recommended contribution is based on a sound long range analysis of the property's reserve needs.

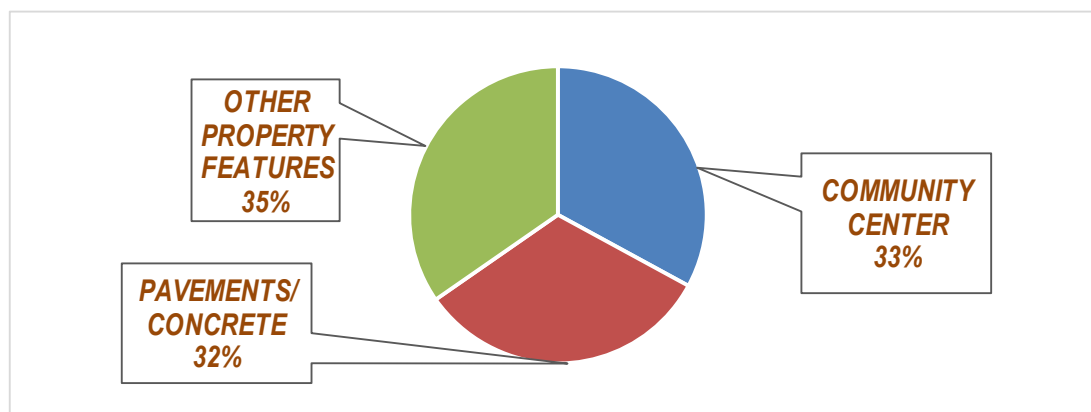
Note - dollars in future studies will vary with accrued savings, useful lives, inflation, interest, and cost for work.

FOR VIRGINIA PROPERTIES – Information the executive board is to make available to unit owners, prior to commencement of the fiscal year, are listed in Study Summary. For statements required PM suggest: "The association expected contribution to the reserves in FY ____ will be \$____. Procedures the association uses for estimation and accumulation of cash reserves is provided by an independent professional specializing in reserve study requirements."

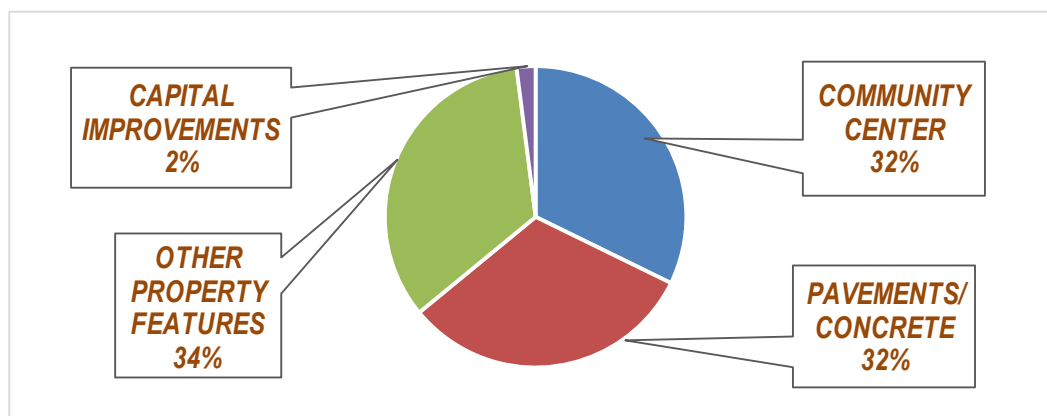
RECOMMENDATION:

Fund the reserves to the recommended amount using the cash flow method. If the component method is used to fund the reserves see columns (17) and (18), same page as above for yearly contributions and year end balances.

WHERE CONTRIBUTIONS TO THE RESERVES GO OVER 30-YEARS WITHOUT CAPITAL IMPROVEMENTS:



WHERE CONTRIBUTIONS TO THE RESERVES GO OVER 30-YEARS WITH CAPITAL IMPROVEMENTS:



STUDY INFORMATION

THIS STUDY was performed with an on-site visit and is the initial engagement for the property by **PM+**. **PM+** has neither collaborated with nor provided consulting advice to others about property issues. Interested parties should refer to earlier studies for previous assumptions and comments.

STUDY WAS DONE by Mario B. “Ben” Ginnetti, **PRA, RS, P.E.**, Ronald P. Kirby, Jr., **RS.**, and Stacey L. O'Bryan.

RESERVE STUDY criteria are defined by the Community Association Institute (CAI) and the Association of Professional Reserve Analysts (APRA). In complying with the criteria this study compares the “Associations” current funding plan to the two recommended methods for preparing reserve studies, “Cash Flow (AKA Pooling)” and “Component.” This is a reserve study only - no other use is intended.

Reserves are akin to a savings account that individuals may have for future purchases. The reserve provides funds to make purchases with cash to avoid credit or loan charges. Although the association may not know precisely when they must make the purchase, the least cost option would be to pay with cash.

COMPILED in accordance with generally accepted standards and represents our professional opinion on the components, timing and costs needed for repair and replacement. Study information was obtained from field measurements, visual observations, and management (information provided by management is reliable). Also, taken into consideration are construction features, current conditions, and component age. Testing was not performed, nor was demolition done or panels removed to determine conditions that are not obvious. Based on our observations and the information gained during the visit this study contains, to the best of our ability, all material issues required to determine the funding needed to meet the property's reserve requirement.

AGE, UNITS, STYLE, AND AMENITIES

Constructed in the early 2000s.

1,769 homes; single family housing, townhomes and multi-floor buildings.

Amenities – community center, bathhouse, swimming pools and parks.

CASH FLOW AND COMPONENT STUDIES (component method may not be included in this study) – Note: Most professional reserve providers, accountants and managers agree cash flow is the preferred method for funding reserves.

CASH FLOW METHOD - Develops the funding plan by having the annual contributions offset the variable annual expenses. All expenses are averaged over the life of the study to calculate the annual contribution needed to support the reserve requirement. Yearly contribution increases are mostly attributed to inflation. Cash flow plans are usually good for 3-5 years before needing updates.

COMPONENT METHOD - Develops the funding plan by dividing the remaining useful life into the balance needed to fund the component for only the next cycle of work. Yearly contributions can vary significantly from year to year depending on where the components are in their life cycle. Contributions needed to pay expenses equal the cash flow method over the life of the study. If this method is chosen studies should be updated annually.

FUNDING GOAL

This study complies with the “Threshold Funding Plan” established by the CAI) for reserve studies. Funding goal objective is to keep the reserve balance above a specified dollar or percent funded amount.

COMPONENT CLASSIFICATION**PREDICTABLE LIFE CYCLE**

Components have a predictable life cycle (average useful life). Total replacement needed at end of life.

ANNUAL ALLOWANCES

Components that are “life of the property” or long-lasting that can be kept in good condition with spot repairs.

FOLLOWING CONSIDERATIONS should be taken into account to properly manage the reserves: 1) properly funded reserves avoids “special assessments”, 2) each owner should pay their fair share for the time they use the component, 3) when reserve funds are available the Association is more inclined not to defer work; deferral results in additional deterioration and “catch-up” costs to restore the component to a good condition, 4) government mortgage guarantees agencies, i.e. FHA, require a current reserve study to be available before backing a loan, and 5) some state laws require them. In addition to these considerations, a new factor has recently become apparent. Years ago, owners were poorly informed on the importance of the reserves and paid very little attention to whether a property had an adequate plan for funding the reserves. With the inclusion of reserve tables in resale packages and other publicity, many potential buyers are now verifying the reserve status before they buy.

ALTHOUGH we use generally accepted techniques and best information available it is possible actual costs and useful lives can vary significantly from our estimates. We recognize that and attempt with our methodology to minimize the adverse effects of a special assessment or loan if one is needed.

FOR THE RESERVES to be an effective budget management tool it will need periodic updates. Because reserves on hand, current costs, quality of maintenance, acts of God, vandalism, and useful life can vary from year to year, a periodic review will assure it remains an effective management tool. We recommend studies be updated every 3 years.

UNLESS OTHERWISE NOTED this study does not take into consideration any work the association may need to correct hazardous or defective conditions, such as issues with asbestos, radon, lead, mold, FRT, etc., nor will it fund major projects to repair/replace facades, building tension cables, utilities, and other essential systems. Projects of this nature require the services of engineers or other consultants to determine scope, timing, and projects costs. If requested, once costs and project timing are known, we will provide a revised study at no additional cost.

FOR ANY RESERVE PROJECTS in progress on the date(s) of our visit our observation of the work should not be considered a project audit or quality control inspection. We leave that to others to determine.

IF WE DESCRIBE PREVENTIVE MAINTENANCE recommendations in this study they are intended to be general in nature and the most common tasks needed to extend useful life. They are not all inclusive; we do not imply that is all that is necessary for good maintenance. Manufacturers’ brochures, service specialty companies, and other qualified sources should be consulted to establish the full array of actions needed for proper preventive maintenance.

FUNDING FROM RESERVE VERSUS OPERATING ACCOUNT - There could be components in this study the association is funding from the operating account. When there are, we recommend they be funded from the reserves. When components are worked on it usually extends their useful life - a proper reserve expense. Reserve funds are intended to keep property components in good repair and to replace those that need replacing; operating funds are intended for maintenance and reoccurring operating expenses.

MAINTENANCE/REPAIR/REPLACEMENT TIPS & RESERVE CONSIDERATIONS

THERE ARE THREE LEVELS of care needed to maximize the useful life of equipment and property components: 1) Maintenance, 2) Repair and 3) Replacement.

MAINTENANCE is taking care of a component by doing such tasks as sealing pavement cracks to prevent water from undermining the base, painting to prevent metal corrosion or wood rot, lubricating moving parts on mechanical equipment, fan belt adjustments, etc. An example of maintenance - an asphalt parking lot of 1000 square yards develops a 10-foot-long crack in the surface. The crack can be sealed for about a dollar a linear foot. By doing so, water will not seep through the asphalt causing damage to the base course. That simple maintenance action extended the useful life of the pavement at minimum cost. Assume the crack was not sealed and it grew to a 12' by 12' base damaged area. Cost of repairs would be approximately 60 times as much as fixing the crack. If the damaged area was not repaired and eventually the entire lot had to be replaced it would cost considerably more. Therefore, the prudent thing to do is good maintenance. It is the least costly of the three levels of work. It involves the least expenditure of funds and is the best way to maximize useful life.

PRIOR TO TOTALLY REPLACING a component, e.g., a roof, a fence, an air conditioner, etc., all measures should be taken to extend the useful life of the component with repairs. If the roof is leaking do not automatically think the entire roof needs to be replaced. Most leaks occur around penetrations and flashed areas and they can be repaired for less than replacing the entire roof. Fence posts almost always rot out at ground level before the rest of the fence. Posts can be replaced without purchasing a complete new fence. The same applies to most mechanical/electrical equipment. Tube leaks frequently occur in boilers; compressor failures occur in air conditioners and circuit breakers wear out in electric panels. These kinds of failures are repairable without replacing the entire component. The reserve table should be used as an aid in establishing budgets - not as a work plan. When used as a budget management tool its effectiveness will be recognized when funds are readily available to do work - when it must be done. Do not use the remaining useful life data as a work plan. It should be treated as a "window of probable expectancy", based on statistical information, historical trends, conditions at time of survey and experience of when repair or replacement is most likely to be needed. Actual work should not be done until needed. For example, if paving is estimated to need replacement in five years but it is not a problem at that time, put it off until it is a problem. Conversely, if repairs are necessary sooner, do them sooner.

WHEN CONTRACTING for services, seek competitive bids, purchase only what is necessary to restore the component to its "like original" condition. Include state-of-the-art improvements but avoid over buying or substantially enhancing a component beyond its original condition. Such improvements are not included in the cost estimates.

CATASTROPHIC FAILURES to such components as footers, foundations, floors, exterior walls and total replacement of utility systems, etc., are not included in the table. They are not included because they are not predictable and it is rare that these components must be replaced in total. We do recommend a reasonable annual amount be set aside for some repairs and reflect that in the reserve table.

FUNDING FOR RESERVES SHOULD BE FAIR TO ALL OWNERS; past, present, and future. The worst-case scenario for a property is to have no money set aside to pay for repairs/replacements forcing the current owners to pay the total cost. Additionally, having insufficient reserves also presents some injustices as illustrated by the following example:

Mr. and Mrs. "X" owned a unit at the property for the first ten years of its existence when reserve funding was suppressed and insufficient to take care of future problems. Mr. and Mrs. "X" sell their unit and leave. Five

years after they leave the pavement and sidewalks need to be repaired. Mr. & Mrs. "Y" now own the unit and receive notice they are to be "specially assessed" to pay for the repair costs.

For demonstration purposes let us say the pavement and sidewalk repairs costs \$150,000 and the association has \$50,000 in the reserve account. Let us also assume there are 100 units at this property.

Over the last fifteen years, past and present owners set aside \$50,000 to take care of the \$150,000 expenditure. Expressed in \$/year that equates to \$3,333/yr. or \$33.33 per owner per year.

Mr. & Mrs. "X" had the benefit of good paving and sidewalks for 10 years at a total cost to them of \$333.30. Unfortunately for Mr. & Mrs. "Y", they only used the components for five years, but it will cost them \$1166.50 for their share of the repairs.

Calculations for the above are as follows:

$$5 \text{ years they lived there} \times \$33.33/\text{yr.} = \$166.50$$

The difference between amount in reserves and repair costs divided by number of unit owners:

$$\begin{array}{rcl} (\$150,000 - \$50,000) / 100 & = & \$1000.00 \\ \text{Total cost to Mr. \& Mrs. "Y"} & = & \$1166.50 \end{array}$$

Or said another way:

Mr. and Mrs. "X" used the components for 66% of their useful life but only paid 22% of the repair cost.

Mr. and Mrs. "Y" used the components for 34% of their useful life but had to pay 78% of the cost.

For funding to be fair all owners should contribute their share of the costs for the period they use the component.

READING and UNDERSTANDING TABLES/CHARTS

(Some information may not appear in this study).

RELEVANT DATA

Study fiscal year, inspection date(s), units, association's financial data, and interest/inflation rates.

SUMMARY OF THE ASSOCIATION'S RESERVE FINANCIAL PLAN

Financial summary of study results.

TABLE OF REPAIR & REPLACEMENT RESERVES

The Repair and Replacement Table shows the common or limited common element, average and remaining useful life, and estimated cost for work. This information, for the most part, is self-explanatory; however, when we believe more information is needed, we provide comments or use photographs.

Column

- (1) The property components the association should include in the reserves. Where a 15%, 30%, etc., is shown it means total replacement of the item is not anticipated. If we have omitted or added components that are not common or limited common area responsibility, please inform us so we can provide a revised table. It also applies if the association accomplishes the work from their annual operating expense and a reserve set-aside is not needed. If components are included that are operating expenses, we leave it to others to determine the correct tax consequence of the component.

- (2) Approximate quantity and unit of measure. The following abbreviations are used; however, they may not all appear in this study:

AC – Acres	LF - Linear Feet	SY - Square Yards
AnAvg - Annual Average	LS - Lump Sum	TN - Tons
BLD - Building	HP - Horsepower	UN - Units
EA - Each	RC - Replacement Cost	> - Greater Than
CY - Cubic Yards	SF - Square Feet	< - Less Than

- (3) The components' average useful life (Avg). Leading publications on useful life data, our own experiences and historical trends are used to determine average useful life.
- (4) Our best estimate of the remaining useful life (RUL). Some components in the table may not fail precisely as shown. We use the remaining useful life in conjunction with the estimated cost to calculate the annual contribution needed to fund the component. Actual remaining useful life can be significantly different.
- (5) Estimated costs are in current dollars; actual cost can be significantly different. Estimates are based on similar work in the greater Washington area, association experience, industry publications, such as R.S. Means and HomeTech, contractors and other reliable sources. It assumes the association will competitively seek bids and obtain a fair price in today's market. Some work, such as balconies, roofing, garages, façade, boiler, and chiller replacements, etc. may need the services of an engineer or architect to determine scope and oversee repairs. Those estimates take precedence over those shown in the table. Some costs can be more predictable than others, i.e., when roofs and pavements are replaced the entire component will most likely be replaced so a total replacement costs can be estimated. Other components, i.e., closed loop piping, plumbing, electrical and fire protection systems may not need total replacement and will continue to perform with sub-system repairs. For these components, we reserve a reasonable amount for this work.
- (6) Distribution of the funds the association had (is projected to have) at the start of their fiscal year or the amount we were requested to use. The program distributes a prorated amount to each component.

- (7) The amount needed to fund the balance of the requirement.
- (8) The contribution needed to fund the 1st year applying the cash flow method. Contributions from year to year are mainly adjustments for inflation.
- (9) The contribution needed to fund the 1st year applying the component method. Contributions from year to year can vary significantly.

30-Year Comparison of Financial Plans

Column

- (10) - Fiscal Year.
- (11) - Projected annual expenses.
- (12) - Cumulative expenses over 30-years.
- (13) and (16) - Interest earned per funding plan based on previous year-end balance.
- (14) and (17) - Contribution per funding plan, inflation applied.
- (15) and (18) - Projected year-end balance per funding plan.

GRAPHS

Graphs depict the projected contributions and year end balances for each plan. The contribution objective should be to have a consistent contribution, year after year, that can be maintained with inflation adjustments. Avoid fluctuating contributions as they can impose financial hardships on owners. The plot objective for the reserve balance is to have the year end balances always above the "X" axis. If it falls below, it indicates a special assessment or loan will be needed to support the reserves.

SUMMARY

- 30-Year Income - projected from interest and owners.
- 30 & 50-Year minimum thresholds - includes contingency for unforeseen events.

PROPERTY COMPARISON

The "Property Comparison" chart compares the property's current funding to the last 100 properties we have studied. The comparison shows the maximums, minimums, property averages and medians compared to your property. Property features differ from one property to another so consider these as averages only and not a true comparison on your property to another similar property. Three comparisons are made:

- % Funded - Ratio of the current to the ideal Reserve Balance for each component in the Reserve Table. The ratio is a product of the "used-up" life, useful life, and component cost.
- Reserve Depletion Factor - Number of years amount-on-hand will fund (It is the same as the "go broke" date if no more money is added to the reserves).
- Accumulated cash at start of fiscal year – dedicated reserve funds the association had or is estimated to have when their fiscal year begins.
- Average annual contribution per owner – Average contribution per owner needed to meet the reserve requirement. Dollar amounts will vary from property to property based on construction features, common/limited common elements, past contributions to the reserves and other factors that may not result in a true comparison.



Cameron Station Community Association is a 1,769 home community located in Alexandria, VA. The community is comprised of single family,.....



....townhomes, and.....



.....multi-story buildings. Photographs are typical of the housing style. Exterior components of single family and townhomes are unit owner responsibility.



Community Center has a fitness center, basketball court, kitchen, meeting rooms, bathhouse and swimming pool. Association management office is also located in the building.



Roofing is shingles with a flat platform for HVAC equipment. There is also a minor amount of standing seam metal roofing.



Fitness center is equipped with 45 machines. Reserve budgets for approximately one-fifth of the machines to be repaired or replaced every other year.



Kitchen is in good repair. Reserve provides for periodic renovations.



Basketball court floor was recently replaced. Reserve provides for the next time replacement may be needed. Basketball standard and lighting are also included in the reserves.



Management office, furniture, computers and peripherals are in good condition. Component repair or replacement is provided for in the reserves.



It is reported the building underwent modernization in 2012. Subsequent modernizations are included in the reserves.



Roof-top mechanical platform. Two older 8 and 3 ton units are scheduled to be replaced. Units are being replaced as needed to maintain building temperature.



Electrical, plumbing and fire protection systems can be expected to fail. When failures occur timely repairs will be needed to keep this systems operable.



Other life safety equipment, i.e., battery operated standby lighting and exit signs need repair when they fail to operate properly



Men's and ladies' shower rooms and bathroom are in good condition. Renovations should be done when needed.



Pools need whitecoating about every five years. Although we allow for this work to occur on that schedule, decision to whitecoat should be evaluated when pools are drained.



Reserve provides for pool filters, water supply/return piping, chemical treatment equipment and other system components.



Asphalt pavements have reached the end of their life, they are scheduled to be milled and overlaid over the next 3-years. See our recommendations in comments section to maximize pavement useful life.



Funding to maintain and repair the brick paver walkways are a reserve component. Settling, heaving, cracks and other defects need to be repaired to maintain a level walking surface.



Entry for street lights considers poles, wiring, fixtures and controls will be repaired as needed. No assumption all units need replacing at the same time. Conversion to LED included in reserves.



In-ground irrigation system can be kept in good condition with spot repairs to sprinkler heads, pipe, valves and controls, when needed.



Arbors, gazebos and fountains are provided for in the reserves.



Board fence on the property line between the community and commercial area is scheduled to be replaced this year or early next year.



A reasonable amount to replace dead or diseased shrubbery and trees. Does not include normal landscaping upkeep which is funded from the operating account nor large scale improvements.



Park benches, doggie stations, signs, sign posts, circle clock, flag poles and other miscellaneous items are also included in the reserves. Well maintained items enhance property appearance.

APPENDIX A

TABLE OF REPAIR/REPLACEMENT RESERVES and YEARS 1-10 EXPENSES

Cameron Station Community Association-FY22-Appendix A Revision 2

Reserve Study

COMPONENT	APPROX'MT QUANTITY	USEFUL LIFE AVG REM (YRS)	ESTIMATED COST IN CURRENT \$	DISTR'BTN OF COH AS OF 1-Jan-22	BALANCE NEEDED TO FUND RESERVE	FY22 CONTRIBUTION													
						CASH FLOW	COMPONENT												
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	
COMMUNITY CENTER																			
EXTERIOR																			
ROOFING-SHINGLES	7,869	SF	20	4	37,770	23,130	14,640	2,620	3,660	0	0	0	39,760	0	0	0	0	0	0
ROOFING-METAL	92	SF	40	24	3,680	2,250	1,430	40	60	0	0	0	0	0	0	0	0	0	0
ROOFING FLAT	1,800	SF	20	5	39,590	24,250	15,340	2,200	3,070	0	0	0	0	42,400	0	0	0	0	0
GUTTERS/DOWNSPOUTS	875	LF	30	8	11,380	6,970	4,410	390	550	0	0	0	0	0	0	12,830	0	0	0
FAÇADE																			
FACADE/CAULK/WATERPROOFING		LS	5	3	5,360	3,280	2,080	500	690	0	0	5,550	0	0	0	6,040	0	0	0
EXTERIOR PAINTING																			
PAINT/DETERIORATED WOOD REPLACEMENT		LS	6	3	12,000	7,350	4,650	1,110	1,550	0	0	12,420	0	0	0	0	13,760	0	0
WINDOWS/DOORS/HARDWARE																			
BUILDING EXTERIOR DOORS	9	EA	25	5	34,200	20,950	13,250	1,900	2,650	0	0	0	0	36,630	0	0	0	0	0
WINDOWS	69	EA	40	20	65,550	40,150	25,400	910	1,270	0	0	0	0	0	0	0	0	0	0
INTERIOR DECORATION AND FEATURES																			
FLOORING-CARPET (INCLUDES STAIRWAYS)	598	SY	8	3	35,300	21,620	13,680	3,260	4,560	0	0	36,530	0	0	0	0	0	0	0
STAIRWAY (RUBBER TILE)	380	SF	20	11	13,300	8,150	5,150	340	470	0	0	0	0	0	0	0	0	0	0
CEILING TILE-FOYER CLOSET	39	SF	30	2	310	190	120	40	60	0	320	0	0	0	0	0	0	0	0
FURNISHINGS/TV'S		LS	15	6	35,000	21,440	13,560	1,620	2,260	0	0	0	0	38,130	0	0	0	0	0
CEILING LIGHTING FIXTURES		LS	30	10	18,500	11,330	7,170	510	720	0	0	0	0	0	0	0	0	21,590	0
PAINT COMMON AREAS		LS	7	2	25,000	15,310	9,690	3,470	4,850	0	25,430	0	0	0	0	0	28,680	0	0
INTERIOR DOOR REPLACEMENTS		LS	5	3	2,800	1,710	1,090	260	360	0	0	2,900	0	0	0	3,160	0	0	0
MANAGEMENT OFFICE EQUIPMENT																			
DESK & CHAIR	8	LS	15	6	10,000	6,120	3,880	460	650	0	0	0	0	10,900	0	0	0	0	0
COMPUTERS & PERIPHERALS	8	LS	5	3	20,000	12,250	7,750	1,850	2,580	0	0	20,700	0	0	0	22,550	0	0	0
TABLES/CHAIRS/TELEPHONE/MISCELLANEOUS	20	LS	20	11	12,000	7,350	4,650	300	420	0	0	0	0	0	0	0	0	0	0
BATHROOM		LS	15	8	8,000	4,900	3,100	280	390	0	0	0	0	0	0	9,020	0	0	0
CONCIERGE																			
DESK/EQUIPMENT		LS	15	6	4,000	2,450	1,550	180	260	0	0	0	0	4,360	0	0	0	0	0
KITCHEN																			
RENOVATION		LS	15	8	18,000	11,020	6,980	620	870	0	0	0	0	0	0	20,300	0	0	0
FITNESS ROOM																			
PELTON	2	EA	4	2	5,800	3,550	2,250	810	1,130	0	5,900	0	0	6,320	0	0	0	6,770	0
EXERCISE EQUIPMENT-1/5	9	EA	9	1	35,100	21,500	13,600	9,730	13,600	35,100	0	0	0	0	0	0	0	40,960	0
EXERCISE EQUIPMENT-1/5	8	EA	9	3	31,200	19,110	12,090	2,880	4,030	0	0	32,290	0	0	0	0	0	0	0
EXERCISE EQUIPMENT-1/5	9	EA	9	5	35,100	21,500	13,600	1,950	2,720	0	0	0	37,590	0	0	0	0	0	0
EXERCISE EQUIPMENT-1/5	8	EA	9	7	31,200	19,110	12,090	1,240	1,730	0	0	0	0	0	34,580	0	0	0	0
EXERCISE EQUIPMENT-1/5	9	EA	9	9	35,100	21,500	13,600	1,080	1,510	0	0	0	0	0	0	0	40,260	0	0
RUBBER FLOOR TILES	2,900	SF	8	3	31,900	19,540	12,360	2,950	4,120	0	0	33,010	0	0	0	0	0	0	0
BASKETBALL COURT																			
REPLACE FLOOR		LS	40	20	43,600	26,700	16,900	600	850	0	0	0	0	0	0	0	0	0	0
LIGHTING	4	EA	30	15	4,000	2,450	1,550	70	100	0	0	0	0	0	0	0	0	0	0
BASKETBALL STANDARD	1	EA	30	20	4,000	2,450	1,550	60	80	0	0	0	0	0	0	0	0	0	0
MECHANICAL/PLUMBING/ELECTRICAL SYSTEMS																			
MECHANICAL																			
BOILER-DOMESTIC HOT WATER	1,260	MBU	20	4	33,000	20,210	12,790	2,290	3,200	0	0	0	34,740	0	0	0	0	0	0
HOT WATER STORAGE TANK	1	EA	30	30	5,000	3,060	1,940	50	60	0	0	0	0	0	0	0	0	0	0
HVAC	20	TN	15	3	64,000	39,200	24,800	5,920	8,270	0	0	66,230	0	0	0	0	0	0	0
HVAC	20	TN	15	7	64,000	39,200	24,800	2,540	3,540	0	0	0	0	0	70,940	0	0	0	0
HVAC	30	TN	15	15	96,000	58,800	37,200	1,780	2,480	0	0	0	0	0	0	0	0	0	0
EXHAUST FANS	5	EA	15	5	4,000	2,450	1,550	220	310	0	0	0	0	4,280	0	0	0	0	0
PLUMBING																			
PLUMBING/SANITARY/CONDENSATE PIPE		LS	50	30	40,000	24,500	15,500	370	520	0	0	0	0	0	0	0	0	0	0
ELECTRICAL																			
ELECTRICAL SYSTEMS		LS	40	20	38,000	23,270	14,730	530	740	0	0	0	0	0	0	0	0	0	0
CARRIAGE LIGHTS AT DOORS	11	EA	30	10	3,410	2,090	1,320	90	130	0	0	0	0	0	0	0	0	3,980	0

TABLE OF REPAIR/REPLACEMENT RESERVES and YEARS 1-10 EXPENSES

Cameron Station Community Association-FY22-Appendix A Revision 2

Reserve Study

COMPONENT	APPROX'MT QUANTITY	USEFUL LIFE AVG REM (YRS)	ESTIMATED COST IN CURRENT \$	DISTR'BTN OF COH AS OF 1-Jan-22 (6)	BALANCE NEEDED TO FUND RESERVE (7)	FY22 CONTRIBUTION													
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	
BATTERY BACKUP/EXIT LIGHT FIXTURES	40	EA	15	1	9,000	5,510	3,490	2,500	3,490	9,000	0	0	0	0	0	0	0	0	0
FIRE PROTECTION/SECURITY																			
FIRE ALARM SYSTEM REPAIRS	LS	40	20	64,600	39,570	25,030	900	1,250	0	0	0	0	0	0	0	0	0	0	0
FIRE SPRINKLER SYSTEM REPAIRS	LS	50	30	76,000	46,550	29,450	700	980	0	0	0	0	0	0	0	0	0	0	0
ACCESS SECURITY SYSTEM	LS	15	2	15,000	9,190	5,810	2,080	2,910	0	15,260	0	0	0	0	0	0	0	0	0
MISC. MECHANICAL/PLUMBING/ELECTRICAL/FIRE	LS	3	2	5,250	3,220	2,030	730	1,020	0	5,340	0	0	5,620	0	0	5,920	0	0	0
ELEVATOR																			
ELEVATOR/CAB-HYDRAULIC	1	EA	25	5	175,000	107,180	67,820	9,710	13,560	0	0	0	0	187,430	0	0	0	0	0
BATHHOUSE																			
RENOVATION	2	EA	15	7	90,000	55,120	34,880	3,570	4,980	0	0	0	0	0	99,760	0	0	0	0
LOCKERS	84	EA	15	7	10,080	6,170	3,910	400	560	0	0	0	0	0	11,170	0	0	0	0
FLOOR MATS	1,194	SF	15	7	11,940	7,310	4,630	470	660	0	0	0	0	0	13,230	0	0	0	0
POOL(S)																			
WHITECOAT-ADULT POOL	2,747	SF	5	1	20,600	12,620	7,980	5,710	7,980	20,600	0	0	0	0	22,440	0	0	0	0
WHITECOAT-WADING POOL	288	SF	5	1	3,170	1,940	1,230	880	1,230	3,170	0	0	0	0	3,450	0	0	0	0
FILTER/PUMPS/PIPING/CHEMICAL EQUIPMENT	LS	10	5	15,000	9,190	5,810	830	1,160	0	0	0	0	16,070	0	0	0	0	0	0
COPING/TILES/WALLS & GENERAL REPAIRS	LS	10	7	33,390	20,450	12,940	1,320	1,850	0	0	0	0	0	0	37,010	0	0	0	0
POOL DECK/COPING & TILE-PRIOR TO POOL OPEN	LS	1	1	3,790	2,320	1,470	1,050	1,470	3,790	3,860	3,920	3,990	4,060	4,130	4,200	4,270	4,350	4,420	4,420
POOL FURNITURE	LS	8	4	54,630	33,460	21,170	3,790	5,290	0	0	0	57,510	0	0	0	0	0	0	0
UMBRELLAS	LS	8	6	2,400	1,470	930	110	160	0	0	0	0	0	2,610	0	0	0	0	0
SHADE AWNING	LS	10	8	3,000	1,840	1,160	100	150	0	0	0	0	0	0	0	3,380	0	0	0
REPLACE CONCRETE DECK	6,865	SF	50	30	109,840	67,270	42,570	1,020	1,420	0	0	0	0	0	0	0	0	0	0
6' METAL FENCE	295	LF	30	10	30,980	18,970	12,010	860	1,200	0	0	0	0	0	0	0	0	36,150	36,150
3' METAL FENCE	80	LF	30	10	6,400	3,920	2,480	180	250	0	0	0	0	0	0	0	0	7,470	7,470
ADULT POOL COVER	2,747	SF	10	10	7,900	4,840	3,060	220	310	0	0	0	0	0	0	0	0	9,220	9,220
WADING POOL COVER	288	SF	10	2	2,740	1,680	1,060	380	530	0	2,790	0	0	0	0	0	0	0	0
TOTAL BUILDING(S)					1,766,860	1,082,150	684,710	95,530	133,480										
PAVEMENTS/CONCRETE																			
PAVEMENTS																			
PREVENTIVE MAINTENANCE	28,000	SY	4	1	64,400	39,440	24,960	17,870	24,960	0	0	0	0	0	70,170	0	0	0	75,150
PAVEMENT OVERLAY	28,000	SY	15	2	406,000	248,670	157,330	56,310	78,670	0	413,020	0	0	0	0	0	0	0	0
BASE/SUB-BASE/REPAIRS	1,400	SY	15	2	39,200	24,010	15,190	5,440	7,600	0	39,880	0	0	0	0	0	0	0	0
PREVENTIVE MAINTENANCE	28,000	SY	4	1	64,400	39,440	24,960	17,870	24,960	0	0	0	0	0	0	71,380	0	0	0
PAVEMENT OVERLAY	28,000	SY	15	3	406,000	248,670	157,330	37,540	52,440	0	0	420,170	0	0	0	0	0	0	0
BASE/SUB-BASE/REPAIRS	1,400	SY	15	3	39,200	24,010	15,190	3,620	5,060	0	0	40,570	0	0	0	0	0	0	0
PREVENTIVE MAINTENANCE	28,000	SY	4	1	64,400	39,440	24,960	17,870	24,960	64,400	0	0	0	0	0	0	72,620	0	0
PAVEMENT OVERLAY	28,000	SY	15	4	406,000	248,670	157,330	28,150	39,330	0	0	0	427,440	0	0	0	0	0	0
BASE/SUB-BASE/REPAIRS	1,400	SY	15	4	39,200	24,010	15,190	2,720	3,800	0	0	0	41,270	0	0	0	0	0	0
CONCRETE/PAVERS																			
SIDEWALKS-BRICK PAVERS	LS	1	1	45,000	27,560	17,440	12,480	17,440	45,000	45,780	46,570	47,380	48,200	49,030	49,880	50,740	51,620	52,510	52,510
CURBS/GUTTERS OTHER CONCRETE	LS	4	2	15,120	9,260	5,860	2,100	2,930	0	15,380	0	0	0	16,470	0	0	0	17,640	17,640
TOTAL PAVEMENTS/CONCRETE					1,588,920	973,180	615,740	201,970	282,150										
OTHER PROPERTY FEATURES																			
ENTRANCE FEATURE WALLS/SIGNAGE	LS	5	1	1,500	920	580	420	580	1,500	0	0	0	0	1,630	0	0	0	0	0
TREES/SHRUBBERY-DISEASED/DEAD	LS	1	1	25,000	15,310	9,690	6,940	9,690	25,000	25,430	25,870	26,320	26,780	27,240	27,710	28,190	28,680	29,170	29,170
PROPERTY LINE FENCE BETWEEN COMERCIAL STORES	2,866	LF	20	1	160,000	98,000	62,000	44,380	62,000	160,000	0	0	0	0	0	0	0	0	0
DUKE STREET COLUMNS/FENCE REPAIRS PAINT	100	LF	6	3	3,000	1,840	1,160	280	390	0	0	3,100	0	0	0	0	3,440	0	0
GAZEBO(S)/ARBORS																			
CAMERON STATION BOULEVARD GAZEBO																			
ROOFING	1,200	SF	38	18	24,000	14,700	9,300	370	520	0	0	0	0	0	0	0	0	0	0
RAILING	100	SF	30	10	5,000	3,060	1,940	140	190	0	0	0	0	0	0	0	0	5,830	5,830

TABLE OF REPAIR/REPLACEMENT RESERVES and YEARS 1-10 EXPENSES

Cameron Station Community Association-FY22-Appendix A Revision 2

Reserve Study

COMPONENT	APPROX'MT QUANTITY	USEFUL LIFE AVG REM (YRS)		ESTIMATED COST IN CURRENT \$	DISTR'BTN OF COH AS OF 1-Jan-22	BALANCE NEEDED TO FUND RESERVE	FY22												
							CONTRIBUTION CASH FLOW	COMPONENT METHODS	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)											
PAINT/STAINING/STRUCTURAL REPAIRS	LS	6	3	3,700	2,270	1,430	340	480	0	0	3,830	0	0	0	0	0	0	4,240	0
JOHN TIGER DRIVE GABEZO																			
ROOFING	166 SF	38	18	4,980	3,050	1,930	80	110	0	0	0	0	0	0	0	0	0	0	0
PAINT/STAINING/STRUCTURAL REPAIRS	LS	6	3	2,500	1,530	970	230	320	0	0	2,590	0	0	0	0	0	0	2,870	0
DONOVAN DRIVE ARBOR																			
STRUCTURE REPAIRS	1,000 SF	40	20	35,000	21,440	13,560	490	680	0	0	0	0	0	0	0	0	0	0	0
DONOVAN DRIVE FOUTAIN																			
WATERPROOF BASIN	LS	8	4	2,500	1,530	970	170	240	0	0	0	2,630	0	0	0	0	0	0	0
PUMP/PIPINGGENERAL REPAIRS	LS	10	5	1,000	610	390	60	80	0	0	0	0	1,070	0	0	0	0	0	0
SITE LIGHTING																			
LED CONVERSION-1/2	LS	NA	1	40,000	24,500	15,500	11,090	15,500	40,000	0	0	0	0	0	0	0	0	0	0
LED CONVERSION-1/2	LS	NA	2	40,000	24,500	15,500	5,550	7,750	0	40,690	0	0	0	0	0	0	0	0	0
STREET LIGHT REPAIRS	LS	1	3	19,330	11,840	7,490	1,790	2,500	0	0	20,000	20,350	20,700	21,060	21,430	21,800	22,170	22,560	
TABLES/BENCHES/GRILLS/TRASH/DOGGIE POSTS																			
BEASLEY POCKET PARK FURNITURE	LS	20	20	3,500	2,140	1,360	50	70	0	0	0	0	0	0	0	0	0	0	0
PARK BENCHES TO BE REPAIRED	27 EA	20	3	24,300	14,880	9,420	2,250	3,140	0	0	25,150	0	0	0	0	0	0	0	0
PARK BENCHES REPAIRED	48 EA	20	18	43,200	26,460	16,740	670	930	0	0	0	0	0	0	0	0	0	0	0
METAL TRASH CONTAINER	40 EA	15	8	20,000	12,250	7,750	690	970	0	0	0	0	0	0	0	22,550	0	0	0
DOGGIE STATIONS	22 EA	10	5	9,900	6,060	3,840	550	770	0	0	0	0	10,600	0	0	0	0	0	0
STORM WATER FACILITIES																			
STORM WATER RUN OFF	LS	1	1	30,000	18,370	11,630	8,320	11,630	30,000	30,520	31,050	31,580	32,130	32,690	33,250	33,830	34,410	35,010	
OTHER SITE FEATURES																			
IRRIGATION SYSTEM UPKEEP	LS	1	1	3,000	1,840	1,160	830	1,160	3,000	3,050	3,100	3,160	3,210	3,270	3,330	3,380	3,440	3,500	
SITE ITEMS	LS	1	1	2,500	1,530	970	690	970	2,500	2,540	2,590	2,630	2,680	2,720	2,770	2,820	2,870	2,920	
TOTAL OTHER PROPERTY FEATURES				503,910	308,630	195,280	86,380	120,670											
TOTAL RESERVES				\$3,859,690	\$2,363,960	\$1,495,730	\$383,880	\$536,300	\$443,060	\$675,190	\$838,140	\$738,760	\$479,450	\$316,620	\$480,640	\$323,400	\$240,790	\$374,850	

Notes:

All dollars rounded to nearest \$10. Totals may not add due to rounding.

One year remaining useful life indicates component useful life is used up.

YEARS 11-30 EXPENSES

Cameron Station Community Association-FY22-Appendix A Revision 2

Reserve Study

Component	Useful Life		Estimated Cost in Current \$																				
	Avg	Rem		2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051
	(Yrs)	(Yrs)																					
(1)	(3)	(4)	(5)																				
Community Center																							
Exterior																							
Roofing-Shingles	20	4	37,770	0	0	0	0	0	0	0	0	0	0	0	0	0	56,040	0	0	0	0	0	0
Roofing-Metal	40	24	3,680	0	0	0	0	0	0	0	0	0	0	0	0	0	5,460	0	0	0	0	0	0
Roofing Flat	20	5	39,590	0	0	0	0	0	0	0	0	0	0	0	0	0	0	59,750	0	0	0	0	0
Gutters/Downspouts	30	8	11,380	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Façade																							
Facade/Caulk/Waterproofing	5	3	5,360	0	0	6,580	0	0	0	0	7,170	0	0	0	0	7,820	0	0	0	0	8,520	0	0
Exterior Painting																							
Paint/Deteriorated Wood Replacement	6	3	12,000	0	0	0	0	15,260	0	0	0	0	0	16,910	0	0	0	0	0	18,740	0	0	0
Windows/Doors/Hardware																							
Building Exterior Doors	25	5	34,200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	56,240
Windows	40	20	65,550	0	0	0	0	0	0	0	0	0	90,800	0	0	0	0	0	0	0	0	0	0
Interior Decoration and Features																							
Flooring-Carpet (Includes Stairways)	8	3	35,300	41,900	0	0	0	0	0	0	0	48,070	0	0	0	0	0	0	0	55,140	0	0	0
Stairway (Rubber Tile)	20	11	13,300	15,790	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ceiling Tile-Foyer Closet	30	2	310	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Furnishings/TV's	15	6	35,000	0	0	0	0	0	0	0	0	0	0	49,320	0	0	0	0	0	0	0	0	0
Ceiling Lighting Fixtures	30	10	18,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Paint Common Areas	7	2	25,000	0	0	0	0	0	32,340	0	0	0	0	0	0	36,460	0	0	0	0	0	0	41,110
Interior Door Replacements	5	3	2,800	0	0	3,440	0	0	0	0	3,750	0	0	0	0	4,080	0	0	0	0	4,450	0	0
Management Office Equipment																							
Desk & Chair	15	6	10,000	0	0	0	0	0	0	0	0	0	0	14,090	0	0	0	0	0	0	0	0	0
Computers & Peripherals	5	3	20,000	0	0	24,570	0	0	0	0	26,770	0	0	0	0	29,170	0	0	0	0	31,780	0	0
Tables/Chairs/Telephone/Miscellaneous	20	11	12,000	14,250	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bathroom	15	8	8,000	0	0	0	0	0	0	0	0	0	0	0	0	11,670	0	0	0	0	0	0	0
Concierge																							
Desk/Equipment	15	6	4,000	0	0	0	0	0	0	0	0	0	0	5,640	0	0	0	0	0	0	0	0	0
Kitchen																							
Renovation	15	8	18,000	0	0	0	0	0	0	0	0	0	0	0	0	26,250	0	0	0	0	0	0	0
Fitness Room																							
Peloton	4	2	5,800	0	0	0	7,250	0	0	0	7,760	0	0	0	8,310	0	0	0	8,910	0	0	0	9,540
Exercise Equipment-1/5	9	1	35,100	0	0	0	0	0	0	0	0	47,800	0	0	0	0	0	0	0	0	55,770	0	0
Exercise Equipment-1/5	9	3	31,200	0	37,680	0	0	0	0	0	0	0	0	43,970	0	0	0	0	0	0	0	0	51,310
Exercise Equipment-1/5	9	5	35,100	0	0	0	43,870	0	0	0	0	0	0	0	0	51,190	0	0	0	0	0	0	0
Exercise Equipment-1/5	9	7	31,200	0	0	0	0	40,350	0	0	0	0	0	0	0	0	0	47,090	0	0	0	0	0
Exercise Equipment-1/5	9	9	35,100	0	0	0	0	0	0	0	46,980	0	0	0	0	0	0	0	0	54,830	0	0	0
Rubber Floor Tiles	8	3	31,900	37,870	0	0	0	0	0	0	0	43,440	0	0	0	0	0	0	0	49,830	0	0	0
Basketball Court																							
Replace Floor	40	20	43,600	0	0	0	0	0	0	0	0	0	60,400	0	0	0	0	0	0	0	0	0	0
Lighting	30	15	4,000	0	0	0	0	5,090	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Basketball Standard	30	20	4,000	0	0	0	0	0	0	0	0	0	5,540	0	0	0	0	0	0	0	0	0	0
Mechanical/Plumbing/Electrical Systems																							
Mechanical																							
Boiler-Domestic Hot Water	20	4	33,000	0	0	0	0	0	0	0	0	0	0	0	0	0	48,960	0	0	0	0	0	0
Hot Water Storage Tank	30	30	5,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8,220
HVAC	15	3	64,000	0	0	0	0	0	0	0	85,670	0	0	0	0	0	0	0	0	0	0	0	0
HVAC	15	7	64,000	0	0	0	0	0	0	0	0	0	0	91,750	0	0	0	0	0	0	0	0	0
HVAC	15	15	96,000	0	0	0	0	122,060	0	0	0	0	0	0	0	0	0	0	0	0	0	0	157,870
Exhaust Fans	15	5	4,000	0	0	0	0	0	0	0	0	0	5,540	0	0	0	0	0	0	0	0	0	0
Plumbing																							
Plumbing/Sanitary/Condensate Pipe	50	30	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	65,780
Electrical																							
Electrical Systems	40	20	38,000	0	0	0	0	0	0	0	0	0	52,640	0	0	0	0	0	0	0	0	0	0
Carriage Lights at Doors	30	10	3,410	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Battery Backup/Exit Light Fixtures	15	1	9,000	0	0	0	0	0	11,640	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire Protection/Security																							
Fire Alarm System Repairs	40	20	64,600	0	0	0	0	0	0	0	0	0	89,490	0	0	0	0	0	0	0	0	0	0
Fire Sprinkler System Repairs	50	30	76,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	124,980
Access Security System	15	2	15,000	0	0	0	0	0	0	19,740	0	0	0	0	0	0	0	0	0	0	0	0	0

YEARS 11-30 EXPENSES

Cameron Station Community Association-FY22-Appendix A Revision 2

Reserve Study

COMPONENT	USEFUL LIFE		ESTIMATED COST IN CURRENT \$																				
	AVG	REM		2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051
(1)	(3)	(4)	(5)																				
MISC. MECHANICAL/PLUMBING/ELECTRICAL/FIRE	3	2	5,250	6,230	0	0	6,560	0	0	6,910	0	0	7,270	0	0	7,660	0	0	8,060	0	0	8,490	0
ELEVATOR																							
ELEVATOR/CAB-HYDRAULIC	25	5	175,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	287,780
BATHHOUSE																							
RENOVATION	15	7	90,000	0	0	0	0	0	0	0	0	0	0	0	129,020	0	0	0	0	0	0	0	0
LOCKERS	15	7	10,080	0	0	0	0	0	0	0	0	0	0	0	14,450	0	0	0	0	0	0	0	0
FLOOR MATS	15	7	11,940	0	0	0	0	0	0	0	0	0	0	0	17,120	0	0	0	0	0	0	0	0
POOL(S)																							
WHITECOAT-ADULT POOL	5	1	20,600	24,450	0	0	0	0	26,640	0	0	0	0	29,030	0	0	0	0	31,630	0	0	0	0
WHITECOAT-WADING POOL	5	1	3,170	3,760	0	0	0	0	4,100	0	0	0	0	4,470	0	0	0	0	4,870	0	0	0	0
FILTER/PUMPS/PIPING/CHEMICAL EQUIPMENT	10	5	15,000	0	0	0	0	19,070	0	0	0	0	0	0	0	0	0	22,640	0	0	0	0	0
COPING/TILES/WALLS & GENERAL REPAIRS	10	7	33,390	0	0	0	0	0	0	43,930	0	0	0	0	0	0	0	0	0	52,150	0	0	0
POOL DECK/COPING & TILE-PRIOR TO POOL OPEN	1	1	3,790	4,500	4,580	4,660	4,740	4,820	4,900	4,990	5,070	5,160	5,250	5,340	5,430	5,530	5,620	5,720	5,820	5,920	6,020	6,130	6,230
POOL FURNITURE	8	4	54,630	0	65,970	0	0	0	0	0	0	0	0	75,680	0	0	0	0	0	86,810	0	0	0
UMBRELLAS	8	6	2,400	0	0	0	3,000	0	0	0	0	0	0	0	3,440	0	0	0	0	0	0	3,950	0
SHADE AWNING	10	8	3,000	0	0	0	0	0	0	0	4,020	0	0	0	0	0	0	0	0	4,770	0	0	0
REPLACE CONCRETE DECK	50	30	109,840	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	180,630	0
6' METAL FENCE	30	10	30,980	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3' METAL FENCE	30	10	6,400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADULT POOL COVER	10	10	7,900	0	0	0	0	0	0	0	0	0	10,940	0	0	0	0	0	0	0	0	0	12,990
WADING POOL COVER	10	2	2,740	0	3,310	0	0	0	0	0	0	0	0	0	3,930	0	0	0	0	0	0	0	0
TOTAL BUILDING(S)			1,766,860																				
PAVEMENTS/CONCRETE																							
PAVEMENTS																							
PREVENTIVE MAINTENANCE	4	1	64,400	0	0	0	80,490	0	0	0	0	0	0	90,750	0	0	0	97,200	0	0	0	104,100	0
PAVEMENT OVERLAY	15	2	406,000	0	0	0	0	0	0	534,210	0	0	0	0	0	0	0	0	0	0	0	0	0
BASE/SUB-BASE/REPAIRS	15	2	39,200	0	0	0	0	0	0	51,580	0	0	0	0	0	0	0	0	0	0	0	0	0
PREVENTIVE MAINTENANCE	4	1	64,400	76,450	0	0	0	81,880	0	0	0	0	0	0	92,320	0	0	0	98,880	0	0	0	105,900
PAVEMENT OVERLAY	15	3	406,000	0	0	0	0	0	0	0	543,450	0	0	0	0	0	0	0	0	0	0	0	0
BASE/SUB-BASE/REPAIRS	15	3	39,200	0	0	0	0	0	0	0	52,470	0	0	0	0	0	0	0	0	0	0	0	0
PREVENTIVE MAINTENANCE	4	1	64,400	0	77,770	0	0	0	83,300	0	0	0	0	0	0	93,920	0	0	0	100,590	0	0	0
PAVEMENT OVERLAY	15	4	406,000	0	0	0	0	0	0	0	0	552,850	0	0	0	0	0	0	0	0	0	0	0
BASE/SUB-BASE/REPAIRS	15	4	39,200	0	0	0	0	0	0	0	0	53,380	0	0	0	0	0	0	0	0	0	0	0
CONCRETE/PAVERS																							
SIDEWALKS-BRICK PAVERS	1	1	45,000	53,420	54,340	55,280	56,240	57,210	58,200	59,210	60,230	61,280	62,340	63,420	64,510	65,630	66,760	67,920	69,090	70,290	71,510	72,740	74,000
CURBS/GUTTERS OTHER CONCRETE	4	2	15,120	0	0	0	18,900	0	0	19,890	0	0	0	21,310	0	0	0	22,820	0	0	0	24,440	0
TOTAL PAVEMENTS/CONCRETE			1,588,920																				
OTHER PROPERTY FEATURES																							
ENTRANCE FEATURE WALLS/SIGNAGE	5	1	1,500	1,780	0	0	0	0	1,940	0	0	0	0	2,110	0	0	0	0	2,300	0	0	0	0
TREES/SHRUBBERY-DISEASED/DEAD	1	1	25,000	29,680	30,190	30,710	31,240	31,790	32,340	32,890	33,460	34,040	34,630	35,230	35,840	36,460	37,090	37,730	38,390	39,050	39,730	40,410	41,110
PROPERTY LINE FENCE BETWEEN COMERCIAL STORES	20	1	160,000	0	0	0	0	0	0	0	0	0	0	225,480	0	0	0	0	0	0	0	0	0
DUKE STREET COLUMNS/FENCE REPAIRS PAINT	6	3	3,000	0	0	0	0	3,810	0	0	0	0	0	4,230	0	0	0	0	4,690	0	0	0	0
GAZEBOS/ARBORS																							
CAMERON STATION BOULEVARD GAZEBO																							
ROOFING	38	18	24,000	0	0	0	0	0	0	0	32,130	0	0	0	0	0	0	0	0	0	0	0	0
RAILING	30	10	5,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PAINT/STAINING/STRUCTURAL REPAIRS	6	3	3,700	0	0	0	0	4,700	0	0	0	0	0	5,210	0	0	0	0	5,780	0	0	0	0
JOHN TIGER DRIVE GABEZO																							
ROOFING	38	18	4,980	0	0	0	0	0	0	0	6,670	0	0	0	0	0	0	0	0	0	0	0	0
PAINT/STAINING/STRUCTURAL REPAIRS	6	3	2,500	0	0	0	0	3,180	0	0	0	0	0	3,520	0	0	0	0	3,900	0	0	0	0
DONOVAN DRIVE ARBOR																							
STRUCTURE REPAIRS	40	20	35,000	0	0	0	0	0	0	0	0	0	48,480	0	0	0	0	0	0	0	0	0	0
DONOVAN DRIVE FOUNTAIN																							
WATERPROOF BASIN	8	4	2,500	0	3,020	0	0	0	0	0	0	0	3,460	0	0	0	0	0	0	3,970	0	0	0
PUMP/PIPINGGENERAL REPAIRS	10	5	1,000	0	0	0	0	1,270	0	0	0	0	0	0	0	0	0	1,510	0	0	0	0	0
SITE LIGHTING																							

YEARS 11-30 EXPENSES

Cameron Station Community Association-FY22-Appendix A Revision 2

Reserve Study

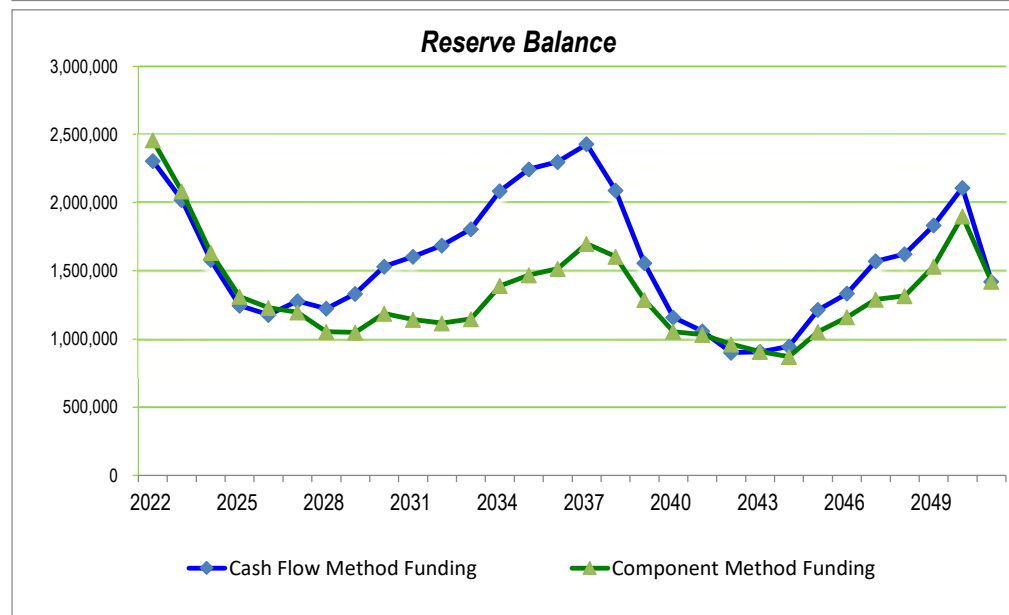
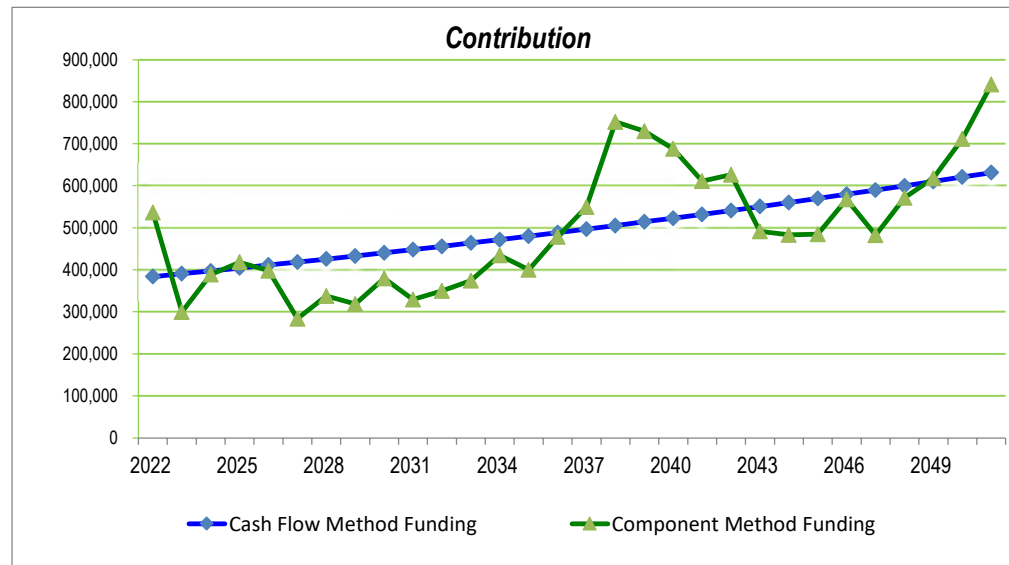
COMPONENT	USEFUL LIFE		ESTIMATED COST IN CURRENT \$	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051
	AVG	REM																					
(1)	(3)	(4)	(5)																				
LED CONVERSION-1/2	NA	1	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LED CONVERSION-1/2	NA	2	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STREET LIGHT REPAIRS	1	3	19,330	22,950	23,340	23,750	24,160	24,580	25,000	25,430	25,870	26,320	26,780	27,240	27,710	28,190	28,680	29,170	29,680	30,190	30,720	31,250	31,790
TABLES/BENCHES/GRILLS//TRASH/DOGGIE POSTS																							
BEASLEY POCKET PARK FURNITURE	20	20	3,500	0	0	0	0	0	0	0	0	0	4,850	0	0	0	0	0	0	0	0	0	0
PARK BENCHES TO BE REPAIRED	20	3	24,300	0	0	0	0	0	0	0	0	0	0	0	0	35,440	0	0	0	0	0	0	0
PARK BENCHES REPAIRED	20	18	43,200	0	0	0	0	0	0	0	57,830	0	0	0	0	0	0	0	0	0	0	0	0
METAL TRASH CONTAINER	15	8	20,000	0	0	0	0	0	0	0	0	0	0	0	0	29,170	0	0	0	0	0	0	0
DOGGIE STATIONS	10	5	9,900	0	0	0	0	12,590	0	0	0	0	0	0	0	0	0	14,940	0	0	0	0	0
STORM WATER FACILITIES																							
STORM WATER RUN OFF	1	1	30,000	35,610	36,230	36,860	37,490	38,140	38,800	39,470	40,160	40,850	41,560	42,280	43,010	43,750	44,510	45,280	46,060	46,860	47,670	48,490	49,330
OTHER SITE FEATURES																							
IRRIGATION SYSTEM UPKEEP	1	1	3,000	3,560	3,620	3,690	3,750	3,810	3,880	3,950	4,020	4,090	4,160	4,230	4,300	4,380	4,450	4,530	4,610	4,690	4,770	4,850	4,930
SITE ITEMS	1	1	2,500	2,970	3,020	3,070	3,120	3,180	3,230	3,290	3,350	3,400	3,460	3,520	3,580	3,650	3,710	3,770	3,840	3,900	3,970	4,040	4,110
TOTAL OTHER PROPERTY FEATURES			503,910																				
TOTAL RESERVES			\$3,859,690	\$375,170	\$343,070	\$192,610	\$320,810	\$432,440	\$366,660	\$845,490	\$1,046,830	\$920,680	\$633,270	\$697,300	\$544,720	\$520,420	\$301,280	\$460,070	\$352,140	\$546,550	\$400,460	\$344,940	\$1,317,800
			=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====

30 YEAR FINANCIAL PLAN(S)

Cameron Station Community Association-FY22-Appendix A Revision 2

Reserve Study

FY (10)	Expenses		Cash Flow Method Funding			Component Method Funding		
	Annual * (11)	Cumulative (12)	Interest (13)	Contr'btn (14)	Balance (15)	Interest (16)	Contr'btn (17)	Balance (18)
COH					\$2,363,960			\$2,363,960
2022	443,060	443,060	0	383,880	2,304,780	0	536,300	2,457,200
2023	675,190	1,118,250	0	390,520	2,020,110	0	299,540	2,081,550
2024	838,140	1,956,390	0	397,280	1,579,250	0	388,220	1,631,630
2025	738,760	2,695,150	0	404,150	1,244,640	0	417,880	1,310,750
2026	479,450	3,174,600	0	411,140	1,176,330	0	397,940	1,229,240
2027	316,620	3,491,220	0	418,250	1,277,960	0	283,810	1,196,430
2028	480,640	3,971,860	0	425,490	1,222,810	0	337,190	1,052,980
2029	323,400	4,295,260	0	432,850	1,332,260	0	318,390	1,047,970
2030	240,790	4,536,050	0	440,340	1,531,810	0	379,660	1,186,840
2031	374,850	4,910,900	0	447,960	1,604,920	0	329,430	1,141,420
2032	375,170	5,286,070	0	455,710	1,685,460	0	349,700	1,115,950
2033	343,070	5,629,140	0	463,590	1,805,980	0	374,370	1,147,250
2034	192,610	5,821,750	0	471,610	2,084,980	0	434,540	1,389,180
2035	320,810	6,142,560	0	479,770	2,243,940	0	400,260	1,468,630
2036	432,440	6,575,000	0	488,070	2,299,570	0	478,730	1,514,920
2037	366,660	6,941,660	0	496,510	2,429,420	0	549,170	1,697,430
2038	845,490	7,787,150	0	505,100	2,089,030	0	752,070	1,604,010
2039	1,046,830	8,833,980	0	513,840	1,556,040	0	729,520	1,286,700
2040	920,680	9,754,660	0	522,730	1,158,090	0	687,910	1,053,930
2041	633,270	10,387,930	0	531,770	1,056,590	0	611,130	1,031,790
2042	697,300	11,085,230	0	540,970	900,260	0	626,200	960,690
2043	544,720	11,629,950	0	550,330	905,870	0	491,070	907,040
2044	520,420	12,150,370	0	559,850	945,300	0	482,840	869,460
2045	301,280	12,451,650	0	569,540	1,213,560	0	484,370	1,052,550
2046	460,070	12,911,720	0	579,390	1,332,880	0	567,120	1,159,600
2047	352,140	13,263,860	0	589,410	1,570,150	0	482,250	1,289,710
2048	546,550	13,810,410	0	599,610	1,623,210	0	571,630	1,314,790
2049	400,460	14,210,870	0	609,980	1,832,730	0	617,860	1,532,190
2050	344,940	14,555,810	0	620,530	2,108,320	0	711,570	1,898,820
2051	1,317,800	15,873,610	0	631,270	1,421,790	0	840,760	1,421,780
SUMMARY								
30-Year Income			0	14,931,440		0	14,931,430	
Years 1-30 Minimum Threshold					900,260			869,460
Years 1-30 Maximum Threshold					2,429,420			2,457,200
Years 31-50 Minimum Threshold					103,290			1,047,440
Years 31-50 Maximum Threshold					1,813,740			2,308,030



Notes:

* An annual average cost. Expenditures can change from year-to-year depending on when actual work is done.

Contribution and projections are based on the study fiscal year and will change if estimated cost, useful life, amount-on-hand, contribution and contingency to be preserved change.

Data should be considered a more accurate projection for years 1 - 5 than the out-years.

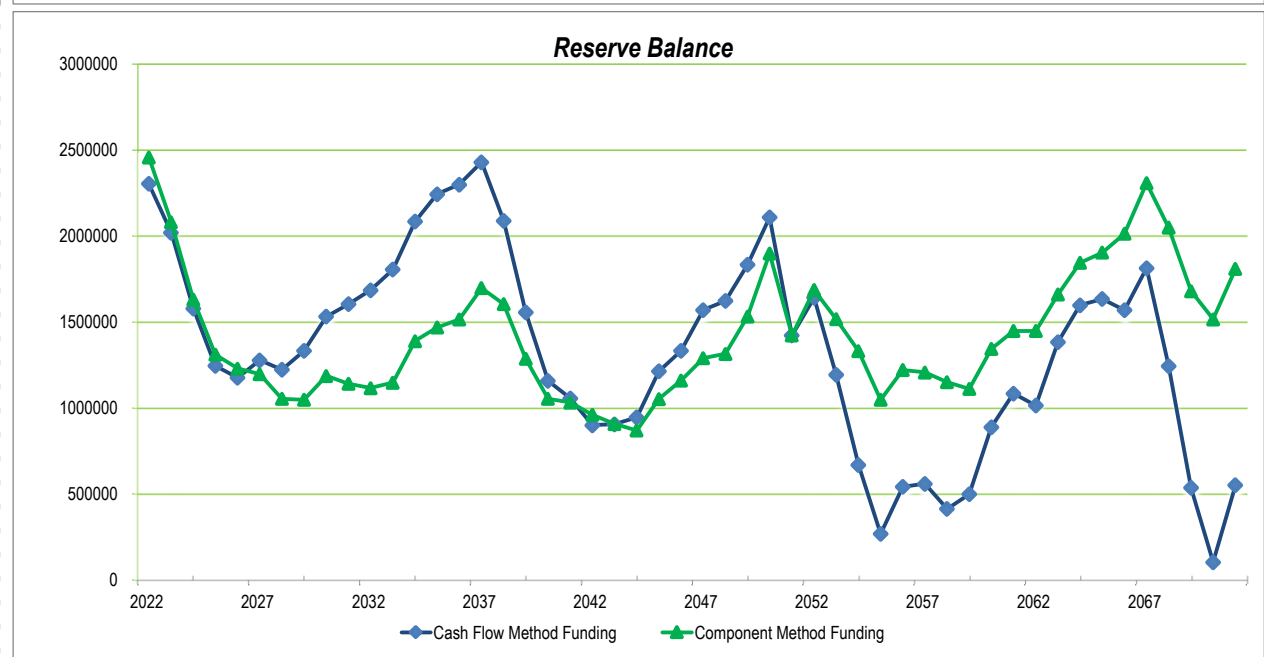
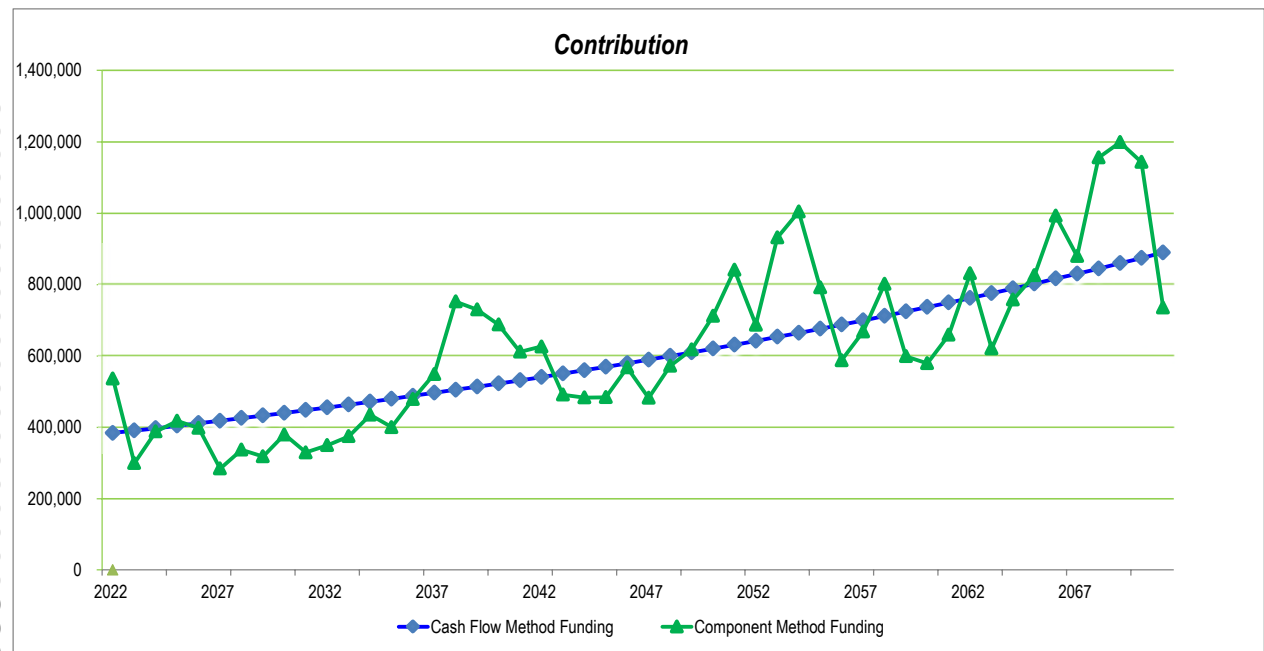
Minimum balance does not include the first year.

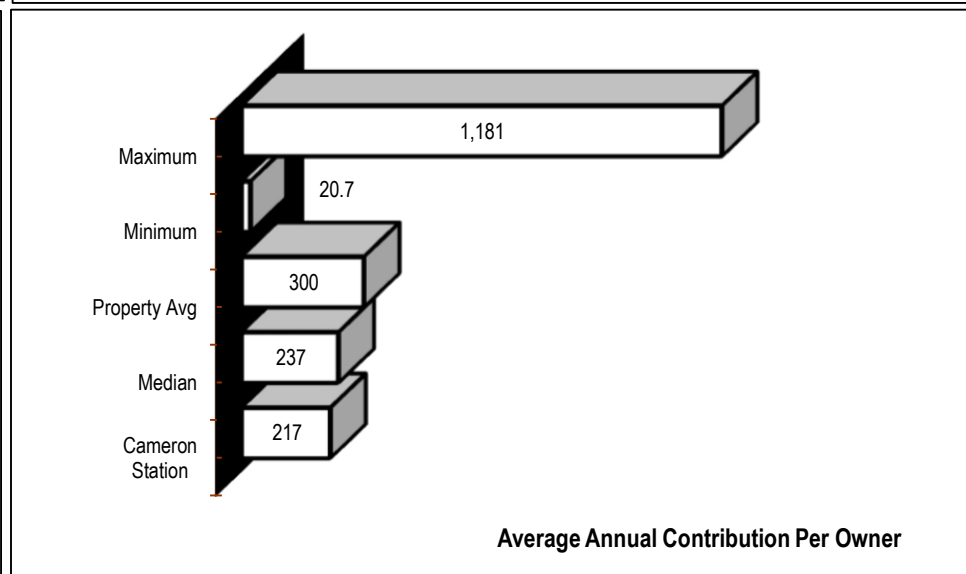
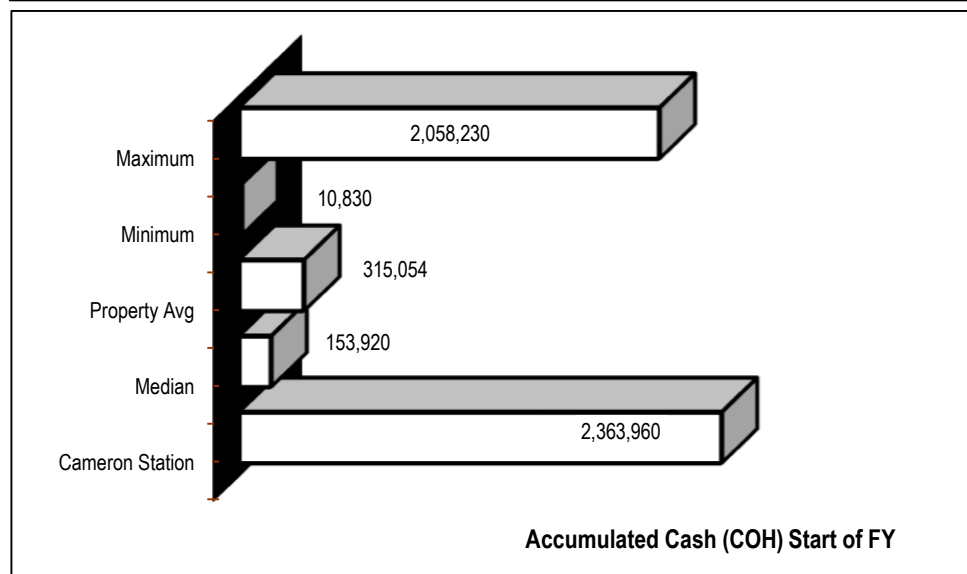
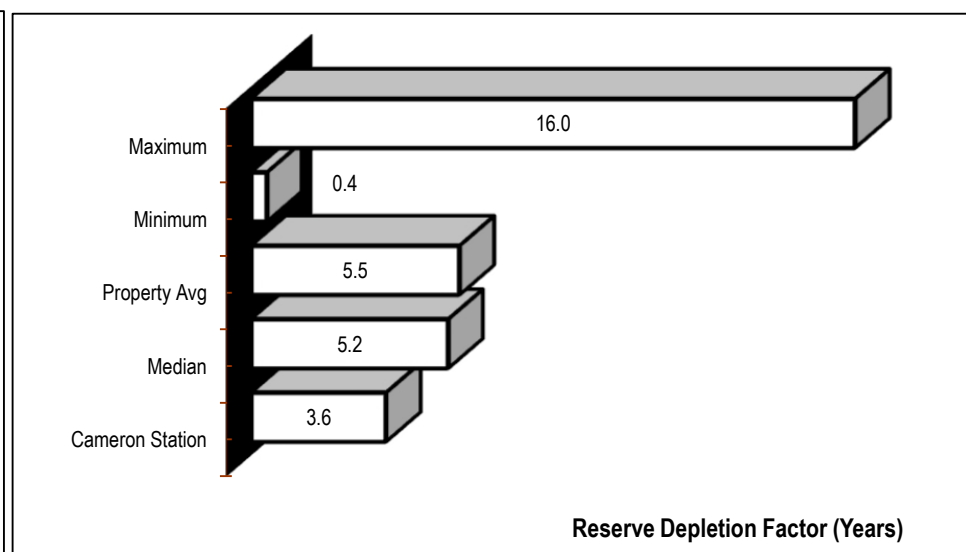
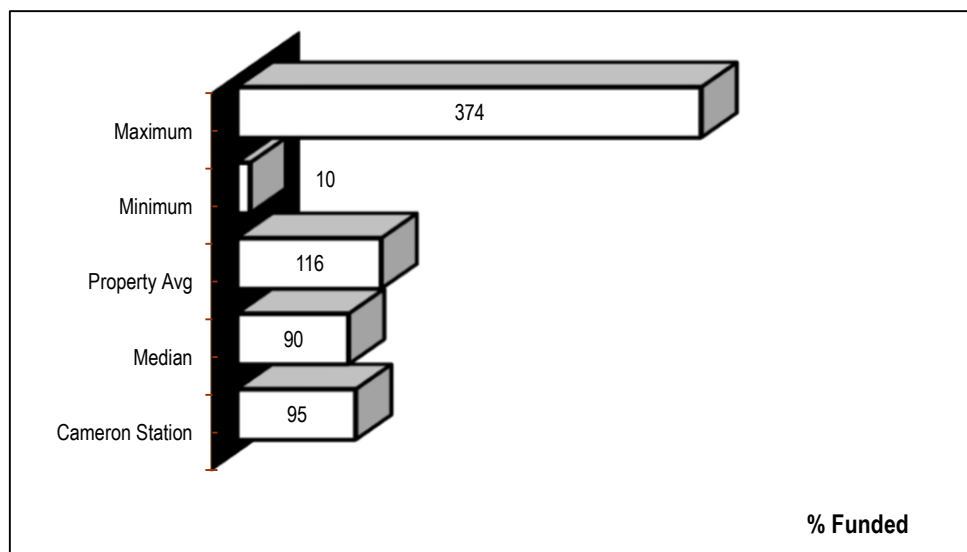
If component method calculations are included note how column (17) contributions vary from one year to the next.

A highlighted cell in column (14) indicates future contributions from that year on will vary from past contributions, either due to inflation or work accomplished.

50 YEAR FINANCIAL PLAN(S)

FY (10)	Expenses		Cash Flow Method Funding			Component Method Funding		
	Annual * (11)	Cumulative (12)	Interest (13)	Contr'b'n (14)	Balance (15)	Interest (16)	Contr'b'n (17)	Balance (18)
COH					\$2,363,960			\$2,363,960
2022	443,060	443,060	0	383,880	2,304,780	0	536,300	2,457,200
2023	675,190	1,118,250	0	390,520	2,020,110	0	299,540	2,081,550
2024	838,140	1,956,390	0	397,280	1,579,250	0	388,220	1,631,630
2025	738,760	2,695,150	0	404,150	1,244,640	0	417,880	1,310,750
2026	479,450	3,174,600	0	411,140	1,176,330	0	397,940	1,229,240
2027	316,620	3,491,220	0	418,250	1,277,960	0	283,810	1,196,430
2028	480,640	3,971,860	0	425,490	1,222,810	0	337,190	1,052,980
2029	323,400	4,295,260	0	432,850	1,332,260	0	318,390	1,047,970
2030	240,790	4,536,050	0	440,340	1,531,810	0	379,660	1,186,840
2031	374,850	4,910,900	0	447,960	1,604,920	0	329,430	1,141,420
2032	375,170	5,286,070	0	455,710	1,685,460	0	349,700	1,115,950
2033	343,070	5,629,140	0	463,590	1,805,980	0	374,370	1,147,250
2034	192,610	5,821,750	0	471,610	2,084,980	0	434,540	1,389,180
2035	320,810	6,142,560	0	479,770	2,243,940	0	400,260	1,468,630
2036	432,440	6,575,000	0	488,070	2,299,570	0	478,730	1,514,920
2037	366,660	6,941,660	0	496,510	2,429,420	0	549,170	1,697,430
2038	845,490	7,787,150	0	505,100	2,089,030	0	752,070	1,604,010
2039	1,046,830	8,833,980	0	513,840	1,556,040	0	729,520	1,286,700
2040	920,680	9,754,660	0	522,730	1,158,090	0	687,910	1,053,930
2041	633,270	10,387,930	0	531,770	1,056,590	0	611,130	1,031,790
2042	697,300	11,085,230	0	540,970	900,260	0	626,200	960,690
2043	544,720	11,629,950	0	550,330	905,870	0	491,070	907,040
2044	520,420	12,150,370	0	559,850	945,300	0	482,840	869,460
2045	301,280	12,451,650	0	569,540	1,213,560	0	484,370	1,052,550
2046	460,070	12,911,720	0	579,390	1,332,880	0	567,120	1,159,600
2047	352,140	13,263,860	0	589,410	1,570,150	0	482,250	1,289,710
2048	546,550	13,810,410	0	599,610	1,623,210	0	571,630	1,314,790
2049	400,460	14,210,870	0	609,980	1,832,730	0	617,860	1,532,190
2050	344,940	14,555,810	0	620,530	2,108,320	0	711,570	1,898,820
2051	1,317,800	15,873,610	0	631,270	1,421,790	0	840,760	1,421,780
2052	422,560	16,296,170	0	642,190	1,641,420	0	687,240	1,686,460
2053	1,101,670	17,397,840	0	653,300	1,193,050	0	931,800	1,516,590
2054	1,189,720	18,587,560	0	664,600	667,930	0	1,004,370	1,331,240
2055	1,075,800	19,663,360	0	676,100	268,230	0	792,000	1,047,440
2056	413,850	20,077,210	0	687,800	542,180	0	587,710	1,221,300
2057	682,860	20,760,070	0	699,700	559,020	0	668,280	1,206,720
2058	857,640	21,617,710	0	711,800	413,180	0	801,600	1,150,680
2059	637,980	22,255,690	0	724,110	499,310	0	598,620	1,111,320
2060	347,370	22,603,060	0	736,640	888,580	0	579,520	1,343,470
2061	554,080	23,157,140	0	749,380	1,083,880	0	658,770	1,448,160
2062	831,410	23,988,550	0	762,340	1,014,810	0	830,870	1,447,620
2063	407,220	24,395,770	0	775,530	1,383,120	0	620,140	1,660,540
2064	574,400	24,970,170	0	788,950	1,597,670	0	757,820	1,843,960
2065	765,840	25,736,010	0	802,600	1,634,430	0	826,170	1,904,290
2066	882,290	26,618,300	0	816,480	1,568,620	0	992,300	2,014,300
2067	585,490	27,203,790	0	830,610	1,813,740	0	879,220	2,308,030
2068	1,414,440	28,618,230	0	844,980	1,244,280	0	1,155,590	2,049,180
2069	1,567,900	30,186,130	0	859,600	535,980	0	1,198,530	1,679,810
2070	1,307,160	31,493,290	0	874,470	103,290	0	1,143,150	1,515,800
2071	441,860	31,935,150	0	889,600	551,030	0	735,420	1,809,360



COMPARISON TO OTHER PROPERTIES**Sample Size = 100 HOA's/POA'S****Legend:**

This comparison only compares the first study year to other properties.

% Funded -- Used-up life divided by Useful Life times Current Cost.

Reserve Depletion Factor -- Number of years the amount-on-hand will fund if no more is contributed to the reserves.

AOH - Reserve funds available at start of fiscal year.

Cost Per Owner - The average cost per owner to meet the reserve requirement compared to other properties.

Attention is directed to columns (1) COMPONENT, (3) AVG and (4) REM USEFUL LIFE, and (5) ESTIMATED COST IN CURRENT DOLLARS on Page A1. These entries, along with reserve savings at the start of the fiscal year and contingency built into the funding plan determine the annual contribution needed to support the reserves. The remaining useful life approximates the time period when funding should be available for repair/replacement work. Good maintenance and repair practices prior to replacement can extend component useful life; conversely, poor or no maintenance/repair will shorten life and result in more cost to the association. Following comments are provided for components that may need further explanation.

COMMUNITY CENTER

EXTERIOR

ROOFING-SHINGLES

GUTTERS/DOWNSPOUTS

FACADE/CAULK/WATERPROOFING

EXTERIOR PAINTING

WINDOWS/DOORS/HARDWARE

INTERIOR DECORATION AND FEATURES

MECHANICAL

ELEVATOR/CAB-HYDRAULIC

Useful life can be extended by repairing minor defects as they occur, but total replacement will eventually be needed. Securing loose nails/clamps, reconnecting or replacing separated or missing sections, sealing leaks, and removing leaves and debris to prevent water and ice damage is needed to achieve maximum gutter and downspout life. Minor repairs to facade, masonry, siding, sealing windows, doors, walls, expansion joints and other openings to keep buildings weather tight.

Reserve budgets average cost for painting, power washing, sealing wood and replacement of deteriorated wood and other surfaces. Cost will vary depending on extent of deterioration, surface preparation, primer and number of finished coats applied. When deteriorated wood is replaced use synthetic materials - they have a longer useful life and require far less maintenance and repair.

Need to be replaced when they no longer perform properly or become damaged. Also includes door hardware. Average costs used, actual costs will vary depending on material quality and features desired.

Useful life of equipment is highly dependent on proper servicing at established frequencies. Spot repairs can extend equipment useful life; however, most equipment will eventually need total or partial replacement for proper performance.

Elevator lift equipment and doors usually need upgrading about every 25-years; cabs may need it sooner depending on interior wear and tear. Code in existence when modernization is done will most likely require building modifications. If the elevator needs a Jack to raise and lower the car its replacement costs is not

PAVEMENTS/CONCRETE

PAVEMENTS

After the roads are rebuilt the following recommendations should be implemented to extend pavement useful life:

- 1) Have a preventive maintenance program that consist of sealing open cracks (equal to or greater than 1/8"), repair failed surface/base/sub-base areas (distinguished by "alligator" or "chicken wire" cracking), apply a seal coat to the entire surface and repaint traffic markings. An additional benefit of sealcoating and traffic markings is the pavement will look uniform and that enhances property appearance. Although we allow for preventive maintenance to be done every four years, if cracks open or asphalt failures occur sooner they should be repaired as needed as the contingency built into this study should cover the cost.
- 2) Be prepared to mill and overlay around the time period shown in the table.

Notes: a) cost of asphalt varies with the price of a barrel of oil, b) one-half pavement area is used if road is shared with adjacent property, and c) although we allow for 100% of the asphalt to be repaved experience supports a smaller percentage of the base/sub-base will need repairs prior to overlaying.

POOL(S)

COPING/TILES/WALLS & GENERAL REPAIRS

POOL DECK/COPING & TILE-PRIOR TO POOL OPEN

POOL FURNITURE

REPLACE CONCRETE DECK

An average budget amount every other whitecoating cycle to correct problems usually found in the pool shell. Major catastrophic repairs caused by high water table flotation or major wall/floor failures are not budgeted for in the reserves because this work is not predictable. If failures do occur they are sometimes covered by insurance, if not, repairs may need to be funded from other sources at that time.

As needed repairs.

Some pool chairs, tables and other furnishings will need servicing or replacement to keep them in good condition. Also allows for upkeep of lifeguard stands and diving boards, if installed.

Assumes the pool deck will eventually need to be replaced.

OTHER PROPERTY FEATURES

ENTRANCE FEATURE WALLS/SIGNAGE

SITE LIGHTING

TABLES/BENCHES/GRILLS//TRASH/DOGGIE POSTS

STORM WATER RUN OFF

SITE ITEMS

Provides for masonry repairs/repointing, name restoration, cleaning and other work needed to keep entrance features in good condition.

No assumption all units will need to be replaced at the same time. Lighting fixtures, wiring, controls, ballasts/transformers, photo cells, poles and mounts can be repaired as needed.

As needed replacement.

Repairs to surface areas where standing water or flowing water need to be controlled. Also includes in-ground drainage piping.

Repairs/replacements to signs, sign posts, flood lights, low height wood retaining walls, flag poles, clocks and other miscellaneous items not reserved for elsewhere.

CAPITAL IMPROVEMENTS

COMMENTS

IRRIGATION-REPLACE EXISTING AND ADD ZONES
SECURITY SYSTEM ENHANCEMENTS-FOB

Placeholder entry unit cost is known. Association is considering upgrading existing zones and adding new
Placeholder entry unit cost is known. Funding to incorporate Fobs into the building security system.

EXCLUSIONS

MAILBOXES

US Post Office Responsibility

CATASTROPHES

Are not predictable events - no reserve allowance. If one occurs funding from other sources may be needed if the contingency built into the reserves is insufficient to cover expenses.

RETAINING WALLS

Only walls included in this study are those that appear to be on common ground. If the wall is not shown it is considered to be unit owner responsibility. If this assumption is incorrect please advise so the study can be revised.

BUILDING TENSION CABLES

If installed, we make no allowance for tension cable repair as this work is not predictable. If repairs are needed, funding from other sources will be necessary if the contingency built into this study is insufficient to pay for

APPENDIX B

TABLE OF REPAIR/REPLACEMENT RESERVES and YEARS 1-10 EXPENSES

Cameron Station Community Association-FY22-Appendix B Revision 2

Reserve Study

COMPONENT	APPROX'MT		USEFUL LIFE		ESTIMATED	DISTR'BTN	BALANCE	FY22											
	QUANTITY		AVG REM		COST IN	OF COH	NEEDED	CONTRIBUTION		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)										
COMMUNITY CENTER																			
EXTERIOR																			
ROOFING-SHINGLES	7,869	SF	20	4	37,770	21,340	16,430	2,150	4,110	0	0	0	39,760	0	0	0	0	0	0
ROOFING-METAL	92	SF	40	24	3,680	2,080	1,600	30	70	0	0	0	0	0	0	0	0	0	0
ROOFING FLAT	1,800	SF	20	5	39,590	22,360	17,230	1,800	3,450	0	0	0	0	42,400	0	0	0	0	0
GUTTERS/DOWNSPOUTS	875	LF	30	8	11,380	6,430	4,950	320	620	0	0	0	0	0	0	0	12,830	0	0
FAÇADE																			
FACADE/CAULK/WATERPROOFING		LS	5	3	5,360	3,030	2,330	410	780	0	0	5,550	0	0	0	0	6,040	0	0
EXTERIOR PAINTING																			
PAINT/DETERIORATED WOOD REPLACEMENT		LS	6	3	12,000	6,780	5,220	910	1,740	0	0	12,420	0	0	0	0	0	13,760	0
WINDOWS/DOORS/HARDWARE																			
BUILDING EXTERIOR DOORS	9	EA	25	5	34,200	19,320	14,880	1,550	2,980	0	0	0	0	36,630	0	0	0	0	0
WINDOWS	69	EA	40	20	65,550	37,030	28,520	740	1,430	0	0	0	0	0	0	0	0	0	0
INTERIOR DECORATION AND FEATURES																			
FLOORING-CARPET (INCLUDES STAIRWAYS)	598	SY	8	3	35,300	19,940	15,360	2,670	5,120	0	0	36,530	0	0	0	0	0	0	0
STAIRWAY (RUBBER TILE)	380	SF	20	11	13,300	7,510	5,790	270	530	0	0	0	0	0	0	0	0	0	0
CEILING TILE-FOYER CLOSET	39	SF	30	2	310	180	130	30	70	0	320	0	0	0	0	0	0	0	0
FURNISHINGS/TV'S		LS	15	6	35,000	19,770	15,230	1,330	2,540	0	0	0	0	0	38,130	0	0	0	0
CEILING LIGHTING FIXTURES		LS	30	10	18,500	10,450	8,050	420	810	0	0	0	0	0	0	0	0	21,590	0
PAINT COMMON AREAS		LS	7	2	25,000	14,120	10,880	2,840	5,440	0	25,430	0	0	0	0	0	0	28,680	0
INTERIOR DOOR REPLACEMENTS		LS	5	3	2,800	1,580	1,220	210	410	0	0	2,900	0	0	0	0	3,160	0	0
MANAGEMENT OFFICE EQUIPMENT																			
DESK & CHAIR	8	LS	15	6	10,000	5,650	4,350	380	730	0	0	0	0	0	10,900	0	0	0	0
COMPUTERS & PERIPHERALS	8	LS	5	3	20,000	11,300	8,700	1,510	2,900	0	0	20,700	0	0	0	0	22,550	0	0
TABLES/CHAIRS/TELEPHONE/MISCELLANEOUS	20	LS	20	11	12,000	6,780	5,220	250	470	0	0	0	0	0	0	0	0	0	0
BATHROOM		LS	15	8	8,000	4,520	3,480	230	440	0	0	0	0	0	0	0	9,020	0	0
CONCIERGE																			
DESK/EQUIPMENT		LS	15	6	4,000	2,260	1,740	150	290	0	0	0	0	0	4,360	0	0	0	0
KITCHEN																			
RENOVATION		LS	15	8	18,000	10,170	7,830	510	980	0	0	0	0	0	0	0	20,300	0	0
FITNESS ROOM																			
PELTON	2	EA	4	2	5,800	3,280	2,520	660	1,260	0	5,900	0	0	0	6,320	0	0	0	6,770
EXERCISE EQUIPMENT-1/5	9	EA	9	1	35,100	19,830	15,270	7,980	15,270	35,100	0	0	0	0	0	0	0	0	40,960
EXERCISE EQUIPMENT-1/5	8	EA	9	3	31,200	17,630	13,570	2,360	4,520	0	0	32,290	0	0	0	0	0	0	0
EXERCISE EQUIPMENT-1/5	9	EA	9	5	35,100	19,830	15,270	1,600	3,050	0	0	0	0	37,590	0	0	0	0	0
EXERCISE EQUIPMENT-1/5	8	EA	9	7	31,200	17,630	13,570	1,010	1,940	0	0	0	0	0	0	34,580	0	0	0
EXERCISE EQUIPMENT-1/5	9	EA	9	9	35,100	19,830	15,270	890	1,700	0	0	0	0	0	0	0	0	40,260	0
RUBBER FLOOR TILES	2,900	SF	8	3	31,900	18,020	13,880	2,420	4,630	0	0	33,010	0	0	0	0	0	0	0
BASKETBALL COURT																			
REPLACE FLOOR		LS	40	20	43,600	24,630	18,970	500	950	0	0	0	0	0	0	0	0	0	0
LIGHTING	4	EA	30	15	4,000	2,260	1,740	60	120	0	0	0	0	0	0	0	0	0	0
BASKETBALL STANDARD	1	EA	30	20	4,000	2,260	1,740	50	90	0	0	0	0	0	0	0	0	0	0
MECHANICAL/PLUMBING/ELECTRICAL SYSTEMS																			
MECHANICAL																			
BOILER-DOMESTIC HOT WATER	1,260	MBU	20	4	33,000	18,640	14,360	1,870	3,590	0	0	0	34,740	0	0	0	0	0	0
HOT WATER STORAGE TANK	1	EA	30	30	5,000	2,820	2,180	40	70	0	0	0	0	0	0	0	0	0	0
HVAC	20	TN	15	3	64,000	36,150	27,850	4,850	9,280	0	0	66,230	0	0	0	0	0	0	0
HVAC	20	TN	15	7	64,000	36,150	27,850	2,080	3,980	0	0	0	0	0	0	70,940	0	0	0
HVAC	30	TN	15	15	96,000	54,230	41,770	1,450	2,780	0	0	0	0	0	0	0	0	0	0
EXHAUST FANS	5	EA	15	5	4,000	2,260	1,740	180	350	0	0	0	0	4,280	0	0	0	0	0
PLUMBING																			
PLUMBING/SANITARY/CONDENSATE PIPE		LS	50	30	40,000	22,600	17,400	300	580	0	0	0	0	0	0	0	0	0	0
ELECTRICAL																			

TABLE OF REPAIR/REPLACEMENT RESERVES and YEARS 1-10 EXPENSES

Cameron Station Community Association-FY22-Appendix B Revision 2

Reserve Study

COMPONENT (1)	APPROX'MT QUANTITY (2)	USEFUL LIFE AVG REM (YRS) (3)	ESTIMATED COST IN CURRENT \$ (4)	DISTR'BTN OF COH AS OF 1-Jan-22 (5)	BALANCE NEEDED TO FUND RESERVE (6)	FY22 CONTRIBUTION CASH FLOW METHODS (7)	COMPONENT (8)	(9)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
ELECTRICAL SYSTEMS	LS	40	20	38,000	21,470	16,530	430	830	0	0	0	0	0	0	0	0	0	0
CARRIAGE LIGHTS AT DOORS	11 EA	30	10	3,410	1,930	1,480	80	150	0	0	0	0	0	0	0	0	0	3,980
BATTERY BACKUP/EXIT LIGHT FIXTURES	40 EA	15	1	9,000	5,080	3,920	2,050	3,920	9,000	0	0	0	0	0	0	0	0	0
FIRE PROTECTION/SECURITY																		
FIRE ALARM SYSTEM REPAIRS	LS	40	20	64,600	36,490	28,110	730	1,410	0	0	0	0	0	0	0	0	0	0
FIRE SPRINKLER SYSTEM REPAIRS	LS	50	30	76,000	42,930	33,070	580	1,100	0	0	0	0	0	0	0	0	0	0
ACCESS SECURITY SYSTEM	LS	15	2	15,000	8,470	6,530	1,710	3,270	0	15,260	0	0	0	0	0	0	0	0
MISC. MECHANICAL/PLUMBING/ELECTRICAL/FIRE	LS	3	2	5,250	2,970	2,280	600	1,140	0	5,340	0	0	5,620	0	0	5,920	0	0
ELEVATOR																		
ELEVATOR/CAB-HYDRAULIC	1 EA	25	5	175,000	98,860	76,140	7,950	15,230	0	0	0	0	187,430	0	0	0	0	0
BATHHOUSE																		
RENOVATION	2 EA	15	7	90,000	50,840	39,160	2,920	5,590	0	0	0	0	0	0	99,760	0	0	0
LOCKERS	84 EA	15	7	10,080	5,690	4,390	330	630	0	0	0	0	0	0	11,170	0	0	0
FLOOR MATS	1,194 SF	15	7	11,940	6,750	5,190	390	740	0	0	0	0	0	0	13,230	0	0	0
POOL(S)																		
WHITECOAT-ADULT POOL	2,747 SF	5	1	20,600	11,640	8,960	4,680	8,960	20,600	0	0	0	0	22,440	0	0	0	0
WHITECOAT-WADING POOL	288 SF	5	1	3,170	1,790	1,380	720	1,380	3,170	0	0	0	0	3,450	0	0	0	0
FILTER/PUMPS/PIPING/CHEMICAL EQUIPMENT	LS	10	5	15,000	8,470	6,530	680	1,310	0	0	0	0	16,070	0	0	0	0	0
COPING/TILES/WALLS & GENERAL REPAIRS	LS	10	7	33,390	18,860	14,530	1,080	2,080	0	0	0	0	0	0	37,010	0	0	0
POOL DECK/COPING & TILE-PRIOR TO POOL OPEN	LS	1	1	3,790	2,140	1,650	860	1,650	3,790	3,860	3,920	3,990	4,060	4,130	4,200	4,270	4,350	4,420
POOL FURNITURE	LS	8	4	54,630	30,860	23,770	3,100	5,940	0	0	0	57,510	0	0	0	0	0	0
UMBRELLAS	LS	8	6	2,400	1,360	1,040	90	170	0	0	0	0	0	2,610	0	0	0	0
SHADE AWNING	LS	10	8	3,000	1,690	1,310	90	160	0	0	0	0	0	0	0	3,380	0	0
REPLACE CONCRETE DECK	6,865 SF	50	30	109,840	62,050	47,790	830	1,590	0	0	0	0	0	0	0	0	0	0
6' METAL FENCE	295 LF	30	10	30,980	17,500	13,480	700	1,350	0	0	0	0	0	0	0	0	0	36,150
3' METAL FENCE	80 LF	30	10	6,400	3,620	2,780	150	280	0	0	0	0	0	0	0	0	0	7,470
ADULT POOL COVER	2,747 SF	10	10	7,900	4,460	3,440	180	340	0	0	0	0	0	0	0	0	0	9,220
WADING POOL COVER	288 SF	10	2	2,740	1,550	1,190	310	600	0	2,790	0	0	0	0	0	0	0	0
TOTAL BUILDING(S)				1,766,860	998,120	768,740	78,250	149,890										
PAVEMENTS/CONCRETE																		
PAVEMENTS																		
PREVENTIVE MAINTENANCE	28,000 SY	4	1	64,400	36,380	28,020	14,630	28,020	0	0	0	0	0	70,170	0	0	0	75,150
PAVEMENT OVERLAY	28,000 SY	15	2	406,000	229,360	176,640	46,130	88,320	0	413,020	0	0	0	0	0	0	0	0
BASE/SUB-BASE/REPAIRS	1,400 SY	15	2	39,200	22,140	17,060	4,460	8,530	0	39,880	0	0	0	0	0	0	0	0
PREVENTIVE MAINTENANCE	28,000 SY	4	1	64,400	36,380	28,020	14,630	28,020	0	0	0	0	0	0	71,380	0	0	0
PAVEMENT OVERLAY	28,000 SY	15	3	406,000	229,360	176,640	30,750	58,880	0	0	420,170	0	0	0	0	0	0	0
BASE/SUB-BASE/REPAIRS	1,400 SY	15	3	39,200	22,140	17,060	2,970	5,690	0	0	40,570	0	0	0	0	0	0	0
PREVENTIVE MAINTENANCE	28,000 SY	4	1	64,400	36,380	28,020	14,630	28,020	64,400	0	0	0	0	0	0	72,620	0	0
PAVEMENT OVERLAY	28,000 SY	15	4	406,000	229,360	176,640	23,060	44,160	0	0	0	427,440	0	0	0	0	0	0
BASE/SUB-BASE/REPAIRS	1,400 SY	15	4	39,200	22,140	17,060	2,230	4,270	0	0	0	41,270	0	0	0	0	0	0
CONCRETE/PAVERS																		
SIDEWALKS-BRICK PAVERS	LS	1	1	45,000	25,420	19,580	10,230	19,580	45,000	45,780	46,570	47,380	48,200	49,030	49,880	50,740	51,620	52,510
CURBS/GUTTERS OTHER CONCRETE	LS	4	2	15,120	8,540	6,580	1,720	3,290	0	15,380	0	0	0	16,470	0	0	0	17,640
TOTAL PAVEMENTS/CONCRETE				1,588,920	897,600	691,320	165,440	316,780										
OTHER PROPERTY FEATURES																		
ENTRANCE FEATURE WALLS/SIGNAGE	LS	5	1	1,500	850	650	340	650	1,500	0	0	0	0	1,630	0	0	0	0
TREES/SHRUBBERY-DISEASED/DEAD	LS	1	1	25,000	14,120	10,880	5,680	10,880	25,000	25,430	25,870	26,320	26,780	27,240	27,710	28,190	28,680	29,170
PROPERTY LINE FENCE BETWEEN COMERCIAL STORES	2,866 LF	20	1	160,000	90,390	69,610	36,360	69,610	160,000	0	0	0	0	0	0	0	0	0
DUKE STREET COLUMNS/FENCE REPAIRS PAINT	100 LF	6	3	3,000	1,690	1,310	230	440	0	0	3,100	0	0	0	0	0	3,440	0

TABLE OF REPAIR/REPLACEMENT RESERVES and YEARS 1-10 EXPENSES

Cameron Station Community Association-FY22-Appendix B Revision 2

Reserve Study

COMPONENT	APPROX'MT		USEFUL LIFE		ESTIMATED	DISTR'BTN	BALANCE	FY22											
	QUANTITY		AVG	REM	COST IN	OF COH	NEEDED	CONTRIBUTION		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)										
GAZEBOS/ARBORS																			
CAMERON STATION BOULEVARD GAZEBO																			
ROOFING	1,200	SF	38	18	24,000	13,560	10,440	300	580	0	0	0	0	0	0	0	0	0	0
RAILING	100	SF	30	10	5,000	2,820	2,180	110	220	0	0	0	0	0	0	0	0	0	5,830
PAINT/STAINING/STRUCTURAL REPAIRS		LS	6	3	3,700	2,090	1,610	280	540	0	0	3,830	0	0	0	0	0	4,240	0
JOHN TIGER DRIVE GABEZO																			
ROOFING	166	SF	38	18	4,980	2,810	2,170	60	120	0	0	0	0	0	0	0	0	0	0
PAINT/STAINING/STRUCTURAL REPAIRS		LS	6	3	2,500	1,410	1,090	190	360	0	0	2,590	0	0	0	0	0	2,870	0
DONOVAN DRIVE ARBOR																			
STRUCTURE REPAIRS	1,000	SF	40	20	35,000	19,770	15,230	400	760	0	0	0	0	0	0	0	0	0	0
DONOVAN DRIVE FOUTAIN																			
WATERPROOF BASIN		LS	8	4	2,500	1,410	1,090	140	270	0	0	0	2,630	0	0	0	0	0	0
PUMP/PIPINGGENERAL REPAIRS		LS	10	5	1,000	560	440	50	90	0	0	0	0	1,070	0	0	0	0	0
SITE LIGHTING																			
LED CONVERSION-1/2	1	LS	99	1	40,000	22,600	17,400	9,090	17,400	40,000	0	0	0	0	0	0	0	0	0
LED CONVERSION-1/2	1	LS	99	2	40,000	22,600	17,400	4,540	8,700	0	40,690	0	0	0	0	0	0	0	0
STREET LIGHT REPAIRS	560	LS	1	3	19,330	10,920	8,410	1,460	2,800	0	0	20,000	20,350	20,700	21,060	21,430	21,800	22,170	22,560
TABLES/BENCHES/GRILLS/TRASH/DOGGIE POSTS																			
BEASLEY POCKET PARK FURNITURE		LS	20	20	3,500	1,980	1,520	40	80	0	0	0	0	0	0	0	0	0	0
PARK BENCHES TO BE REPAIRED	27	EA	20	3	24,300	13,730	10,570	1,840	3,520	0	0	25,150	0	0	0	0	0	0	0
PARK BENCHES REPAIRED	48	EA	20	18	43,200	24,400	18,800	550	1,040	0	0	0	0	0	0	0	0	0	0
METAL TRASH CONTAINER	40	EA	15	8	20,000	11,300	8,700	570	1,090	0	0	0	0	0	0	0	22,550	0	0
DOGGIE STATIONS	22	EA	10	5	9,900	5,590	4,310	450	860	0	0	0	0	10,600	0	0	0	0	0
STORM WATER FACILITIES																			
STORM WATER RUN OFF		LS	1	1	30,000	16,950	13,050	6,820	13,050	30,000	30,520	31,050	31,580	32,130	32,690	33,250	33,830	34,410	35,010
OTHER SITE FEATURES																			
IRRIGATION SYSTEM UPKEEP		LS	1	1	3,000	1,690	1,310	680	1,310	3,000	3,050	3,100	3,160	3,210	3,270	3,330	3,380	3,440	3,500
SITE ITEMS		LS	1	1	2,500	1,410	1,090	570	1,090	2,500	2,540	2,590	2,630	2,680	2,720	2,770	2,820	2,870	2,920
TOTAL OTHER PROPERTY FEATURES					503,910	284,650	219,260	70,750	135,460										
CAPITAL IMPROVEMENTS																			
IRRIGATION-UPGRADE EXISTING AND ADD ZONES		LS	NA	1	300,000	169,470	130,530	68,170	130,530	300,000	0	0	0	0	0	0	0	0	0
SECURITY SYSTEM ENHANCEMENTS-FOB		LS	NA	1	25,000	14,120	10,880	5,680	10,880	25,000	0	0	0	0	0	0	0	0	0
TOTAL CAPITAL IMPROVEMENTS					325,000	183,590	141,410	73,850	141,410										
TOTAL RESERVES					\$4,184,690	\$2,363,960	\$1,820,730	\$388,290	\$743,540	\$768,060	\$675,190	\$838,140	\$738,760	\$479,450	\$316,620	\$480,640	\$323,400	\$240,790	\$374,850

Notes:

All dollars rounded to nearest \$10. Totals may not add due to rounding.

One year remaining useful life indicates component useful life is used up.

YEARS 11-30 EXPENSES

Cameron Station Community Association-FY22-Appendix B Revision 2

Reserve Study

COMPONENT	USEFUL LIFE		ESTIMATED COST IN CURRENT \$																				
	AVG	REM		2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051
	(YRS)	(YRS)																					
(1)	(3)	(4)	(5)																				
COMMUNITY CENTER																							
EXTERIOR																							
ROOFING-SHINGLES	20	4	37,770	0	0	0	0	0	0	0	0	0	0	0	0	0	56,040	0	0	0	0	0	0
ROOFING-METAL	40	24	3,680	0	0	0	0	0	0	0	0	0	0	0	0	0	5,460	0	0	0	0	0	0
ROOFING FLAT	20	5	39,590	0	0	0	0	0	0	0	0	0	0	0	0	0	0	59,750	0	0	0	0	0
GUTTERS/DOWNSPOUTS	30	8	11,380	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FAÇADE																							
FACADE/CAULK/WATERPROOFING	5	3	5,360	0	0	6,580	0	0	0	0	7,170	0	0	0	0	7,820	0	0	0	0	8,520	0	0
EXTERIOR PAINTING																							
PAINT/DETERIORATED WOOD REPLACEMENT	6	3	12,000	0	0	0	0	15,260	0	0	0	0	0	16,910	0	0	0	0	0	18,740	0	0	0
WINDOWS/DOORS/HARDWARE																							
BUILDING EXTERIOR DOORS	25	5	34,200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	56,240
WINDOWS	40	20	65,550	0	0	0	0	0	0	0	0	0	90,800	0	0	0	0	0	0	0	0	0	0
INTERIOR DECORATION AND FEATURES																							
FLOORING-CARPET (INCLUDES STAIRWAYS)	8	3	35,300	41,900	0	0	0	0	0	0	0	48,070	0	0	0	0	0	0	0	55,140	0	0	0
STAIRWAY (RUBBER TILE)	20	11	13,300	15,790	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CEILING TILE-FOYER CLOSET	30	2	310	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FURNISHINGS/TV'S	15	6	35,000	0	0	0	0	0	0	0	0	0	0	49,320	0	0	0	0	0	0	0	0	0
CEILING LIGHTING FIXTURES	30	10	18,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PAINT COMMON AREAS	7	2	25,000	0	0	0	0	0	32,340	0	0	0	0	0	0	36,460	0	0	0	0	0	0	41,110
INTERIOR DOOR REPLACEMENTS	5	3	2,800	0	0	3,440	0	0	0	0	3,750	0	0	0	0	4,080	0	0	0	0	4,450	0	0
MANAGEMENT OFFICE EQUIPMENT																							
DESK & CHAIR	15	6	10,000	0	0	0	0	0	0	0	0	0	0	14,090	0	0	0	0	0	0	0	0	0
COMPUTERS & PERIPHERALS	5	3	20,000	0	0	24,570	0	0	0	0	26,770	0	0	0	0	29,170	0	0	0	0	31,780	0	0
TABLES/CHAIRS/TELEPHONE/MISCELLANEOUS	20	11	12,000	14,250	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BATHROOM	15	8	8,000	0	0	0	0	0	0	0	0	0	0	0	0	11,670	0	0	0	0	0	0	0
CONCIERGE																							
DESK/EQUIPMENT	15	6	4,000	0	0	0	0	0	0	0	0	0	0	5,640	0	0	0	0	0	0	0	0	0
KITCHEN																							
RENOVATION	15	8	18,000	0	0	0	0	0	0	0	0	0	0	0	0	26,250	0	0	0	0	0	0	0
FITNESS ROOM																							
PELTON	4	2	5,800	0	0	0	7,250	0	0	0	7,760	0	0	0	8,310	0	0	0	8,910	0	0	0	9,540
EXERCISE EQUIPMENT-1/5	9	1	35,100	0	0	0	0	0	0	0	0	47,800	0	0	0	0	0	0	0	0	55,770	0	0
EXERCISE EQUIPMENT-1/5	9	3	31,200	0	37,680	0	0	0	0	0	0	0	0	43,970	0	0	0	0	0	0	0	51,310	
EXERCISE EQUIPMENT-1/5	9	5	35,100	0	0	0	43,870	0	0	0	0	0	0	0	0	51,190	0	0	0	0	0	0	0
EXERCISE EQUIPMENT-1/5	9	7	31,200	0	0	0	0	40,350	0	0	0	0	0	0	0	0	0	47,090	0	0	0	0	0
EXERCISE EQUIPMENT-1/5	9	9	35,100	0	0	0	0	0	0	0	46,980	0	0	0	0	0	0	0	0	54,830	0	0	0
RUBBER FLOOR TILES	8	3	31,900	37,870	0	0	0	0	0	0	0	43,440	0	0	0	0	0	0	0	49,830	0	0	0
BASKETBALL COURT																							
REPLACE FLOOR	40	20	43,600	0	0	0	0	0	0	0	0	0	60,400	0	0	0	0	0	0	0	0	0	0
LIGHTING	30	15	4,000	0	0	0	0	5,090	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BASKETBALL STANDARD	30	20	4,000	0	0	0	0	0	0	0	0	0	5,540	0	0	0	0	0	0	0	0	0	0
MECHANICAL/PLUMBING/ELECTRICAL SYSTEMS																							
MECHANICAL																							
BOILER-DOMESTIC HOT WATER	20	4	33,000	0	0	0	0	0	0	0	0	0	0	0	0	0	48,960	0	0	0	0	0	0
HOT WATER STORAGE TANK	30	30	5,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8,220
HVAC	15	3	64,000	0	0	0	0	0	0	0	85,670	0	0	0	0	0	0	0	0	0	0	0	0
HVAC	15	7	64,000	0	0	0	0	0	0	0	0	0	0	0	91,750	0	0	0	0	0	0	0	0
HVAC	15	15	96,000	0	0	0	0	122,060	0	0	0	0	0	0	0	0	0	0	0	0	0	0	157,870
EXHAUST FANS	15	5	4,000	0	0	0	0	0	0	0	0	0	5,540	0	0	0	0	0	0	0	0	0	0
PLUMBING																							
PLUMBING/SANITARY/CONDENSATE PIPE	50	30	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	65,780
ELECTRICAL																							
ELECTRICAL SYSTEMS	40	20	38,000	0	0	0	0	0	0	0	0	0	52,640	0	0	0	0	0	0	0	0	0	0
CARRIAGE LIGHTS AT DOORS	30	10	3,410	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BATTERY BACKUP/EXIT LIGHT FIXTURES	15	1	9,000	0	0	0	0	0	11,640	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FIRE PROTECTION/SECURITY																							
FIRE ALARM SYSTEM REPAIRS	40	20	64,600	0	0	0	0	0	0	0	0	0	89,490	0	0	0	0	0	0	0	0	0	0
FIRE SPRINKLER SYSTEM REPAIRS	50	30	76,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	124,980
ACCESS SECURITY SYSTEM	15	2	15,000	0	0	0	0	0	0	19,740	0	0	0	0	0	0	0	0	0	0	0	0	0

YEARS 11-30 EXPENSES

Cameron Station Community Association-FY22-Appendix B Revision 2

Reserve Study

COMPONENT	USEFUL LIFE		ESTIMATED COST IN CURRENT \$																				
	AVG	REM		2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051
(1)	(3)	(4)	(5)																				
MISC. MECHANICAL/PLUMBING/ELECTRICAL/FIRE	3	2	5,250	6,230	0	0	6,560	0	0	6,910	0	0	7,270	0	0	7,660	0	0	8,060	0	0	8,490	0
ELEVATOR																							
ELEVATOR/CAB-HYDRAULIC	25	5	175,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	287,780	
BATHHOUSE																							
RENOVATION	15	7	90,000	0	0	0	0	0	0	0	0	0	0	0	129,020	0	0	0	0	0	0	0	
LOCKERS	15	7	10,080	0	0	0	0	0	0	0	0	0	0	0	14,450	0	0	0	0	0	0	0	
FLOOR MATS	15	7	11,940	0	0	0	0	0	0	0	0	0	0	0	17,120	0	0	0	0	0	0	0	
POOL(S)																							
WHITECOAT-ADULT POOL	5	1	20,600	24,450	0	0	0	0	26,640	0	0	0	0	29,030	0	0	0	0	31,630	0	0	0	0
WHITECOAT-WADING POOL	5	1	3,170	3,760	0	0	0	0	4,100	0	0	0	0	4,470	0	0	0	0	4,870	0	0	0	0
FILTER/PUMPS/PIPING/CHEMICAL EQUIPMENT	10	5	15,000	0	0	0	0	19,070	0	0	0	0	0	0	0	0	0	22,640	0	0	0	0	
COPING/TILES/WALLS & GENERAL REPAIRS	10	7	33,390	0	0	0	0	0	0	43,930	0	0	0	0	0	0	0	0	0	52,150	0	0	0
POOL DECK/COPING & TILE-PRIOR TO POOL OPEN	1	1	3,790	4,500	4,580	4,660	4,740	4,820	4,900	4,990	5,070	5,160	5,250	5,340	5,430	5,530	5,620	5,720	5,820	5,920	6,020	6,130	
POOL FURNITURE	8	4	54,630	0	65,970	0	0	0	0	0	0	0	0	75,680	0	0	0	0	0	86,810	0	0	
UMBRELLAS	8	6	2,400	0	0	0	3,000	0	0	0	0	0	0	0	3,440	0	0	0	0	0	0	3,950	
SHADE AWNING	10	8	3,000	0	0	0	0	0	0	0	4,020	0	0	0	0	0	0	0	0	4,770	0	0	
REPLACE CONCRETE DECK	50	30	109,840	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	180,630	
6' METAL FENCE	30	10	30,980	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3' METAL FENCE	30	10	6,400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
ADULT POOL COVER	10	10	7,900	0	0	0	0	0	0	0	0	0	10,940	0	0	0	0	0	0	0	0	12,990	
WADING POOL COVER	10	2	2,740	0	3,310	0	0	0	0	0	0	0	0	0	3,930	0	0	0	0	0	0	0	
TOTAL BUILDING(S)			1,766,860																				
PAVEMENTS/CONCRETE																							
PAVEMENTS																							
PREVENTIVE MAINTENANCE	4	1	64,400	0	0	0	80,490	0	0	0	0	0	0	90,750	0	0	0	97,200	0	0	0	104,100	
PAVEMENT OVERLAY	15	2	406,000	0	0	0	0	0	0	534,210	0	0	0	0	0	0	0	0	0	0	0	0	
BASE/SUB-BASE/REPAIRS	15	2	39,200	0	0	0	0	0	0	51,580	0	0	0	0	0	0	0	0	0	0	0	0	
PREVENTIVE MAINTENANCE	4	1	64,400	76,450	0	0	0	81,880	0	0	0	0	0	0	92,320	0	0	0	98,880	0	0	0	
PAVEMENT OVERLAY	15	3	406,000	0	0	0	0	0	0	0	543,450	0	0	0	0	0	0	0	0	0	0	0	
BASE/SUB-BASE/REPAIRS	15	3	39,200	0	0	0	0	0	0	0	52,470	0	0	0	0	0	0	0	0	0	0	0	
PREVENTIVE MAINTENANCE	4	1	64,400	0	77,770	0	0	0	83,300	0	0	0	0	0	93,920	0	0	0	100,590	0	0	0	
PAVEMENT OVERLAY	15	4	406,000	0	0	0	0	0	0	0	0	552,850	0	0	0	0	0	0	0	0	0	0	
BASE/SUB-BASE/REPAIRS	15	4	39,200	0	0	0	0	0	0	0	0	53,380	0	0	0	0	0	0	0	0	0	0	
CONCRETE/PAVERS																							
SIDEWALKS-BRICK PAVERS	1	1	45,000	53,420	54,340	55,280	56,240	57,210	58,200	59,210	60,230	61,280	62,340	63,420	64,510	65,630	66,760	67,920	69,090	70,290	71,510	72,740	
CURBS/GUTTERS OTHER CONCRETE	4	2	15,120	0	0	0	18,900	0	0	19,890	0	0	0	21,310	0	0	0	22,820	0	0	0	24,440	
TOTAL PAVEMENTS/CONCRETE			1,588,920																				
OTHER PROPERTY FEATURES																							
ENTRANCE FEATURE WALLS/SIGNAGE	5	1	1,500	1,780	0	0	0	0	1,940	0	0	0	0	2,110	0	0	0	0	2,300	0	0	0	
TREES/SHRUBBERY-DISEASED/DEAD	1	1	25,000	29,680	30,190	30,710	31,240	31,790	32,340	32,890	33,460	34,040	34,630	35,230	35,840	36,460	37,090	37,730	38,390	39,050	39,730	40,410	
PROPERTY LINE FENCE BETWEEN COMERCIAL STORES	20	1	160,000	0	0	0	0	0	0	0	0	0	0	225,480	0	0	0	0	0	0	0	0	
DUKE STREET COLUMNS/FENCE REPAIRS PAINT	6	3	3,000	0	0	0	0	3,810	0	0	0	0	0	4,230	0	0	0	0	4,690	0	0	0	
GAZEBOS/ARBORS																							
CAMERON STATION BOULEVARD GAZEBO																							
ROOFING	38	18	24,000	0	0	0	0	0	0	0	32,130	0	0	0	0	0	0	0	0	0	0	0	
RAILING	30	10	5,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PAINT/STAINING/STRUCTURAL REPAIRS	6	3	3,700	0	0	0	0	4,700	0	0	0	0	0	5,210	0	0	0	0	5,780	0	0	0	
JOHN TIGER DRIVE GABEZO																							
ROOFING	38	18	4,980	0	0	0	0	0	0	0	6,670	0	0	0	0	0	0	0	0	0	0	0	
PAINT/STAINING/STRUCTURAL REPAIRS	6	3	2,500	0	0	0	0	3,180	0	0	0	0	0	3,520	0	0	0	0	3,900	0	0	0	
DONOVAN DRIVE ARBOR																							
STRUCTURE REPAIRS	40	20	35,000	0	0	0	0	0	0	0	0	0	48,480	0	0	0	0	0	0	0	0	0	
DONOVAN DRIVE FOUNTAIN																							
WATERPROOF BASIN	8	4	2,500	0	3,020	0	0	0	0	0	0	0	3,460	0	0	0	0	0	0	3,970	0	0	
PUMP/PIPINGGENERAL REPAIRS	10	5	1,000	0	0	0	0	1,270	0	0	0	0	0	0	0	0	0	1,510	0	0	0	0	
SITE LIGHTING																							

YEARS 11-30 EXPENSES

Cameron Station Community Association-FY22-Appendix B Revision 2

Reserve Study

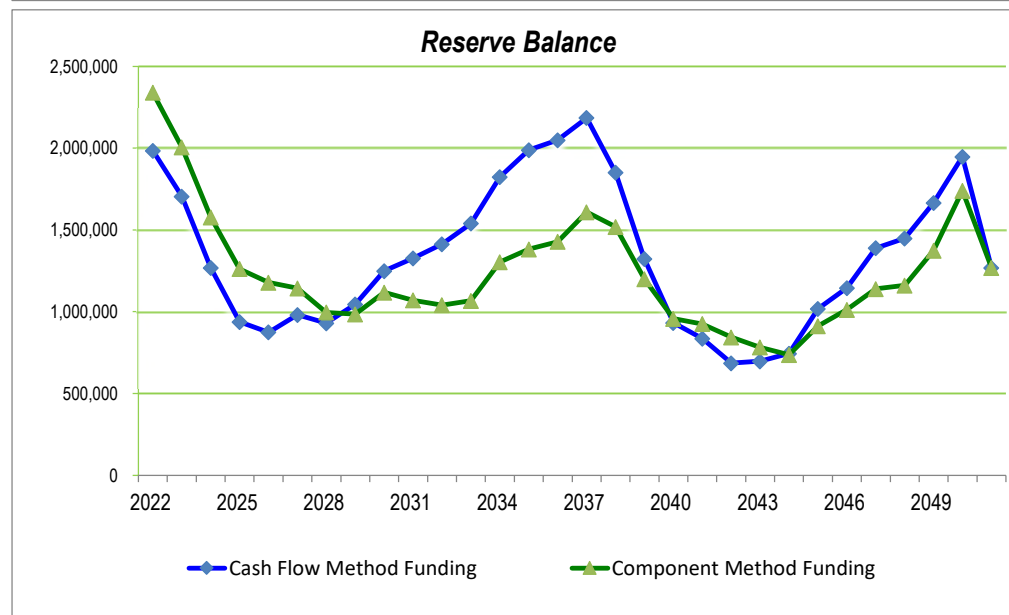
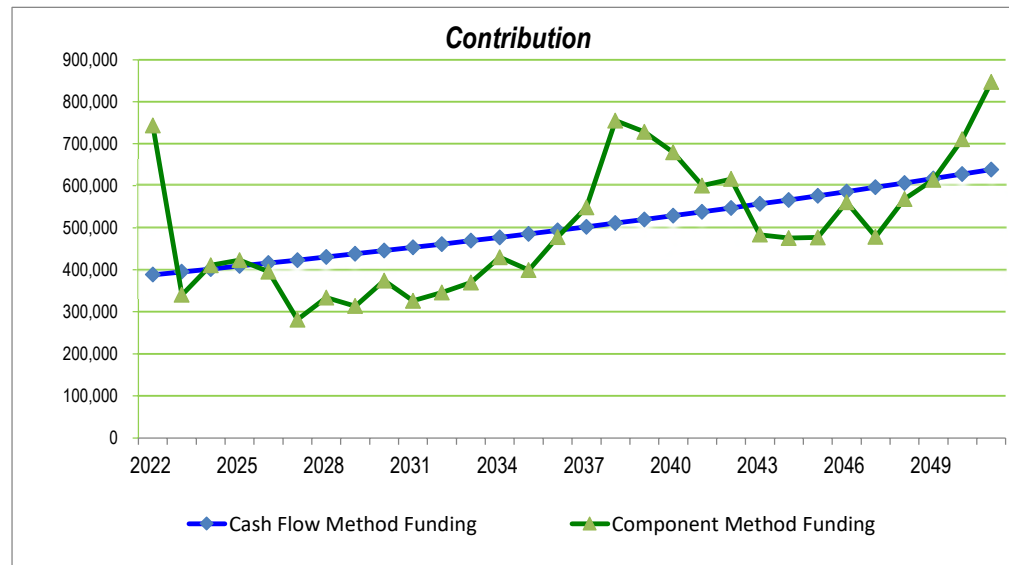
COMPONENT	USEFUL LIFE		ESTIMATED COST IN CURRENT \$																				
	AVG	REM		2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051
(1)	(3)	(4)	(5)																				
LED CONVERSION-1/2	99	1	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LED CONVERSION-1/2	99	2	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STREET LIGHT REPAIRS	1	3	19,330	22,950	23,340	23,750	24,160	24,580	25,000	25,430	25,870	26,320	26,780	27,240	27,710	28,190	28,680	29,170	29,680	30,190	30,720	31,250	31,790
TABLES/BENCHES/GRILLS//TRASH/DOGGIE POSTS																							
BEASLEY POCKET PARK FURNITURE	20	20	3,500	0	0	0	0	0	0	0	0	0	4,850	0	0	0	0	0	0	0	0	0	0
PARK BENCHES TO BE REPAIRED	20	3	24,300	0	0	0	0	0	0	0	0	0	0	0	0	35,440	0	0	0	0	0	0	0
PARK BENCHES REPAIRED	20	18	43,200	0	0	0	0	0	0	0	57,830	0	0	0	0	0	0	0	0	0	0	0	0
METAL TRASH CONTAINER	15	8	20,000	0	0	0	0	0	0	0	0	0	0	0	0	29,170	0	0	0	0	0	0	0
DOGGIE STATIONS	10	5	9,900	0	0	0	0	12,590	0	0	0	0	0	0	0	0	0	14,940	0	0	0	0	0
STORM WATER FACILITIES																							
STORM WATER RUN OFF	1	1	30,000	35,610	36,230	36,860	37,490	38,140	38,800	39,470	40,160	40,850	41,560	42,280	43,010	43,750	44,510	45,280	46,060	46,860	47,670	48,490	49,330
OTHER SITE FEATURES																							
IRRIGATION SYSTEM UPKEEP	1	1	3,000	3,560	3,620	3,690	3,750	3,810	3,880	3,950	4,020	4,090	4,160	4,230	4,300	4,380	4,450	4,530	4,610	4,690	4,770	4,850	4,930
SITE ITEMS	1	1	2,500	2,970	3,020	3,070	3,120	3,180	3,230	3,290	3,350	3,400	3,460	3,520	3,580	3,650	3,710	3,770	3,840	3,900	3,970	4,040	4,110
TOTAL OTHER PROPERTY FEATURES			503,910																				
CAPITAL IMPROVEMENTS																							
IRRIGATION-UPGRADE EXISTING AND ADD ZONES	NA	1	300,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SECURITY SYSTEM ENHANCEMENTS-FOB	NA	1	25,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL CAPITAL IMPROVEMENTS			325,000																				
TOTAL RESERVES			\$4,184,690	\$375,170	\$343,070	\$192,610	\$320,810	\$432,440	\$366,660	\$845,490	\$1,046,830	\$920,680	\$633,270	\$697,300	\$544,720	\$520,420	\$301,280	\$460,070	\$352,140	\$546,550	\$400,460	\$344,940	\$1,317,800
			=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====

30 YEAR FINANCIAL PLAN(S)

Cameron Station Community Association-FY22-Appendix B Revision 2

Reserve Study

FY (10)	Expenses		Cash Flow Method Funding			Component Method Funding		
	Annual * (11)	Cumulative (12)	Interest (13)	Contr'btn (14)	Balance (15)	Interest (16)	Contr'btn (17)	Balance (18)
COH					\$2,363,960			\$2,363,960
2022	768,060	768,060	0	388,290	1,984,190	0	743,540	2,339,440
2023	675,190	1,443,250	0	395,010	1,704,010	0	340,220	2,004,470
2024	838,140	2,281,390	0	401,840	1,267,710	0	410,880	1,577,210
2025	738,760	3,020,150	0	408,790	937,740	0	423,120	1,261,570
2026	479,450	3,499,600	0	415,860	874,150	0	395,480	1,177,600
2027	316,620	3,816,220	0	423,050	980,580	0	281,430	1,142,410
2028	480,640	4,296,860	0	430,370	930,310	0	333,560	995,330
2029	323,400	4,620,260	0	437,820	1,044,730	0	313,560	985,490
2030	240,790	4,861,050	0	445,390	1,249,330	0	373,740	1,118,440
2031	374,850	5,235,900	0	453,100	1,327,580	0	326,300	1,069,890
2032	375,170	5,611,070	0	460,940	1,413,350	0	345,700	1,040,420
2033	343,070	5,954,140	0	468,910	1,539,190	0	369,720	1,067,070
2034	192,610	6,146,750	0	477,020	1,823,600	0	429,410	1,303,870
2035	320,810	6,467,560	0	485,270	1,988,060	0	399,080	1,382,140
2036	432,440	6,900,000	0	493,670	2,049,290	0	477,880	1,427,580
2037	366,660	7,266,660	0	502,210	2,184,840	0	548,280	1,609,200
2038	845,490	8,112,150	0	510,900	1,850,250	0	754,460	1,518,170
2039	1,046,830	9,158,980	0	519,740	1,323,160	0	727,990	1,199,330
2040	920,680	10,079,660	0	528,730	931,210	0	679,180	957,830
2041	633,270	10,712,930	0	537,880	835,820	0	600,500	925,060
2042	697,300	11,410,230	0	547,190	685,710	0	615,820	843,580
2043	544,720	11,954,950	0	556,660	697,650	0	483,350	782,210
2044	520,420	12,475,370	0	566,290	743,520	0	475,100	736,890
2045	301,280	12,776,650	0	576,090	1,018,330	0	476,630	912,240
2046	460,070	13,236,720	0	586,060	1,144,320	0	560,270	1,012,440
2047	352,140	13,588,860	0	596,200	1,388,380	0	478,300	1,138,600
2048	546,550	14,135,410	0	606,510	1,448,340	0	568,180	1,160,230
2049	400,460	14,535,870	0	617,000	1,664,880	0	614,130	1,373,900
2050	344,940	14,880,810	0	627,670	1,947,610	0	710,500	1,739,460
2051	1,317,800	16,198,610	0	638,530	1,268,340	0	846,690	1,268,350
SUMMARY								
30-Year Income			0	15,102,990		0	15,103,000	
Years 1-30 Minimum Threshold					685,710	736,890		
Years 1-30 Maximum Threshold					2,184,840	2,339,440		
Years 31-50 Minimum Threshold					114,440	873,020		
Years 31-50 Maximum Threshold					1,795,220	2,085,520		



Notes:

* An annual average cost. Expenditures can change from year-to-year depending on when actual work is done.

Contribution and projections are based on the study fiscal year and will change if estimated cost, useful life, amount-on-hand, contribution and contingency to be preserved change.

Data should be considered a more accurate projection for years 1 - 5 than the out-years.

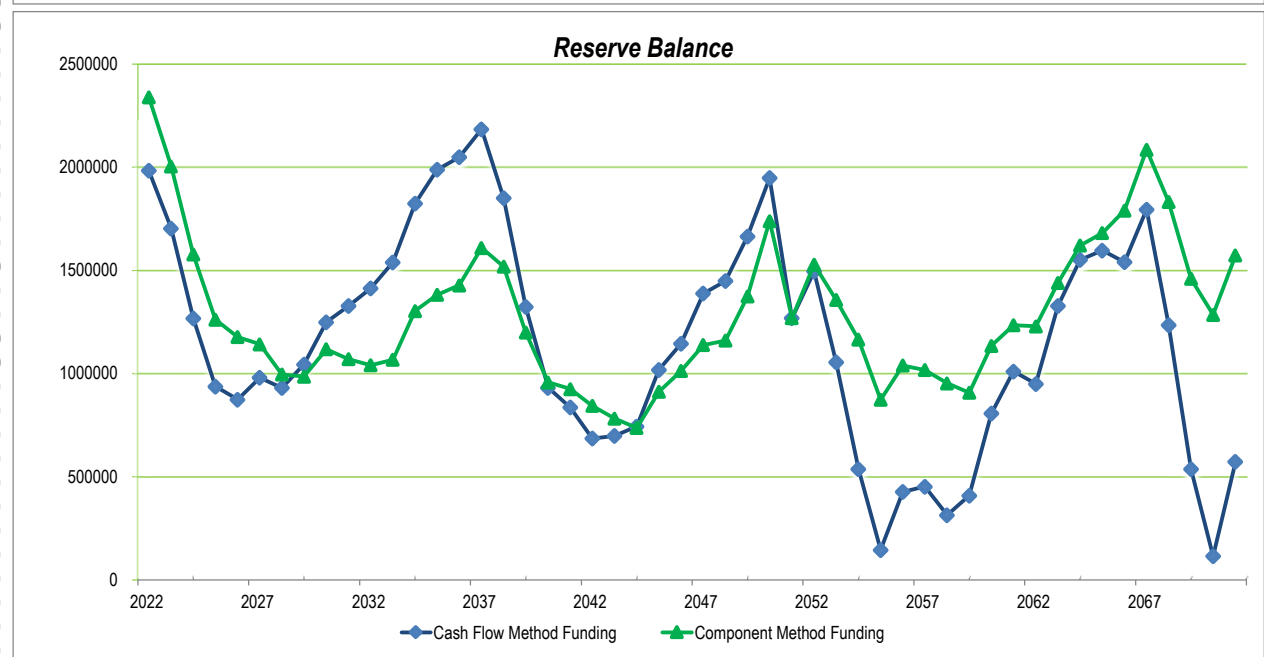
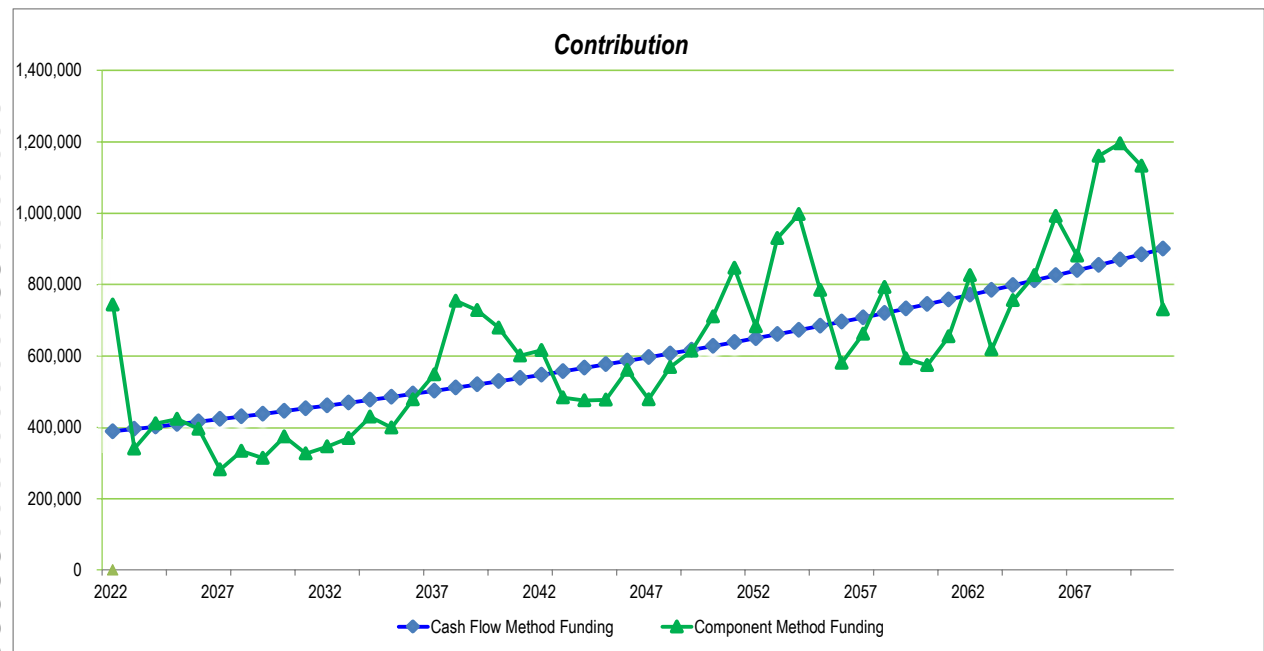
Minimum balance does not include the first year.

If component method calculations are included note how column (17) contributions vary from one year to the next.

A highlighted cell in column (14) indicates future contributions from that year on will vary from past contributions, either due to inflation or work accomplished.

50 YEAR FINANCIAL PLAN(S)

FY (10)	Expenses		Cash Flow Method Funding			Component Method Funding		
	Annual * (11)	Cumulative (12)	Interest (13)	Contr'b'n (14)	Balance (15)	Interest (16)	Contr'b'n (17)	Balance (18)
COH					\$2,363,960			\$2,363,960
2022	768,060	768,060	0	388,290	1,984,190	0	743,540	2,339,440
2023	675,190	1,443,250	0	395,010	1,704,010	0	340,220	2,004,470
2024	838,140	2,281,390	0	401,840	1,267,710	0	410,880	1,577,210
2025	738,760	3,020,150	0	408,790	937,740	0	423,120	1,261,570
2026	479,450	3,499,600	0	415,860	874,150	0	395,480	1,177,600
2027	316,620	3,816,220	0	423,050	980,580	0	281,430	1,142,410
2028	480,640	4,296,860	0	430,370	930,310	0	333,560	995,330
2029	323,400	4,620,260	0	437,820	1,044,730	0	313,560	985,490
2030	240,790	4,861,050	0	445,390	1,249,330	0	373,740	1,118,440
2031	374,850	5,235,900	0	453,100	1,327,580	0	326,300	1,069,890
2032	375,170	5,611,070	0	460,940	1,413,350	0	345,700	1,040,420
2033	343,070	5,954,140	0	468,910	1,539,190	0	369,720	1,067,070
2034	192,610	6,146,750	0	477,020	1,823,600	0	429,410	1,303,870
2035	320,810	6,467,560	0	485,270	1,988,060	0	399,080	1,382,140
2036	432,440	6,900,000	0	493,670	2,049,290	0	477,880	1,427,580
2037	366,660	7,266,660	0	502,210	2,184,840	0	548,280	1,609,200
2038	845,490	8,112,150	0	510,900	1,850,250	0	754,460	1,518,170
2039	1,046,830	9,158,980	0	519,740	1,323,160	0	727,990	1,199,330
2040	920,680	10,079,660	0	528,730	931,210	0	679,180	957,830
2041	633,270	10,712,930	0	537,880	835,820	0	600,500	925,060
2042	697,300	11,410,230	0	547,190	685,710	0	615,820	843,580
2043	544,720	11,954,950	0	556,660	697,650	0	483,350	782,210
2044	520,420	12,475,370	0	566,290	743,520	0	475,100	736,890
2045	301,280	12,776,650	0	576,090	1,018,330	0	476,630	912,240
2046	460,070	13,236,720	0	586,060	1,144,320	0	560,270	1,012,440
2047	352,140	13,588,860	0	596,200	1,388,380	0	478,300	1,138,600
2048	546,550	14,135,410	0	606,510	1,448,340	0	568,180	1,160,230
2049	400,460	14,535,870	0	617,000	1,664,880	0	614,130	1,373,900
2050	344,940	14,880,810	0	627,670	1,947,610	0	710,500	1,739,460
2051	1,317,800	16,198,610	0	638,530	1,268,340	0	846,690	1,268,350
2052	422,560	16,621,170	0	649,580	1,495,360	0	682,560	1,528,350
2053	1,101,670	17,722,840	0	660,820	1,054,510	0	930,130	1,356,810
2054	1,189,720	18,912,560	0	672,250	537,040	0	997,410	1,164,500
2055	1,075,800	19,988,360	0	683,880	145,120	0	784,320	873,020
2056	413,850	20,402,210	0	695,710	426,980	0	580,060	1,039,230
2057	682,860	21,085,070	0	707,750	451,870	0	661,560	1,017,930
2058	857,640	21,942,710	0	719,990	314,220	0	792,710	953,000
2059	637,980	22,580,690	0	732,450	408,690	0	592,820	907,840
2060	347,370	22,928,060	0	745,120	806,440	0	573,860	1,134,330
2061	554,080	23,482,140	0	758,010	1,010,370	0	654,450	1,234,700
2062	831,410	24,313,550	0	771,120	950,080	0	825,730	1,229,020
2063	407,220	24,720,770	0	784,460	1,327,320	0	617,510	1,439,310
2064	574,400	25,295,170	0	798,030	1,550,950	0	756,150	1,621,060
2065	765,840	26,061,010	0	811,840	1,596,950	0	826,230	1,681,450
2066	882,290	26,943,300	0	825,880	1,540,540	0	991,540	1,790,700
2067	585,490	27,528,790	0	840,170	1,795,220	0	880,310	2,085,520
2068	1,414,440	28,943,230	0	854,700	1,235,480	0	1,160,610	1,831,690
2069	1,567,900	30,511,130	0	869,490	537,070	0	1,195,420	1,459,210
2070	1,307,160	31,818,290	0	884,530	114,440	0	1,132,780	1,284,830
2071	441,860	32,260,150	0	899,830	572,410	0	729,630	1,572,600





**Cameron Station Community Association, Inc.
Board Decision Request
October 26, 2021**

Topic: Infectious Disease Prevention Preparedness Plan and compliance with new OSHA Regulations

Motion:

"I move to APPROVE the Infectious Disease Prevention Preparedness Plan as submitted by the Association's attorney."

2nd:

Summary:

Attached is the Draft Infectious Disease Prevention Preparedness Plan as submitted by the Association's attorney. This is a redline version of the document the Board adopted last year and incorporates the changes required due to OSHA regulations.

CAMP Recommendation

Management has reviewed the document and recommends approval.

CAMERON STATION COMMUNITY ASSOCIATION
INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN

~~August 3, 2020~~ September 27, 2021

In response to the Virginia Department of Labor and Industry ~~new-Amended Emergency VOSH Standard for Infectious Disease Prevention of the SARS-CoV-2 Virus That Causes COVID-19 Regulations~~ Temporary Occupational Safety and Health Regulations (18VAC25-220, *et seq.*) governing employers within the Commonwealth of Virginia, the Board of Directors for Cameron Station Community Association (the “Association”) are adopting the following procedures.

I. Implementation and Administration

The Association’s Community Manager, Susan Cassell, is designated as the person responsible for overseeing implementation of this Infectious Disease Preparedness and Response Plan (“Plan”). Since the Association operates a fitness center, it is considered to be a “~~Medium~~ Higher Risk” workplace. As such, in compliance with the requirements of 18 VAC25-220-70, the Community Manager will work with one or more employees to develop and implement the requirements provided for in the Plan. Such plan must include the following requirements.

- A. The Plan will be implemented based upon the various places located in the Property, the hazards employee and staff are exposed to at those sites, and the job tasks the employee performs at those sites. The considerations will include:
 1. Where, how, and to what sources of the SARS-CoV-2 virus or COVID-19 disease might employees be exposed at work including the general public, other employees and persons;
 2. Known or suspected to be infected with the SARS-CoV-2 virus or those at particularly high risk of COVID-19;
 3. Situations where employees work more than one job with different employers and encounter different hazards; and
 4. To the extent permitted by law, including HIPPA, the employee’s individual risk factors.
- B. The Plan will include administrative and work practices and PPE controls to address those risks.
- C. The Plan will consider contingency plans due to an outbreak for addressing increased absenteeism, increased physical distancing, needs for cleaning and PPE initiatives, possible cross-training to deal with absences; and possible breakdowns in the supply chain.
- D. The Plan will identify basic infection prevention measures such as:

1. Promoting frequent and thorough hand washing and will provide places to wash hands and hand sanitizer;
2. Maintaining regular housekeeping practices such as routine cleaning, disinfecting of surfaces and equipment; and
3. Educating visitors of the Property of these measures.

- E. The Plan will include procedures for the prompt identification of those who have been exposed and to whom to report.
- F. Procedures to address outside contractors who provide service to the property when there has been an infection on site will be included in the Plan.
- G. The Plan will ensure compliance with all mandatory requirements of Virginia or the CDC.

The portions of the Plan required under this Paragraph I shall be completed by no later than ~~September 25, 2020~~ October 8, 2021.

II. General Requirements (18VAC25-220-40)

Implementations of these General Requirements set forth in this Article II are effective immediately.

- A. All staff members are required to self-monitor for signs and symptoms of COVID-19 if you suspect possible exposure or are experiencing signs of an oncoming illness. Signs of COVID-19 include trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face, etc. Symptoms of COVID-19 include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomited, or diarrhea.
- B. If a staff member engages in serological testing (i.e. antibody testing), those test results will not be used to make decisions about whether the staff member may return to work if the staff member was previously classified as known or suspected to be infected with COVID-19.
- C. If a staff member is experiencing signs or symptoms of COVID-19 and no alternative diagnosis has been made (i.e. you tested positive for the flu), you must immediately report this to the Association's Community Manager, Susan Cassell by contacting her at scassell@gocampmgmt.com. A staff member who develops signs or symptoms of COVID-19 will be considered "suspected to be infected with SARS-CoV-2 virusCOVID-19." ~~SARS-CoV-2 causes what has been designated as COVID-19.~~

- D. If a staff member is known or suspected to be infected with ~~SARS-CoV-2 virus~~COVID-19, ~~regardless of vaccination status~~, that staff member cannot remain at the Property or engage with any members of the Board, staff, committees or residents until cleared to return to work. If possible, a staff member may be permitted to engage in teleworking or other form of work isolation that would not result in potentially exposing other staff members and residents to ~~the SARS-CoV-2 virus~~COVID-19.
- E. For those staff members working on site that are employed by the Association directly, the Association shall provide such staff member its sick leave policy. For those staff members working on site employed by a contractor engaged by the Association, the staff member's employer is responsible for advising such staff member of its sick leave policy.
- F. The Association shall provide all subcontractors and companies that provide contract or temporary employees to the Association about the importance of their employees or other persons who are known or suspected to be infected with ~~the SARS-CoV-2 virus~~ COVID-19 of staying home. Subcontractor, contract, or temporary employees known or suspected to be infected with ~~COVID-19 the SARS-CoV-2 virus~~ shall not report to or be allowed to remain at the Property until cleared for return to work. Subcontractors shall not allow their known or suspected to be infected with ~~COVID-19 the SARS-CoV-2 virus~~ employees to report to or be allowed to remain at work or on a job site until cleared for return to work.
- G. To the extent permitted by law, including HIPAA, reports of positive ~~COVID-19 SARS-CoV-2~~ tests by staff, employees, subcontractors, contract employees, and temporary employees (excluding patients hospitalized on the basis of being known or suspected to be infected with ~~COVID-19 SARS-CoV-2 virus~~) present at the Property within the previous 14 days from the date of positive test must be reported to the Association's Community Manager, ~~Susan Cassell by contacting her at scassell@gocampmgmt.com~~. Upon receipt, the Association's Community Manager shall notify:
1. All staff members and the representative of all contracted vendors who may have been exposed, within 24 hours of discovery of the possible exposure, while keeping confidential the identity of the known to be infected with ~~COVID-19 SARS-CoV-2 virus~~ person in accordance with the requirements of the Americans with Disabilities Act (ADA) and other applicable federal and Virginia laws and regulations;
 2. All persons who have entered the Association's facilities within 24 hours of discovery of the possible exposure, while keeping confidential the identity of the known to be infected with ~~COVID-19 SARS-CoV-2 virus~~ person in accordance with the requirements of the Americans with Disabilities Act (ADA) and other applicable federal and Virginia laws and

regulations; however, the floor or work area where the case was located may be disclosed;

3. The Virginia Department of Health within 24 hours of the discovery of a positive case; and
4. The Virginia Department of Labor and Industry within 24 hours of the discovery of three or more employees or staff present at the Property within a 14-day period testing positive for COVID-19 SARS-CoV-2 virus during that 14-day time period.

H. For Association employees, employees can access to their own SARS-CoV-2 virus and COVID-19 disease related exposure and medical records.

H.I. The Association shall report to the Virginia Department of Health (VDH) when there are two or more confirmed cases of COVID-19 on site within a 14 day period, as confirmed by testing within such 14 day period. The Association shall make such report in a manner specified by VDH, including name, date of birth, and contact information of each case, within 24 hours of becoming aware of such cases. The Association shall continue to report all cases until the local health department has closed the outbreak investigation. After the outbreak investigation is closed, subsequent identification of two or more confirmed cases of COVID-19 during a declared emergency shall be reported.

III. Returning to Work – known or suspected to be infected with SARS-CoV-2 COVID-19

Staff members who are known or suspected to be infected with SARS-CoV-2 COVID-19 can return to work after such staff member tests negative for COVID-19. If the employee refuses to take the test, the employer must continue to keep the employee removed from the workplace. Absent undue hardship, the Association must make reasonable accommodations for employees who cannot take the test for religious or disability-related medical reasons.

on a test based strategy. If a known or suspected to be infected with the SARS-CoV-2 virus staff member refuses to be tested, a symptom-based test will be used. The Association also reserves the right to use a symptom-based strategy if testing is not readily available or the anticipated time to obtain test results is deemed to take too long.

The test based strategy excludes an employee or staff member from returning to work until (i) resolution of fever without the use of fever-reducing medications, (ii) improvement in respiratory symptoms (e.g., cough, shortness of breath), and (iii) negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens).

The Association will make decisions regarding an employee's return to work in accordance with guidance from a licensed health care provider, a VDH public health professional, or CDC's "Isolation Guidance" (hereby incorporated by reference); and CDC's "Return to Work Health care Guidance" (hereby incorporated by reference). If an employee has a

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Indent: First line: 0.5"

known exposure to someone with COVID-19, the employee must follow any testing or quarantine guidance provided by a VDH public health professional.

COVID-19 testing is considered a "medical examination" under § 40.1-28 of the Code of Virginia. The Association will not require employees to pay for the cost of COVID-19 testing for return to work determinations; provided, however, if the employee's health insurance covers the entire cost of COVID-19 testing, the Association can require the employee to use the employee's insurance coverage to cover the cost of COVID-19 testing.

Formatted: Indent: First line: 0.5"

A. For employees and contract staff who are known or suspected to be infected with the SARS-CoV-2 virus, the symptom-based strategy excludes an employee from returning to work until (i) at least three days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath) and (ii) at least 10 days have passed since symptoms first appeared.

IV. ~~Returning to Work~~ known to be infected with SARS-CoV-2 but asymptomatic Staff that are Unvaccinated

All unvaccinated employees and staff members must observe physical distancing at all times while on site. The Association will establish limits and controls on access to common areas for any unvaccinated employees, which may include establishing occupancy limits that are more restrictive for unvaccinated employees and staff than for vaccinated employees and staff. Additionally, the Association shall post signage and visual cues on social distancing to promote compliance among unvaccinated staff and employees. Employees and staff members that are asymptomatic but test positive can return to work upon either a time-based or test-based standard depending on local healthcare and testing circumstances. If a time-based standard is used, the regulations provide that consultation with appropriate healthcare professionals concerning when an employee or staff member has satisfied the time-based strategy requirements will be required.

A. The time-based strategy prohibits a staff member from returning to work until at least 10 days have passed since the date of the employee's first positive COVID-19 diagnostic test, assuming the employee has not subsequently developed symptoms since the employee's positive test. If the employee develops symptoms, then the symptom-based or test-based strategy shall be used.

B. The test-based strategy excludes an employee or staff member from returning to work until negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens).

The Association's Community Manager, upon receiving notice that an employee or staff member is asymptomatic but tests positive, shall provide written notice to such employee or staff member as to whether the Association shall utilize a time-based strategy or test-based strategy.

V. While on Property

A. Physical Distancing

1. Verbal announcements, signage, or visual cues will be used to promote physical distancing.
2. Worksite density will be decreased by limiting when residents and staff will be permitted in the management office.
- ~~3. The Association will comply with the Governor's Orders regarding the number of persons permitted to gather will be followed.~~
4. ^{3.} If/when the nature of the work performed by a staff member does not allow for physical distancing, respiratory protection including personal protective equipment will be provided and must be worn unless a medical condition prohibits such use. If a staff member requires an exception to this requirement due to a medical condition, the staff member will provide the Community Manager with evidence of such medical condition and a request for an exception.

B. Access to breakrooms or lunchrooms

The Association's common ~~elements~~-~~areas~~ do not contain space set aside for staff for breaks or to serve as a lunchroom. The Association shall provide cleaning and sanitizing of all areas used by staff and shall clean and disinfect between shifts the staff members' work areas and shall provide hand washing facilities and hand sanitizers to the extent feasible.

C. Governor's Orders

Mandatory requirements of the Governor or other order of public health emergency will be adhered to and may include, without limitation, the requirement to wear face coverings in the common areas of the Property, as well as adhering to special guidance regarding the use of swimming pools and gyms.

D. When sharing a Vehicle

1. When an employee is occupying a vehicle or other form of transportation with one or more employees or other persons for work purposes, employers shall use the hierarchy of hazard controls to mitigate the hazards associated with SARS-CoV-2 and COVID-19 to prevent employee exposures in the following order. This subsection does not apply to fully vaccinated employees:
 1. Unvaccinated employees and staff will not share work vehicles or other transportation unless it is unavoidable.
 2. When sharing a vehicle, the vehicle shall have access to fresh air ventilation (e.g., windows) and air will not be recirculated.
 3. Separation between people in the vehicle will be maximized.

4. When an employee or staff member who is not fully vaccinated must share a work vehicle or other transportation with one or more employees or other persons because no other alternatives are available, such employees or staff members shall be provided with and wear respiratory protection, such as an N95 filtering face piece respirator, or a face covering at the option of the employee or staff member. When an employee or staff member who is fully vaccinated must share work vehicles or other transportation with one or more employees or other persons in areas of substantial or high community transmission because no other alternatives are available, such employees or staff members shall be provided with and wear face coverings.

E. Mandatory Masks

All unvaccinated employees and staff and any at-risk employees or staff (because of a prior transplant or other medical condition) to wear face coverings or surgical masks while indoors, unless their work task requires a respirator or other PPE. Such employees shall wear a face covering or surgical mask that covers the nose and mouth to contain the wearer's respiratory droplets and help protect others and potentially themselves. In addition, all employees and staff are required to wear a mask during period with the City of Alexandria is an area designated by the Commonwealth of Virginias as having substantial or high community transmission.

Notwithstanding the foregoing, face coverings or surgical masks shall not be required indoors for employees and staff members who are not fully vaccinated:

1. When an employee is alone in a room.
2. While an employee is eating and drinking at the workplace, provided each employee is at least six feet away from any other person, or separated from other people by a physical barrier.
3. When it is important to see a person's mouth (e.g., communicating with an individual who is deaf or hard of hearing) and the conditions do not permit a facemask that is constructed of clear plastic or includes a clear plastic window. In such situations, the Association will require each employee or staff member to wear an alternative to protect the employee or staff member, such as a face shield, if the conditions permit it. The Association may determine that the use of face shields without facemasks in certain settings is not appropriate due to other infection control concerns.
4. When employees cannot wear facemasks due to a medical necessity, medical condition, or disability as defined in the Americans with Disabilities Act (ADA) (42 USC § 12101 et seq.), or due to a religious belief. Exceptions must be provided for a narrow subset of persons with a disability who cannot wear a facemask or cannot safely wear a facemask, because of the disability, as defined in the ADA, including a person who cannot independently remove the facemask. The remaining portion of the

subset who cannot wear a facemask may be exempted on a case-by-case basis as required by the ADA and other applicable laws. In all such situations, the Association must ensure that any such employee or staff member wears a face shield for the protection of the employee or staff member, if their condition or disability permits it. Accommodations may also need to be made for religious beliefs consistent with Title VII of the Civil Rights Act (42 USC § 2000e et seq.). The Association reserves the right to determine that the use of face shields without facemasks in certain settings is not appropriate due to other infection control concerns.

5. When the Association can demonstrate that the use of a facemask presents a hazard to an employee or staff member of serious injury or death (e.g., arc flash, heat stress, interfering with the safe operation of equipment). In such situations, the Association will require that each employee or staff member wears an alternative, such as a face shield, if the conditions permit it. Any employee or staff member not wearing a facemask must remain at least six feet away from all other people unless it is not feasible. The employee or staff member must resume wearing a facemask when not engaged in the activity where the facemask presents a hazard. The Association reserves the right to determine that the use of face shields without facemasks in certain settings is not appropriate due to other infection control concerns.

6. Where a face shield is required, the Association will ensure that all issued face shields are cleaned at least daily and are not damaged. When an employee or staff member provides a face shield that meets the definition of that term in 16 VAC 25-220-30, the Association may allow the employee or staff member to use it and is not required to reimburse the employee for that face shield.

D.F. Sanitation and Disinfecting

The Association will clean and sanitize the common areas and will adhere to the following procedures:

1. Staff members that interact with customers, the general public, contractors, and other persons shall be provided with and immediately use supplies to clean and disinfectant surfaces contacted during the interaction with such people where there is the potential for exposure to ~~the SARS-CoV-2 virus~~ **COVID-19** by themselves or other employees;
2. Comply with all Virginia OSHA regulations related to cleaning and disinfecting materials and hand sanitizers;
3. Clean and disinfect areas known or suspected infection prior to allowing other employees or staff access to the areas and where feasible, a period of 24 hours will be observed prior to cleaning and disinfecting. This requirement shall not apply if the areas in question have been unoccupied for seven (7) or more days.
4. All common spaces, including bathrooms, frequently touched surfaces, and doors, shall at a minimum be cleaned and disinfected at the end of each shift. All shared tools, equipment, workspaces, and vehicles shall be cleaned and disinfected prior to transfer from one employee or staff member to another.
5. Ensure that cleaning and disinfecting products are readily available to employees and staff to accomplish the required cleaning and disinfecting. In addition, the Association will only use disinfecting chemicals and products indicated in the Environmental Protection Agency (EPA) List N for use against ~~SARS-CoV-2~~ **COVID-19** and ensure that employees and staff comply with the manufacturer's specifications for use of such cleaning products.
6. Provide easy, frequent access and permission to use soap and water, and hand sanitizer where feasible, for the duration of work. Employees assigned to a workstation where job tasks require frequent interaction inside six feet with other persons shall be provided with hand sanitizer where feasible at the employee's workstation.
7. All shared tools, equipment, workspaces, and vehicles shall be cleaned prior to transfer from one employee or staff member to another if either is unvaccinated.
8. Areas where suspected or confirmed COVID-19 infected employees or other persons accessed or worked shall be cleaned and disinfected prior to allowing other employees access to the areas as follows:
 - a. If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
 - b. c. If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. The Association may choose to also

- disinfect depending on certain conditions or everyday practices required by the facility.
- c. d. If more than three days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning or disinfecting beyond regular cleaning practices is needed.

6. _____

Formatted: Indent: Left: 1.5", No bullets or numbering

VI. Medium-Higher Risk Procedures (18VAC25-220-60)

A. General Requirements

Formatted: Underline

Since the Association has opened its fitness center, the Board of Directors has classified the staff and employees job tasks as having ~~medium-exposure-risk~~ Higher Risk. Accordingly, the following procedures have been implemented:

Formatted: Normal, No bullets or numbering

Formatted: Indent: Left: 0.5"

- A. The Association shall maintain the air-handling systems that serves the fitness center in accordance with manufacturer's recommendations and, where feasible, are utilized as follows:
1. Increase total airflow supply to occupied spaces provided that a greater hazard is not created (e.g., airflow that is increased too much may make doors harder to open or may blow doors open);
 2. Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass;
 3. Increase air filtration to as high as possible in a manner that will still enable the system to provide airflow rates as the system design requires. Ensure compliance with higher filtration values is allowed by the air handler manufacturer's installation instructions and listing;
 4. Generate clean-to-less-clean air movements by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers and adjusting zone supply and exhaust flow rates to establish measurable pressure differentials;
 5. Have staff work in "clean" ventilation zones that do not include higher-risk areas such as visitor reception or exercise facilities (if open);
 6. Ensure exhaust fans in restroom facilities are functional and operating continuously when the building is occupied;
 7. Check filters to ensure they are within service life and appropriately installed.

Formatted: Indent: Left: 1.25", No bullets or numbering

~~A. _____ . The Association has confirmed that the air handling system is appropriate to address the SARS-CoV-2 virus and COVID-19 disease-related hazards and job tasks that occur and that the Association is in compliance with ANSI/ASHRAE Standards 62.1 and 62.2 (ASHRAE 2019a, 2019b) and ANSI/ASHRAE/ASHE Standard 170 (ASHRAE 2017a).~~

- B. Prior to the commencement of each work shift, prescreening or surveying shall be required to verify each covered employee or staff member does not have signs or

symptoms of COVID-19. This may include taking of temperatures and asking questions regarding the signs and symptoms of COVID-19.

~~B.~~

- ~~C.~~ The Association shall provide face coverings to those non-staff members who arrive and are suspected to be infected until the non-staff member is able to leave the site.

~~C.~~

- ~~D.~~ When possible based on the requirements of the job position, the Association will implement flexible work hours, allow teleworking, and perform meetings via telephone or video conferencing means.

~~D.~~

- ~~E.~~ The Association has increased social distancing and installing barriers, when possible and if necessary.

~~E.~~

- ~~F.~~ The Association has implemented procedures to deliver services remotely or deliver products such as fobs and fitness passes without contact.

~~F.~~

- ~~G.~~ The Association shall provide face coverings and require staff members to wear face coverings when social distancing cannot be achieved.

- ~~H.~~ The Association shall prescreen or survey any staff members working in the fitness center to verify that they do not have signs or symptoms of COVID-19.

- ~~I.~~ Provide face coverings to suspected COVID-19 non-employees to contain respiratory secretions until the non-employees are able to leave the site (i.e., for medical evaluation and care or to return home).

- ~~J.~~ Staff members who are not fully vaccinated or otherwise at-risk employees shall maintain at least six feet of distance from others at all times, including on breaks.

~~G.K.~~

~~B.~~ VII. Personal Protective Equipment (PPE) Assessment

~~T~~For unvaccinated staff, the Association will assess the workplace to determine if SARS-CoV-2 or COVID-19 hazards or job tasks are present that necessitate the use of PPE and shall provide for employee and employee representative involvement in the assessment process. If such hazards or job tasks are present or likely to be present, the Association shall:

1. Provide properly-selected PPE to all staff to the extent determined to be necessary that fits each affected employee; and

~~1.~~

2. Verify that the workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date of the hazard assessment; and the document as a certification of hazard assessment.

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Indent: Left: 0.63", Hanging: 0.25"

Formatted: Normal, No bullets or numbering

Formatted: Underline

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: 1.13", No bullets or numbering

~~VII.~~ VIII. Training (18VAC25-220-80)

As being classified as ~~medium~~-higher risk of exposure, the Association is providing training on the hazards and characteristics of ~~the SARS-CoV-2 virus and COVID-19 disease~~ to all employees and staff. Such training shall take place by no later than ~~September 25, 2020~~November 7, 2021. A copy of the latest training certificate will be maintained by the Association. The training will include the following:

- A. A statement that the purpose of the training program is to enable each employee to recognize the hazards of the SARS-CoV-2 virus and signs and symptoms of COVID-19 disease and the procedures required to minimize these hazards.
- B. Hand-outs and posted signs in various areas of the association of the mandatory and non-mandatory recommendations in any CDC guidelines or State of Virginia guidance that the Association is complying with.
- C. The characteristics and methods of transmission of SARS-CoV-2 virus.
- D. The signs and symptoms of COVID-19.
- E. Risk factors of severe COVID-19 illness with underlying health conditions.
- F. Awareness of the ability of pre-symptomatic and asymptomatic COVID-19 persons to transmit the SARS-CoV-2 virus.
- G. Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, ventilation, noncontact methods of greeting, etc.
- H. PPE – when it is required; what PPE is required; how to properly wear PPE; the limitations of PPE; the proper care, maintenance, useful life, and disposal of PPE; and heat-related illness prevention including the signs and symptoms of heat-related illness.

- I. To the extent permitted by law, including HIPAA, employees' individual risk factors for severe disease. For example, people of any age with one or more of the following conditions are at increased risk of severe illness from COVID-19: chronic kidney disease; COPD (chronic obstructive pulmonary disease); immunocompromised state (weakened immune system) from solid organ transplant; obesity (body mass index or BMI of 30 or higher); serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies; sickle cell disease; or type 2 diabetes mellitus. Also, for example, people with one or more of the following conditions might be at an increased risk for severe illness from COVID-19: asthma (moderate-to-severe); cerebrovascular disease (affects blood vessels and blood supply to the brain); cystic fibrosis; hypertension or high

Formatted: No bullets or numbering

Formatted: Indent: Left: 0.5", No bullets or numbering

blood pressure; immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines; neurologic conditions, such as dementia; liver disease; pregnancy; pulmonary fibrosis (having damaged or scarred lung tissues); smoking; thalassemia (a type of blood disorder); type 1 diabetes mellitus; etc. The risk for severe illness from COVID-19 also increases with age.

H. _____

Formatted: Indent: Left: 1", No bullets or numbering

I.J. A statement regarding the anti-discrimination policies set forth in 18VAC25-220-90 advising:

1. No person shall discharge or in any way discriminate against an employee because the employee has exercised rights under the safety and health provisions of this standard, Title 40.1 of the Code of Virginia, and implementing regulations under 16VAC25-60-110 for themselves or others.
2. No person shall discharge or in any way discriminate against an employee who voluntarily provides and wears the employee's own personal protective equipment, including but not limited to a respirator, face shield, or gloves, or face covering if such equipment is not provided by the employer, provided that the PPE does not create a greater hazard to the employee or create a serious hazard for other employees.
3. No person shall discharge or in any way discriminate against an employee who raises a reasonable concern about infection control related to the SARS-CoV-2 virus and COVID-19 disease to the employer, the employer's agent, other employees, a government agency, or to the public such as through print, online, social, or any other media.
4. Nothing in this standard shall limit an employee from refusing to do work or enter a location that the employee feels is unsafe. 16VAC25-60-110 contains the requirements concerning discharge or discipline of an employee who has refused to complete an assigned task because of a reasonable fear of injury or death.

J.K. _____ A copy of the Association's Infectious Disease Preparedness and Response Plan.

When there is reason to believe that any affected employee who has already been trained does not have the understanding and skill required by 18VAC25-220-80, the employee will be retrained. Circumstances where training is required include, but are not limited to, situations where:

- A. Changes in the workplace, SARS-CoV-2 virus or COVID-19 disease hazards exposed to, or job tasks performed render previous training obsolete;
- B. Changes are made to the employer's Infectious Disease Preparedness and Response Plan; or

- C. Inadequacies in an affected employee's knowledge or use of workplace control measures indicate that the employee has not retained the requisite understanding or skill.

Low Risk

The Association, when related to hazards or job tasks classified at a lower risk, shall provide written or oral information to employees exposed to such hazards or engage in such job tasks on the hazards and characteristics of ~~SARS-CoV-2 and the symptoms of~~ COVID-19 and measures to minimize exposure. This information will be supplied pursuant to the Department of Labor and Industry's information sheet, which will include, at a minimum:

- A. The requirements of this standard;
- B. The characteristics and methods of transmission of the SARS-CoV-2 virus;
- C. The symptoms of the COVID-19 disease;
- D. The ability of pre-symptomatic and asymptomatic COVID-19 persons to transmit the SARS-CoV-2 virus;
- E. Safe and healthy work practices and control measures, including but not limited to, physical distancing, sanitation and disinfection practices; and
- F. The anti-discrimination provisions of this standard in 16VAC25-220-90.



Cameron Station Community Association, Inc.
Board Discussion Information
October 26, 2021

Summary:

At the last Board meeting, it was requested that management review the Parking Policy and provide feedback to the Board regarding changes in order to more clearly align the parking enforcement process. Attached is a redline version of the Parking Policy along with specific comments from Board members that were provided as of the time of this report. See below for the Board's consideration.

Board Member #1 Comments:

- **Section III VEHICLE REGISTRATION**

- **A.3:** We say that "All marked and unmarked federal, state, local law enforcement or emergency vehicles, which are conventional passenger vehicles, shall not be considered commercial vehicles." Would a police car be considered a conventional passenger vehicle? If so, we need to amend this language as a cop shouldn't have to register his assigned police car to the Community, nor would we tow it. Can we Todd clarify examples of marked cars that would be subject to registration and tow? – **Management confirming with Attorney**
- **B:** We say, 'Use of an expired pass subjects the Resident to enforcement process.' Change to say, 'Use of an expired pass subjects the individual using it to enforcement process.' Technically, it's not just residents using the pass. Additionally, do we track pass numbers? - **NOTE: only owners are subject to enforcement procedures, owner responsible for guest and tenants.**

- **Section IV VISITOR PARKING**

- **A and B:** Need to clean-up the language in these two sections. In A we say residents are **required** to use the Visitor Pass of the Resident their visiting. In B we say Visitors don't need a pass until 24 hours have passed. Further, under definitions we say that a visitor is a Resident who parks a vehicle in a phase of Cameron Station in which they do not reside.

- **Section IX. FINES**

- **B:** If the car is subject to immediate tow then why would we fine them \$10/day up to 90 days? They should get the \$50 single violation charge, then towed.
- **C:** How do we currently check if a Resident has an unregistered vehicle? Additionally, it says their 'subject to a fine of \$10 per day.' Are we allowed to keep charging them \$10/day or are we capped at the 90 days per the 'Enforcement and Due Process Policy'? If capped, then we should say so.



Board Member #2 Comments:

Parking Enforcement:

- Management should negotiate more flexible times for the patrol of the neighborhood than was in the draft contact. Patrols at night will have minimum impact to daytime violators
- Should we consider opening visitor parking to all during specified night hours i.e., 11pm to 7am?
 - The logic for this is most residents do not have visitors arriving after 11pm, and if spaces are empty at that time, then residents arriving home late can use them. On the other hand, visitors often arrive by 8am, so the spaces need to be available again early in the morning. This process generally follows the City regulations regarding metered street parking.
- Management should document detailed Standard Operating Procedures for consideration/approval by the Board. When approved, these should be published as "general guidelines", thus allowing flexibility for Management to apply on the spot discretion.

Parking Policy

And if we are considering a more expansive change to the overall Parking Policy, here's a suggestion for consideration: 15 Minute Courtesy Parking. To facilitate resident needs for a brief stop, consider establishing a "15 Minute Courtesy Parking Period". This could work in a similar fashion as the existing Visitor Parking Pass. To avail of this, a resident can simply fill out/hand-write the following information and leave on the dashboard:

15 Minute Courtesy Parking Pass

All Fields must be block letters and clearly legible

- Resident Name:
- Resident Address:
- Today's Date:
- Start Time of 15 Minute Courtesy Park:
- End Time of 15 Minute Courtesy Park:
- Restriction of three courtesy parking periods in any calendar day - midnight to midnight.

Board Member #3 Comments:

I sincerely appreciate management's attempt to clarify and fix this convoluted, overly complicated, and incoherent policy that it inherited. But wouldn't it be easier and better just to have a policy that said the following:

- Owners, their tenants, and any other person residing in a residence in Cameron Station for more than 60 cumulative days in a calendar year are prohibited from parking any vehicle registered in their name in any parking space within Cameron Station designated and labeled as 'Visitor Parking.' See Appendix A for spaces designated as Visitor Parking*. This policy will be enforced in accordance with the Association's Enforcement Due Process Procedures (Resolution 19-02)."

*The parking spots near the Clubhouse would be re-labeled to "3-Hour Limited Parking" rather than "Visitor Parking."

Board Member #4 Comments:

Suggestion on parking enforcement is to allow three violations per year (instead of two) before we tow.

Cameron Station Community Association, Inc.
Policy Resolution 17-01
Parking Policy

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

WHEREAS, Article IV, Section 4.3 of the Declaration of Covenants, Conditions and Restrictions states the HOA shall be responsible for the maintenance, management, operation and control of the Common Areas and all improvements; and

WHEREAS, the Board of Directors believes that it is in the best interests of the Association to have an orderly system for the enforcement of parking within the HOA.

NOW THEREFORE the Board of Directors of the HOA hereby adopts this Parking Policy. This policy shall supersede any previously adopted parking policy. All homeowners, their family members, agents, guests, and lessees/tenants, as well as the HOA builders and contractors, shall adhere to the rules and regulations set forth as follows herein:

PARKING PROVISIONS:

- I. PREAMBLE:** This document outlines the rules and regulations, vehicle registration and parking passes, and enforcement procedures for Resident and Visitor parking within Cameron Station. It does not apply to the City of Alexandria streets of Cameron Station Boulevard, Somervelle Street, Ferdinand Day Drive, and Brenman Park Drive. Residents and Visitors utilizing these streets for parking are subject to the City of Alexandria's public parking guidelines. Additionally, it is important to note that many of the provisions within this policy were established as legally binding by the City of Alexandria in the Declaration of Covenants, Conditions and Restrictions for Cameron Station Community Association, Inc., dated January 20, 1998, Sections 7.1.a, 7.1.c, 7.1.e, 7.5, and 7.12.

Although all of the standards listed within this policy are enforceable by Cameron Station's Architectural Review Committee (ARC), the HOA will prioritize policy execution along the following provisions:

- A. Enforcement of HOA Parking Rules and Regulations.
- B. Ensuring proper vehicle registration, decal usage and use of visitor passes.
- C. Maintaining the integrity of Visitor Parking.
- D. Proper use of driveways/carports and garages to ensure a community aesthetic is maintained and that Residential/Visitor Parking is available as intended.

II. DEFINITIONS:

The following serves to define specific terminology throughout this policy:

- A. Owner: Any title owner of a lot within the Association.
- B. Tenant: Any person who possesses a leasehold interest in a lot within the HOA.
- C. Resident: Any owner, tenant, or person occupying or residing at a residence within Cameron Station for over 30 days.
- D. Abandoned Vehicle: Any vehicle left unmoved in an unassigned parking space for more than 14 consecutive days.
- E. Management: The Association's managing agent, who is contracted by the Association to administer the daily business of the Association.
- F. Common Area: Space within the Cameron Station community that is not owned privately by a Resident or by the City of Alexandria. Sidewalks, private streets, green spaces and Visitor Parking are examples.
- G. Vehicle: A car or motorcycle; any type of motorized conveyance.
- H. ~~Management: The HOA's managing agent, who is contracted by the HOA to administer the daily business of the HOA or their duly authorized representative.~~
- I. Visitor: Any customer of a commercial establishment or a guest of a resident within Cameron Station, or any Resident who parks a vehicle in a phase of Cameron Station in which they do not reside or own a lot; or person who occupies or resides at a residence within Cameron Station for less than thirty (30) days.
- J. Visitor Parking: Spaces within the Cameron Station Community solely for Visitors. Residents MAY NOT use Visitor Parking within the phase they reside unless they are utilizing the Cameron Club facilities, pool or management office.

GENERAL INFORMATION:

Cameron Station was built in phases and remains divided into phases for the purpose of enforcing Visitor and Resident Parking rules. Visitor parking phases are coded on the Parking Decals and Temporary Parking Passes, both issued by the Management Office to Residents. See Appendix A for a breakdown of these phases.

- III. **VEHICLE REGISTRATION:** Cameron Station Residents are required to register all of their vehicles (including those assigned or leased) with the HOA within seven (7)three (3) days of occupation of the residence. Proof of residency in the form of a HUD-1 Settlement Statement or an executed lease Contract is required.

Commented [TM1]: Current policy does not have Appendix A attached. Appendix A to be inserted (TS)

Commented [JG2]: Section VIII, subject to immediate towing: "Not registered with the HOA and has parked in a Visitor Parking space without a valid parking pass for at least twenty-four (24) hours after a citation has been issued to the vehicle." might confuse thing.

Recommend change to three (3) business days throughout the entire document for consistency. It is not reasonable to expect new resident to receive parking passes within 24 hours of settlement and leaving at 7 days could be an issue to track.

Owners of rental properties are responsible for ensuring tenants are informed of and comply with all guidelines and will be held accountable for violations by the enforcement process. The Tenants/Owners are responsible for informing their Visitor(s) of Visitor Parking Rules.

- A. **Parking Decals:** Upon registration of a vehicle, the HOA will provide one assigned parking decal for each vehicle.
1. Decals must be displayed in the lower-left portion of the vehicle's rear window (driver's side). Vehicles parking in their designated Resident Parking must have decals correctly displayed or be subject to the enforcement process.
 2. Resident vehicles utilizing Visitor Parking are to be in compliance with Section IIIIV, A of this policy or be subject to the enforcement process.
 3. All marked and unmarked federal, state, local law enforcement, or emergency vehicles, which are conventional passenger vehicles, shall not be considered commercial vehicles. However, Residents who drive these vehicles must register them (in addition to personal vehicles) with the HOA. Failure to do so may result in citations, fines and/or towing. Placement of the required CS parking decal will be considered on a case-by-case basis.
- B. **Visitor Parking Pass:** Upon registration with the HOA following occupancy, one Visitor Parking Pass will be issued to each residential unit. Each pass is valid for one calendar year, after which a Resident in good standing will be issued a new pass by the HOA. Use of an expired Visitor Pass subjects the Resident to the enforcement process. Residents must be current with all HOA assessments, charges, and legal fees assessed to their accounts before pass issuance. Visitor Passes may be replaced if lost by submitting a request to the HOA and paying a \$25 fee via check made out to Cameron Station Community Association. The Management Office will assess the approval of a replacement pass if the Residents are current in the payment of all HOA assessments, charges, and legal fees assessed to their account.
1. Residents requiring more than one pass may apply for one additional, non-renewable temporary pass, which would be valid for up to 30 days from the date of issuance. Temporary passes may be obtained through the Management Office.

Commented [JG3]: Recommend consider moving to multi year validity or removing expiration to reduce administrative time and production costs.

Commented [JG4]: Would suggest increasing replacement fee to \$50

IV. VISITOR PARKING

The Cameron Station HOA has designated certain areas on private streets as either "Residents Parking" or "Visitor Parking." The intent of the following provisions is to ensure that all persons in Cameron Station utilize parking as it is intended.

A. Residents are not permitted to park in Visitor Parking for any measure of time. The ONLY exception is if a Resident is visiting another Resident in a different phase of the community from which they reside. They are then required to use the Visitor Pass of the Resident they are visiting for the duration of their visit. Residents may NOT use their own or a neighbor's Visitor Parking Pass.

B. Visitors in privately owned vehicles may use Visitor Parking when utilizing Cameron Station owned parking spaces. Visitors may park their vehicles in parking spaces designated for Visitor Parking ONLY up to 24 hours without displaying a Visitor Parking Pass (however use of Visitor Parking Pass at all times is recommended). For longer than 24 hours, a Visitor's Pass is required.

C. Residents hosting multiple visitors overnight should inform the HOA Management Office in advance to request special (Visitor Parking) accommodations.

D.C. Commercial vehicles related to work being done in Cameron Station may park in Cameron Station Visitor Parking spaces during the hours of 7AM- 6PM Monday-Friday or Saturday 9AM-6PM. No Commercial vehicles may be parked in Visitor Parking outside of those hours. No construction work shall be permitted on Sundays.

*Emergency weekend/evening work is excluded.

E.D. Storage Containers/Crates: Residents must notify the Association in writing seven (7) days prior to the date the Resident intends to receive delivery of a portable storage container/crate from an off-site storage facility. The portable container/crate may only occupy one parking space as designated by the Association for no more than seven (7) days as approved by Management. One Visitor Parking space may be reserved for this purpose. Upon reservation with Management, signage/cones may be obtained from the Management Office (\$150 deposit required). See Appendix B for the reservation form. Signage to be displayed to reserve the parking space no more than twenty-four (24) hours before scheduled delivery time. Specific delivery date/time should be included on the signage.

F.E. Move Ins/Outs: Residents may request a move in/move out parking reservation in writing seven (7) days prior to the intended move date. Up to four (4) Visitor Parking spaces may be reserved to accommodate a moving vehicle. Upon reservation with Management, signage/cones may be obtained from the Management Office (\$150 deposit required). See Appendix B for the Reservation Form. Signage may be displayed to reserve the parking space no more than 24 hours before intended move in/move out and must include specific delivery date/times. Moves may be conducted during the allowable construction times listed in Section IV, but not on Sundays.

Formatted: Not Highlight

Commented [TM5]: This is confusing

Commented [JG6R5]: Agree contradicts other areas that say can't park in visitors at any time. Recommend either must display visitor parking pass at all times without exception or stipulate visitor parking passes must be displayed when parking between the hours of 4PM-4AM.

Formatted: Not Highlight

Commented [JG7]: Remove as there are no open areas, outside of the school parking lot, which is not an area under the HOA's domain. If no area to direct them to use this should be removed.

Commented [JG8]: See (b.) of this section visitor parking

G.F. Vehicles that are not approved to be parked in another Resident's assigned parking space (applies to Condominium units only) may be subject to the enforcement process including immediate towing without notice by contacting the appropriate Condominium management office or HOA management office.

H.G. Inclement Weather: In the event of inclement weather, the Association reserves the right to suspend all Visitor Parking to accommodate snow removal. For further information regarding this please see the Cameron Station Snow Removal Policy (available at www.cameronstation.org).

V. UNAPPROVED VEHICLES

Residents may NOT park these vehicles anywhere within the community overnight. They are only permitted during the day provided contracted work is being completed for a homeowner:

Commercial Vehicles

- Any vehicle with commercial tags.
- A vehicle in which the driver is hired for transport and/or delivery of goods, people, animals and/or equipment.
- A vehicle whose logos or advertising creates the appearance of a commercial vehicle.
- An unmarked vehicle with commercial paraphernalia or equipment attached to its exterior.
- An unmarked vehicle that is not a conventional passenger vehicle and is more suited to commercial use because of its height length, shape, or weight.
- An unmarked vehicle with an excessive amount of commercial equipment or supplies within its interior that is in plain view from another parking space or from the sidewalk. This includes, but is not limited to pesticides, paint buckets, propane tanks, cabling, uncovered or unsecured tools or other supplies.

Recreational Vehicles

- Any motor home: self-contained camper, mobile home, boat, all-terrain vehicle, dune buggy, trailer, boat trailer, pop-up camper/tent trailer, horse trailer, any trailer or semitrailer used for transporting personal water craft, motorcycles, or all-terrain vehicles, whether or not the trailer or semitrailer is attached to another vehicle, and any other type of vehicle primarily designed for recreational use, not conventional passenger use.

Inoperative Vehicles

- A vehicle with a malfunction of an essential part required for its legal operation, or any vehicle partially or totally disassembled as a result of the removal of tires, wheels, engine or other essential parts required for its legal operation.

- A vehicle with expired tags will be considered “inoperable” as not legally permit to operate with expired tags.

Abandoned Vehicles

- Any vehicle left unattended or unmoved in an in a visitor’s parking space-unassigned parking space for more than 3014 (thirtyfourteen) consecutive days unless the Owner provides advance written notice to Management that the operator will be away and unable to move the vehicle for a period longer than 14 days. In cases where a violation is committed, a notice will be placed on the vehicle and if no response is received within 24 hours it will be subject to towing.

Other Equipment and Machinery

- Any agricultural, industrial, construction or similar machinery or equipment.

In addition, the Board reserves the right to provide exceptions for vehicles used for law enforcement or other governmental purposes.

VI. RESIDENT PARKING

Owner Responsibilities

Owners and Residents must ensure that their family members, tenants, visitors, and/or contractors comply with these rules and regulations. The Association shall not be responsible for any damages, injuries and/or cause of action arising out of the enforcement of any infractions.

- A. Residents/Owners must have the proper decal on their vehicles to park in areas designated as Resident Only Parking – decal shall be placed in the lower left corner of the rear window.
- B. Residents are required to use garages and driveways for parking private vehicles and accommodating visiting commercial vehicles if possible.

Section 7. l(a). The principal use of the individual garages shall be for passenger vehicle storage only. Owners may not store boats, trailers, buses, campers, recreational vehicles, utility trailers, commercial vehicles, oversized vehicles or any other type of equipment, material, machinery or goods in their garage which prevents the Owner from parking a passenger vehicle in the garage.

- C. The parking of any vehicle (or motorcycle) or portion thereof on any sidewalk, or common ground of the community is prohibited and may result in immediate towing.

- D. No one is permitted to park in any manner that impedes the normal flow of traffic, blocks any mailbox, or prevents ingress/egress of any other vehicle to adjacent parking spaces or the open roadway.
- E. All drivers are prohibited from parking vehicles in the emergency access easements or in any other manner that encroaches upon any such access easement or upon adjacent pedestrian walkways.
- F. No vehicle may be parked in a manner that extends beyond the parking lines or crosses over the parking lines.
- G. No one may park any vehicle perpendicular to the marked parking spaces.
- H. All drivers must operate vehicles only on the paved roads of the community and the City's public streets within Cameron Station.
- I. All drivers must have an operating license in order to operate a motorized vehicle within Cameron Station (as required by law).
- J. If a vehicle security system interferes with the right of quiet enjoyment of the community ~~for more than 10 uninterrupted minutes~~, the vehicle will be subject to ~~immediate towing~~.
- K. Property owners are responsible for clearing snow and ice from the driveway/sidewalk serving their home within 24 hours of the end of the inclement weather. For further information regarding this please see the Cameron Station Snow Removal Policy (available at www.cameronstation.org).

Commented [JG9]: Recommend going through enforcement procedures and/or call police for noise disturbance.

VII. USE OF DRIVEWAYS AND GARAGES/CARPORTS

The primary use of garages/carports is the storage/parking of residential vehicles. Storage of items that prevent parking vehicle(s) within a garage/carport is prohibited.

- A. Owners/Residents may not store boats, trailers, buses, campers, recreational vehicles, utility trailers, commercial vehicles, oversized vehicles or any other type of equipment, material, machinery or goods in their garages that prevents an Owner/Resident from parking a passenger vehicle in the garage.
- B. For Owner/Residents with two-car garages, the garages must have sufficient space to allow two vehicles to be parked in the garage at the same time. Utilizing Visitor Parking to accommodate a resident vehicle, while not using garage/carport spaces is prohibited and subject to the enforcement process.
- C. Owners/Residents are required to use their garage and/or driveway for parking personal vehicles. Owners/Residents may not park vehicles in such a manner that any portion of the vehicle extends beyond the parking pad or driveway upon their

lots or onto pedestrian walkways or this may result in immediate towing of the vehicle.

- D. Vehicle repairs, except for emergency repairs, are not permitted anywhere in the community. At no time shall any vehicle be placed on blocks or jacks.

VIII. ENFORCEMENT

Enforcement will be initiated in accordance with the Due Process Policy for Cameron Station (available at www.cameronstation.org).

- A. Violations Subject to Immediate Towing:

Any vehicle:

- Parked within fifteen (15) feet of a fire hydrant or in a designated fire lane
- Occupying more than one (1) parking space
- Extending beyond the parking lines
- Parked perpendicular to a marked parking space or on a grassy area
- Impeding access to sidewalk ramps or mailboxes
- Constituting a safety hazard
- Not registered with the HOA and has parked in a Visitor Parking space without a valid parking pass for at least twenty-four (24) hours after a citation has been issued to the vehicle.
- Any vehicle previously cited (2 times) for a similar infraction of this policy within any 12-month period.
- Whose security system has been triggered and allowed to continue unattended for more than ten (10) minutes, or otherwise in violation of this policy shall be subject to immediate removal without notification to the owner of the vehicle.
- Parked in an assigned resident space without permission of that owner.
- Storing a portable storage container/crate in a Visitor Parking space without prior written approval from the ~~Covenants Administrator~~ Management Office.

Commented [TM10]: These two either need to be combined or re-worded

IX. FINES

- A. Per the Enforcement and Due Process Policy (available at www.cameronstation.org) upon any finding of a violation, the ARC may impose monetary charges of \$50.00 for any single violation, and \$10 a day for a maximum of ninety (90) days (or such longer time as may be permitted by statute). Any monetary charges so imposed shall become an assessment against the Owner's lot.
- B. After two (2) violations of any parking policy regulations within a 12-month period, the vehicle will be subject to immediate towing ~~and of~~ the ARC may impose monetary charges of \$50 for any single violation, and \$10 a day for a maximum of 90 days (or such longer time as may be permitted by statute).

- C. Unregistered Vehicles belonging to Residents parked within Cameron Station for longer than a 24 hour period will be subject to a fine of \$10 per day.

Board of Directors' Responsibilities. Nothing contained herein shall preclude the Board of Directors from seeking injunctive relief or any other remedy available to it in a court of equity.

Owners' Responsibilities. If the Association must enforce this resolution through any form of legal action, the offending Owner shall be responsible for all expenses and/or attorneys' fees incurred by the Association in enforcing the provisions of this Resolution.

Liability. The Association assumes no responsibility for the provision of any security service to protect vehicles parked in the parking areas, and it disclaims responsibility for any damage to any vehicle parked or operated on Association property. All Owners and residents agree to indemnify and hold harmless the Association and its directors, officers, committee members, and agents against any claims arising out of the towing of a vehicle.

X. MISCELLANEOUS:

This Policy replaces and supersedes ALL previous Parking Policies.

AMENDED AND ADOPTED by the Board of Directors this ___ day of ___, 20__.

Commented [JG11]: Section III. says the new resident has up to 7 days to obtain registration so the above in Section VIII, subject to immediate towing: "Not registered with the HOA and has parked in a Visitor Parking space without a valid parking pass for at least twenty-four (24) hours after a citation has been issued to the vehicle." might confuse thing.

Recommend change to three (3) business days throughout the entire document for consistency. It is not reasonable to expect new resident to receive parking passes within 24 hours of settlement.

Appendix A

Cameron Station Community Association Phases

Phases	Address
Phase 1 (I) Parking A	Barbour Drive 4951 Brenman Park Drive Cameron Station Blvd (Even 100's) Comay Terrace Gardner Drive John Ticer Drive Somerville Street (103-163) 171 Somerville Street Tull Place Waple Lane
Phase 2 (II) Parking B	Barrett Place Cameron Station Blvd (Odd 101-200's) Donovan Drive (5050-5142) English Terrace Kilburn Street (5000's) 5156 Knapp Place Martin Lane Minda Court
Phase 3 (III) Parking C	4950 Brenman Park Drive Cameron Station Blvd (Even 200-280) Donovan Drive (4000's & 5000-5009) Kilburn Street (4000's) Medlock lane Murtha Street 191 Somerville Street Somerville Street (200's)
Phase 4 (IV) Parking D	Bessley Place (5232-5251) Brawner Place (5193-5251) Cameron Station Blvd (Even 300-366) Fucci Court Grimm Drive Knapp Place (5109-5130) Lannon Court O'Neill Lane Tancreti Lane (Odd 5229-5449) Vos Lane
Phase 5 (V) Parking E	Bessley Place (5256-5265) California Lane Cameron Station Blvd (Odd 301-500's) Colonel Johnson Lane Helmuth Lane Livermore Lane Pocosin Lane
Phase 6 (VI) Parking F	Brawner Place (5133-5190) Ferdinand Day Drive Harold Secord Street Tancreti Lane (Even 5228-5250)
Phase 7 (VII) Parking G	400 Cameron Station Blvd *This Phase only includes the Residences at Cameron Station Condominiums*

Appendix B



CAMERON STATION CONE/SIGNAGE RESERVATION FORM

Cones/Signage are to be used for the sole purpose of reserving visitor's parking space(s) in accordance with the Cameron Station Community Association Parking Policy Resolution 17-01.

To reserve cones and signage from the Cameron Station Community Association Management Office, please complete this form and return to the Management Office with a security deposit check made out to "Cameron Station Community Association" for \$150. The deposit check will be returned either via the mail to the mailing address you provide below or it can be picked up at the Cameron Club Management Office upon the return of the cones provided to you.

Cameron Station Property Address: _____

Resident Information:

Name: _____

Phone Number: _____

Email: _____

Mailing Address: _____

Reservation Dates: _____

Street/Visitors Space Location to be reserved:

Please check the reason for the reservation:

- ☐ **Reservation for a Storage Pod** (only one space for up to 7 days)
- ☐ **Reservation for a Move In/Out moving vehicle** (up to 4 spaces for 24 hrs)

Cameron Station Community Association, Inc
200 Cameron Station Blvd, Alexandria, VA 22304
703-567-4881



**Cameron Station Community Association
Board of Director's Meeting
October 26, 2021**

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

MATTERS FOR BOARD INFORMATION

Possible Sink Hole in Circle: Please be advised we have reported what appears to be a possible sink hole in the circle to the city. It is in the location that use to house a utility structure. The city confirmed they have this in their system. The city has completed their investigation of this matter and back filled and seeded the area. We will continue to monitor the area and report any issues to the City immediately.

Linear Park MOU: The only issue we are aware of to be addressed at this time is the lighting operation schedule. CAC Committee member Chris Alex walked the area the weekend of 9/25 and reported back his findings. This was communicated to the City and they asked for confirmation of the lights at the Ben Brenman Park. Mindy Lyle from CAC volunteered to view the area at night/early morning and reported back and her information was reported back to the City. At this point the City has the information they requested and the MOU can is being modify to capture the lighting operations hours and will be ready for review/ approval at the November meeting of CAC and the BOD.

New Entrance Sign: Duff Sign's has been on site and have advised that there is a delay on materials and expected the sign to be completed by the end of October.

Donovan Fountain: The Fountain has been ordered and new ETA is mid to late October for install.

Gardner Gate: The gate has been installed and welding work has been completed as of October 14, 2021.

Landscape Enhancement Update: The City has provided Liriope substitutes to be considered. Lancaster was provided the list and asked to review it and provide their feedback and pricing. The proposal is pending from Lancaster but will include:

- Remove liriope at main circle and transplant behind pool or other areas as needed (ie. Duke Street)
- Provide pricing to complete the circle with a recommended perennial grass (sedge) from the list provided by City
- Provide pricing to install this same perennial grass from Duke Street to Martin/Ticer intersection

CAC reviewed these issues and tabled this matter until January 2022 due to budget constraints.

Social Media Participation Statistics:

- Instagram Followers: 56
- Twitter Followers: 361
- Facebook Followers: 1241
- Average View Per Post: 399

October 2021 - Completed Projects and Tasks - All Committees - last 60 days				
Item	Status	Entered On	Responsible	Due
Light Bulb	Completed	8/25/2021	CCFC	8/25/2021
Guard Chair	Completed	8/25/2021	CCFC	8/25/2021
Visitor Parking	Completed	6/1/2021	Common Area Committee	8/27/2021
Brush	Completed	8/31/2021	Common Area Committee	8/30/2021
Soap Dispenser	Completed	8/31/2021	CCFC	8/30/2021
Ceiling Vent	Completed	8/31/2021	CCFC	8/30/2021
Evaluate HVAC systems - compared to notes in Reserve Study	Completed	8/7/2020	CCFC	9/1/2021
Leaky Faucet	Completed	9/7/2021	CCFC	9/7/2021
Man hole cover	Completed	9/9/2021	Common Area Committee	9/8/2021
Trash Shed	Completed	9/9/2021	CCFC	9/9/2021
Leaking Faucets	Completed	9/14/2021	CCFC	9/14/2021
Dead Bolt	Completed	9/16/2021	CCFC	9/15/2021
Lights	Completed	9/22/2021	CCFC	9/22/2021
Toilet Seat	Completed	9/22/2021	CCFC	9/22/2021
Egress Lights	Completed	9/22/2021	CCFC	9/22/2021
Pot Holes	Completed	9/10/2021	Common Area Committee	9/24/2021
Bathroom Drain	Completed	9/28/2021	CCFC	9/27/2021
Acoustic Panels	Completed	9/28/2021	CCFC	9/28/2021
Storm Drain	Completed	9/28/2021	Common Area Committee	9/28/2021
Patio Furniture	Completed	10/1/2021	Common Area Committee	9/30/2021
Trash Shed	Completed	7/15/2021	Common Area Committee	9/30/2021
Towing Signs	Completed	10/14/2021	Common Area Committee	10/1/2021
Flat Benches	Completed	8/31/2021	Common Area Committee	10/1/2021
Gazebo	Completed	10/14/2021	Common Area Committee	10/12/2021
Women's Bathroom	Completed	10/14/2021	CCFC	10/13/2021
Gate	Completed	10/14/2021	Common Area Committee	10/13/2021
Gate	Completed	4/19/2021	Common Area Committee	10/14/2021
Hallway Lights	Completed	10/18/2021	CCFC	10/15/2021
Great Room	Completed	10/18/2021	CCFC	10/18/2021
Hallway Door	Completed	10/19/2021	CCFC	10/19/2021
Fitness Center	Completed	10/19/2021	CCFC	10/19/2021
Ceiling Light	Completed	10/21/2021	CCFC	10/21/2021

October 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.</p> <p>11/02/20: 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.</p> <p>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.</p> <p>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>6/1/21: 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>6/18/21: 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>7/8/21: 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> <p>9/7/21: ARC approved the recommendation of B and B Security to the Board at their Sept 28 mtg</p> <p>9/28/21: BoD approved B and B pending legal and Management review, contract effective once Parking Policy and contract review process is complete</p>	9/28/2021

CCFC	Locker Room Renovation	<p>11/24/20 based upon feedback from Committee, CAMP is soliciting bids for architectural design services for locker room renovation.</p> <p>12/14/20: Sent RFP's to architects. Mark and Janeva to meet 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>1/21/21: The CCFC wants to keep the renovation separate from the drainage and would like to handle the drainage issue first.</p> <p>2/17/21: 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 suggested to close the shower stall that has created the buildup 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>2/26/2021: on March agenda for further discussion and review of arch. bids received to date. Management is leaving shower out of order for this pool season and addressing on locker room reno- anticipate fall start for reno.</p> <p>3/23/21: BOD requested CCFC revisit the need for a firm and requested that they reconsider using a GC. This item is be placed back on CCFC April agenda for May BOD</p> <p>4/8/21: CCFC interviewed 2 firms</p> <p>6/3/21: RFP to be presented to the Committee for a General Contractor for the job.</p> <p>6/10/21: 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>6/23/21: 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> <p>9/3/21: (2) contractors, Manders Decorating and Palmer Brothers, have already been on property for their initial tour, reviewed the project scope, and taken rough measurements. And have had their subs in to work up pricing. We anticipate pricing to be in by the end of September. Unfortunately, Ultra Company notified that they would not be bidding the project.</p> <p>9/22/21: All contractors have stated that they are sufficiently back logged a result of COVID 2020 with related material delays and extended shipping times. We ask that this be kept in mind when finish selections are reviewed and chosen as “in stock” material will be the best way to proceed for most elements of this project. We do not anticipate having bids for review before the October meeting with project work to begin Jan 2022.</p>	9/30/2021
------	------------------------	---	-----------

CCFC	Update Resident Computer Registration System	<p>Juana continues to purge the system as needed. ProFIT is changing to a new reservation system and currently looking for new entry systems. American Pools recently held a demo their new app which incorporates phones. will update as have further info .</p> <p>Oct 2020 - bids were solicited from 5 companies. Following up on responses – anticipate presenting them at the CCFC December meeting.</p> <p>11/24/20: Proposals were received and under review; delaying this project until early Spring.</p> <p>2/3: 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 the issues. 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.</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>7/16: SETEC came to the office 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
Common Area Committee	Light Pole Base Painting Project	Project starting on Barbour Dr	12/31/2021
Common Area Committee	Park Benches	<p>Replace decayed slats on benches at Gardner and Murtha; Waiting to see if the slat replacement at Pocasin 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> <p>8/31: Reached out to Bert Weltrens at All Rec. He's checking to see if they are capable of cutting the slats to spec.</p> <p>9/22: Reaching out to Victor Stanley as well</p> <p>10/11: Ordered one set of replacement slats. Shipment scheduled to arrive in December</p>	12/31/2021

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>7/27: BoD approved Duff signs, Duff to conduct a site survey this week and provide a pre-production proof to be reviewed</p> <p>9/22: Duff signs has reported issues with materials and cost for the sign replacement will be \$250.00 more than anticipated. Mgmt approved this change and will report to the BOD at Sept meeting. Project to be completed within 4-6 weeks.</p>	10/26/2021
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> <p>-9/22: Kolb informed Management that they've had a staffing shortage and this project will be delayed and hopefully completed by the end of the year</p>	9/30/2021

Common Area Committee	Fountain Repair	<p>2/17: 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>-2 bids in hand call for replacement. 2 more bids expected and will update at April meeting.</p> <p>-CAC Reviewed bids at April meeting and requested to add to April BOD Agenda</p> <p>-Board has tasked back to CAC for further options and community feedback.</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> <p>9/22: Harmony Ponds reported due to shipping delays they are not anticipating having all material in hand for at least 4 more weeks.</p>	10/1/2021
Common Area Committee	Paving Proposals	<p>10/09/20: spoke to Robert and Joan regarding engaging an engineering firm to review specs, proposals and project oversight.</p> <p>10/14/20: Reached out to SRG, ETC and Becht Engineering for costs.</p> <p>11/24/20: Dec Committee Agenda item. CAMP presented proposals to the committee at their December meeting, they have decided to 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>1/21/21: 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>2/17/21: 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>4/8/21: 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>5/5/21: 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>7/20/21: 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> <p>8/2/21: Coring results came back inconclusive Gardener needs to consult with the head engineer</p> <p>8/18/21: Gardner proposes to do the project in sections 1/3 at a time over 3 years, starting in Spring 2022</p>	10/1/2021

Communications Committee	Update Website	<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 Comms 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>3/23/21: At the meeting on 3/10, committee voted for LMK for the website update, to be on the Boards May agenda. 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 this project down. Take a step back, interview Brand & LMK with mgmt to ensure clear understanding of services and costs associated with this before being placed on the Boards agenda. Anticipate May Board Agenda.</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. 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>9/22/21: ComCom has added 2 new members and have delegated social media and website to the new members. Mgmt informed ComCom at Sept meeting no issue with their new member working directly with LMK provided mgmt is kept abreast of changes. Update anticipated at October BOD meeting.</p> <p>9/28: BoD approved LMK design for the website update</p> <p>10/20: ComCom appointed Gwen Toops as the representative to LMK for coordination purposes. LMK will be ready to start the contract in 1-2 months once other projects are wrapped up.</p>	10/13/2021
--------------------------	----------------	---	------------

Communications Committee	Social Media - Facebook/Twitter	<p>Work with Committee to identify and address ideas to improve Social Media and Website.</p> <p>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>11/23/20: 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>2/26/21: bid approved 90 day social media mgmt firm to facilitate CSCA official FB, insta, twitter</p> <p>3/22/21: New Horizon Media contract approved and Joe has begun posting to the CSCA facebook page. Awaiting FB guidelines to be approved and working on announcement to the community. Presently FB & Twitter being updated, just not announced until guidelines are in place.</p> <p>3/23/21: 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>4/12/21: 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>5/6/21: New Horizon pushing out information provided on all 3 social medial platforms.</p> <p>6/23- Management is coordinating with NMH and ComCom rep to address the committee's concerns and preferences for the social media platforms. NMH's initial term has expired and is month-to-month currently. Board will revisit the NMH contract terms at their July meeting, considering the committee's update on the last month.</p> <p>9/22: ComCom has added 2 new members and have delegated social media and website to the new members. NMH has a new contact and manager. Mgmt and ComCom rep will schedule call with new contact to inquire as to next steps. Update anticipated at October BOD meeting.</p> <p>10/20: ComCom approved to activate the comments feature on all association social media pages - on Board Oct agenda for consideration</p>	10/13/2021
--------------------------	---------------------------------	---	------------