

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

January 25, 2022 – 7:00 P.M.

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

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

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

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

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

- | | | |
|--------------|---|------------------|
| I. | CALL TO ORDER | 7:00 P.M. |
| II. | APPROVAL OF AGENDA | |
| III. | APPROVAL OF MINUTES – November 30, 2021 & January 6, 2022 | |
| IV. | LT. LION – CITY OF ALEXANDRIA | |
| V. | ARTHUR IMPASTATO – CAMERON STATION CIVIC ASSOCIATION | |
| VI. | HEARING – Acct #9414 | |
| 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. Parking Policy | |
| | 2. Committee Chair Appointments | |
| | 3. Locker Room Reno | |
| | 4. Linear Park MOU | |
| | 5. Lancaster Erosion Proposal – Murtha Common Area | |
| | 6. Minute Taker | |
| | 7. Fence Updated Proposal | |
| | 8. Declaration Amendments & Town Hall Summary | |
| XI. | MATTERS FOR BOARD DISCUSSION | |
| | 1. Board Email Communications | |
| | 2. Parking Policy Enforcement | |
| 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 | |
| | <i>For the purposes of consulting with legal counsel on pending legal matters, collections, and violations.</i> | |
| | 1. ARC Appeal – Acct #9414 | |
| XVI: | ADJOURN | 9:30 P.M. |

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

Prepared by: Christina Deane CMCA, (On Site Community Manager – CAMP, LLC) & Toni Mancinelli (Asst. Community Manager)

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 30, 2021

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

BOARD MEMBERS PRESENT:

Andrew Hill, President
Megan Christensen, Vice President
Mindy Lyle, Secretary
Joan Lampe, Treasurer
Greg Hillson, Director
Brendan Hanlon, Director
Chris Alex, Director

OTHERS PRESENT:

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

CALL TO ORDER:

Mr. Hill called the meeting to order at 7:01 pm.

APPROVAL OF AGENDA:

Motion: Mr. Hill moved, and Ms. Lampe seconded to approve the agenda, as amended below.

Amendments: The items of 'Common Area Holiday Lights' and 'December Board Meeting' were added to New Business.

The motion passed unanimously 7/0.

APPOINTMENT OF OFFICERS:

Motion: Ms. Christensen moved, and Mr. Hill seconded to approve the following board positions:

Andrew Hill as President, Megan Christensen as Vice President, Joan Lampe as Treasurer, and Mindy Lyle as Secretary.

The motion passed unanimously, 7/0.

Motion: Ms. Christensen moved, and Mr. Alex seconded to approve the following liaison positions:

Mr. Hillson as liaison for the Architectural Review Committee, Mr. Alex as liaison for the Activities and Events Committee, Ms. Lampe as liaison to the Financial Advisory Committee, Ms. Christensen as liaison to the Communications Committee, Mr. Hanlon as liaison to the Cameron Club Facilities Committee, and Ms. Lyle as liaison to the Common Area Committee.

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The motion passed unanimously, 7/0.

APPROVAL OF MINUTES:

Motion: Mr. Hanlon moved, and Ms. Christensen seconded to approve the October 25, 2021, Special Meeting minutes.

The motion passed unanimously, 7/0.

Motion: Mr. Hanlon moved, and Ms. Christensen seconded to approve the October 26, 2021 Board Meeting minutes.

The motion passed unanimously, 7/0.

Motion: Mr. Hanlon moved, and Ms. Christensen seconded to approve the November 4, 2021 Special Meeting minutes.

The motion passed unanimously, 7/0.

LT. LION – CITY OF ALEXANDRIA

Lt. Lion reported 41 total calls for service, with three car break ins and car part thefts. Lt. Lion stressed car security and reminders to lock cars and remove all valuables.

APPEAL OF ARC DECISION HEARING – Account #9272

Resident, Chris McNamee, presented his appeal of the ARC's decision to deny his request to remove the large tree from the front of his property. In addition to the recommendation of removal by his arborist, the resident also provided an approved replacement tree in their application. The resident reviewed the DMS and cited reasons that the denial was in error and should have been approved.

HOMEOWNER'S FORUM

Resident, Brittany Madni, expressed her support of the common area holiday lights at Minda Ct.

A resident presented paper designs and explained the process he followed in putting up the original Minda Ct lights and explained the support of neighbors in keeping this practice going.

Resident, Dan Smith, also expressed his support of the Minda Ct. lights.

Resident, Galen Blomberg, voiced his support of the Minda Ct. lights and expressed the recognition of all common area lights noted by residents outside of Cameron Station.

Resident, Marty Menez, recommended not posting the recording of the Town Hall meeting, but suggested a written transcript be posted instead.

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Resident, Shelby Stratton, stated his support of the Minda Ct. holiday lights. He also questioned the decision process of the earlier resident's appeal of the ARC and of the Board.

Resident, Doug Applegate, explained his experience as a builder and as an electrician in defense of the holiday lights and chicken wire decorations at Minda Ct.

Treasurer's Report

Ms. Lampe delivered the following report to the Board:

- 3.8M in cash as of the end of October
- The Reserve account currently has \$850K
- Receivables are \$55K, with a 2% delinquency rate
- Operating income is ahead of budget, at \$142K for the month of October

COMMITTEE REPORTS:

1. Financial Advisory Committee

Takis Taousakis delivered the report and stated that the end-of-year surplus is expected to be close to 70K.

2. Architectural Review Committee

Stephen Pearson delivered the report and indicated that there were 19 applications submitted last month. Mr. Pearson also commented on the recently approved parking policy and noted that previous versions were still available on the website.

3. Cameron Club Facilities Committee

Ray Celeste delivered the report and provided information from the ProFIT monthly report that can be located on pg. 89 of the Board Package. Mr. Celeste also mentioned that the committee recommended the Potomac Elevator Company for the elevator maintenance contract.

4. Communications Committee

Tricia Hemel delivered the report and stated the final 2021 issue of The Compass is out. Ms. Hemel also informed the Board that the committee welcomed 17 new residents this month, and 190 residents year-to-date. She also mentioned that some of the committee is working with the Facilities Committee to put in new framed photos in the Cameron Club and working with the Activities and Events Committee for a 'Pet of the Month' social media contest to increase engagement.

5. Common Area Committee

Kathy McCollom delivered the report and commented on the ongoing projects, such as the scheduled leaf removals, as well as the Donovan Fountain Replacement and Duke Street Sign Replacement - which were delayed due to shipping delays. Ms. McCollom

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mentioned there are two vacancies on the committee. She also mentioned that projects such as drainage and erosion were tabled for next year.

6. Activities and Social Events Committee

Andy Yang delivered the report on the most recent events and the plans for the upcoming holiday party.

MATTERS FOR BOARD DECISION

1. CAC New Member – Patrick Kairouz

Motion: Mr. Alex moved, and Ms. Lyle seconded to approve the new member, Patrick Kairouz, to the Common Area Committee.

The motion passed unanimously, 7/0.

2. Elevator Maintenance Contract

Motion: Mr. Hanlon moved, and Mr. Alex seconded to approve the proposal from Potomac Elevator Company in the monthly amount of \$185 to be expensed from GL account Elevator Services.

The motion passed unanimously, 7/0.

3. Member's Equity Transfer

Motion: Ms. Lampe moved, and Ms. Christensen seconded to approve the transfer of \$150,000 from Member's Equity to the Repair and Replacement Reserves.

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

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

Against: Mr. Hillson

4. Posting of Town Hall Zoom Recording

Motion: Ms. Lampe moved, and Ms. Lyle seconded to not post a video recording of the Zoom Town Hall and to instead post written highlights or a summary.

Discussion: Mr. Hanlon suggested to post a 'write-up' of the questions asked and answers from the meeting to the website, provided by CAMP, in lieu of the video that was previously announced to be posted. Ms. Christensen also suggested to not post and post a "minutes version". Ms. Graham clarified that this write-up would be a summary and not minutes. She suggested posting the presentation given by Todd, and the Board suggested adding a 'Q&A Section'. Once decided on, the Board would review and vote via email and post as soon as approved by the Board, to later be ratified at the January meeting.

The motion passed unanimously, 7/0.

5. Posting Unredacted Election Results

Motion: Ms. Christensen moved and Mr. Hanlon seconded to post the unredacted results of the annual board member election from Survey & Ballots Systems to the Cameron Station website.

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

In Favor: Ms. Christensen and Mr. Hanlon.

Against: Mr. Hill, Ms. Lampe, Ms. Lyle, Mr. Hillson, and Mr. Alex

Note: The redacted Election Results were included in the November Board Package (Pgs. 81 – 88) and are available on the Cameron Station website.

MATTERS FOR BOARD DISCUSSION

1. Declaration Amendment Update

Ms. Deane summarized the reason and procedures of the Town Hall meeting, held on November 17, 2021. After which, it was suggested that having a second informational session may be beneficial. The Board discussed whether they should proceed with collecting votes on the Declaration Amendment or to pause the voting. Ms. Graham suggested another meeting or another form of follow-up to educate the membership before sending out for votes.

It was decided that the process be delayed for 60 days to recirculate the red-line version to the Board first then recirculate and request feedback from owners. This feedback would be included in the January Board meeting package.

MATTERS FOR BOARD INFORMATION:

Management Report

1. **Linear Park MOU:** Management sent the city the CAC's feedback and have not heard back from the City yet.
2. **New Entrance Sign:** Tentatively set to be installed on December 13, 2021.
3. **Donovan Fountain:** Demolition has started, as of today. Installation will continue later this week or next week.
4. **Parking Enforcement:** Parking Policy guidelines were sent out to residents today to give enough notice before it starts being enforced in January.

NEW BUSINESS:

1. Common Area Holiday Lights

Motion: Ms. Lyle moved, and Mr. Alex seconded to approve seasonal decorations in all of the Common Areas, including the pocket parks for all holidays.

Amended Motion: Ms. Lyle moved, and Mr. Alex seconded to approve Common Area decorations for this year.

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

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2. December Board Meeting

Motion: Mr. Alex moved, and Mr. Hanlon seconded to cancel the December Board Meeting and to continue meeting as scheduled on January 25, 2022.

The motion passed unanimously, 7/0.

EXECUTIVE SESSION:

Motion: Ms. Christensen moved, and Ms. Lyle seconded to enter an executive session for the purpose of discussing the ARC Decision Hearing for Account #9272.

The motion passed unanimously 7/0, and the meeting was convened into executive session at 9:28 pm.

Motion: Ms. Lyle moved, and Ms. Christensen seconded to exit the executive session.

The motion passed unanimously 7/0, and the meeting was reconvened back into open session at 9:56 pm.

OPEN SESSION:

Motion: Ms. Lampe moved, and Mr. Hillson seconded to deny the appeal for Account #9272.

The motion passed, 6/1.

In Favor: Ms. Christensen, Ms. Lampe, Ms. Lyle, Mr. Hillson, Mr. Hanlon, and Mr. Alex

Against: Mr. Hill

Note: The Board recommended that Lancaster do a review of the condition of the tree and CAMP arrange that ASAP.

ADJOURNMENT:

Motion: Mr. Hillson moved, and Ms. Christensen seconded to adjourn the meeting.

The motion passed unanimously 7/0, and the meeting was adjourned at 9:56 pm.

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

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
SPECIAL BOARD OF DIRECTORS MEETING
JANUARY 6, 2022

NOTICE: This meeting was held by virtual video conference.

BOARD MEMBERS PRESENT:

Andrew Hill, President
Megan Christensen, Vice President
Joan Lampe, Treasurer
Greg Hillson, Director
Brendan Hanlon, Director
Chris Alex, Director

BOARD MEMBERS ABSENT:

Mindy Lyle, Secretary

OTHERS PRESENT:

Christina Deane, CMCA®, PCAM®, On-Site Community Manager
Juana Michel, Recording Secretary
David Gertz, Gardner Engineering
Jeremy Drislane, Ad Hoc Paving Committee Chair
Richard Shea, Ad Hoc Paving Committee Member
William Blumberg, Ad Hoc Paving Committee Member
Joe Stern, Ad Hoc Committee Paving Member
Marty Menz

CALL TO ORDER:

Mr. Hill called the meeting to order at 6:01 pm.

APPROVAL OF AGENDA:

Motion: Mr. Alex moved and Mr. Hanlon seconded to approve the amended meeting agenda as presented.

The motion passed unanimously, 6/0.

MATTERS FOR BOARD DECISION:

1. Common Area Committee New Members

Motion: Mr. Alex moved and Ms. Lampe seconded to approve new members, Martha Romans and Sarah Markel, to the Common Area Committee.

The motion passed unanimously 6/0.

EXECUTIVE SESSION:

Motion: Ms. Lampe moved and Mr. Alex seconded to enter an executive session for the purposes of discussing the contract proposals.

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The motion passed unanimously 6/0, and the meeting was convened into executive session at 6:06 pm.

Motion: Mr. Hanlon moved and Mr. Alex seconded to exit the executive session meeting.

The motion passed unanimously 6/0, and the meeting was reconvened back into open session at 6:36 pm.

OPEN SESSION:

Motion: Mr. Hanlon moved and Ms. Lampe seconded the proposal from Fairfax Paving & Concrete Inc. in the amount of \$471,616 to be expensed from Repair & Replacement Reserves.

The motion passed unanimously 6/0.

ADJOURNMENT:

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

The motion passed unanimously 6/0, and the meeting was adjourned at 6:37 pm.

Respectfully Submitted,

Juana Michel, Recording Secretary
jmichel@gocampmgmt.com

1/25/22 Cameron Station Community Assoc. Board Meeting – Upcoming Events of Interest

*Update by Sash Impastato
President
Cameron Station Civic Association*

- 1. ParcView II**
- 2. Landmark Overlook**
- 3. Vulcan redevelopment**
- 4. Illegal truck parking on South Pickett St.**
- 5. 2/2/22 Civic Association membership meeting**

ParcView II

On February 1, ParcView II will seek approval from Planning Commission. The current ParcView Apartments is a 14-story 149 multifamily building located at 5380 Holmes Run Parkway, Alexandria, VA 22304. The redevelopment proposal by the developer, Wesley Housing, is to cram two more buildings on a mere 3-acre lot and increase the number of units to 373. The project will also come before City Council at its public hearing on February 12, 2022.

The Civic Association is opposed to this project and asks that residents sign a petition and send an email to Planning Commission this week.

SIGN THE PETITION:

A petition that you can sign against this project can be found at:
<https://www.holmesruncivic.org/petition>.

SAMPLE EMAIL FOR PLANNING COMMISSION:

Dear Chairman, Macek and Planning Commissioners,

I write to express my opposition to the proposed ParcView II redevelopment project at 5380 Holmes Run Parkway that is docket item 8 for your public hearing on February 1, 2022.

This project involves serious safety concerns for the structural stability of the ParcView building as well for the many other almost 50-year-old buildings housing thousands of nearby residents

in this already highly congested area. Given that there will be no loss of affordable housing at ParcView, use of the RMF zoning is improper.

In addition, there are no plans to relocate the ParcView residents while construction is going on, there are no plans for where ParcView residents are supposed to park when their parking lot is taken away to cram two more buildings on their small 3-acre lot, the traffic study shows that two key intersections are already congested, and there is grossly inadequate parking for parents of a proposed day care center (4 spots for parents of 100 kids).

I request that this email be made part of the docket materials on ParcView II for the February 1 Planning Commission public hearing.

Sincerely,

PLANNING COMMISSION & CITY STAFF EMAILS:

PlanComm@alexandriava.gov

Gloria.Sitton@alexandriava.gov

REASONS THE PARCVIEW II PROJECT MUST BE STOPPED

1. **Serious safety issues** – Sinkholes exist nearby, and marine clay and a stream is onsite where construction and an underground parking garage is proposed. Plans on how this project is to be safely accomplished with sinkholes, marine clay and an underground stream should be publicly disclosed and subject to review **before** the Development Special Use Permit (“DSUP”) is voted on by the City.
2. **Excessive density** – A jump from 149 units to 373 representing 150% increase in density.
3. **Inappropriate use the residential multifamily zone (RMF)** – No affordable housing onsite is at risk, so RMF zoning is inapplicable.
4. **ParcView and nearby residents will be at risk during construction** - The owner of ParcView expects the current residents of ParcView, many of whom are seniors and/or disabled, to remain in a 50-year-old, 14-story building, while a deep mote is dug around three sides of their high-rise home so that a two-story underground garage and two large, nine-story buildings can be built a few inches from their home. For these residents, virtually every day for almost two years will consist of constant, high vibration, noisy pile driving. The same holds true for thousands of residents in neighboring condos, including seniors in affordable housing at Claridge House.
5. **Lack of adequate parking** – Only 310 parking spaces for 373 units whereas there are currently 167 parking spaces for 149 units. During construction, all

parking at ParcView will be taken away. At a minimum, plans on how and specifically where parking is to be provided to current ParcView residents for the entire time construction is to occur should be publicly disclosed and subject to review **before** the project is voted on by the City.

6. **Traffic study is seriously flawed** - The traffic study proves little other than by manipulating old data, using old mode of transportation percentages and underreporting nearby projects to be built, that two of seven intersections will be congested, including the key intersection of Holmes Run Parkway and Van Dorn Street.
7. **Day care center will exacerbate traffic congestion** – There will only be 4 to 6 parking spaces for the parents of 100 kids to park while dropping off and picking up their kids.
8. **Questionable open space calculations** – ParcView is including land owned by Pavilion on the Park in its open space calculations for the main property. By doing this, ParcView doesn't have to put as much open space on the ParcView II site.
9. **Material omissions to the Landlord-Tenant Relations Board and other questionable practices** – Non-disclosure of the fact a \$400,000 “loan” from the City was actually a payment and not a loan, that there are serious safety issues for construction, that parking will be taken away from existing ParcView residents during construction, and that the cost to the City for this project is \$43 million.
10. **No public participation at either the Landlord-Tenant Relations Board or Alexandria Housing Affordability Advisory Committee**
11. **Need to consider additional environmental sustainability** – The developer should consider what was done by the developers at Landmark Mall on sustainability that would benefit anyone living in affordable housing like having all electric buildings and preparing an energy and resilience plan.
12. **High cost to Alexandria** – Roughly \$43 million.

ADDITIONAL INFORMATION AND LINKS TO SIGN UP TO SPEAK AT THE ON PLANNING COMMISSION PUBLIC HEARINGS:

For more information on the Planning Commission public hearing on February 1, 2022, at 7:00 PM, go to: <http://apps.alexandriava.gov/Calendar/Detail.aspx?si=33571>. To virtually attend the meeting, you need to register at:

https://zoom.us/webinar/register/WN_u4M0BYqdQLqSoZAFUHwNRA.

To sign up to speak at the Planning Commission hearing, go to: <
<http://survey.alexandriava.gov/s3/Planning-Commission-Speakers-Form>>.

For more information on the project, go to:

<https://www.holmesruncivic.org/parcview-ii>.

Landmark Overlook

This is a large 8-acre project that envisions for Phase 1 two multi-family apartment buildings with 362 units and 88 “stacked condominiums.” It is located south of Duke Street between S. Whiting Street and S. Walker Street. Phase 2 of the development is not ready to be presented. Initially Phase 2 was envisioned to be two hotels with 360 rooms. However, at the recent meeting, it was disclosed that the plans for Phase 2 will likely depend on the needs of the Landmark Mall redevelopment. They are scheduled to go before City Council on February 22 and got Planning Commission approval for the project on December 7, 2021.

Vulcan Redevelopment

This site is across the street from the Virginia Paving asphalt plant (701 South Van Dorn Street). The current redevelopment plan by the owners of the site, Lennar, is for 37 town houses, 80 back-to-back multifamily units, a 256-room hotel and 204 condos. The project also envisions significant open space primarily along Backlick Run (30% total open space). The site sits much lower than the surrounding road infrastructure, so redevelopment will necessarily include significant entry and exit modifications, particularly for emergency vehicles. The current plan is to submit a Development Special Use Plan in February/March 2022 and present the plan before the Advisory Group for the Implementation of the Eisenhower West/Landmark Van Dorn Small Area Plans in Spring of 2022. The Civic Association is monitoring developments on this site with particular reference to impact on traffic along Van Dorn Street.

Illegal Truck Parking on South Pickett Street

The Civic Association has been communicating with the Chief of the Alexandria Police Department, the Mayor and other senior City officials about enforcing the constant illegal parking going on by tractor trailers along South Pickett Street. The current situation poses a safety threat. While the City has apparently ticketed trucks, they ignore the fines since they see them as a cost of business. We have asked the City to greatly increase fines and start towing repeat offenders to get this situation in control. As a result of the efforts of the Civic Association and a handful of others in our community, the Mayor has said City Council intends to vote on an ordinance to allow for increased fines and towing in February 2022 – likely at either the legislative meeting on February 8 or 22.

2/2/22 Civic Association Meeting

The next Cameron Station Civic Association Zoom membership meeting is at 7:00 PM on February 2. All Cameron Station residents are welcome!

We are extremely pleased to announce that our guest speakers will be the first person elected to City Council from Cameron Station, Alyia Gaskins, plus Natalie Talis who is the City spokesperson on COVID-19.

Join Zoom Meeting:

<https://us02web.zoom.us/j/2274895120?pwd=VlVSSEZFdGlZSFVWTmJmZUZlN3ZlRZz09>

Meeting ID: 227 489 5120

Passcode: 2Ni2mL

Phone: +1 301-715-8592 (Washington DC)

Cameron Station Community Association
Financial Advisory Committee Meeting
November 29, 2021
ZOOM meeting ID 92962353196 Passcode 007612

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 7:21 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Jeff Gathers, Jodi Wittlin and Fred Blum. Chelsea Lasik has left the FAC.
- c. Others Present: Joan Lampe, Board Treasurer and Board Liaison. There was no CAMP representative present.
- d. The meeting was conducted via ZOOM call due to the Covid meeting restrictions and the Cameron Club being closed.

II. Approval of Agenda

The agenda was approved unanimously.

III. Approval of Previous Month's Minutes

The October 25, 2021, minutes were approved unanimously.

IV. Resident Open Forum

There were no residents present.

V. Review of Financial Results

- a. October 31, 2021, Financial Statements & Variance Reports

The discussion was led by the FAC Chair. We still have a good positive YTD variance of \$141,963.77, versus a budgeted deficit. This will decline slightly with some year-end bills, but we expect to end the fiscal year with a positive variance and a small surplus.

Other key items discussed were:

Accounts receivable had their usual seasonal increase that occurs in the first month of a quarter. However, the October increase was smaller than January, April or July and there was a small decrease in the 91+ days category from September. Our overall receivables continue to be favorable compared to the industry.

Transfer of excess owner's equity. The auditors recommend a healthy HOA financial position of 10-20% of annual assessments be held in the owner's equity account.

Our current equity amount is \$622,262, approximately 23.7% of gross annual assessments (single family & townhouse + commercial + condominium, before any reduction for reserve contributions). Based on the above financial situation, CAMP recommends transferring \$150,000 from members equity to Repair & Replacement Reserve. This will leave an equity position over 17% of assessments, still leaving us in a good position. Given the size of community facilities and required responsibilities, such as snow removal, and considering the upcoming paving project with its increased material costs, particularly liquid asphalt, this is a reasonable approach to meeting our financial obligation.

Income variances shows no change from the prior months pattern, some of the variance, such as room rental and related cleaning fees/costs are COVID related.

Transportation Management Program (TMP) continues under budget. The credit from 2020 will be applied in 2022, thus reducing the 2022 assessments.

Insurance is under budget. Bill Blumberg asked if Directors & Officers (D&O) coverage applies to the committees, which do not have decision making authority. We will ask CAMP to investigate this issue.

Parking enforcement will begin in 2022 after various details are resolved and the community is informed that enforcement will begin again.

Trash & Recycling. Joan Lampe raised this issue, which was also briefly discussed in October. How do we compare with other CAMP managed communities? What are the unit costs? What is reasonable? What data is available? What is the Alexandria city experience? Fred Blum noted any data will help us to better understand this cost.

b. Fund Investment- Morgan Stanley & Congressional Bank

The next decision point in the Morgan Stanley account is 12/29/2021 when a \$100,000 CD with Capital One matures. The Chair likes the idea of splitting the proceeds into two parts and extending the maturity. Fred Blum will check best rates at that point in time.

Congressional Bank, we are currently getting .35% on this account, which is more liquid. We will ask if they can do better.

The current interest rate environment is very unpredictable, in part based on inflation rates, COVID and the Federal Reserve response.

c. Review of CIRA

There was a brief discussion of the number of people who are delinquent.

VI. Old Business

a. Reserve Project Discussion – Project & Tasks Completed and in Progress

The FAC discussed several key project list key items, both operating and reserve funded, discussed were:

Liner Park, still working with the city on a Memorandum of Understanding (MOU) to cover only mowing and mulch and no tree trimming.

Donovan pocket park fountain repair, this project has been approved and is waiting for the fountain to be delivered.

Sidewalk brick audit, Bill Blumberg asked about who does this kind of audit. Also, management will work with Lancaster on needed repairs.

Paving- Requests for Proposal were sent out and responses will be received in early December and will be reviewed by the ad-hoc paving committee, the consulting engineer and management.

VII. New Business

a. Discussion of dates for 2022 for FAC meetings, we will continue to meet on the Monday before the BOD meetings. Our next meeting will be January 24, 2022.

VIII. Meeting Adjournment

Meeting was adjourned at 8:22 pm.

DRAFT

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

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday 7 December 2021. The meeting was called to order at 7:14 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. There were technical issues with the Zoom call resulting in the meeting starting late. CAMP representatives have promised to rectify the issues to prevent this from happening again in the future.

ARC MEMBERS IN ATTENDANCE VIA ZOOM

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

MEMBERS ABSENT

Tom Linton – ARC Member

CHANGE OF ATTENDANCE

None

OTHERS IN ATTENDANCE VIA ZOOM

Cameron Station Residents
Greg Hillson, Board Liaison
Brandon Throckmorton, On-Site Covenants Administrator

APPROVE AGENDA

MOVE TO: “Approve the agenda as presented with the addition of 233 Somerville Street.”

Moved By: Sharon Wilkinson

Seconded By: Craig Schuck

For: All

Against: None

Absent: Tom Linton

MOTION PASSED

HOMEOWNERS OPEN FORUM

DRAFT

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
162 Comay Ter	Tree Replacement	Approved with the stipulation that the new tree should be at least 6 feet tall measured from existing grade to top of canopy at time of planting. Moved By: Craig Schuck Seconded By: Mara Francis For: All Against: None Absent: Tom Linton MOTION PASSED
220 Cameron Station Blvd	Roof Replacement	Approved with the stipulation that the color of the new shingles matches the existing roof. Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Tom Linton MOTION PASSED
270 Murtha St	Landscaping	Approved with the stipulation that the homeowner has 180 to complete perennial planting. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Tom Linton MOTION PASSED
330 Helmuth Ln	Window Replacement	Disapproved as submitted Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Tom Linton MOTION PASSED
4915 Donovan Dr	Window Replacement	Approved as submitted Moved By: Kevin Devaney Seconded By: Mara Francis For: All Against: None

DRAFT

		Absent: Tom Linton MOTION PASSED
4916 John Ticer Dr	Roof Replacement	Approved retroactively as submitted Moved By: Paula Caro Seconded By: Sharon Wilkinson For: All Against: None Absent: Tom Linton MOTION PASSED
4928 Gardner Dr	Tree Replacement	Approved as submitted Moved By: Kevin Devaney Seconded By: Craig Schuck For: All Against: None Absent: Tom Linton MOTION PASSED
5060 Kilburn St	Window Replacement	Approved with the stipulation that the windows are replaced like for like regarding trim color and mullions. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Tom Linton MOTION PASSED
5065 Kilburn St	Roof Replacement	Approved retroactively as submitted Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Tom Linton MOTION PASSED
5136 Grimm Dr	Landscaping	Disapproved as submitted Moved By: Craig Schuck Seconded By: Mara Francis For: All Against: None Absent: Tom Linton MOTION PASSED
233 Somerville Street	Roof Replacement	Approved as with stipulation that the roof color, downspout color, and gutter color are replaced like for like. Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None Absent: Tom Linton

	MOTION PASSED
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MOVE TO: “I move to Ratify the applications for 379 Livermore Ln – Roof Replacement, 161 Cameron Station Blvd – Roof Replacement, and 5137 Brawner Pl – Exterior Light Fixture Replacement that were voted on electronically during the month of November.”

Moved By: Mara Francis

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Tom Linton

MOTION PASSED

BOARD MEETING REPORT

ARC Chair Stephen Pearson and Board Member and ARC Liaison Greg Hillson reported on the November Board meeting as well as the November Annual Meeting. Board election results were discussed and the ARC expressed its opinion that the video of the information Town Hall should not be posted.

APPROVAL OF ARC MEETING MINUTES

MOVE TO: “Approve the ARC Meeting Minutes from 2 November Meeting as submitted.”

Moved By: Paula Caro

Seconded By: Craig Schuck

For: All

Against: None

Absent: Tom Linton

Abstain: Kevin Devaney, Sharon Wilkinson, Mara Francis

MOTION PASSED

COVENANTS REPORT

- **Annual Comprehensive Inspection Update:** CAMP has completed the annual inspection schedule and to date all homes have been inspected. The final follow up inspections are currently being completed.
- **Completed Resale Inspections:** Management completed 4 resale inspections completed during the period from October 25th – November 24th.
- **Exterior Modification Applications Reviewed:** Management received and reviewed 15 applications during the period from October 25th – November 24th.
- **Towing Report:** No vehicles were towed period from October 25th – November 24th.
- **Violation Letters Sent:** 5 violations letters were sent during the period from October 25th – November 24th.
- **Next Meeting Date:** The next meeting is scheduled for January 4th 2022. Please note that all applications are due by December 23rd, 2021.
- **Parking Enforcement:** Management is currently finalizing the visitor parking maps as well as an enforcement checklist for B&B Security to reference during their enforcement activities. The final draft checklist will be reviewed by the attorney and submitted to the Board for approval.

DRAFT

Management believes that B&B Security will begin parking enforcement sometime in January 2022.

MOVE TO: “Adjourn the Meeting at 8:32 p.m.”

Moved By: Sharon Wilkinson

Seconded By: Mara Francis

For: All

Against: None

Absent: Tom Linton

MOTION PASSED

Minutes prepared by Stephen Pearson, ARC Chair.

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

The following individuals attended the meeting:

Ray Celeste, CCFC Chair
Dan Ogg, CCFC Vice Chair (via Zoom)
Tim Regan, CCFC Member (via Zoom)
Hans Estes, CCFC Member
Christina Deane, On-Site Manager, CAMP (via Zoom)
Toni Mancinelli, On-Site Assistant Manager, CAMP (via Zoom)
Rich Mandley, President ProFIT (via Zoom)
Linda Taousakis – Communications Committee (via Zoom)

The following individuals were absent:
Susana Carrillo, CCFC Member

I. Call to Order/Establish Quorum

The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:00 p.m.

II. Approval of Agenda

Hans Estes made a motion approve the agenda with an amendment to add a new issue under “Matters for Committee Decision” to review proposed clubhouse photos. The motion was seconded by Dan Ogg and it passed unanimously.

III. Approval of Minutes

Tim Regan made a motion to approve November’s Minutes as written. The motion was seconded by Dan Ogg and it passed unanimously.

IV. Homeowners’ Open Forum

No business

V. Matters for Committee Decision

- 1. Door Access System:** The Committee reviewed the proposals for the new door access system in the Clubhouse. The Committee decided they would like to come up with a communication roll out plan to present to the Board of Directors (BODs) and have some further questions answered prior to presenting a recommendation to the Board. Ray Celeste will work with Toni Mancinelli on this plan. *Tim Regan moved to table the decision until the January meeting. The motion was seconded by Dan Ogg and passed unanimously.*

2. Cameron Club Refresh: The committee reviewed the proposal from Linda Taousakis for the refresh for the Cameron Club. Motion for Management: *Hans Estes moved to approve the Cameron Club Refresh purchases, amended to remove one wall clock, to be expended in the amount less than \$2,000 from the Community Center Improvements Operating Budget GL. This GL had a balance remaining of \$2000 as of December 1, 2021. The motion was seconded by Dan Ogg and passed unanimously.*

3. New Photos in Cameron Club: Linda Taousakis from the Communications Committee presented new photos for the Committee to consider for the Clubhouse. All 33 were reviewed by the CCFC and Christina Deane who has a Fair Housing certification which encompasses training on what photos are appropriate to be publicly displayed.

Tim Regan moved to approve the pictures as presented. The motion was seconded by Hans Estes and passed unanimously.

VI. Matters for Committee Information

1. Locker Room Renovation Update: Toni Mancinelli from CAMP presented 4 proposals for the locker room renovation. The Committee asked Camp to provide their analysis of the proposals and present them to the Committee in January. The CCFC may have to have a separate meeting to determine which contractor to recommend to the BODs. Christina Deane encouraged the committee members to re-review the proposals and perhaps ask some of the contractors to be present for the 13 January meeting of the CCFC.

2. Board Update: The elevator maintenance contract was approved by the BODs.

3. CAMP Management's Report

i. Project Timeline: Toni Mancinelli from CAMP presented the timeline for the outstanding projects. American Pool replaced the missing tile, but they weren't able fix the light, which will be completed as soon as the appropriate parts arrive. The new pool cover has been installed.

ii. Action Item List/Pending Tasks: The Committee reviewed the pending tasks relevant to their jurisdiction. There is a current drywall repair in progress in the Clubhouse due to a leak that was found and fixed.

VII. ProFIT

1. November Summary Report

Usage increased in November over October. Classes have been well attended. A new Wi-Fi network has been installed. The Audio Fetch system still is not fully operational, but ProFIT is working with a vendor to get it in working order. Heartline did a preventative maintenance visit. They will be sending a report on machine usage to ProFIT. Heartline will be back to move treadmills around and remove the iRide bike (bike #18). Rich Mandley presented a quote from Heartline to repair multiple machines in the facility. Motion for Management: *Tim Regan moved to approve the equipment repair quote from Heartline in the amount of \$2,122.32 to be taken from the Fitness Equipment R&M (\$1650.59 remaining as of December 1, 2021) and Fitness Center Supplies (\$2052.22 remaining as of December 1, 2021) GLs. The motion was seconded by Dan Ogg and approved unanimously.*

VIII. New Business.

1. **Reminder of Upcoming Meeting** - The next meeting will be Thursday, January 13, 2022, at 7:00 pm.

IX. Adjournment

Dan Ogg moved that the Committee adjourn the meeting. Hans Estes seconded the motion and it passed unanimously. The meeting ended at 8:40 pm.

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

The meeting was conducted in-person with a Zoom option due to ongoing COVID-19 concerns.

COMMITTEE MEMBERS PRESENT:

Tricia Hemel–Chair
Christine Fisher–Newsletter Editor
Susan Klejst
Jenny Patenaude
Linda Taousakis
Gwen Toops

COMMITTEE MEMBERS ABSENT:

Lenore Marema

ALSO PRESENT:

Megan Christensen–Board Liaison
Juana Michel–CAMP
Pat Sugrue–Newsletter Subcommittee

CALL TO ORDER

Motion: Tricia Hemel called the meeting to order at 7:02 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 November 10, 2021, meeting were approved.

III. RESIDENT OPEN FORUM

No residents were in attendance.

IV. ITEMS FOR RECOMMENDATION: None.

V. MATTERS FOR COMMITTEE INFORMATION

Management Report: Juana Michels reported that usage of social media was similar to November, with 1,242 Facebook followers, 368 Twitter followers, and 62 Instagram followers. For the November/December issue of *The Compass*, approximately 3,585 emails were sent, and approximately 2,000 emails were opened to access *The Compass*. 265 copies of *The Compass* were printed.

Board Update: Megan Christensen reported that she would continue to be the Board liaison to the Communications Committee. The Board is not meeting in December 2021; the next meeting will be held in January 2022. There is a proposed update to the Declaration, which will require 2/3 of the community to vote to update. The proposed update is with the Cameron Station lawyers

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

for review. Additionally, the Board approved holiday decorations in common areas and stated that residents should bring their decoration plans for common areas to the Board for approval.

The Committee discussed highlighting this requirement on social media, in the e-blast, and in *The Compass*, in advance of major holidays for decorating, such as Halloween and Christmas.

Committee Business

Newsletter Subcommittee: Christine Fisher reported that *The Compass* subcommittee is planning for the January/February edition. The subcommittee held a meeting on December 6, 2021, and welcomed new writers. December 23, 2021, is the deadline for articles for editorial review, and *The Compass* will go to the printer in early January 2022. The subcommittee's goal for 2022 is to have more residents open the emailed links to *The Compass*.

Welcome Subcommittee: Susan Klejst reported there were 14 new residents last month. Assignments will be made to contact them by email. There have been no responses to the advertisements in the e-blast for new members, and the Committee will repost the advertisement in January 2022. The Committee will discuss reactivating the in-person visits during the January 2022 meeting.

Social Media: Jenny Patenaude has worked with BRAND, the social media vendor, to make the Cameron Station Facebook page more professional.

Tricia Hemel is working with Andy Yang from the Activities & Events Committee on the "Pet of the Month" contest on social media. The Committee agreed to ask BRAND for any guidance for an online contest.

Website: Gwen Toops reported that LMK, the web designer, will begin the website refresh on January 3, 2022.

Photography Subcommittee: Linda Taousakis reported that there are 31 photos to be replaced in the Cameron Club and that the photos have been shared with the Cameron Club Facilities Committee for their review.

Marketing & Public Relations Subcommittee: Tricia Hemel, speaking for Lenore Marema, reported that *The Zebra* will publish an article from *The Compass* on how to start traveling again.

Bulletins & Signage: Nothing to report.

Budget: The Committee's 2021 expenditures will be below budget with approximately \$3,300 remaining. The remaining funding may be used for the photos for the Cameron Club and a new parking map that highlights the different phases/zones for visitor parking.

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

VI. OLD BUSINESS

The Committee determined that the SOP manual will be complete in July 2022. Tricia Hemel held meetings with all Committee members to determine appropriate updates.

VII. NEW BUSINESS

The Committee discussed having GAM update an existing map of Cameron Station to show the phases/zones for visitor parking to help residents better understand where they can park under the new parking policy (in effect January 2022). The map is expected to cost \$285, with funding coming from the Newsletter budget. The Committee agreed that a high-resolution version of this map should be widely publicized in *The Compass*, website, e-blast, social media, and the welcome email.

Next Board Meeting: January 25, 2022

Next Committee Meeting: January 12, 2022

VIII. ADJOURNMENT

Tricia Hemel adjourned the meeting to a gathering at 8:12 pm.

Respectfully Submitted,
Gwen Toops

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

Monday, December 13, 2021

The meeting was called to order at 7:01 at the home of CAC member Don Williams by chair Kathy McCollom, with attendees participating in person and through Zoom. Members appreciated Don's hospitality and the good food provided by all.

Members present: Kathy McCollom, CAC Chair, Linda Greenberg, CAC Secretary, Kyle Gerron and Don Williams, CAC members. Participating on-line was Patrick Kairouz, CAC member.

Others in attendance via Zoom:

Christina Deane, General Manager, Toni Mancinelli, Assistant Manager, CAMP

Motion to Approve Agenda

Moved by Greenberg

Seconded by Gerron

For: All

Against: None

Motion passed.

Motion to Approve Minutes from November 2021

Moved by Gerron

Seconded by Williams

For: All

Against: None

Motion passed.

Homeowners Forum: No residents.

MATTERS FOR COMMITTEE RECOMMENDATION:

New Committee Member Registration. Residents Martha Romans and Sarah Markel have applied for membership on the CAC. Both have excellent credentials.

Motion to approve the nomination of Martha Romans and Sarah Markel to the CAC Board.

Moved by Greenberg

Seconded by Williams

For: All

Against: None

Motion passed.

Motion to Approve Erosion Control behind 235-247 Murtha Street. Budget Line Reserves. No. 31149-2. Total Cost: \$4,680. Regrade the area from the rear of 232 Medlock to connect with the existing swale (installed in August 2021). Rear of 245 Murtha will be regraded to direct water to the swale.

Labor 48 hours @\$55/hour for a total of \$2,640. Materials: 2 pallets of West Virginia Fieldstone @\$795/pallet for a total of \$1,590; 6 yards of hardwood mulch @\$75/yard for a total of \$450.

Moved by Greenberg

Seconded by Williams

For: All

Against: None

Motion passed.

Motion to Approve the Linear Park MOU between the City of Alexandria and the Cameron Station Homeowner's Association, identifying responsibilities of each. Includes Linear Park Adopt a Garden Guidelines and procedures.

Discussion: The city did not accept CAC's suggested changes to the wording of the MOU. Mancinelli suggested that if we approved the MOU as presented, which did not address our concerns about removing dead trees during the year, a resident could call the 311 city of Alexandria hot line to request tree removal. This action would most likely solve the problem.

Moved by Greenberg

Seconded by Gerron

For: All

Against: None

Motion passed.

MATTERS FOR COMMITTEE DISCUSSION

Tree Replacement: A dead tree was removed from the Murtha Common area. Lancaster recommended that it not be replaced as it would not thrive in that location. Instead, it was suggested that a European Hornbeam be planted in the English Terrace Common Area. The Board agreed.

MATTERS FOR COMMITTEE INFORMATION

Board Update – no report

Camp Management Report --

Entrance Sign – will be installed week of December 13.

Donovan Fountain – in place, will be tested in spring.

Landscape Update – Last leaf removal will take place the week of December 20. Snow removal plan being reviewed. McCollom asked that the Violas be watered. Mancinelli will coordinate with Lancaster.

NEW BUSINESS

CAC Vice Chairman

Discussion: CAC no longer has a Vice Chairman.

Motion to appoint Don Williams Vice Chairman of CAC.

Moved by Greenberg

Seconded by Gerron

For: All

Opposed: None

Motion passed.

Motion to schedule the January 2022 Meeting on the 18th, a Tuesday.

Discussion: To accommodate personal and January's holiday schedule, it would be more convenient to schedule the meeting on Tuesday, the 18th of January. It would be a hybrid meeting.

Moved by Greenberg

Seconded by Gerron

For: All

Opposed: None

Motion passed.

The meeting adjourned at 8:03.

Linda Greenberg

Recording Secretary

**Cameron Station
Activities and Events Committee
December 2021 - No Meeting**



Cameron Station Community Association, Inc.
Board Decision Information
January 25, 2022

Topic: Parking Policy

Motion:

"I move to APPROVE amending the Parking Policy Resolution 21-03 to remove "for any measure of time between the hours of 6AM and 11PM on any day" line in section IV. Item A."

Motion: _____ 2nd: _____

Summary:

During the November 4th, 2021, Special Board Meeting the Board approved the Parking Policy Resolution 21-03. As part of this Resolution the Board allowed resident's to park in Visitor Parking during the hours of 11 PM through 6 AM. In talking with the City, this is not in compliance with the Special Use Permits (SUPs), specifically 62(e), governing the Homeowner's Association (HOA). The City has confirmed if we strike this language from our policy, they will have no further interest in reviewing our parking policy.

- A. Residents are not permitted to park in Visitor Parking. ~~for any measure of time between the hours of 6AM and 11PM on any day~~. The ONLY exception to that rule is if a Resident is visiting another Resident in a different phase of the community from which they reside. They are then required to use the Visitor Parking pass of the Resident they are visiting for the duration of their visit. Residents may NOT use their own or a neighbor's Visitor Parking pass.

SUP 96-0050 Item 62(E)

- E) Parking spaces designated for visitor parking shall be restricted to visitor parking use only.



**Cameron Station Community Association, Inc.
Board Decision Request
January 25, 2022**

Topic: Appointment of Chair Positions to the Committees

Motion: "I move to APPROVE the following Committee Chair positions:"

2nd: _____

Andrew Yang as the Chair to the Activities & Events Planning Committee.

Ray Celeste as the Chair to the Cameron Club Facilities Committee.

Kathleen McCollom as the Chair to the Common Area Committee.

Tricia Hemel as the Chair to the Communications Committee.

Panagiotis (Takis) Taousakis the Chair to the Financial Advisory Committee.

Summary:

Each committee has nominated a Chairperson for the Committees during their last meeting with the exception of the Architectural Review Committee which will be on their agenda for February. The board will need to make a motion to appoint each Chair position to reflect in the minutes.

CAMP Recommendation

N/A



Cameron Station Community Association, Inc.
Board Decision Request
January 13, 2022

TOPIC: Locker Room Renovation

Motion:

"I move to APPROVE the proposal from _____ in the amount of \$ _____ to remodel the Men's & Women's Locker Room at Cameron Club. Renovation costs will be expensed from reserves and any additional expenses such as supply costs would be expensed from the reserve account.

Motion: _____ 2nd: _____

Summary:

During the January 13, 2022, CAFC meeting the committee voted to approve **Manders Decorating** as the recommended vendor for the locker room renovation project. In the process of bidding out this project, Management reached out to five (5) total vendors for bids, Ultra Company, declined to provide a bid. The CAFC reviewed the proposals and additional questions were submitted to the first 3 vendors listed on the matrix. The vendors provided answers and were available during the meeting for any additional questions. When reviewing for consideration, please keep in mind that all contractors have stated that they are sufficiently back logged a result of COVID with related material delays and extended shipping times. We ask that this be kept in mind when selections are reviewed and chosen as "in stock" material will be the best way to proceed for most elements of this project. Management will consult with the Committee and Board members for approval on specific products. The product specs and pictures will be provided to management, Committee and Board members before placing the order.

Company	Renovation Quote
Manders Decorating	\$193,000
Palmer Brothers	\$163,473
Dynasty Community Services	\$106,300
Cleat Design and Build	\$374,007

CAMP Recommendation:

Management has reviewed all proposals and they all provide comparative work, supplies and fixtures. Please see attached matrix for a breakdown.

Budget Considerations:

The Reserve Study from June 24, 2019, represents \$116,220 in the Locker/Shower Room Reno GL. If additional funds are needed the Association has a positive cash position; however, this should be noted when the Reserve Study is updated to reflect the actual costs, so that the appropriate contributions can be collected to recover the expenses accordingly.

2019 Reserve Study

Item	FY 2020 - YEAR 2	\$
1	Gardner Dr. (alley), mill & ov	\$17,820
2	Gardner Dr., mill & overlay	\$54,021
3	Waple Ln., mill & overlay	\$26,862
4	John Tiger Dr. + Tull Ln., mil	\$48,741
5	Martin Ln., mill & overlay	\$65,175
6	Barrett Pl., mill & overlay	\$11,055
7	Barbour Pl. (N), mill & overla	\$27,225
8	Barbour Pl. (S), mill & overla	\$25,245
9	Comay Tr. (N), mill & overla	\$20,097
10	Comay Tr. (S), mill & overla	\$5,569
11	Kilburn St., mill & overlay	\$38,115
12	Grimm Dr., mill & overlay	\$15,560
40	Concrete curb & gutter (20%	\$376,002
41	Pavers, sand set, reset/repl	\$45,000
52	Retaining wall, concrete (10	\$8,125
63	Irrigation, system upgrade	\$210,000
64	Irrigation, system componen	\$100,000
65	Site light, decorative LED he	\$37,260
66	Site Light, 12' fiberglass pol	\$25,500
76	Tree replacement (allowanc	\$25,000
80	Roofing, flat membrane (EP	\$38,280
83	Siding & trim, composite har	\$1,000
101	Building entry system	\$14,030
102	Building entry system, keypa	\$6,280
108	Locker / Shower room, reno	\$51,000
109	Locker / Shower room, reno	\$53,040
110	Locker, half height metal	\$12,180
119	Fitness center weight room,	\$1,800
140	Roof top unit (6 tons)	\$9,500
141	Package unit (12.5 tons) FIT	\$28,000
142	Fitness center ceiling unit (A	\$32,500
150	Boiler, 1M btu for domestic t	\$24,000
152	Fitness center, humidity con	\$4,800
153	Building piping, allowance	\$4,000
172	Wading pool, coping	\$1,688
189	Exercise equipment, phase	\$20,000

\$116,220

Vendor Name	Demolition	Construction/Plumbing	Electrical & Lights	Toilets, Urinals, Showers, Vanity, Mirrors, Fixtures, Accessories & Partitions	New Lockers	Tile, Carpet & Walls	TOTAL COST	Exclusions & Additional Costs
Palmer Brothers	<p>Demo and remove and dispose of (2) toilets and (2) urinals in the Men's Room and (5) toilets in the Women's room.</p> <p>Demo and remove and dispose of (2) toilet partitions and (2) urinal screens in the Men's Room and (5) toilet partitions in the Women's room.</p> <p>Demo and save for re-use the existing PVC partitions located in the showers.</p> <p>Demo and dispose of the lockers and benches.</p> <p>Demo and remove the wall tiles, backer boards down to the studs and floor tiles in the (4) showers in the Men's room and (4) showers in the Women's room. Demo the shower floor tiles and part of the bathroom floor tiles to the edge of the existing shower partitions so we can re-slope the floor to the floor towards the shower drains. (Note - the new shower floor tiles will now extend to the edge of the shower partitions and the remaining bathroom floor tiles will not get replaced.</p> <p>Demo and remove the old shower controls.</p>	<p>Furnish and install new Delta Multi-choice universal pressure balance single lever shower controls, new shower heads and (1) hand held shower in the ADA compliant showers</p> <p>Install wood blocking in the shower walls as needed for grab bars.</p> <p>Install Schluter Systems Kerli Board and Waterproof membrane system to the shower walls and floors</p> <p>Furnish and install new ceramic tiles on the walls and floors of the showers located in both bathrooms. Tile selection TBD and pricing is based on a tile Materials allowance of \$5.85 per SQFT</p> <p>Furnish and install new American Standard Toilets and Urinals with Sloan G2 Option Plus 1.6 gpf sensor flush valves. Toilets include (1) ADA compliant toilet in each bathroom.</p> <p>Install the saved shower partitions.</p> <p>Patch and paint both locker rooms in color of your choice</p> <p>(Option to remove and replace the remaining ceramic floor tiles in both locker rooms Add \$28,330.00)</p>	<p>Remove and replace (18) light fixtures with new LED in the Men's locker room.</p> <p>Light Fixtures TBD</p> <p>Remove and replace (17) light fixtures with new LED in the Ladies room. Light Fixtures TBD</p>	<p>Furnish and install new PVC Toilet Partitions by Scranton in color of your choice</p> <p>Furnish and install new toilet accessories including Auto Roll Towel dispenser/Waste, auto Foam Soap Dispensers, Toilet seat cover Dispensers and new toilet Paper Roll Dispensers.</p> <p>Furnish and install (1) new PVC bench in each locker room. F/I new accessories: 8 curtain rods, 8 grab bars, 8 soap dishes, 2 auto paper towel dispensers & trash receptacles, 7 TP holders, 5 sanitary napkin disposals, 2 ADA shower seats, 12 robe hooks. F/I phenolic core toilet partitions & urinal screens to match existing layout. Price based on Global Partitions. F/I shower fixtures, urinals & toilets: price based on standard fixtures.</p>	<p>Furnish and install (8) single lockers on (1) wall in each locker room. Each locker will be 12x12x72" and includes (1) locker to be ADA Compliant in in room. Lockers will have DIG-Locks on each locker.</p>	<p>Remove and replace the carpet tiles in both locker room areas to match similar to the existing</p>	\$163,473.00	Price excludes any work to the sinks & faucets.
Manders	<p>Demo and haul existing floor and wall tile, toilet partitions, toilet accessories, shower fixtures, toilets and urinals, floor mats, vanity mirrors, metal lockers, and light fixtures throughout both locker rooms. Stage dumpster in parking area.</p>	<p>Make safe existing showers, urinals & toilets</p>	<p>Make safe & demo 26 1x4 & 7 recessed light fixtures. F/I 26 new surface mount lights; price includes \$250 each allowance. F/I 7 new recessed light fixtures. F/I 6 new edge-lit EXIT signs</p>	<p>Remove and salvage existing phenolic core shower partition stalls for reuse.</p> <p>F/I 8 vanity mirrors. Reinstall existing to remain shower partition stalls using same hardware</p>	<p>F/I 38 full height PLAM lockers with electric key pad locks</p>	<p>Skim substrate at demolished wall tile; patch and repair existing drywall through. F/I new in-wall blocking if necessary; price includes up to \$1,500. F/I new floor and wall tile throughout bathroom & showers. Price includes subway tile at showers. Price includes cutting 12"x 12" tile to 6" x 12" with metal cap at base. Price includes 6" ADA thresholds at shower area & door entries. F/I waterproofing 3' up walls of showers & inside corners. P/P drywall & ceilings.</p>	\$193,000.00	Replacement of Drywall if any damaged substrates. Optional F/I Automatic Faucets at \$15,000.00. Bond, wall coverings, paint millwork, stain & or door caulking ceiling grid, paint ceiling grid & ACT tiles, Perimeter window frames & window wall mullions.
Dynasty Community Services	<p>Clean & prep work area. Stage dumpster in parking lot for duration of construction/ temporary protection as necessary through paths of egress for workers and materials. Demo & haul existing floor & wall tile, toilet partitions. Toilet accessories, shower fixtures, toilets & urinals, floor mats, vanity mirrors, metal lockers, & light fixtures throughout both locker rooms.</p>		<p>Make-safe and demo 26 1x4 and 7 recessed light fixtures. F/I 26 new surface mount lights. F/I 7 new recessed light fixtures. F/I 6 new edge-lit EXIT Signs.</p>	<p>Remove & salvage existing phenolic core shower partition stalls for reuse.</p> <p>F/I 8 vanity mirrors. Reinstall existing to remain partition stalls using same hardware. F/I accessories based on the following material allowances: 8 curtain rods, 8 grab bars, 8 soap dishes, 2 auto paper towel dispensers/trash receptacles, 7 TP holders, 5 sanitary napkin disposals, 2 ADA shower seats, 12 robe hooks. F/I phenolic core toilet partitions & urinal screens to match existing layout; price based on using Global Partitions.</p> <p>Make-safe existing showers, urinals & toilets. F/I new shower fixtures, urinals & toilets: price based on standard fixtures</p>	<p>F/I 38 full height PLAM lockers with electric key pad locks</p>	<p>F/I new durock & or greenboard as necessary to replace damaged substrates; price does not include all dry wall. Skim substrate at demolished wall tile; patch & repair existing drywall throughout. F/I new in-wall blocking if necessary F/I new floor & wall tile throughout bathroom & showers. Price includes 12"x12" floor tile, 2"x 2" mosaic floor tile at showers, & 4"x16" subway tile at showers. Price includes cutting 12"x12" tile to 6"x12" with metal cap at base. Price includes 6" ADA thresholds at shower area & door entries. F/I waterproofing 3' up walls of showers & at inside corners. P/P drywall & ceilings throughout.</p>	\$106,300.00	All other accessories not specifically included are excluded. Price excludes any work to the sinks/faucets



**Cameron Station Community Association
Request for Proposal – Locker Room Renovation
July 5, 2021**

- I. Introduction: Cameron Station Community Association, Inc. (CSCA) is a large community association located in the City of Alexandria. The community is comprised of single family and townhomes and six condominium associations housing a combined total of 1769 residential homes. The Clubhouse includes a management office, fitness center, locker rooms, party and meeting rooms, indoor multipurpose court and an outdoor swimming pool facility.
- II. Purpose: CSCA is soliciting proposals for men's and women's locker room renovations.
- III. Site Visit: A site visit can be arranged by contacting Jenn Gilmore, On-Site Community Manager at 703-567-4881 or jgilmore@gocampmgmt.com. We will arrange for a mutually agreeable time to inspect the site.
- IV. Proposals due: Due no later than 12:00 pm, to:

Jenn Gilmore
Cameron Station Community Association, Inc.
200 Cameron Station Boulevard
Alexandria, Virginia 22304
jgilmore@gocampmgmt.com

Include a statement defining any proposed deviations from the requirements of this document, including additions, deletions, exceptions and revisions.

Include pricing for each optional service area noted below and submit with the proposal. If company is unable to provide any optional service, that should be noted in the response.

Prices will be valid for one hundred twenty (120) days from the proposal deadline.

- V. Scope of Work: This quotation shall include all labor, machinery, equipment materials, appropriate tax, equipment, supplies and services necessary to perform renovation services in accordance with the specifications of this Agreement.
- VI. Work Specifications: CSCA requires turn-key services for all aspects of the locker room's renovation project.
- A. Demolition – lockers, benches, flooring (carpet, mat grids, ceramic tile), light fixtures, toilets, urinals, shower partitions, toilet partitions, shower wall tile & tile backer board, mirrors.
 - B. Existing granite vanity counters, sinks, and faucets to remain and be reused.
 - C. Furnish and install new lockers & benches. Club to determine various sizes for locker diversity of uses and utilize keyless lock system.
 - D. F&I new toilets, urinals, and shower plumbing fixtures (open to automatic). Consider use of dual flush toilets to conserve water.
 - E. F&I new ceramic/porcelain floor tile and wall tile. Suggest wall tile to approximately 5' in the following areas – toilets, urinals, and high traffic corridors. Otherwise use tile base.
 - F. Tile Waterproofing scope – shower walls and floors at minimum, and all tile floors up the wall 4" onto the drywall.
 - G. At the shower stalls, provide all new tile backer board for solid substrate and for waterproofing membrane.
 - H. At the shower stalls, remove the mud set base and install a new mud set base with waterproofing and to improve the 'slope-to-drain'.
 - I. Paint all walls and drywall ceilings. Consider painting accent walls.
 - J. Verify and add new in-wall blocking as necessary for the shower stalls and for toilet accessories.
 - K. F&I all new toilet accessories, vanity mirrors, including ADA shower seat, and touchless paper towel dispensers.
 - L. F&I new toilet partitions and shower partitions. Utilize either a solid plastic or HDPE material (i.e., not PLAM or baked enamel steel partitions). Use shower curtains, not doors, for the shower partitions. The 'double' curtain shower partitions allow for a deeper changing area which is helpful. It would be great if the depth can be maximized to allow for more room to change and shower.
 - M. Replace all lights with LED lights. Upgrade exit devices to edge lit LED type and replace emergency wallpacks with new.
 - N. No HVAC or sprinkler work is required for these renovations.
 - O. Club to review if there are enough electrical receptacles.
 - P. Recommend re-routing the exposed CPVC domestic water piping below the vanity counters

VII. Restoration of Property

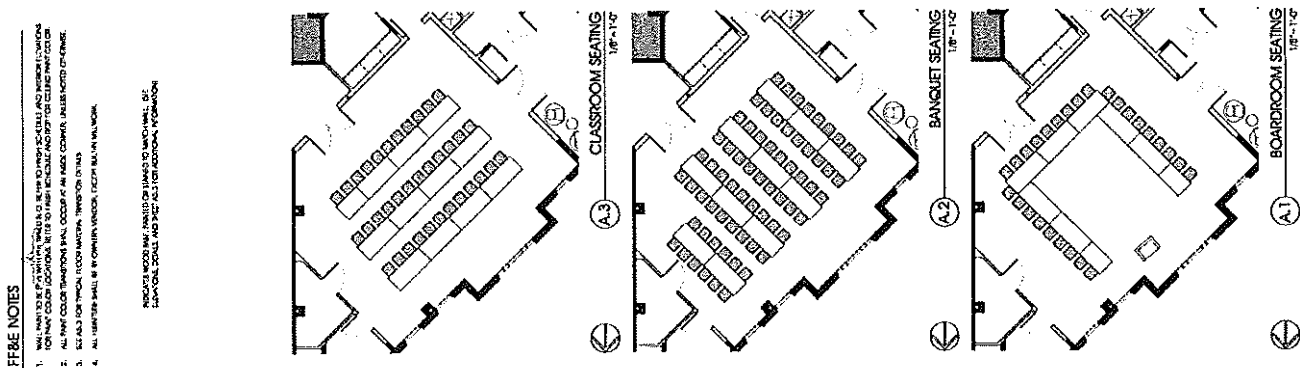
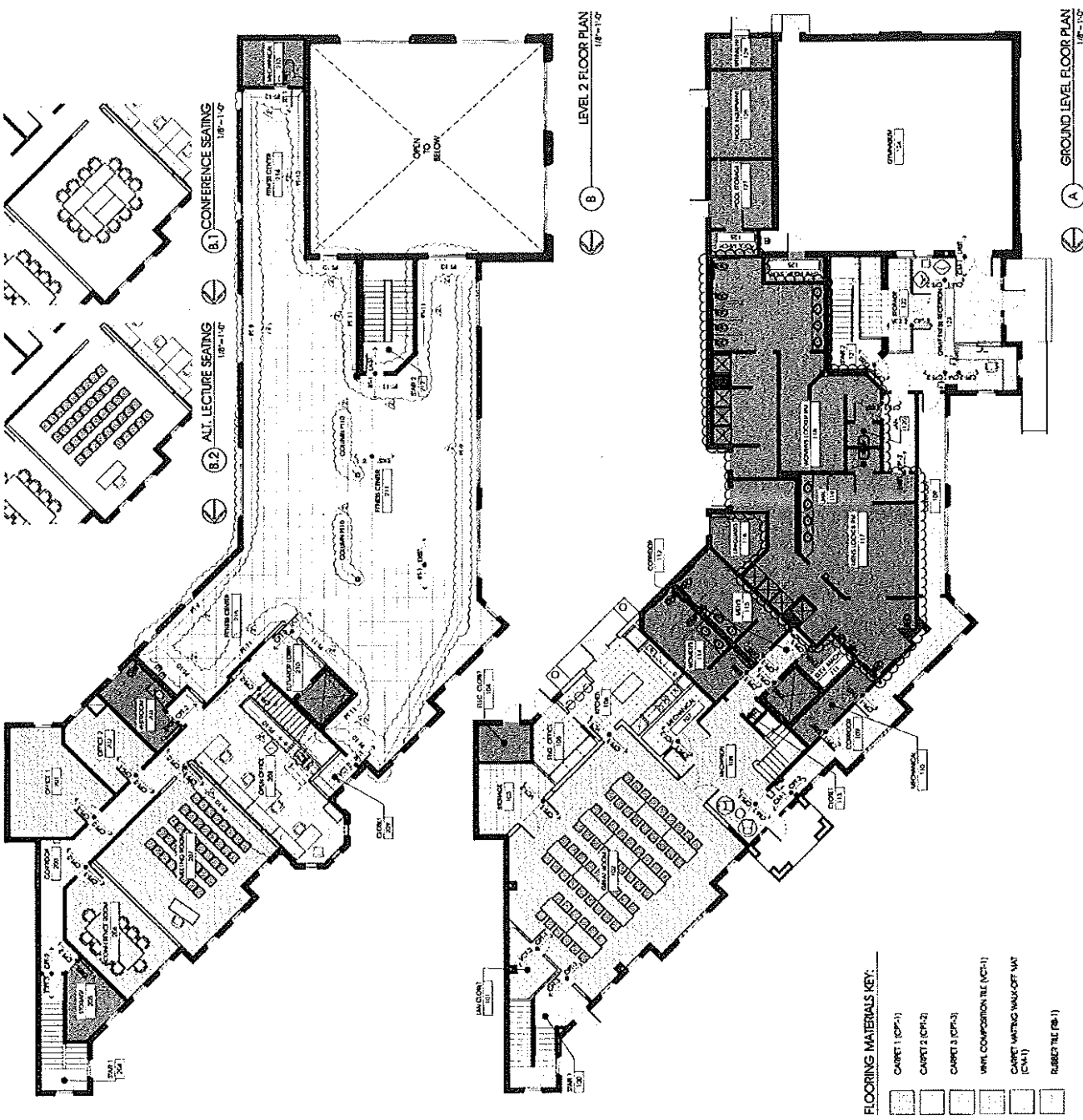
In the event that the Contractor causes damages during the course of services and/or related work performed under the terms of this Agreement to property of the Association or to its members, or to other work on the Association site, the Contractor shall promptly remedy such damage and repair such damaged property to a condition similar to that which existed before the damage was caused or resulted. In the event the Contractor fails to do this in a timely manner, the Association may proceed to repair or restore the damage and recover the cost of repair or restoration from payments due or thereafter due the Contractor under the terms of this agreement. If such payments are insufficient to cover the cost of repair or restoration, the Contractor shall reimburse the Association for the additional cost.

VIII. Insurance and Indemnification

- A. The Contractor and all subcontractors shall maintain, at contractor's sole expense, Comprehensive General Liability and Workers' Compensation Insurance coverage to cover full liability under workers' compensation laws in effect from time to time in the Commonwealth of Virginia and Employer's Liability Insurance, and shall furnish the Association with a current certificate of insurance evidencing the required coverage(s) and naming the Association, its directors, officers, employees, members and its Managing Agent as named insured. Proof of insurance must be submitted prior to contract award. Comprehensive Automobile Liability Insurance will be required if applicable. Such certificate shall include a provision requiring the insurer to provide thirty (30) days written notice prior to cancellation, non-renewal or reduction in coverage or limits. Prior to expiration of policy, contractor shall provide an updated certificate of insurance to the Association. Each policy carried by the Contractor and subcontractors as required herein shall be primary with respect to any insurance carried by the Association and any coverage carried by the Association shall be excess insurance.
- B. Contractor shall indemnify and holds harmless the Association, its managing agent, its members, guests and invitees from and against all claims, liabilities, damages, losses, and expenses (including reasonable attorney's fees) of every kind and character resulting from or relating to or arising out of (a) breach by any representation, warranty, covenants or agreement made by the Contractor under the terms of the Contract, or (b) claims, damages (to person or property), and causes of action that result from, relate to or arise out of the negligent operation by or the intentional acts, negligent performance or omission of Contractor's obligation by Contractor, its employees, agents and subcontractors. Contractor shall bear all responsibility for any equipment owned or rented by Contractor, or for any material to be used by Contractor in the performance of the contract, until such material is installed and accepted by Association. Association shall not be responsible or be held liable for any injury or damage to persons or property resulting from the use, misuse, or failure of any equipment used by Contractor or any of his employees, except to the extent such damage is caused by the negligence or willful misconduct of Association, its employees, agents, or subcontractors. By acceptance or use of any such equipment the Contractor accepts full responsibility for and agrees to indemnify Association against any and all loss,

liability, and claims for any injury or damage whatsoever resulting from the use, misuse or failure of such equipment, whether such injury or damage is to an employee or the property of Contractor, other contractors, Association, or other persons.

- IX. Payments and Lien Releases: A. All invoices for payments shall be delivered to the Cameron Station Community Association, Inc., 200 Cameron Station Boulevard, Alexandria, VA 22304. Payment will be sent within thirty (30) calendar days of receipt of invoice.
- X. Proposal Review Process: The Board of Directors intends to review all of the proposals received by the proposal due date. The Board of Directors reserves the right to accept other than the lowest bidder and to reject any and all other offers without explanation. All proposals will become the property of the Cameron Station Community Association, Inc. and will not be returned. All proposals will be notified when a selection has been made.



MANDERS PROPOSAL

PROPOSAL

**DATE**

October 7, 2021

CLIENT

Jennifer Gilmore
Cameron Station
200 Cameron Station Blvd
Alexandria, VA 22304
Tel: 703.567.4881
jgilmore@gocampmgmt.com

PROJECT

Locker Room Renovation
200 Cameron Station Blvd
Alexandria, VA 22304

12280 Wilkins Avenue
Suite 201
Rockville, MD 20852

(301) 589-7600
Fax (301) 589-2930
info@mandersco.com

mandersco.com

Pricing valid for only 30 days

Scope of Work

Men's & Women's Swim Locker Rooms

- Clean and prep work area
- Stage dumpster in parking for duration of construction
- F/I temporary protection as necessary through paths of egress for workers and materials
- Demo and haul existing floor and wall tile, toilet partitions, toilet accessories, shower fixtures, toilets and urinals, floor mats, vanity mirrors, metal lockers, and light fixtures throughout both locker rooms
- Remove and salvage existing phenolic core shower partition stalls for reuse
- F/I thirty-eight (38) full-height PLAM lockers with electric key pad locks
- F/I eight (8) vanity mirrors; price includes a material allowance of \$250/ea
- F/I new durock and or greenboard as necessary to replace damaged substrates; price does not include replacing all drywall
- Skim substrate at demolished wall tile; patch and repair existing drywall throughout
- F/I new in-wall blocking if necessary; price includes a \$1,500 allowance
- F/I new floor and wall tile throughout bathroom and showers. Price includes 12" x 12" floor tile, 2" x 2" mosaic floor tile at showers, and 4" x 16" subway tile at showers. Price includes cutting 12" x 12" tile to 6" x 12" with metal cap at base. Price includes 6" ADA thresholds at shower area and door entries
- F/I waterproofing 3' up walls of showers and at inside corners
- P/P drywall walls and ceilings throughout
- Reinstall existing to remain shower partition stalls using same hardware
- F/I new accessories based on the following material allowances
 - Eight (8) curtain rods: \$600
 - Eight (8) grab bars: \$800
 - Eight (8) soap dishes: \$400
 - Two (2) auto paper towel dispensers/trash receptacles: \$1,500
 - Seven (7) TP holders: \$350
 - Five (5) sanitary napkin disposals: \$250
 - Two (2) ADA shower seats: \$700
 - Twelve (12) robe hooks: \$400
 - All other accessories not specifically included are excluded
- F/I phenolic core toilet partitions and urinal screens to match existing layout; price based on using Global Partitions

PROPOSAL



- Make-safe existing showers, urinals and toilets
- F/I new shower fixtures, urinals and toilets; price based on standard fixtures; price excludes any work to the sinks / faucets
- Make-safe and demo twenty-six (26) 1x4 and seven (7) recessed light fixtures
- F/I twenty-six (26) new surface mount lights; price includes \$250/ea allowance
- F/I seven (7) new recessed light fixtures
- F/I six (6) new edge-lit EXIT signs
- N/A to electrical devices
- All work to be completed during normal business hours (M-F 6am to 3pm)

12280 Wilkins Avenue
Suite 201
Rockville, MD 20852

(301) 589-7600
Fax (301) 589-2930
info@mandersco.com

mandersco.com

Total: \$193,000.00

Add/Alt #01 - F&I New Automatic Faucets: \$15,000.00

Qualifications

- Price includes specified items only
- Clean and remove trash from work areas daily

Exclusions

Wage Scale, Bond, Wall Coverings, Paint Millwork, Stain Millwork and/ or Doors, Caulking Ceiling Grid, Paint Ceiling Grid & ACT Tiles, Perimeter Window Frames, Window Wall Mullions

We guarantee all work performed under this contract and the entire job will be handled in a neat workmanlike manner.

Thank you for your time and consideration and may we continue to be of service to you.

Matt Manders

Project Manager

To indicate acceptance, please sign a copy of this contract and return to our office

TERMS OF PAYMENT: All invoices are payable upon receipt. For your convenience, we accept all major credit cards as payment with a 3% fee. A 1% monthly service charge is payable on all overdue balances. In the event your account is placed with an attorney for collection, you will be responsible for paying the attorney fees which shall be 25% of the amount placed for collection or \$100.00 whichever is greater plus court costs.

Approved: _____ Date: _____

Print Name: _____ Title: _____



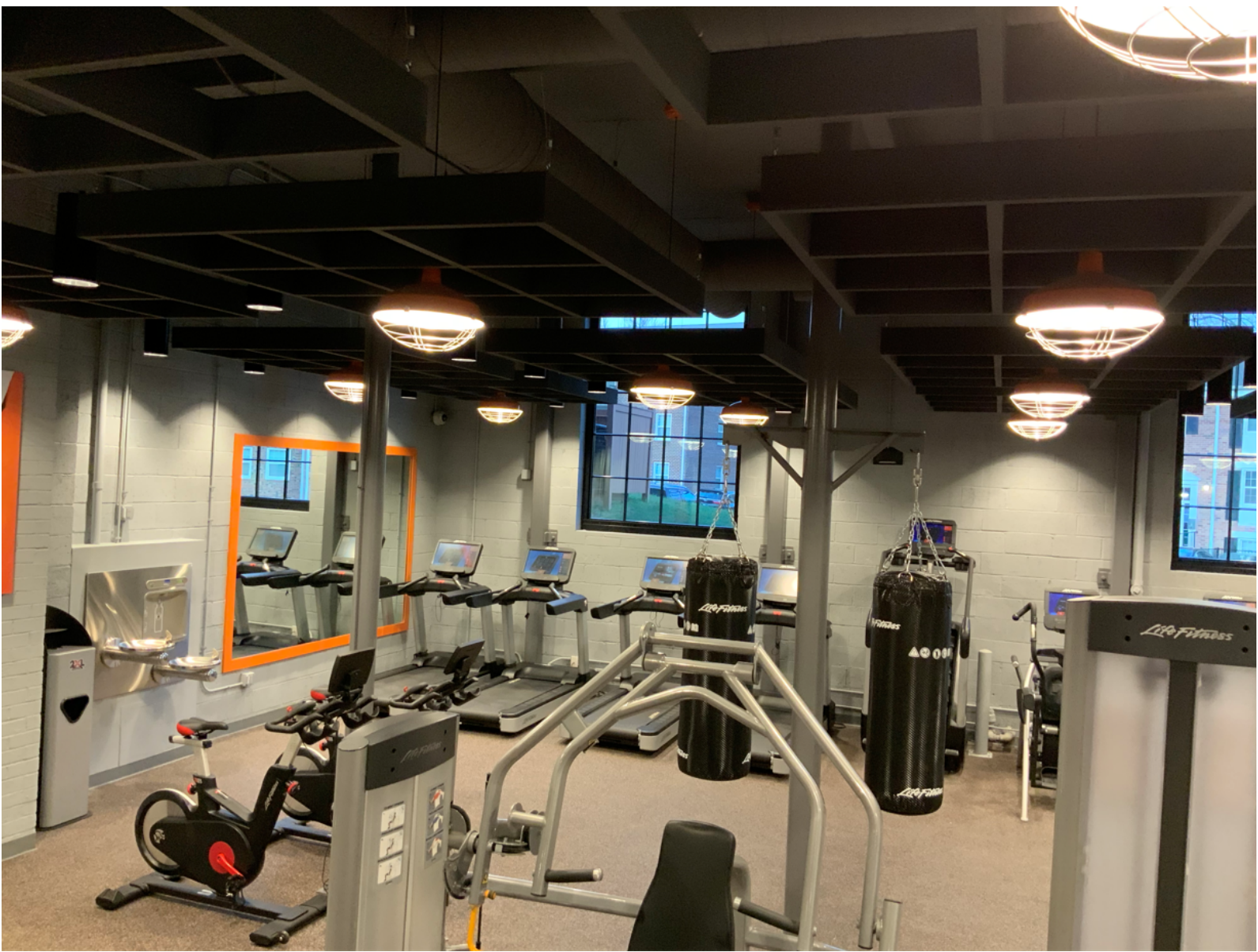














1. Have you done this type of work before? If so, can you please provide us some references and photos of the completed work? **Yes, we've completed numerous projects involving flooring, painting and plumbing. Attached please find pictures of a Fitness Center we completed early last year at Newport Village Apartments, a Sky Lounge we completed couple of years ago at Del Ray Tower Apartments and a Party Room we finished last month at Thomas Circle Apartments. Pete Vantine pvantine@udr.com 571.982.0428 / Tim Legel TLegel@udr.com 571.246.7892**
2. How long would you estimate this type of project to be completed? **Actual onsite construction shouldn't take longer than 5-6 weeks. But we'll need a couple of months on the front end to procure all materials.**
3. Are you willing and able to work with the community to adjust the styles and quality (and prices) of items to be furnished to meet the needs and preferences of the community? **Of course, our job is to work with the client to meet design intent and insure everyone is satisfied with results.**
4. With the global supply chain strained, do you anticipate the procurement of supplies to be an issue in completing this project? **Not particularly. The longest lead time will likely be toilet partitions, which could be 6 – 8 weeks from date of approved submittals. But, we can base our schedule on long lead items.**
5. What is your warranty on the work performed by your company for this project? **1 year labor and material warranty**
6. Is your insurance in compliance with what is necessary for a contractor to have to perform work with our Association? **I haven't seen your COI requirements, but we haven't any issues meeting requirements for any other building.**
7. Are there any additional maintenance requirements in addition to the normal care needed to keep the remodeled locker rooms in their new appealing appearance and functionality? **Not specifically. It's really just about daily / weekly maintenance**
8. Could you give us examples of how your company has done better design and use of space? **I'm happy to meet with whomever to offer suggestions with space design, but when we're working with an existing locker room footprint and reusing all of the existing plumbing rough-in's there isn't much you can really alter that wouldn't result in significant cost impacts. Nonetheless, I'm happy to meet with anyone to review options.**

PALMER BROTHERS PROPOSAL



8121-A Piney Branch Rd.
Silver Spring, MD 20910
(301) 587-0100

PROPOSAL

Oct 06, 2021
Control #: 46282

Page 1 of 2

Customer

Cameron Station Community
Assoc.
Contact (c/o:) Jennifer Gilmore
200 Cameron Station Boulevard
Alexandria, VA 22304
Phone: [703-567-4881](tel:703-567-4881)

Job:

Cameron Station Community
Assoc.
200 Cameron Station Blvd.
Alexandria, VA 22304
Phone: [703-567-4881](tel:703-567-4881)

Management Co

CAMP
4114 Legato Road
Ste. 200
Fairfax, VA 22033

Prepared By:

Chris Dennison
chris@palmerbros.com

Specifications and Estimates

1. Community Center Men's and Women's Locker Rooms - We are pleased to provide budget pricing for the renovation of the Men's and Women's Rooms as per managements request. Our work includes as follows;

Demolition

- Demo and remove and dispose of (2) toilets and (2) urinals in the Men's Room and (5) toilets in the Women's room.
- Demo and remove and dispose of (2) toilets partitions and (2) urinal screens in the Men's Room and (5) toilet partitions in the Women's room.
- Demo and save for re-use the existing PVC partitions located in the showers.
- Demo and dispose of the lockers and benches.
- Demo and remove the wall tiles, backer boards down to the studs and floor tiles in the (4) showers in the Men's room and (4) showers in the Women's room. Demo the shower floor tiles and part of the bathroom floor tiles to the edge of the existing shower partitions so we can re-slope the floor to the floor towards the shower drains. (Note - the new shower floor tiles will now extend to the edge of the shower partitions and the remaining bathroom floor tiles will not get replaced.
- Demo and remove the old shower controls.

Price for Demolition \$23,275.00

Construction/Plumbing

- Furnish and install new Delta Multi-choice universal pressure balance single lever shower controls, new shower heads and (1) hand held shower in the ADA compliant showers
- Install wood blocking in the shower walls as needed for grab bars.
- Install Schluter Systems Kerti Board and Waterproof membrane system to the shower walls and floors
- Furnish and install new ceramic tiles on the walls and floors of the showers located in both bathrooms. Tile selection TBD and pricing is based on a tile Materials allowance of \$5.85 per SQFT
- Furnish and install new American Standard Toilets and Urinals with Sloan G2 Option Plus 1.6 gpf sensor flush valves. Toilets include (1) ADA compliant toilet in each bathroom.
- Install the saved shower partitions.
- Patch and paint both locker rooms in color of your choice

Price for Construction/Plumbing \$72,480.00

Option to remove and replace the remaining ceramic floor tiles in both locker rooms Add \$28,330.00

Electrical

- Remove and replace (18) light fixtures with new LED in the Men's locker room. Light Fixtures TBD
- Remove and replace (17) light fixtures with new LED in the Ladies room. Light Fixtures TBD

Electrical Price \$8,750.00



8121-A Piney Branch Rd.
Silver Spring, MD 20910
(301) 587-0100

PROPOSAL

Oct 06, 2021
Control #: 46282

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Toilet Partitions and Accessories

- Furnish and install new PVC Toilet Partitions by Scranton in color of your choice
- Furnish and install new toilet accessories including Auto Roll Towel dispenser/Waste, auto Foam Soap Dispensers, Toilet seat cover Dispensers and new toilet Paper Roll Dispensers.
- Furnish and install (1) new PVC bench in each locker room

Price for Partitions and Accessories \$16,475.00

New Lockers with Digi-Locks

- Furnish and install (8) single lockers on (1) wall in each locker room. Each locker will be 12x12x72" and includes (1) locker to be ADA Compliant in in room. Lockers will have DIGI-Locks on each locker.

Price for Lockers \$32,823.00

Carpet

- Remove and replace the carpet tiles in both locker room areas to match similar to the existing

Carpet Price Allowance \$9,670.00

Note - Excludes permits

We Propose hereby to furnish material and labor -- complete in accordance with the above specification, for the sum of:
One Hundred Sixty-three Thousand Four Hundred Seventy-three and 00/100 dollars **\$163,473.00**

Payment to be made as follows: 30% deposit required prior to start of work. Balance due upon completion of work.

If payments are not made in a full and timely manner according to the terms of this agreement, all guarantees and warranties, express and implied, shall be null and void. This proposal may be withdrawn by us if not accepted within 30 day(s).

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

Signature: Christopher Dennison

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

Signature: _____

Date of Acceptance: _____

Name: _____



8121-A Piney Branch Rd.
Silver Spring, MD 20910
(301) 587-0100

1. Have you done this type of work before? If so, can you please provide us some references and photos of the completed work? **Yes, we have and will send references and photo's**
2. How long would you estimate this type of project to be completed? **8 to 12 week or could be longer depending on the actual material selections and design**
3. Are you willing and able to work with the community to adjust the styles and quality (and prices) of items to be furnished to meet the needs and preferences of the community? **Yes**
4. With the global supply chain strained, do you anticipate the procurement of supplies to be an issue in completing this project? **Yes, the lockers have a long lead time and depending on tile selection**
5. What is your warranty on the work performed by your company for this project? **1-year standard warranty**
6. Is your insurance in compliance with what is necessary for a contractor to have to perform work with our Association? **Yes**
7. Are there any additional maintenance requirements in addition to the normal care needed to keep the remodeled locker rooms in their new appealing appearance and functionality? **No, but would be based on what materials are selected.**
8. Could you give us examples of how your company has done better design and use of space? **Most of our work has been done as per an Architect or designer's plan. We have done some small design build. I'll see if I can find some examples or provide a reference for that**

DYNASTY PROPOSAL



Dynasty Community Services

Dynasty Community Services LLC

P.O. Box 22

Ashburn, VA 20146

703-651-6438

info@DynastyCommunityServices.com

www.DynastyCommunityServices.com

December 2, 2021

Cameron Station Community Association

C/o CAMP Management

Attn: Mark Bondurant

200 Cameron Station Blvd.

Alexandria, VA 22304

Description and Scope of Work: **Men's & Women's Locker Room**

Men's & Women's Swim Locker Rooms

- Clean and prep work area
- Stage dumpster in parking for duration of construction
- F/I temporary protection as necessary through paths of egress for workers and materials
- Demo and haul existing floor and wall tile, toilet partitions, toilet accessories, shower fixtures, toilets and urinals, floor mats, vanity mirrors, metal lockers, and light fixtures throughout both locker rooms
- Remove and salvage existing phenolic core shower partition stalls for reuse
- F/I thirty-eight (38) full-height PLAM lockers with electric key pad locks
- F/I eight (8) vanity mirrors
- F/I new durock and or greenboard as necessary to replace damaged substrates; price does not include replacing all drywall
- Skim substrate at demolished wall tile; patch and repair existing drywall throughout
- F/I new in-wall blocking if necessary
- F/I new floor and wall tile throughout bathroom and showers. Price includes 12" x 12" floor tile, 2" x 2" mosaic floor tile at showers, and 4" x 16" subway tile at showers. Price includes cutting 12" x 12" tile to 6" x 12" with metal cap at base. Price includes 6" ADA thresholds at shower area and door entries
- F/I waterproofing 3' up walls of showers and at inside corners
- P/P drywall walls and ceilings throughout
- Reinstall existing to remain shower partition stalls using same hardware
- F/I new accessories based on the following material allowances:
 - Eight (8) curtain rods
 - Eight (8) grab bars
 - Eight (8) soap dishes
 - Two (2) auto paper towel dispensers/trash receptacles o Seven (7) TP holders
 - Five (5) sanitary napkin disposals
 - Two (2) ADA shower seats
 - Twelve (12) robe hooks
- All other accessories not specifically included are excluded
- F/I phenolic core toilet partitions and urinal screens to match existing layout; price based on using Global Partitions
- Make-safe existing showers, urinals and toilets
- F/I new shower fixtures, urinals and toilets; price based on standard fixtures; price
- excludes any work to the sinks / faucets
- Make-safe and demo twenty-six (26) 1x4 and seven (7) recessed light fixtures

- F/I twenty-six (26) new surface mount lights
- F/I seven (7) new recessed light fixtures
- F/I six (6) new edge-lit EXIT signs
- N/A to electrical devices
- All work to be completed during normal business hours

Total: \$106,300 Initials _____
One Hundred Six Thousand Three Hundred Dollars

Please note that any changes orders to the work proposed due to items discovered during demolition will be communicated to owner and agreed upon before work commences.

Submitted by: MC 12/2/21 Note: This proposal may be withdrawn if not accepted within 30 days.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined below. In the event payment shall not be made as specified, I agree to pay all reasonable costs and expenses of collection, including but not limited to attorney's fees whether or not suit is actually filed. A monthly service charge in the amount of 1.5% (\$5.00 minimum) will be applied to amounts 30 days overdue or greater.

Signature _____

Date _____

TERMS AND CONDITIONS

A DEPOSIT OF ½ OF THE FULL AMOUNT WILL BE REQUIRED AT ACCEPTANCE OF THE PROPOSAL AND THE REMAINING BALANCE WILL BE PROGRESS BILLED AS JOB PROGRESSES. PAYMENT FOR SERVICES IS DUE UPON RECEIPT OF INVOICE.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be done upon a written change order. The costs will become an extra charge over and above the price. No guarantees expressed or implied regarding effectiveness of work. Performance may be delayed by circumstances beyond contractor's control such as weather; strikes or any other acts not controlled by Dynasty Community Services LLC.

Dynasty Community Services LLC performs all work under the guidelines of the Commonwealth of Virginia and Fairfax County. Dynasty Community Services abides by local laws and jurisdictions and complies with all applicable permit requirements of the Fairfax County. If permits are required to be pulled then the cost for those permits are the responsibility of Cameron Station Community Association.

Dynasty Community Services LLC is not responsible for direct or incidental damage to any items such as (but not limited to) hoses, sprinkler or underground wiring systems or loss of any nature to property except in cases of willful misconduct or gross negligence. Any damage or suspected damage must be reported to the contractor within 48 hours for any consideration whatsoever. If Dynasty Community Services LLC, assumes responsibility an opportunity must be provided for contractor to correct the damage. Proposal pricing does not include alterations of scope of work due to buried or concealed obstacles. Customer shall be responsible for procurement of all permits and approvals required. New or revised grading plans and/or any other additional engineering specifications or plans shall be supplied by customer. Any requested or required construction specifications that require a change to the scope of work specified in the contract shall result in changes in pricing to complete work.

Private utility markings are the responsibility of the owner or owner representative for the proposed areas of work. If private markings are not performed, Dynasty Community Services LLC ("Contractor") will not be responsible for any wiring, piping, conduit, sprinkler lines, sprinkler heads or any other unknown conditions that are within or below the proposed areas of work not marked by the "private" marking company. Dynasty Community Services LLC ("Contractor") will take every precaution to avoid damaging underground lines but cannot assume any responsibility for any damage.

Dynasty Community Services LLC ("Contractor") is proud to provide a One Year Limited Workmanship Warranty, guaranteeing the quality of workmanship that we provide to our valued customers ("Client").

For a period of twelve (12) months from the completion date of the work performed pursuant to the contract, Dynasty Community Services LLC warrants against the workmanship of the installation the work proposed.

For this warranty to be valid Client must (1) pay the full contract price as outlined in Client's original contract; (2) retain a copy of the contract; (3) make the property accessible to Contractor, Contractor's employees, etc. to perform the repairs.

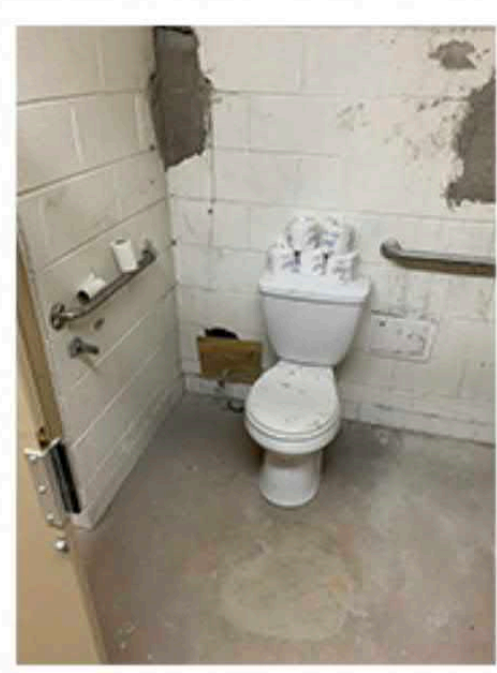
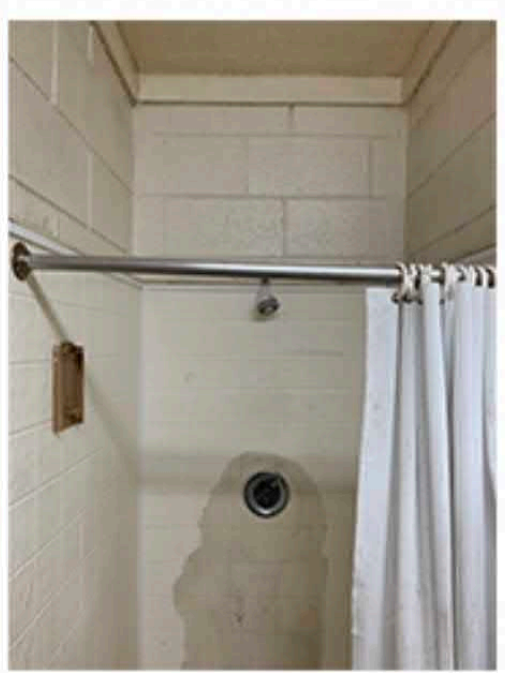
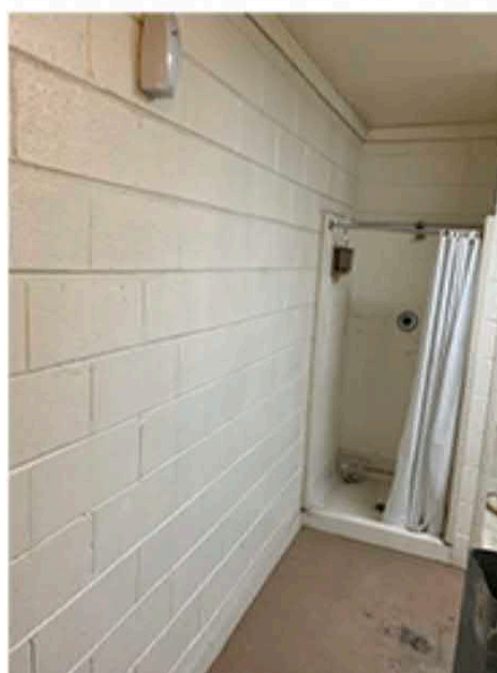
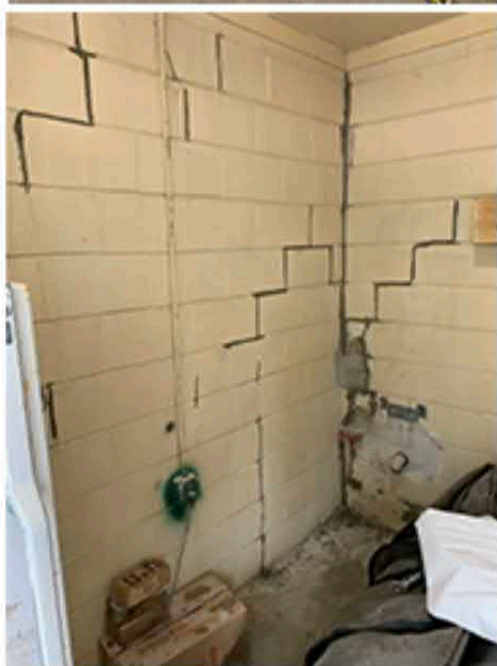
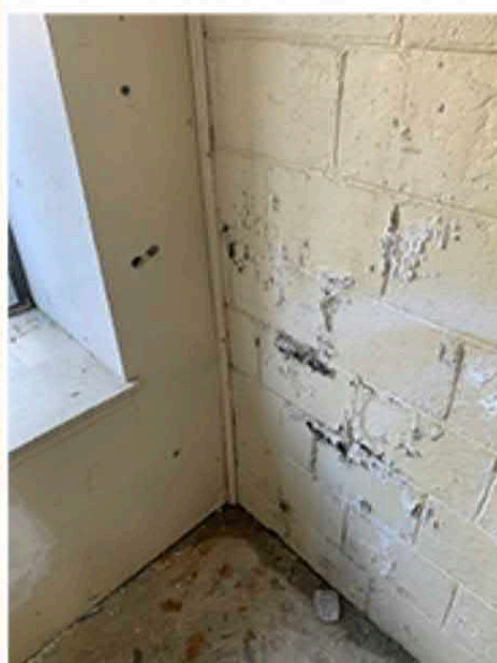
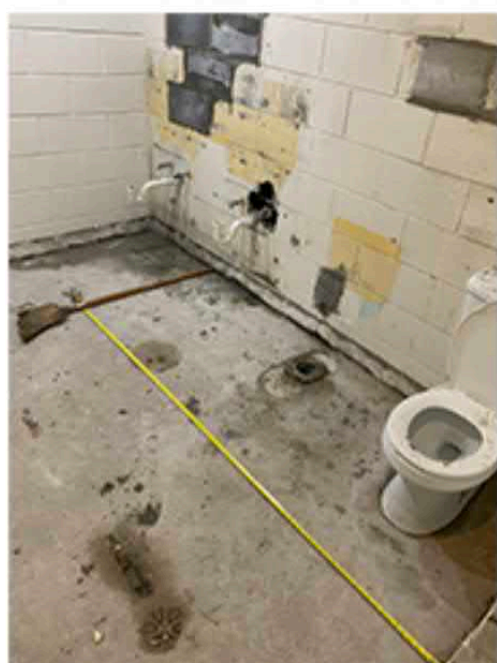
In addition, a notice of claim under this Warranty must be promptly given to the office of Contractor within sixty (60) days after any Warranted Condition has occurred. This notice must contain a copy of this warranty and a description of the claim. If after inspection, Contractor has determined a Warranted Condition has occurred, Contractor will supply, free of charge, repair of the damaged area per specifications and the labor to remedy the claim. The remaining warranty will continue in effect.

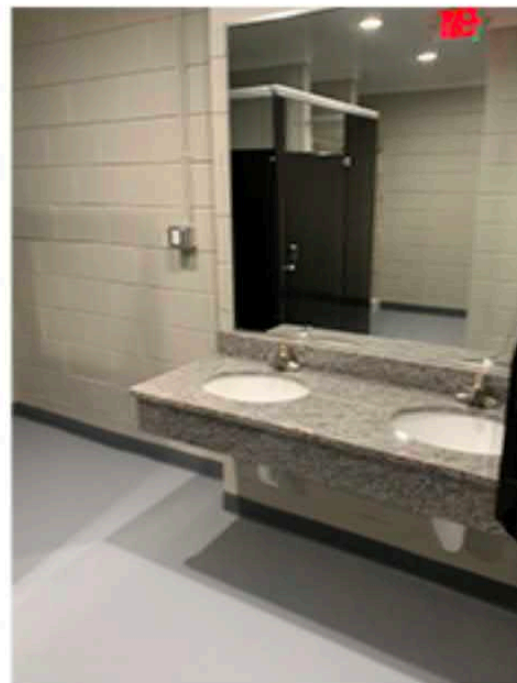
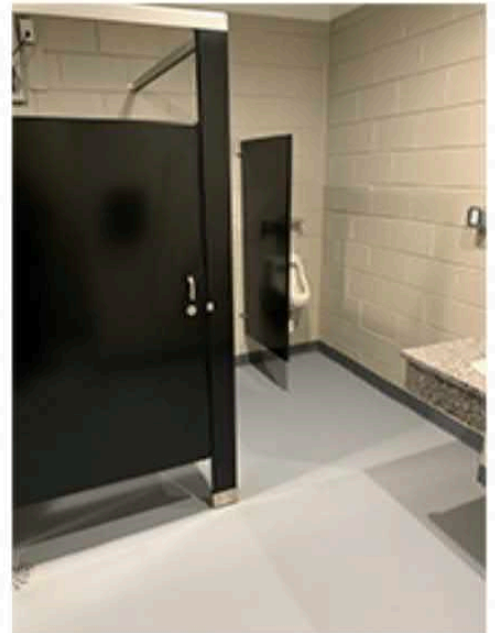
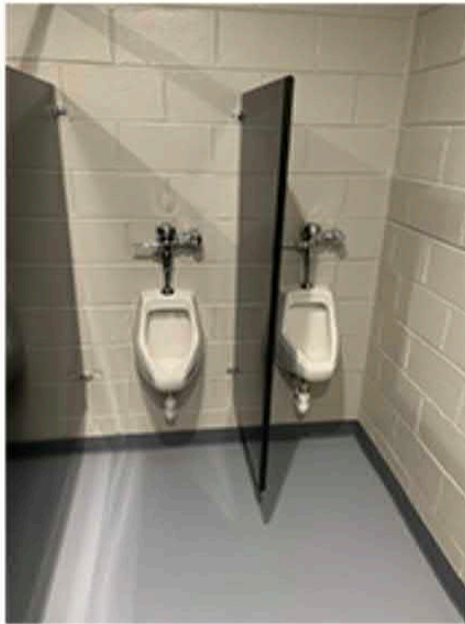
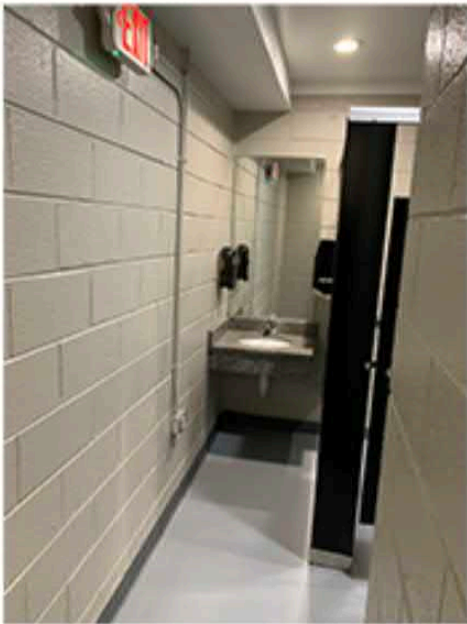
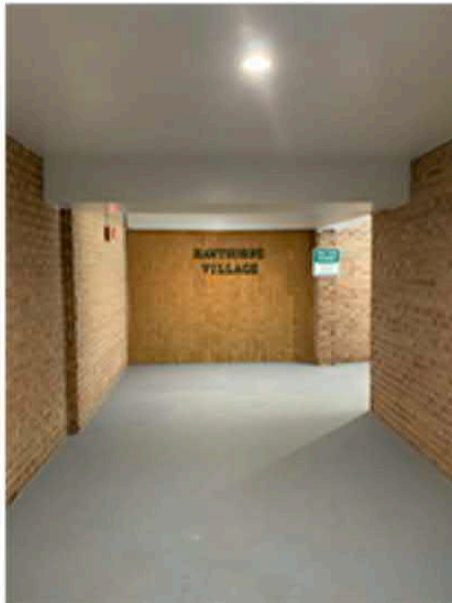
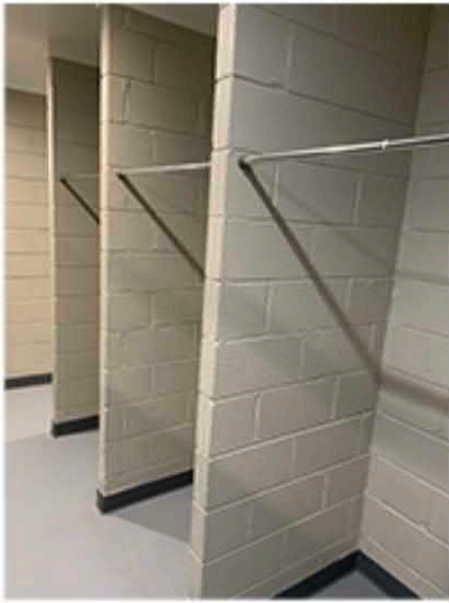
This warranty does not cover damages to or failure of the products caused by the following: structural defects, failure or settlement; improper drainage (standing water); fire, explosion, chemicals, fumes or vapors; and damage or defects caused in whole or in part by reason of acts of God, flood, extreme weather conditions, vandalism, negligence, or any other similar causes beyond the control of Contractor.

Repairs under this warranty will be performed only on the specific areas where verified damage has occurred. This Warranty is not transferable and may not be assigned, and may not be modified unless in writing, signed by an authorized representative of Contractor. This Warranty is applicable only to Cameron Station Community Association.

Final payment and receipt of this warranty acknowledges that all work has been completed and Contractor is not responsible for any additional work or touchups.

CONTRACTOR SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM BREACH OF THIS WARRANTY.







Dynasty Community Services

Dynasty Community Services LLC
P.O. Box 22
Ashburn, VA 20146
703-651-6438
info@DynastyCommunityServices.com
www.DynastyCommunityServices.com

1. Have you done this type of work before? If so, can you please provide us some references and photos of the completed work? **Yes, Felicia Lee @ Camp Management - Renovation was provided to Hawthorne Village. Please let me know if more references are needed.**
2. How long would you estimate this type of project to be completed? **We would ask for 30 days to complete as long as materials are available and not delayed**
3. Are you willing and able to work with the community to adjust the styles and quality (and prices) of items to be furnished to meet the needs and preferences of the community? **Yes**
4. With the global supply chain strained, do you anticipate the procurement of supplies to be an issue in completing this project? **Not sure, We wouldn't know anything until we actually put in the order.**
5. What is your warranty on the work performed by your company for this project? **All properties get a 1 year workmanship warranty**
6. Is your insurance in compliance with what is necessary for a contractor to have to perform work with our Association? **Yes. Our insurance is top of the line :-)**
7. Are there any additional maintenance requirements in addition to the normal care needed to keep the remodeled locker rooms in their new appealing appearance and functionality? **After every install we will provide you with a preventative maintenance plan. It can be a service that we provide or something you do in house.**
8. Could you give us examples of how your company has done better design and use of space?

CLEAT PROPOSAL



CAMERON CLUB LOCKER ROOM

200 Cameron Street, Alexandria, VA 22304

CCL_2021 Design + Build Proposal

December 3, 2021
v1.0

Prepared By:
Heath E. Wilkinson
Cleat Design + Build
600 Cameron St.
Alexandria, VA 22314
hwilkinson@cleatdb.com
(703) 705.4737

Aggregate Bonding Capacity: \$24M

VA Class A Residential & Commercial License: 2705170909

MD Contractor's License: 15852013

DC Contractor's License: 410519000477



December 3, 2021

Christina Deane
Cameron Station Community Association, Inc.
200 Cameron Station Boulevard
Alexandria, VA 22304

RE: Cameron Club Locker Room Proposal

Dear Ms. Deane,

Thank you for engaging Cleat Design + Build (CLEAT) to provide a full-service proposal for design services at Cameron Station Community Association. We reviewed your Request for Proposal dated November 8th, 2021 as well as Sutton Yantis Associates Permit Set dated January 24th, 2001. We also conducted a site visit to become familiar with the building's existing conditions. We know that realizing creative projects requires a unique combination of drive, ambition, skill and technical experience, to ensure we provide a turnkey solution for our clients that is both realistic and extraordinary.

CLEAT has successfully designed and executed more occupied condominium/apartment base building renovations projects in the Washington, DC metro area than any other group in the past 20 years. Collectively, the CLEAT team has successfully executed (92) occupied buildings of similar scope, size and complexity which total over (9,266) units valued at over \$1 billion dollars in construction value. You can also check out our portfolio of recent work online at www.cleatdb.com

DESCRIPTION OF PROJECT:

The goal of the design is to improve the appearance and ambiance of the common areas with updated carpet, painting, lighting and artwork while being mindful of the original design intent, maintenance cost, energy efficiencies, and association investment.

EXISTING CONDITIONS

1. IBC Type VB Construction - Constructed of wood framing and flooring systems over a concrete slab and faced with masonry veneer under 1996 BOCA Building Code
2. Permitted in 2001 under 1996 BOCA Building Code
3. Approximately 1,313 sf of locker room floor area



PROJECT SCOPE:

1. GENERAL CONDITIONS:

- 1.1. (1) Project Executive
- 1.2. (1) Full time Superintendent
- 1.3. (1) Customer Service Captain
- 1.4. 2-Year warranty
- 1.5. CLEAT White Glove Resident Satisfaction Program
- 1.6. Dedicated Cameron Club Project website i.e. (www.cleatdb.com/resident-portal) with instantaneous project info, including:
- 1.7. Project FAQs
- 1.8. Resident notices
- 1.9. Project schedules
- 1.10. CLEAT Kiosk (65" Digital Monitor) in lobby area scrolling real-time project information
- 1.11. PROCORE project management platform

2. DEMOLITION:

- 2.1. (Lockers, benches, flooring, wall tile & backer board, light fixtures, toilets, urinals, shower fixtures, shower & toilet partitions & mirrors)

3. BLOCKING

- 3.1. Blocking required for finishes - 21ea

4. WATERPROOFING

- 4.1. Wall waterproofing, height= 9' 0" - 425sf
- 4.2. Floor waterproofing - 1328sf
- 4.3. Price based on Kerdi Waterproofing System

5. DRYWALL & DUROCK

- 5.1. Wall area: 5/8" gypsum board, regular, level 4 finish - 1,599sf
- 5.2. Wall area: 5/8" gypsum board, moisture resistant, level 4 finish - 2,402sf
- 5.3. Wall area: 1/2" cement board, regular, level 2 finish - 425sf
- 5.4. Ceiling area: 5/8" gypsum board, regular, level 5 finish - 1,664sf

6. FLOOR & WALL TILE

- 6.1. 4" x 4" Wall Tile – 378sf
- 6.2. Ceramic / Porcelain Floor Tile - 1,328sf
- 6.3. 6" Tile Baseboard - 411lf

7. PAINTING

- 7.1. Wall paint - 4,001sf
- 7.2. Ceiling paint - 1,664sf

8. NEW LOCKERS WITH KEY-LESS LOCK



8.1. 12" new lockers with key-less lock - 53lf

9. NEW BENCHES

9.1. 24" x 60" bolt down bench - 1ea

9.2. 24" x 72" bolt down bench - 1ea

10. TOILETS, URINALS, ACCESSORIES, FIXTURES, MIRRORS, ADA SHOWER PANS, ADA SEATS, TP HOLDERS AND GRAB BARS

10.1. urinals with flush sensors - 2ea

10.2. toilets with flush sensors - 7ea

10.3. 3' x 3' lavatory mirror - 8ea

10.4. 3'x 3' shower, with 22" width full depth with ADA stall seat - 8ea

10.5. Shower fixtures - 8ea

10.6. Toilet paper dispenser - 7ea

10.7. 42" toilet grab bar - 1ea

10.8. 36" toilet grab bar - 4ea

10.9. 36" shower grab bar - 8ea

10.10. 24" toilet grab bar - 1ea

11. HDPE PARTITIONS

11.1. Solid HDPE urinal partition, height= 5' 0" - 5ft

11.2. Solid HDPE toilet partition, height = 5' 0" - 46ft

11.3. Solid HDPE shower partition, height = 8' 0" - 23ft

12. SHOWER CURTAINS

12.1. Shower curtains, height = 8' 0"

13. LED FIXTURES, EXIT SIGNS AND EMERGENCY WALL PACKS

13.1. Exit sign fixture ceiling mounted - 7ea

13.2. Emergency wall packs - 2ea

13.3. 1x4 led fixture ceiling mounted - 24ea

ADD ALTERNATE SCOPE

1. Professional Interior Design Services

1.1 CLEAT Kick-off meeting with client to discuss client's goals, needs, requirements and basis of project success.

1.2 Develop and present two (2) design schematics that include:

1.2.1 Renderings

1.2.2 Lighting plan

1.2.3 Illustrative cut sheets and / or photos for tile, paint, fixtures, etc.

1.2.4 Material samples of finishes

1.2.5 (1) Presentation of (2) conceptual designs



- 1.2.6 (1) Presentation of (2) conceptual designs to the Board
- 1.2.7 (1) Revision of (1) design after board presentation
- 1.2.8 (1) Final ANSI-D (22" x 34") Presentation Board and (1) electronic PDF of each design, to be set in building lobby for association selection / vote

2. Permit Expediting

FEE PROPOSAL

CLEAT DESIGN + BUILD BUDGET SUMMARY		COST
1	Cameron Club Locker Room Renovation	374,007
ADDITIONAL ALTERNATIVES		
2	Professional Interior Design Services	10,000
3	Permit Expedition	2,500

Lastly, this project represents a very important opportunity for our firm, and we appreciate your thoughtful consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'HEW', with a horizontal line extending to the right.

Heath E. Wilkinson
CEO & Founder
hwilkinson@cleatdb.com
703.705.4737

Enclosed: [CLEAT Corporate Profile 2021](#)
[CLEAT Architecture + Interior Design Portfolio 2021](#)
[CLEAT References 20211030](#)



ACCEPTANCE:

If this proposal meets your approval, please return (1) one signed copy and a retainer of (\$2,500) payable to Cleat Design + Build (to be credited to the final invoice) to signify your approval and authorization to proceed. We look forward to working closely with you on the design and execution of this exciting project. Thank you for your confidence in our work.

Date: _____

Accepted

By: _____

(Signature)

(Print Name)

Its: _____

(Title)

FITNESS CENTER

PORTFOLIO



November 21, 2020

ARCHITECTURE + INTERIOR DESIGN



2008 WILSON BLVD, ARLINGTON VA – XTEND BARRE ARLINGTON

FITNESS CENTERS



FITNESS CENTERS



FITNESS CENTERS



FITNESS CENTERS



3945 CONNECTICUT AVE NW – TILDEN HALL

FITNESS CENTERS



4000 BRANDYWINE STREET NW - FREQUENCY

FITNESS CENTERS



301 G ST SW – CAPITAL PARK TOWER

FITNESS CENTERS



1629 COLUMBIA ROAD NW – THE ARGONNE

FITNESS CENTERS



2601 VIRGINIA AVE NW - BOATHOUSE

FITNESS CENTERS



1919 3rd ST NW - SLOWE



703.705.4736

cleatdb.com

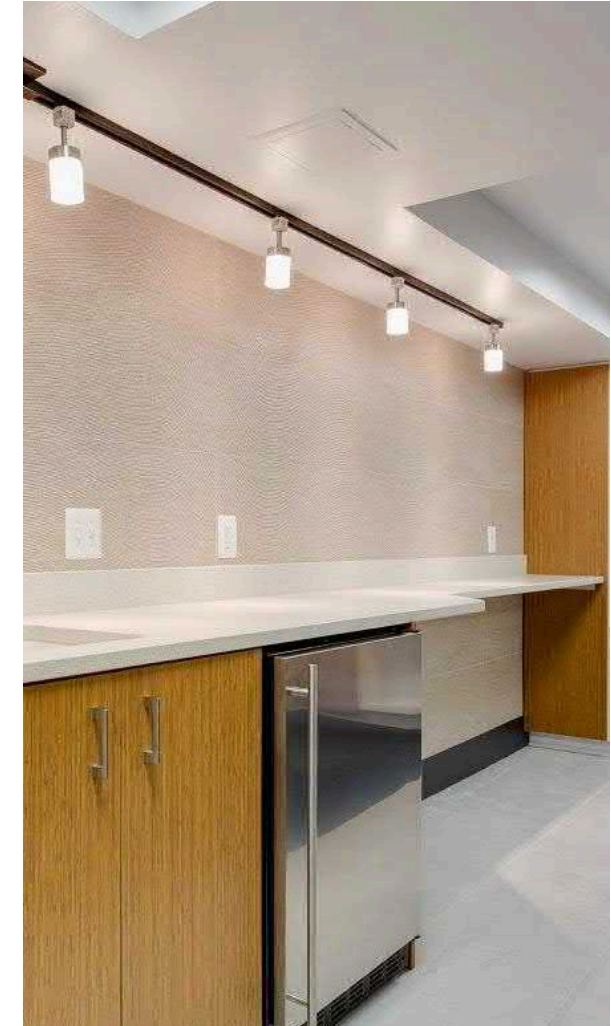
ARCHITECTURE + INTERIOR DESIGN

PORTFOLIO



2021

ARCHITECTURE + INTERIOR DESIGN



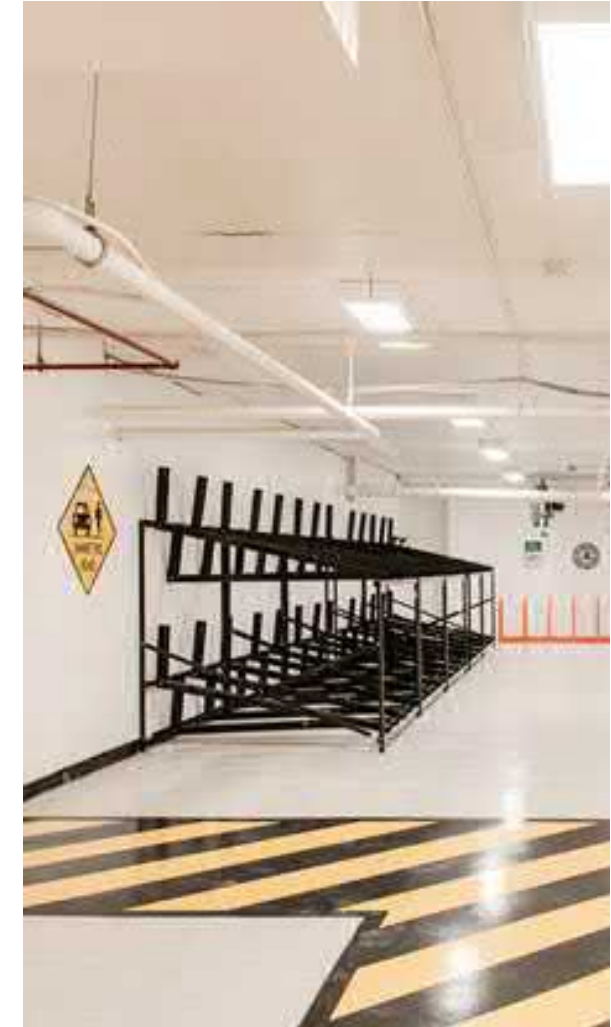
1629 COLUMBIA ROAD NW – THE ARGONNE

ARCHITECTURE + INTERIOR DESIGN



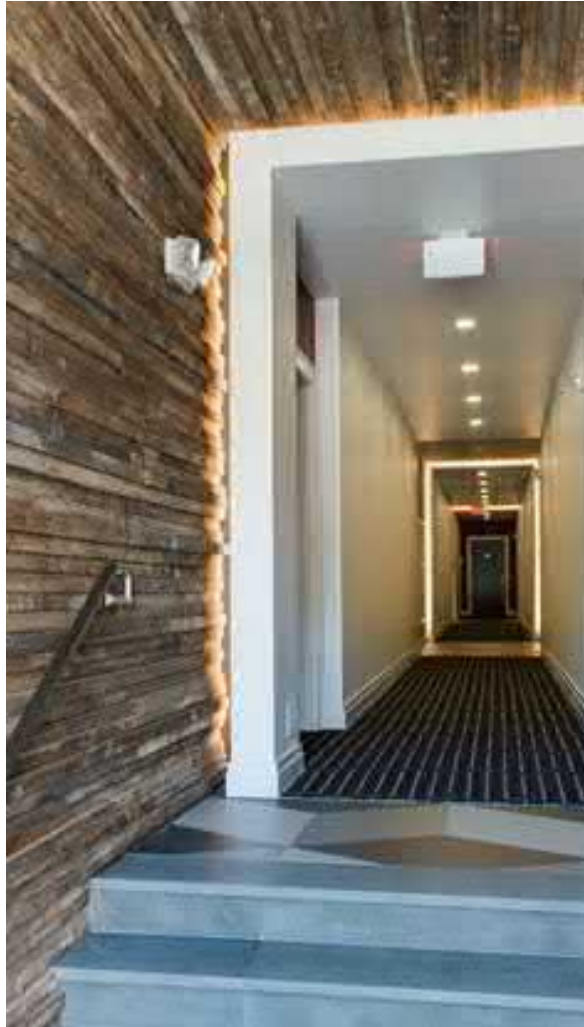
3945 CONNECTICUT AVE NW – TILDEN HALL

ARCHITECTURE + INTERIOR DESIGN



301 G STREET SW – CAPITAL PARK TOWER

ARCHITECTURE + INTERIOR DESIGN



1430 W STREET NW

ARCHITECTURE + INTERIOR DESIGN



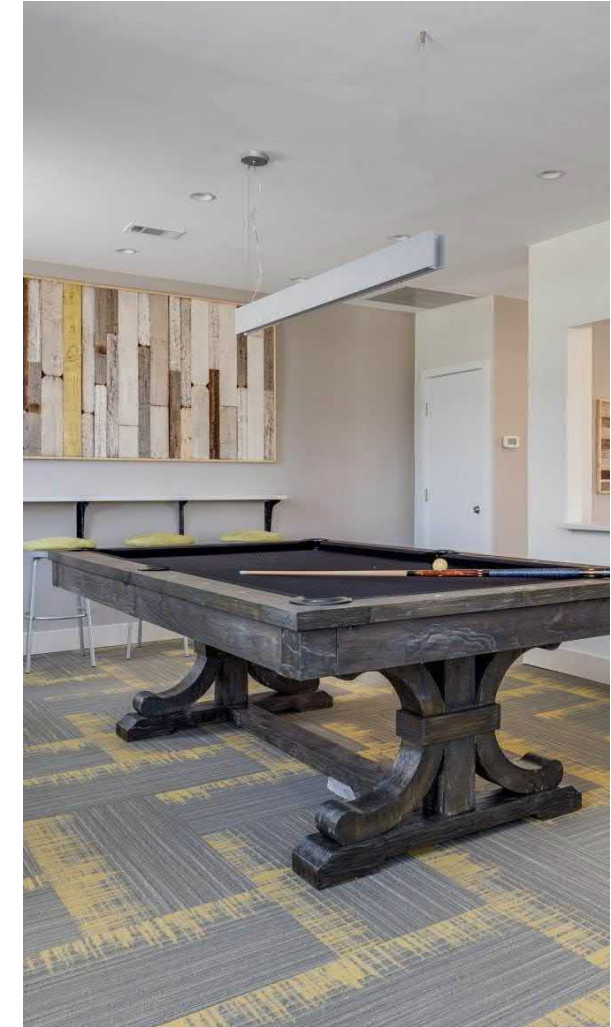
2601 VIRGINIA AVE NW - BOATHOUSE

ARCHITECTURE + INTERIOR DESIGN



230 RHODE ISLAND AVE NE – 3rd & RHODE

ARCHITECTURE + INTERIOR DESIGN



1845 SUMMIT PLACE NW – PARK EAST

ARCHITECTURE + INTERIOR DESIGN



2426 19th STREET NW – THE WALLASEY

ARCHITECTURE + INTERIOR DESIGN



230 RHODE ISLAND AVE NE – 3rd & RHODE

ARCHITECTURE + INTERIOR DESIGN



1919 3rd STREET NW – SLOWE HALL

ARCHITECTURE + INTERIOR DESIGN



1801 & 1811 WYOMING AVE NW

ARCHITECTURE + INTERIOR DESIGN



1405 W STREET NW - LUMEN

ARCHITECTURE + INTERIOR DESIGN



1346 PARK ROAD NW

ARCHITECTURE + INTERIOR DESIGN



1349 KENYON STREET NW

ARCHITECTURE + INTERIOR DESIGN



4000 BRANDYWINE STREET NW - FREQUENCY

ARCHITECTURE + INTERIOR DESIGN



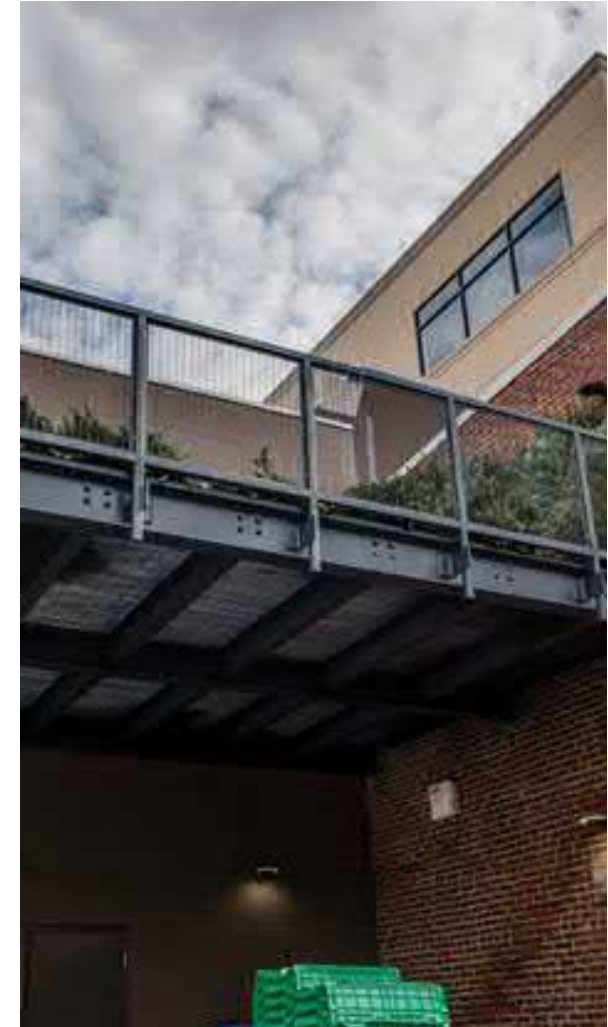
1620 FULLER STREET NW – EMBASSY ADMO

ARCHITECTURE + INTERIOR DESIGN



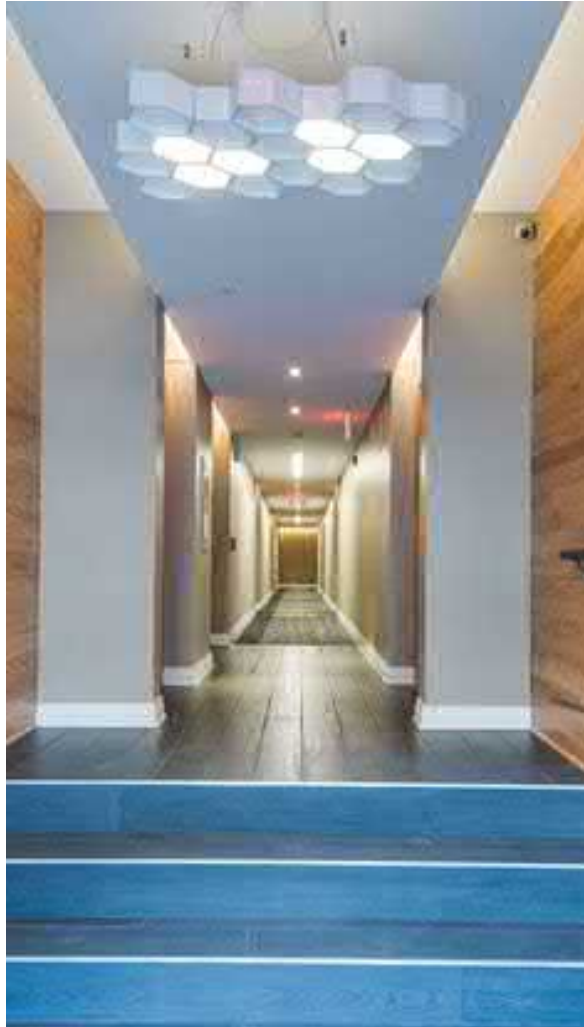
811 QUINCY STREET NW + 3800 NEW HAMPSHIRE AVE NW – NEW QUIN

ARCHITECTURE + INTERIOR DESIGN



1734 14th STREET NW – LOGAN HARDWARE

ARCHITECTURE + INTERIOR DESIGN



1483 NEWTON STREET NW

ARCHITECTURE + INTERIOR DESIGN



1841 COLUMBIA ROAD NW



703.705.4736

cleatdb.com

Cleat Design + Build References

October 30, 2021

Frances-Marie Askwith

Americana Centre Condominium
118 Monroe St, Rockville, MD
gm@americanacentrecondo.com
(301) 340-7770

Alexis Guevara, CMCA

Community Manager - Landmarc
PO Box 7268, Fredericksburg, VA
aguevara@e-landmarc.com
(540) 371-3406 ext. 23

Stephen Bouldin

Arlington Village Condominium
1400 S. Edgewood St, Arlington, VA
generalmgr@arlingtonvillage.com
(202) 557-4455

Tonya Bland

The Sterling Condominium
11700 Old Georgetown Rd, Rockville, MD
lbland@cmc-management.com
(301) 230-7116

Sofia Kehayias

Portfolio / Regional Manager – CMC Associa
skehayias@cmc-management.com
(703) 820-8009

Bryan Brouard

Potomac Plaza Terraces Cooperative
730 24th St NW, Washington, DC
ptassistant@gmail.com
(202) 340-0700

Mike Clough

Senior Vice President – JLL
mike.clough@am.jll.com
(703) 861-0665

Cliff Sobin

Executive Board President
The Sterling Condominium
11700 Old Georgetown Rd, Rockville, MD
bsgcbs@aol.com
(301) 806-8850

January 10, 2022

Christina Deane
Cameron Station Community Association, Inc.
200 Cameron Station Boulevard
Alexandria, VA 22304

Thank you for your follow up questions to our Cameron Club Locker Room Proposal dated December 3rd, 2021. See below for our responses and feel free to reach out with any additional questions.

1. Have you done this type of work before? If so, can you please provide us some references and photos of the completed work?

Answer: Yes, 90% of our work is design build renovation for HOA, Condominiums, & Cooperatives. See below for links to our portfolios and a list of references

[CLEAT Architecture + Interior Design Portfolio 2021](#)

[CLEAT Fitness Center Design Portfolio 2021](#)

[CLEAT References](#)

2. How long would you estimate this type of project to be completed?

Answer: 6 months from Design Kick-Off to Project Turn Over, assuming the timely association decisions on materials and finishes.

3. Are you willing and able to work with the community to adjust the styles and quality (and prices) of items to be furnished to meet the needs and preferences of the community?

Answer: Absolutely, that is Step #1 in the process!

4. With the global supply chain strained, do you anticipate the procurement of supplies to be an issue in completing this project?

Answer: No, we procure accurate material lead-times prior to final selection.

5. What is your warranty on the work performed by your company for this project?

Answer: 1 Year with an option for 2 or 5 year warranties.

6. Is your insurance in compliance with what is necessary for a contractor to have to perform work with our Association?

Answer: Yes, it exceeds your requirements

7. Are there any additional maintenance requirements in addition to the normal care needed to keep the remodeled locker rooms in their new appealing appearance and functionality?

Answer: Depends on final finish selections. CLEAT provides all clients with a detailed Operations and Maintenance Manual at project completion that outlines recommended procedures for long term appearance and functionality.

8. Could you give us examples of how your company has done better design and use of space?

Answer: See below for examples of our comparable work:

[CLEAT Architecture + Interior Design Portfolio 2021](#)

[CLEAT Fitness Center Design Portfolio 2021](#)



Cameron Station Community Association, Inc.
Board Decision Request
January 25, 2022

TOPIC: Linear Park MOU

Motion:

"I move to APPROVE the Linear Park MOU as presented by the City of Alexandria."
2nd:

Summary:

During the December 13th, 2021, Common Area Committee meeting, the Linear Park MOU was approved as presented. Management has been in coordination with Jack Broward of the City to obtain the final details regarding the lighting for the MOU. Please see the below-noted timeline from Jack on the next steps for this MOU:

1. *When I receive your final draft:*
 - a. *If no changes, I will combine all documents and forward to City Attorney for final review*
 - b. *If changes, other than the President's Name, we will continue our discussions*
2. *When I receive the review from the City Attorney*
 - a. *If no changes, I will forward to you to receive the HOA President signature*
 - b. *If changes from City Attorney, we will discuss*
3. *After you receive signature from the HOA President*
 - a. *Return to me*
 - b. *I will send for City Attorney and City Manager Signature*
4. *After City Attorney & City Manager signature*
 - a. *I will provide you with executed MOU "*

Lights: It has been determined that the linear park trail lights are currently on from dusk until dawn, daily and the association is paying. Jack Broward confirmed that several years ago the HOA Board wanted the lights to remain on longer than 10:00 PM. This is when they were switched over to the HOA paying. Average bills are between \$140 - \$170 depending on Daylight Savings time. Management reached out to the city on options, the response from Jack Broward, Acting Deputy Director: ***"My intention is to leave it unchanged and operate as it is. If the HOA wants to no longer pay the utility, the lighting would return to what is shown in the DSUP."***

This would mean the lights would only be on from dusk to 10:00 PM. Management explored the option to sub-meter but may not be a viable option and would be an administrative burden. The estimated costs to install two (2) sub-meters would be \$5,000. It is managements understating that the two options would be:

1. HOA continues the pay, and the trail lights are on from dusk to dawn.
2. The City would take over paying and the lights will turn off at 10:00 PM. The typical time frame for city lights is to come on at dusk and turn off at 10:00 PM. The city may be willing to adjust this time.

CAMP Recommendation

Management recommends approving the proposed MOU as presented.

**AGREEMENT BETWEEN THE
CITY OF ALEXANDRIA, VIRGINIA
AND
CAMERON STATION HOMEOWNER'S ASSOCIATION**

THIS AGREEMENT is made this ____ day of December 2021, by and between the Cameron Station Homeowner's Association and its successors ("CSHA") and the City of Alexandria, Virginia, a municipal corporation of the Commonwealth of Virginia, ("City"). and hereby agree as follows ("Agreement"), as it pertains to landscaping, ornamental planting and maintenance of a portion of City property.

1. Location of Property:

Cameron Station Linear Park ("LinearPark") specifically, an area south of Cameron Station development, which runs from Ben Brenman Park on the east to Armistead L. Boothe Park on the west. The Linear Park varies in width, but is approximately 45 feet wide and 2,800 feet in length, as more fully set forth and designated on the map attached hereto as Exhibit A.

2. Scope of Work:

a. CSHA shall, within the Linear Park:

- i. Maintain the turf areas through routine mowing on a 7 – 10-day cycle during the grass cutting season (April – October). Mowing shall include line-trimming of all mulched areas.
- ii. Inspect all areas for litter and remove litter as necessary prior to commencing each mowing cycle.
- iii. Weed all the mulched areas, including all tree rings, four (4) times each year.
- iv. Continue to pay the cost of the electricity related to the security lights along the trail and the cost of the water to irrigate the area.
- v. Encourage its residents to utilize City's on-line "Call.Click.Connect" system to request City services, including services related to this Agreement.
- vi. Irrigate all replacement and/or new trees installed by the City for a minimum period of one year following the tree installation.
- vii. Limit the use of fertilizers and pesticides as per the May 22, 2009

Memorandum from then Interim Director of the City's Department of Recreation, Parks and Cultural Activities, Richard Baier, to mitigate any environmental impact on Backlick Run (See Exhibit B).

- viii. Ensure that residents living adjacent to the Linear Park remain in compliance with the Adopt-A-Garden Program agreement executed between them and the City (See Exhibit C).

b. The City shall, within the Linear Park:

- i. Monitor the area for safety issues related to the ornamental trees and shrubs.
- ii. Inspect the trail surface annually for safety concerns related to heaved or buckled pavement and coordinate with the City's Transportation and Environmental Services (T&ES) for any needed mitigation.
- iii. Clear snow/ice on the trail in accordance with the City's snow response plan and priorities. In the discretion of the City, the trail will be treated with sand.
- iv. On an annual basis, mulch all landscaped beds, including tree rings, with hardwood mulch.
- v. On an annual basis, the City will inspect Linear Park City trees and schedule appropriate maintenance to include pruning, trimming and the replacement of dead or declining City trees.
- vi. On a semi-annual basis, inspect the security lights along the trail and perform maintenance as needed.
- vii. Inspect the irrigation system twice each year – In the spring before system initiation and in the fall after winterization.
- viii. Make repairs to the irrigation system as necessary.
- ix. Provide Gator Bags to CSHA, as necessary, if trees are added or replaced by the City along the trail. CSHA shall remain responsible for irrigation of new and/or replaced trees for a minimum period of one year per Section I.a.vi above.

- c. This Agreement confers no rights, uses, privileges of the Linear Trail to CSHA, except as to landscaping, ornamental plantings and maintenance as explicitly set forth in this Agreement.

- d. All funds, labor and materials needed to accomplish the Scope of Work undertaken by CSHA, as outlined above, shall be provided by CSHA.
- e. All funds, labor and materials needed to accomplish the Scope of Work undertaken by the City, as outlined above, shall be provided by the City.

3. Regulatory:

- f. The City sidewalk/trail shall remain free and clear for pedestrian traffic. Maintenance activities pursuant to this Agreement shall be performed in a manner that minimizes impact on users.
- g. City may perform unannounced periodic site inspections to evaluate whether CSHA is complying with the terms of this Agreement.
- h. City reserves the right to remove plantings determined to be invasive or inconsistent with this Agreement. City reserves the right to modify conditions within the Linear Trail that, in its sole discretion, it determines are inconsistent with the terms of this Agreement. In the event the City determines that CSHA is not in compliance with the terms of the Agreement, the City shall provide thirty (30) days written notice to CSHA to take corrective measures. In the event CSHA fails to correct the default, the City may immediately terminate this Agreement.
- i. No temporary or permanent signs, sculptures or advertising information shall be permitted within the Linear Trail without the City's prior written approval.
- j. CSHA shall comply with the City of Alexandria's Landscape Guidelines. CSHA acknowledges receipt of these guidelines.

4. Indemnification and Assumption of Risk:

- k. CSHA agrees to indemnify, defend and hold harmless the City and its agents, officials and employees from all suits, actions, omissions, damages, claims, losses, liability, costs and expenses (including court costs and attorney's fees), resulting from or arising out of any bodily injury, death or property damage (including injury, death or property damage or other losses sustained by City or any of its officials, employees or agents) caused in whole or in part by any negligence act or omission of CSHA or its agents relating to or involving performance of Scope of Work covered by this Agreement.
- l. CSHA accepts all risks associated with all labor, work, materials, accidents,

liabilities, claims or resulting actions associated with performance of the Scope of Work within the Linear Trail, except and to the extent resulting from negligent acts or omissions of the City.

5. Environment:

Consistent with the City's Eco-City Charter, City encourages CSHA to implement the following:

- m. Care in horticultural and landscape maintenance practices to ensure use of non-invasive plants and ecologically appropriate soil amendments/fertilizers/chemicals.
- n. CSHA agrees to promptly report any visual signs of irrigation leakage or damage to the City, so the repairs can be immediately scheduled.

6. Site Utilities:

CSHA shall contact MISS UTILITY and/or have the Linear Trail marked by a suitably qualified Surveyor prior to commencement of construction to ensure that any work pursuant to this Agreement does not conflict with existing utilities.

Repair of damage to utilities caused by work conducted by or on behalf of CSHA pursuant to this Agreement shall be the responsibility of CSHA or its agents.

7. Term and Finality of Agreement:

- a. This Agreement shall be effective for a period of two (2) years and shall automatically renew for an additional two years at the expiration of each preceding term unless terminated by either City or CSHA, by advance written notice at least ninety (90) days prior to the expiration date of that two-year term. However, the City may terminate this Agreement immediately for cause, pursuant to the provisions of Section 2.c , above, by sending notice to CSHA in compliance with paragraph c of this Section 6, below. Either Party may terminate this Agreement, with or without cause, by providing the other party ninety (90) days written notice as provided in paragraph C of this Section, below.
- b. This Agreement represents the entire and final agreement, it supersedes any prior understandings, agreements, and negotiations, and it shall be amended only by a writing signed by both the City and CSHA.
- c. All notices required by this Agreement shall be sent to the parties at the following addresses:

To the City:

Director/Designee
Recreation, Parks and Cultural Activities
1108 Jefferson Street
Alexandria, Virginia 22314

With a copy to:

Office of the City Attorney
301 King Street, Suite 1300
Alexandria, Virginia 22314

To CSHA:

XXXX, President
Cameron Station Homeowners Association
200 Cameron Station Blvd
Alexandria, Virginia 22314

With a copy to:

Cameron Station Homeowner Association Inc.
200 Cameron Station Blvd
Alexandria, Virginia 22304

AGREED TO AND ACCEPTED BY THE FOLLOWING PARTIES, AND EXECUTED IN
DUPLICATE ORIGINALS:

Mark Jinks, City Manager
City of Alexandria, VA

Date

XXXX, President

Date

Cameron Station Homeowners Association
Alexandria, Virginia

Approved as to form:

Approval to Form

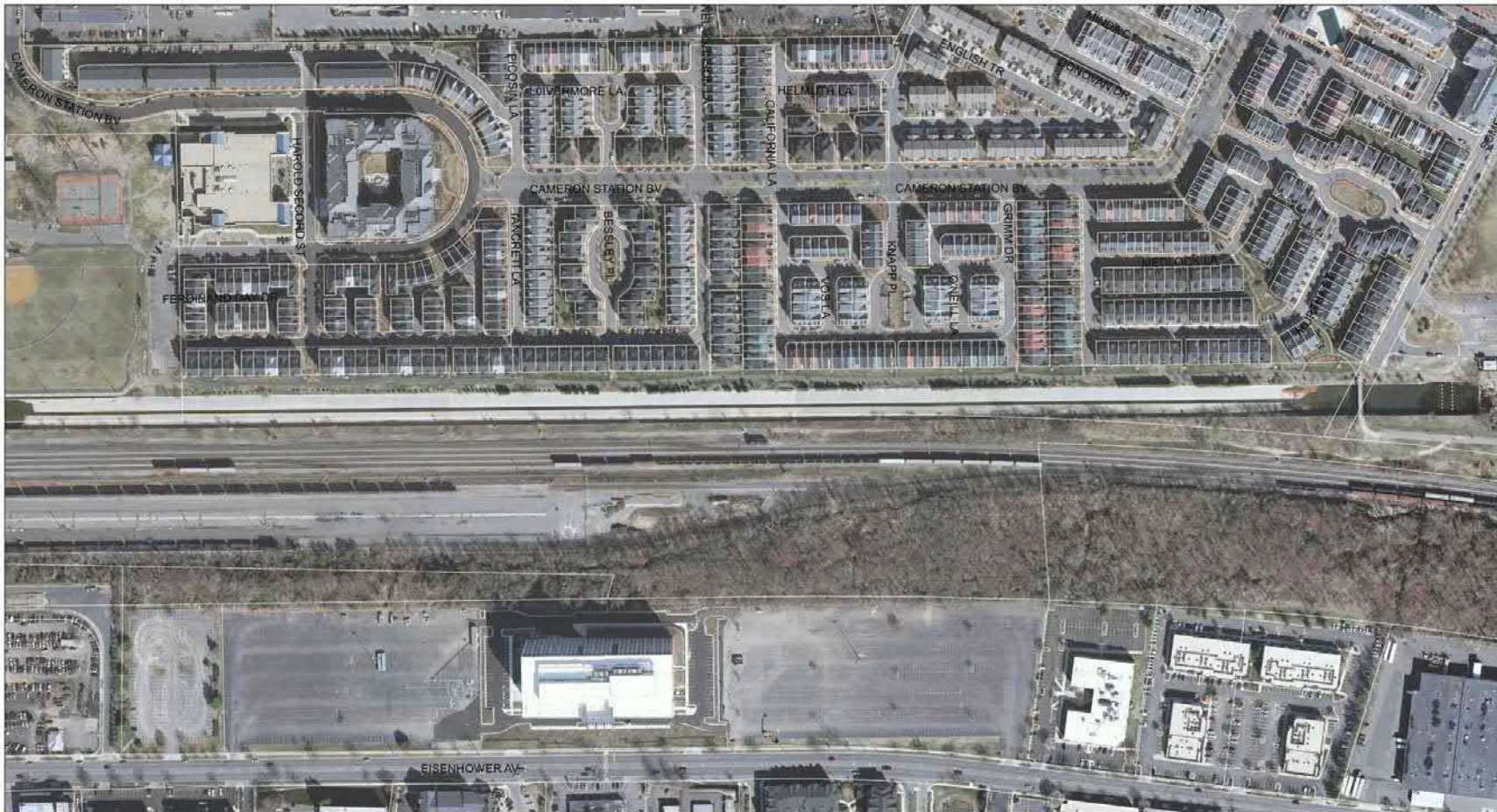
Karen Snow, Senior Assistant City Attorney

Attachments:

1. Exhibit A: Park Map
2. Exhibit B: Letter from RPCA Interim Director
3. Exhibit C: Linear Park Adopt A Garden Guidelines and Procedures

FINAL DRAFT 12.1.21

EXHIBIT A



CAMERON STATION LINEAR PARK

EXHIBIT B



DEPARTMENT OF RECREATION, PARKS AND CULTURAL ACTIVITIES

1108 Jefferson Street
Alexandria, Virginia 22314-3999

Richard J. Baier, P.E.
Interim Director

Phone (703) 838-4343
Fax (703) 838-6344

May 22, 2009

Ms. Airielle Hansford, CMCA.AMS
Community Manager
Cameron Station Community Association, Inc.
200 Cameron Station Boulevard
Alexandria, VA 22304

Ms. Hansford:

Subject: Proposal to Assume the Turf Maintenance **at** the Linear Park

Thank you for your most generous offer on behalf of the Cameron Station Community Association to provide turf maintenance for the Linear Park. Recognizing that the Department of Recreation, Parks and Cultural Activities would, as a result of limited resources and recent budget cuts, be unable to provide the level of turf maintenance that the residents of Cameron Station would prefer, we are pleased to accept the offer to mow the linear park for the 2009 season. I fully understand that your association is proposing to provide this service on a trial basis, and that if you decide that it is not in the best interest of the Association to continue, the Department will resume the park maintenance at the standard level of service that is provided in comparable City parks.

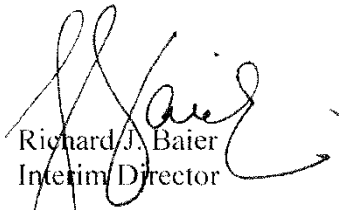
Although in addition to mowing you have proposed to provide applications of turf fertilizers and weed controls, we must decline these applications due to the City's practice of limiting the use of pesticides in public parks, especially given the park's proximity to Backlick Run.

EXHIBIT B

Letter to Ms. Airielle Hansford
May20, 2009
Page2

Thank you again for the generous service and assistance that the Cameron Station Community Association is donating to the Department and the City of Alexandria. Please inform the Park Manager Walter Powell when you propose to begin the mowing of the park. Mr. Powell can be reached by telephone at (703) 930-0755, or by email at walter.powell@alexandriava.gov.

Sincerely yours



Richard J. Baier
Interim Director

cc. Mark Jinks, Deputy City Manager
Roger Blakeley, Deputy Director, RPCA
Walter Powell, Park Manager

City of Alexandria, Virginia
Department of Recreation, Parks and Cultural Activities
1108 Jefferson Street
Alexandria VA 22314
703.746.5504

LINEAR PARK ADOPT A GARDEN GUIDELINES AND PROCEDURES

For Cameron Station homes directly bordering Linear Park, Adopt a Garden provides a voluntary opportunity for homeowners to enhance and beautify the adjacent public parkland with plantings. The intent of these guidelines is to establish a clear and uniform garden size that is manageable and economical for the homeowner, without restricting plant material or ecological benefit. The guidelines in place are intended to maintain a consistent appearance in the park, to minimize conflicts with park maintenance and infrastructure, and to mitigate privatization of public land.

1. Garden Size

The “Garden Area” is required to be thirty-six (36) inches wide extending the full length of building or parcel (Exhibit 1). Minor size adjustments, as determined by the Common Area Committee and City, may be needed to provide consistency throughout the Linear Park corridor. The Homeowner is responsible for all maintenance within the Garden Area regardless of planting type.

2. Plantings

The following plant materials are prohibited in the Garden Area:

- a. Invasive Plants; according to the most current Invasive/Alien Species Advisory list from the Commonwealth of Virginia, Department of Conservation and Recreation; www.dcr.virginia.gov and the Virginia Native Plant Society; www.vnps.org.
- b. Deciduous or Evergreen Trees.
- c. Vegetation grown for the purpose of human consumption.
- d. Plants which attain a height or grow to exceed 48 inches in height.

3. Acceptable Items

The following are acceptable, with approval by the City and Common Area Committee:

- a. A garden edge, such as stone, blocks, or other approved material. Edging shall protect plantings from Linear Park mowing and other maintenance operations. Edging shall not exceed 12 inches in height, measured from adjacent grade. Stone or block shall be free standing, non-permanent with no footings, and light enough to be removed by hand. All edging shall be removed at the end of the Adopt-a-Garden agreement.
- b. Proposals for irrigation will be reviewed on a case by case basis. Irrigation shall run on separate systems. All water shall be supplied by the homeowner.

- c. Proposals for lighting will be reviewed on a case by case basis. Lighting shall not be permanent, solar powered accent lights, in working order, is preferred. All power shall be supplied by the homeowner.

4. Prohibited Items

Items prohibited in the Garden Area include but are not limited to:

- a. Landscape structures and fixed elements such as retaining walls, steps, fences, arbors, trellises, signs, and /or shade structures such as awnings, decking, platforms, fountains.
- b. Garden ornaments and sculptures
- c. Objects intended for animals and wildlife (i.e. birdbaths, bird feeders, etc...).
- d. Outdoor furniture such as tables, benches, chairs.
- e. Lighting (except as approved per 3. c.)
- f. Open flames/Cooking devices
- g. Masonry (i.e. walks, patios)
- h. Special Paving
- i. Storage Units
- j. Permanent or structures fixed in place.
- k. Walls and fences.

5. Cameron Station Community Association, Inc.

Gardens shall adhere to the most current Cameron Station Community Association, Inc., Design and Maintenance Standards for Landscaping & Gardens. Adopt a Garden guidelines shall supersede HOA standards as applicable.

6. Application Procedures

Homeowners/Residents interested in establishing a garden shall follow these procedures:

1. Review the Adopt a Garden Guidelines.
2. Questions about the program shall be directed to the City Horticulturist at 703.746.4654 or John.Walsh@alexandriava.gov.
3. Submit completed application via:
 - Mail:** Department of Recreation, Parks and Cultural Activities
Attn: John Walsh, Horticulturist
2900-A Business Center Drive
Alexandria, VA 22314
 - Email:** John.Walsh@alexandriava.gov
4. Attend a Project Planning meeting with Cameron Station Community HOA representative and City Staff.
5. If approved, sign the Letter Agreement.
6. Install and maintain the Garden.
7. Choose to renew or cancel the Agreement at intervals identified in the Agreement.

Attachments:

1. Adopt A Garden Application
2. Exhibit 1

3. Cameron Station Design & Maintenance Standards

City of Alexandria
Department of Recreation, Parks and Cultural Activities
1108 Jefferson St. - Alexandria VA 22311
703.746.4343

Adopt a Garden Application

Contact Information

Name of Individual	
Name of Organization	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Location

(Also indicate if this is a NEW or EXISTING garden)

Garden Plan and Planting List

Attached a scaled planting plan and provide a planting list below.

Qualifications

Describe your interests, abilities, and resources to create and maintain this Garden.

Applicant Signature

Date

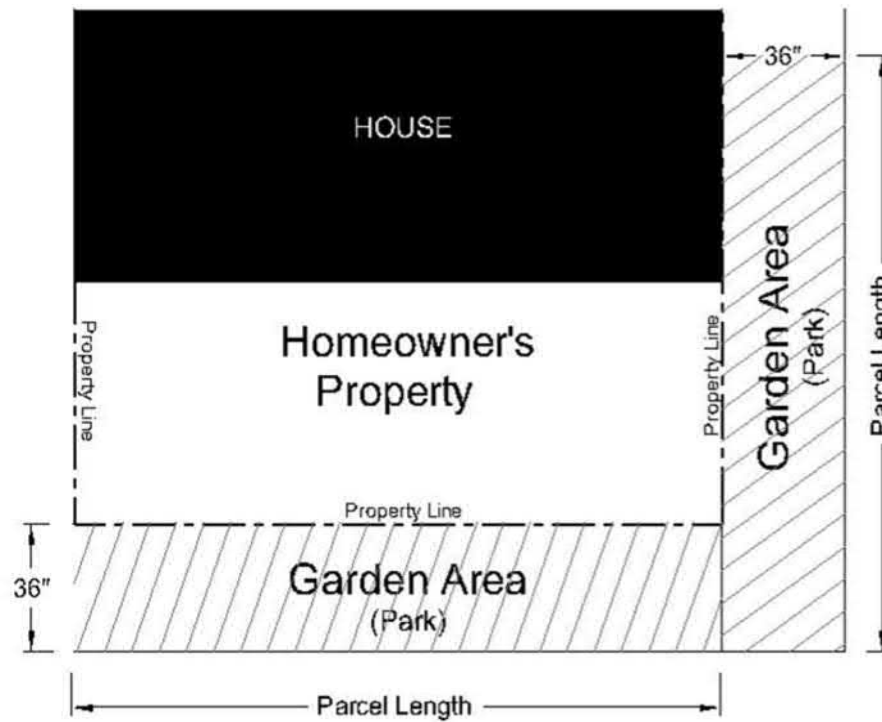
Office Use Only – Approved

Yes _____ No _____

Staff:

Date:

Exhibit 1
Cameron Station
Linear Park Adopt a Garden



Properties with Side Yards
 Bordering Park

Garden is 36" wide, extending the
 length of the parcel.

Properties with Rear Yards
 Bordering Park

Garden is 36" wide, extending the length of the parcel.



**A NEW COMMUNITY IN AN OLD TOWN.
ALEXANDRIA.**

Design & Maintenance Standards

Revised: October 26, 2010

ARCHITECTURAL DESIGN & MAINTENANCE STANDARDS (DMS)
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Gutters & Downspouts:

Gutters and downspouts must match in color and design to those existing and must not adversely affect drainage on adjacent properties. Plastic gutters are not allowed. Gutter covers are allowed without ARC approval as long as the gutter cover matches the existing gutter color and style.

Hot Tubs:

Hot tubs may not be installed unless the homeowner first submits a completed application and received ARC approval. Hot tubs shall be located only on the ground level in the rear of the home, within the fence, and as close to the house as possible. The ARC may require the addition of landscaping or screening to reduce the visual impact and noise to neighboring homes. Hot tubs on decks are not permitted.

House Numbers:

House numbers shall be replaced with ones of exact style and color as the original numbers on the house, unless approved by the ARC. House numbers for both front and rear of the house are required. Rear numbers are typically located on deck band boards or, if there is no deck, on a rear fence post.

If the builder did not provide rear house numbers, installation of black metal numbers will be required. No more than one set of house numbers is permitted on the front and/or back. Removal constitutes a violation.

Landscaping & Gardens:

No changes or additions to the exterior landscaping/planting beds may be made without first obtaining the written approval of the ARC. The following standards govern exterior landscaping and gardens within Cameron Station.

Any landscape or garden must not alter the drainage pattern to cause water to flow into the neighbor's yard or cause water ponding in the common area. In no instance shall drain lines extend into the common area.

- A. All plants shall be trimmed to preclude encroachment upon sidewalks, driveways and common areas.
- B. Front yard plantings will be those normally associated with the character and style of the community.
- C. Landscaping and gardens must not obstruct house numbers or sight lines required for vehicular traffic.
- D. All gardens must be neatly maintained, trimmed, and free of weeds; this includes removal of all unused stakes, trellises, weeds and dead growth.
- E. An application is required for hedges or other features which, in effect, become structures, fences or screens.
- F. An application is required for garden timbers or any other material which is used to form a wall. All applications must include a site plan with the location of ties or timbers drawn in, and information on landscaping plans and any grading changes. Landscaping timbers must not be used to delineate property boundaries. Railroad ties are not permitted.
- G. An application is required for edging for exterior planter beds. Edging must not extend beyond property lines or into common areas and curbs.
- H. An application must be submitted for rock gardens, collections of rocks, and single rocks in any dimension with the exception of a single line of decorative rock edging. All rocks shall be left their natural color.
- I. Homeowners may not plant any tree that may grow over a height of 6 feet and/or any additional trees on a Lot unless they first receive the approval of the ARC. Specific guidelines on the replacement of trees on the private lots can be found in the PRIVATE TREE REPLACEMENT GUIDELINES on page 17.

- J. The Application submitted should show the location of the tree, the type of tree, the reason compelling the removal of the tree and the proposed species of replacement tree.
- K. Growing vegetables or fruits in the front of the properties is prohibited. Vegetable gardens inside enclosed yards, which are in compliance with the DMS, do not require approval. Vegetable gardens shall not take more than thirty-two square feet of rear enclosed yard space and shall be neatly maintained. No offending odors should be created as a result of any garden. Fruits and vegetables should not be left to decay upon the ground. During winter, soil should be turned over. Planting of vegetables in appropriate containers by owners of back to back townhouses with no side or rear yard requires the submission of an Exterior Architectural Application.
- L. Any vine-like plant, such as ivy is permitted as long as it is trimmed, maintained, and in neat attractive condition. Also, the ivy cannot encroach on any other property not owned by the owner, such as the common area and/or other neighboring properties.

Lead Walks:

All lead walks (walks leading to the home's main entrance) must be repaired or replaced with the original material. The ARC may consider resident applications to replace or repair an existing lead walk with new building materials not previously available to homeowners when the home was originally constructed, provided such new building materials are similar in appearance to the existing lead walk materials.

Light Posts & Exterior Lights:

Light posts are not permitted on individual lots.

Surface-mounted exterior lights attached to a home must be replaced with a fixture of exactly the same style and color, unless an alternate fixture is approved by the ARC. The ARC will consider requests to replace the fixture with an alternate fixture. However, the fixture must be harmonious with the style and character of the home and neighborhood. Inoperable light bulbs shall be replaced only with white or clear bulbs. The use of colored light bulbs is prohibited.

Ground level lights (a light anchored to a four (4) to six (6) inch stake which is driven into the ground and with the illumination pointing down to the ground) bordering driveways/walkways must be unobtrusive in nature. Lighting in the front or rear yard must be placed so that light does not shine outside the property in a manner which could disturb neighbors. In particular, care must be taken in arranging the angle of a floodlight. Applications shall show the estimated light level and shine pattern.

SatelliteDishes/Receivers - see "Antennas".**Screened Porches:**

Screened porches are not permitted.

Signs:

In accordance with the Covenants, Article VII, Section 7.17, "Owners may not erect or maintain on any portion of the Property any signs except for: i) signs required by law (such as building permits), ii) one (1) unlighted sign not greater than two (2) feet by three feet advertising for sale any Single Family Lot, Cluster Family Lot or Condominium Unit. Signage advertising security services for individual homes shall be allowed."

Up to two (2) standard-sized security signs may be installed on a lot. The security signs may be located in the front and/or the back of the lot within six (6) feet of the house.

Residential rental signs are not permitted.

Signs for political candidates are allowed as follows:

- A. Limit of one (1) political sign per candidate per house.
- B. Political signs may be installed three (3) weeks prior to the election and must be removed the day after the election.

- C. Political signs are not permitted in common areas.

Skylights:

Skylights should be located behind the roof ridge, if possible.



Cameron Station Community Association, Inc.
Board Decision Request
January 25, 2022

TOPIC: Lancaster Proposal – Erosion Control – Murtha Common Area

Motion:

"I move to APPROVE the Lancaster proposal as presented in the amount of \$4,680.00 for erosion control work in the Murtha St. common area to be taken from the Reserves, Repair and Replacement line item."
2nd:

Summary:

The Common Area Committee approved proposal # 3149-2 at the December 13, 2021, meeting. Attached is the proposal to regrade the area and extend the existing swale (installed in August 2021). The regrade/swale extension will start from the rear of 232 Medlock to connect with the existing west Virginia flagstone swale. The rear of 245 Murtha will also be regraded so that the water will be better directed to the swale.

CAMP Recommendation:

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

Budget Considerations:

The Association has a positive cash position; however, this should be noted when the Reserve Study is updated to reflect the actual costs, so that the appropriate contributions can be collected to recover the expenses accordingly.



November 12, 2021

CUSTOMER # 229

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

Emails: managers@cameronstation.org; Toni Mancinelli tmancinelli@gocampmgmt.com

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

EROSION CONTROL

MURTHA-MEDLOCK REAR COMMON AREA:

- *REGRADE EXISTING SWALE FROM REAR OF 232 MEDLOCK TO CONNECT WITH EXISTING WEST VIRGINIA FLAGSTONE SWALE (APPROX. 80 X 3').*
- *ON SWALE, INSTALL WEST VIRGINIA FIELDSTONE.*
- *ON THIN TURF AREAS, INSTALL HARDWOOD MULCH.*
- *REAR OF 245 MURTHA, REGRADE AREA TO DIRECT WATER TO EXISTING SWALE.*

LABOR AND MATERIALS:

- (48) HRS. @ \$55/PER HR.\$2,640.00
- (2) PALLETS OF WEST VIRGINIA FIELDSTONE @ \$795/PALLET\$1,590.00
- (6) YDS. OF HARDWOOD MULCH @ \$75/YD.....\$450.00

TOTAL PROPOSAL: \$ 4,680.00

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

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

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

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

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

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____





Cameron Station Community Association, Inc.
Board Decision Request
January 25, 2022

Topic: Minute Taker Proposals

Motion:

"I move to APPROVE the proposal from _____ in the amount of _____ to record the Board of Directors meeting minutes to be expensed from Administrative-Meeting Expenses line item."

2nd:

Summary:

In an effort to compare and possibly reduce expenses the Finance Committee tasked management to obtain proposals from minute taking companies. Management reached out to three companies. One company has a prior commitment and would be able to take minutes if we provide a recorded meeting.

Company	Cost	Additional Time	Turn Around Time	Pre-recorded
Just a Minute	\$160 – Up to 2-HR Meeting	5-minute grace period then \$50 per every 30 minutes	Before the next meeting	Not offered
Minute Services LLC.	Virtual - \$125 -per hour On-Site \$150 -per hour	Flat rate per hour or part thereof, per meeting	7 Days	\$100.00 per HR
Nete' Fuller	\$225 – per meeting up to 2 15 minutes.	\$30 for each additional half hour	7 Days	This is the only option provided by this recording secretary, as they have a prior commitment.

Answer from Nete' Fuller: "The rate would still be based upon the length of the meeting. I will still have to watch the recording in its entirety in order to compose accurate minutes. Often I find composing the minutes can take longer than the actual meeting itself depended upon meeting content, editing, etc; unless of course it's a very brief meeting (i.e; 30 minutes) which I already have a reduced rate for."

CAMP Recommendation

Management has worked with Minute Services LLC. In the past and they are reliable and fast.

Budget:

GL- Administrative-Meeting Expenses is budgeted for \$10,500 for 2022.



SERVICES - 2022

1	SINGLE meeting, Holiday, or only Annual meeting per calendar year (M-TH) up to two (2) hours	\$250
2	QUARTERLY meeting (minimum of four (4) per calendar year (M-TH) up to two (2) hours	\$200
3	MONTHLY/BI-MONTHLY meeting (minimum of six (6) per calendar year (M-TH) up to two (2) hours	\$160
4	WEEKEND SINGLE meeting (Friday - Sunday) up to two (2) hours	\$300
5	WEEKEND MONTHLY/BI-MONTHLY meeting (Friday - Sunday) up to two (2) hours	\$225
6	TRANSCRIPTION: Verbatim style document. Mandatory attendance at meeting up to two (2) hours to record. Any electronic recording is for our purposes only and will not be made available. Overtime will apply.	\$450 plus \$7.00 per page
	OVERTIME - Per 30 minutes or any increment thereof over two (2) hours with initial five (5) minute grace past two (2) hours of posted start time of meeting.	\$50
*	ADMINISTRATIVE FEES - Meeting date changes \$50 (meetings that fall on a recognized Federal holiday, not included - however, coverage may not be available on the new date selected) Requests for previously submitted meeting documents over 6 months old per occurrence (PDF electronic format only) \$25 Custom document format per meeting \$25	\$25-\$50

WE LOOK FORWARD TO SERVING YOUR ORGANIZATION

Aquasco, MD 20608

cj@justamminute.rocks ♦ 240.230.6882



CAMERON STATION 2022 AGREEMENT OF SERVICES

Thank you for choosing just a MINUTE! for your meeting recordation needs. Below is an outline of what you can expect from having a Recording Secretary at your meeting.

Having a Recording Secretary attend your meeting assists your Association to perform efficiently by providing Minutes for Board review and for your legal records. Board Secretaries, Administrative Assistants, and Property Managers are now available to fully participate in meetings and assume an active role during your meetings. It also enables the Board to run meetings in an organized manner and ultimately relieves the Board Secretary of many hours of extra work outside of meetings.

MINUTES

- We provide objective action-style Minutes. The Minutes will reflect what was **done** by the group, **not what was said by the members**. Minutes will include all actions to be taken and by whom, with deadlines indicated when necessary.
- We provide Minutes using our templates for consistency. Other formats will be considered upon request.
- Discussion will be summarized in one or two sentences.
- Each business item listed on the Agenda will be included whether discussed or not.
- Names will be omitted from the Minutes where they are not significant to the discussion.
- Minutes will record all motions, passed and defeated, the results of those motions, and expected actions in a concise and consistent format.
- We strive to include the exact terms of any motions, passed or defeated, and will include the names of the Board members voting for or against each motion unless instructed otherwise.
- A copy of the proposed Minutes will be provided to the Board or to the property manager in advance of your next meeting. If amendments are required, a final set of Minutes, with any revisions adopted by the Board will be provided within 10 business days after being approved.
- Documents submitted by the Recording Secretary will be considered complete and accurate upon Board approval at the next meeting. Any content added outside of the scope of action-style Minutes and summarized discussion will be the sole responsibility of the individual(s) who edited the document before or after Board approval. Should the Minutes inaccurately reflect actions then the documents will be corrected and resubmitted.

POLICY AND PROCEDURE RELATING TO COVID-19

For the foreseeable future, just a MINUTE! will provide recording services solely via teleconference (term encompasses all electronic calls on any electronic call provider including video) on your regularly scheduled date of your meeting. The Recording Secretary will be in attendance online via the link you provide for each meeting. The teleconference meeting access link along with the accompanying meeting documents are required at least one day ahead of the scheduled meeting. All other policies and procedures remain in effect. _____ (initial understanding and agreement)



AGREEMENT OF SERVICES

By executing this Agreement, we agree to provide a Recording Secretary at each of your scheduled meetings and you agree to pay for our services under the terms set forth in this Agreement. Our services will begin on the date that your Association requests and will continue on the scheduled dates you assign. If your meeting date does not fall on the same date each month, we may have a conflict and will make every effort to have a Recording Secretary available on that date.

CANCELATION OF SERVICES

If either party desires to cancel services, they shall provide notice, **in writing**, at least 30 days in advance of your next scheduled meeting, otherwise an invoice will be submitted for the reserved meeting date.

BEFORE EACH MEETING

It is important that we receive the Teleconference Meeting Access Link, the Agenda, and Management Report **before** each meeting so that the Recording Secretary can be electronically prepared and make sure that the meeting access link is working before the meeting begins. All other reference materials should be sent in advance of the meeting as well.

Each Property Manager and/or Community Assistant will receive an auto-generated email at least two business days prior to the scheduled meeting date requesting the teleconference meeting access link, the Agenda and Management Report.

If meeting access information was not timely provided and the Recording Secretary is unable to access the meeting, an invoice will be sent for the meeting fee. Please provide a contact number that will only be used in the event that the Recording Secretary's connection or inability to access the meeting during the scheduled meeting time.

DOCUMENT SUBMISSION

Electronic delivery of Minutes will be sent via email and attached to our invoice within 10-12 business days after the date of the meeting via QuickBooks Invoicing System. We will also deliver a final, revised set of Minutes within 10 days after the Board meeting at which they are approved.

NOTICE OF CANCELLATION OF MEETING

The date and time of your meeting has been reserved. just a MINUTE! must be provided 24 hour notice of any cancelled meeting. Otherwise, you will be invoiced for a 2-hour meeting. If the Recording Secretary arrives at the meeting location or calls into the teleconference and no one arrives or meeting hosts are not on the teleconference within 15 minutes of the official start time, and in the absence of any notice of your meeting being cancelled, the Recording Secretary is authorized to leave the meeting and you will be invoiced for a 2-hour meeting.



MEETING DATE CHANGES

Your organization is assigned a Recording Secretary for the dates and times you provide to us. If your meeting date changes we will do everything we can to accommodate that date change, however, due to other precluding assignments there is no guarantee that we will be able to cover your meeting. There will be an administrative fee of \$50 to provide a Recording Secretary on the new date.

CODE OF CONDUCT

Recording Secretaries are expected and required to present a highly professional manner while in attendance at your Association's meeting. Likewise, there is an expectation of professionalism and respect from all Board members, property managers, assistants and those in attendance at each meeting. It is expected that on occasion an enthusiastic discussion is bound to occur during a meeting. The Recording Secretary may make a personal safety decision and is authorized to leave in cases of excessive adverse behaviors directly or indirectly and/or in the need for the Board to call for appropriate security or police presence due to unstable situations. If the Recording Secretary invokes this action, an invoice will be presented for payment.

WORK PERFORMANCE REQUIREMENT

The primary function of the Recording Secretary is to listen to the business of your Association in order to provide the Minutes from your meeting. Each Recording Secretary will be on time to enter into the teleconference. Please make sure that whomever is monitoring the attendance does not disconnect or inadvertently mute/ignore the connection of the Recording Secretary. An alternate cell number would be required so that the Recording Secretary can make contact to be returned to the teleconference.

In order to make sure to hear each individual speaker, we request that only one speaker be allowed to speak at one time. Additionally, background noises and interruptions while someone is speaking creates confusion and will not be clear for recording purposes. The Recording Secretary may request for a repeat of specific information for clarity and the record.

PRIVACY POLICY

We respect our clients and make sure that all information pertaining to your Association are protected and never shared with any public or private entity unless compelled by subpoena or other legal requirement. Any hard copies obtained for the sole purpose of creating your meeting documents are shredded and properly disposed of timely as are the electronic copies will be purged as well.

COMPLIANCE WITH THE OPEN MEETINGS ACT

Association meetings are to be open to your members and may only be closed for the limited purpose set forth in the Act. As a Recording Secretary, we only record Minutes and are not responsible for the Board's compliance with the Open Meeting Act, or any other legal requirements set forth in any state or local laws, or in your Association documents. For that reason, we recommend that the Board familiarize itself with those requirements. If a



meeting is closed, we will record the vote to close the meeting and any closing statement which provides the authority for closing the meeting. We will also prepare separate Minutes of the closed meeting, which will be kept sealed and will not be available for public inspection. We will also include in the Minutes of the next meeting a Statement of the authority under which the meeting was closed, the public vote of each member to close the meeting, and a summary of the proceeding and the decisions made and actions taken as stated in the Open Meetings Act.

INDEMNIFICATION

The Association agrees to indemnify and hold the Recording Secretary and just a MINUTE! harmless and to defend them from any claims or liabilities that may be imposed as a result of the Association's failure to comply with any state or local laws or with the Association's governing documents in the conduct of your meetings.

LEGAL REQUESTS

In the event we receive a subpoena to provide your records, you will be notified and given opportunity to object. There will be an administrative fee of \$500 to respond to a subpoena. If a court appearance is required, there will be a fee of \$150 per hour, per subpoenaed individual. Any and all expenses incurred by us for legal representation will be reimbursed by the Association within 10 days of appearance.

DOCUMENT RETENTION POLICY

We retain copies of our draft minutes and any other documents provided to us on behalf of our clients for a period of five years, after which the documents are destroyed. If you wish to obtain your documents from us before they are destroyed, please contact us and we will make them available to you for retrieval. We make our records available for our clients to review at no charge for a period of 6 months from the date of your meeting. After that, we charge \$25 for the retrieval of documents that are more than 6 months old per month.

PAYMENT

Invoices are due and payable within SEVEN business days. _____ (initial agreement and understanding)

All invoices are electronically submitted through Quickbooks with the Minutes attached except whereby other submission arrangements have been arranged. Due to increasing issues with mail theft along with inconsistent and unreliable USPS service, just a MINUTE! is accepting all payments via complete electronic payment format. Payments will be accepted in the following formats. Please select one of these methods.

Direct Deposit (preferred)

Please provide the paperwork associated with setting up direct deposit directly to just a MINUTE! so that we can provide the appropriate information. Please note that any costs incurred using this method will be your responsibility and any fees charged to just a MINUTE! for receipt of your payment will be billed back to you incrementally.



Credit Card

All invoices are submitted using QuickBooks allowing for the immediate payment to be made using your credit card. All credit card payments made within seven business days of receipt of invoice will not incur a processing fee. After seven business days, the processing fee will be charged back to you incrementally.

NOTE: just a MINUTE! will not accept credit card payment links from any payment provider due to the instability of the payment links provided.

Please make arrangements and proper notifications with your bill paying services or accounting departments that all payments are to be issued within seven (7) days of receipt of our invoice. This process should be set up within 30 days of signing this Service Agreement. Payments not received before next meeting date may result in no coverage for the next meeting along with additional late fees and account may be placed into PRE-PAYMENT STATUS. Prepayment status means that no Minutes documents will be released without payment received. _____(initial agreement and understanding)

SELECT PAYMENT METHOD

☐ Direct Deposit ☐ Credit Card (no links accepted)

LATE FEES: All outstanding invoices over 30 days will incur late fees of 25% of the total invoice per 30 days or any increment thereof over 30 days.

Terms and Fees are in force and subject to change without notice, with or without acknowledgment on file.

By your signature below you acknowledge and accept all terms within, all sections have been initialed above, and a payment method has been selected. (Please note only one signature required.)

PRESIDENT/VICE PRESIDENT

PRINT NAME

DATE

TREASURER

PRINT NAME

DATE

SECRETARY

PRINT NAME

DATE

CAMERON STATION WE LOOK FORWARD TO SERVING YOUR ORGANIZATION

Aquasco, MD 20608
cj@justamminute.rocks ♦ 240.230.6882

MINUTES SERVICES LLC

A PROFESSIONAL MINUTE-TAKING COMPANY

QUOTATION FOR MINUTE-TAKING SERVICES

Minutes Services LLC is pleased to submit this proposal for providing its minute-taking services to Cameron Station Community Association. As part of our services, we help our clients with meeting their minutes' requirements with full compliance. We provide them with trained and experienced minute-takers for in-person or virtual board meetings, committee meetings, strategy planning meetings, seminars, and special meetings for documenting and timely delivering quality minutes of their meetings. We serve a myriad of organizations across various industries throughout the US. Thus, irrespective of your industry, we help you maintain strong meeting records and achieve improved communication.

We are staffed with 100% US-based trained and experienced minute-takers to provide services to various corporations, condominium boards, associations, committees, healthcare, government, and non-profit organizations. Thus, when you hire our services, we make sure that you always have a qualified minute-taker present in all your meetings, whether in-person or virtual, to provide you with quality minutes on time.

Besides, we provide personnel when there is a need for additional staff for special events like Townhall Meetings, Conferences, Retreats, Transition Meetings, and more. You can also opt for archiving your official minutes on our secured, encrypted cloud storage server. Our cloud storage server is in the US East region and provides full data security compliance. The archived minutes can be viewed online or downloaded from our online portal anytime for a lifetime, so you never have to worry about maintaining meeting records.

SECURITY AND PRIVACY

We store our files on a secure encrypted cloud file server, protected by authorized access, firewall rules, and strict data security compliance. We use Microsoft 365 for strong granular access controls to ensure our staff only have access to what they need. Thus, your content is only accessible to the people specifically managing or working on your project which includes the minute-taker or recording secretary, the reviewer or editor, and the project manager. Moreover, access to our portal and server requires two-factor authentication, authorization, and it is restricted to specific whitelisted IP addresses and locations, making them secure from data breaches. All audio or video files, meeting minutes, and transcriptions are destroyed immediately upon request, or after 30 days of the service delivery unless opted for Digital Archival service.

Your privacy is our top priority. Hence, all our professionals have signed strict Confidentiality and Non-Disclosure agreements with us. This states that any information learned or shared during a

meeting and specific to a board, organization, or corporation is sensitive, and not shared with any other parties outside of the minute-taker or recording secretary, the reviewer or editor, and the senior management.

PRICING

The following table details the pricing for delivery of the services outlined in this quotation. **10% discount will be offered to all eligible non-profit organizations.** This pricing is valid for 60 days from the date of this quotation:

Service Description	Rate	Price (USD)
<u>Pre-recorded Meetings</u> Regular, Special, Organizational, and Annual Board Meetings with 7 business days turn around.	Flat rate per hour or part thereof, per meeting	\$100.00
<u>Virtual Meetings</u> Regular, Special, Organizational, and Annual Board Meetings with 7 business days turn around.	Flat rate per hour or part thereof, per meeting	\$125.00
<u>On-site Meetings</u> Regular, Special, Organizational, and Annual Board Meetings with 7 business days turn around.	Flat rate per hour or part thereof, per meeting	\$150.00
Unlimited long-term digital storage of official minutes on our secure encrypted Cloud file server.	Per month	\$4.00

Disclaimer: The prices listed in the preceding table are subject to change for any additional services in terms of time or personnel.

At “Minutes Services”, we have consolidated our reputation as an outstanding provider of minute-taking services on a wide scale. Our on-site and remote minute-takers can attend meetings and record quality minutes across a broad spectrum of industries while being in full compliance with rules and regulations of corporate laws. We look forward to working with Cameron Station Community Association.

If you have questions on this quotation, feel free to contact **Dolly Sharma** at your convenience by email at **dolly@minutesservices.com** or by phone at **+1 (703) 380-8601**. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

November 22, 2021

Thank you for your consideration,

Dolly Sharma

President

Neté Fuller
Independent Recording Services

5504 Larch St.
Fredericksburg, VA 22407
Telephone: 571-577-2046
netefuller@gmail.com

PROPOSAL

Association: Cameron Station
Date of Proposal: November 22, 2021

Proposal # 2021-11-22

FOR SERVICES RENDERED

My 2022 rates are listed below:

- Standard Board Meeting Rate (2 hr, 15 min) - \$225 per meeting.
- Minute Overage Charges - \$30 per half hour
- Meetings lasting less than 30 min – flat \$75 charge
- Additional notes/appendices/transcripts - \$25 per page

Invoice payment to be rendered within 15 days of receipt of each invoice.

I have attached a copy of my redacted Draft Mtg Min Sample for your review. Feedback is welcomed as it will assist in my efforts to fine tune meeting minutes to meet your Association needs and standards. Thank you so much for this opportunity to serve you and your Community!

AGREED AND ACCEPTED:

Owner/Agent (Print Name)

Date

AGREED AND ACCEPTED:

Neté Fuller, Independent Recording Secretary

Date

COMMUNITY ASSOCIATION
Virtual Board of Directors Meeting Minutes
August 3, 2020
DRAFT

BOARD MEMBERS PRESENT:

Coonfer, President
Hodge, Vice President
Bailey, Secretary
Luckanavage III, Treasurer
Rios, Member at Large

BOARD MEMBERS ABSENT:

None

MANAGEMENT PRESENT:

, Portfolio Manager, Cardinal Management Group, Inc

HOMEOWNERS PRESENT:

9 Homeowners in attendance of virtual meeting

OTHERS PRESENT:

Neté Fuller - Independent Recording Secretary

I. CALL TO ORDER/VERIFICATION OF QUORUM

Director Coonfer called the Meeting to order @ 7:03 p.m., noting the presence of a quorum.

II. COMMUNITY FORUM

The call was opened for homeowner questions and comments. Topics discussed were:
Pool operation, streetlight placement, and newly installed trail cameras.

III. APPROVAL OF PRIOR MEETING MINUTES

MOTION: *Director Coonfer moved to approve the draft minutes from the June 4, 2020 Virtual Board of Directors meeting. Director Hodge seconded. The motion carried unanimously.*

MOTION: *Director Coonfer moved to approve the draft minutes from the July 30, 2020 Virtual Special Board of Directors meeting after revisions to show that she, (Director Coonfer) was present at that meeting and had one abstention have been made to the draft minutes. Director Rios seconded. The motion carried unanimously.*

44 **IV. OFFICERS' REPORTS**

45
46 **President:** Nothing to report

47
48 **Vice President:** Nothing to report

49
50 **Treasurer:** Nothing to report

51
52 **Secretary:** Director Bailey discussed ratification and motions made of three (3) prior email votes.

53
54 **MOTION:** *Director Bailey moved, Director Hodge seconded, and the motion carried*
55 *unanimously to ratify all the following email votes:*

56
57 1. [REDACTED]: I make the motion to add [REDACTED] to the Pool Committee. 21May

58 Second: [REDACTED]; All concur

59
60 2. [REDACTED]: I make the motion to remove [REDACTED] from the Covenants Committee and to add
61 her to the Pool Committee and to remove [REDACTED] from the Pool Committee and to add him to
62 the Covenants Committee. 22May

63 Second: [REDACTED]; All concur

64
65 3. [REDACTED]: I make the motion to add [REDACTED] to the Grounds Committee. 27May

66 Second: Steven; All concur

67
68 4. [REDACTED]: I make the motion to approve the Association's Insurance policy coverage (71050). 28May

69 Second: [REDACTED]; All concur

70
71 **V. COMMITTEE REPORTS**

72
73 a. **Safety:** Director Coonfer & Director Luckanavage, III, provided a verbal report regarding
74 Community patrolling and cameras purchased in effort to decrease vandalism.

75
76 b. **Communications:** Committee Member [REDACTED] provided verbal report
77 regarding newsletter, welcome packets for new homeowners.

78
79 c. **Covenants:** Nothing to report

80
81 d. **Grounds:** Nothing to report

82
83 e. **Pool:** Committee Members, [REDACTED] and [REDACTED] provided a verbal report
84 regarding pool opening success, positive homeowner feedback, pool hour extension
85 during the week until 9/4/20, Guard & Staff employment, and possible dog swim.

87 ****Note:** Director Rios calls for induction of both an Activities & Gate Committee (or sub
88 committees) and volunteers.

89
90 **VI. MANAGEMENT REPORT**

- 91 a. Financials: Management presented and summarized **EXHIBIT D**, the financial statement
92 and general ledger of income and expenses for the Association through the close of
93 business on June 30, 2020.

- 94
95 b. 2020 Planning Calendar: Management presented **EXHIBIT E**, the 2020 Planning
96 Calendar.

97
98 ***Action Item: Management to plan virtual Annual and Board meeting on the same***
99 ***night.***

100
101 ***Action Item: Director Coonfer and homeowner, [REDACTED] to plan upcoming ice cream***
102 ***social and to secure Vendor (Coldstone Creamery). Confirm if Vendor can accept pre-***
103 ***orders, cash, and provide pick-up times. Board/Committee credit card to be used for***
104 ***event.***

- 105
106 c. Annual Meeting Preparations:

107
108 ***Action Item: Management to draft timeline and to send proxy to counsel for review***
109 ***before mailing out a month prior to scheduled meeting.***

- 110
111 d. Pool Update: Management reports that they are bidding for pool umbrella replacement.
112 Board discussed bidding new pool contracts and implication of COVID-19 verbiage.
113 Management advises to have new contract or renewal in place early for the next season
114 and to ask Vendors to include multi pricing and/or years.

115
116 **VII. UNFINISHED BUSINESS**

- 117
118 a. Crosswalk Survey Update: Board reports that majority of homeowner surveys received
119 state "No" for all five (5) crosswalks. Board agrees to table vote for now, until after the
120 Safety Committee meets on Wednesday, 8/5 to provide more info. Director Rios
121 suggests that the Board vote via email when ready.

- 122
123 b. Pole Light Revised Proposal: Management and Board discussed the revised proposal
124 emailed to the Board prior to this meeting.

125
126 **MOTION:** ***Director Coonfer moved to approve the revised Kolb Electric proposal to install***
127 ***two (2) new light poles and fixtures at Bluff Pointe & Bearhurst and Moss***
128 ***Ledge & Bearhurst for the total price of \$16,375.00 (\$15,850.00 for proposed***

work plus \$525.00 for permits). Director Hodge seconded. The motion carried unanimously.

MOTION: Director Coonfer moved to move \$16,375.00 from budget line #61220 to Capital. Director Luckanavage, III seconded. The motion carried unanimously.

Action Item: Management to confirm if a current plat is available within Board docs or if a Surveyor will need to be hired.

VIII. NEW BUSINESS

- a. **Board Organization:** The following motions were made regarding Board Member Organization adjustments.

MOTION: Director Coonfer moved to make Director Luckanavage, III Board President, herself (Director Coonfer) Vice President, and Director Hodge Treasurer. Director Hodge seconded. The motion carried unanimously.

MOTION: Director Coonfer moved to make Director Rios Pool Liaison. Director Rios seconded. The motion carried unanimously.

MOTION: Director Coonfer moved to make Director Luckanavage, III Covenants Liaison. Director Hodge seconded. The motion carried unanimously.

- b. **Grounds Contract Draft RFP:** Management presented the Board with **EXHIBIT G**, a draft RFP to bid out Grounds services for the coming year.

Action Item: Board and Grounds Committee to review and approve RFP by end of August 2020.

Action Item: Management to bid out to three (3) to five (5) vendors once the RFP is approved.

- c. **Playground Woodchip Proposal:** Management present the Board with **EXHIBIT H**, a proposal to install wood chips around the playground area.

Action Item: Director Coonfer to follow-up with [REDACTED] with A.L. & L. Woodchip Install.

Action Item: Director Luckanavage, III to follow-up with the playground manufacturer and the County.

Action Item: Management to follow-up with the playground manufacturer after receiving contact information form Director Luckanavage, III.

173
174 **IX. EXECUTIVE SESSION**

175
176 **MOTION:** *Director Coonfer moved to enter Executive Session at 8:25 p.m. to discuss*
177 *delinquencies and the collections report. Director Luckanavage, III seconded.*
178 *The motion carried unanimously.*

179
180 **MOTION:** *Director Coonfer moved to exit Executive Session at 8:55 p.m. Director*
181 *Luckanavage, III, seconded. The motion carried unanimously.*

182
183 **X. RE-CONVENE INTO OPEN SESSION**

184
185 *Action Item: Management to compose notice/letter with stipulations for homeowner*
186 *discussed in Executive Session.*

187
188 No other actions or motions from Executive Session to ratify.

189
190 **XII. ADJOURNMENT**

191
192 **MOTION:** *Director Coonfer moved to adjourn at 8:56 p.m. Director Hodge, seconded.*
193 *The motion carried unanimously.*

194
195 **Next Meeting:** TBD

196
197 Prepared by Nete' Fuller, Independent Recording Secretary

From: Nete Fuller <netefuller@gmail.com>
Sent: Tuesday, November 30, 2021 6:39 PM
To: Heather Graham
Cc: Christina Deane; Toni Mancinelli
Subject: Re: Cameron Station - Minute Taker

Hi Heather,

I currently have a prior commitment scheduled for that same time frame each month, however, if you want to record meetings and forward the recordings and BOD packet (to include meeting agenda) to me, I would still love the opportunity to draft minutes for you and the BOD! My turnaround time for draft minutes is a week from the date of the meeting or receipt of recording. Please let me know if this works for you.

I look forward to hearing from you soon!

Neté Fuller - Independent Recording Secretary

On Mon, Nov 29, 2021 at 4:20 PM Heather Graham <hgraham@gocampmgmt.com> wrote:

Hi Nete,

The meetings are held at 7:00 p.m. and they are currently a hybrid of virtual and in person but I don't think it would be a problem to do virtual.

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

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

Like us on Facebook!

From: Nete Fuller <netefuller@gmail.com>
Sent: Monday, November 22, 2021 9:04 PM
To: Heather Graham <hgraham@gocampmgmt.com>
Cc: Christina Deane <cdeane@gocampmgmt.com>; Toni Mancinelli <tmancinelli@gocampmgmt.com>
Subject: Re: Cameron Station - Minute Taker

Hi Heather,

Please let me know what time frame the Cameron Station BOD meetings are held the last Tuesday of each month, and if I would be required to attend virtually or in-person so that I may confirm my availability. In the meantime, please find my fee schedule and sample minutes attached. Let me know if you have any

questions.

Thank you for your consideration!

Neté Fuller - Independent Recording Secretary

On Mon, Nov 22, 2021 at 4:06 PM Heather Graham <hgraham@gocampmgmt.com> wrote:

Good afternoon,

I received your name from Steve Denutsui and wanted to see if you might be interested in providing a proposal for taking minutes for the Cameron Station community for the last Tuesday of each month?

Can you let me know when you have a moment?

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

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

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Cameron Station Community Association, Inc.
Board Decision Request
January 25, 2022

TOPIC: Updated Border Fence Replacement to include gates.

Motion: UPDATE: New Proposal provided on 1.25.22

"I move to APPROVE the updated proposal from Long Fence for the Border Fence Replacement Project to include 22 gates as proposed, for the cost of \$179,123.00, to be expensed from Reserves."

2nd:

Summary:

The board approved the proposal from Long Fence in the amount of \$159,674, during the September 28, 2021, meeting. During the initial inspection Long Fence was not aware that the section on Livermore between Col. Johnson Lane and Pocosin Lane have gates that lead out to the shopping center. After a more extensive inspection, Long Fence needed to revise their initial proposal to include these gates. The original amount of fence was also incorrect at 2866LF. The project will require 3130LF of product. Management has requested another onsite inspection with Long Fence on Monday 1/24/22, to point out all 22 gates. If less gates are found, then the proposal amount will be reduced by \$550.00 per gate. Management will provide this update verbally during the meeting since the board package was sent prior to the inspection. This price does not include staining. It is recommended that a new fence be stained after 3-12 months of installation. Management will obtain proposals for this project. Long Fence does not offer staining.

Another item on the proposal to note is *"There is a chance that there could be damage to the one fence section once the fence section is removed and reinstalled. There is no room in the back area of the fence to access the fence."* Please see the attached pictures. Management will get clarification on this.

Management will communicate with owners on the process for the removal of the old fence and the timeline for the replacement fence.

9. Border Fence Proposal

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

After brief discussion, the motion was amended.

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

The amended motion passed unanimously, 7/0.

Management Recommendation:

Management does not have any issues with the Long Fence proposal as presented and recommends approval with gates included.

Budget Considerations:

The Reserve Study has budgeted \$160,000.00 for this project to be expensed from the reserve account. The Association has a positive cash position; however, this should be noted when the Reserve Study is updated to reflect the actual costs, so that the appropriate contributions can be collected to recover the expenses accordingly.

Commercial Proposal
(703) 471-0960

Class A Virginia Contractor's License CIC
HIC#2701-013490A

LONG FENCE

Order No.

Date **1-25-2022**

42521 John Mosby Highway Chantilly, Virginia 20152
(703) 494-1000 (Prince William Co.) • (703) 471-0960 (Loudoun Co.) • Fax (703) 478-3545
www.longfence.com

BUYER: Cameron Station Community Association ATTENTION: Toni Mancinelli

STREET: 200 Cameron Station Blvd CITY: Alexandria STATE: VA Zip 22304

JOB NAME: Replace 3150 LF of Wood Fence TEL: 703-567-4881 Cell:

ADDRESS: COUNTY:

Long Fence Company, Inc., herein referred to as Seller, proposes to furnish and install:

Remove & Haul

- **3130 LF of wood Fence**

Install

Privacy Wood – Board and Batten with Criss Cross lattice

Furnish and install 2750 linear feet of 10' high all pressure treated pine board and batten fence. Specification of fence is as follows:

- Posts: 6" x 6" PTP with Plastic post caps, spaced no greater than 8' apart
- Post Footings: Dry pack concrete
- Horizontal Runners: Each section equipped with Four 2" x 4" PTP horizontal runners
- Cap Board: 1" x 6" PTP
- Vertical Boards: 1" x 6" PTP nailed vertically on one side of runners, spaced 2" apart
- Batten Boards: 1" x 4" PTP nailed vertically over the gaps in the 1" x 6" boards
- Nails: All nails are galvanized steel
- 2' High Criss Cross Lattice
- Labor Warranty: One year
- Material Warranty: One year

Privacy Wood – Board on Board

Furnish and install 380 linear feet of 6' high all pressure treated pine board on board fence. Specification of fence is as follows:

- Posts: 6" x 6" PTP with plastic post caps, spaced no greater than 8' apart
- Post Footings: Dry pack concrete
- Horizontal Runners: Each section equipped with three 2" x 4" PTP horizontal runners
- Cap Board: 1" x 4" PTP
- Vertical Boards: 1" x 6" PTP alternating on both sides of runners, spaced 2" apart
- Nails: All nails are galvanized steel
- Labor Warranty: One year
- Material Warranty: One year

- **170,950.00 Installed with Screws—Tax Included—No Gates**

- **179,123.00 Installed with screws-Tax Included---15 Gates**

- **Add Stain -Semi gloss or clear stain, on both sides of new fence. \$66,000.00**

- **There are—41-- homes near Duke Street that the side interior fences will need to be removed, so the crew can access the fence (please see attached pictures) There is a chance that there could be damage to the one fence section once the fence section is removed and reinstalled. There is no room in the back area of the fence to access the fence.**

Seller proposes to furnish labor, equipment and materials – complete in accordance with the above specifications for the net cash sum of:

\$

Tax Included

\$

deposit with order, net cash balance of \$ ----- Due on date of substantial completion.

Buyer to provide engineering, control points for elevation, horizontal and vertical alignment, determination of property lines, access to work area, clearing, restoration of finished grade, re-seeding, on-site disposal area for spills, core drilling, setting of inserts. Locations of underground utilities or obstructions that are not identified through the local one-call service are to be marked by Buyer. Seller is held harmless and indemnified against claims resulting from damages to unidentified utilities. The work will be performed in compliance with industry standards and guaranteed against defects in materials and workmanship for one year. This contract embodies the entire understanding between the parties. There are no verbal agreements or representations in connection therewith. Estimate good for 30 days. Any alterations from the above specifications or estimated quantities involving additional costs is extra to the contract. All materials shall remain property of Seller until the contract is paid in full. If balance is not paid in accordance with this agreement, purchaser agrees to all costs of collection including court costs and reasonable attorney's fees. Cost of permit is not included in the price.

LONG FENCE COMPANY, INC. by *Rob Beattie*

Acceptance of Proposal

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

Signature: _____

Date: _____

Print Name and Title: _____

Purchase Order No.: _____

Commercial Proposal
(703) 471-0960

Class A Virginia Contractor's License CIC
HIC#2701-013490A

LONG FENCE

Order No.

Date **12-14-2021**

42521 John Mosby Highway Chantilly, Virginia 20152
(703) 494-1000 (Prince William Co.) • (703) 471-0960 (Loudoun Co.) • Fax (703) 478-3545
www.longfence.com

BUYER: Cameron Station Community Association ATTENTION: Toni Mancinelli

STREET: 200 Cameron Station Blvd CITY: Alexandria STATE: VA Zip 22304

JOB NAME: Replace 3150 LF of Wood Fence TEL: 703-567-4881 Cell:

ADDRESS: COUNTY:

Long Fence Company, Inc., herein referred to as Seller, proposes to furnish and install:

Remove & Haul

- **3130 LF of wood Fence**

Install

Privacy Wood – Board and Batten with Criss Cross lattice

Furnish and install 2750 linear feet of 10' high all pressure treated pine board and batten fence. Specification of fence is as follows:

- Posts: 6" x 6" PTP with Plastic post caps, spaced no greater than 8' apart
- Post Footings: Dry pack concrete
- Horizontal Runners: Each section equipped with Four 2" x 4" PTP horizontal runners
- Cap Board: 1" x 6" PTP
- Vertical Boards: 1" x 6" PTP nailed vertically on one side of runners, spaced 2" apart
- Batten Boards: 1" x 4" PTP nailed vertically over the gaps in the 1" x 6" boards
- Nails: All nails are galvanized steel
- 2' High Criss Cross Lattice
- Labor Warranty: One year
- Material Warranty: One year

Privacy Wood – Board on Board

Furnish and install 380 linear feet of 6' high all pressure treated pine board on board fence. Specification of fence is as follows:

- Posts: 6" x 6" PTP with plastic post caps, spaced no greater than 8' apart
- Post Footings: Dry pack concrete
- Horizontal Runners: Each section equipped with three 2" x 4" PTP horizontal runners
- Cap Board: 1" x 4" PTP
- Vertical Boards: 1" x 6" PTP alternating on both sides of runners, spaced 2" apart
- Nails: All nails are galvanized steel
- Labor Warranty: One year
- Material Warranty: One year

- **170,950.00 Installed with Screws—Tax Included—No Gates**

- **182,973.00 Installed with screws-Tax Included---22 Gates** 7 x \$550 = \$3,850 \$182,973 - \$3,850 = \$179,123

- **There are—41-- homes near Duke Street that the side interior fences will need to be removed, so the crew can access the fence (please see attached pictures) There is a chance that there could be damage to the one fence section once the fence section is removed and reinstalled. There is no room in the back area of the fence to access the fence.**

Seller proposes to furnish labor, equipment and materials – complete in accordance with the above specifications for the net cash sum of:

\$ **Tax Included**
\$ deposit with order, net cash balance of \$ ----- Due on date of substantial completion.

Buyer to provide engineering, control points for elevation, horizontal and vertical alignment, determination of property lines, access to work area, clearing, restoration of finished grade, re-seeding, on-site disposal area for spills, core drilling, setting of inserts. Locations of underground utilities or obstructions that are not identified through the local one-call service are to be marked by Buyer. Seller is held harmless and indemnified against claims resulting from damages to unidentified utilities. The work will be performed in compliance with industry standards and guaranteed against defects in materials and workmanship for one year. This contract embodies the entire understanding between the parties. There are no verbal agreements or representations in connection therewith. Estimate good for 30 days. Any alterations from the above specifications or estimated quantities involving additional costs is extra to the contract. All materials shall remain property of Seller until the contract is paid in full. If balance is not paid in accordance with this agreement, purchaser agrees to all costs of collection including court costs and reasonable attorney's fees. Cost of permit is not included in the price.

LONG FENCE COMPANY, INC. by *Rob Beattie*

Acceptance of Proposal

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

Signature: _____

Date: _____

Print Name and Title: _____

Purchase Order No.: _____







**Cameron Station Community Association, Inc.
Board Decision Request
January 25, 2022**

Topic: Declaration Amendment Town Hall Posting to Website

Motion:

"I move to APPROVE posting the Town Hall Summary and the Power Point Presentation to the Cameron Station website once final edits are completed."

2nd:

Summary:

During the November 30th, 2021 Board of Directors meeting, the Board requested that a summary be compiled of the Townhall meeting which outlined the specific purpose of each Declaration Amendments, to be presented at the next meeting for approval. This was not to include any of the dialogue during the Open Forum portion of the meeting. Attached is a draft of the Summary for your reference along with a copy of the Power Point Presentation.

CAMP Recommendation

Management recommends posting the summary along with the Power Point Presentation to the website.

TOWN HALL SUMMARY

A Town Hall was held on November 17th to outline the proposed Declaration Amendments currently under consideration. Todd Sinkins, the Association's Legal Counsel was present and primarily conducted the session by outlining the specific reasons for the proposed amendments. Below is a list of the information provided at the Town Hall meeting for reference:

The primary reason for the proposed Declaration Amendments are driven by New Interpretation of the Law by Virginia Supreme Court in *Sainani v. Belmont Glen Homeowners Association*. Specifically, the ruling reads the scope of covenants more narrowly than previously interpreted by practitioners and courts. As a result, it raises questions as to whether existing provisions in DMS would remain enforceable. Accordingly, the Board proposes that the members approve amendments to or the addition 16 sections of the Declaration.

Mr. Sinkins outlined the nature of the changes and noted that in almost every instance, the proposed amendments are designed to allow Cameron Station to continue to have the same rules and regulations that it has had over the past 20 years. There are certain additions that are recommended and are designed to comply with changes to statutory law.

1. Proposed Amendment to Section 6.6 - Inserts language into the Declaration to support existing language in the DMS that regulates both temporary and permanent structures. TEMPORARY OBJECTS HAVE BEEN REGULATED UNDER THE DMS SINCE 2001. We also propose a revision to the end of the second paragraph in Section 6.6 to make it consistent with the amendment we propose to Section 6.5. Specifically, edits to the last sentence of the third paragraph in Section 6.6 are to ensure submissions to the Association are made in the same manner as notices to the Association are provided under the Declaration, and to add language allowing the Association, by rule, to create flexibility in the manner by which members can submit applications to the Association.
2. Proposed Amendment to Section 6.9 - Several sentences are being amended. One amendment is for the purpose of clarifying that any person (not just an Owner) would be in violation of the Project Documents if they modify any Improvement or Lot, whether temporary or permanent, in a manner that is inconsistent with the Design and Maintenance Standards. This also includes deleting the first paragraph in its entirety to clarify that any person (not just an Owner) would be in violation of the Project Documents if they proceeded with modifying any Improvement or the Lot, whether temporary or permanent. We also propose adding language making clear that the DMS can include language regulating exterior landscaping. LANDSCAPING HAS BEEN REGULATED UNDER THE DMS SINCE 2001.
3. Proposed Amendment to Section 7.4 - Add a new sentence that provides language stating that the Board will have the authority by rule or language in the DMS detailing the requirements for owners to keep the exterior of their lots in a good, clean, attractive condition, order and repair, and to adopt regulations that currently are present in the DMS relating to such exterior elements as birdbaths and fountains; the placement and maintenance of gardens and landscaping; acceptable grass height and ground cover; and the imposition of maintenance schedules such as painting cycles. LOT MAINTNENANCE OF THIS NATURE HAS BEEN REGULATED UNDER THE DMS SINCE 2001.

4. Proposed Amendment to Section 7.14 - Add language that expressly authorizes the Association to regulate dog houses and prohibiting dog runs on lots within Cameron Station. DOG RUNS AND DOG HOUSES WERE PROHIBITED UNDER THE ORIGINAL DMS. SINCE THEN, THE DMS HAS BEEN LIBERALIZED TO ALLOW DOG HOUSES UNDER CERTAIN CIRCUMSTANCES. Add language to eliminate a provision the Board believes is impractical, which is the current limitation that owners may only have one domesticated pet at a time, and replace it with language that defers to the standard set forth in the City of Alexandria Code. THIS CHANGE IS DESIGNED TO BE MORE PERMISSIVE THAN THE EXISTING COVENANT.
5. Proposed Amendment to Section 7.17 - Approximately 20 years ago, the developer controlled Board began to permit political signs, which are not permitted under your Declaration. This rule has remained essentially similar since that time. Only permitted types of signs are real estate signs, security signs, and signs permitted by law. Board proposes to provide it with authority to adopt rules that would permit additional types of signs. In order to do so, a Declaration amendment is required. This will provide the Board with the flexibility to adopt rules that allow for such signs as political signs, congratulatory signs, or other types of signs that are deemed appropriate within Cameron Station.
6. Proposed Amendment to Section 7.25 - As mentioned above, no language in the Declaration that expressly authorizes the regulation of temporary exterior decorative objects, as have been regulated in the DMS since 2001. Propose to add language expressly providing the Board with the authority to adopt rules regulating such objects as it has done for the past 20 years.
7. Proposed Amendment to Section 7.26 - The existing Declaration does not contain a specific provision governing exterior lighting. Exterior lighting rules have been in the DMS since 2001. Propose to add language expressly providing the Board with the authority to adopt rules regulating such exterior lighting.
8. Proposed Amendment to Section 7.27 - The existing Declaration does not contain a specific provision governing compost bins. Rules prohibiting compost bins have been in the DMS since 2001. Propose to add language expressly providing the Board with the authority to adopt rules regulating or prohibiting compost bins.
9. Proposed Amendment to Section 7.28 - The existing Declaration does not contain a specific provision governing flagpoles and flags. Rules regulating addressing flagpoles and flags have been in the DMS since 2001. Propose to add language expressly providing the Board with the authority to adopt rules regulating flagpoles and flags that also comply with applicable statutory law.
10. Proposed Amendment to Section 7.29 - The existing Declaration does not contain a specific provision governing addressing grills and other open flame devices, whether portable or permanent. Rules regulating grills and other open flame cooking devices have been in the DMS since 2001. Propose to add language expressly providing the Board with the authority to adopt rules regulating the placement and use of grills and other similar devices.
11. Proposed Amendment to Section 7.30 - The existing Declaration does not contain a specific provision governing exterior security devices. Rules regulating such devices were added to the DMS several years ago. Propose to add language expressly providing the Board with the authority to adopt rules regulating the exterior security devices.

12. Proposed Amendment to Section 7.31 - The existing Declaration does not contain a specific provision governing portable recreation equipment. Rules regulating portable recreation equipment have been in the DMS since 2001. Propose to add language expressly providing the Board with the authority to adopt rules regulating portable recreation equipment.
13. Proposed Amendment to Section 7.32 - The law in Virginia has changed over the year with respect to solar panels. The law now prohibits a community association from regulating solar panels unless such power is expressly in the Declaration. Any such rules are limited in scope by the statutory definition of reasonable rules, which are based on the extent to which such rules would make an installation more expensive or less efficient. Propose to add language expressly providing the Board with the authority to adopt reasonable rules regulating solar panels. Solar Panel rules have been in the DMS since 2001, at which time they were prohibited. These rules have changed over the years to be more permissive.
14. Proposed Amendment to Section 7.33 - The Declaration is silent on the regulation of window treatments. Window treatment rules were added to the DMS in 2006. Propose to add language expressly providing the Board with the authority to adopt reasonable rules regulating window treatments.
15. Proposed Amendment to Section 8.1 - The current Declaration lacks language requiring an owner take responsibility for any damage to or costs incurred by the Association as a result of the acts or omissions of people for whom an owner is responsible, such as members of their household, their tenants, guests and invitees. The proposed amendments would add language to Section 8.1 of the Declaration holding an owner responsible for such damage to or costs incurred by the Association as a result of the conduct of their tenants, guests, invitees or members of their household.

Approval and Requirement Process – Mr. Sinkins then outlined that the approval process will be conducted using a combination of electronic voting, mail-in ballots, and directed proxies at a membership meeting. The amendments will pass if a total of at least 2/3 of the owners within Cameron Station.

Cameron Station Community Association

**Town Hall Meeting on
Proposed Amendments to
Declaration**

November 17, 2021

Todd A. Sinkins

Rees Broome, P.C.






Proposal to Amend Declaration

Driven by New Interpretation of the Law by Virginia Supreme Court in *Sainani v. Belmont Glen Homeowners Association*.

Reads scope of covenants more narrowly than previously interpreted by practitioners and courts

Raises questions as to whether existing provisions in DMS would remain enforceable

The Board proposes that the members approve the 16 section revisions and additions to the Declaration



Nature of Changes

- In almost every instance, the proposed Amendments are designed to allow Cameron Station to continue to have the same rules and regulations that it has had over the past 20 years.
- Certain additions that are recommended are designed to comply with changes to statutory law.

Proposed Amendments to Section 6.5 ARC Application Review

- Give the Architectural Review Committee (ARC) an additional 15 days (45 to 60) to take formal action on all applications.
- Add language stating that no modification in violation of the Project Documents (Declaration and DMS) will be deemed approved in the event the application is not decided upon by the ARC or Board within the 60-day window.
- The purpose for these amendments are to give additional time for the ARC to review applications and ensure that if the ARC cannot meet in a timely manner for reasons outside of its control, modifications that are not consistent with the provisions of the Project Documents could not be passed solely by inaction.

Proposed Amendment to Section 6.6

- Inserts language into the Declaration to support existing language in the DMS that regulates both temporary and permanent structures. TEMPORARY OBJECTS HAVE BEEN REGULATED UNDER THE DMS SINCE 2001.
- Revises the second paragraph in Section 6.6 to make it consistent with the amendments we proposed to Section 6.5.
- Edits the last sentence of the third paragraph in Section 6.6 to ensure submissions to the Association are made in the same manner as notices to the Association are provided under the Declaration, and to add language allowing the Association, by rule, to create flexibility in how members can submit applications to the Association.

Proposed Amendment to Section 6.9

No Structures to
be Constructed
without Approval

- Revises the first paragraph in Section 6.9 to make it consistent with the amendment we proposed to Section 6.6 concerning temporary objects. Additionally, amend the language that any person (not just an Owner would be in violation, if approval is not received, unless the DMS expressly authorizes it without approval.
- We also propose adding language making clear that the DMS can include language regulating landscaping.
- LANDSCAPING HAS BEEN REGULATED UNDER THE DMS SINCE 2001.

Proposed Amendment to Section 7.4 Lot Maintenance

- Add a new sentence that provides language stating that the Board will have the authority by rule or language in the DMS detailing the requirements for owners to keep the exterior of their lots in a good, clean, attractive condition, order and repair, and to adopt regulations that currently are present in the DMS relating to such exterior elements as birdbaths and fountains; the placement and maintenance of gardens and landscaping; acceptable grass height and ground cover; and the imposition of maintenance schedules such as painting cycles.
- LOT MAINTNENANCE OF THIS NATURE HAS BEEN REGULATED UNDER THE DMS SINCE 2001.

Proposed Amendment to Section 7.14

Dog Runs and Houses

- Add language that expressly authorizes the Association to regulate dog houses and prohibiting dog runs on lots within Cameron Station.
- DOG RUNS AND DOG HOUSES WERE PROHIBITED UNDER THE ORIGINAL DMS. SINCE THEN, THE DMS HAS BEEN LIBERALIZED TO ALLOW DOG HOUSES UNDER CERTAIN CIRCUMSTANCES.
- Add language to eliminate a provision the Board believes is impractical, which is the current limitation that owners may only have one domesticated pet at a time, and replace it with language that defers to the standard set forth in the City of Alexandria Code.
- THIS CHANGE IS DESIGNED TO BE MORE PERMISSIVE THAN THE EXISTING COVENANT.

Proposed Amendment to Section 7.17 Signs

- Approximately 20 years ago, the developer-controlled Board began to permit political signs, which are not permitted under your declaration. This rule has remained essentially similar since that time.
- Only permitted types of signs are real estate signs, security signs, and signs permitted by law.
- Board proposes to provide it with authority to adopt rules that would permit additional types of signs. In order to do so, a Declaration amendment is required.
- This will provide the Board with the flexibility to adopt rules that allow for such signs as political signs, congratulatory signs, or other types of signs that are deemed appropriate within Cameron Station.

Proposed New Section 7.25

Temporary Exterior Decorative Objects

- The existing Declaration does not contain a specific provision governing temporary exterior decorative objects.
- Rules addressing temporary exterior decorative objects have been in the DMS since 2001.
- Propose to add language expressly providing the Board with the authority to adopt rules regulating such objects as it has done for the past 20 years.

Proposed New Section 7.26

Exterior Lighting

- The existing Declaration does not contain a specific provision governing exterior lighting.
- Exterior lighting rules have been in the DMS since 2001.
- Propose to add language expressly providing the Board with the authority to adopt rules regulating such exterior lighting.

Proposed New Section 7.27

Compost Bins

- The existing Declaration does not contain a specific provision governing compost bins.
- Rules prohibiting compost bins have been in the DMS since 2001.
- Propose to add language expressly providing the Board with the authority to adopt rules regulating or prohibiting compost bins.

Proposed New Section 7.28

Flagpoles and Flags

- The existing Declaration does not contain a specific provision governing flagpoles and flags.
- Rules regulating addressing flagpoles and flags have been in the DMS since 2001.
- Propose to add language expressly providing the Board with the authority to adopt rules regulating flagpoles and flags that also comply with applicable statutory law.

Proposed New Section 7.29

Permanent and Portable Grills and Other Open Flame Devices

- The existing Declaration does not contain a specific provision governing addressing grills and other open flame devices, whether portable or permanent.
- Rules regulating grills and other open flame cooking devices have been in the DMS since 2001.
- Propose to add language expressly providing the Board with the authority to adopt rules regulating the placement and use of grills and other similar devices.

Proposed New Section 7.30

Security Devices

- The existing Declaration does not contain a specific provision governing exterior security devices.
- Rules regulating such devices were added to the DMS several years ago.
- Propose to add language expressly providing the Board with the authority to adopt rules regulating the exterior security devices.

Proposed New Section 7.31

Recreation Equipment

- The existing Declaration does not contain a specific provision governing portable recreation equipment.
- Rules regulating portable recreation equipment have been in the DMS since 2001.
- Propose to add language expressly providing the Board with the authority to adopt rules regulating portable recreation equipment.

Proposed New Section 7.32 Solar Panels

- The law in Virginia has changed over the past year with respect to solar panels.
- It now prohibits a community association from regulating solar panels unless such power is expressly in the Declaration.
- Any such rules are limited in scope by the statutory definition of reasonable rules, which are based on the extent to which such rules would make an installation more expensive or less efficient.
- Propose to add language expressly providing the Board with the authority to adopt reasonable rules regulating solar panels.
- Solar Panel rules have been in the DMS since 2001, at which time they were prohibited. These rules have changed over the years to be more permissive.

Proposed New Section 7.33

Window Treatments

- The Declaration is silent on the regulation of window treatments.
- Window treatment rules were added to the DMS in 2006.
- Propose to add language expressly providing the Board with the authority to adopt reasonable rules regulating window treatments.

Proposed Amendment to Section 8.1

- The current Declaration lacks language requiring an owner take responsibility for any damage to or costs incurred by the Association as a result of the acts or omissions of people for whom an owner is responsible, such as members of their household, their tenants, guests and invitees.
- The proposed amendments would add language to Section 8.1 of the Declaration holding an owner responsible for such damage to, or costs incurred by the Association as a result of the conduct of their tenants, guests, invitees or members of their household.

Approval Requirements and Process

- Will be conducted using a combination of electronic voting, mail-in ballots, and directed proxies at a membership meeting.
- The amendments will pass if a total of at least 2/3 of the owners within Cameron Station.



Questions?

Appendix

Redlined Version of the Declaration



Adobe Acrobat
Document



Cameron Station Community Association, Inc.
Board Decision Request
January 25, 2022

Topic: Declaration Amendment –Townhall Summary and Next Steps

Motion:

"I move to APPROVE Option _____"
2nd:

Summary:

The Board is requested to determine the next steps of the Declaration Amendment process. The online voting site has been set up pending the Board's decision as to how to move forward. Suggestions are below under Management Recommendation.

CAMP Recommendation

The Board could handle this in one of two ways:

OPTION 1: Resend the initial package along with the Town Hall Summary and then solicit feedback from the membership regarding the proposed amendments via Google Forms at no cost. After taking into consideration the feedback, make any necessary changes to the Amendments and move forward with mailing and online voting.

Or

OPTION 2: Resend the initial package along with the Town Hall Summary and encourage owners to solicit their feedback through the online voting process – either by voting for or against the amendment. The online voting is set up indefinitely, but the Board may want to evaluate the votes that have been received on a monthly basis to gauge how best to move forward – either by ceasing the voting process, further educating the membership and/or encouraging participation for voting by door knocking, events, etc.



CAMERON STATION

TO: All Owners and Residents
FROM: Board of Directors, Cameron Station Community Association
RE: Proposed Amendments to the Declaration of Covenants, Conditions and Restrictions
DATE: October 27, 2021

MEMORANDUM

Over the past several months, the Board of Directors, in consultation with management and the Association's attorney, have undertaken a review of the Association's Declaration of Covenants, Conditions and Restrictions ("Declaration") to determine whether there were any provisions in the Declaration that need to be updated or otherwise amended. The reason the Board undertook this review is that there have been a number of changes to Virginia law in the quarter century since our Declaration was prepared and recorded, some of which mandate changes in our Declaration.

Consequently, the Board is recommending to the membership that it vote upon an approve amendments to the Declaration, which are reflected in the attached document. In order for the amendments to pass, at least 2/3 of the owners within Cameron Station must vote in favor of the amendments. In the coming week, you will receive a ballot with a unique user name and password similar to the Annual Meeting. You may either return your ballot through the mail or you may cast your vote online. You will also receive an email with the link so you may cast your vote as well. A Town Hall meeting has also been scheduled for _____ at which time you may ask any questions regarding the proposed Amendments and learn more about the entire process.

The focus of these amendments is to ensure that the Cameron Station can strengthen and maintain the sanctity of the provisions within our existing Design and Maintenance Standards. As a result, the amendments are concentrated within Article VI, VIII and VIII of the Declaration. All of the revisions are reflected in the attached document, which is redlined from the original language. If these amendments do not pass, then a number of existing provisions in the Design and Maintenance Standards may be subject to challenge.

ARTICLE VI

The first Section in which we propose amendments is Section 6.5. The Board proposes an amendment to add language reflecting that no modification in violation of the Project Documents will be deemed approved in the event the application is not decided upon by the Architectural Review Committee or Board. The purpose for this amendment is to ensure that if the ARC cannot meet in a timely manner for reasons outside of its control, modifications that are not consistent with the provisions of the DMS or Declaration could not be passed solely by inaction.

We also propose making minor changes to Section 6.6. The purpose of this amendment is to ensure that the Declaration supports existing language in the DMS that regulates both temporary and permanent structures. We also propose a revision to the end of the second paragraph in Section 6.6 to make it consistent with the amendment we propose to Section 6.5 described above. Additionally, we recommend an edit to the last sentence of the third paragraph in Section 6.6 to ensure submissions to the Association are made in the same manner as notices to the Association are provided under the Declaration, and also to add language allowing

the Association, by rule, to create flexibility in the manner by which members can submit applications to the Association.

We are proposing a number of amendments to Section 6.9. One modification is for the purpose of clarifying that any person (not just an Owner) would be in violation of the Project Documents if they modify any Improvement or Lot, whether temporary or permanent, in a manner that is inconsistent with the Design and Maintenance Standards. We also propose adding language making clear that the DMS can include language regulating exterior landscaping.

ARTICLE VII

The amendments within Article VII focus on ensuring that the various issues regulating within the DMS have a connection to a provision within the Declaration. For instance, in Section 7.4, we are proposing to add a new sentence that provide language stating that the Board will have the authority by rule or language in the DMS detailing the requirements for owners to keep the exterior of their lots in a good, clean, attractive condition, order and repair, and to adopt regulations that currently are present in the DMS relating to such exterior elements as birdbaths and fountains; the placement and maintenance of gardens and landscaping; acceptable grass height and ground cover; and the imposition of maintenance schedules such as painting cycles.

We also are proposing adding language to Section 7.14 that expressly authorizes the Association to regulate dog houses and prohibiting dog runs on lots within Cameron Station. Also, we are also proposing language to eliminate a provision we view as impractical, which is the current limitation that owners may only have one domesticated pet at a time. We are proposing replacing that language with language that defers to the standard set forth in the City of Alexandria Code.

With respect to signs, the existing provisions in the DMS that permit political signs are inconsistent with the existing language of Section 7.17. The Board believes that the current sign language in the Declaration is overly restrictive and out of touch with the views of a majority of the Association that there should be greater flexibility as to whether certain types of signs may be permitted within Cameron Station. Accordingly, the Board is proposing that the Declaration be amended to permit additional signs to the extent permitted by rule or provisions in the DMS as may be approved by a vote of the Board. This will provide the Board with the flexibility to adopt rules that allow for such signs as political signs, congratulatory signs, or other types of signs that are deemed appropriate within Cameron Station.

The remaining amendments to Article VII are to add language to ensure that existing provisions within the DMS contain authorizing language in the Declaration. For instance, there is no provision in the Declaration that addresses exterior decorative objects or other temporary objects. So, in order to be certain there is sufficient authority addressing exterior decorative and other temporary objects, we propose creating a new Section 7.25 to the Declaration, as follows:

The display of exterior decorative objects on any portion of a Lot shall be subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type, appearance, and temporal limitations of such exterior decorative objects.

Similarly, the existing Declaration does not contain a specific provision governing exterior lighting. We propose adding a specific provision on exterior lighting as Section 7.26 to read as follows:

Exterior lights and lighting fixtures on Lots shall be subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number,

materials, color, features, style, type, appearance, voltage, lumens, wattage, and directional lighting of such lights and lighting fixtures. Temporary and holiday lighting shall also be subject to rules promulgated by the Board of Directors regarding the duration of time such lighting may be placed on the exterior of the dwelling or upon the Lot.

Also, the existing Declaration does not contain specific language addressing compost bins. We propose including a new Section 7.27 of the Declaration to read as follows:

The installation and placement of compost bins on any portion of a Lot shall be subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type, and appearance.

There also are no provisions in the Declaration addressing flagpoles and flags. We propose adding the following as Section 7.28 of the Declaration, as follows:

Flagpoles and flags on a Lot shall be subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type, duration and appearance of such flagpoles and flags, which rules shall not be in conflict with any federal, state or local law governing the displays of flags.

We also propose adding the following as new Section 7.29, which will provide clarifying language relating to grills and other open flame devices:

Open burning is not permitted on the Property, except that permanent outdoor fireplaces, permanent fire pits, permanent fire bowls, permanent chimneys, permanent grills and other similar items must be approved by the Covenants Committee or Architectural Review Committee, all of which must be equipped with screens to prevent the discharge of embers or ashes, and are subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type and appearance of such items, along with the availability of fire safety equipment when temporary or permanent opening burning devices are in use.

We also note that the existing Declaration lacks language governing security devices. As a result, we propose adding the following as a new Section 7.30:

Exterior Security Devices are permitted, subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type, and appearance.

Similarly, we note that there is no expressed language on portable recreation equipment. Accordingly, we propose the following as new Section 7.31:

Recreational and play equipment on Lots shall be subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type and appearance of such recreational and play equipment.

Also, the law in Virginia has changed over the year with respect to solar panels. The Virginia Code does not permit a community association to regulate solar panels without there being expressed language in the Declaration. We propose adding authorizing language as a new Section 7.32 to read as follows:

Solar panels and similar devices located on Lots are permitted, subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type and appearance of such solar panels and similar devices.

The Declaration is silent on the regulation of window treatments. The DMS contains language regulating window treatments. Accordingly, to ensure that the DMS can continue to include language regulating window treatments, we are proposing that the membership vote to amend the Declaration to add the following as new Section 7.33:

Windows treatments are permitted; provided, however, that any window treatments that are visible from the exterior of a Lot are subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type and appearance.

ARTICLE VIII

When we reviewed Section 8.1 of the Declaration, we note that there is nothing that requires an owner to take responsibility for any damage to or costs incurred by the Association as a result of the acts or omissions people for whom an owner is responsible, such as members of their household, their tenants, guests and invitees. Accordingly, we recommend replacing the existing Section 8.1(a) of the Declaration with the following language:

Each Owner shall be liable to the Association and to any affected Owner for the expense of all Upkeep rendered necessary by such Owner's act, omission or negligence, or the act, omission, or negligence of members of the Owner's household or such Owner's tenants, agents, employees, guests, customers, invitees or licensees, regardless of any insurance coverage carried by the Association. Such liability shall include any increase in casualty insurance rates occasioned by use, misuse, occupancy or abandonment of any Lot or its appurtenances. Nothing contained herein, however, shall be construed as modifying any waiver by any insurance company of its rights of subrogation. Any costs, including without limitation legal fees, incurred by the Association as a result of an Owner's failure, or the failure of members of the Owner's household or such Owner's tenants, agents, employees, guests, customers, invitees or licensees, to comply with the Project Documents or the rules or regulations may be assessed against the Owner's Lot and collectible as an assessment.

The Board plans to conduct the vote on the proposed amendments to the Declaration utilizing the same voting process we use for the election of directors. Accordingly, with the annual meeting notice, we plan to include information providing you with the means to cast your vote on the proposed amendments. Before we conduct this vote, we also plan to conduct an informational meeting on the proposed amendments so we can address your questions.

Thank you,

Board of Directors
Cameron Station Community Association

Section 5.8. Date of Commencement of Regular Assessment; Due Dates. Regular assessments provided for herein shall commence as to all Lots within a specified Section on the day when either the first Lot in such Section is conveyed by deed to a Class A Member, or occupancy of a Multifamily Rental Unit or Non-Residential Unit is accepted by a Class A Member. Payment of the prorated portion of any assessment not collected at settlement from any party shall be due on the date when the next regular installment payment is due.

Section 5.9. Exempt Property. The following property subject to this Declaration shall be exempt from the assessments and liens created herein: (i) all properties dedicated and accepted by a public authority; (ii) all Common Areas; and (iii) all properties wholly exempt from real estate taxation by state or local governments upon the terms and to the extent of such legal exemption.

ARTICLE VI ARCHITECTURAL CONTROL

Section 6.1. Development and Use of the Property. In order to assure a harmonious, well-balanced community and high quality architectural and landscape design, each Owner shall be required to ensure that all new construction and later improvements are constructed only after prior approval is obtained from the appropriate Committee and in accordance with the Design and Maintenance Standards and other architectural guidelines provided in or referenced by this Declaration.

Section 6.2. Design and Maintenance Standards. The Declarant shall prepare a separate set of Design and Maintenance Standards for the Class A and Class B Members, as well as for the Non-Residential Sections(s).

Section 6.3. Revision of Design and Maintenance Standards. The Design and Maintenance Standards for the Class A Members may be revised, supplemented or deleted from time to time by the Board of Directors or by the Declarant during the Development Period. The Design and Maintenance Standards for the Class B Members may be revised, supplemented or deleted from time to time by the Declarant. The Design and Maintenance Standards for the Non-Residential Lots may be revised, supplemented, or deleted from time to time only by the Declarant at any time during the Development Period, and thereafter (a) by the Board of Directors after a majority of the Non-Residential Owners submit a petition requesting a specific change(s) to the Design and Maintenance Standards, or (b) the vote of at least 75% all of the Class A Members voting in person or by proxy at a Duly Called Special Meeting for that purpose.

Revisions to any of the Design and Maintenance Standards must be in writing, dated, signed, published, and enforced prospectively. The Design and Maintenance Standards shall have the force of law, shall be construed in favor of the enforcement of a well-ordered, planned community, and shall be considered to be incorporated by this reference into the covenants of title of each Lot within the community.

Section 6.4. New Construction Committee. The Declarant shall establish a New Construction Committee for the purpose of acting on all applications for the approval of new construction on Lots and Multifamily Rental Sections and modifications of Non- Residential Units. The New Construction Committee shall be composed of no less than 3 persons and shall take formal action on all completed applications within 45 days of receipt, provided, that any failure of the New Construction Committee to reject or object to any completed application within such 45 day period shall constitute an approval of such application. The Declarant shall appoint 'all members of the New Construction * Committee and shall have the power of removal and substitution all committee members. The New Construction Committee shall • continue in existence throughout the Development Period unless terminated by the Declarant, in the discretion of the Declarant, upon notice to the Architectural Review Committee. Effective as of the termination of the New Construction Committee, the Architectural Review Committee shall assume the responsibilities of the New Construction Committee. Unless stated otherwise herein or in the Design and Maintenance Standards for Builders or Non-Residential Lots, the New Construction Committee shall function in the same manner as the Architectural Review Committee and shall have the same general powers, and Builders shall be required to follow the same procedures as Owners.

Section 6.5. Architectural Review Committee. ~~The Declarant shall establish an Architectural Review Committee for the purpose of acting on all applications for the approval of modifications or improvements to any Lot owned by a Class A member (with the exception of Owners of Non-Residential Units, who shall have the option of submitting an application to the New Construction Committee during its tenure).~~ The Declarant Board of Directors shall appoint at least 3 persons to the Architectural Review Committee, which shall take formal action on all applications submitted by Class A Members within 45-60 days of receipt of the completed application; otherwise, the application shall be deemed approved by waiver unless such modification, alteration, or improvement would constitute a violation of the Project Documents. In such event, the application will be deemed automatically denied without the necessity of any further notice. ~~During the Development Period, the Declarant shall have the authority to appoint all members of the Architectural Review Committee, with the power of removal and substitution. After the Development Period shall terminate or, in the discretion of the Declarant, earlier upon no less than thirty (30) days prior notice given to the Board, the Declarant shall transfer its control of the Architectural Review Committee to the Board of Directors.~~

Section 6.6. Plans to be Submitted. Before commencing the construction, erection or installation of any building, fence, wall, animal pen or shelter, exterior lighting, sign, mailbox or mailbox support, or other structure or improvements, whether temporary or permanent in nature, (each of the foregoing being hereinafter referred to as an "Improvement") on a Lot, including any site work in preparation therefor, and before commencing any alteration, enlargement, demolition or removal of an Improvement or any portion thereof in a manner that alters the exterior appearance (including paint color) of the Improvement or of the Lot on which it is situated, other than an improvement or an alteration of an improvement which the Design and Maintenance Standards expressly authorize without a requirement for specific approval, each Owner must submit to the Architectural Review Committee a proposed construction schedule and at least two sets of plans and specifications of the proposed construction, erection, installation, alteration, enlargement, demolition or removal, which plans and specifications must

include (unless waived by the Architectural Review Committee): (i) a site plan showing the size, location and configuration of all improvements, including driveways and landscaped areas, and all setback lines/ buffer areas and other features required under applicable law, (ii) as to improvements initially constructed on a Lot, landscaping plans showing the trees to be removed and to be retained and shrubs, plants and ground cover to be installed and (iii) architectural plans of the Improvements showing exterior elevations, construction materials, exterior colors, driveway material and such other information as the Architectural Review Committee in its discretion shall require (collectively, the "Plans").

The Architectural Review Committee shall not be required to accept any Plans for review unless and until the Plans contain all of the foregoing items. The ~~45-60~~ days within which the Architectural Review Committee must take formal action begins to run when the application is accepted by the Architectural Review Committee as "complete." "Formal action" by the Architectural Review Committee shall be defined as the act of rendering approval, disapproval, or referral of the application to the Board. In the latter event, the Board of Directors must rule on the application within ~~45-60~~ days of the date of the decision of the Architectural Review Committee to refer the application; otherwise, the application shall be deemed approved by waiver unless such modification, alteration or improvement would constitute a violation of the Project Documents. In such event, the application will be deemed automatically denied without the necessity of any further notice.

Owners must submit their Plans and the proposed construction schedule to the Architectural Review Committee ~~at the address of Declarant~~ in the same manner as notices are to be sent to ~~Declarant~~ the Association pursuant to Section 13.3, or to such other address or by such other methods as prescribed by the Board or the Architectural Review Committee for so long as all of the members of the Architectural Review Committee are appointed by Declarant. Subject to approval by the Board of Directors, the Architectural Review Committee may create additional rules and regulations governing the submission and approval process for Plans and applications ~~Thereafter, Owners must submit their Plans and the proposed construction schedule to the Architectural Review Committee at the address of the Association in the same manner as notices are to be sent to the Association pursuant to Section 13.3.~~

Section 6.7. Consultation with and Appointment of Architects, etc.; Administrative Fee. In connection with its discharge of its responsibilities, the Architectural Review Committee, with the consent of the Board of Directors, may engage or consult with architects, engineers, planners, surveyors, attorneys and other professionals. The Architectural Review Committee reserves the right to require any person seeking the approval of the Architectural Review Committee to pay all or some of the fees thus incurred by the Architectural Review Committee and any reasonable administrative fee to the Architectural Review Committee in such amount as the Architectural Review Committee may from time to time establish. The payment of such fees may be established as a condition to the approval or disapproval by the Architectural Review Committee of any Plans, and the commencement of review of any Plans may be conditioned upon the payment of the Architectural Review Committee's estimate of such fees.

The Declarant and the Board of Directors (upon assuming the appointment power for the composition of the Architectural Review Committee) reserve the discretionary authority to

appoint professional consultants to serve as members of the Architectural Review Committee at the expense of the Association.

Section 6.8. Approval of Plans. After termination of the Development Period (or after any earlier transfer of control of the Architectural Review Committee from the Declarant to the Board of Directors), the Architectural Review Committee shall not have the power to approve the Plans for any Improvement that would violate any of the express provisions of this Declaration, of any Supplemental Declaration applicable thereto, or any provision of the Design and Maintenance Standards without the express approval of the Board of Directors. In all other respects, the Architectural Review Committee may exercise its sole discretion in determining whether to approve or disapprove any Plans, including, without limitation, the location of an improvement on a Lot.

Section 6.9. No Structures to be Constructed, etc. Without Approval.

It shall be a violation of the Project Documents these covenants for any person Owner to construct, erect, install or maintain an any Improvement on any Lot without the prior, written approval of the Architectural Review Committee. This regulation prohibition shall apply to any alteration, enlargement, demolition, removal or any change whatsoever, whether temporary or permanent in nature, which that alters the exterior appearance of any Improvement (including paint color) of the improvement or of the Lot on which it the Improvement is situated, unless the Design and Maintenance Standards for the Architectural Review Committee expressly authorize the same without requiring specific approval.

The planting and installation of landscaping on a Lot shall be subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type, and appearance of such landscaping. The determination of which landscaping plantings and installations require approval shall be established in such rules promulgated by the Board of Directors

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After the Architectural Review Committee issues an approval for a set of Plans, Owners must construct, erect, install, maintain, alter, enlarge, demolish or remove the changes to their Lot strictly in accordance with the approved Plans. Upon commencing the construction, erection, installation, alteration, enlargement, demolition or removal of an improvement, all of the work related thereto shall be carried on with reasonable diligence and dispatch and in accordance with the construction schedule approved by the Architectural Review Committee. Unless stated expressly otherwise in the notice of approval, Owners must complete construction within 30 days of commencement of work.

Section 6.10. Limitation of Liability. The approval by the Architectural Review Committee of any Plans, and any requirement by the Architectural Review Committee that the Plans be modified, shall not constitute a warranty or representation by the Architectural Review Committee of the adequacy, technical sufficiency, or safety of the Improvements described in such Plans, as the same may be modified. Owners hereby expressly release the Architectural Review Committee from all liability whatsoever for the failure of the Plans or the improvements to comply with applicable building codes, laws and ordinances or to comply with sound engineering, architectural or construction practices. In addition, in no event shall the

Architectural Review Committee have any liability whatsoever to an Owner, a contractor or any other party for any costs or damages (consequential or otherwise) that may be incurred or suffered on account of the Architectural Review Committee's approval, disapproval or conditional approval of any Plans.

Section 6.11. Other Responsibilities of Architectural Review Committee. In addition to the responsibilities and authority provided in this Article VI, the Architectural Review Committee may recommend and enforce maintenance standards and shall have such other powers, authority and responsibilities as may be provided elsewhere in the Project Documents or as established by the Board of Directors.

ARTICLE VII RESTRICTIONS

Section 7.1. Special Use Permit Restrictions. The City Council of Alexandria required the incorporation of the below-listed use restrictions ((a) through (f)) in the Project Documents,, which neither the Association nor the Declarant may amend without the prior approval of the City Council. These restrictions shall control over any other provision in the Project Documents to the extent they conflict with any other provision:

- (a) The principal use of the individual garages shall be for passenger vehicle storage only. Owners may not store boats, trailers, buses, campers, recreational vehicles, utility trailers, commercial vehicles, oversized vehicles or any other type of equipment, material, machinery or goods in their garage which prevents the Owner from parking a passenger vehicle in the garage.
- (b) Exterior building improvements by Owners, including above ground decks not included on the approved plans or different from the approved plans, shall require the approval of the Director of Planning and Zoning or City Council, as determined by the Director.
- (c) Owners shall be prohibited from parking vehicles in the emergency access easements or in any other manner which encroaches upon any such access easement or upon adjacent pedestrian walkways.
- (d) No decks, balconies, bay windows, or any other , improvements shall encroach into the space above an emergency vehicle easement.
- (e) Parking spaces designated for visitor parking shall be restricted to visitor parking use only. All required landscaping and screening, including landscaping in the median and traffic circles areas in the proposed rights-of-way, shall be maintained by the Association in good condition.

Section 7.2. General Restrictions. Owners may use the Property in general and Lots in particular only for the purposes permitted by applicable law, the Project Documents, and any rules and regulations, and policies applicable thereto established by the Board of Directors. The Property is intended to be a peaceful, orderly residential community. All restrictions herein apply regardless of the identity of the occupants. For purposes of this Section, the term "Owner"

shall extend and apply to tenants, guests, agents, invitees, contractors and any other person on the Property at the invitation or with the permission or sufferance of the Owner. Each Owner is responsible to ensure that his or her property is used and occupied in accordance with the terms of these restrictions. The Board of Directors reserves the power to enforce these restrictions by the promulgation of reasonable rules and regulations and interpretive policy standards which shall be in writing, signed, dated, published and enforced prospectively.

Section 7.3. Quiet Enjoyment. No Owner may engage in any obnoxious or offensive activity anywhere upon the Property which violates the right of any other Owner or resident to his or her right of quiet enjoyment of property.

Section 7.4. Appearance. All Owners are required to maintain their Lot and any improvements thereon in a good, clean, attractive condition, order and repair consistent with a high quality development. ~~The Board of Directors and its designated committees may establish written standards for maintenance which must be followed by all Owners. The Board of Directors reserves the right to create rules and regulations or add provisions to the Design and Maintenance Standards detailing what constitutes a Lot or Improvement being in good, clean, attractive condition, order and repair. Such regulations may include, but are not limited to, the power to regulate temporary or permanent items, including, but not limited to, decorative objects such as birdbaths and fountains; the placement and maintenance of gardens and landscaping; acceptable grass height and ground cover; and the imposition of maintenance schedules such as painting cycles.~~

Section 7.5. Offstreet Parking. Each Owner shall comply with such parking restrictions of the City or the State of Virginia as may apply to any public road within the Property, as these parking restrictions are incorporated herein and are privately enforceable by the Association. Each Owner shall comply with such parking restrictions applicable to any private right-of-way within the Property as may be established by this Declaration, any Supplemental Declaration, or other amendment to this Declaration, or by any rules or regulations or policies from time to time adopted by the Association.

Section 7.6. Dumping. Without the approval of the Board of Directors of the Association, no Owner shall dump or otherwise dispose of or place trash, garbage, debris or any unsightly or offensive materials on any Lot or the Common Areas, (or the common elements of any Condominium Section) nor shall any Owner permit any family member or any of guest, tenant, licensee or agent to do so.

Section 7.7. Residential Use. Subject to the terms and conditions of this Declaration, all portions of the Property (other than Non-Residential Units) shall be used only for residential purposes. No Lot (and no Condominium Section) may be used for a group home, halfway house, or similar facility in which the residents are under the supervision or care of an unrelated person (excluding, however, a senior citizen or retirement facility within any Condominium Section or Multifamily Rental Section and further excluding a primary care provider for an Owner in the nature of a nurse or companion). A private office may be maintained on any Lot, but no such office may be open to the public unless it complies with applicable law and is expressly authorized in writing by the Board of Directors after the Board considers the impact

upon the residential character of the Property and the traffic, noise, and liability exposure such office may generate. No other nonresidential use shall be permitted on any portion of the Project other than Non- Residential Sections or as otherwise provided in Section 7.8 below. For purposes hereof, the operation of any day care service for children shall be considered a non-residential use.

Section 7.8. Lease of Lots. Owners may not lease a Lot or to a tenant for a period of less than 6 months. All tenancies are subject to these restrictions as though they were expressly incorporated into the lease, and all regulations of the City concerning occupancy limitations are incorporated herein. Any failure on the part of a lessee to comply with the Association's restrictions shall constitute a default under the lease and grounds for termination therefor, which shall be enforceable by the Association. All costs and Attorney's Fees shall be assessed against the landlord-Owner. The Board reserves the power to require Owners to submit a copy of any lease which they may have in effect.

Section 7.9. Model Homes and Sales Office. Notwithstanding anything contained in this Declaration to the contrary, the Declarant may use any Lot or Multifamily Rental Unit as a model home and/or as a sales office and may grant permission to any Builder to use of such Builder's Lot or Multifamily Rental Unit as a model home, subject to such rules and regulations as Declarant may impose in its sole discretion.

Section 7.10. Completion of Dwelling Units. No use or occupancy may be made of a dwelling unit under construction without the written consent of the Declarant.

Section 7.11. Construction Trailers, Etc. During the Development Period, no Builder or Owner shall place a construction trailer or other temporary shelter on the Property before or during construction of improvements, except with the prior written consent of the Declarant. After the termination of the Development Period, no such construction trailer or other temporary shelter shall be placed on the Property except with the prior written consent of the Architectural Committee. Any such approved construction trailer or temporary shelter shall be promptly removed after completion of the intended construction. Except during construction activities in accordance with this Section, in no event may a mobile home or any other temporary shelter be placed or maintained on a Lot.

Section 7.12. Boats, Trailers, Etc. No Owner may maintain a boat, trailer, bus, camper, recreational vehicle, utility trailer, commercial vehicle, or oversized vehicle in their garage or anywhere else on the Property.

Section 7.13. Subdivision of Lots. No Owner shall be permitted to subdivide any Lot (other than Non-Residential Units) into two or more Lots, nor shall the boundary lines of any such Lot(s) be changed, without the prior consent of the Board of Directors, except as otherwise provided in this Section. Notwithstanding the foregoing, (a) the Declarant hereby reserves the right to resubdivide one or more Lots owned by it and thereby combine or reconfigure such Lots or otherwise modify the boundary lines thereof in accordance with applicable law, (b) a declarant of a Condominium Section shall have the right to combine and reconfigure Condominium Units in accordance with the condominium documents establishing such Condominium Section and

applicable law, and (c) boundary line adjustments with respect to the Common Areas shall be permitted as provided for in Section 4.9 hereof.

Section 7.14. Animals. Owners may not keep or maintain any non-domesticated animals, livestock or poultry of any kind on any Lot or inside any dwelling unit. Further, Owners may keep ~~not more than one domesticated household pet on any Lot or inside any dwelling unit without the prior written consent of the Board of Directors~~ such domesticated pets on a Lot as are permitted under the City of Alexandria Code of Ordinances. Under no circumstances may any Owner keep or maintain any household pets on the Lot or anywhere on the Property for commercial purposes. Further, Owners shall be legally responsible for the behavior of their pets while the pet is on the Property. No Owner shall allow any dog, cat, or household pet to remain unleashed outside at any time except when inside a fenced area within the Owner's Lot.

Dog houses, bird houses, and bird feeders may be approved for Lots, subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type and appearance of such dog houses, bird houses, and bird feeders. Dog runs are prohibited on any Lot.

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Section 7.15. Antennas. Owners may not erect or maintain on the exterior of any Lot any television antenna, satellite dish,* or other type of antenna or receiver greater than one meter in * dimension. Antennas, dishes and other receivers one meter or • less in dimension may be permitted by the Architectural Review Committee in accordance with applicable federal law.

Section 7.16. Clothes Lines. No Owner may install or place outside of the dwelling any clothes lines or other clothes drying apparatus, nor may any Owner place any clothes or other washed materials outside of any building.

Section 7.17. Signs. Owners may not erect or maintain on any portion of the Property any signs except for (i) signs required by law (such as a building permit), (ii) one unlighted sign not greater than two feet by three feet advertising for sale any Single Family Lot, Cluster Family Lot or Condominium Unit, and (iii) signage as may be approved for use by a rule adopted by the Board of Directors in its sole discretion ~~such for rent signs within Multifamily Rental Sections as from time to time may be approved by the Architectural Review Committee in the exercise of their reasonable judgment, and (iv) signage within Non-Residential Sections as from time to time may be approved by the Architectural Review Committee in the exercise of their reasonable judgment. Signage advertising security services shall be permitted, subject to the power of the Architectural Review Committee to promulgate and enforce standard design criteria for security signs within the Property.~~

Section 7.18. Trees.

(a) Owners may not remove any trees measuring six inches or more in diameter at a point two feet above ground level from any portion of the Property without the prior approval of the Architectural Review Committee. In addition, Owners may not remove or replace any trees on any portion of the Property other than in conformance with site plans

approved by the City of Alexandria. No Owner shall alter by removal, excavation, fill or any other means any ground surface of the Property without the prior approval of the Architectural Review Committee.

(b) Owners must obtain the prior written approval of the Architectural Review Committee before planting any tree within 10 feet of a Lot boundary which may grow over a height of 6 feet.

Section 7.19. Underground Utility Lines. Owners must bury or shield all utility lines, wires and pipes to the extent feasible.

Section 7.20. Trash Receptacles and Collection. Owners must keep all trash cans and other trash receptacles out of public view, within an enclosed or screened area so as not to be visible from any street or Single Family Lot or Cluster Housing Lot and, otherwise, in location(s) from time to time specified or approved by the Board of Directors. Owners are responsible to take all appropriate measures to ensure that their trash does not become^Δ litter anywhere in the Property, and the Association hereby is granted the authority, exercisable at the option of the Board of Directors, to contract with one or more trash collection companies exclusively to serve some or all of the portions of the Property (including Condominium Sections, Multifamily Residential Sections and Non-Residential Sections) and the costs thereof may be assessed equitably among Owners.

Section 7.21. Fixtures. No Owner may affix or add to the exterior of any building or structure a fixture such as a basketball hoop, awning, or deck without the prior approval of the Architectural Review Committee.

Section 7.22. Swimming Pools. No Owner may construct or use any portable swimming pools or other types of swimming pools at any location on a Lot, except those designed for infants and toddlers and except as may be approved for Condominium Sections or Multifamily Rental Sections in site plans from time to time approved by the City and by the Architectural Review Committee.

Section 7.23. Alterations in Common Areas, etc. Without the prior approval of the Board of Directors, no Owner may remove, construct, enlarge, demolish or alter any vegetation, landscaping, structure, or other improvements in a Common Area or a street right of way.

Section 7.24. Use of Non-Residential Units. Nothing in this Declaration shall be deemed to restrict the right of Owners of Non-Residential Units from adopting maintenance and operating standards and guidelines not inconsistent with this Declaration or any Supplemental Declaration or other amendment of this Declaration, and the affirmative vote of a majority in interest of all Owners of Non-Residential Units shall be binding on all such Owners.

Section 7.25. Decorative Objects. The display of exterior decorative objects on any portion of a Lot shall be subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type, appearance, and temporal limitations of such exterior decorative objects.

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Section 7.26 Lighting. Exterior lights and lighting fixtures on Lots shall be subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type, appearance, voltage, lumens, wattage, and directional lighting of such lights and lighting fixtures. Temporary and holiday lighting shall also be subject to rules promulgated by the Board of Directors regarding the duration of time such lighting may be placed on the exterior of the dwelling or upon the Lot.

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Section 7.27 Compost Bins. The installation and placement of compost bins on any portion of a Lot shall be subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type, and appearance.

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Section 7.28 Flagpoles and flags. Flagpoles and flags on a Lot shall be subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type, duration and appearance of such flagpoles and flags, which rules shall not be in conflict with any federal, state or local law governing the displays of flags.

Section 7.29 Open Burning. Open burning is not permitted on the Property, except that permanent outdoor fireplaces, permanent fire pits, permanent fire bowls, permanent chimneys, permanent grills and other similar items must be approved by the Covenants Committee or Architectural Review Committee, all of which must be equipped with screens to prevent the discharge of embers or ashes, and are subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type and appearance of such items, along with the availability of fire safety equipment when temporary or permanent opening burning devices are in use.

Section 7.30 Security Devices. Exterior Security Devices are permitted, subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type, and appearance.

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Section 7.31 Recreational and Play Equipment. Recreational and play equipment on Lots shall be subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type and appearance of such recreational and play equipment.

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Section 7.32. Solar Panels and Similar Devices. Solar panels and similar devices located on Lots are permitted, subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type and appearance of such solar panels and similar devices.

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Section 7.33 Window Treatments. Windows treatments are permitted; provided, however, that any window treatments that are visible from the exterior of a Lot are subject to rules promulgated by the Board of Directors regarding the size, scale, design, location, placement, number, materials, color, features, style, type and appearance.

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ARTICLE VIII
COMPLIANCE AND DEFAULT

Section 8.1. Relief. Each Owner shall be obligated to comply with all of the terms of the Project Documents and the rules and regulations promulgated by the Board of Directors as they may be amended from time to time. A breach by an Owner shall entitle the Association, acting through its Board of Directors or through the managing agent, to the following relief:

(a) Additional Liability. Each Owner shall be liable to the Association and to any affected Owner for the expense of all Upkeep rendered necessary by such Owner's ~~intentional act, or omission or negligence,~~ or the act, omission, or negligence of members of the Owner's household or such Owner's tenants, agents, employees, guests, customers, invitees, or licensees, regardless of any insurance coverage carried by the Association. Such liability shall include any increase in casualty insurance rates occasioned by use, misuse, occupancy or abandonment of any Lot or its appurtenances. Nothing contained herein, however, shall be construed as modifying any waiver by any insurance company of its rights of subrogation. Any costs or legal fees incurred by the Association as a result of an Owner's failure, or the failure of members of the Owner's household or such Owner's tenants, agents, employees, guests, customers, invitees or licensees, to comply with the Project Documents or the rules and regulations may be assessed against such Owner's Lot and collectible as an assessment.

(b) Costs and Attorney's Fees. In any proceedings arising out of any alleged breach by an Owner of the terms of this Declaration, the Association shall be entitled to recover the costs of such proceeding and reasonable attorney's fees which shall constitute a lien against such Owner's Lots.

(c) No Waiver of Rights. The failure of the Association, the Board of Directors or an Owner to enforce any right, provision, covenant or condition which may be granted by the Project Documents shall not constitute a waiver of the right of the Association, the Board, or any Owner to enforce such right, provision, covenant or condition in the future. All rights, remedies and privileges granted to the Association, the Board of Directors or any Owner pursuant to any term, provision, covenant or condition of the Project Documents shall be deemed to be cumulative and the exercise of any one or more thereof shall not be deemed to constitute an election of remedies, nor shall it preclude the party exercising the same from exercising such other privileges as may be granted to such party by the Project Documents, the Act or at law or in equity.

(d) Interest and Late Fees. If a default by any Owner in paying any sum assessed against such Owner's Lot, or condominium unit owners association in paying any amount to be collected from such condominium unit owners association, continues for a period in excess of ten days, interest from the due date at a rate not to exceed the lesser of the maximum permissible interest rate which may be charged under then current law or eighteen percent per annum may be imposed in the discretion of the Board of Directors on the principal amount unpaid from the date due until paid. Each assessment that is not paid within 10 days of its due date shall incur a monthly late charge equal to Ten Dollars (\$10) or such greater or lesser amount

as from time to time may be determined by the Board of Directors in accordance with then applicable law and pursuant to prior published resolution.

(e) Abating and Enjoining Violations. The violation of any of the rules and regulations adopted by the Board of Directors or the breach of any other provision of the Project Documents shall give the Board of Directors the right, in addition to any other rights set forth in the Project Documents: to enter the portion of the Property (excluding any occupied dwelling) on which, or as to which, such violation or breach exists and summarily to abate and remove, at the expense of the defaulting Owner, any structure, thing or condition that may exist therein contrary to the intent and meaning of the provisions of the Project Documents or the rules and regulations, and the Board of Directors shall not thereby be deemed guilty in any manner of trespass or destruction of property; (2) to use self-help to remove or cure any violation of the Project Documents or the rules and regulations on the Property (including without limitation the towing of vehicles); or (3) to enjoin, abate or remedy by appropriate legal proceedings, either at law or in equity, the continuance of any such breach; provided, however, that before any construction may be altered or demolished (except in emergencies) judicial proceedings shall be instituted. The Board of Directors shall follow the due process procedures set forth in this Declaration.

(f) Legal Proceedings. Failure to comply with any of the terms of the Project Documents or the rules and regulations shall be grounds for relief, including without limitation, an action to recover any sums due for money damages, injunctive relief, foreclosure of the lien for payment of all assessments, any other relief provided for in the Project Documents and any other relief afforded by a court of competent jurisdiction, all of which relief may be sought by the Association, or, if appropriate, by any aggrieved Owner and shall not constitute an election of remedies.

(g) Other Remedies. The Board of Directors may suspend an Owner's voting rights pursuant to Section 6.4 of the Articles. The Board may also suspend the right of an Owner or other resident, and the right of such person's household, guests, employees, customers, tenants, agents and invitees, to use the Common Area as set forth in Section 4.5(iii) and 4.5(iv) hereof.

(h) Charges and Suspension of Rights. The Board of Directors may also impose special charges or suspend other rights of membership in the case of a condominium unit owners association located within the Property found to be responsible for a violation of the Project Documents. No suspension of rights or imposition of special charges shall be imposed until the person charged with such a violation has been given notice and an opportunity for a hearing as set forth in (i) below. After the evidentiary phase of the hearing, the Board may deliberate in closed session, but shall vote in open session. Charges may not exceed \$50 (or statutory maximum) for each separate violation. The Board retains the power to characterize any separate violation as a continuing violation if the Owner fails to correct the violation after written notice. In such cases, the Board may charge \$10 a day for every day in which the violation continues, provided that such charge may be increased or decreased as from time to time may be determined by the Board of Directors in accordance with then applicable law and pursuant to prior published resolution. Special charges are assessments and shall be collectible as such and

shall also constitute a lien against a Lot in accordance with Section 5.1 hereof to the extent permissible under Virginia law.

(i) Due Process. Before imposing any special charge or before taking any enforcement action affecting one or more specific Owner, the Board shall afford such person the following basic due process rights:

(1) Notice. The Owner shall be afforded prior written notice of any action (except when an emergency requires immediate action) and, if notice is of default or violation, an opportunity to cure which is reasonable under the circumstances, prior to the imposition of any sanction.

If the Board or its Committee intends to impose monetary charges against an Owner, the Board or Committee must notify the Owner in writing of its intent to do so. The Owner may request a hearing in writing; however, the Board may establish a reasonable deadline within which the Owner's written request must be made. If so, the Board or its Committee shall schedule a hearing. Notice of any hearing shall be mailed by registered or certified mail, return receipt requested, to the Owner's address of record at least fourteen days prior to such hearing.

(2) Hearing. The Board or its Committee may establish a time frame within which Owners may request a hearing and any such request shall be in writing. If the Owner fails to request a hearing within the deadline established by the Board or its Committee, the Owner's omission shall constitute a waiver of the Owner's opportunity to be heard. If an Owner requests a hearing in writing before the deadline established by the Board, then the imposition of the charge or sanction shall be suspended until the Owner has an opportunity to be heard at a hearing at which the Board of Directors or Committee, as appropriate, discusses such charge or action. The Board or Committee may establish procedures and rules for such hearings.

(3) Appeal. All rulings of Committees are appealable to the Board by any Owner, provided that the written appeal is filed within 10 days of the date when the Owner received notice of the Committee's ruling. The Board may modify or reverse any action taken by any Committee.

Section 8.2. Lien for Assessments.

(a) Lien. The total annual assessment of each Owner, including regular assessments, special assessments, individual assessments or any other sum duly levied (including without limitation charges, interest, late charges, charges under contract etc.), made pursuant to the Project Documents, is hereby declared to be a lien levied against any Lot owned by any Owner. Until fully paid and satisfied, the lien shall apply to and encumber all of the Lots that were owned, as of the date when payment was due, by the Owner from whom payment was due, and shall also apply to and encumber any and all Lots thereafter acquired by that Owner from the time such Owner becomes the Owner thereof. With respect to regular assessments, the lien is effective on the first day of each fiscal year of the Association and, as to special assessments, individual assessments and other sums duly levied, on the first day of the next payment period which begins more than ten days after the date of notice to the Owner of such assessment or

levy. The Board of Directors may file or record such other or further notice of any such lien, or such other or further document, as may be required to confirm the establishment and priority of such lien. The lien created by this Section shall be prior to all liens and encumbrances hereafter recorded except as provided in Section 8.3 hereof, and except for real estate taxes and other charges levied by governmental authority and made senior as a matter of law. The personal obligation of the Owner to pay such assessment shall, in addition, remain such Owner's personal obligation and a suit to recover a money judgment for non-payment of any assessment or installment thereof, levied pursuant hereto, may be maintained without foreclosing or waiving the lien herein created to secure the same.

(b) Acceleration. In any case where an assessment against an Owner is payable in installments, upon a default by such Owner in the timely payment of any installment, the maturity of the remaining total of the unpaid installments of such assessment may be accelerated, at the option of the Board of Directors, and the entire balance of the assessment may be declared due and payable in full.

(c) Enforcement. The Association may enforce the lien for assessments in any manner permitted by the laws of Virginia. During the pendency of any such action to enforce the lien, the Association may assess the Owners a reasonable rental fee for the Lot for any period prior to sale. The Association shall have the power to bid on the Lot at foreclosure auction or other legal sale and to acquire, hold, lease, mortgage, convey or otherwise deal with such Lot.

(d) Remedies Cumulative. The Association may maintain a suit to recover a money judgment for unpaid assessments without waiving its right to foreclose its lien and it may maintain a foreclosure action without waiving its right to file a suit to recover a money judgment.

Section 8.3. Subordination and Mortgagee Protection. Notwithstanding any other provision hereof to the contrary, including without limitation Article X hereof, the lien of any assessment levied pursuant to the Project Documents upon any Lot (and any charges, interest on assessments, late charges or the like) shall be subordinate to, and shall in no way affect the rights of the holder of a Mortgage made in good faith for value received; provided, however, that such subordination shall apply only to assessments which have become due and payable prior to a sale or transfer of such Lot pursuant to a foreclosure sale or any proceeding in lieu of foreclosure. Such sale or transfer shall not relieve the holder of the Mortgage or the purchaser of the Lot at such sale from liability for any assessments thereafter becoming due, nor from the lien of any such subsequent assessment, which lien shall have the same effect and be enforced in the same manner as provided herein. The effect of this provision may not be altered by amendment and may be altered only by Virginia law.

ARTICLE IX PARTY WALLS AND FENCES

Section 9.1. Laws of Virginia to Apply: Easement. All matters arising in connection with any wall which would constitute a party wall at common law shall, to the extent consistent with the provisions of this Article, be subject to the common law of Virginia as modified by



Cameron Station Community Association, Inc.
Board Discussion/Decision Request
January 25, 2022

Topic: Board Email Communications

Motion:

"I move to APPROVE removing all email addresses, except the Board President and Management for the boardofdirectors@cameronstation.org email."

2nd:

Summary:

The majority of the e-mails going to the boardofdirectors@cameronstation.org email can be answered by Management and do not require the Board to be the one responding. If a response is required by the Board, we're leaving the Board President on this e-mail address, so he can reply to the homeowner as needed. If a homeowner's e-mail requires a need to garner additional information, legal advice, or for additional discussion, the Board and CAMP will work together internally, and final information will then be communicated back to the homeowner, by CAMP in most cases, or on occasion, via the President.

CAMP Recommendation

Management is suggesting this process in an effort to streamline and provide clean, clear, and correct information to the Community. This will help avoid mistakes, legal issues, multiple or contradictory answers, or simply, providing incorrect, biased, or opinionated information.



Cameron Station Community Association, Inc.
Board Discussion Information
Parking Policy Enforcement
January 25, 2022

Summary:

The Board approved Parking Policy 21-03 at the November 4, 2021, Special Meeting and the minutes were approved during the November 30th, 2021, meeting. Management started the process of notifying owners/residents through weekly email blast. After the first email blast management received several comments and requests. Please see attached.

There are also a few items on the Parking Policy that needed more clarification.

- Two spots that are labeled 'Retail' in front of Main Street were determined to belong to Main Street. It is recommended that no parking enforcement be performed on these spots.

Management will check with Main Street to discuss simply marking those spot as visitor parking, instead of retail parking when the re-stripping is done.

- There are eight spots behind Main Street Condos.

Phase 6 site plans show two of the eight spaces are listed as visitor on Brawner Place, but the other 6 are unclear as to what space designation it was meant to be. Currently, on the parking policy maps they are all marked as resident parking.

- The may need to vote on switching these all back to Visitor as we have not received any additional information as of yet stating they belong to anyone.

Request 1

I recently saw that it will be a violation of policy if a resident parks in visitor parking which is essentially every spot off the main road in our community. I absolutely understand that the intent is for residents to park inside their garage or driveway. I also know that everyone has a sob story but here is mine: We live on the end unit of island townhomes and for some reason, the layout is different than the middle units. We have an office type space right off the garage which shaves space off the garage. I drive a Ford F-150 which does not fit no matter how I tried to angle it and with the garage completely empty. And of course, being an island unit we do not have a driveway.

My question is if there is a way to request an exception to policy? Street parking is incredibly difficult to find and am uneasy parking several hundreds of yards away from the residence with no way to check on it. We unfortunately know how people drive on Cameron Station Drive. Also, the overwhelming majority of visitor spots are empty right now. I would greatly appreciate any guidance or push in the right direction on this. Have a great day!



SUP 96-0050

18. All parked vehicles shall be prohibited from encroaching upon the proposed streets, pedestrian walkways or emergency vehicle easements, and all purchasers shall be notified of this prohibition to the satisfaction of the Director of P&Z.
(P&Z) (T&ES)
19. All private driveways serving individual garages shall have a minimum length of 20' (measured from garage door to edge of sidewalk in front of unit). Where the driveway space is not intended for parking, the maximum depth of the front driveway shall be 8'. (P&Z) (T&ES)

Request # 2

1. The Parking Policy says that enforcement will be conducted in accordance with the Due Process Policy (Resolution 19-02), which outlines a series of notices, hearings, and appeals to which residents have a right BEFORE any enforcement action may be taken.

However, the Parking Policy refers to “violations subject to immediate towing.” Is that to say that a resident’s vehicle may be towed even before the owner has had an opportunity to go through the due process procedures (e.g., notices and ARC hearing) outlined in Resolution 19-02?

2. The Parking Policy says that one circumstance in which a vehicle may be towed “immediately” is if the vehicle has been “**cited**” three times for the same violation within twelve months.

So this provision applies merely if a vehicle has been *cited* three times — even if the vehicle was later determined not to have violated any rules in a hearing or an appeal?

3. Resolution 19-02 (paragraph 8) explains that if a resident abates a violation within the time period specified in the second notice (usually 10 days), the enforcement process is terminated.

So does this mean, for example, that as long as an owner removes his vehicle from a visitors spot within 10 days after receiving the second notice, no enforcement action will be taken?

Response

As it relates to #1 – Todd advises that there are certain violations subject to immediate towing, without regarding for due process. Due process is only provided for by statute and Section 8.1 of the Declaration for the imposition of monetary penalties. The Section 8.1(e) of the Declaration expressly provides for the towing of vehicles.

As for #2 , If the citation was in error then it would not count towards the total of 3. This would only pertain to 3 valid citations. And for #3 and your example, that is correct – if they abate the violation, then no further action would be needed.

With respect to Question #1, Article VIII of the Declaration states the following:

"The violation of any of the rules and regulations adopted by the Board of Directors or the breach of any other provision of the Project Documents shall give the Board of Directors the right, in addition to any other rights set forth in the Project Documents:.. (2) to use self-help to remove or cure any violation of the Project Documents or the rules and regulations on the Property (including without limitation the towing of vehicles); ... The Board of Directors shall follow the due process procedures set forth in this Declaration. Due Process. Before imposing any special charge or before taking any enforcement action affecting

one or more specific Owner, the Board shall afford such person the following basic due process rights: (1) Notice. The Owner shall be afforded prior written notice of any action (except when an emergency requires immediate action) and, if notice is of default or violation, an opportunity to cure which is reasonable under the circumstances, prior to the imposition of any sanction."

I don't see anything indicating that these due process requirements apply only to monetary penalties (but not towing). Unless I'm missing something, the due process requirements outlined in the Declaration seem to apply to ANY enforcement action (including towing).

Resolution 19-02 similarly includes certain notice and hearing requirements that must be met prior to *any* enforcement action by the HOA (including, presumably, towing).

Before "immediately" start towing owners' vehicles without giving residents notice or an "opportunity to cure," I think the Board should discuss this further and ensure that such "immediate" towing is consistent with the Declaration and Resolution 19-02.

Request 3

To ARC Board/CS Board of Directors:

This letter is in reference to the November 4 Board of Directors approval of the revised Cameron Station Parking Policy. I understand that making policy decisions for the entirety of a community as large and diverse as Cameron Station is difficult and is designed to meet the general needs of all residents. I have a unique parking situation that I submit for consideration.

In the rear of my property (4927 Kilburn) is a 20-space visitor parking area. This is on the south side of the lot and on the north side of the lot are designated spaces for condo residents. Please see pictures. I'm only referring to the 20 visitor spaces as the condo spaces are designated for each condo resident and are off-limits to visitors or other residents. We are a three car family. All our cars are used on a regular basis - normally daily. Moving into the community in August 2020, these visitor spots are occasionally used by my family and have been a massive blessing to us. The 20 visitor spaces in this lot are highly underutilized. We have been extremely cognizant of the primary function of these spaces as visitor. With this in mind, we have never parked here when there were less than six spaces available to visitors. As I have a home office and overlook the lot, I have observed only one instance where there were six spaces or less available. In addition, we have never parked here during any holiday where there is expectation of visiting family. Visitor spaces should always be available to visitors.

Again, I know that there are many specific situations in a diverse community our size and it's difficult to address each one but I'm asking for the following consideration: That residents with proper a CS parking decal be allowed to park in this 20-space lot *provided* that six spaces always be available for visitors. In addition, resident cars must not remain for more than 24 hours. Of special note are the difficult to access last four spaces - as detailed 1-4 in the first attached picture. Due to the difficulty in pulling in and out of these spaces, they are very rarely used. Possibly a resident parking consideration only applies to these four spaces. These are my suggestions to allow this consideration but there may be better solutions. What I'm asking is that the policy allow decal holders to use up to 14 (or possibly just the four difficult to access spaces) of these underutilized spaces to park their vehicles. What I'm also asking is that what a feel is a very reasonable consideration in this specific instance not be rejected without discussion. It's not an overstatement to say we are a community and a family at Cameron Station. We must all work together to find the best solutions for our residents.

Thank you,



20 visitor spaces

4

3

2

1





Designated condo spaces. Not
part of 20 visitor spaces.

Request 4

The window tint on our cars is from the dealer - the windows are not overly tinted, but you can't readily see the decal. I anticipate most residents will have the same problem. I attached a picture as proof and recommend the parking tag policy be reconsidered to allow for tags to be placed in the front window when the back windows do not allow. As a point of reference, the parking decal was placed on our back window when this picture was taken. As you can see, it's nearly impossible to see it when driving by doing a quick scan. Please reconsider your policy to prevent unnecessary warnings, tickets, or towing.





**Cameron Station Community Association
Board of Director's Meeting
January 25, 2022**

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 Common Area Committee approved the MOU as presented during their December 13, 2021, meeting. This is included in the January 2022 Board of Directors Meeting.

New Entrance Sign: Duff Sign's installed the sign December 13th.

Donovan Fountain: Harmony Ponds installed the fountain on December 6th, but due to the water being shut off testing will be postponed until the spring.

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: 81
- Twitter Followers: 379
- Facebook Followers: 1251
- Average View Per Post: 378

Parking Enforcement

This is on the January meeting agenda for some items that need clarification. Once these items are discussed, management will update the Board on an estimated start date with B and B Security. Management is sending email blast to the community on the new policy.

Paving Update

The AIA contact has been sent to the associations legal counsel. Once we receive any edits or updates back from the attorney, the Board President will sign. Management will work with Gardner Engineering on coordination of this project.

Board Meeting Dates 2022

January 25 th
February 22 nd
March 29 th
April 26 th
May 31 st (Day After Memorial Day)
June 28 th
July 26 th
August 30 th
September 27 th
October 25 th
November 29 th
December 27 th

December 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

September 2021 - Open Projects and Tasks - All Committees

Responsible	Item	Description	Due
Architectural Committee	Parking Enforcement	<p>CAMP continues to look for a PT person to perform this task. ARC is still not interested in securing a tow company and did not think it would be wise to have a tow company patrol the community. With move back into normal schedules complaints are increasing.</p> <p>Parking enforcement for Cameron Station enforcement parking policy.</p> <p>11/02/20: obtained bids for parking enforcement. Questions need to be addressed about areas and limitations. At direction of Board Pres, inquired about survey of property lines with Condos - determined Assoc has maps on file - need to locate Phase Plats. Work in progress.</p> <p>11/24/20: Upon verification of valid pricing, confirmed scope of work/number of hours per week - all vendors declined as it does not meet their minimum. 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 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> <p>1/21/22: Owners questions & comments will be in the January meeting along with additional items that need clarification. Management has communicated the delay with B&B Security.</p>	1/1/2022

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. 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. 1/21/22: The CCFA approved Manders and this will be included in the January</p>	1/1/2022
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CCFC	Update Resident Computer Registration System	<p>Juana continues to purge the system as needed. ProFIT is changing to a new reservation system and currently looking for new entry systems. American Pools recently held a demo their new app which incorporates phones. will update as have further info .</p> <p>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. 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. 1/21/22: SETEC joined the January CCFC meeting to do a demo but the committee would like the management to reach out to the other 2 vendors to provide a demo during the February meeting.</p>	1/1/2022
Common Area Committee	Flat Benches	<p>Seal the two benches in the Brawner Pocket Park</p> <p>9/22: waiting on clear weather</p>	1/1/2022
Common Area Committee	Light Pole Base Painting Project	<p>Project starting on Barbour Dr</p>	1/1/2022
Common Area Committee	Trash Shed	<p>Replace decayed doors to the trash shed</p> <p>8/6: Spoke with Williamson Home Repair to set up visit for estimate. Expect to meet during the week of 8/9.</p> <p>8/23: Proposal received and is being reviewed by Mgmt</p> <p>9/9: Contract awarded to Williamson. Doors have been ordered</p>	1/1/2022

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 Gardner/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>	1/1/2022
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>12/6/2021 Sign was installed</p>	12/6/2021
Common Area Committee	Gate	<p>Need to repair or replace damaged gate on Gardner Dr.</p> <p>Scheduled to meet with TYL 4/21 to discuss options.</p> <p>5/3 - Waiting on proposal from TYL</p> <p>5/24 - Received quote of \$2,600.00 from TYL. Will be reaching out for other bids.</p> <p>6/1- sent pictures to Armor Fence, waiting on proposal</p> <p>6/22- Followed up with Armor Fence- they came on-site to inspect the area and will follow up with a proposal.</p> <p>-on CAC's agenda for review at their August meeting; CAC reviewed and recommends TYL for the repair, on the BOD's August agenda for review/consideration</p> <p>9/9: Contract awarded to TYL. Waiting on a schedule date.</p> <p>9/22: On the schedule for 9/30</p>	1/1/2022

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 October 1/21/2021 CPS did an onsite inspection to provide a proposal for numbering and a map.</p>	1/1/2022
Common Area Committee	Fountain Repair	<p>2/17: Received all three bids. Will discuss with committee the best decision by spring. 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 3 more weeks. Anticipate completion of project by end of October 1/21/22: Installation was completed on</p>	12/6/2021

Common Area Committee	Paving Proposals	<p>10/09/20: spoke to Robert and Joan regarding engaging an engineering firm to review specs, proposals and project oversight.</p> <p>10/14/20: Reached out to SRG, ETC and Becht Engineering for costs.</p> <p>11/24/20: Dec Committee Agenda item. CAMP presented proposals to the committee at their December meeting, they have decided to go with CAMP's recommendation Gardner. On the board agenda for their January meeting.</p> <p>Gardner recommends that core samples are obtained and reviewed before proposal is provided. The schedule for the coring is tbd.</p> <p>1/21/21: CAMP presented proposals to the committee at their December meeting, they have decided go with CAMP's recommendation Gardner. Board has approved Gardner Engineering at January meeting.</p> <p>2/17/21: CAMP presented proposals to the committee at their December meeting, they have decided go with CAMP's recommendation Gardner. Contract is being executed.</p> <p>4/8/21: Gardner has contract and proposals and they are in the process of reviewing the roof and asphalt bids. They are coordinating a site survey with mgmt. Updates will be provided as we have them.</p> <p>5/5/21: Gardner has made 2 site visits as of today. They have noted roof leak tested is needed. They began the walk thru of the roadways and parking lot surfaces. They are scheduled to return several more times before issuing their findings.</p> <p>7/20/21: Coring was completed on 7/13, engineer is waiting for the results. Mgmt will provide an update when we receive more information from the engineer.</p> <p>8/2/21: Coring results came back inconclusive Gardener needs to consult with the head engineer</p> <p>8/18/21: Gardner proposes to do the project in sections 1/3 at a time over 3 years, starting in Spring 2022 1/21/22: AIA contract is in review with the attorney. Once received back, then the Board President will sign.</p>	1/1/2022
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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. 1/21/22: This topic went to Com Com at thier January meeting. More updates will be provided in February.</p>	1/1/2022
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Communication s 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>1/21/22: This topic went to Com Com at thier January meeting. More updates will be provided in February.</p>	1/1/2022
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Cameron Club Monthly Report

December 2021

Attendance and Usage

December – 3,157

- Average usage per day- 105

November - 3,748

- Average use per day- 129

Facility & Operations

Group Exercise Class Program

- The most attended class for this month was Total Body Weights. We saw an increase in attendance of 5 classes out of 10. The numbers were slightly lower this month due to the holidays.

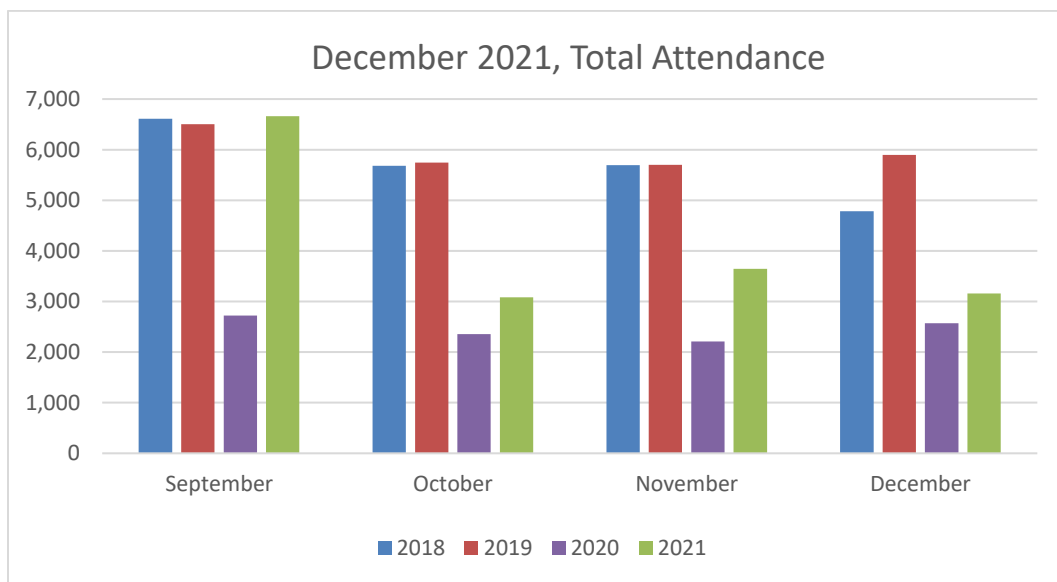
Exercise and Facilities Equipment

- We are still waiting for the new Cybex Arc Trainer to arrive. Over the next couple of weeks, we should have more information as to when we can expect delivery. Heartline has been contacted and we are waiting for all of the equipment to arrive at once to make the necessary repairs.

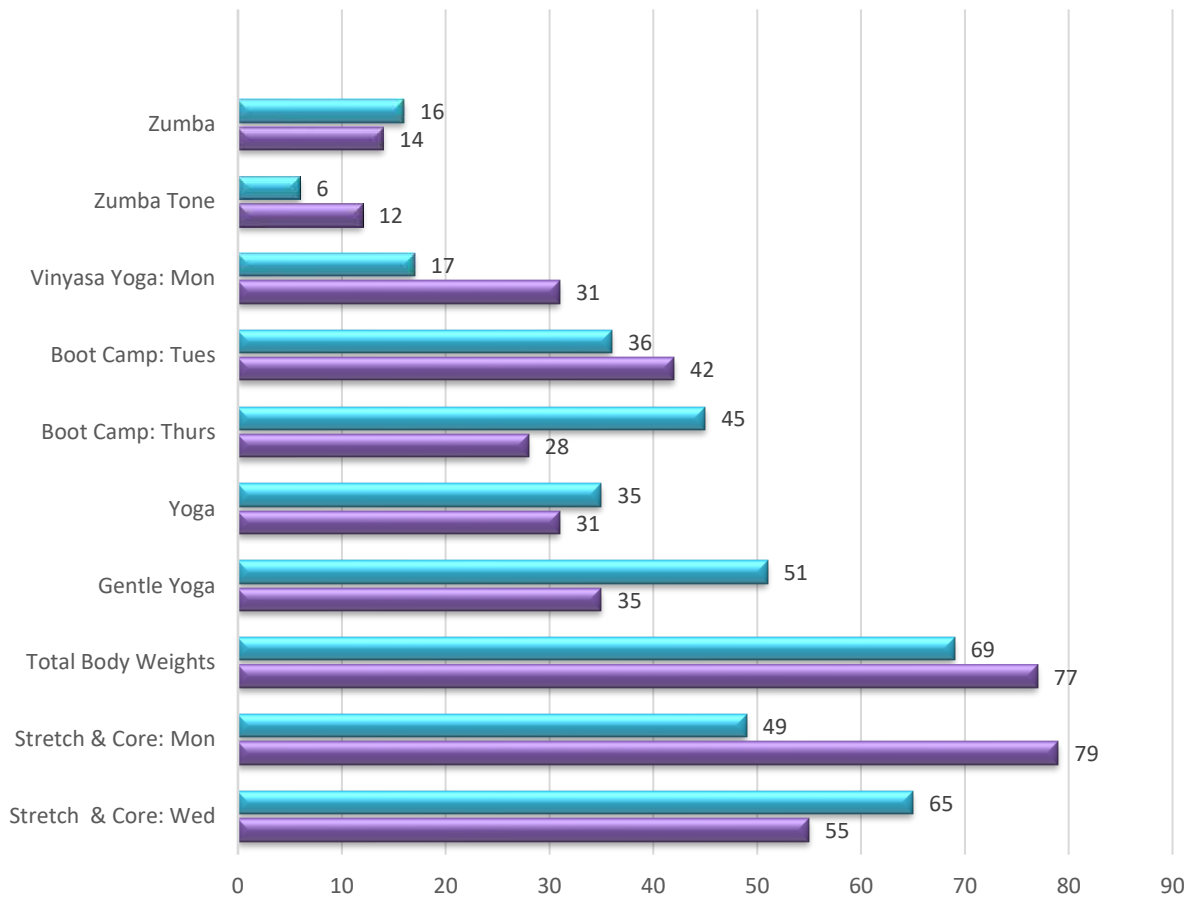
Operations

- The fitness center closed early on Christmas Eve and was completely closed on Christmas.

Graphs



Class Attendance November 2021/December 2021



	Stretch & Core: Wed	Stretch & Core: Mon	Total Body Weights	Gentle Yoga	Yoga	Boot Camp: Thurs	Boot Camp: Tues	Vinyasa Yoga: Mon	Zumba Tone	Zumba	
December	65	49	69	51	35	45	36	17	6	16	
November	55	79	77	35	31	28	42	31	12	14	

December November