

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS
HYBRID ZOOM MEETING – Henderson Room
DRAFT AGENDA**

November 30, 2021 – 7:00 P.M.

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

Link: <https://zoom.us/j/97385179058?pwd=TUG1V1lvM011VStJS2k5b3NELOIRUT09>

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

Join by phone: 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. | APPOINTMENT OF OFFICERS | |
| IV. | APPROVAL OF MINUTES – October 25, 2021, and October 26, 2021, and November 4, 2021 | |
| V. | LT. LION – CITY OF ALEXANDRIA | |
| VI. | APPEAL OF ARC DECISION HEARING – Acct #9272 | |
| VII. | HOMEOWNERS' FORUM | 7:15 P.M. |
| VIII. | TREASURER'S REPORT | 7:25 P.M. |
| IX. | COMMITTEE REPORTS (FAC, ARC, CCFC, ComCom, CAC, A&E) | 7:30 P.M. |
| X. | MATTERS FOR BOARD DECISION | 7:45 P.M. |
| | 1. CAC New Member – Patrick Kairouz | |
| | 2. Elevator Maintenance Contract | |
| | 3. Members Equity Transfer | |
| | 4. Posting of Town Hall Zoom Recording | |
| | 5. Posting Unredacted Election Results | |
| XI. | MATTERS FOR BOARD DISCUSSION | |
| | 1. Declaration Amendment Update | |
| XII. | MATTERS FOR BOARD INFORMATION | 8:45 P.M. |
| | 1. Management Report | |
| | • Action Item List | |
| XIII. | NEW BUSINESS | 8:55 P.M. |
| XIV. | EXECUTIVE SESSION | 9:00 P.M. |
| | 1. Appeal of ARC Decision – Acct #9272 | |
| XV. | RECONVENE BACK TO OPEN SESSION | 9:15 P.M. |
| | 1. Appeal Decision – Acct #9272 | |
| XVI. | ADJOURN | 9:20 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: Christina Deane CMCA, (On Site Community Manager – CAMP, LLC) & Toni Mancinelli (Asst. Community Manager)



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

Topic: Appointment of Officers

Motion:

"I move to APPROVE the following board and liaison positions:"

2nd: _____

_____ as the President.
_____ as the Vice President.
_____ as the Treasurer.
_____ as the Secretary.
_____ as a Director.
_____ as a Director.
_____ as a Director.

Motion:

"I move to APPROVE the following Liaison positions.

2nd: _____

_____ as the liaison to the Activities & Events Planning Committee.
_____ as the liaison to the Architectural Review Committee.
_____ as the liaison to the Cameron Club Facilities Committee.
_____ as the liaison to the Common Area Committee.
_____ as the liaison to the Communications Committee.
_____ as the liaison to the Financial Advisory Committee.

Summary:

The annual meeting was held on November with a quorum. There were four (4) board positions that were voted on. The board will need to make a motion to appoint each board position and liaison position to reflect in the minutes.

CAMP Recommendation

N/A

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
SPECIAL BOARD OF DIRECTORS MEETING

October 25, 2021

NOTICE: This meeting was held by virtual video conference.

BOARD MEMBERS PRESENT:

Sarah Walsh, President
Joan Lampe, Treasurer
Megan Christensen, Director
Greg Hillson, Director

OTHERS PRESENT:

Lana Reynolds, CEO of Community Association
Management Professionals (CAMP)
Heather Graham, CMCA®, PCAM®, Executive Vice President of Community Association
Management Professionals (CAMP)
Toni Mancelli, On-Site Assistant Manager
Christina Deans, Incoming Community Manager for CSCA

CALL TO ORDER:

Ms. Walsh called the meeting to order at 1:02 pm with a quorum of the Board members attending (4/7 members).

APPROVAL OF AGENDA:

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

HOMEOWNERS' FORUM:

No homeowners were present.

EXECUTIVE SESSION:

Motion: Ms. Christensen moved, and Ms. Lampe seconded to enter an executive session for the purposes of discussing contractual and personnel related issues specific to the management contract.

Mr. Hillson raised a comment referring to his earlier email on whether this meeting should be open to all residents instead of an Executive Session. Ms. Graham from CAMP indicated the Executive Session forum for today's Special Board Meeting was deemed appropriate based on CAMP's conversation with Todd Sinkins, the HOA outside legal counsel.

Ms. Lampe queried Mr. Hillson on whether he was recording this Special Meeting today. With no further discussion, the motion passed 3/1, and the meeting was convened into executive session at 1:08 pm.

Motion: Ms. Christensen moved, and Ms. Lampe seconded to exit the executive session meeting. The motion passed unanimously 4/0, and the meeting was reconvened back into open session at 1:15 pm.

ADJOURNMENT:

Motion: Ms. Christensen moved and Ms. Lampe seconded to adjourn the meeting. The motion passed unanimously 5/0, and the meeting was adjourned at 1:17 pm.

Respectfully Submitted,

Joan F. Lampe, Acting Secretary

DRAFT

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 26, 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
Brendan Hanlon, Director
Greg Hillson, 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 7:03 pm.

APPROVAL OF AGENDA:

Motion: Mr. Johnson moved and Ms. Lampe seconded to approve the agenda.
The motion passed unanimously 7/0.

APPROVAL OF MINUTES:

Motion: Mr. Hill moved and Mr. Hillson seconded to approve the September 28, 2021 Board of Director meeting minutes as amended below.

Amendment: The addition of 'and additional police presence' to the Lt. Lion City of Alexandria section of the minutes.

The motion passed unanimously, 7/0.

Motion: Mr. Johnson moved and Ms. Lampe seconded to approve the October 18, 2021 Special Board of Director meeting minutes.

The motion passed unanimously, 7/0.

HOMEOWNER'S FORUM

Resident, Ray Celeste, presented the nomination of Dan Ogg for the 2021 Volunteer of the Year Award, based on the work he has done and leadership he has displayed.

**MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 26, 2021**

Resident, Martin Menez, commented on the video and audio of the hybrid meetings. He stated that the audio has improved greatly, but suggested adjustments of the video equipment to focus more on the Board than the entire room.

LT. LION – CITY OF ALEXANDRIA

Ms. Walsh gave the report on behalf of Lt. Lion. There were 68 total calls for service this past month; including 34 parking complaints and traffic stops. On October 13, someone pried the back door of a resident's home open and made their way to the garage. They left shortly thereafter before taking anything. An "Attempt to Identify" poster was created and distributed to APD and CSI has processed the scene, however, at this time the suspect is still unknown. The Alexandria Police Department reminds residents to remove all valuables from their vehicles and to lock their garages. Larceny from auto is their #1 offense throughout the City. There were also two instances of computer trespass/fraud in which access was gained electronically to accounts or information was stolen. Alexandria PD would like to remind residents of online dangers, such as phishing, ransomware, spam, etc.

TREASURER'S REPORT

Ms. Lampe delivered the following report to the Board:

- Ahead of budget for income at \$200K for the month of September
- Receivables are as expected, with a small amount of past due accounts from early October
- Investments are over \$3.5M

COMMITTEE REPORTS:

1. Financial Advisory Committee

Takis Taousakis delivered the report and stated the year-end financial projections are expected to yield close to a \$20K surplus, whereas the budget anticipated a planned deficit of \$68K.

2. Architectural Review Committee

Sharon Wilkinson delivered the report and stated at the past meeting thirteen architectural applications were reviewed. Roof and tree replacements were the most common applications reviewed. It was requested that residents be present at the meetings when their applications are being reviewed by the committee.

3. Cameron Club Facilities Committee

Mr. Celeste delivered the report and stated the committee put forward a new member to be approved by the Board. The committee also requested a machine replacement in the Fitness Center. Mr. Celeste reported that the September 2021 Fitness Center attendance was equal to September 2019 pre-covid numbers.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 26, 2021

4. Communications Committee

Tricia Hemel delivered the report and stated the last 2021 issue of *The Compass* is in draft, to be sent out by the end of November. She also informed the Board that the committee welcomed 14 new residents this month, with a total of 173 new residents this year. The Website Update project with LMK Designs is set to start in early 2022. The committee recommends that the Board allow comments on social media, to be decided later in the Board package.

5. Common Area Committee

Mike Johnson delivered the report and stated the committee is currently working on the replacement of the liriopie around the Gazebo circle.

6. Activities and Social Events Committee

Mr. Hill gave the report and informed the Board of updates on the upcoming Halloween Events in addition to a Fall-Back event in early November. The committee is currently discussing and planning for holiday events, with more information to come.

MATTERS FOR BOARD DECISION

1. CCFC Member Appointment

Motion: Mr. Johnson moved and Mr. Hill seconded to approve the appointment of Susana Carrillo to the Cameron Club Facilities Committee.

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

2. CCFC ARC Trainer Replacement

Motion: Mr. Johnson moved and Mr. Hanlon seconded to approve the replacement of the Cybex Arc Trainer with the proposed Life Fitness Total Body Arc Trainer not exceeding \$6,520.94, to be taken from the Reserve Fund.

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

3. Social Media Comment Feature Activation

Motion: Mr. Hill moved and Ms. Lampe seconded 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.

After a brief discussion, the motion was amended.

Amended Motion: Mr. Hill moved and Ms. Christensen seconded 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 for a testing window of 90 days, after receiving confirmation from the Association's insurance broker, and with the recommendation that comments be reviewed before posting.

After additional discussion, the item was then tabled for consideration at a later date.

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4. Lancaster Snow Removal 2021-2022 – Price Comparisons

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

After brief discussion, the motion passed, 5/2.

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

Against: Mr. Johnson and Mr. Hillson

5. Declaration Amendment – Voting and Townhall Meeting Details

Motion: Mr. Hill moved and Ms. Lampe seconded 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, it was moved 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.

After brief discussion, the motion passed, 6/1.

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

Against: Mr. Hillson

6. 2022 Budget

Motion: Ms. Lampe moved and Mr. Hill seconded to approve the 2022 Budget as presented with an approximate increase in 2.27% to the assessment rates.

After brief discussion, the motion passed, 6/1.

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

Against: Mr. Hillson

7. Room Rental Contract Cleaning Fee Revision

Motion: Mr. Hill moved and Ms. Lampe seconded to approve the Cameron Club Room Rental contract revision by removing the dollar amount and instead state “the nonrefundable cleaning fee to be consistent with the cleaning contract.”

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The motion passed unanimously, 7/0.

8. 2022 Reserve Study

Motion: Mr. Hill moved and Ms. Lampe seconded to approve the Reserve Study as submitted.

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

9. COVID OSHA Plan

Motion: Mr. Hill moved and Ms. Lampe seconded to approve the Infectious Disease Prevention Preparedness Plan as submitted by the Association’s attorney.

The motion passed unanimously, 7/0.

**MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 26, 2021**

MATTERS FOR BOARD DISCUSSION

1. Parking Policy Revisions

The policy was reviewed, and the Board provided suggested edits to be further considered by legal counsel before the final Board consideration.

2. Mark Pillow and Volunteer Awards

After a brief discussion, the Board voted on Dan Ogg to receive the Volunteer of the Year Award and Sash Impastato to receive the Mark Pillow Award.

3. November Meeting Date

There was no conflict in the meeting date, which will be on Tuesday, November 30, 2021, as scheduled.

MATTERS FOR BOARD INFORMATION:

1. Management Report

Ms. Gilmore summarized the provided Management Information Report (October Board package, page 163) and completed projects. The Entrance Sign and Donovan Fountain projects are subject to shipping delays, but still expected for end of October. The City came out and assessed the sinkhole at the Gazebo, with monitoring by the City and Lancaster. It was suggested that written confirmation be provided by the City that the affected Gazebo area is secure.

ADJOURNMENT:

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

The motion passed unanimously, 7/0, and the meeting was adjourned at 10:04 pm.

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

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
SPECIAL BOARD OF DIRECTORS MEETING
November 4, 2021

NOTICE: This meeting was held by virtual video conference.

BOARD MEMBERS PRESENT:

Sarah Walsh, President
Joan Lampe, Treasurer
Megan Christensen, Director
Brendan Hanlon, Director
Greg Hillson, Director

CALL TO ORDER:

Ms. Walsh called the meeting to order at 7:03 pm with a quorum of the Board members attending (5/7 members).

APPROVAL OF AGENDA:

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

HOMEOWNERS' FORUM:

One Homeowner, Anne Schieber, commented on Section VI. B. of the draft Parking Policy. Ms. Walsh stated the Board would consider her comments when that section was under review tonight.

MOTION TO REVIEW PARKING POLICY REVISIONS

Motion: Mr. Hanlon moved, and Ms. Christensen seconded, and Ms. Lampe seconded to have the board begin its review of the revisions made to the CSCA Parking Policy by CAMP and outside legal counsel.

Discussion by the Board members occurred on the entire Parking Policy document, as attached. For sake of convenience, the board has attached a redlined version which outlines the additional comments and recommendations.

Mr. Hill joined the meeting at 7:14pm

Motion: Ms. Lampe moved, and Mr. Hanlon seconded, to Approve the Revised Parking Policy, subject to the final edits discussed and review by legal counsel. The motion carried with 5 members voting affirmative and one member (Hillson) opposing.

ADJOURNMENT

Motion: Ms. Christensen moved, and Mr. Hill seconded to adjourn the meeting. The motion passed 6/0, and the meeting was adjourned at 8:37 pm.

Respectfully Submitted,

Sarah Meyers Walsh, President

Joan F. Lampe, Acting Secretary

DRAFT

DRAFT MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
Thursday, October 14, 2021

The following individuals attended the meeting:

Ray Celeste, CCFC Chair
Dan Ogg, CCFC Vice Chair (via Zoom)
Tim Regan, CCFC Member (via Zoom)
Hans Estes, CCFC Member
Brendan Hanlon, Board Liaison to CCFC (via Zoom)
Jenn Gilmore, On-Site Manager, CAMP (via Zoom)
Toni Mancinelli, On-Site Assistant Manager, CAMP (via Zoom)
Jill Bakner, ProFIT (via Zoom)
Susana Carrillo, Resident (via Zoom)
Mansel Thewlis, Resident/British Krav Maga Association

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

Tim Regan made a motion to approve the agenda, with an amendment to change the order of approval of the minutes and Homeowner's Forum as well as add 2 additional topics to "Matters for Committee Discussion". The motion was seconded by Dan Ogg and it passed unanimously.

III. Homeowners' Forum

Susana Carrillo expressed her interest to join the committee.

IV. Martial Arts Instructor Interview

Mansel Thewlis presented his proposition for a Krav Maga class to be held at the Cameron Club.

IV. Approval of Minutes

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

V. Matters for Committee Discussion

1. Martial Arts Class Addition

The Committee reviewed the proposal for the martial arts class addition. Mr. Thewlis decided to withdraw his proposal.

2. ProFIT Inventory and Q&A

Jill Bakner was present at the meeting to address the committee's questions relating to equipment inventory/placement and classes offered to the community.

Dan Ogg moved that the committee recommend the purchase of the Life Fitness Total Body Arc Trainer with SL Console from Heartline Fitness at a cost of \$5,699 plus tax, delivery, and shipping to be paid from reserves. The motion was seconded by Tim Regan and it passed unanimously.

3. Pool Closure

The committee noted that the pool cover recently was installed and it was the old cover, not the new cover the community ordered earlier in the year. American Pool will be installing the new cover with reinforced panels in specific areas as soon as it is received. A tile at the south end of the pool needs to be replaced. Additionally, a pool light at the NW end of the pool needs to be replaced and there is some concrete work that needs to be done on the NE side of the pool near the pool ladder. Management is aware of these needed repairs/replacement issues. They are working with American Pool to remedy these issues.

4. New Committee Member Approval

Dan Ogg moved that the committee recommend that the BOD approve the application of Susana Carrillo to join the CCFC. The motion was seconded by Hans Estes and it passed unanimously.

VI. Matters for Committee Discussion

1. Board Update

Brendan Hanlon gave the update from the BODs. The BODs approved a transition for Brendan to be the liaison to the CCFC. The committee thanks Andrew Hill for his time and input over the last year. There will be a Financial Advisory Committee meeting this month. Robert Burns resigned as the Chair from the Common Area Committee after over a decade of service to Cameron Station. He is moving out of the community. The annual meeting is taking place virtually in November.

2. CAMP Management's Report

Jenn Gilmore and Toni Mancinelli presented the CAMP report. CAMP has continued working with contractors for bids on the locker room renovation project. Two of the contractors have returned their bids. CAMP asked for a "breakout" of their costs, both should be in by the end of the week. Brendan Hanlon made the point that the CCFC should consider three separate bids for this project.

CAMP has received the bids for the new badging access system, and they will be included in the November agenda. The cost for the new access system will be taken out of reserves.

i Project Timeline

The pending projects were addressed in the management report.

ii Action Item List/Pending Tasks

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

3. Finance Update

The Committee reviewed the finance updates. The CCFC line items are all in the “black” at this time.

VII. ProFIT Report

1. September Summary Report

Usage decreased in September. ProFIT reports that all gym equipment is operational. The new bench has arrived and been added to the facility. Treadmill #4 has seen significantly greater usage than the other treadmills due to its location in the Fitness Center. ProFIT committed to swap the location of Treadmill #4 with another treadmill to equalize overall treadmill usage. September was the first month the facility has seen usage similar to that of the same time frame, pre-pandemic (2019).

2. Hans Estes asked Jill Bakner to investigate adding TV screens to some of our cardio equipment.

VIII. New Business.

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

IX. Adjournment

Dan Ogg moved that the Committee adjourn the meeting. Tim Regan seconded the motion and it passed unanimously. The meeting ended at 8:26 pm.

CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday October 5, 2021

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday 5 October 2021. The meeting was called to order at 7:00 p.m. by ARC Chair Stephen Pearson with a quorum present. The meeting was conducted via Zoom due to the COVID-19 social distancing guidelines.

ARC MEMBERS IN ATTENDANCE VIA ZOOM

Stephen Pearson – ARC Chair
 Paula Caro – ARC Vice Chair
 Craig Schuck – ARC Member
 Sharon Wilkinson – ARC Member
 Mara Francis – ARC Member
 Tom Linton – ARC Member

MEMBERS ABSENT

Kevin Devaney – ARC Member

CHANGE OF ATTENDANCE

None

OTHERS IN ATTENDANCE VIA ZOOM

Cameron Station Residents
 Greg Hillson, Board Liaison
 Brandon Throckmorton, On-Site Covenants Administrator
 Jennifer Gilmore, On-Site Community Manager

APPROVE AGENDA

MOVE TO: “Approve the agenda as presented.”

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

MOTION PASSED

HOMEOWNERS 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 homeowner's open forum. No comments were made at this forum.

REVIEW OF EXTERIOR MODIFICATION APPLICATIONS

Address	Proposed Modification	ARC Action / Vote
172 Barrett Pl	Doorbell Camera	Approved as submitted Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Kevin Devaney MOTION PASSED
210 Cameron Station Blvd	Roof Replacement	Approved with the stipulation that the color of the new shingles will match the existing roof. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Kevin Devaney MOTION PASSED
244 Murtha St	Tree Replacement	Disapproved as submitted. Moved By: Paula Caro Seconded By: Sharon Wilkinson For: All Against: None Absent: Kevin Devaney MOTION PASSED
283 Murtha St	Deck Reconstruction	Disapproved as submitted. Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
434 Ferdinand Day Dr	Landscaping	Approved as submitted. Moved By: Sharon Wilkinson Seconded By: Tom Linton For: All Against: None Absent: Kevin Devaney MOTION PASSED
4908 Donovan Dr	Roof Replacement	Approved with the stipulation that the color of the new shingles matches the existing roof.

		<p>Moved By: Craig Schuck Seconded By: Mara Francis For: All Against: None Absent: Kevin Devaney MOTION PASSED</p>
4908 Kilburn St	Door Replacement	<p>Approved with the stipulation that work should begin within the next 120 days. Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED</p>
4916 Gardner Dr	Window Replacement	<p>Approved with the stipulation that the windows are replaced like for like. Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED</p>
5112 O'Neill Ln	Roof Replacement	<p>Approved as submitted. Moved By: Tom Linton Seconded By: Sharon Wilkinson For: All Against: None Absent: Kevin Devaney MOTION PASSED</p>
5137 Brawner Pl	Exterior Light Replacement	<p>Disapproved as submitted. (Note: Management will provide the homeowner with links to more similar replacement fixtures.) Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Kevin Devaney MOTION PASSED</p>
5155 California Ln	Tree Replacement	<p>Return for more information. Moved By: Mara Francis Seconded By: Craig Schuck For: All Against: None</p>

		Absent: Kevin Devaney MOTION PASSED
5234 Bessley Pl	Tree Replacement	Disapproved as submitted. Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney MOTION PASSED
5247 Tancreti Ln	Roof Replacement	Approved with the stipulation that the color of the new shingles will match the existing roof. Moved By: Craig Schuck Seconded By: Mara Francis For: All Against: None Absent: Kevin Devaney MOTION PASSED

BOARD MEETING REPORT

ARC Member Craig Schuck and Board Member and ARC Liaison Greg Hillson reported on the September Board meeting. The ARC asked Management why the ARC's motion on parking enforcement wasn't conveyed to the board in writing. Management responded that the ARC's concerns were passed along verbally by management during the Board's deliberations. Board member Greg Hillson disagreed with that assertion.

APPROVAL OF ARC MEETING MINUTES

MOVE TO: "Approve the ARC Meeting Minutes from 7 September Meeting as submitted."

Moved By: Paula Caro

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Kevin Devaney

Abstain: Stephen Pearson, Tom Linton

MOTION PASSED

COVENANTS REPORT

- **Annual Comprehensive Inspection Update:** Management reported they were in week five of the 6-week annual inspection schedule and to date 1655 homes had been inspected. Follow up inspections for the first weeks violation notices are currently being completed.
- **Completed Resale Inspections:** Management completed 18 resale inspections during the period from August 28 – September 27, 2021.
- **Exterior Modification Applications Reviewed:** Management received and reviewed 15 applications during the period from August 28 – September 27, 2021.

- **Towing Report:** No vehicles were towed period from August 28 – September 27, 2021.
- **Violation Letters Sent:** 161 violations reported/letters were sent during the period from August 28 – September 27, 2021.
- **Next Meeting Date:** The next ARC meeting is scheduled for November 2, 2021. *Please note that all exterior modification applications are due by October 22, 2021.*

NEW BUSINESS

MOVE TO: “Ratify all electronic votes taken since the last ARC meeting to include the votes on the following addresses: 242 Medlock Ln., 5266 Col Johnson Ln., 220 Medlock Ln., 5239 Brawner Pl., and 237 Medlock Ln.”

Moved By: Stephen Pearson

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Kevin Devaney

Abstain: Tom Linton

MOVE TO: “Adjourn the Meeting at 8:25 p.m.”

Moved By: Sharon Wilkinson

Seconded By: Tom Linton

For: All

Against: None

Absent: Kevin Devaney

MOTION PASSED

Minutes prepared by Stephen Pearson, ARC Chair.

MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
Thursday, October 14, 2021

The following individuals attended the meeting:

Ray Celeste, CCFC Chair
Dan Ogg, CCFC Vice Chair (via Zoom)
Tim Regan, CCFC Member (via Zoom)
Hans Estes, CCFC Member
Brendan Hanlon, Board Liaison to CCFC (via Zoom)
Jenn Gilmore, On-Site Manager, CAMP (via Zoom)
Toni Mancinelli, On-Site Assistant Manager, CAMP (via Zoom)
Jill Bakner, ProFIT (via Zoom)
Susana Carrillo, Resident (via Zoom)
Mansel Thewlis, Resident/British Krav Maga Association

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

Tim Regan made a motion to approve the agenda, with an amendment to change the order of approval of the minutes and Homeowner's Forum as well as add 2 additional topics to "Matters for Committee Discussion". The motion was seconded by Dan Ogg and it passed unanimously.

III. Homeowners' Forum

Susana Carrillo expressed her interest to join the committee.

IV. Martial Arts Instructor Interview

Mansel Thewlis presented his proposition for a Krav Maga class to be held at the Cameron Club.

IV. Approval of Minutes

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

V. Matters for Committee Discussion

1. Martial Arts Class Addition

The Committee reviewed the proposal for the martial arts class addition. Mr. Thewlis decided to withdraw his proposal.

2. ProFIT Inventory and Q&A

Jill Bakner was present at the meeting to address the committee's questions relating to equipment inventory/placement and classes offered to the community.

Dan Ogg moved that the committee recommend the purchase of the Life Fitness Total Body Arc Trainer with SL Console from Heartline Fitness at a cost of \$5,699 plus tax, delivery, and shipping to be paid from reserves. The motion was seconded by Tim Regan and it passed unanimously.

3. Pool Closure

The committee noted that the pool cover recently was installed and it was the old cover, not the new cover the community ordered earlier in the year. American Pool will be installing the new cover with reinforced panels in specific areas as soon as it is received. A tile at the south end of the pool needs to be replaced. Additionally, a pool light at the NW end of the pool needs to be replaced and there is some concrete work that needs to be done on the NE side of the pool near the pool ladder. Management is aware of these needed repairs/replacement issues. They are working with American Pool to remedy these issues.

4. New Committee Member Approval

Dan Ogg moved that the committee recommend that the BOD approve the application of Susana Carrillo to join the CCFC. The motion was seconded by Hans Estes and it passed unanimously.

VI. Matters for Committee Discussion

1. Board Update

Brendan Hanlon gave the update from the BODs. The BODs approved a transition for Brendan to be the liaison to the CCFC. The committee thanks Andrew Hill for his time and input over the last year. There will be a Financial Advisory Committee meeting this month. Robert Burns resigned as the Chair from the Common Area Committee after over a decade of service to Cameron Station. He is moving out of the community. The annual meeting is taking place virtually in November.

2. CAMP Management's Report

Jenn Gilmore and Toni Mancinelli presented the CAMP report. CAMP has continued working with contractors for bids on the locker room renovation project. Two of the contractors have returned their bids. CAMP asked for a "breakout" of their costs, both should be in by the end of the week. Brendan Hanlon made the point that the CCFC should consider three separate bids for this project.

CAMP has received the bids for the new badging access system, and they will be included in the November agenda. The cost for the new access system will be taken out of reserves.

i Project Timeline

The pending projects were addressed in the management report.

ii Action Item List/Pending Tasks

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

3. Finance Update

The Committee reviewed the finance updates. The CCFC line items are all in the “black” at this time.

VII. ProFIT Report

1. September Summary Report

Usage decreased in September. ProFIT reports that all gym equipment is operational. The new bench has arrived and been added to the facility. Treadmill #4 has seen significantly greater usage than the other treadmills due to its location in the Fitness Center. ProFIT committed to swap the location of Treadmill #4 with another treadmill to equalize overall treadmill usage. September was the first month the facility has seen usage similar to that of the same time frame, pre-pandemic (2019).

2. Hans Estes asked Jill Bakner to investigate adding TV screens to some of our cardio equipment.

VIII. New Business.

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

IX. Adjournment

Dan Ogg moved that the Committee adjourn the meeting. Tim Regan seconded the motion and it passed unanimously. The meeting ended at 8:26 pm.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
October 20, 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
 Susan Klejst
 Gwen Toops
 Linda Taousakis

COMMITTEE MEMBERS ABSENT:

Lenore Marema
 Jenny Patenaude

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 October 8, 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 approve opening public comments on social media. The Committee recommended adding disclaimers to social media pages, such as stating that comments are not monitored outside regular business hours and personal attacks would not be tolerated.

In the Committee's discussion, it was noted that the current social media contractor has experience monitoring and managing public comments on social media. The Committee determined that if open comments become problematic, comments could be closed again.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
October 20, 2021

V. MATTERS FOR COMMITTEE INFORMATION

Management Report: Juana Michel provided statistics for social media engagement. The Cameron Station Facebook page has 1,241 followers, Twitter has 361 followers, and Instagram has 56 followers. The average views per post are 399. The Committee asked for the number of hard copies of the September/October issue of *The Compass*, as well as the number of hard copies from last year to compare.

Jenn Gilmore notified the Committee that she is leaving her position at Cameron Station, effective October 29, 2021.

Board Update: Megan Christensen reported that the Board approved the Committee's recommendation to hire LMK to update the website. CAMP is finalizing the contract with LMK, and once the contract is finalized, LMK will begin work in 1–2 months.

With Jenn Gilmore's departure, the Board is holding a special meeting to discuss CAMP personnel. At the October 26, 2021, Board meeting, the Board will determine the 2022 budget. On October 27, 2021, the Board is holding a "Meet the Candidates" night for prospective members of the Board. Online voting is open for homeowners to cast ballots for the four open positions on the Board, and paper ballots will be mailed out as well.

Committee Business

Newsletter Subcommittee: While Christine Fisher is away, Pat Sugrue will be the editor of *The Compass*. Christine Fisher stated that the September/October electronic issue of *The Compass* had image quality concerns with blurry/pixelated photos. Juana Michel stated that she would work with GAM, the publisher, to solve the issue.

Welcome Subcommittee: There were 14 new residents last month, and assignments will be made to contact these newcomers. The Committee discussed contacting other committees for their input to the welcome email template, while recognizing the need to not overwhelm new residents with a lengthy message.

Social Media: The Committee made a recommendation to the Board to make the Association's social media accounts interactive. Jenny Patenaude, the Committee's point person on social media, discussed this possibility with New Media Horizons, the social media contractor, and based on her discussion, she recommended that the committee vote on this issue. The Committee voted to recommend to the Board to approve opening comments on social media. The Committee emphasized the need for disclaimers and a commitment to not tolerating personal attacks in the comments. The interactive social media accounts should be announced via the e-blast.

Website: The contract with LMK to update the website will be executed in 2021, so the funding will come from this year's budget.

Photography Subcommittee: Three photographers have volunteered to photograph the Halloween party, and images will be published in the January/February issue of *The Compass*. Members of the

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
October 20, 2021

Photography Subcommittee will take photos of decorated houses to be included in the November/December issue of *The Compass*.

Budget: The Committee is within its budget.

VI. OLD BUSINESS

The SOP Manual still needs to be updated.

VII. NEW BUSINESS

In the Newsletter Subcommittee meeting, members discussed a \$50 stipend to defray the costs of the restaurant reviews. Currently, the restaurant reviewer pays fully out of pocket for meals. The Committee discussed using a portion of their meeting refreshment budget for this stipend. The Committee determined that transparency is key to this stipend: the restaurant reviewer will provide all receipts, the funding is a set amount each issue of *The Compass*, and the money will only be used for restaurant reviews. The Committee decided to wait until the full committee was present to vote on this.

Next Regular Board Meeting: October 26, 2021—Tricia Hemel and Jenny Patenaude to attend.

Next Committee Meeting: November 10, 2021

VIII. ADJOURNMENT

IX. Tricia Hemel adjourned the meeting at 8:36 pm.

Respectfully Submitted,
Gwen Toops

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

Monday, October 11, 2021

The meeting was called to order at 7:01 p.m. by Kathy McCollom, Chair, with attendees participating in person through Zoom.

Members present: Kathy McCollom, CAC Chair, Chris Alex CAC Vice Chairman, Linda Greenberg, CAC Secretary, and CAC members Mindy Lyle and Don Williams.

Not present: Michael Johnson, board liaison; Kyle Geron, CAC member.

Others in attendance:

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

Adrienne Zaleski, President, Lancaster Landscapes

McCollom explained that volunteer Colby Hostetler recently moved within Cameron Station and asked to not participate in CAC meetings and activities. She is welcome to return later.

Motion to Approve Agenda

Moved by Greenberg

Seconded by Lyle

For: All

Against: None

Motion passed.

Motion to Approve Minutes from September 13, 2021

Moved by Lyle

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 install Abelias next to green utility box at end of Brawner. Budget Line 6150. No. 31221. Total Cost: \$755. Create a planting bed and install 5 Abelias @\$77 or \$585. Labor \$220. Hardwood mulch \$150.

Discussion: Use Liriope from the Club House circle instead of Abelias because the Brawner Street area is not irrigated. The Liriope would be relocated when the circle is replanted with Sedge.

Moved by Greenberg

Seconded by Lyle

For: All

Against: None

Motion passed.

Motion to remove Liriope from curb strip along Cameron Station Boulevard and relocate them to the pool area and other areas as needed. Budget Line 6155. No. 31276 Revised. Total Cost: \$2,720.

Discussion: Lyle pointed out that this is an unbudgeted expense and CAC would be overbudget. She recommended that we table this proposal for the January 2022 meeting.

Motion tabled for January 2022 meeting.

Motion to install mulch along the Woodland Hall curb strips. Budget Line 6155. No. 31277 Revised. Total Cost: \$5,970. Remove thin turf, regrade area and install hardwood mulch. Labor 56.5 hours @ \$55/hour or \$3,107.50. 30 yards of hardwood mulch @\$95 yard or \$2,862.50.

Discussion: Item is overbudget. Lyle noted that if we have a lot of snow this winter, the snow removal truck could easily remove the new mulch. CAC should wait until spring to install mulch.

Motion tabled for January 2022 meeting.

Motion to remove grass, regrade area and install hardwood mulch at four locations in Oakland Hall. Budget line 6155. No. 31278 Revised. Total cost: \$2, 985. Locations are: Barbour Drive,

Martin Lane, Donovan Drive and Kilburn Street. Labor: 28 hours @\$55/hour or \$1,595. 15 yards of hardwood mulch @\$95/yard or \$1,390.

Discussion: Item is overbudget. Lyle noted that if we have a lot of snow this winter and it is removed, mulch will probably be moved as well. CAC should wait until the spring for installing mulch.

Motion tabled for January 2022 meeting.

Motion to remove /English Ivy and install hardwood mulch at 101 Martin Lane and along Duke Street. Budget line 6155. No. 31218. Total Cost: \$2,355.

Discussion: The vine has spread from nearby areas and gotten out of control. Need to keep it from spreading by trimming the ivy and then cleaning up the area as part of regular maintenance.

Moved by Lyle

Seconded by Alex

For: All

Against: None

Motion passed.

OTHER MATTERS

- CAC approved a Halloween-themed Home Decorating Contest in Cameron Station with awards of \$100, \$200, and \$300 to the top three decorators. The contest is being sponsored by Aaron Podolsky's Podolsky Group.
- CAC approved changing the November meeting date from November 8 to November 15, 2021. The meeting will be a hybrid – available either on Zoom or live in the Club House.

MATTERS FOR COMMITTEE INFORMATION

Board Update: McCollom attended the board meeting. Board approved CAC's motions. Question raised as to having the city trim Linear Path trees whose branches are hitting homes. Residents should call 311 or Chris Watson, Alexandria City Park manager.

CAMP Management Report: MOU and Linear Park lights are still being checked out.

Homeowner Halloween decorations and leaf removal. Zaleski concerned that leaf removal may disturb homeowner Halloween decorations in common areas. She asked whether residents can put decorations in the common area. Answer is they have historically done so without objections.

Sink Hole: Gilmore reported that it has been filled in.

NEW BUSINESS

Knapp Park flowers: Greenberg asked if Lancaster could replace the too tall and unruly flowers in Knapp Park. Lancaster will replace them with Shasta Daisies.

Crepe Myrtle Scale: Zaleski described what the scale looks like and how to treat it.

November Meeting: November 15, 2021, 7 p.m., virtual and in person.

The meeting adjourned at 7:54 p.m.

Linda Greenberg

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
October 6, 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
 Susan Smith-Committee Member
 James Hodges-Committee Member
 Christina Damhuis-Committee Member

COMMITTEE MEMBERS ABSENT: none

ALSO PRESENT:

Andrew Hill – Board Liaison

I. CALL TO ORDER

Motion: The meeting is called to order at 7:04 p.m.

II. APPROVAL OF MINUTES

Motion: Andy_____ **MOVED** and Christina___ **SECONDED** to approve the 9/1 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. Fall Yard Sale (Saturday, September 18, 8 AM - 1 PM)
 - a. Balloons still helpful, either request they be inflated later, or just provide uninflated

IV. NEW BUSINESS

1. Halloween (Sunday, October 31, 3-5 pm)
 - a. Costume contest, start from Farmer's Market Parking Lot to Main St, end at gazebo, Amazon gift cards for best individual, best group, and best pet (\$10, \$25 for runner-up and first)
 - b. \$300 candy to hand out at the gazebo (fun size bars, who will purchase?)
 - c. 200 cellophane treat bags (Amazon?), fill with temporary tattoos from Pool Party, and pieces of candy, anything else for fillers? Stickers?
 - d. About \$500 for cookie trays or drinks on day of event, unless rent additional games
 - e. Andy and Common Area Committee will decorate gazebo on 10/12, 1:30 pm
2. Shuttle Trip (Sunday, October 17, 11 am – 5 pm)
 - a. Barrel Oak and Three Foxes, flyer will go out Friday 10/8
3. Fall Event for Adults (Saturday, October 6, 8:30 – 10:30 pm)
 - a. Cider (Lost Boys), Beer Aslin, Hot Cider, or Coffee non-alcoholic options
 - b. Fall Back into Fall (Fallfest) inside Great Room and Gym, not to exceed \$1000
4. Holiday Party (Sunday, December 12, noon – 3 pm)
 - a. Horse Carriage booked between 12:30 – 2:30 pm
 - b. Christina will check with drink options
 - c. Other option is Maui Wowi quote \$1600 to serve 350 last year

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
October 6, 2021

44 d. Susan will book Sugar Coated cookie company

45 e. Live music or bluetooth speaker?

46 5. WhatsApp

47 a. Jimmy proposed to use WhatsApp to continue additional discussion, as needed

51 **V. ADJOURNMENT**

52
53 **Motion:** Andy_____ **MOVED** and Christina_____ **SECONDED** to adjourn the
54 meeting at 8:24___pm. The motion passed unanimously and the meeting was adjourned.

55
56
57
58 Respectfully Submitted,

59
60 Andrew Yang, Committee Chair



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

Topic: New Member Registration

Motion:

"I move to APPROVE the new member, Patrick Kairouz, to the Common Area Committee."
2nd:

Summary:

In response to Robert Burns' resignation from the committee, a vacancy was advertised in the weekly email blast to the community. Management received an application from Patrick Kairouz in reply to the advertisement and CAC approved of the appointment at their November 15th meeting. Please see his application and second statement attached for your review and consideration.

CAMP Recommendation

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



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: Patrick Kairouz
 Home Address: 5236 Bessley Place
 Email Address: Patrickkairouz@yahoo.com
 Telephone Number: _____ (Cell) 571-379-9061 _____ (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
- 1st - ☒ Common Area Committee
- 2nd - ☒ Communications Committee
- ☐ Financial Advisory Committee

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

I've been a resident of the Cameron station community since December of 2017. I'm a career Firefighter with Fairfax County Fire & Rescue Department.

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

- I genuinely care for the well being of my community and its residents.
- I would like to join this committee to effect positive change for this great neighborhood.

Thank you for your time and interest.

Toni Mancinelli

From: patrick kairouz <patrickkairouz@yahoo.com>
Sent: Friday, November 12, 2021 10:34 AM
To: Toni Mancinelli
Subject: Re: 5236 Bessley Pl

Thank you for giving me an opportunity to join the CS committee.

Brief statement with qualifications:

As a Captain of the Fairfax County Fire and Rescue Dept, I believe I can serve as an asset to the community. I have always appreciated how organized and well maintained this neighborhood is. I will strive to maintain and hopefully enhance the standards.

It would be an honor to serve the community my family and I have been a part of for the past four years. I care deeply for the wellbeing of the residents as well as keeping up with the standards I have always noticed. I would like to join this community to bring about positive changes for our neighborhood.

V/R

Patrick Kairouz

571-379-9061

Sent from my iPhone



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

Topic: Elevator Maintenance Contract

Motion:

"I move to APPROVE the proposal from Potomac Elevator Company in the monthly amount of \$185.00 to be expensed from GL account Elevator Services"

Motion: _____ 2nd: _____

Summary:

The Cameron Station Clubhouse has one (1) elevator that needs monthly service. Our current company Schindler's contract stated the contract is ending on December 17, 2021, and the termination clause is a 30-day notice, sent certified mail. Management sent the termination letter on November 12th, by First Class mail and Certified mail. Management obtained three (3) bids for elevator service. The city performs an annual inspection, and the next inspection will be in February 2022. See below matrix and the attached proposals.

Committees Decision: CAC met on 11/18/2021 and voted electronically to approve Potomac Elevator Company the next day after more research. Dan Ogg provided a review rating of the three companies.

Motion: "Dan Ogg moved that the Board of Directors approve the proposal from Potomac Elevator Company for elevator service in the monthly amount of \$185.00 to be expensed from GL account Elevator Services. Hans Estes seconded, and the Motion passed unanimously."

CAMP Recommendation

Management recommends selecting Potomac Elevator Company for a 3-year term. Their price would save the association \$1,380 annually on the monthly service fee. Potomac offers after-hours emergency calls at an additional expense.

Company	Initial term of contract	Monthly Fee
Potomac Elevator Company	3-year term	\$185.00
Otis Elevator Company	5-year term	\$235.00
Schindler Elevator Corporation	5-year term	\$300.00



**Cameron Station Community Association, Inc.
Common Area Committee Decision Request
November 18, 2021**

TOPIC: Elevator Maintenance Contract

Motion:

"I move to APPROVE the proposal from Potomac Elevator Company in the monthly amount of \$185.00 to be expensed from GL account Elevator Services"

Motion: _____ 2nd: _____

Summary:

The Cameron Station Clubhouse has one (1) elevator that needs monthly service to be in compliance. Our current company Schindler's contract stated the contract is ending on December 17, 2021, and the termination clause is a 30-day notice, sent certified mail. Management sent the termination letter on November 12th, by First Class mail and Certified mail. Management obtained three (3) bids for elevator service. The city performs an annual inspection. See below matrix and the attached proposals.

CAMP Recommendation

Management recommends selecting Potomac Elevator Company for a 3-year term. Their price would save the association \$1,380 annually on the monthly service fee. Potomac offers after-hours emergency calls at an additional expense.

Company	Initial term of contract	Monthly Fee
Potomac Elevator Company	3-year term	\$185.00
Otis Elevator Company	5-year term	\$235.00
Schindler Elevator Corporation	5-year term	\$300.00



June 21, 2021

Agreement for Complete Elevator Equipment Protection

1. Potomac Elevator Company (herein after referred to as PEC, we, our) will provide maintenance services for the following described equipment:

One (1) Schindler Hydraulic Elevator

In your facility located at:

**Cameron Station
200 Cameron Station Blvd
Alexandria, VA 22304**

2. PEC will maintain the elevator equipment on the terms and conditions set forth in this agreement. We will use trained personnel, directly employed and supervised by us. They will be qualified to keep your equipment properly adjusted, and they will use all reasonable care to maintain the elevator equipment in proper operating condition.
3. We will regularly and systematically examine, maintain, lubricate and adjust as required, and if conditions warrant, replace or repair the following components:
 - a) Machine including worm gear, thrust bearings, drive sheave, and drive sheave shaft bearings;
 - b) Brake, including brake pulley, brake coil, brake contact, brake linings;
 - c) Motor and motor generator, including motor winding, rotating element, commutator, brushes, brush holders and bearings;
 - d) Controller, including all relays, solid state components, resistors, and condensers;
 - e) Transformers, contacts, leads, dashpots and computer components;

5125 MacArthur Blvd. N.W. Washington D.C. 20016
202-244-2333 ♦ 202-362-2556 (fax) ♦ info@potomacelevator.com

- f) Selector and dispatching equipment including steel selector tape & mechanical and electrical drive equipment;
- g) Governor including governor sheave and shaft assembly, bearings, contacts, and governor jaws;
- h) Idler sheaves, including deflector or secondary sheaves, governor tension sheave assembly, compensating sheave assembly and related bearings;
- i) Car and counterweight equipment, including buffers, guide rails, top and bottom limit switches;
- j) Entrance hardware including hoistway door interlocks, and hangers, door guides, and closing mechanism, and all door open safety devices;
- k) Car door equipment including power operator, hangers, gibbs, motors, linkage arms, cams, and contacts;
- l) Car equipment including car frame, load weighing equipment, car safety mechanism, elevator car guide shoes, or rollers when warranted to ensure smooth and quiet operation, and proper lubrication of guide rails except where roller guides are used;
- m) Hydraulic pumps and motors, valves, strainers, mufflers, packing, and packing glands.

4. PEC will further provide the following services under this agreement:

- a) Periodic examination of all safety devices and governors including safety tests as required by local, state, and ANSI A 17.1 code according to the latest required revision.
- b) Periodic replacement of all wire ropes including hoist & governor ropes in order to maintain an adequate safety factor in accordance with local, state and ANSI A 17.1 codes to the latest required revision.
- c) Equalization of tension of all hoist ropes;
- d) The repair or replacement of conductor traveling cables;
- e) Regular cleaning of the elevator equipment in the hoistway, elevator pit, and machine room, of dirt and debris accumulated due to normal elevator operation only;

- f) Supply of proper lubricants;
 - g) Maintain the original contract speeds of elevator performance, including acceleration and deceleration and door speeds;
5. The items of the elevator equipment excluded from this contract are: The finishing, repairing or replacement of the car enclosure, hoistway door panels and gates, door frames, sills, car flooring, floor covering, lighting fixtures, & diffusers, light bulbs & tubes, fans, handrails, main line power systems and switches, breakers, feeders to controller, hydraulic elevator jack outer casings, elevator drive belts, buried piping, alignment of elevator guide rails, smoke & fire sensors, fire service reports, annual license, telephone hook-up & access service, air conditioners, and all other items set forth and excluded in this arrangement. Elevator signal light bulbs will be replaced during regular maintenance visits.
 6. We accept the elevator equipment and its component parts in their present condition (unless stated otherwise in the *Special Provisions* section) with the understanding that we shall neither be required nor obligated to service, make renewals or repairs upon the equipment by reason of negligence, obsolescence, misuse of the equipment, loss of power, blown fuses, tripped stop switches, theft, vandalism, explosion, fire, power failure, spikes, or brown outs, water damage, storm, lighting strikes, nuisance calls or any other reason or any other cause beyond our control, except ordinary wear & tear from the commencement date of this agreement. Any work not specifically covered under this agreement shall be completed at the Purchaser's expense.
 7. We shall not be required or obligated to install new attachments or parts on the equipment even if recommended or directed by insurance companies, or any governmental agency or authority. In the event that any part of the elevator becomes obsolete or outmoded or is no longer manufactured, it shall be the Purchaser's obligation to replace the obsolete or outmoded part at the Purchaser's expense.
 8. All regular maintenance and repair work under this contract will be performed during regular hours (7:00 AM to 3:30 PM) of the regular working days of the elevator trade (Monday to Friday, holidays excluded). Emergency minor adjustment callback service is available on a 24-hour basis with the purchaser to be charged only for the difference between our hourly billing rate and the overtime billing rate when carried out after hours or on holidays. We will absorb the regular time portion of each overtime hour worked that is requested.

9. Any work requested that is outside this agreement (including repairs, scheduled examinations, and work not a fault of the elevator equipment) will be billed at our preferred billing rates.
10. Service shall be for an initial period of three (3) years commencing _____, and shall be renewed for successive three (3) year periods thereafter unless either party timely serves written notice of its intention to cancel at least ninety (90) days before the end of any period. Time is of the essence. Scope, terms and fees may be adjusted at renewal as mutually agreed.
11. The price of this service shall be at the rate of **\$185.00 total per month** commencing on _____, and payable quarterly in advance. We will offer a 4% discount if prepaid in full annually.
12. Payments are due upon receipt of invoice. You shall notify us within fourteen (14) days of the invoice date if you object to all or any portion of an invoice. PEC reserves the right to impose a 1 ½% per month interest and administration charge on past due invoices.

Any reasonable costs associated with the collection of past due amounts shall be to the expense of the Purchaser.
13. The contract price may be adjusted annually (capped at 3%) based on the change in straight time hourly labor costs for an elevator mechanic. For purposes of this agreement straight time hourly labor rate plus fringe benefits (including but not limited to pensions, vacations, annuity, paid holidays, stand-by pay, group insurance, health and disability insurance).
14. The price is subject to change in the event the equipment is modified from its present state. PEC has the First Right of Refusal with regards of any work performed or maintaining service towards this agreement.
15. Purchaser shall notify PEC of any malfunction or accident regarding the equipment. Purchaser further agrees that they will take appropriate action, including turning off elevator, until PEC can respond on site.
16. Non-payment of any sum due under this agreement shall be considered a material breach. In the event of a breach or the failure to pay any sum due or to become due under this agreement, beyond 60 days from the billing date, repair, replacement and service will automatically cease and PEC may, at its option, cancel this agreement and/or declare all sums due or to become due under this agreement for the unexpired term of the agreement due and payable in full as and for liquidated damages, and not as a penalty, and until the same are paid, PEC shall be

discharged and released from any obligations and/ or liability under the terms of this agreement.

17. Should your acceptance of this agreement be in the form of a purchase order or similar document, the provisions of this agreement will govern in the event of conflict.
18. Our company maintains General, Auto, Excess/ Umbrella, and Worker's Compensation and Employer's Liability Insurance. Certificates available upon request.

SPECIAL PROVISIONS

In-Car Telephone Monitoring:

As part of this agreement, Potomac Elevator Company will provide monitoring of the in-car elevator telephones at the above referenced building.

It is the responsibility of the undersigned building representative/ owner to provide, and keep current, the contact information for the building's 7 day/ wk, 24 hour per day on call representative who can be contacted and is authorized to make decisions regarding emergency elevator situations.

Current Testing Not Completed:

If any testing is not up to date we will provide that on a time and material basis to start the contract. This will include any open punchlists or violations.

Elevator Drawings and Prints:

All pertinent elevator drawings and prints need to remain with the elevators. If any are missing they will need to be purchased by the owner to start the contract. These are necessary to properly maintain the elevators.

Submitted By

Garrett Dick
Garrett Dick

Potomac Elevator Company

June 21, 2021

.....

Customer Acceptance

Company: _____

Name: _____

Title: _____

Signature

Date

Billing Details

Name: _____

Telephone: _____

Facsimile: _____

E-mail: _____

Mailing Address: _____

Building Contact

Name: _____

Telephone: _____

E-mail: _____

.....

Potomac Elevator Company Acceptance

Brian Cooper
President, Potomac Elevator Company

Date

OTIS

Made to move you

DATE: 06/17/2021

TO:

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

FROM:

Otis Elevator Company
9712-D Gunston Cove Rd
Lorton, VA 22079

EQUIPMENT LOCATION:

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

Caitlin Swanson

Phone: (914) 364-2747

PROPOSAL NUMBER: ARQ105

EQUIPMENT DESCRIPTION:

No Of Units	Type Of Units	Manufacturer	Customer Designation	Machine Number
1	HYDRAULIC	SCHINDLER	ONLY ELV	AGW817

OTIS MAINTENANCE

We propose to furnish Otis Maintenance on the equipment ("Units") described above. Otis Maintenance is a full preventive maintenance service intended to protect your investment, extend equipment life, and provide a high level of performance and reliability.

OTIS MAINTENANCE MANAGEMENT SYSTEMSM

We will use the Otis Maintenance Management System preventive maintenance program to deliver service tailored to your specific building needs. Equipment type, component life, equipment usage, and building environment will be taken into account by the OMMS[®] scheduling system, which will be used to plan maintenance activities in advance. The Units will be provided with devices to monitor equipment usage. We will use OMMS standard work processes developed and continuously improved by Otis.

Under this Contract, we will maintain the Units on the following terms and conditions:

PERFORMANCE

MAINTENANCE

We will maintain the Units using trained personnel directly employed and supervised by us. The maintenance will include inspection, lubrication, and adjustment of the following parts:

- Controller parts, selectors and dispatching equipment, relays, solid-state components, transducers, resistors, condensers, power amplifiers, transformers, contacts, leads, dashpots, timing devices, computer and microcomputer devices, steel selector tapes, mechanical and electrical driving equipment, signal lamps, and position indicating equipment.
- Door operators, car door hangers, car door contacts, door protective devices, load weighing equipment, car frames, car safety mechanisms, platforms, car and counterweight guide shoes including rollers and gibs, and emergency car lighting.
- Hoistway door interlocks and hangers, bottom door guides, and auxiliary door closing devices.
- Machines, worms, gears, thrust bearings, drive sheaves, drive sheave shaft bearings, brake pulleys, brake coils,

contacts, linings, and component parts.

- Motors, brushes, brush holders, and bearings.
- Governor components, governor sheaves and shaft assemblies, bearings, contacts, governor jaws, deflector or secondary sheaves, car and counterweight buffers, car and counterweight guide rails, car and counterweight sheave assemblies, top and bottom limit switches, governor tension sheave assemblies, and compensating sheave assemblies.
- Pumps, pump motors, operating valves, valve motors, leveling valves, plunger packings, exposed piping, above ground plungers and cylinders, and hydraulic fluid tanks.
- Escalator handrails, handrail drive chains, handrail brush guards, handrail guide rollers, alignment devices, steps, step treads, step wheels, step chains, step axle bushings, comb plates, floor plates, tracks, external gearing, and drive chains.
- Escalator upper drives, upper drive bearings, tension sprocket bearings, upper newel bearings and lower newel bearings, demarcation lights, and comb lights.

RELIABILITY

PARTS COVERAGE

If necessary, due to normal usage and wear, Otis will repair or replace any of the parts specified above at their sole discretion, unless specifically excluded elsewhere in the contract. Any parts under this Contract requiring replacement will be replaced with parts selected by Otis.

In addition, we will replace all wire ropes or coated steel belts as often as necessary to maintain an appropriate factor of safety. As conditions, usage, or Code warrants, we will equalize the tension on hoisting ropes, resocket ropes for drum machines, and repair or replace conductor cables and hoistway and machine-room elevator wiring.

PARTS INVENTORY

We will during the term of this Contract maintain a supply of frequently used replacement parts and lubricants selected by Otis to meet the specific routine requirements of the Units. Any replacement parts stored in the machine room remain our property until installed in the Units. We further agree to maintain a supply of routine replacement parts available for express delivery in case of emergencies.

QUALITY CONTROL

We will periodically conduct field audits of our personnel and the Units to maintain quality standards. Otis field engineers will provide technical assistance, technical information, and Code consultation to support our maintenance organization.

RESPONSIVENESS

24-HOUR DISPATCHING

We will, at your request, provide you with access to eService and our OTISLINE 24-hour, year-round dispatching service. In the event a Unit malfunction occurs between regular examinations, you will be able to place a service call on eService or through an OTISLINE customer service representative, who will, at your request, dispatch an examiner to perform service. In the event Otis receives an emergency call from the phone in the elevator and a passenger indicates a need for assistance, Otis shall attempt to contact a building representative for an assessment of the situation and authorization to respond to the call. If Otis is unable to reach a building representative, Otis shall respond to the emergency call from the phone in the elevator. The visit will be treated as a Callback. It is your responsibility to: (a) have a representative available to receive and respond to OTISLINE calls; and (b) maintain working telephone equipment.

COMMUNICATION

CUSTOMER REPRESENTATIVE

As a service to you, and at your request an Otis representative will be available to discuss with you your elevator needs in the areas of modernization, traffic handling ability, recommendations and requirements of Code authorities, proper use and care of the Units, and the OMMS program. There is no additional charge for this consulting service, but by making this service available to you, Otis does not assume any duty to warn.

REPORTS – eSERVICE

We will use the OMMS program to record completion of maintenance procedures. We will, at your request, provide you access to eService. You will be able to access twelve (12) months of repair, completed maintenance procedure and

service call history for the Unit(s). You will be responsible for obtaining Internet access to use eService.

SAFETY AND ENVIRONMENT

SAFETY TESTS – HYDRAULIC ELEVATORS

We will conduct an annual no load test and annual pressure relief valve test.

FIREFIGHTERS' SERVICE TEST

If the equipment has firefighters' service, you assume responsibility for performing and keeping a record of any Code required tests and for the maintenance, functioning and testing of the smoke and/or heat detectors.

If during the initial firefighters' service test any elevator firefighters' service is found to be inoperable, the building will be responsible for all of the cost associated with the repairs necessary to bring the unit in compliance with the applicable Codes.

If any applicable Code or governing authority mandates that such required tests be performed by a licensed elevator mechanic, Otis will provide such testing and service on an Open Order basis. You will be responsible for the costs associated with such testing and service.

SAFETY TRAINING

We will instruct our personnel to use appropriate personal protection equipment and follow safe work practices.

ENVIRONMENTAL PROTECTION

Otis endeavors to reduce generation of waste materials, to minimize risks to the environment, customers, the general public and Otis employees, and to comply with all federal and state environmental laws and regulations. Material Safety Data Sheet (MSDS) Manuals are available for review at your request.

You assume responsibility for removal of wastes, including but not limited to hydraulic oil, spoils, asbestos, etc., as it is not part of this Contract.

MAINLINE DISCONNECTS

You agree to engage a qualified electrician to service at least once annually the elevator mainline disconnects located in the elevator equipment room.

SHARED RESPONSIBILITY

You agree to provide us unrestricted ready and safe access to all areas of the building in which any part of the Units are located and to keep all machine rooms and pit areas free from water, stored materials, and debris. You agree to provide a safe work place for our personnel, and to remove and remediate any waste or hazardous materials in accordance with applicable laws and regulations.

If any Unit is malfunctioning or is in a dangerous condition, you agree to immediately notify us using the 24-hour OTISLINE service. Until the problem is corrected, you agree to remove the Unit from service and take all necessary precautions to prevent access or use.

You agree to properly post, maintain, and preserve any and all instructions or warnings to passengers in connection with the use of any Units.

In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at www.otis.com by (1) clicking on "The Americas" tab on the left side

of the website; (2) choosing “US/English” to take you to the “USA” web page; (3) clicking on the “Otis Safety” link on the left side of the page; and (4) downloading the “Lockout Tagout Policy Otis 6.0” and “Mechanical Energy Policy Otis 7.0,” both of which are in .pdf format on the right side of the website page. Customer agrees that it will disseminate these procedures throughout its organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at Customer’s facility.

WORK SCHEDULE

NORMAL HOURS

All maintenance procedures and repairs will be performed during our regular working hours of our regular working days for the examiners who perform the service. All lamp and signal replacements will be performed during regular examinations.

For purposes of this Contract, a Callback is a response by Otis to a request for service or assistance made (a) by the customer or customer representative, (b) by the building or building representative; (c) by emergency personnel; (d) through the ADA phone line, and/or (e) through REM® monitoring system, for service or assistance, on an as needed basis, excluding regularly scheduled maintenance.

Regular working hours: 8:00 AM – 4:30 PM.

Regular working days: Monday – Friday excluding holidays.

OVERTIME

Callbacks outside of regular working hours will be billed at standard overtime rates.

OWNERSHIP AND LICENSES

WIRING DIAGRAMS

You agree to provide us with current wiring diagrams reflecting all previously made changes for Units covered by this Contract to facilitate proper maintenance of the equipment. We shall maintain the wiring diagrams so that they properly reflect any changes made by Otis to the equipment. These diagrams will remain your property.

OTIS SERVICE EQUIPMENT

Any counters, meters, tools, remote monitoring devices, or communication devices which we may use or install under this Contract remain our property, solely for the use of Otis employees. Such service equipment is not considered a part of the Units. You grant us the right to store or install such service equipment in your building and to electrically connect it to the Units. You will restrict access to the service equipment to authorized Otis personnel. You agree to keep the software resident in the service equipment in confidence as a trade secret for Otis. You will not permit others to use, access, examine, copy, disclose or disassemble the service equipment or the software resident in the service equipment for any purpose whatsoever. If the service is terminated for any reason, we will be given access to your premises to remove the service equipment, including the resident software, at our expense.

OTIS SOFTWARE

Software owned by Otis may be embedded in parts or otherwise provided by Otis as part of this maintenance agreement. You have the right to use this software only for operation of the units for which the part was provided. You may also make a backup or archival copy of the software, provided you reproduce the copyright notice and any other legend of ownership on the copy. You may not otherwise copy, display, adapt, modify, distribute, reverse assemble, reverse compile, or otherwise translate the software. You will not transfer possession of the software except as part of a transfer of ownership of the Units and the assumption of the rights and obligations under this agreement by the transferee.

NON-OTIS SOFTWARE

You retain your rights to any software not provided by Otis contained in the Units and agree to allow Otis to make one backup or archival copy for you.

SERVICE TOOLS

You are responsible to secure our right to use any special service tools required to maintain your non- Otis equipment. These tools must be provided prior to us beginning maintenance on such equipment.

THE UNITS

It is agreed that we do not assume possession or control of the Units, that such Units remain yours solely as owner and operator, lessee, or agent of the owner or lessee, and that you are solely responsible for all requirements imposed by any federal, state, or local law, Code, ordinance or regulation.

CLARIFICATIONS

This Contract does not cover car enclosures (including, but not limited to, wall panels, door panels, car gates, plenum chambers, hung ceilings, lighting, light diffusers, light tubes and bulbs, handrails, mirrors and floor coverings), rail alignment, hoistway enclosures, hoistway gates, hoistway inserts and brackets, mainline disconnect switches, doors, door frames, sills, swing door hinges and closing devices, below ground or unexposed hydraulic cylinders and plungers, buried or unexposed piping, escalator balustrades, escalator lighting or wedge guards. Without affecting our obligation to provide service under this Contract, you agree to permit us to train our personnel on the Units. This Contract does not cover computer and microcomputer devices, such as terminal keyboards and display units that are not exclusively dedicated to the elevator system. This Contract does not cover telephones installed by others, intercoms, heat sensors, smoke sensors, communications equipment, or safety signaling equipment, or instructions or warnings in connection with use by passengers. Calls for repairs that fall outside of the scope of this contract will incur charges for travel time, plus vehicle surcharges and expenses.

We will not be required: (i) to make any tests other than that as specifically set forth herein; (ii) to make any replacements with parts of a different design or type; (iii) to make any changes in the existing design of the Units; (iv) to alter, update, modernize or install new attachments to any Units, whether recommended or directed by governmental authorities or by any third party; (v) to make repairs or replacements necessitated by failures detected during or due to testing of the Units or buried or unexposed hydraulic cylinders or piping and (vi) to replace or repair any component or system utilizing obsolete or discontinued parts, including parts for which the original design is no longer manufactured by the original equipment manufacturers, or parts where the original item has been replaced by an item of different design or is replaceable only by fabrication; (vii) to provide reconditioned or used parts; (viii) to make any replacements, renewals, or repairs necessitated by reason of any cause beyond our control including, but not limited to, fire, explosion, theft, floods, water, weather, earthquake, vandalism, misuse, abuse, mischief, or repairs by others.

You assume responsibility for the cost of correcting all Elevator Code violations existing on the date we enter into this Contract. If such Code violations or other outstanding safety violations are not corrected in accordance with this Contract, Otis may with respect to the equipment not meeting Code requirements cancel this Contract without penalty by providing thirty (30) days written notice.

Should you require us to interface with a third party work order, insurance or safety systems, Otis will add an appropriate fee to cover the additional cost associated with this service.

Neither party shall be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water, weather, earthquake, riot, civil commotion, war, vandalism, misuse, abuse, mischief, or acts of God.

We agree that we shall be liable for accidents and injuries to person or property when adjudged to have been caused by the sole negligence or willful misconduct of Otis or our employees. In all other instances, Customer shall indemnify, defend and hold us harmless against all claims, damages, losses, costs, and expenses (including attorney's fees and other litigation costs) arising out of or connected with the use, repair, maintenance, operation or condition of the Equipment. We shall maintain worker's compensation and employers' liability insurance covering our liability for injury or death sustained by our employees, and comprehensive general liability insurance. You shall insure that all risk insurance upon the full value of the Work and material delivered to the job site is maintained at no cost to us. If either party so requires, in writing, the other party shall furnish certificates of insurance evidencing the above insurance coverages.

Notwithstanding any other agreement or provision to the contrary, under no circumstances will either party be liable for any indirect, special or consequential damages of any kind, including, but not limited to, fines or penalties, loss of profits, loss of rents, loss of good will, loss of business opportunity, additional financial costs, or loss of use of any equipment or property, whether in contract, tort, warranty or otherwise.

You agree to provide us unrestricted ready and safe access to all areas of the building in which any part of the Units are located, to keep all machine rooms and pit areas free from water, stored materials, and debris, to provide a safe work

place for our personnel, to remove and remediate any waste or hazardous materials in accordance with applicable laws and regulations, and to provide a grounded, 3-prong electrical system and proper lighting in the machine rooms and pits. We shall not be obliged to perform until such unsafe condition has been remedied.

If any Unit is malfunctioning or is in a dangerous condition, you agree to notify us as soon as possible using the 24-hour OTISLINE® service. Until the problem is corrected, you agree to remove the Unit from service and take all necessary precautions to prevent access or use.

You will provide written notice within twenty-four hours after occurrence of any accident in or about the elevator (s) and/or escalator(s) to us and if required by law, to any local authorities. You further agree to preserve replaced parts.

Escalator Units are designed only for transporting passengers. For escalator Units, you agree to take all necessary measures to prevent other items from being conveyed, so that features designed to protect passengers and prevent property damage are not damaged. When stationary, escalators are to be properly barricaded and not to be used as steps.

You agree to properly post, maintain, and preserve any and all instructions or warnings to passengers in connection with the use of any Units.

In the event of an entrapment, Customer will call Otis and wait for a trained and licensed elevator mechanic to arrive, except for a medical emergency situation where it may be appropriate to summon a professional first responder such as police or firemen. Customer agrees that its agents, contractors, employees or representatives shall not attempt to extricate any passengers from an elevator that becomes stalled within the hoistway.

Otis will not be required to make renewals or repairs necessitated by fluctuations in the building AC power systems, adverse hoistway or machine room conditions (including temperature variations below 60 degrees and above 90 degrees Fahrenheit), excessive humidity, adverse environmental conditions, water damage, rust, fire, explosion, acts of God, misuse, or vandalism.

If this Agreement is terminated prematurely for any reason, other than our own default, you agree to pay as liquidated damages, and not as a penalty, one-half (50%) of the remaining amount due under this Agreement.

Should this Agreement be accepted by you in the form of a purchase order, the terms and conditions of this Agreement will take precedence over those of the purchase order.

We will not be liable for any claim, injury, delay, death or loss or property resulting from telephone equipment failure, false alarms, interruption of telephone service, or "no voice calls", i.e. calls from inside the equipment to Otisline where there is no verbal response to the Otisline operator.

ALTERATIONS

You will not allow others to make alterations, additions, adjustments, or repairs to the equipment.

SPECIAL PROVISIONS

Notwithstanding any other provision herein to the contrary, the following provisions shall be applicable and govern in the event of conflict:

Maintenance Quote Contingent Upon the Following

Written approval by the Otis Service Department. The unit(s) being in a code compliant and a satisfactory condition as deemed by Otis at the time of the commencement date listed in this contract. Pre-existing conditions and/or pre-maintenance repairs will not be covered under this contract. Otis reserves the right to survey equipment prior to commencement of contract and submit pricing for item(s) not covered. If Otis surveys equipment and the parties are unable to agree on survey findings or pricing for items not covered, the contract is void and neither party shall have any further obligation to the other. Pricing contingent on a signed agreement by you and returned to us within 30 days of proposal submitted.

Extended Term

The Term of this Contract will be extended as selected below, and we will apply the corresponding discount to the net billing amount.

Extended Contract Term	Extended Term Discount	Selection	Initial
Ten (10) Years	3%	<input type="checkbox"/>	_____
Fifteen (15) Years	5%	<input type="checkbox"/>	_____
Twenty (20) Years	7%	<input type="checkbox"/>	_____

In the event a customer chooses an extended term, the Contract will automatically renew at the expiration of the Extended Contract Term for successive periods equal to the initial Extended Contract Term. Either party may terminate the Contract at the end of the initial Extended Contract Term or at the end of any subsequent Extended Contract Term by giving the other party at least ninety (90) days written notice prior to the end of the then current Term.

At the end of the initial Extended Contract Term, or at the end of any subsequent Extended Contract Term, you may elect to have the subsequent terms reduced to five (5) year periods by giving us at least ninety (90) days written notice prior to the end of the then current Term. If such notice is given, the Extended Term Discount will be discontinued upon the subsequent automatic renewal date of this agreement.

CONTRACT PRICE AND TERM

CONTRACT PRICE

Two hundred thirty-five dollars (\$ 235.00) per month, payable Annually

PRICE ADJUSTMENT

Two hundred thirty-five dollars (\$ 235.00) of the original Contract Price will be increased or decreased by the percent increase or decrease in the straight time hourly labor cost under the IUEC contract on **01/01/2021** which was **92.922**. The phrase "straight time hourly labor cost" means the sum of the straight time hourly labor rate plus the hourly cost of fringe benefits paid to elevator examiners in the locality where the equipment is to be maintained.

The Contract Price will be adjusted annually on the commencement date by the percentage increase or decrease in the straight time hourly labor cost under the IUEC contract then in effect. The term "straight time hourly labor cost" means the sum of the straight time hourly labor rate plus the hourly cost of fringe benefits paid to elevator examiners in the locality where the equipment is maintained. In addition, we may adjust the Contract Price as a result of any substantial changes in service expenses, including but not limited to expenses in connection with fuel, waste disposal, environmental requirements, cost of materials, changes to government regulations or other administrative costs.

TERM

The Commencement Date will be 08/01/2021.

The Term of this Contract unless modified under the extended term below, will be for five (5) years beginning on the Commencement Date. The Contract will automatically be renewed on the fifth anniversary for an additional five (5) years unless terminated by either party by giving written notice to the other party at least ninety (90) days, but no more than 120 days prior to the end of the current five (5) year term. Thereafter, the Contract will automatically be renewed on each fifth anniversary for an additional five (5) year term unless terminated by either party by giving written notice to the other party at least ninety (90) days, but no more than 120 days prior to the end of the then current five (5) year term.

In the event that you sell the building or your interest is terminated prior to the expiration of the Contract, you agree to assign the Contract to the new owner or successor and to cause the new owner to assume your obligations under this agreement. If the new owner or successor fails to assume your obligations under the Contract, then you agree to pay to Otis all sums due for the unexpired Term.

PAYMENTS

Beginning on the Effective Date, payments will be due and payable on or before the first day of the contract year in which services are rendered beginning on the Commencement Date.

The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.

You agree to pay a late charge from the date such sums become due of one and one-half percent (1.5%) per month, or the highest legally permitted rate, whichever is less, on any balance past due for more than thirty (30) days, together with all costs (including, but not limited to, attorneys' fees) incurred by us to collect overdue amounts.

Failure to pay any sum due by you within sixty (60) days will be a material breach. We may at our option declare all sums due or to become due for the unexpired term immediately due and payable as liquidated damages, and until the same are paid be discharged from further obligations under the contract.

Alternate Payment

If an alternate payment plan is selected other than the standard annual payment, the following additional cost will be applied to the net billing amount:

<u>Billing Frequency</u>	<u>Add to Contract Price</u>	<u>Selection</u>	<u>Initial</u>
Semiannual	1%	<input type="checkbox"/>	_____
Quarterly	3%	<input type="checkbox"/>	_____
Monthly	4%	<input type="checkbox"/>	_____

Electronic Funds Transfer Payments (ACH/EFT)

To set up automatic payments or to make one-time payments, please visit Payinvoicedirect.com to register. Please note, registration is available after your first invoice has been billed.

ACCEPTANCE

This proposal, when accepted by you below and approved by our authorized representative, will constitute the entire and exclusive contract between us for the services to be provided and your authorization to perform as outlined herein. All prior or contemporaneous oral or written representations or agreements not incorporated herein will be superseded. Any purchase order issued by you in connection with the services to be provided will be deemed to be issued for your administrative or billing identification purposes only, and the parties hereto intend that the terms and conditions contained herein will exclusively govern the services to be provided. We do not give up rights under any existing contract until this proposal is fully executed. This Contract may not be changed, modified, revised or amended unless in writing signed by you and an authorized representative of Otis. Further, any manual changes to this form will not be effective as to Otis unless initialed in the margin by an authorized representative of Otis.

THIS QUOTATION is valid for ninety (90) days from the proposal date.

Submitted by: Caitlin Swanson
 Title: Recapture Specialist
 E-mail: Caitlin.Swanson@otis.com

Accepted in Duplicate

CUSTOMER

Otis Elevator Company

Approved by Authorized Representative

Date: _____

Signed: _____

Print Name: - _____

Title - _____

E-mail: - _____

Name of Company - _____

☐ Principal, Owner or Authorized Representative of Principal or Owner☐ Agent: _____
(Name of Principal or Owner)

Approved by Authorized Representative

Date: _____

Signed: _____

Print Name: Paul Zhgilov

Title General Manager

BILL TO INFORMATION

Company Name: _____

Address: _____

Address 2: _____

City: _____

State: _____

Zip Code: _____

ACCOUNTS PAYABLE CONTACT

Name: _____

Phone Number: _____

Fax Number: _____

E-mail: _____

TAX STATUS

Are you tax exempt? Yes No

If yes, please provide tax exempt certificate

Do you require a Purchase Order be listed on your invoices? Yes No

If yes, please provide contact info for PO renewal:

Name: _____

Fax: _____

Phone: _____

E-Mail: _____

Would you like Otis to automatically debit your bank account for your maintenance invoices? Yes No

If yes, please provide blank check for bank routing and account information.

Schindler Plus

SCHINDLER ELEVATOR CORPORATION

6800 Muirkirk Road
Beltsville, MD 20705-1227
Phone:
Fax:

Date: November 01, 2021

Estimate Number: JZEN-C2QN4K (2021.2.1)

To:

Cameron Club Community Assoc
200 Cameron Station Blvd
Alexandria, VA 22304-8684

Building Name:

Cameron Club

Attn: Airelle Hansford

EQUIPMENT DESCRIPTION

Qty	Manufacturer	Equipment	Application	Description	Rise/Length Openings	Capacity	Speed	Install#
Cameron Club								
200 Cameron Station Blvd Alexandria, VA 22304-8684								
1	Westinghouse	Hydraulic Passenger	Passenger Elevator		2F/0R	2100	100	

SCHINDLER ELEVATOR CORPORATION ("Schindler", "we", "us") 6800 Muirkirk Road, Beltsville, MD 20705-1227, and **CAMERON CLUB COMMUNITY ASSOC**, 200 Cameron Station Blvd, Alexandria, VA 22304-8684 ("you") agree as follows:

PREVENTIVE MAINTENANCE SERVICE

- Our preventive maintenance program performed in accordance with a maintenance schedule specific to your equipment and its usage
- Examine, lubricate, adjust, and repair/replace covered components
- Criteria for replacement of all wire ropes will be the appropriate factor of safety
- Prompt callback coverage
- Safety testing
- Customer friendly and responsive communications

PREVENTIVE MAINTENANCE PROGRAM

Our Preventive Maintenance Program, as described in this agreement will be performed in accordance with a maintenance schedule specific to your equipment. A Schindler technician will be assigned to you, and back up technicians are available as required to give you prompt service as required at all times. A Schindler account representative will be assigned to you, and will be your primary contact for communications regarding your agreement. Also available to you is our extensive technical support and parts inventory, at the site as needed, and local warehouses and our national Service Distribution Center available for express delivery in emergencies.

EXAMINE, LUBRICATE, ADJUST, AND REPAIR/REPLACE COVERED COMPONENTS

We will periodically examine, lubricate, adjust, and as needed or if usage mandates, repair, or replace the Covered Components listed below.

HYDRAULIC ELEVATORS

Basic components: Controller components: resistors, timers, fuses, overloads, minor contacts, wiring, coils; packing, drive belts, strainers, functional components of car and corridor operating stations, hangers and tracks, door operating devices, door gibs, guide shoes, rollers, traveling cables, signal lamps (replacement during regular visits only), interlocks, door closers, buffers, switches, door protection devices, and alarm bells.

Major components: Exposed piping in the Machine Room & hoistway, motor, PC boards, pump unit, solid state devices, contactors, and valve rebuilds.

We assume no responsibility for the following items: hoistway door hinges, panels, frames, gates and sills; cabs and cab flooring; freight elevator door straps, cab doors, gates and removable cab panels; cab mirrors and handrails; power switches, fuses and feeders to controllers; emergency cab lighting; light fixtures and lamps; cover plates for signal fixtures and operating stations; card readers or other access control devices; smoke/fire alarms and detectors; pit pumps and alarms; cleaning of cab interiors and exposed sills; plungers, pistons, casings and cylinders; automatic ejection systems; all piping and connections except that portion which is exposed in the machine room and hoistway; guide rails; tank; emergency power generators; telephone service, communication devices; disposal of used oil; intercom or music systems; ventilators, air conditioners or heaters; adverse elevator operation as a result of machine room temperatures (including temperature variations below 60 degrees Fahrenheit and above 90 degrees Fahrenheit); media displays; computer consoles or keyboards; fireman's phones; exterior panels, skirt and deck panels, balustrades, relamping of illuminated balustrades; attachments to skirts, decking or balustrades; moving walk belts; pallets; steps; skirt brushes; sideplate devices; any batteries associated with the equipment; obsolete items, (defined as parts, components or equipment either 20 or more years from original installation, or no longer available from the original equipment manufacturer or an industry parts supplier, replaceable only by refabrication.) In the event that safety testing is performed by us at the start of the Agreement, and we find that critical safety components, such as the governor and/or safeties for traction equipment, and/or valves on hydraulic equipment, are not operating correctly, therefore resulting in unsafe conditions, you will be responsible to authorize the necessary repairs/replacements of this equipment, at your expense.

CLEANING

We will periodically clean the machine room, car top, and pit of debris related to our work in these areas.

TESTING OF SAFETY DEVICES

<u>Equipment</u>	<u>Test</u>	<u>Frequency</u>
Hydraulic	Pressure/Relief Valve	Annually

Our testing responsibilities do not include fees or charges imposed by local authorities in conjunction with witnessing, witnessing costs, inspecting, assisting inspection authorities, licensing or testing the Equipment including observation of testing by 3rd parties; changes in the testing requirements after the initial start date of this Agreement, or any other testing obligations other than as specifically set forth above, including, but not limited to seismic tests. Since these tests may expose the equipment to strains well in excess of those experienced during normal operation, Schindler will not be responsible for any damage to the equipment or property, or injury to or death of any persons, resulting from or arising out of the performance of these tests. Further, our testing responsibilities do not include performance, or the keeping of records related to, monthly firefighters service.

CUSTOMER FRIENDLY AND RESPONSIVE COMMUNICATIONS

Service dispatching will take place through our Schindler Customer Service Network (SCSN), which is staffed by qualified Schindler personnel, 24 /7. You will be provided with a customer identification number, which must be referenced when a call is placed for your facility. Our dispatchers will have access to your building's service call records, and will promptly relay the details of your call to the assigned technician.

SCHINDLER AHEAD

You will be provided access to the Schindler Ahead tools, which include Schindler Ahead hardware connectivity, Core service in the tier described below, Schindler Actionboard and Actionboard Mobile.

You will also be provided access to the optional Ahead Digital Services as selected and described below.

Schindler Ahead provides remote connectivity to your Equipment. Schindler Ahead will automatically notify us if any connected component or function is operating outside established parameters. When appropriate, we will communicate with you to schedule appropriate service calls. Monitoring will be performed 24/7 and will automatically communicate with our Customer Service Network using dedicated wireless cellular technology. Schindler will make every reasonable effort to maintain wireless connectivity. If requested, you will provide the proper wiring diagrams for the equipment covered. These diagrams will remain your property, and will be maintained by Schindler for use in troubleshooting and servicing the equipment.

Schindler ActionBoard and ActionBoard Mobile are communication technologies that provide access to real-time information about your equipment including: performance history, reports, push notifications, service call records, unit profiles and more.

Your contract includes the above features as well as the following Core package:

This Agreement does not include Schindler Ahead.

If you would like information on upgrading your Core package, please discuss with your sales rep. The upgraded packages are:

Connect – Schindler's Connect package provides wireless cellular communication from your equipment's controller to Schindler's data network. This allows the Schindler Cube or Schindler SRM to be connected to your equipment 24/7. The Connect package also provides access to the basic features of ActionBoard/Dashboard and ActionBoard Mobile/Dashboard Mobile, giving you real time information on your equipment.

Enhanced – The Enhanced Package includes access to Schindler's Elevated Support Professional Team. This team analyzes information gathered by Schindler Ahead, which improves the reliability of your equipment and improves the response time. The Elevated Support Professional Team can alert you when a shutdown is detected, helps confirm issues remotely, and provides real-time ETAs for technicians en route. With these enhanced diagnostics, we can guarantee that you will not be charged for Running on Arrival calls. Under the "No Running on Arrival Guarantee," Schindler will fully cover the cost of any callback during regular hours related to the following situations: Elevator or Escalator Running in normal operation, or running under any of the following special services modes: Independent service, Fireman's service (Phase I or Phase II), or Inspection operation. All other callbacks will be billed as outlined in the service agreement.

Premium – The premium package is our top tier, and was created for customers requiring the most comprehensive level of service. Our premium package offers the highest level of functionality and support. The Premium tier also includes concierge level assistance for all of your service needs.

Optional Digital Services:

The following digital services are also available:

Digital Alarm – The Schindler Ahead in-car emergency phone service will be added to your digital package. This service includes a reliable digital connection between your existing or new in-car emergency phone and our Schindler Customer Service Network that handles incoming and outgoing emergency calls with passengers in the elevator. To ensure reliability, Schindler Ahead phone service also provides monitoring of this connection. This in-car emergency phone service feature will be added along with the Schindler Core Services, and is

contingent upon code approval by the local authority having jurisdiction. The Schindler Ahead solution must be installed and confirmed by Schindler to be communicating before you proceed with plans to remove or cancel your existing service provider's line for your in-car emergency phone. Schindler will notify you once the Schindler Ahead connection is confirmed. This will ensure there is no disruption with the emergency communications with passengers in the elevator. If proprietary telephone equipment exists, you agree to replace the proprietary hardware with compatible hardware for an additional cost.

_____ Initial Here to add DigitalAlarm for \$25 per unit, per month in addition to the subscription price shown in the Price section below

ElevateMe - The Schindler Ahead ElevateMe service, which requires a compatible elevator controller, enables passengers to call an elevator via their personal smartphone. Any smartphone with an Apple iOS or a Google Android operating system, can download the ElevateMe app from the respective app store. Via the app the elevator can be called, and the desired destination floor entered. The smartphone will substitute the typical elevator call via a landing or car operating panel*. Once the service is active, all passengers using the smartphone application can place destination calls. The elevator must be equipped with Schindler Ahead to offer the feature. *The landing and operating panels will remain and work as is.

Scope of Services:

Software update and activation of feature on Schindler Cube

Creation, printing and installation of QR Codes

Commissioning of system, testing and registration via Schindler Ahead Control Center

Permanent Monitoring and support via the Technical Operation Center (TOC)

Regular Over-The-Air Update to ensure reliability and security of the hardware

_____ Initial Here to add ElevateMe for \$25 per unit, per month in addition to the subscription price shown in the Price section below

Schindler Ahead, your Core package, and the digital services described in this agreement require Schindler Ahead Connectivity. If your existing unit(s) are not equipped with the Connectivity to enable the selected services, we will provide a separate invoice for this cost. By signing this agreement, you agree to pay the costs associated with this activation. Work shall be performed during our regular working hours of our regular working days. Title to Hardware remains with Schindler. Schindler may replace or modify Hardware at any time. Customer shall promptly provide Schindler access to Hardware and prevent unauthorized access thereto.

CALLBACK RESPONSE TIME

We will respond to callbacks during regular working hours within an average of 4 hours of notification, and during overtime hours within an average of 12 hours of notification, unless we are prevented from doing so by causes beyond our control.

HOURS OF SERVICE

We will perform the services during our regular working hours of regular working days, excluding elevator trade holidays. The services include callbacks for emergency minor adjustment callbacks during regular working hours. If you authorize callbacks outside regular working hours, you will pay us at our standard billing rates, plus materials not covered by contract, expenses and travel. All other work outside the services will be billed at our standard billing rates. A request for service will be considered an "emergency minor adjustment callback" if it is to correct a malfunction or adjust the equipment and requires immediate attention and is not caused by misuse, abuse or other factors beyond our control. The term does not include any correction or adjustment that requires more than one technician or more than two hours to complete.

TERM

This Agreement commences on December 01, 2021, and continues until November 30, 2026, and shall renew (where permitted by applicable local law) for subsequent similar periods, unless terminated by either party upon written notice received by the other party at least 90 days prior to the above termination date or any renewal termination date, and not more than 120 days before the termination date.

PRICE

In consideration of the services provided hereunder, you agree to pay us the sum of \$300.00 per month, payable in annual installments of \$3,600.00, exclusive of applicable taxes.

This Agreement does not include Schindler Ahead. If you would like to choose a Schindler Ahead tier, please indicate by checking below:

- ☐ Upgrade to the Connect Package - \$10 per unit, per month addition.
- ☐ Upgrade to the Enhance Package - \$20 per unit, per month addition.

The packages above are dependent upon applicable equipment type and hardware installation, which will be installed at the owner's expense. Please contact your Schindler Rep for more information.

PRICE ADJUSTMENT

The contract Price and labor rates for extra work will be adjusted annually in January. This adjustment will be based upon the local labor rate adjustment for the year in which it is adjusted, and will be increased or decreased on the basis of changes to the local straight time hourly rate for mechanics. If there is a delay in determining a new labor rate, or an interim determination of a new labor rate, we will notify you and adjust the price at the time of such determination, and we will retroactively bill or issue credit, as appropriate, for the period of such delay. We also reserve the right to adjust the contract price quarterly / annually on the basis of changes in other expenses such as fuel, waste disposal, government regulations or administrative costs. Should you elect to take the annual pre-payment option, the price adjustment date will default to coincide with the invoice date.

The annual contract price adjustment will not apply to Schindler Ahead. Schindler reserves the right to make adjustments to the monthly fee for the Schindler Ahead tiers as additional value added features and functionality are added to the selected offering.

PAYMENT OPTIONS

(1) Please select a Method of Payment:

<input type="checkbox"/>	Direct Debit	1% Discount (Attach Copy of voided check)
<input type="checkbox"/>	Credit Card	3% Addition
<input type="checkbox"/>	Visa	<input type="checkbox"/> MC <input type="checkbox"/> AMEX
	Number: _____	
	Expiration Date: _____	
	Signature: _____	
<input type="checkbox"/>	Check	
<input type="checkbox"/>	Other:	_____

(2) Please select a Payment Frequency (Other than Annual):

<input type="checkbox"/>	Semi-Annual	1% Addition
<input type="checkbox"/>	Quarterly	3% Addition
<input type="checkbox"/>	Monthly	5% Addition

SPECIAL TERMS AND PRICING

Automatic renewal clause: This agreement will not automatically renew and any renewal will be executed via contract amendment to be completed within 3 months of contract expiration.

The attached terms and conditions are incorporated herein by reference.

Acceptance by you as owner's agent or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.

Proposed:

By: Kendra Dick

For: Schindler Elevator Corporation

Title: Sales Representative

Date: November 01, 2021

Accepted:

By: _____

For: Cameron Club Community Assoc

Title: _____

Date: _____

Approved:

Rosemarie Walker

By: Patrick Mulligan Rosemarie Walker, Service sales Manager

Title: District Manager

Date: _____

TERMS AND CONDITIONS

1. This is the entire Agreement between us, and no other terms or conditions shall apply. This service proposal does not void or negate the terms and conditions of any existing service agreement unless fully executed by both parties. No services or work other than specifically set forth herein are included or intended by this Agreement.

2. You retain your responsibilities as Owner and/or Manager of the premises and of the Equipment. You will provide us with clear and safe access to the Equipment and a safe workplace for our employees as well as a safe storage location for parts and other materials to be stored on site which remain our property, in compliance with all applicable regulations related thereto, you will inspect and observe the condition of the Equipment and workplace and you will promptly report potentially hazardous conditions and malfunctions, and you will call for service as required; you will promptly authorize needed repairs or replacements outside the scope of this Agreement, and observe all testing and reporting responsibilities based upon local codes. You will not permit others to work on the Equipment during the term of this Agreement. You agree that you will authorize and pay for any proposed premaintenance repairs or upgrades (including any such repairs or upgrades proposed during the first 30 days of this agreement), or we will have the option to terminate this Agreement immediately, without penalty to us. You agreed to post and maintain necessary instructions and / or warnings relating to the equipment.

3. We will not be liable for damages of any kind, whether in contract or in tort, or otherwise, in excess of the annual price of this Agreement. We will not be liable in any event for special, indirect or consequential damages, which include but are not limited to loss of rents, revenues, profit, good will, or use of Equipment or property, or business interruption.

4. Neither party shall be responsible for any loss, damage, detention or delay caused by labor trouble or disputes, strikes, lockouts, fire, explosion, theft, lightning, wind storm, earthquake, floods, epidemics, pandemics, storms, riot, civil commotion, malicious mischief, embargoes, shortages of materials or workmen, unavailability of material from usual sources, government priorities or requests or demands of the National Defense Program, civil or military authority, war, insurrection, failure to act on the part of either party's suppliers or subcontractors, orders or instructions of any federal, state, or municipal government or any department or agency thereof, acts of God, or by any other cause beyond the reasonable control of either party. Dates for the performance or completion of the work shall be extended by such delay of time as may be reasonably necessary to compensate for the delay.

5. You will assign this Agreement to your successor in interest, should your interest in the premises cease prior to the initial or any renewal termination date. If this Agreement is terminated prematurely for any reason, other than our default, including failure to assign to a successor in interest as required above, you will pay as liquidated damages (but not penalty) one/half of the remaining amount due under this Agreement.

6. The Equipment consists of mechanical and electrical devices subject to wear and tear, deterioration, obsolescence and possible malfunction as a result of causes beyond our control. The services do not guarantee against failure or malfunction, but are intended to reduce wear and prolong useful life of the Equipment. We are not required to perform tests other than those specified previously, to install new devices on the equipment which may be recommended or directed by insurance companies, federal, state, municipal or other authorities, to make changes or modifications in design, or to make any replacements with parts of a different design. We are responsible to perform such work as is required due to ordinary wear and tear. We are not responsible for any work required, or any claims, liabilities or damages, due to: obsolescence; accident; abuse; misuse; vandalism; adverse machine room conditions (including temperature variations below 60 degrees and above 90 degrees Fahrenheit) or excessive humidity; overloading or overcrowding of the Equipment beyond the limits of the applicable codes; use of a stopped escalator as a stair; adverse environmental or premises conditions, including but not limited to water damage, power fluctuations, rust, or any other cause beyond our control. We will not be responsible for correction of outstanding violations or test requirements cited by appropriate authorities prior to the effective date of this agreement.

7. Invoices (including invoices for extra work outside the fixed price) will be paid upon presentation, on or before the last day of the month prior to the billing period. Late or non-payments will result in:

- (a) Interest on past due amounts at 1½% per month or the highest legal rate available;
- (b) Termination of the Agreement on ten (10) days prior written notice; and
- (c) Attorneys' fees, cost of collection and all other appropriate remedies for breach of contract.

8. If either party to this Agreement claims default by the other, written notice of at least 30 days shall be provided, specifically describing the default. If cure of the default is not commenced within the thirty-day notification period, this Agreement may be terminated. In the event of litigation, the prevailing party will be entitled to its reasonable attorneys' fees and costs. If you elect to modernize any or all of the Equipment during the term of this agreement, you will give us the option, within a reasonable time, to prepare an offer for the work and/or evaluate competitor proposals and compare scope of work and price. If we are unable to match price and scope of work, or present an alternative proposal, this Agreement may be canceled with ninety (90) days written notice.

9. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software, modems, source/ access/ object codes, passwords. In the event Schindler's maintenance obligation is terminated, the Schindler Ahead features ("SA") (if applicable) will be deactivated and Schindler reserves the right to remove the Schindler Ahead hardware. If Schindler is no longer the maintenance provider, Customer is responsible for obtaining alternative telephone service for the elevator phones.

10. You will prevent access to the Equipment, including the SA feature and/or dedicated telephone line if applicable, by anyone other than us. We will not be responsible for any claims, losses, demands, lawsuits, judgment, verdicts, awards or settlements ("claims") arising from the use or misuse of SA, if it or any portion of it has been modified, tampered with, misused or abused. We will not be responsible for use, misuse, or misinterpretation of the reports, calls, signals, alarms or other such SA output, nor for claims arising from acts or omissions of others in connection with SA or from interruptions of telephone service to SA regardless of cause. You agree, which obligation shall survive this Agreement, that you will defend, indemnify and hold us harmless from and against any such claims, and from any and all claims arising out of or in connection with this Agreement, and/or the Equipment, unless caused directly and solely by our established fault.

11. Should this Agreement be accepted by you in the form of a purchase order, the terms and conditions of this Agreement will take precedence over those of the purchase order.

12. Schindler Elevator Corporation is insured at all locations where it undertakes business for the type of insurance. You agree to accept, named as certificate holder, in full satisfaction of the insurance requirements for this Agreement, our standard Certificate of Insurance. Limits of liability as follows:

- (a) Workers' Compensation - Equal to or in excess of limits of Workers' Compensation laws in all states and the District of Columbia.
- (b) Comprehensive Liability - Up to Two Million Dollars (\$2,000,000.00) single limit per occurrence, Products/Completed Ops Aggregate \$5,000,000.
- (c) Auto Liability - \$5,000,000 CSL.
- (d) Employer's Liability - \$5,000,000 Each Accident/Employee/Policy Limit.

Toni Mancinelli

From: Celeste, Raymond <Raymond.Celeste@mail.house.gov>
Sent: Friday, November 19, 2021 3:48 PM
To: Toni Mancinelli
Cc: Christina Deane; Brendan Hanlon
Subject: CCFC ELECTRONIC VOTE ON THE ELEVATOR MAINTENANCE CONTRACT

Importance: High

Hi Toni! For the BODs' packet.

MOTION:

"Dan Ogg moved that the Board of Directors approve the proposal from Potomac Elevator Company for elevator service in the monthly amount of \$185.00 to be expensed from GL account Elevator Services. Hans Estes seconded and the Motion passed unanimously."

Happy Thanksgiving!

VR,

Ray

Elevator Service Company Ratings

Company	Google	Yelp	Facebook
Potomac Elevator Company (Wash. DC)	5	nr	5
Otis Elevator Company (Lorton, VA)	2.5	1	nr
Schindler Elevator Corp (Beltsville, MD)	4.2	1	nr

nr = not rated

Yellow pages

middle 1/3

top 1/3

bottom 1/3



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

Topic: Transfer of Equity to Repair and Replacement Reserves

Motion:

"I move to APPROVE the transfer of \$150,000 from Member's Equity to the Repair and Replacement Reserves."

2nd:

Summary:

During the 2022 budget discussion, consideration was given to the current level of Member's Equity funding, which is currently at 26% based on the 2020 audit. It was recommended that the Board consider transferring funds from Equity to the Repair and Replacement Reserves particularly in light of the upcoming paving project and increased materials and related costs.

The current funding level of 26% equates to \$612,727. It is recommended that the Association maintain an amount between 10 – 20% of the Annual Income which ranges from \$273,604 - \$547,209. Given the expansiveness of the community facilities and required responsibilities, particularly related to snow removal, it is recommended that the Board maintain a rate closer to 15-17% (\$410,407 – \$465,127).

CAMP Recommendation

Management recommends that the Board transfer \$150,000 from Equity to the Repair and Replacement Reserve line item. This further solidifies the Association's positive financial position and ultimately may help to offset potential increased costs for the upcoming paving project.

Toni Mancinelli

From: Heather Graham
Sent: Friday, November 19, 2021 8:25 AM
To: Takis Taousakis; Joan Lampe
Cc: Christina Deane; Jim Orlick; Toni Mancinelli
Subject: RE: Funds Transfer

Thank you! I've also cleared this with the auditor. We will include this for the upcoming meeting on the 30th.

Have a good weekend!

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

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From: Takis Taousakis <takis_taousakis@yahoo.com>
Sent: Friday, November 19, 2021 12:07 AM
To: Joan Lampe <joanflampe@gmail.com>
Cc: Heather Graham <hgraham@gocampmgmt.com>; Christina Deane <cdeane@gocampmgmt.com>; Jim Orlick <jorlick@gocampmgmt.com>; Toni Mancinelli <tmancinelli@gocampmgmt.com>
Subject: Re: Funds Transfer

I am good with transferring \$150,000 as proposed.

Takis

On Nov 18, 2021 8:33 PM, Joan Lampe <joanflampe@gmail.com> wrote:

Heather I am good with the \$150k.
 This amount gives us some cushion but let's wait for Takis.
 Thank you.

On Thu, Nov 18, 2021 at 8:17 PM Heather Graham <hgraham@gocampmgmt.com> wrote:

Hi all,

Based off of the 2020 audit, there is \$612,727 in Equity.

Based off of 2022 total income of \$2,736,047: 15% = \$410,407 (this would equate to a transfer of \$202,320)

20% = \$547,209 (this would equate to a transfer of \$65,518)

17% (just for grins...) = \$465,127 (this would equate to a transfer of \$147,599)

Keeping in mind, it is projected that you will end this year with a bit of a surplus – approximately \$20k based on projections during budget.

I'm leaning towards a transfer of \$150,000 from the Equity to Reserves.

Let me know what you think and if you have any questions.

Thanks!

Heather

Heather Graham, CMCA, PCAM

Executive Vice President/Principle

Community Association Management Professionals

Virginia Office: [4114 Legato Road, Suite 200, Fairfax, VA 22033](#)

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From: Takis Taousakis <takis_taousakis@yahoo.com>

Sent: Thursday, November 18, 2021 5:04 PM

To: Joan Lampe <joanflampe@gmail.com>

Cc: Heather Graham <hgraham@gocampmgmt.com>; Christina Deane <cdeane@gocampmgmt.com>; Toni Mancinelli <tmancinelli@gocampmgmt.com>; Jim Orlick <jorlick@gocampmgmt.com>

Subject: Re: Funds Transfer

Joan, you are correct that we talked about leaving between 15% and 20% in owners equity. I would like to see the final number closer to 15% (or at 15%) but we do need to decide promptly. The 15% number allows a good cushion on the downside and also allows us to keep the belt tight on all the expenditures so we end the year at or below budget.

Takis

On Nov 18, 2021 3:16 PM, Joan Lampe <joanflampe@gmail.com> wrote:

Hi Heather,

I am copying Jim on the email.

I recall we were planning to reduce the Member Equity to an amount between 15-20%, but maybe Takis and Jim know the exact amount. The Excess is intended to be transferred to the Reserve account to fund the Paving and other capital projects- Takis (or Jim), please correct me if I am wrong.

Thank you!

I need to refer to my notes.

Joan

On Thu, Nov 18, 2021 at 3:09 PM Heather Graham <hgraham@gocampmgmt.com> wrote:

Hi Joan and Takis,

We are preparing the Board package for distribution next week and I wanted to be clear on the funds transfer recommendation in that it was to reduce Member's Equity to 15% based on the 2021 audit and move this amount to the Repair and Replacement Reserve fund? Can you confirm?

Thank you!

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](#)

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--
Joan F Lampe



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

Topic: Posting the Town Hall Meeting to the Cameron Station Website

Motion:

"I move to APPROVE posting an edited version of the Zoom Town Hall Meeting that was held on November 17th, 2021, to the Cameron Station website."

2nd:

Summary:

A Town Hall Meeting was held on November 17, 2021. There were approximately 33 participants in attendance. Management recorded the meeting. We asked LMK Web Design and Consulting what the requirements would be for posting the recorded video to the Cameron Station website. Please see Lisa Keyser's comments below.

"While that's something you could do, it's actually better to use a video service like Vimeo or YouTube and embed that on the website. That way you don't need to worry about size or bandwidth concerns, since those sites are already optimized for streaming, and it doesn't use any of the resources of your hosting server. If the correct plugins are installed, all you need to do is drop in the link and the video should embed automatically. I believe both streaming platforms allow for unlisted videos, so they can't be found via search.

If you do want to upload the video itself, there's a media upload button in the file editor and the max size is 48.83 MB.

Let me know if you have questions!

*Thanks,
 Lisa"*

Management Recommendation:

Management is researching options on editing and cropping the recorded video to end after Todd Sinkins presentation. Management is not comfortable with uploading the entire recorded video on the internet. LMK Web Design and Consulting recommends the option of uploading the video to YouTube or Vimeo. The video exceeds the maximum size allowed for a media upload. The file size of the recording is 240 MB. There is a monthly fee associated with using Vimeo. Uploading on YouTube would be the best option but may require creating a Cameron Station channel.



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

Topic: Survey & Ballots Results Posted

Motion:

OPTION 1: "I move to APPROVE posting the **redacted** results of the annual board member election from Survey & Ballots Systems to the Cameron Station website."

OPTION 2: "I move to APPROVE posting the **unredacted** results of the annual board member election from Survey & Ballots Systems to the Cameron Station website."

2nd:

Summary:

Cameron Station held their annual meeting on November 8, 2021. Voting for the board members was hosted through Survey & Ballot Systems. Final results were provided that include the number of votes each nominee received. The redacted results are included in the meeting package in the management report section. S&B also provided owner feedback with comments. All names have also been redacted from the comments.

Management Recommendation:

Management recommends posting the redacted results to the Cameron Station website in the form of this board package. The board package is already available to owners.



Cameron Station Community Association, Inc.
Board Discussion
November 30, 2021

Topic: Declaration Amendment Update

Summary:

The associations' legal counsel Todd Sinkins hosted a Town Hall Meeting on November 17, 2021. After the presentation, owners had an opportunity to ask a question. There were guidelines that management reviewed at the beginning of the meeting to provide structure. Guidelines were suggested to limit one minute and one question per owner. If an owner had an additional question it was suggested to be held until all participants that had their hand raised were addressed. Management announced that owners were welcome to submit any comments and additional questions to managers@cameronstation.org. Management received several comments and questions. Please see below.

Questions:

1. Will all questions and board responses be posted to the website?
2. If attendance is low will there be other Town Halls, and will they be in-person?
3. Since the zoom meeting was recorded, is there anything in governing law, declarations, or other governing documents that would prohibit the board from posting the recording of the meeting?

Management Recommendations:

Management recommends that the Board consider having legal counsel host another informational session in hybrid format.



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

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

MATTERS FOR BOARD INFORMATION

Linear Park MOU: The only issue we are aware of to be addressed at this time is the lighting operation schedule. Common Area Committee (CAC) 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. Based on the feedback the city was able to provide management a final draft MOU for the CAC's review and consideration. The CAC reviewed it at their November meeting and requested that several revisions be made regarding the maintenance of the trees. Management sent the city the CAC's feedback and will await the City's revised MOU for CAC's further consideration.

New Entrance Sign: Duff Sign's has tentatively scheduled the install of the new sign on December 13th.

Donovan Fountain: Harmony Ponds notified Management that the Fountain has shipped and the date for install is tentatively set for the week of Nov 29th.

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. Lancaster has recommended perennial grass (sedge) from the list provided by City as a replacement for the liriope and the proposal will be included on the Common Area Committee's January 2022 agenda for consideration.

Social Media Participation Statistics:

- Instagram Followers: 61
- Twitter Followers: 368
- Facebook Followers: 1245
- Average View Per Post: 348

Annual Meeting Online Voting Feedback Results

For your information, attached are comments made by owners when voting online. This information will be retained and referenced for online voting as appropriate to further refine the process.

Parking Enforcement

As you are aware, the Board held a special meeting on November 4, 2021, to review and approve the parking policy revisions. The revisions are complete, and the parking policy has been posted to the Cameron Station and Resident Portal websites. Management is currently finalizing the parking maps by phase along with an enforcement checklist for B and B Security to reference during their enforcement. Once complete, Management will have the attorney review the cover contract and circulate for board president signature. Management will update the Board further once an estimated start date is finalized with B and B Security.

Management plans to advertise the new policy and the parking rules to the community via a separate weekly email blast and will continue to update the community with information regarding the enforcement start date.

Paving Update

We have received the bids from the engineer for the paving work. Management reached out to the Ad Hoc Paving Committee Chair to schedule a committee meeting to review of the bids and interview the vendors.

November 2021 - Completed Projects and Tasks - All Committees - last 60 days				
Item	Status	Entered On	Responsible	Due
Gym	Completed	10/26/2021	CCFC	10/26/2021
Ceiling Light	Completed	10/21/2021	CCFC	10/21/2021
Hallway Door	Completed	10/19/2021	CCFC	10/19/2021
Fitness Center	Completed	10/19/2021	CCFC	10/19/2021
Great Room	Completed	10/18/2021	CCFC	10/18/2021
Hallway Lights	Completed	10/18/2021	CCFC	10/15/2021
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
Towing Signs	Completed	10/14/2021	Common Area Committee	10/1/2021
Patio Furniture	Completed	10/1/2021	Common Area Committee	9/30/2021
Acoustic Panels	Completed	9/28/2021	CCFC	9/28/2021
Storm Drain	Completed	9/28/2021	Common Area Committee	9/28/2021
Bathroom Drain	Completed	9/28/2021	CCFC	9/27/2021
Flat Benches	Completed	8/31/2021	Common Area Committee	10/1/2021
Trash Shed	Completed	7/15/2021	Common Area Committee	9/30/2021
Gate	Completed	4/19/2021	Common Area Committee	10/14/2021

November 2021 - All Open Projects and Tasks - All Committees			
Relevant Committee	Item	Description	Entered On
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. 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> <p>11/4/21: BoD approved/completed parking policy revisions</p> <p>11/10/21: Management in the process of going over policy revisions and enforcement cover contract with the Association's Attorney</p>	9/21/2020
CCFC	Elevator Maintenance Contract	It was brought to Management's attention that the current contract with Schindler Elevator to maintain the Cameron Club elevator is set to expire soon. Management reached out to 3 elevator contractors to obtain maintenance bids - set on the CCFC Nov meeting agenda for their consideration	11/18/2021
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> <p>11/10/21: Management in the process of finalizing bids with Cleat Design and Build and Dynasty. Two bids were obtained from other companies, but a third will need to be secured before bringing to the committee for review.</p>	11/24/2020

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> <p>11/10/21: Management is in the process of obtaining more information from the third vendor as well as an additional vendor (to visit onsite 11/19/21) - proposals now anticipated to be provided at December meeting.</p>	8/19/2020
Common Area Committee	Linear Park MOU	11/15/21: Management has been in coordination with Jack Broward of the City in order to obtain the final details regarding the finalized MOU. Draft of the MOU with lighting details finalized brought to the CAC at their Nov meeting for review. CAC provided feedback and suggested revisions and tabled the decision until they can review another draft including their revisions.	11/18/2021
Common Area Committee	Border Fence Replacement Project	<p>It was identified that the border fence along the community facing Picket Shopping Center and the Home Depot shopping center is in need of full replacement. Management bid the project out to Hercules Fence, Long Fence and Armor Fence.</p> <p>9/13/21: CAC approved Long Fence for the work at their Sept meeting</p> <p>9/28/21: the Board approved Long Fence for the work at their Sept meeting, subject to legal and contractual review by management</p> <p>9/29/21: Management sent the cover contract to legal for review</p> <p>10/21/21: legal provided the finalized contract back to management</p> <p>10/28/21: Management sent cover contract to Long Fence for signature and to finalize the installation details</p> <p>11/18/21: Management continuing to work with Long Fence to finalize the plans for install</p>	11/18/2021
Common Area Committee	Light Pole Base Painting Project	Project starting on Barbour Dr	7/20/2021
Common Area Committee	Park Benches	<p>Replace decayed slats on benches at Gardner and Murtha; Waiting to see if the slat replacement at Pocosin Park Benches will work for the ones on Gardner and Murtha</p> <p>7/1- replacement slats did not fit at Garnder/Murtha locations. Mark took measurements and is looking into alternatives.</p> <p>7/8: Mark reached out to a vendor with the dimension specs, waiting to hear from the vendor if they can provide the materials</p> <p>7/15: Emailed contact at Hardwood Artisans inquiring about the status of the replacement slats. Waiting to hear back</p> <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>	6/3/2021
Common Area Committee	Entrance Sign	<p>CAC July Agenda</p> <p>Entrance Sign on Duke St.- needs to be replaced due to age, condition and inability to repair.</p> <p>-Mark obtained 3 proposals, to be put on the July CAC meeting agenda for their review.</p> <p>-CAC Approved "Duff Signs" proposal at their July meeting, up for the BOD's review at their July meeting</p> <p>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> <p>11/2: Mgmt following up with Duff to receive an update</p> <p>11/10/21: Duff still yet to provide final proof to management and then schedule the install. There's a bit of a backlog with their art dept - shortage of staffing</p> <p>11/18/21: Installation estimated for the week of December 13.</p>	4/22/2021

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>	3/2/2021
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> <p>11/2: Mgmt following up with Harmony Ponds to receive update</p> <p>11/10: supplier has significant delays; awaiting further updates from Harmony Ponds</p> <p>11/19: Harmony Ponds notified Management that the Fountain has shipped and the date for install is tentatively set for the week of Nov 29th.</p>	7/30/2020
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>	11/24/2020

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> <p>10/26: BoD moved to table this decision to the November meeting</p>	8/19/2020
Management	Sidewalk Brick Audit	Management is looking to have a contractor come onsite, complete an audit for sidewalk brick repairs. In the meantime, while management bids out the work, Mark and Brandon are to note specific potential safety hazards to management for Lancaster proposal and immediate repair.	11/18/2021
Management	Pool Cover Replacement and Various Pool Repairs	<p>Facilities approved the replacement of the existing pool cover at their Jan 14 meeting. American Pools did not order the new cover until the week of Oct 14, '21. Management requested update from American Pools as to when it will be delivered and installed. Management also inquired when repairs are to be completed: A tile at the south end of the pool needs to be replaced, A pool light at the northwest end of the pool needs to be replaced, there is some concrete work that needs to be done on the northeast side of the pool near the pool ladder</p> <p>11/17/21: Management reached out again to inquire on the cover install and repairs ETA</p> <p>11/22/21: American Pools confirmed that the pool cover is scheduled for delivery on the 29th and install of it along with the outstanding repairs will be scheduled shortly after - most likely the week of Dec 6th.</p>	11/18/2021
Management	Light Pole Replacement on Murtha	<p>7/29/21: tow truck driver backed into light pole in front of 242 Murtha and it fell down.</p> <p>8/10/21: Kolb provided proposal to replace the pole.</p> <p>10/25/21: Management sent approval to Kolb for replacement</p> <p>11/10/21: Kolb confirmed the pole parts were ordered and are expected to be delivered on Nov 29. Install will be scheduled once the parts are delivered. Kolb to provide updated ETA on install then.</p>	11/18/2021
Management	Declaration Amendments	<p>In order to support the ARC DMS, the Board in conjunction with Management has started the Declaration Amendment Process.</p> <p>9/16/21: the Board approved of the attorney's suggested Declaration Amendments</p> <p>10/26/21: per the Board's request, Management pursued bids for paper and electronic voting and put it to the Board for their consideration at their October meeting. the Board approved of the above voting process and also approved to have a town hall meeting with the attorney on 11/17 to educate the membership of the proposed amendments</p>	11/18/2021

Management	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> <p>11/2/21: Gardner bidding out to paving contractors; Pricing from contractors is due back on 11/9/21</p> <p>11/11/21: Gardner provided bids to Management. Management to organize a meeting with AdHoc Paving Committee for review of bids. date tbd.</p>	7/30/2020
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Cameron Station Community Association 2021 Election

Total Eligible: 1,776
 Total Ballots Cast: 310
 Percent of Eligible: 17.45 %

Board of Directors

Vote for 4

Joan Lampe

Chris Alex

Andrew Hill

Mindy Lyle

Elliott Waters

Total Valid Votes: 303
 Unexercised Votes: 7
 Total Votes: 310

Quorum Only

Vote for 1

By checking this box, you acknowledge this constitutes your signature 273 100.0 %

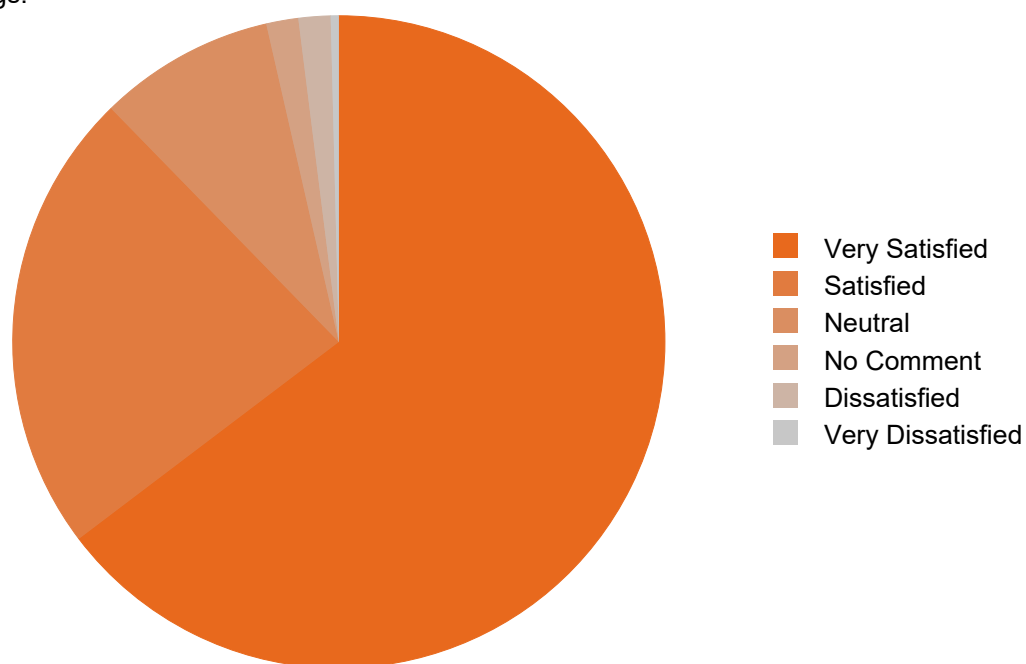
Total Valid Votes: 273
 Unexercised Votes: 37
 Total Votes: 310

SURVEY RATINGS

Cameron Station Community Association 2021 Election

Rating	Count	Percent
Very Satisfied	163	64.68 %
Satisfied	58	23.02 %
Neutral	22	8.73 %
Dissatisfied	4	1.59 %
Very Dissatisfied	1	0.40 %
No Comment	4	1.59 %
Total	252	

Ratings:



SURVEY COMMENTS



Cameron Station Community Association 2021 Election

Rating	Comment
Very Satisfied	Very easy
Very Satisfied	Thank you. In my view, you should always offer online voting.
Very Satisfied	Easy, fast, efficient ... thanks
Very Satisfied	So easy!!
Very Satisfied	Thank you.
Very Satisfied	This process was simple and quick. Thank you for offering it.
Very Satisfied	We should vote this way every year!
Very Satisfied	Very easy!
Very Satisfied	Thank you
Very Satisfied	Glad we (finally) have this system in place.
Very Satisfied	This was an easy way to vote and we should do this in the future.
Very Satisfied	Thanks for making it so easy!
Very Satisfied	A little confusing where it says, checking this box constitutes your signature. It looks like it applies to proxy ballot only, but it is not clear.
Very Satisfied	I was a bit confused by the language for the Quorum Only as it stated "this constitutes your signature". I thought it might need to be clicked in order to have my votes for the Board of Directors count. Thanks for your consideration!
Very Satisfied	Is there anything the association can do to get rid of clunkers? There is rusty old Ford parked along Cameron Stn. Blvd. A real eyesore. Also, please pay prompt attention to get shrubs and trees that protrude onto pathways cut back and level pathway bricks. An example is in front of [REDACTED]. Despite my several requests, there has been no action.
Very Satisfied	Thank you!
Very Satisfied	Quick, Concise, Easy, and Efficient...Full Marks!!
Very Satisfied	Please continue electronic voting
Very Satisfied	Quick and efficient

SURVEY COMMENTS



Cameron Station Community Association 2021 Election

Rating	Comment
Very Satisfied	I have multiple properties in Cameron Station, so helpful would be to identify the address this ballot is for. Thanks
Very Satisfied	Fast and easy.
Very Satisfied	Superb way of voting. However, not a good idea for general/public election.
Satisfied	Had trouble reaching the site. Needed to contact customer support.
Satisfied	Long overdue for the HOA to allow on-line voting.
Satisfied	doesn't work on ipad.
Satisfied	This worked pretty well. I'm having trouble registering for the meeting, though.
Satisfied	Suggest an option for a write-in homeowner of choice subject to verification of CSCA election officials. Provide names as well as entity providing election officials for transparency and accountability.
Satisfied	link should be sent via email.
Satisfied	After reading candidate biographies was not able to return to ballot page. Had to exit site and then reenter site to return to ballot page. Other than that an easy process.
Satisfied	I did not receive any voting e-mails after registering for the meeting, I had to manually type this very long and complex URL. It should be easier than that.
Neutral	Where is the check and balance for this cs a paper vote - how do you know people aren't submitting multiple votes
Neutral	I think there should be term limits for the Board Members.
Neutral	We were not able to login using the address in the paper ballot. I don't like using links through the email but had to in this case.
Neutral	Took me several tries to login. Direct vote.net has a poor user interface.

SURVEY COMMENTS

Cameron Station Community Association 2021 Election

Rating	Comment
Neutral	<p>This system allowed me to vote without providing a username and password - seems odd. Maybe my username and password have been saved? - or communicated by "cookies"? [I did click the link in the email sent to me...]</p> <p>This voting process would be more re-assuring if I had some positive feedback during the process that my identity (and residence in Cameron Station) had been verified.</p>
Neutral	The mechanics of the process are easy, but "Quorum Only, select one" is confusing.
Neutral	The links for the meetings and voting would have been easier to enter into the search engine if they had been received by email instead of by a paper letter.
Dissatisfied	<p>. IT TOOK ME 30 MINUTES TO VOTE ONLINE.</p> <p>. THE LOG-ON STEPS FOR VOTING FOR THE BOARD CANDIDATES SHOULD HAVE BEEN ON THE CAM. STATION WEB SITE - TOO COMPLICATED !!!</p> <p>. THE LETTERS AND THE EMAILS WERE MISLEADING - BURIED THE "noreply@directvote.net";.</p> <p>. THE LINKS on the WEEKLY EMAIL BLASTS of Oct. 29 and Nov. 5 FAILED TO WORK.</p>
Dissatisfied	<p>. IT TOOK ME 30 MINUTES TO VOTE ONLINE.</p> <p>. THE LOG-ON STEPS FOR VOTING FOR THE BOARD CANDIDATES SHOULD HAVE BEEN ON THE CAM. STATION WEB SITE - TOO COMPLICATED !!!</p> <p>. THE LETTERS AND THE EMAILS WERE MISLEADING - BURIED THE "noreply@directvote.net";.</p> <p>. THE LINKS on the WEEKLY EMAIL BLASTS of Oct. 29 and Nov. 5 FAILED TO WORK.</p>
Dissatisfied	<p>. IT TOOK ME 30 MINUTES TO VOTE ONLINE.</p> <p>. THE LOG-ON STEPS FOR VOTING FOR THE BOARD CANDIDATES SHOULD HAVE BEEN ON THE CAM. STATION WEB SITE - TOO COMPLICATED !!!</p> <p>. THE LETTERS AND THE EMAILS WERE MISLEADING - BURIED THE "noreply@directvote.net";.</p> <p>. THE LINKS on the WEEKLY EMAIL BLASTS of Oct. 29 and Nov. 5 FAILED TO WORK.</p>
Dissatisfied	the website would not load the first two days i tried it, and even now i got a couple of error messages before successfully submitting my vote.

SURVEY COMMENTS



Cameron Station Community Association 2021 Election

Rating	Comment
Very Dissatisfied	Clumsy log in; multiple failures despite careful and correct log in address. Christie at My Vote support helped me do this but it too much of my time. She was great.

VOTERS BY DAY



Cameron Station Community Association 2021 Election

Open From: 10/20/2021 12:01:00 AM Eastern Time (UTC -5) to 11/8/2021 12:00:00 PM Eastern Time (UTC -5)

Date	Eligible Voters	Voters	Percent of Eligible	Percent of Voters
10/20/2021	1,776	41	2.31 %	13.23 %
10/21/2021	1,776	22	1.24 %	7.10 %
10/22/2021	1,776	4	0.23 %	1.29 %
10/23/2021	1,776	7	0.39 %	2.26 %
10/24/2021	1,776	8	0.45 %	2.58 %
10/25/2021	1,776	10	0.56 %	3.23 %
10/26/2021	1,776	11	0.62 %	3.55 %
10/27/2021	1,776	17	0.96 %	5.48 %
10/28/2021	1,776	9	0.51 %	2.90 %
10/29/2021	1,776	10	0.56 %	3.23 %
10/30/2021	1,776	7	0.39 %	2.26 %
10/31/2021	1,776	11	0.62 %	3.55 %
11/01/2021	1,776	12	0.68 %	3.87 %
11/02/2021	1,776	14	0.79 %	4.52 %
11/03/2021	1,776	34	1.91 %	10.97 %
11/04/2021	1,776	36	2.03 %	11.61 %
11/05/2021	1,776	7	0.39 %	2.26 %
11/06/2021	1,776	4	0.23 %	1.29 %
11/07/2021	1,776	16	0.90 %	5.16 %
11/08/2021	1,776	30	1.69 %	9.68 %
Totals	1,776	310	17.45 %	

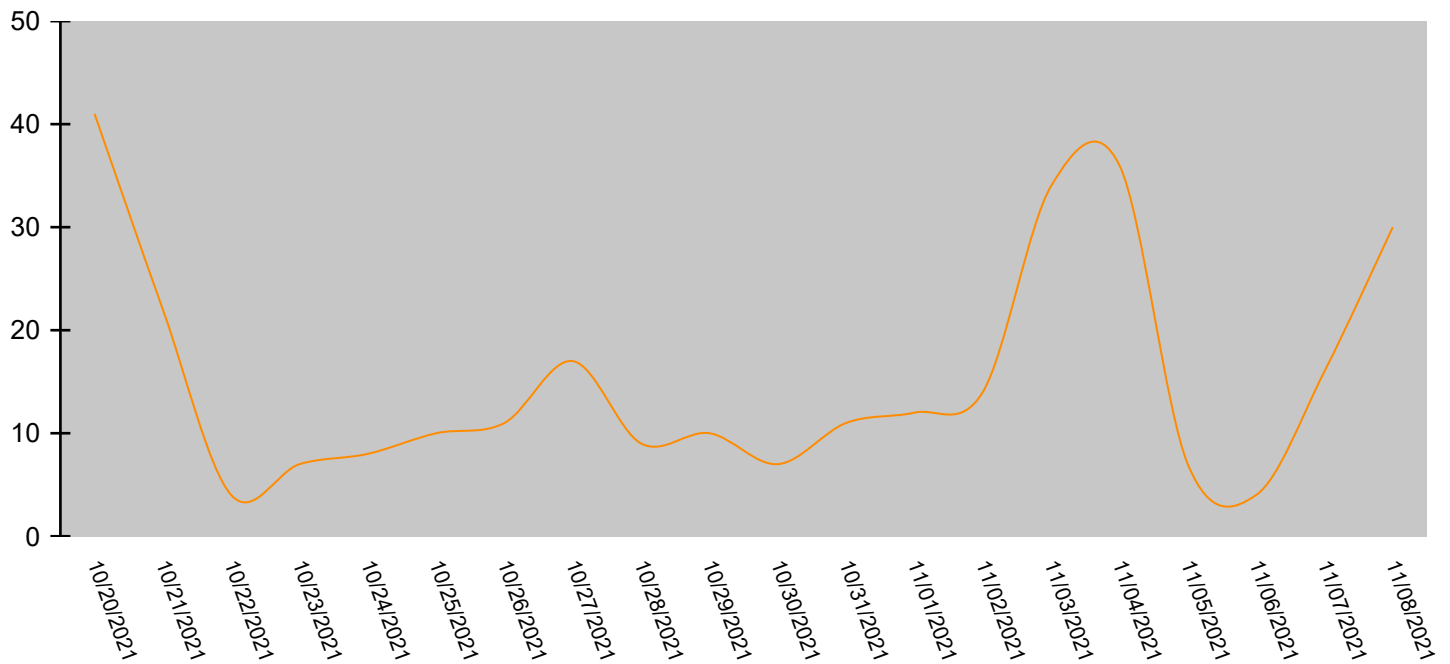
VOTERS BY DAY



Cameron Station Community Association 2021 Election

Open From: 10/20/2021 12:01:00 AM Eastern Time (UTC -5) to 11/8/2021 12:00:00 PM Eastern Time (UTC -5)

Voters by Day





Cameron Club Monthly Report

October 2021

Attendance and Usage

October – 3,352

- Average usage per day- 111

September- 4,660

- Average use per day- 155

Facility & Operations

Group Exercise Class Program

- The most attended class for this month was Total Body Weights. We saw an increase in attendance of 6 class out of 10. The Tuesday morning yoga class as we had hoped has had an upward trend in attendance. Following yoga, we also have seen an increase in the numbers for the programming for Zumba/Zumba Tone.

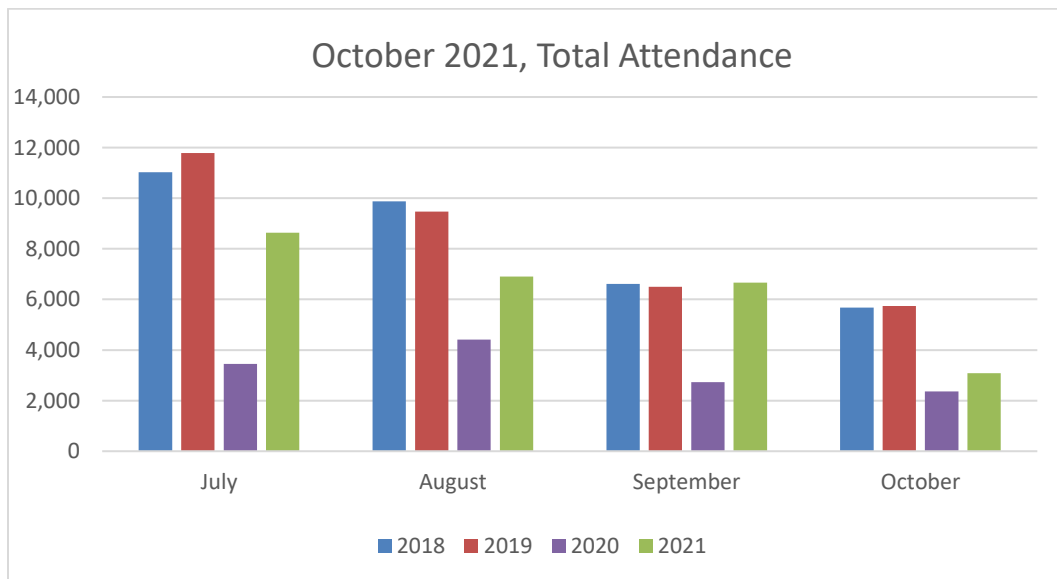
Exercise and Facilities Equipment

- We are happy to report that all the gym equipment is operational at this time. We were able to secure additional increments of lower weights for the classes in addition to new stability balls.

Operations

- A new WIFI system will be installed, which should give residents a more robust internet experience, and increase productivity.

Graphs



Class Attendance September 2021/October 2021

