



CAMERON STATION

BOARD OF DIRECTORS

HYBRID ZOOM MEETING – Henderson Room

DRAFT AGENDA

Tuesday, March 29, 2022 – 7:00 PM (Updated 3/28/22)

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

Link: <https://zoom.us/j/97385179058?pwd=TUg1V1lvM011VStJS2k5b3NELOIRUT09>

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

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

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

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|---|----------------------|
| I. CALL TO ORDER | 7:00 PM |
| II. APPROVAL OF AGENDA | |
| III. APPROVAL OF MINUTES – BOD Meeting -- Tuesday, February 22, 2022 | 7:05 PM |
| IV. LT. LION – CITY OF ALEXANDRIA | |
| V. ARTHUR IMPASTATO – CAMERON STATION CIVIC ASSOCIATION | |
| VI. HOMEOWNERS' FORUM | 7:15 PM |
| VII. TREASURER'S REPORT | 7:25 PM |
| VIII. COMMITTEE REPORTS (FAC, ARC, A&E, ComCom, CCFC, CAC) | 7:30 PM |
| IX. MATTERS FOR BOARD DECISION | 7:45 PM |
| A. Communications – Approve New Member – Compass Editor | Resolution 2022-0301 |
| B. Activities & Events --- Approve New Member | Resolution 2022-0302 |
| C. Pool Supplies – Season Opening Costs | Resolution 2022-0303 |
| D. Pool Hours Addendum (back to original contract) | Resolution 2022-0304 |
| E. Pool -- Soft Opening Proposal, Lap Swim, and September | Resolution 2022-0305 |
| F. Flower Proposal Costs | Resolution 2022-0307 |
| G. Insurance Renewal --- April 2022 | Resolution 2022-0308 |
| H. Yarrow Lane Emergency Leak | Resolution 2022-0309 |
| I. Manders – Locker room Renovation | Resolution 2022-0306 |

- *The timed agenda above is intended to guide the Board and may be subject to change without notice depending upon length of conversation by Board members.*

Prepared by: Steve Philbin, M ed. CMCA®, PCAM®, General Manager & Angel Robles, CMCA®, AMS® - Asst. General Manager

X. MATTERS FOR BOARD DISCUSSION

8:45 PM

1. Social Media Comments – Proposed Social Media Guidelines
2. Declaration Amendments Survey

XI. MATTERS FOR BOARD INFORMATION

9:00 PM

1. Management Report
 - Action Item list
 - MOU Update

XII. NEW BUSINESS

XIII. EXECUTIVE SESSION

For the purposes of consulting with legal counsel on pending legal matters, collections, and violations

9:10 PM

XVI: ADJOURN

9:40 PM

- *The timed agenda above is intended to guide the Board and may be subject to change without notice depending upon length of conversation by Board members.*



CAMERON STATION
DRAFT MEETING MINUTES
BOARD OF DIRECTORS MEETING
TUESDAY, FEBRUARY 22, 2022

NOTICE: This meeting was held in a hybrid format via Zoom meeting and in-person Henderson Room.

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Andrew Hill, President

OTHERS PRESENT:

Heather Graham, CMCA®, PCAM®, Executive Vice President of Community Association Management Professionals (CAMP)
Christina Deane, CMCA®, On-Site Community Manager
Dolly Sharma, Recording Secretary, Minutes Services LLC

CALL TO ORDER:

Ms. Christensen called the meeting to order at 7:01 pm.

APPROVAL OF AGENDA:

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

Amendments: Add “HOA funds be dispersed for \$800 for grocery store restaurant gift certificates” for discussion items. Motion fails.

The motion passed unanimously, 6/0.

APPROVAL OF MINUTES:

Motion: Mr. Hanlon moved, and Mr. Hillson seconded, to approve the January 25, 2022, Board Meeting minutes.

The motion passed unanimously, 6/0.

Motion: Mr. Hanlon moved, and Ms. Christensen seconded, to approve the February 6, 2022, minutes.

The motion passed unanimously, 6/0.

LT. LION – CITY OF ALEXANDRIA

Lt. Lion reported on crime concerns. 25% of incidents reported were parking or traffic issues, and none were quality of life issues. Certain issues were package thefts and catalytic converter thefts, mainly for Toyota Prius.

A resident had asked about loud mufflers and the law change, and Lt. Lion responded they cannot conduct traffic stops for loud mufflers now.

The police department is hosting the Community Police Academy classes in person. He requested a call-back list to make sure people are updated in real-time.

ARTHUR IMPASTATO – CAMERON STATION CIVIC ASSOCIATION REPORT

Provided an update, and the project was approved on February 12, 2022, notwithstanding opposition. The product will not be built until 2027.

Redevelopment for Balkan. The current redevelopment plan is for back-to-back family units, hotels, condos and will have significant entry and exit for emergency vehicles. The current plan is to submit the design in February or March 2022 and hold another meeting with the Eisenhower West/Landmark Van Dorn Implementation Group in the Spring of 2022. Civic Association is monitoring development on the site regarding Van Dorn Street.

HOMEOWNER'S FORUM

Resident Ray Celeste expressed an issue with management continuity because they have a high-maintenance community. He suggested the Board compensate the community managers if they consider commuting. He also does not know if the Board of Directors clarifies their expectations to the managers.

Resident Nancy Fronckewicz talked about her questions about trash cans and visitor parking and that she had at previous meetings. She would appreciate feedback on the status of these requests. She also asked if they notify the owner of the issue or copy the renter and how much time is the owner given to resolve the problems? The board will send her an email with updates.

Resident Donna Kenley supported Nancy's comments and reiterated parking concerns across the street, and there are no parking places for service members to work. In addition, she reaffirmed the trash cans that have not been removed.

Mr. Greg Hillson noted the issues with the draft ARC minutes that say violations were sent and did not understand the response.

Treasurer's Report

Ms. Joan Lampe indicated that the audit status was sent to the Board. The January 2022 financial statement will be adjusted soon.

- There are \$3.5 M in investments with the Congressional Bank.
- They are at \$1.39M for the HOA matrix.
- There was a \$65,000 surplus year to date reported at the end of the year. It will help the finance committee determine investment schedules and other expenses.

COMMITTEE REPORTS:

1. Financial Advisory Committee

Takis Taousakis expressed the quality of the December statement and the excellent end of FY2021. They do not have a complete analysis of the variances yet.

A member asked about the 2021 unfavorable variances in the expenditure budget. Mr. Taousakis expresses that they need to be careful with contract limits “per expenditure” and “per item”, not for the whole year. Mr. Hill talked about how these were day-to-day occurrences.

Mr. Hanlon asked for clarification on the snow budget. Mr. Taousakis restated that there is \$7,000 remaining.

2. Architectural Review Committee

Ms. Paula reviewed their last meeting and had 11 applications. They had one roof replacement, three windows, two trees, one exterior light, and one exterior addition. During the homeowners’ open forum, there was a question about property lines. No vehicles were towed, and four violation letters were sent. Their next meeting is on March 1, 2022.

3. Cameron Club Facilities Committee

Mr. Ray Celeste reported on the Facilities. They replaced four chairs and thanked Linda Taousakis and Jenny Patenaude for their contributions to the Cameron Club photos and furniture. ProFIT reported 3,788 attended this past month. He remarked that the number was low. They also have classes offered, and those participants are coming back. The Committee will hold a Special Meeting on Thursday, February 24, 2022, at 6:30 pm. The pool opening in May will require an analysis of the filtration system. The Board said this would probably be done in the Fall. They plan to have a soft opening the week before Memorial Day.

4. Communications Committee

Ms. Tricia Hemel reported on Communications. They are still searching for an editor, and three residents are interested in the position. As a result, they will not have a March/April issue of *The Compass* newsletter. In the E-blast, they added “Did You Know” and “Tell us Something Good” sections and encouraged residents to share. There are 12 new residents in the community.

5. Common Area Committee

No representative present to report.

6. Activities and Social Events Committee

Mr. Andy Yang reported on future activities and had a question of fiscal sums. In addition, they discussed posting signs for events in front of the Cameron Station Club property, which was approved.

MATTERS FOR BOARD DECISION

1. ARC Committee Chair Appointment

Motion: Mr. Alex moved, and Mr. Hillson seconded, to appoint Stephen Pearson as the ARC Chairperson, Greg Hillson as Board Liaison, and Craig Schuck, Paulo Caro, Kevin Devaney, Sharon Wilkinson, Thomas Linton, and Mara Francis as Members.

The motion passed unanimously, 6/0.

2. Lancaster Proposal 31110 – Condo Mowing

Motion: Ms. Lampe moved, Mr. Hanlon seconded to approve the Lancaster Proposal of \$12,355.00 for additional mowing in areas around the condos, per policy resolution 030802 to be expensed from the Grounds & Landscape Contract operating line item.

The motion passed 5/0/1.

Greg Hillson abstained.

3. Lancaster Proposal 31276 – Relocate Liriope.

Motion: Mr. Hanlon moved, and Ms. Lampe seconded, to pass Lancaster Proposal 31276 of the amount of \$2,720 relocation to the pool area, to be expensed from Turf Treatments and Enhancements Operating line item

The motion passed 4/0/2, with two abstentions.

4. Lancaster Proposal 31277 – Mulch Installation

Motion to table.

The motion to table passed, 5/1/0.

Brendan Hanlon opposed.

5. Lancaster Proposal 31278 – Mulch Installation Curb Strips Near Oakland Hall

Motion: Mr. Alex moved, and Ms. Lampe seconded to approve the Lancaster proposal in the amount of \$2,985 for mulch installation along various locations in front of the Oakland Hall Condo units to be taken from the Turf Treatments and Enhancements Operating Fund line item.

The motion passed, 5/0/1.

Greg Hillson abstained.

6. Lancaster Proposal 31284 – Sedge Planting

Motion: Mr. Alex moved, and Mr. Hanlon seconded, to approve the Lancaster proposal in the amount of \$4,640 for the suggested items on proposal 31284 to be expenses from Reserves.

The motion carried, 5/0/1, with one abstention.

7. Community Bench Replacement Slat Proposal

Motion: Brandon moved, and John seconded to approve the Tangent proposal in the amount of \$4,951.35 for 132 slats to replace the old wood slats on 14 benches, to be expensed from Repair & Replacements Reserves.

The motion passed unanimously, 6/0.

8. Allowing Social Media Comments – 90 Day Trial

The motion to table passed unanimously, 6/0. The item was tabled.

MATTERS FOR BOARD DISCUSSION

1. DMS Revisions – Certified Mail for ARC Decisions

The board discussed the DMS revisions. Ms. Deane confirmed that the certified mail should be sent only on denial or approved with stipulations status. The discussion was tabled for future meetings.

MATTERS FOR BOARD INFORMATION:

Management Report

Action Item:

- Ms. Deane updated that the management would counter and ask the city to pay the transfer fee.
- The Board will have to determine the maintenance of the linear trail, lights, irrigation system and turn it to be managed by the city. Management will then pursue it with the city with final amended language with the appropriate option provided by the Board.
- Ms. Deane updated on the Real Fence Project. The management is finalizing some details on an agreement. A letter needs to be sent out to the affected owners explaining the reason to sign the waiver as their property might be affected.
- The paving contract is still in review.
- The Declaration Amendments survey will be sent out this week, and the results will be received within two weeks. Management will update the Board at the March meeting.

NEW BUSINESS:

No New Business reported.

ADJOURNMENT:

Motion: Mr. Hillson moved, and Ms. Christensen seconded, to adjourn the meeting.
The motion passed unanimously 6/0, and the meeting was adjourned at 9:56 pm.

Respectfully Submitted by Minutes Services

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

Cameron Station Community Association
Financial Advisory Committee Meeting
February 21, 2022
ZOOM meeting ID 92962353196 Passcode 007612

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 7:07 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Jeff Gathers, Fred Blum and Dr. Jodi Wittlin.
- c. Others Present: Joan Lampe, Board Treasurer and Board Liaison
- d. The meeting was conducted via a ZOOM.

II. Approval of Agenda

The agenda was approved unanimously.

III. Approval of January Minutes

The January 24, 2022, minutes were approved unanimously.

IV. Resident Open Forum

There were no residents present.

V. Review of Financial Results

- a. December 31, 2021, and January 31, 2022, Financial Variance Report and Statements

The FAC reviewed both year-end 2021 and January 2022 statements. Also, there is a new incoming financial manager due to the untimely death of Jim Orlick in late 2021.

We started with a discussion of several reserve projects and related costs. Joan Lampe started with the Long Fence contract for about \$180,000. Bill Blumberg discussed the potential cost over-runs on the paving contract, as there are driveway apron and related paver issues on Gardiner not discussed before. The Chair noted the need for both a change order and BOD approval on overruns.

Fred Blum asked about payment schedules for the above, as we work on managing our cash needs. This was also discussed later in the meeting.

The Chair noted the owner's equity transfer approved by the BOD last year, but we still have a healthy equity position.

December/Year End Results, discussing both income and expense items. We ended 2021 in much better shape than expected, with a surplus of \$65,958 versus a projected deficit of \$68,495.

Some income variances are COVID related, particularly room rental and related cleaning fees, which offset each other.

Recovery of legal fees totaled \$14,528; this is driven by the collection process. This was a positive \$6,528 over budget.

Transportation Management Plan (TMP), reducing escrow account balances on balance sheet so that expenditures on this item will match the Alexandria city mandated spending requirements.

Insurance, impact of lower rates at \$30,468, \$10,098 under budget, even with expanded cyber coverage.

Parking Enforcement discussion led by Joan Lampe. The contract was just signed and expected to start on March 1. There will be a gradual escalation of warnings before someone is towed. The community must maintain a certain number of visitor parking spaces. This is a contentious issue in the community.

Trash & Recycling was \$38,814 over budget, due to greatly increased recycling costs not originally budgeted. The 2022 budget better reflects recycling costs.

Legal Services- General Counsel- COVID related items such as contract adjustments pushed this item well over budget by \$40,700.

Decals & Visitor Passes, timing of invoices received in December, will discuss with auditor about charging this item to 2022,

Irrigation water over budget, one meter, for reasons unknown, went unbilled/unpaid for several years, and was finally billed and paid in 2021.

2022 Items

At the time of the FAC meeting we did not have a variance report for January. We ended the month with a larger deficit than expected due to snow removal.

Balance sheet: the Chair has questions for CAMP on interfund assets transfer.

Legal Reimbursement, we would like to know why this income item was \$10,173 over budget. The variance report should answer this question.

Snow Removal & Tree & Shrub maintenance- Because of the January 3rd storm, this item is over budget. We would like to know more about these expenses. Snow removal was \$42,000, \$28,000 over budget, thus we have very little left on that line for the rest of the year. We would like more explanation tree & shrub maintenance, did the storms cause substantial tree damage? If there are no major storms for the rest of the year, there is the possibility of this item being on budget at \$50,000.

Trash & Recycling \$3,289 over budget for month and a continuing concern. The 2022 budget better reflects this cost, but it still must be closely watched. Currently Bates is absorbing excess costs for recycling loads with more than 10% contaminants.

Administrative Salaries, this was \$11,709 under budget. This is probably a timing questions of bi-weekly payrolls and some months having three pay periods. We look forward to an explanation.

Transportation Management Plan (TMP) was on budget. We will continue to use the escrow account as a partial offset in order to meet Alexandria city mandated spending requirements.

b. Cameron Station Committee Spending and Related Committed Funds

The year-end report showed cumulative committee spending and commitments report for the major spending committees, Activities & Events, Common Area Committee, Cameron Club Facilities Committee and Comm Con. This is another way to improve financial monitoring and a significant improvement from prior years and is a most useful tool to look at spending. Commitments are future spending, approved but not executed or paid.

c. Fund Investments- Morgan Stanley & Congressional

CD rates are slowing climbing and Fred Blum noted we are losing purchasing power due to much higher levels of inflation.

Cash needs for major projects discussed elsewhere, Fred Blum noted we need payment schedules so we can work with CAMP on managing CDs and withdrawals and properly using the Congressional ICS account, which currently has low returns to fund work. We also discussed buying Treasury bonds, which currently have slightly higher returns.

Paving start-up expenses are expected to be \$20,000.

Ms. Graham provided a very useful Reserve & Repair spending cash flow forecast, discussed in January, for 2022 Reserve projects. This lists projects and related projected outlays by month and adding the monthly reserve contribution, but not adding CD maturities to look at cash needs. Cumulative project spending is \$1,198,695. Starting in July, all months show a negative balance, when outlays exceed available funds. In total reserve spending shows a \$810,411 projected deficit over contributions for the year. This is when CD maturities become very important, as we need the cash, and why the reserve studies are so important. We have not had this situation in prior years when contributions exceeded outlays.

Also, we folded the Capital Improvements fund into the Reserve & Repair funds.

d. Review of CIRA accounting database

The FAC discussed possible use of the pie charts in the Compass newsletter but thought it would require too much explanation to be useful.

VI. Old Business

a. Reserve Project Discussion: Projects and Tasks Completed and in Progress

Locker room about \$180,000, expected to start in October. Joan Lampe thought we do not need top-of-the-line fixture and should discuss with the contractor.

VII. New Business

a. Review 2022 Budget Spread Changes

TMP partial offset to spend annual City mandated amount. Unused funds are carried on the balance sheet until exhausted,

b. Discuss conference call with Bates Trucking on Recycling. This was discussed above under expenses.

VIII. Meeting Adjournment

Meeting was adjourned at 8:47 pm.

DRAFT

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday March 1st, 2022**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday March 1st 2022. The meeting was called to order at 7:01 p.m. by ARC Chair Stephen Pearson with a quorum present. The meeting was conducted via Zoom due to the COVID-19 social distancing guidelines.

ARC MEMBERS IN ATTENDANCE VIA ZOOM

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

MEMBERS ABSENT

Paula Caro – ARC Vice Chair
Kevin Devaney – ARC Member

CHANGE OF ATTENDANCE

Tom Linton left at 8:21 PM

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 5110 Grimm Dr., 5111 Grimm Dr., and 5113 Grimm Dr. ”

Moved By: Sharon Wilkinson

Seconded By: Tom Linton

For: All

Against: None

Absent: Paula Caro, Kevin Devaney

MOTION PASSED

HOMEOWNERS OPEN FORUM

DRAFT

This portion of the meeting is set aside for any Cameron Station residents that would like to make a statement to the committee but have not submitted exterior modification applications for review this month. No comments were made at this forum.

REVIEW OF EXTERIOR MODIFICATION APPLICATIONS

Address	Proposed Modification	ARC Action / Vote
121 Cameron Station Blvd	Exterior Light Fixture Replacement	Disapproved as submitted Moved By: Tom Linton Seconded By: Sharon Wilkinson For: All Against: None Absent: Paula Caro, Kevin Devaney MOTION PASSED
161 Somerville St	Window Replacement	Approved with the stipulation that the windows are replaced like for like with respect to mullions, dimensions and trim color. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Paula Caro, Kevin Devaney MOTION PASSED
189 Cameron Station Blvd	Landscaping	Approved as submitted. Moved By: Mara Francis Seconded By: Craig Schuck For: All Against: None Absent: Paula Caro, Kevin Devaney MOTION PASSED
283 Murtha St	Fence Replacement	Approved with the stipulation that the fence is stained to match the deck within 90 days. Moved By: Craig Schuck Seconded By: Tom Linton For: All Against: None Absent: Paula Caro, Kevin Devaney MOTION PASSED
329 Helmuth Ln	Roof Replacement	Returned for more information: application requires neighbor's written approval. Moved By: Mara Francis Seconded By: Craig Schuck For: All Against: None

DRAFT

		Absent: Paula Caro, Kevin Devaney MOTION PASSED
4910 John Ticer Dr	Roof Replacement	Approved as submitted. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Paula Caro, Kevin Devaney Abstain: Craig Schuck MOTION PASSED
4912 John Ticer Dr	Roof Replacement	Approved as submitted. Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None Absent: Paula Caro, Kevin Devaney MOTION PASSED
4929 Kilburn St	Roof Replacement	Approved with the stipulation that the shingles are replaced like for like with respect to shingle color. Moved By: Tom Linton Seconded By: Sharon Wilkinson For: All Against: None Absent: Paula Caro, Kevin Devaney MOTION PASSED
5016 Grimm Dr	Fence Reinstallation	Approved with the stipulation that the stain color for the new fencing matches the existing fence and the deck. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Paula Caro, Kevin Devaney MOTION PASSED
5168 Brawner Pl	Window Replacement	Approved with the stipulation that the windows are replaced like for like with respect to mullions, dimensions and trim color. Moved By: Tom Linton Seconded By: Craig Schuck For: All Against: None Absent: Paula Caro, Kevin Devaney MOTION PASSED
5262 Bessley Pl	Security Camera	Approved as submitted. Moved By: Mara Francis

DRAFT

		Seconded By: Sharon Wilkinson For: Stephen Pearson, Sharon Wilkinson, Tom Linton, Mara Francis Against: Craig Schuck Absent: Paula Caro, Kevin Devaney MOTION PASSED
5110 Grimm Drive	Roof Replacement	Approved as submitted. Moved By: Mara Francis Seconded By: Craig Schuck For: All Against: None Absent: Paula Caro, Kevin Devaney MOTION PASSED
5111 Grimm Drive	Roof Replacement	Approved with the stipulation that the shingles are replaced like for like with respect to shingle color. Moved By: Craig Schuck Seconded By: Tom Linton For: All Against: None Absent: Paula Caro, Kevin Devaney MOTION PASSED
5113 Grimm Drive	Roof Replacement	Approved with the stipulation that the shingles are replaced like for like with respect to shingle color. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Paula Caro, Kevin Devaney MOTION PASSED

MOVE TO: "I move to Ratify the applications for 120 Martin Ln - Roof Replacement, and 5005 Waple Ln - Exterior Porch Light Replacement that were voted on electronically during the month of February."

Moved By: Mara Francis
Seconded By: Craig Schuck
For: All
Against: None
Absent: Sharon Wilkinson
MOTION PASSED

BOARD MEETING REPORT

DRAFT

ARC Chairperson Stephen Pearson and Board Liaison Greg Hillson discussed the January board meeting and reported that one appeal of an ARC decision was upheld by the Board. Mr. Pearson and Mr. Hillson report on those proceedings and the reasoning behind the Board's decision.

APPROVAL OF ARC MEETING MINUTES

MOVE TO: "Approve the ARC Meeting Minutes from 1 February Meeting as submitted."

Moved By: Tom Linton

Seconded By: Craig Schuck

For: All

Against: None

Absent: Paula Caro, Kevin Devaney

MOTION PASSED

COVENANTS REPORT

- **CAMP News:**
 - At the end of the ARC approving applications, a homeowner spoke up as they were under the impression that an application for their address at 5005 Barbour Drive would be included. The On-Site Covenants Administrator could not remember an application for that address but promised to locate the documentation. The ARC volunteered to vote on the application electronically to speed up the approval process as the homeowner's application appears to have been lost in the system.
 - A new general manager and assistant manager will begin work the week of 1 March.
- **Annual Comprehensive Inspection Update:** The On-Site Covenants Administrator presented his plan for the 2022 community-wide comprehensive inspections. Beginning in March, CAMP will begin to inspect Cameron Station two streets a month, resulting in the completion of comprehensive inspections by November 2022.
- **Completed Resale Inspections:** Management completed 18 resale inspections completed during the period from January 2nd – February 22nd, 2022.
- **Exterior Modification Applications Reviewed:** Management received and reviewed 12 applications during the period from January 2nd – February 22nd, 2022.
- **Towing Report:** No vehicles were towed period from January 2nd – February 22nd, 2022.
- **Next Meeting Date:** The next meeting is scheduled for April 5th 2022. Please note that all applications are due by March 25th, 2022.
- **Parking Enforcement:** The start of parking enforcement by the security officer is expected to be delayed again. The next start date is unknown.

MOVE TO: "Adjourn the Meeting at 8:26 p.m."

Moved By: Sharon Wilkinson

Seconded By: Craig Schuck

For: All

Against: None

Absent: Paula Caro, Kevin Devaney, Tom Linton

MOTION PASSED

Minutes prepared by Stephen Pearson, ARC Chair.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
March 2, 2021

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

COMMITTEE MEMBERS PRESENT:

Andrew Yang- Chair
Ritah Karera-Committee Member
James Hodges-Committee Member

COMMITTEE MEMBERS ABSENT: Susan Smith, Christina Damhuis

ALSO PRESENT: Chris Alex – Board Liaison

I. CALL TO ORDER

Motion: The meeting is called to order at 7:35 p.m.

II. APPROVAL OF MINUTES

Motion: Andy _____ **MOVED** and Jimmy _____ **SECONDED** to approve the 2/2 meeting minutes as submitted {/or with the following changes}: month/date

III. ITEMS FOR RECOMMENDATION:

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

1. No February Events

IV. NEW BUSINESS

1. St. Patrick's Day Trivia Night (Friday, March 18, 8-11 pm, 7 pm setup, 9 pm trivia start)
 - a. Beer (5-6 cases) and Wine, Ritah will check Costco, Jimmy will check BJ's
 - b. Chick-Fil-A nuggets, possibly waffle fries, Andy, other finger foods (pretzels?)
 - c. Ritah will check with Guinness Brewery in Baltimore regarding gift cards
 - d. Port City gift cards for second (\$50), third (\$25)
 - e. Green table cloths or streamers for decorations
 - f. Andy will inquire about temporary signs from Signs By Tomorrow
2. Egg Hunt (Saturday, April 16)
 - a. 9:30-9:45 (2 and under), 10-10:15 (4 and under), 10:30-11 (5+)
 - b. Decided on central location at Donovan/Kilburn pocket park
 - c. Water and Juice Boxes
 - d. Need to purchase plastic eggs (1500 last year), candy, and trinkets
 - e. Need to find convertible for Mindy Lyle for Easter Bunny
3. Spring Yard Sale (Saturday, April 9, 8 am – 1 pm)
 - a. Still provide balloons (about three dozen from Party City)
 - b. Advertise using free online sites (facebook, nextdoor, patch, craigslist)
 - c. Promote shred day (Saturday, April 23)
4. Meadowfest (May 15)
 - a. Confirm can advertise event but will not commit to providing refreshments/prizes

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
March 2, 2021

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V. ADJOURNMENT

Motion: Andy_____ **MOVED** and Jimmy_____ **SECONDED** to adjourn the meeting at 8:30___pm. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,

Andrew Yang, Committee Chair

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
March 9, 2022

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

COMMITTEE MEMBERS PRESENT:

Tricia Hemel–Chair
Lenore Marema
Susan Klejst
Linda Taousakis
Gwen Toops

COMMITTEE MEMBERS ABSENT:

Jenny Patenaude

ALSO PRESENT:

Megan Christensen–Board Liaison
Juana Michel–CAMP
Amber Kelly-Herard - Resident

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 February 9, 2022 meeting were approved.

III. RESIDENT OPEN FORUM

Amber Kelly-Herard introduced herself to the committee and expressed interest in becoming the Editor of *The Compass*.

IV. ITEMS FOR RECOMMENDATION:

On a Motion, Moved, and Seconded, Amber Kelly-Herard was approved as the new Editor of *The Compass* and as a new voting member of the Communications Committee, subject to Board approval.

V. MATTERS FOR COMMITTEE INFORMATION

Management Report: Juana Michel reported that there was a significant increase in residents following on Twitter to 388. Facebook has 1563 and Instagram has 406 followers, both up a bit from the last meeting.

Board Update: Megan Christensen reported on the change in personnel for the director and assistant director for CAMP.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
March 9, 2022

She asked that the decision not to publish the March/April edition of *The Compass* should be included in the Weekly Email Blast.

There will be a training session for all committee and subcommittee members.

The Board temporarily tabled the Committee's recommendation to make our social media interactive due to information still needed. There may be some remaining legal issues and more discussion is needed on what the process would be to take down comments posted that are inappropriate. BRAND has given us a proposed set of rules (discussed under Social Media).

Since the Board revised the parking regulations, the Committee agreed that the Parking Map needs to be updated and circulated, which is in process pending final confirmation of all parking spaces.

Committee Business

Newsletter Subcommittee: Tricia Hemel reported that the meeting to plan the May/June edition of the Compass is April 4 and Committee members will assist the new editor in the process of scheduling that meeting.

E-blast: There was no formal report on the E-Blast. There have been some conversations about the E-Blast information being too repetitive. Some information, such as the requests to join committees, must run for 30 days. Some information, such as after-hours contact information and methods to pay dues, might be shifted to the website once it is updated. While the index at the top has gone a long way in allowing Cameron Station residents to get to the information they want to read quickly, the Committee will explore with Constant Contact about the ability to link the content to all items in the index to further improve the ease of readability.

Tricia Hemel asked all Committee members and subcommittee members to write a snap-shot about themselves and volunteer activities in our community in which they are involved. The Committee has discussed showcasing our volunteers using the E-Blast. These articles are due before the next committee meeting.

Welcome Subcommittee: Susan Klejst reported that there were 11 new residents last month and assignments will be made to contact them. The template letter of welcome has been updated and the recycling information also has been included in the package. The Committee will consider when to resume in-person visits of new residents, but not at least until this summer.

Social Media: Tricia Hemel reported that BRAND, our vendor, produced a set of parameters, as requested, for the permissible content on Cameron Station's social media. Overall, the document requires posts that involve or affect Cameron Station, rather than activities outside our community. It also lists unacceptable content. After discussion, the Committee agreed that the parameters should also state that residents should not use this to call out specific persons or groups of persons, businesses, or other

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
March 9, 2022

organizations for their behavior, policies, or possible violations of law or HOA policies. With that amendment, the Committee agreed to send the parameters for our social media to the Board.

She also urged the Committee to enter their pet in the monthly contest.

Website: Gwen Toops reported that the overall new design chosen for the website update is clean and simple, without a lot of drop-down boxes. She reported on a few content issues. One is to try to obtain the floor plans of all the different units in Cameron Station on our website. Some realtors have them, but this would be good information for the Cameron Station website. Under “clubs” on the current site, only a running club and a rotary club are listed. This needs to be updated or eliminated. Another suggestion was the resale packages, but these need to be obtained from CAMP or the condo HOAs, and may involve a fee. The realtors know how to obtain them. One suggestion was to include electronic forms on the website.

Photography Subcommittee: Linda Taousakis reported that the new photos have now been installed in the clubhouse.

Marketing & Public Relations Subcommittee: Lenore Marema reported that the subcommittee will start with the May/June *Compass* for articles to again look for articles that can be marketed outside Cameron Station. In the meantime, we may post items with information that are typically in *The Compass*.

Bulletins & Signage: Nothing to report.

Budget: Tricia Hemel reported that the Committee budget was on track.

VI. OLD BUSINESS

The Committee needs to write its SOP for social media, and the Committee set a July 1 completion date.

NEW BUSINESS

None.

Next Board Meeting: March 29—Lenore Marema will attend

Next Committee Meeting: April 13

VII. ADJOURNMENT

Tricia Hemel adjourned the meeting to a gathering at 8:23 pm

Respectfully Submitted,
Lenore S Marema

DRAFT MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
Thursday, March 10, 2022

The following individuals attended the meeting:

Ray Celeste, CCFC Chair (via Zoom)
Tim Regan, CCFC Member (via Zoom)
Hans Estes, CCFC Member (via Zoom)
Brendan Hanlon, CCFC Board Liaison (via Zoom)
Christina Deane, On-Site Manager, Camp (via Zoom)
Angel Robles, On-Site Assistant Manager, Camp (via Zoom)
Matt Manders, Manders Companies (via Zoom)
Austin Woodard, American Pool (via Zoom)
Jill Bakner, ProFIT (via Zoom)
Rich Mandley, ProFIT (via Zoom)

The following individuals were absent:

Dan Ogg, CCFC Vice Chair
Susana Carrillo, CCFC Member

I. Call to Order/Establish Quorum

The Cameron Club Facilities Committee special meeting was called to order by Ray Celeste at 7:04 p.m.

II. Approval of Agenda

Tim Regan made a motion approve the agenda with an amendment to add a section III (a), approval of the minutes from the special meeting on February 24, 2022. The motion was seconded by Hans Estes, and it passed unanimously.

III. Approval of Minutes – February 10, 2022

Hans Estes made a motion to approve the minutes from February 10, 2022. The motion was seconded by Tim Regan, and it passed unanimously.

- I. *Tim Regan made a motion to approve the minutes from the special meeting on February 24, 2022. The motion was seconded by Hans Estes, and it passed unanimously*

IV. Homeowners' Open Forum

There were no homeowner present to speak at the forum

V. American Pool Representative

Austin Woodard represented American Pool. They have started working within their company to bring lifeguards from other countries and also within the U.S.. They have also decreased the number of pools they manage in order to ensure there will be no lifeguard shortage issues. The pool is due to be uncovered in the next 2 weeks. There is not a need to do a whitecoat refresh before the beginning of this coming pool season. American Pool recommends that we do a flash concrete repair at the NE end of the pool deck. American Pool will also look at the LED light that was out all summer in the NW end of the pool when they uncover the pool and prepare it for the season. American Pool will also get a quote to update the signs around the pool area that need to be refreshed due to damage and/or fading.

VI. Manders' Representative

Matt Manders represented Manders Companies to discuss the locker room renovations. Manders Companies finalized costs with CAMP and will be bringing samples next week. Manders has transmitted the plumbing proposal to CAMP and is awaiting approval.

VII. ProFIT Representative

Rich Mandley and Jill Bakner represented ProFIT. The attendance in February was slightly higher than January. The most attended class for the month was a tie between Total Body Weights and Stretch and Core. Heartline got most of the equipment repaired but there is a treadmill that needs repair. ProFIT is working on offering a Tai Chi class. CCFC asked ProFIT to analyze and make recommendations for updates. The fitness center has 2 elliptical machines that get very little use (less than 400 hours annually), due to that, the resale is higher for them. They propose replacing them with Matrix Treadmills as treadmills are the most popular pieces of cardio equipment in the fitness center. ProFIT also is going to recommend replacing 2 of the older Cybex weight training machines. The committee requested ProFIT to attain quotes for those replacements as well as one for an assault bike. While ProFIT was on the line, the committee discussed basketball court reservations with them. Jill Bakner will contact our Resident that has questions on the reservation system for the Basketball court. Hans Estes requested two 15lb dumb bells be purchased by CAMP from our Operating Budget under "Recreation Equipment" which has \$2,500 remaining. Jill Bakner will coordinate with Angel Robles to make this happen. Angel Robles will also purchase additional bottles of liquid cleaner and expense it from the "Fitness Center Supplies" operating budget account.

VIII. Matters for Committee Discussion

- 1. Locker Room Update/Questions** Manders submitted a revised proposal in the amount of \$179,560 on March 8. CAMP is going to investigate the possibility of selling the old lockers. The proceeds from such sales would go into the Reserve Budget allocation to defray the cost of the update.

2. **Reservation for Basketball Courts** CAMP received questions clarifying how the reservation system works for the basketball court. The Committee determined that the policy of reserving the court up to a day prior to the desired reservation does not need to be updated. At this time, the committee feels there is no need to develop a new policy.
3. **Bulletin Board Take Down or Change PR** Policy Resolution 18-01 only allows postings on the bulletin board in the hallway to the locker rooms to be related to the Association. The bulletin board is now blank at all times because the Association uses electronic notifications to communicate events and news to Cameron Station. *Tim Regan moved that the Committee request the Board amend Administrative Resolution 18-01 to allow for unofficial communications within the community as long as such communications fall within sections II (B) and II (C) of the resolution. The motion was seconded by Hans Estes, and it passed unanimously.*
4. **Door Access System Request for Proposal (RFP)** CAMP included the RFP for the Facilities Access Control Systems in the packet and updated Angel Robles on the history of the project. CAMP will release the RFP in the early summer with responses expected in September.

IX. Matters for Committee Information

1. CAMP Management's Report

- a. **Action Item List Pending** The locker room renovation proposal was received and legal is reviewing the contract. The new fitness equipment that was ordered is delayed and now has an expected delivery date of April 10. The door access system overhaul has been placed on hold.
 - b. **Action Item List Completed** The committee reviewed the completed items on the action list.
2. **Finance Update/Committed Funds Report** The committee reviewed the updated financials.

X. New Business

The next meeting is on Thursday, April 7, 2022, at 7:00 p.m.

XI. Adjourn

Tim Regan moved that the meeting adjourn. The motion was seconded by Hans Estes and passed unanimously. The meeting adjourned at 9:06 pm.

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

Monday, March 14, 2022

The meeting was called to order at 7:00 by chair Kathy McCollom with attendees participating through Zoom.

Members present: Kathy McCollom, CAC Chair; Don Williams, CAC Vice Chair; Linda Greenberg, CAC Secretary; and CAC Members Sarah Markel, Kyle Geron, and Martha Romans.

Member not present: Patrick Kairouz.

Others in attendance via Zoom:

Steven Philbin, General Manager, CAMP

Adrienne Zaleski, Lancaster Landscapes

Mindy Lyle, Board Liaison

Motion to Approve Agenda

Moved by Greenberg

Seconded by Williams

For: All

Against: None

Motion passed.

Motion to Approve Minutes from February 17, 2022

Moved by Markel

Seconded by Romans

For: All

Against: None

Motion passed.

Homeowners Forum: No residents present.

New Community Manager. Steve Philbin introduced himself and spoke of his 30 years of experience and pleasure at being here. Angel Robles, Assistant Community Manager, would have been at the meeting as well but for the emergency water leak.

MATTERS FOR COMMITTEE RECOMMENDATION:

Lancaster Landscapes: Zaleski reported that Lancaster continues to treat bark scale on Crape Myrtle trees. Lancaster has provided and can continue to provide treatment for Crape Myrtle trees on private property. Lancaster charges \$75 for 3 treatments. Romans asked Lancaster to look at Crape Myrtles on Murtha. Lyle suggested that for the next month the Friday E-blast alert homeowners to the bark scale and how it can be treated. Otherwise, Lancaster is following the spring schedule of ground maintenance activities.

Motion to Install Spring/Summer Flowers. (Budget Line 6150) Total cost: \$6,375. Proposal No. 30906-2.

Duke Street Entrance: Install: 45 Gomphrena, 4-5" pot @ \$8.75 each for \$393.75;

90 Endurascape Verbena pink bicolor, 4-5" pot @ \$8.75 each for \$787.50.

Cameron Station Circle: Install: 75 Celosia "soil lizard" 4-5" pot @ \$9.75 each for \$731.25;

270 Sunpatiens "tropical pink" 4-5" pot @ \$8.75 each for \$2,362.50.

200 Cameron Station Club House: Install 120 Sunpatiens "hot pink" 4.5" pot @ \$8.75 each for

1,050; 120 Coleus "French Quarter" 4-5" pot @ \$8.75 each for \$1,050.

Moved by Greenberg

Seconded by Williams

For: All

Against: None

Motion passed.

ITEMS FOR COMMITTEE INFORMATION

CAMP REPORT by Philbin:

Fence Replacement: CAC is waiting to learn from Long Fence what the staining/painting options are.

Paving: On schedule.

Parking Policy: Residents notified on March 4, 2022 of new parking regulations. B&B Security begins enforcement on April 1, 2022. In addition, B&B has been asked to report on safety or other issues, such as street light outages, observed by police when they are patrolling.

Benches: Bondurant investigating when benches in Bessley Park were purchased and how many other benches have cracked slats. Tangent, vendor, contacted.

Budget: McCollom asked whether CAC is keeping to its budget. Philbin said that CAC has spent what was committed. McCollom asked for more specific budget information for board meetings.

Broken water pipe created an emergency water problem for Donovan, English Terrace, and Yarrow. Water to be restored on Tuesday, the 15th. Lyle thanked Philbin for being on top of the problem.

Tree Replacement: Lyle and Zaleski will review where trees need to be replaced and recommend the kinds of trees. They will create two lists: one -- the trees to be replaced by Cameron Station, the other -- trees to be replaced by the city along the linear park.

Decorations Policy: Lyle will provide a draft for the March meeting.

Homeowners Gardens Outside their Fences: Lyle to meet with Philbin to discuss HOA regulations

NEW BUSINESS

Next meeting is at 7 p.m. on Zoom on April 11, 2022.

The meeting adjourned at 7:46 p.m.

Linda Greenberg

Recording Secretary



**Cameron Station Community Association, Inc.
Board Decision Request
March 29, 2022**

**TOPIC: Communications – Approve New Member – Compass Editor
Resolution 2022-0301**

Motion:

“I move to **APPROVE** the appointment of Amber Kelly-Herard to the Communications Committee as the new Compass Editor.”

Motion: _____

2nd: _____

Summary:

With the departure of Christine Fisher from the committee as the Compass Editor, one opening had been announced on the Weekly Email Blast – February 25, 2022, as follows. Attached Amber Kelly-Herard application. The Comm Comm approved of her appointment at their March 9, 2022, regular meeting.

New Editor for The Compass Needed!

The Communications Committee is looking for a new member to be the Editor of The Compass, Cameron Station’s bi-monthly newsletter. The position is primarily one of project management and coordination. There is an accomplished, responsible, volunteer staff to assist, as well as Compass alums who serve as informal advisors. Someone is needed to bring it all together and make it work!

Please contact communications@cameronstation.org if you are interested. The Compass has been a vital part of the Cameron Station community for more than 20 years. Working on the newsletter is not only fun and fulfilling, but it is also a great way to get to know the community and to make new friends! Join us!

CAMP Recommendation:

Steve, General Manager and Angel, Assistant General Manager recommends approval for record purpose of the meeting minutes.

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

VIRGINIA
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

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

Name: Amber Kelly-Herard Address: 5115 Knapp Place Alexandria, VA 22304

Email: akellyherard89@gmail.com Tel: (Cell): 951-902-8597 (Home): N/A

Condominium Owners please check the appropriate box:

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

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

Architectural Review Committee

☐ Activities & Events Planning Committee

☐ Cameron Club Facilities Committee

☐ Common Area Committee

☒ Communications Committee

☐ Financial Advisory Committee

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

I've served as a Public Affairs professional for 14 years across the world, with four years specifically as the editor as a base newspaper. I earned distinguished graduate from the Defense Information School Basic Public Affairs-Writer's Course and the Public Affairs Qualifications Course. I've also earned numerous awards for Public Affairs and writing to include at the Air Force-wide level.

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

I recently moved to the area and I'm interested in becoming more involved and also meeting new neighbors. I also enjoy writing and news, so this seems like an ideal match.

Thank you for your time and interest.

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

Cameron Station Community Association, Inc.

Homeowner Association (HOA) Committees

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

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

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

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

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

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

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



Cameron Station Community Association, Inc.
Board Decision Request
March 29, 2022

TOPIC: Communications – Approve New Member – Compass Editor
Resolution 2022-0302

Motion:

“I move to **APPROVE** the appointment of Amber Kelly-Herard to the Activities and Events Committee.”

Motion: _____

2nd: _____

Summary:

Member opening had been announced on the Weekly Email Blast – March 18, 2022, as follows. Attached Jennifer Hurst application.

Activities and Events Committee: Member Opening!

The Activities and Events Committee has one (1) opening for any interested individual. The committee leads the social events of the community throughout the year. Please [click here](#) for the committee charter and [click here](#) for the committee member registration form. If you are interested in joining, please reach out to Andy Yang at events@cameronstation.org.

CAMP Recommendation:

Steve, General Manager and Angel, Assistant General Manager recommends approval for record purpose of the meeting minutes.

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



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

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

Name: _____

Home Address: _____

Email Address: _____

Telephone Number: _____ (Cell) _____ (Home)

Condominium Owners please check the appropriate box:

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

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

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

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

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

Thank you for your time and interest.



Cameron Station Community Association, Inc.
Board Decision Request
March 29, 2022

TOPIC: 2022 Pool Supplies
Resolution 2022-0303

Motion:

"I move to **APPROVE** American Pool 2022 pool supplies proposal for the amount of \$3,257.05 to be expensed from the Pool Supplies budget line."

Motion: _____

2nd: _____

Summary:

American Pool 2022 pool supplies proposal includes requirements by the Health Department, replacement/maintenance parts needed, and recommended supplies for the operation and safety of the pool throughout the season.

CAMP Recommendation:

Steve, General Manager and Angel, Assistant General Manager recommends approval of the 2022 pool supplies proposal to ensure consistency on the operation and safety of the pool.

Budget Considerations:

Expenses to be allocated to budget line Pool Supplies \$5,000.

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



Qty	Item Description	Unit Price	Ext. Price	Initial Approval
Required by Health Department				
1.00	Vac Port Cover 1 1/2in - Flush	61.74	61.74	_____
1.00	Eyeball Wall Return Fitting	27.85	27.85	_____
1.00	Gauge - 2in Pressure (0 - 60 psi)	48.00	48.00	_____
1.00	First Aid Kit	94.11	94.11	_____
2.00	Gauge - 2in Vacuum (0 - 30Hg)	48.00	96.00	_____
1.00	Test Kit with Reagent Restock for Season	330.00	330.00	_____
Replacement / Maintenance Needed				
1.00	Plug - 3/8in MPT (Plastic)	12.85	12.85	_____
1.00	Vacuum Hose - 75ft	230.86	230.86	_____
2.00	Flex Tube - Flex Flo Tan 7/16in 7T	65.63	131.26	_____
2.00	Injection Fitting - 3/8in (Banded)	73.07	146.14	_____
Recommendation				
2.00	Foot Strainer - 1 1/4in	68.78	137.56	_____
4.00	Weir - 7 5/8in(Hayward)	31.33	125.32	_____
1.00	Bloodborne Pathogen Safety Kit	56.69	56.69	_____
1.00	Pole - 12' x 24'	285.95	285.95	_____
4.00	Lid - Hayward (SP1070)	52.24	208.96	_____

1.00	Custom Water Quality Board Aluminum/PVC	296.10	296.10	_____
1.00	Ceramic Foot Strainer Weight	24.92	24.92	_____
1.00	Balancing Chemicals for Season	791.27	791.27	_____
3.00	Throttle Plate - Hayward	28.67	86.01	_____
2.00	Escutcheon Plate - Pair	32.73	65.46	_____

Total: 3,257.05

**Delivery and installation are included (applicable sales tax will be charged when invoiced). By signing below, the customer indicates that he/she has read and accepted the attached Terms and Conditions.*



**Cameron Station Community Association, Inc.
Board Decision Request
March 29, 2022**

**TOPIC: 2022 Pool Contract Addendum
Resolution 2022-0304**

Summary:

American Pool provided the Association with an addendum to the 2022 pool contract with the following additions:

Motion:

"I move to **APPROVE Option B** of the American Pool 2022 Contract Addendum for the total of **\$17,116.47** which includes the Daily Pool dates and hours through the season to return to pre-COVID-19 hours."

Motion: _____

2nd: _____

Option B – Total amount \$17,116.47

- Daily pool hours through the season 5/28/22 – 9/5/22 from 10:30AM-8:30PM.

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

Pool Contract Matrix		
FY21 Budget	FY22 Budget	2022 Recommended Update
\$76,590 budgeted / \$70,034 Spent	\$76,590 budgeted / \$55,895 committed YTD	\$29,350 Additions / \$8,654 over budget



Cameron Station
2022 Contract Addendum

Option A:

- American Pool will add open the pool on 5/21/22 and 5/22/22 from 10:30am-8:30pm (3 guards on duty).
- American Pool will extend the pool season beyond Labor Day on weekends only; 9/10/22-9/25/22 (3 guards on duty 10:30am-8:30pm).

Total Amount Due: \$8,820.00

Initial: _____

Option B:

- American Pool will adjust the daily pool hours to 10:30am-8:30pm; 5/28/22-9/5/22.

Total Amount Due: \$17,116.47

Initial: _____

Option C:

- American Pool will add lap swimming on weekdays from 6am-8am; 5/28/22-9/5/22 (1 guard will be on duty)
- American Pool will add Aqua Aerobics on Saturdays from 9am-10am; 5/21/22-9/24/22 (1 guard will be on duty)

Total Amount Due: \$3,412.94

Initial: _____

Note: Additional staff can be added at the rate of \$19.95 per man hour.

Please initial above and sign below to accept the addendum.

Phil Carter, Vice President

Owner/Agent

Date: March 25, 2022

Date: _____



Cameron Station Community Association, Inc.
Board Decision Request
March 29, 2022

TOPIC: 2022 Pool Contract Addendum
Resolution 2022-0305

Summary:

American Pool provided the Association with an addendum to the 2022 pool contract with the following additions:

Motion:

"I move to **APPROVE Option A** of the American Pool 2022 Contract Addendum for the total of **\$8,820.00** which includes the Soft Opening and Extension of the September 2022 weekend pool dates and hours."

Motion: _____

2nd: _____

Option A – Total amount \$8,820.00

- Soft opening pool hours on 5/21 – 5/22/22 from 10:30AM-8:30PM with 3 guards on duty.
- Extending the pool season beyond Labor Day on weekends only; 9/10 – 9/25/22 from 10:30AM-8:30PM with 3 guards on duty.

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

Motion:

"I move to **APPROVE Option C** of the American Pool 2022 Contract Addendum for the total of **\$3,412.94** which includes the Lap Swimming and Aqua Aerobics pool sessions dates and hours."

Motion: _____

2nd: _____

Option C – Total amount \$3,412.94

- Lap swimming through the season 5/28 – 9/5/22 on weekdays from 6-8AM with 1 guard on duty.
- Aqua Aerobics on Saturdays from 9-10AM through 5/21 – 9/24/22 with 1 guard on duty.

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

Pool Contract Matrix		
FY21 Budget	FY22 Budget	2022 Recommended Update
\$76,590 budgeted / \$70,034 Spent	\$76,590 budgeted / \$55,895 committed YTD	\$29,350 Additions / \$8,654 over budget



Cameron Station
2022 Contract Addendum

Option A:

- American Pool will add open the pool on 5/21/22 and 5/22/22 from 10:30am-8:30pm (3 guards on duty).
- American Pool will extend the pool season beyond Labor Day on weekends only; 9/10/22-9/25/22 (3 guards on duty 10:30am-8:30pm).

Total Amount Due: \$8,820.00

Initial: _____

Option B:

- American Pool will adjust the daily pool hours to 10:30am-8:30pm; 5/28/22-9/5/22.

Total Amount Due: \$17,116.47

Initial: _____

Option C:

- American Pool will add lap swimming on weekdays from 6am-8am; 5/28/22-9/5/22 (1 guard will be on duty)
- American Pool will add Aqua Aerobics on Saturdays from 9am-10am; 5/21/22-9/24/22 (1 guard will be on duty)

Total Amount Due: \$3,412.94

Initial: _____

Note: Additional staff can be added at the rate of \$19.95 per man hour.

Please initial above and sign below to accept the addendum.

Phil Carter, Vice President

Owner/Agent

Date: March 25, 2022

Date: _____



Cameron Station Community Association, Inc.
Board Decision Request
March 29, 2022

TOPIC: Spring/Summer Annual Flower Rotation Proposal
Resolution 2022-0307

Motion:

"I move to **APPROVE** the Spring/Summer Annual Flower Rotation proposal for the total amount of **\$6,375** to be expensed from the flower rotation & pocket park enhancements budget line."

Motion: _____

2nd: _____

Summary:

Lancaster Landscape proposal 30906-2 denote the spring/summer annual flower rotation at the following areas:

Community Entrance/Duke Street – Installation of (45) Gomphrena 4.5" pot, and (90) EnduraScape verbena pink bicolor.

Cameron Station Circle – Installation of (75) Celosia 4.5" pot, and (270) Sunpatiens pot.

Cameron Station Office/Clubhouse – (120) Sunpatiens 4.5", and (120) Coleus 4.5".

CAMP Recommendation:

Steve, General Manager and Angel, Assistant General Manager has no issue with the recommended annual flower selections.

Budget Considerations:

Expenses to be allocated to budget line Flower Rotation & Pocket Park Enhancement \$39,000.

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



February 24, 2022 (revised)

CUSTOMER # 229

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

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:

SPRING/SUMMER ANNUAL FLOWER ROTATION

Scope of Work: Installation of annual flowers at the following locations;

At Community Entrance/ At Duke Street

Installation of (45) Gomphrena 4.5" pot @ \$8.75 each\$393.75
Installation of (90) Endurascape verbena pink bicolor 4.5" pot @ \$8.75 each \$787.50

At Cameron Station Circle

Installation of (75) Celosia "soil lizard" 4.5" pot @ \$9.75 each\$731.25
Installation of (270) Sunpatiens "tropical pink" "pot @ \$8.75 each.....\$2,362.50

At Cameron Station Office/Club House

Installation of (120) Sunpatiens "hot Pink" 4.5" @ \$8.75 each\$1,050.00
Installation of (120) Coleus "French Quarter" 4.5" @ \$8.75 each\$1,050.00

PROPOSAL TOTAL: \$6,375.00

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
March 29, 2022

TOPIC: Insurance Renewal
Resolution 2022-0308

Motion:

"I move to **APPROVE** the insurance proposal premium offered through Cascade Insurance Group to be expensed from the Insurance budget line."

Motion: _____

2nd: _____

Summary:

Crime/Employee Dishonesty Coverage – The policy will renew for a year effective 4-15-2022 to 4-15-2023 to be on the same cycle as the rest of the policies.

Cyber Insurance – We (Insurance) will work with the insurance carrier next year to see if we can obtain a short-dated policy from 1-1-2023 to 4-15-2023 to get all policies on the same cycle.

Directors & Officers Insurance - we are using Travelers Insurance to provide this coverage as they have a policy that specializes in D&O for associations.

Umbrella Insurance – We (Insurance) were able to obtain a 10M Umbrella Limit through Erie Insurance and have included in this year's proposal.

Property Coverage – We (Insurance) didn't see coverage for the Lights throughout the community, which in the past information we received valued them at \$936,000. We added those to the coverage last year in our proposal and they are included this year also.

PREMIUM SUMMARY	2021 – 2022 (Current/Expired)	2022 – 2023 (New/Renewal)
Package Policy	\$8,706	\$9,755
Umbrella	\$4,644.23	\$3,950
Directors & Officers	\$3,809	\$5,436
Crime Coverage	\$10,000	\$3,600
Cyber Coverage	\$10,000	\$4,833 <i>Effective 1/1/22 – 1/1/23</i>
Workers Comp	\$620	\$620
Total	\$37,799	\$28,194

VIRGINIA
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401

CAMP Recommendation:

Steve, General Manager and Angel, Assistant General Manager recommends approval of the insurance premium with Cascade Insurance Group based on cost savings favorable to the Association.

Budget Considerations:

Expenses to be allocated to budget line Insurance.

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

From: David Dodero <David@cascadeig.com>
Sent: Monday, March 14, 2022 2:28 PM
To: Steve Philbin; Heather Graham
Subject: Cameron Station Insurance Renewal 04-15-22 to 04-15-23
Attachments: Insurance Proposal and Comparison Cameron Station 04-15-22 to 04-15-23.pdf; Application Umbrella - Cameron Station Community Association 4-15-22 to 4-15-23.pdf

Heather/Steve

Attached please find the insurance renewal for Cameron Station. Some notes on the proposal and coverage for this renewal:

- The first part of the proposal explains the coverage
- The second part goes through the coverage and limits.
- The last page is the has a comparison of coverage from the current year and the renewal package.
 - In this comparison I don't list the Cyber Policy as I did not handle the Cyber policy when you moved the insurance to Cascade Insurance last year. The Cyber Policy could not be brought over via a Broker of Record.
 - I wrote a new Cyber Policy this year on 1-1-2022 to 1-1-2023 as this was the original effective dates the prior broker had. We could not get a short rated policy of 1-1-2022 to 04-15-2022 to coincide with the rest of the policy, but now that our agency handles the Cyber we are going to try to do this next year.
- Crime Coverage – I did move the Crime Coverage over last year via a Broker of Record and when it renewed on 1-1-2022 we were able to secure a short rated policy with the dates of 01-01-2022 to 04-15-2022.
 - Therefore your Crime Coverage is part of this renewal package with the date of 04-15-2022 to 04-15-2023.

The only change this year on the insurance program is the Umbrella Coverage.

- We currently cannot get a 15M Umbrella from Great American Insurance who has handled umbrella's in the past for community. There has been a "lack of capacity" in the market for umbrella's. Having said this we did get Erie Insurance to offer a 10M Umbrella. In my opinion this is still a very robust limit as the association has never had a liability claim even close to the underlying General Liability limit of 1M per occurrence. With the 10M umbrella going over the general liability, you have a total of \$11M of liability for a claim.
- We have requested quotes for 15M Umbrellas from other carriers but have not received any bindable quotes, and the rate indications are coming back over 150% of the 10M Limits.

Building Values

- The building and other property insured value increased from 6,193,438 to 6,545,000, which is a 4% increase in insured value
- The Premium of the Package policies went from \$22,543 last year to \$23,361 which is a 3.5% increase.
- When you factor in the 4% insured value increase the premium is basically flat this year.

-

Steve – when we talked briefly about the renewal, you had asked the question about if we shopped the insurance or if I thought The Board would want to shop the insurance. We typically offer the best package available, and if we have other carriers we would offer that package. What we don't do as some brokers do, is spend cycles shopping the coverage to show we saved a few dollars. In Communities like Cameron Station, Erie Insurance is definitely the gold standard and provides excellent coverage, along with the other insurance carriers we are using for Directors & Officers, which is Travelers, and the Crime/Employee Dishonesty, which is Great American.

Also I don't have budget information on the insurance last year when the community decided to switch to us, but I believe the community was paying close to \$40,000 a year for their insurance package. So I know that we saved them a substantial amount of money last year with a better package, and we are working to have all the policies renew on the same date so it is easier for the Association to compare and budget for the insurance.

Action Needed to Bind Renewal

- I would need page 4 and 5 of the attached umbrella application signed and returned with your email to bind the coverage, prior to 4-15-2022

As always thank you for the opportunity and please don't hesitate to let me know if you would like to discuss any aspects of the insurance renewal proposal.

Best regards,

David



David Dodero
Principal
Cascade Insurance Group
Office: 703-551-2000 Fax: 703-852-3467
Auto-Home-Business-Life Insurance
Arlington Office www.cascadeig.com
Manassas Office www.cawins.com

Serving VA, MD, DC, WVA, PA & NC



Cameron Station Community Association

Insurance Proposal 04-15-2022 to 04-15-2023

The Board of Cameron Station Community Association

and

***Steve Philbin & Heather Graham
Community Association Management Professionals***

Presented By:

**David Dodero
Principal
Cascade Insurance Group
703-551-2000
David@Cascadeig.com**

PROPOSAL DISCUSSION

We are pleased to provide this proposal of insurance for your association. To follow is detailed information on the proposed insurance package.

Our agency took over the insurance for Cameron Station effective 4-15-2022. At the time the following coverage was not renewing at the same time of the rest of the package policies.

Crime/Employee Dishonesty Coverage – this was on a renewal cycle of 1-1-2021 to 1-1-2022.

We initially transferred this to our agency using a Broker of Record. At expiration of 1-1-2022 we got Great American Insurance to issue a policy from 1-1-2022 to 4-15-2022. The policy will renew for a year effective 4-15-2022 to 4-15-2023 to be on the same cycle as the rest of the policies.

Cyber Insurance – this was on a renewal cycle of 1-1-2021 to 1-1-2022. We were not able to Broker of Record this policy to our agency so we let it expire on 1-1-2022 and had to write a new annual cyber policy with effective dates of 1-1-2022 to 1-1-2023 as the insurance carrier would not write a policy with a short date expiring on 4-15-2022. We will work with the insurance carrier next year to see if we can obtain a short, dated policy from 1-1-2023 to 4-15-2023 to get all policies on the same cycle.

Directors & Officers Insurance - we are using Travelers Insurance to provide this coverage as they have a policy that specializes in D&O for associations.

Umbrella Insurance – last year we used Great American Insurance for the 15M umbrella policy. Great American is no longer writing umbrella policies with limits higher than 5M. We were able to obtain a 10M Umbrella Limit through Erie Insurance and have included in this year's proposal.

Property Coverage – last year when we wrote the insurance, we had to bid on your insurance in the past, so we were able to review our past proposals and coverage. We didn't see coverage for the Lights throughout the community, which in the past information we received valued them at \$936,000. We added those to the coverage last year in our proposal and they are included this year also.

The replacement values of the Clubhouse, Lights and Outdoor property all increased this year from 6,193,438 to 6,545,000. We have all items insured to 100% of replacement cost.

Our agency has over 30 years' experience providing insurance to condominium and homeowner associations throughout the area. We have a commercial practice that focuses on this line of insurance. I have been a member of Community Association Institute for this entire time and periodically have articles published on Community Association Insurance.

The following pages provide a detailed description of the coverage offered. We are always available to discuss our proposals in detail.

Thank you for the opportunity to provide this proposal.

Best regards,

A handwritten signature in black ink that reads "David Dodero" with a horizontal line at the end.

David Dodero
Principal
Cascade Insurance Group
Office 703-551-2000
Email – David@Cascadeig.com
www.Cascadeig.com

SUMMARY DESCRIPTION OF COVERAGE

COVERAGE AMOUNT

Building Coverage & Contents	6,545,000	DED 5,000
*Building and Contents Coverage Blanketed		
Lights	Included	DED 5,000
Contents	Included	DED 5,000
Outdoor Property Value	Included	DED 5,000
Coverage	100% Replacement Cost	
Building Ordinance Coverage	Included	
Mechanical & Electrical Breakdown	Included	
Medical Payments	\$5,000	
General Liability – Each Occurrence	\$1,000,000	
Personal and Advertising Injury	\$1,000,000	
General Aggregate	\$2,000,000	
Directors and Officers Liability	\$1,000,000	DED 10,000
Hired and Non-Owned Auto	\$1,000,000	
Business Umbrella Coverage	\$10,000,000	DED -0-
Crime Coverage	\$3,000,000	DED 10,000
<i>**See note on optional \$3.5M Limit</i>		
Cyber Coverage	\$3,000,000	DED 10,000
<i>This coverage has effective dates of 1-1-2022 to 1-1-2023</i>		
Terrorism	Included	
Workers Compensation	1,000,000/1,000,000/1,000,000	
Additional Insured	Community Association Management Professionals	

LIABILITY

Protects you when you are liable for bodily injury, property damage, or personal and advertising injury arising from your business operations.

This coverage includes:

- **Bodily Injury and Property Damage**
- **Personal and Advertising Injury including Libel, Slander, False Arrest, Wrongful Detention or Imprisonment, Defamation of Character, Malicious Prosecution, Wrongful Entry or Eviction, Invasion of Privacy, or Humiliation caused by any of the above**
- **Employees Covered as Additional Insured's**
- **Products and Completed Operations**
- **Medical Payments**
- **Fire Legal Liability**
- **Blanket Contractual**
- **Broad Form Property Damage**
- **Host Liquor Liability**
- **First Aid Expense**
- **Claims Expense**
- **Independent Contractors**

PREMIUM SUMMARY

Package Policy	9,755.00
Umbrella	3,950.00
Directors & Officers	5,436.00
Crime Coverage	3,600.00
Cyber Coverage	Written Effective 1-1-2022 to 1-1-2023
Workers Compensation	620.00
 Total	 23,361.00

Optional Crime Coverage Limit

- **Increasing Crime to 3.5M would cost \$4,500 Annually. (Current premium for 3M of coverage is \$3,600)**
- **Property manager asked for this pricing option due to increase in reserves.**

INSURANCE CARRIER SUMMARY

Erie Insurance – Property & General Liability & Umbrella

Erie Insurance was started in 1925 in Erie, Pennsylvania.

- Over \$11.7 Billion In Assets
- Rated A+ Superior Rating from the AM Best
- Local Claims Adjusters on Call 24 Hours a Day for Large Losses
- Size XV - \$2 billion or more in capital and surplus and conditional reserves

Great American Insurance – Crime/Employee Dishonesty

- Rated A+ Superior by AM Best
- Specialize in D&O, Umbrella, and Crime Coverage for Associations
- Size Rating XIII

Travelers Insurance - Directors & Officers Coverage

- Rated A+ Superior by AM Best
- Specializes in Directors & Officers for Community Associations
- Size XV

Cascade Insurance Group

The principal of Cascade Insurance Group, David Dodero, has over 33 years' experience in the insurance industry. We insure properties in Virginia, Maryland, Washington DC, WVA and PA. David is a long-term member of Community Association Institute and periodically has articles published regarding Community Association Insurance.

We're dedicated to serving the needs of our clients and always welcome the opportunity to discuss our proposals in detail.

Best regards,

David C Dodero

David C Dodero

Office

1100 N Glebe RD, Suite 1010
Arlington, VA 22201
703-551-2000
For more information, visit www.Cascadeig.com



Insurance Proposal Comparison

Cameron Station Community Association
Current Insurance Program 04-15-21 to 04-15-22

Renewal Insurance Program 04-15-22 to 04-15-23

Agency Name:	Cascade Insurance Group	Cascade Insurance Group
Package Carrier:	Erie Insurance	Erie Insurance
A.M. Best Rating:	A+(Superior)	A+(Superior)
Building/Property Limits	5,664,438	6,005,000
Business Income	Actual Loss Sustained	Actual Loss Sustained
Contents	529,000	540,000
Ordinance or Law: Undamaged Portion	Included	Included
Demolition	Included	Included
Increased Cost of Construction	Included	Included
Sewer / Drain Backup	Included	Included
Equipment Breakdown	Included	Included
Property Deductible	5,000	5,000
General Liability Per Occurrence Limit	1M	1M
Aggregate Limit	2M	2M
Hired & Non-Owned Auto	Included	Included
Package Premium	\$8,914.00	\$9,755.00
Directors & Officers:	Travelers	Travelers
A.M. Best Rating:	A+ (Superior)	A+ (Superior)
Limit of Liability	\$1M	\$1M
Includes Non-Monetary Claims & Employment Practices Liability	Yes	Yes
Includes Discrimination Including Fair Housing Violations	Yes	Yes
Prior Acts / Retro	Full Prior Acts	Full Prior Acts
Defense Costs	Outside the Limit	Outside the Limit
Managing Agent Covered	Yes	Yes
Retention	10,000	10,000
Directors & Officers Premium	\$4,765.00	\$5,436.00
Fidelity/Crime Carrier:	Great American Insurance	Great American Insurance
A.M. Best Rating:	A+(Superior)	A+(Superior)
Employee Dishonesty	\$3M / DED: \$30,000	\$3M / DED: \$10,000
Forgery or Alteration	\$3M / DED: \$30,000	\$3M / DED: \$10,000
Inside the Premises	\$3M / DED: \$30,000	\$3M / DED: \$10,000
Outside the Premises	\$3M / DED: \$30,000	\$3M / DED: \$10,000
Computer Fraud	\$3M / DED: \$30,000	\$3M / DED: \$10,000
Money Orders & Counterfeit Money	\$3M / DED: \$30,000	\$3M / DED: \$10,000
Funds Transfer Fraud	\$3M / DED: \$30,000	\$3M / DED: \$10,000
Managing Agent Covered	Yes	Yes
Crime Premium	\$3,600.00	\$3,600.00
Umbrella Carrier:	Great American	Erie Insurance
A.M. Best Rating:	A+ (Superior)	A+ (Superior)
Limit	\$15M DED -0-	\$10M DED -0-
Umbrella Premium	\$4,644.00	\$3,950.00
Workers Comp Carrier:	Erie Insurance	Erie Insurance
Limits	500,000/500,000/500,000	500,000/500,000/500,000
Workers Comp Premium	\$620.00	\$620.00
TOTAL EXPIRING PREMIUM:	TOTAL RENEWAL PREMIUM:	TOTAL RENEWAL PREMIUM:
-	\$22,543.00	\$23,361.00



Business Catastrophe Liability Application

Application to:

☐ Erie Insurance Exchange

☐ Erie Insurance Property & Casualty Company

The Applicant applies for insurance and represents the following to be true.

Applicant	Business Name	Policy Period
	Cameron Station Community Association	04/15/2022 - 04/15/2023
Mailing Address	Primary Business Address	Federal ID Number
c/o CAMP 4114 Legato Road Suite 200 Fairfax VA 22033	200 Cameron Station Blvd Alexandria VA 22304-8684	54-1896053
County: Alexandria City	FIPS Code:	Phone:
Agent Number and Name	Operations	Business Inception Year
CASCADE INSURANCE GROUP LLC	DD3241 Homeowners Association	2001
Legal Entity: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Indiv. Part. <input type="checkbox"/> Org. Part. <input type="checkbox"/> Joint V. <input type="checkbox"/> LLP <input type="checkbox"/> LLC <input type="checkbox"/> Corp. <input type="checkbox"/> Trust <input checked="" type="checkbox"/> Association		

Limit of Liability	Judgement Factor	VCR	GL Code
\$10,000,000 Per Occurrence / \$10,000,000 Aggregate			62003

Schedule of Underlying					
Insurance	Insurer	Policy Number	Policy Period	Limits	Premium
General Liability					
ErieSecure Business®	Erie Insurance	Q61-0089506	04/15/22 - 04/15/23	1M/2M	9680
Ultraflex SM					
Ultrapack Plus SM					
Commercial General					
Liability					
Fivestar SM Contractors					
Auto Liability					
Business Auto Liability					
Garage Liability					
Employer's Liability			100/500/100M or Other		

Automobile Liability - Number and type of all owned or leased vehicles			
Type of Vehicle	Gross Weight	Number of Vehicles	Limits
Commercial passenger			
Public			
Light			
Medium			
Heavy			
Extra heavy			
Total number of vehicles			
Trailers			

West Virginia (Complete UF2147)	
Uninsured Motorist Coverage <input type="checkbox"/> I accept <input type="checkbox"/> I reject	Underinsured Motorist Coverage <input type="checkbox"/> I accept <input type="checkbox"/> I reject

Policy Optional Coverages and Exclusions

Additional Insured	<input type="checkbox"/> Yes <input type="checkbox"/> No
Designated Construction Project(s) Aggregate Limit	<input type="checkbox"/> Yes <input type="checkbox"/> No
Electronic Data Liability	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employee Benefits Liability	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fellow Employee Auto Liability	<input type="checkbox"/> Yes <input type="checkbox"/> No
Non-Owned and Hired Auto Liability (UFX)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Professional Liability	<input type="checkbox"/> Yes <input type="checkbox"/> No

If "Yes," type:

Rating Basis:

Warning: if any of these questions are answered "Yes," you may not bind coverage. Please contact underwriting for approval.

- | | |
|--|---|
| 1. Is policy a rewrite of a current ERIE policy? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If Yes, give policy number | |
| 2. Does applicant own, lease or charter any aircraft or watercraft? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If Yes, describe | |
| Do underlying insurance policies cover these exposures? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 3. Are there any operations not covered by the scheduled of underlying policies? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If Yes, describe | |

Payment information

Bill type

☒ Single ☐ Account

Pay plan

Net premium	\$	3,950.00
Surcharge imposed by the state of WV	\$	
Total premium	\$	
Total annual premium	\$	
Payment/deposit	\$	
Balance	\$	3,950.00

* An installment is applied and paid to Erie Indemnity Company for the second and subsequent installments of all payment plans except for Plans A and G.

Earned premium

Policy	Amount applied
--------	----------------

Past losses

Has the applicant had any general liability or auto liability claims greater than \$250,000 in the last 5 years?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

Claim date	Loss category	Description of loss	Paid	Reserve	Open/closed
------------	---------------	---------------------	------	---------	-------------

Underwriting comments

Endorsements

Form number	Edition date	Form title
-------------	--------------	------------

WARNING: IT IS UNDERSTOOD THAT THIS IS NOT A BINDER AND NO INSURANCE IS AFFORDED UNLESS AND UNTIL THE APPLICATION IS ACCEPTED BY THE HOME OFFICE OF THE ERIE INSURANCE GROUP.

DC Applicant(s), please read

WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the Applicant.

MD Applicant(s), please read

Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

PA Applicant(s), please read

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

TN & VA Applicant(s), please read

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

WV Applicant(s), please read

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

All Other Applicant(s), please read

Any person who knowingly files an application containing any false, incomplete or misleading information, may be subject to criminal and/or civil penalties.

IL Applicant(s), please read

RELIGIOUS FREEDOM PROTECTION AND CIVIL UNION ACT – Beginning June 1, 2011, Illinois law requires that parties to a civil union recognized under Illinois law have the same legal obligations, responsibilities, protections and benefits afforded to married persons in the State. A “civil union” means a legal relationship between two persons of either the same or opposite sex, established in accordance with the requirements of the Illinois Religious Freedom and Civil Union Act. As mandated by this law, under your ERIE policy, any reference to spouse now includes a party to a civil union and ERIE will afford identical benefits and protections to a party to a civil union that are afforded to a spouse.

WI Applicant(s), please read

Uninsured Motorist Coverage, Underinsured Motorist Coverage, and Auto Medical Payment Coverage are not available for purchase under this Business Catastrophe Liability Policy.

The following applies to Erie Insurance Exchange only:

SUBSCRIBER'S AGREEMENT

The Subscriber ("you" or "your") agrees with the other Subscribers at Erie Insurance Exchange ("ERIE"), a Reciprocal/Inter-insurance exchange, and with their Attorney-in-Fact, the Erie Indemnity Company ("we" or "us"), a Pennsylvania corporation with its Home Office in Erie, Pennsylvania, to the following:

- 1) You agree to pay your policy premiums and to exchange with other ERIE Subscribers policies providing insurance for any insured loss as stated in those policies.
- 2) You appoint us as Attorney-in-Fact with the power to: a) exchange policies with other ERIE Subscribers; b) take any action necessary for the exchange of such policies; c) issue, change, non-renew or cancel policies; d) obtain reinsurance; e) collect premiums; f) invest and reinvest funds; g) receive notices and proofs of loss; h) appear for, compromise, prosecute, defend, adjust and settle losses and claims under your policies; i) accept service of process on behalf of ERIE as insurer; and j) manage and conduct the business and affairs of ERIE, its affiliates and subsidiaries. This power of attorney is limited to the purposes described in this Agreement.
- 3) You agree that as compensation for us: a) becoming and acting as Attorney-In-Fact; b) managing the business and affairs of ERIE; and c) paying general administrative expenses, including sales commissions, salaries and employee benefits, taxes, rent, depreciation, supplies and data processing, we may retain up to 25% of all premiums written or assumed by ERIE. The rest of the premiums will be used for losses, loss adjustment expenses, investment expenses, damages, legal expenses, court costs, taxes, assessments, licenses, fees, any other government fines and charges, establishment of reserves and surplus, and reinsurance, and may be used for dividends and other purposes we decide are to the advantage of the Subscribers.
- 4) You agree that this agreement, including the power of attorney, shall have application to all insurance policies for which you apply at ERIE, including changes in any of your coverages.
- 5) You agree to sign and deliver to us all papers required to carry out this Agreement.
- 6) This agreement, including the power of attorney, shall not be affected by your subsequent disability or incapacity.
- 7) This agreement is and shall be binding upon you, us, and all executors, administrators, successors and assigns.

(Subscriber's Agreement language updated 1996.)

SIGN HERE

Subscriber's Signature: _____ Date: _____

Title: _____

APPLICANT TO ERIE INSURANCE EXCHANGE SIGN HERE

I certify that I have given true and complete answers to the questions in this application.

Subscriber:

SIGN HERE

Date:

APPLICANT TO ERIE INSURANCE PROPERTY & CASUALTY COMPANY SIGN HERE

I certify that I have given true and complete answers to the questions in this application.

Applicant:

Date:

Agent: Do you consider this an acceptable risk? Yes

Yes/No

Warning: Do not bind risks that have been previously cancelled or declined or not renewed.

I certify that I have:

- Read to the applicant all of the questions as they are printed on this application.
- Included all answers given by the applicant.
- Determined the risk is acceptable.
- Given a copy of this completed application and any attachments to the Applicant.

Agent Signature:

Date:



Cameron Station Community Association, Inc.
Board Decision Request
March 29, 2022

TOPIC: Yarrow Ln – Emergency Leak
Resolution 2022-0309

Motion:

“I move to **Acknowledge** an emergency water leak invoice for the total amount of **\$6,074.18** on Yarrow Ln due to a **fire suppression valve** failure to be expensed from the Reserves budget line.”

Motion: _____

2nd: _____

Summary:

An underground main water leak detected on Friday, March 11, 2022. Steve Philbin, General Manager, diligently reached out to All Plumbing (contractor), Miss Utility, and VA American Water to assess the area. Based on All Plumbing findings, a 2” leaking fire valve was located and replaced. Although, the issue was resolved, they also noticed an active water leak coming into the trench where the first leak was detected. The second leak happened to be a VA American Water leaking valve which they later replaced. All work repairs were completed on Monday, March 14, 2022. Residents impacted by the water disruptions were informed by the situation through email blast. Emergency Water Leak invoice attached.

CAMP Recommendation:

Steve, Community Manager and Angel, Assistant Community Manager recommends acknowledgement of the invoice for record purpose of the meeting minutes.

Budget Considerations:

Expenses to be allocated to budget line Reserves.

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



921 N. Jackson Street • Arlington, VA 22201

Invoice

Invoice Number: 167180FB

Invoice Date: 3/14/2022

Page: 1 of 2

Bill To: 047059
Cameron Station
Attention: CAMP
P.O Box 702348
Dallas, TX 75370-2348

Service 59833
Location: Cameron Station
231 Yarrow Ln
Alexandria, VA 22304

Work Order ID	Complete Date	PO Number	Terms	Called In By
220317-022	03/14/2022		COD	Steve

Description of Work

Cameron Station
c/o Camp
231-235 Yarrow Lane
Alexandria VA

Job Site: On Yarrow Lane

March 14, 2022

Meet with management regarding an underground main line leak Contacted Miss utility, staged and prepped. Waited for utility to mark and identify underground utilities. Marked the main line.

Contacted VA American Water, Closed area for safety. We excavated 4 feet wide and 5 feet long. We had to excavate by hand due electric and gas lines in the area of the excavation. We excavated approximately 5 feet deep. We located a 2" fire valve leaking at the bonnet. Remove soft load bearing. We cleaned pipe. We installed strong load bearing. Shored the trench. We had water coming into the trench. We were not sure if there was another leak or ground water coming into the trench. We replaced the fire valve with new. We contacted VA American water to turn water on. We tested it for pressure and leaks. No leaks our fire valve installation. The rep from VA American Water was present. The rep had indicated that their valve was also leaking and that was the water coming into the exposed trench where the 2" fire valve that was just replaced. I had the management on the phone with him and they told us that they needed to replace the valve this evening because it was leaking. That they would do another community shut down. We hauled our equipment and debris away. cleaned up.

Qty	Item ID	Description	Date	Unit Price	Disc %	Amount
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Equipment

1		Backhoe Rental 1-day	3/14/2022	950.00		950.00
1		Backhoe Delivery and Pick up	3/14/2022	450.00		450.00
1		Diesel Fuel	3/14/2022	98.00		98.00
1		Mud Pump	3/14/2022	150.00		150.00
1		Chop Saw	3/14/2022	150.00		150.00
SubTotal						1,798.00

Parts

1.00		2" Fire Valve	3/14/2022	580.00		580.00
1.00		Dump Fee	3/14/2022	450.00		450.00
1.00		Misalliances Materials/barricades	3/14/2022	175.00		175.00
SubTotal						1,205.00



921 N. Jackson Street • Arlington, VA 22201

Invoice

Invoice Number: 167180FB

Invoice Date: 3/14/2022

Page: 2 of 2

Bill To: 047059
Cameron Station
Attention: CAMP
P.O Box 702348
Dallas, TX 75370-2348

Service 59833
Location: Cameron Station
231 Yarrow Ln
Alexandria, VA 22304

Work Order ID	Complete Date	PO Number	Terms	Called In By
220317-022	03/14/2022		COD	Steve

Labor

0:30	MCOMSC	Marcos	3/14/2022	152.00	76.00
7:30	M-COMM	Marcos	3/14/2022	76.00	570.00
0:30	MCOMSC	Marcos	3/14/2022	264.00	132.00
2:00	M-COMM	Marcos	3/14/2022	176.00	352.00
0:30	MCOMSC	Billy Estrada	3/14/2022	152.00	76.00
7:30	M-COMM	Billy Estrada	3/14/2022	76.00	570.00
0:30	MCOMSC	Billy Estrada	3/14/2022	264.00	132.00
2:00	M-COMM	Billy Estrada	3/14/2022	176.00	352.00
0:30	HCOMSC	Sergio Andres	3/14/2022	76.00	38.00
7:30	H-COMM	Sergio Andres	3/14/2022	38.00	285.00
0:30	MCOMSC	Sergio Andres	3/14/2022	264.00	132.00
2:00	H-COMM	Sergio Andres	3/14/2022	88.00	176.00
				SubTotal	<u>2,891.00</u>

Invoice Subtotal	5,894.00
Sales Tax	180.18
Invoice Total	6,074.18
Payment Received	0.00
Balance Due	<u>6,074.18</u>



Cameron Station Community Association, Inc.
Board Decision Request
March 29, 2022

TOPIC: Manders – Locker Room
Resolution 2022-0306

Motion:

"I motion to **Approve** the locker room finishes as proposed by the CCFC (will be provided during the meeting)."

Motion: _____

2nd: _____

Summary:

Manders Decorating Company, Inc. provided the CCFC (Facilities Committee) a set of recommended samples such as: carpet tile, toilet partition, (3) inside shower wall and floor tile, and (3) outside shower wall and floor tile. The CCFC members made a unanimous vote on the selected samples for the Board review and approval. Pictures of the samples attached.

CAMP Recommendation:

Steve, General Manager and Angel, Assistant General Manager has no issue with Manders recommendations and CCFC selection of materials. We recommend the Board review and approve for record of the meeting minutes.

Budget Considerations:

Expenses to be allocated to budget line Cameron Club Maintenance & Operation.

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

**AGREEMENT BETWEEN
CAMERON STATION COMMUNITY ASSOCIATION, INC.
AND
MANDERS DECORATING COMPANY, INC. A/K/A MANDERS COMPANIES**

MANDERS DECORATING COMPANY, INC. A/K/A MANDERS COMPANIES, hereinafter referred to as the "Contractor" and CAMERON STATION COMMUNITY ASSOCIATION, INC. hereinafter referred to as the "Association," do hereby enter into this Agreement for the following services, according to the following terms, conditions, specifications, and purposes:

I. CONTRACTOR QUALIFICATIONS

The Contractor hereby affirms that it is in the business of providing construction, renovation, and remodeling services to community associations as an independent contractor, that it has the necessary equipment, staff, and resources to perform such services; further, that it is familiar with and will conduct its services in full compliance with all Federal, State, and local regulations as regards to occupational health and safety insurance and tax laws, and is authorized to do business in the State of Virginia.

II. CONTRACTOR RESPONSIBILITIES

A. Scope of Work

1. Labor and Materials

Unless expressly specified otherwise in Exhibit A (Contractor's Proposal dated March 8, 2022), Contractor shall furnish all labor, material, machinery, and equipment which are necessary to perform the Services as well as whatever governmental and other codes and professional standards may apply to the Services. Contractor represents that all Services shall be rendered, and all equipment operated or installed in a manner appropriate for a Community Association.

All machines and equipment used in the performance of duties under the Agreements will be of such type as to cause no hazard or reasonably foreseeable danger to any person or property. Any damages to Association property will be promptly corrected by Contractor to its original condition at the Contractor's expense.

All products used must be of top quality and in accordance with stated specifications and industry standards for the type of Services to be performed. The Contractor warrants that all equipment and materials shall be used and applied in a manner that is environmentally safe to persons and vegetation in the nearby area and used in accordance with manufacturer recommendations. Association shall always have the right to examine the supplies, materials, and equipment used by the Contractor and to observe the operations of the Contractor, its agents, servants, and employees. Any inspections, acceptances, or payments by the Association shall not excuse the Contractor in any way for defects discovered in the Services. Defects or unapproved materials found shall be corrected or replaced by the Contractor to the Association's satisfaction, at Association's Managing Agent's direction, without any additional cost to the Association.

All of Contractor's personnel on site shall be properly trained, licensed (if necessary), uniformed in the Contractor's standard uniform, and shall conduct work in a professional and workmanlike manner with minimal disturbance to the residents of the Association. Contractor shall identify to the Managing Agent a person in charge of communication between Contractor and the site personnel performing the Services. Association reserves the right to direct the Contractor to replace any person employed by the Contractor whose conduct causes a disturbance to the Association and/or its residents.

Contractor personnel shall only be permitted in areas necessary to access or accomplish the Services. Access fobs and/or keys will be assigned on the first day of the Term. All access devices assigned to employees of the Contractor are to be used solely for the purpose of performing the Services and shall remain in the possession of the individual to whom the device is originally assigned. Access devices shall not be interchangeable between employees. If an access fob or key is lost, Association's Managing Agent will be informed immediately and the Contractor agrees to reimburse the Association the actual cost of the fob, lost key, and any costs incurred with re-keying any locks or doors.

Contractor acknowledges and represents that it has reasonably investigated each of its employees and persons whom it will supervise in the performance of the Services described herein and has determined that said employees and persons are qualified under Federal Immigration Law to perform said Services.

Contractor agrees not to discriminate on the basis of race, color, creed, sex, or national origin against any employee or applicant for employment and to comply with all Federal and State laws governing labor, employment and immigration, including, but not limited to, all laws and regulations setting forth requirements with respect to employment eligibility verification. Contractor further agrees to defend, indemnify and hold harmless the Association from any liability, costs, judgments, fines, or expenses, including any attorneys' fees, which the Association may incur as a consequence, directly or indirectly, as a result of Contractor's failure to comply with the requirements of these laws or any other laws.

Contractor shall furnish duly qualified personnel and experienced employees and foremen or supervisors to carry out the work to be performed by Contractor under this Agreement. Persons hired by Contractor shall be and remain Contractor's employees and shall be in no way considered employees of the Association. All personnel hired by the Contractor shall be thoroughly screened, including police clearance, as permissible by law. Contractor shall comply with the instructions pertaining to conduct and building regulations, issued by the building manager, property manager, the Association, or other duly appointed official designated by the Association. Contractor shall at all times enforce strict discipline and maintain good order among the workmen engaged in the work and shall cause such workmen to observe all reasonable fire prevention, security and safety rules and regulations in force at the work site.

Contractor personnel shall only be permitted in areas necessary to access or accomplish the Services. Contractor shall provide adequate supervision at all times of the work which Contractor's employees are performing under this Agreement to ensure its completion and satisfactory performance in accordance with the terms of this Agreement.

MEM
3/22

~~The Contractor shall not subcontract for any portion of the work or services associated with this Agreement without the prior written consent of the Association. Even if a subcontract is approved, the Contractor shall not contract with a proposed person or entity to whom the Association has made reasonable and timely objection. The Contractor may change a subcontractor, person, or entity previously selected if the Association does not make a reasonable objection and the Contractor obtains the written approval of the Association.~~

If any arrangement, however informal and of whatever duration, is made whereby employees of the Association are used by Contractor, they shall, while engaged in such work, be considered for all purposes, employees of the Contractor and not of the Association irrespective of the party paying them. Contractor shall indemnify the Association against any and all liability, loss, damages (including legal fees and costs), or expense, by reason of any act or omission of any such employee while he or she is being used by Contractor.

2. Expertise

Contractor hereby warrants and guarantees that it is in the business of providing the Services contemplated under this Agreement and has the expertise and resources to do so competently for a residential condominium association. Further, Contractor warrants and guarantees that it is authorized to do business in Virginia and the City of Alexandria, Virginia, is familiar with all applicable laws governing the Services, and shall perform the services required under this Agreement in full compliance with all such laws.

3. Services


The Services and scope of work required under this Agreement are set forth herein and in Exhibit A. Such services are to be performed in a good workmanlike manner and in conformance with those standards commonly accepted in the trade/industry for community associations.

Contractor acknowledges that prior to the execution of this Agreement, Contractor has made sufficient examination and tests to determine the difficulties and hazards incident to the Services provided pursuant to this Agreement.

Contractor will maintain all work areas in a clean and safe condition. All service-related debris, materials, and equipment will be removed from the Association's property at the end of each day and properly disposed or stored in a designated and approved staging area as specified by the Association. Contractor may not dispose of any waste in dumpsters owned by the Association without the express written permission of the Association. Contractor will take care to avoid damaging property of the Association and its members/residents.

Neither the Contractor nor third parties shall permit Association's property or any portion thereof to be used as a site for the storage, disposal, use, generation, or manufacture of any "Hazardous Material", suffer or permit said Property to be contaminated by any Hazardous Materials or transport to or from said property any Hazardous Materials.

Contractor shall keep the Association apprised of any changes or modifications to the Services schedule. Contractor shall provide immediate notification of any unexpected conditions encountered that requires inspection or action on behalf of the Association.

 ~~At Contractor's expense, Contractor shall procure all permits and licenses~~ which may be required in the performance of the Services, and pay all excise, license, occupation, and other taxes which may become payable to any authority in connection with the Services. Contractor shall be solely liable for any damages resulting from his failure to meet this requirement, and shall indemnify, defend, and hold harmless the Association against any claims, suits, judgments, or liabilities arising from Contractor's work hereunder. Furthermore, Contractor agrees to comply with all Virginia and City of Alexandria ordinances, statutes, and provisions in the performance of its duties under the Agreement and shall indemnify and hold harmless the Association, its directors, officers, members, and agents from any claims, damages, liabilities, suits, causes of actions, proceedings, costs and expenses related to any such failure to comply with applicable ordinances or provisions.

In the event that the Contractor, including its employees or subcontractors, causes damage during the course of work performed under the terms of the Agreements to property of the Association or that of its owners, residents, guests, employees, or agents, the Contractor shall promptly remedy such damages and repair and/or restore such damaged property to the condition in which the property existed before the damage was caused. In the event the Contractor fails to do so in a timely manner after ten (10) days written notice, the Association may proceed to repair the damage and hold the Contractor responsible for the amount of such repair and may withhold an amount equal to the cost of repair or restoration from any payments due to the Contractor under the terms of the Agreements. The parties hereby agree that the members, residents, and occupants of the Association are intended third party beneficiaries of this provision and may institute legal action in their own name against the Contractor for damage to person or property.

III. CHARGES AND PAYMENTS

Services provided under this Agreement shall be compensated in the total amount of \$179,560.00, as provided for in Exhibit A. The Contractor shall provide the Association with invoices setting forth a detailed breakdown of the charges, including an invoice for any initial deposit required upon signing. The Association shall submit payment within thirty (30) business days of receipt of any invoice.

However, the Association's obligations to make payments under any invoice shall be tolled in the event the Association gives written notice of Contractor's breach of the Agreement or of its dissatisfaction with the Services provided. In such case, the Association may withhold all or partial payment after notification to the Contractor of the deficiencies and allowing Contractor ten (10) days to cure the breach to the satisfaction of the Association. If such deficiencies are cured within such ten (10) day period or other duration of time mutually agreed upon by the parties, the Association will render all outstanding payments due and payable without the charge of interest or late fee. Failure to cure such breach shall entitle the Association to (a) procure such goods and services from another vendor and charge Contractor for the actual costs incurred by the Association; (b) retain the amounts withheld; (c) terminate this Agreement; or (d) avail itself to any combination of the foregoing.

Contractor accepts full and exclusive responsibility and liability for the payment of federal and state payroll taxes and for contributions for unemployment insurance, pensions, annuities, retirement, and other benefits, imposed or assessed under any provision of any law, federal, state, county or municipal, and measured by wages, salaries, or other remuneration paid or payable by Contractor to employees or subcontractors of Contractor who are engaged in any Services under the terms of this Agreement or to any operation incidental thereto.

The issuance of any payment by the Association to Contractor does not constitute a waiver of rights to later claim any breaches of this Agreement nor does it excuse Contractor of its obligations and/or liabilities regarding this Agreement. In the event that attorney's fees are incurred by the Association due to a breach of this Agreement by the Contractor (whether or not suit is instituted), the Contractor agrees to pay all reasonable attorney fees involved.

IV. TERMINATION

This Agreement may be terminated by either party, with or without cause, and without penalty, upon thirty (30) days written advance notice.

In the event of termination, Contractor must complete all work in progress by the date of termination. The Association will pay Contractor, in full, for Services that are satisfactorily completed and for materials delivered and installed by the date of termination, except in such cases of negligence or a breach of the Agreement by Contractor that would render the obligation to pay unreasonable. Upon termination, Contractor shall promptly remove any and all of its equipment, tools, and supplies from the property and shall thereafter have no further right to enter upon the property without permission of Association. Neither party shall be entitled to any claim for damages arising from services not actually performed.

V. DURATION OF AGREEMENT

This Agreement shall benefit both parties to the Agreement and shall be in effect from the later of the date signed by Contractor or the date signed by the Association through satisfactory completion of work, which shall be on or before 5/19/22. Time is of the essence. If Contractor fails to complete the work by this date, Contractor shall be in breach of this Agreement..

VI. INDEPENDENT CONTRACTOR

Contractor is an independent contractor with the authority to control and direct the performance and the details of the work and is not an agent, servant, or employee of the Association. Contractor hereby waives and disclaims any claim to status as an employee. Contractor further waives, discharges and releases any claim, demand or cause of action, obligation or liability arising out of any law, statute, regulation, or ordinance pertaining to employment of the termination thereof, but instead shall look solely to his or her rights under this Agreement. However, the work contemplated herein must meet the approval of

and shall be subject to the general right of inspection and supervision of the Association to secure the satisfactory completion thereof.

Any and all of Contractor's workmen, laborers, suppliers, or subcontractors performing any of the services under this Agreement are employees of Contractor and are not employees of the Association.

The Contractor further agrees to screen all employees, supervise their work and obtain and pay for all required employee insurance including worker's compensation. All subcontractors shall be pre-approved by the Association.

VII. CONTRACT ADMINISTRATION

Notwithstanding termination provisions contained above in Section IV of the Agreement, if in the Association's opinion the Contractor's performance is unsatisfactory either in terms of materials or labor, the Association reserves the right to withhold all or partial payment after notification to the Contractor of the deficiencies and allow the Contractor ten (10) days to correct same. In the event the Association withholds payment, an administration charge of ten percent (10%) pro rata withholding will be deducted should the Contractor not correct deficiencies within ten (10) days after notification, even if Contractor corrects said deficiencies after the ten (10) day period expires. The administration charge is not reimbursable to the Contractor, even after correction of the same.

Contractor's senior representative, a representative of the Association's Management Agent, and any other person or entity that the Association may deem desirable, will make inspections of work progress.

The Association's inspector shall have access to the workplace at all times.

In the event there is a question as to the meaning of any language in this Agreement, the fact that it was drafted by the Association's Management Company, on behalf of the Association, shall not affect the interpretation of this Agreement.

The order of precedence shall be this Agreement, followed by the Contractor's proposal attached as Exhibit A.

VIII. INDEMNIFICATION

Contractor shall defend, indemnify, and hold harmless the Association, its directors, officers, members, employees, and Management Agent from and against all claims, liabilities, damages, losses, and expenses (including actual attorney's fees) of every kind and character resulting from or relating to or arising out of:

- (a) any inaccuracy, non-fulfillment, or breach of any representation, warranty, covenant or agreement made by Contractor herein;
- (b) claims, causes of action, or actions of third parties that result from or relate to or arise out of the operation by or conduct (including omissions) of, or obligations

incurred by or on behalf of, Contractor, its employees, or subcontractors; and

- (c) Contractor's negligence.

The obligations herein shall survive the expiration or earlier termination of this Agreement.

IX. INSURANCE

Contractor shall obtain, pay the premiums for, and keep in force during the term of this Agreement, insurance written by companies licensed and authorized to conduct business in the Commonwealth of Virginia and acceptable to the Association in dollar amounts hereinafter specified or as required by law, whichever is greater:

- (a) Workers Compensation and Employers Liability Insurance

- (1) Statutory: Amounts and coverage as required by law including employer's liability with a policy limit of at least \$500,000.00 (or such other amount to comply with the underlying requirement for the umbrella/excess liability policy) including a provision for extending the policy in accordance with the law of other jurisdictions.

- (b) Commercial General Liability:

- (1) Bodily Injury, Personal Injury and Property Damage: at least \$1,000,000.00 each occurrence and \$5,000,000.00 annual aggregate. Such coverage shall include bodily injury and property damage directly or indirectly related to hazardous chemicals.

- (c) Automobile Liability Insurance (Owned, Non-Owned and Hired Car):

- (1) Bodily Injury and Property Damage: at least \$1,000,000 each occurrence and \$1,000,000.00 annual aggregate.

- (d) Umbrella Liability Insurance:

- (1) Bodily Injury, Personal injury and Property Damage: at least \$1,000,000.00 each occurrence and \$2,000,000.00 annual aggregate.

- (2) Coverage shall extend over the underlying commercial general liability, automobile liability and employers liability policies.

Contractor's insurance shall name the Association and its managing agent as additional insureds. Contractor shall provide the Association with a certificate of insurance confirming the insurance required herein before the commencement date of this Agreement. Such certificate shall include a provision requiring the insurer to provide thirty (30) day's advance written notice prior to cancellation, non-renewal or reduction in coverage or limits for any reason.

The Contractor shall provide the Management Agent, upon request, whether oral or written, all information requested concerning insurance coverage within 72 hours of the request and

additional certificates of insurance, if requested during the term of this Agreement. If for any reason the Contractor becomes aware that its insurance coverage has lapsed or will be or has been canceled, the Contractor shall immediately notify the Management Agent and the Association. Notwithstanding any provision herein to the contrary, the lapse or cancellation of insurance shall be grounds for immediate cancellation of this Agreement at the sole option of the Association.

Contractor's insurance policies shall include a waiver by the insurer of all rights of subrogation against the Association and its directors, officers, members, employees or agents. Each policy carried by the Contractor 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.

Upon Association's request, Contractor shall provide the Association a copy of a loss run for the current policy periods including all claims paid and reserved to assure that any policy annual aggregate limits are not in jeopardy of being exhausted. Nothing herein shall require the Association to carry insurance coverage of any type, kind or nature.

X. CONTRACTOR AND COVID-19 RELATED DUTIES

Contractor certifies that it is in current compliance with and agrees to perform the scope of work under this contract in compliance with any local, state or federal regulations, rules and/or ordinances relating to COVID19. Further, Contractor agrees that it will comply with any preventative measures implemented by the Association, whether or not those measures are required by the Commonwealth of Virginia to reduce the spread of COVID-19 among users of the communal areas within the Association. Contractor understands that the Association cannot guarantee that the communal areas, such as pools, gyms, computer room, and club house facilities (the "communal areas"), will not become infected with COVID-19. Further, using the communal areas could increase the risk to users of contracting COVID-19.

The Parties understand that the obligations may change and to the extent they do, and additional action(s) is/are required for communal areas to be open, the Parties shall work together to negotiate revisions to the Contract if needed. Contractor shall be solely responsible for ensuring their employees and agents adhere to all COVID-19 Guidelines.

XI. CONTRACT INTERPRETATION

Should any of the terms, paragraphs or provisions of this Agreement conflict with any terms, paragraphs or provisions of Exhibit A or any exhibit or attachment to this Agreement, the terms, paragraphs and provisions of this Agreement shall govern and control.

XII. CONFIDENTIALITY

All information and materials of whatever kind or nature concerning the Association that Contractor comes into possession of during the term of this Agreement constitutes the confidential and/or proprietary information and material of the Association. Contractor will retain such information and material in strictest confidence and will undertake all commercially reasonable actions to protect such confidentiality. Contractor will not disclose or disseminate any such information and materials to any third party without the Association's prior written authorization. These confidentiality terms shall survive the termination of the Agreement.

XIII. NOTICE PROVISION

In the event notice is required in connection with this Agreement, notice will be required to be made in writing and said notice shall be deemed given when delivered personally or when mailed, postage prepaid, by certified return receipt requested as follows:

If the Contractor:

Manders Companies
12280 Wilkins Avenue, Suite 201
Rockville, MD 20852

If the Association:

Cameron Station Community Association, Inc.
c/o Steven Philbin, General Manager
200 Cameron Station Boulevard
Alexandria, VA 22304

And copy to Association Counsel:

Rees Broome, PC.
c/o Todd Sinkins, Esq.
1900 Gallows Road, #700
Tysons Corner, VA 22180

XIV. ENTIRE AGREEMENT

This Agreement (along with Contractor's Proposal as Exhibit A) contains the entire Agreement between the parties, and no statement, promises, or inducements made by either party or agent of either party that is not contained in this written Agreement shall be valid or binding; and this Agreement may not be enlarged, modified, or altered except in writing signed by the parties and endorsed hereon. No provision hereof shall be construed for or against either party hereto by reason that this Agreement or any provision hereof was drafted or presented by such party or their representative.

XV. INTERPRETATION

This Agreement shall be governed by the laws of the Commonwealth of Virginia and the City of Alexandria, Virginia. In the case of any dispute involving the terms of this Agreement, Contractor agrees to accept the jurisdiction of the courts of the City of Alexandria, Virginia and

hereby waives any and all objections to the jurisdiction of the Courts of the City of Alexandria, Virginia.

XVI. DEFAULT

In the event of a breach of the Agreement by either party, and in the event that legal action is taken to enforce any of the provisions of this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs. The Contractor shall not be entitled to any claim for damages arising from services not actually performed or damages arising from future expectation.

XVII. WAIVER

The failure of the Association to enforce any of the terms or conditions contained within the Agreement will in no way alter or be deemed a waiver of any of the Association's rights under the Agreement.

XVIII. NONASSIGNABLE

Contractor shall not assign this Agreement or subcontract the whole or any part of the Services or Work without the express written consent of the Association.

XIX. MODIFICATION

No modification of this Agreement and no authorization for extras or additions or for eliminations or changes in specifications shall be binding on the parties hereto unless it is in writing and signed by both parties.

XX. SEVERABILITY

In the event that any part or provision of this Agreement shall be adjudged unlawful or unenforceable under Virginia law, the remainder of this Agreement shall nonetheless survive and remain in full force and effect.

In witness whereof, **CAMERON STATION COMMUNITY ASSOCIATION, INC.**, has caused its name to be signed by its authorized representative, all pursuant to due and proper authority duly heretofore had and **MANDERS DECORATING COMPANY, INC. A/K/A MANDERS COMPANIES** has caused its name to be signed by its authorized representative, all pursuant to due and proper authority duly heretofore had, all as of the date first written above.

MANDERS DECORATING COMPANY, INC. /CONTRACTOR

<u>Matt Manders</u>	<u>SVM</u>	<u>3/22/22</u>
Print Name	Title	Date

CAMERON STATION COMMUNITY ASSOCIATION, INC.

<u>X Andrew Hill</u>	<u>President</u>	<u>3/17/22</u>
Print Name	Title	Date

Andrew Hill

EXHIBIT A

Contractor's Proposal

PROPOSAL

MANDERS
COMPANIES
— EST. 1890 —

DATE

March 8, 2022

CLIENT

Christina Deane
Cameron Station
200 Cameron Station Blvd
Alexandria, VA 22304
Tel: 703.567.4881
cdeane@gocampmgmt.com

PROJECT

Locker Room Renovation R1
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 R1

- 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 twenty (20) full-height and eight (8) half-height PLAM lockers w/ electric pad locks
- Costs to replace mirrors has been excluded; mirror trim will be painted
- 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

MANDERS
COMPANIES
— EST. 1890 —

- 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. Price excludes auto flush valves
- 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: \$179,560.00

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
- 25% deposit required due at signing proposal

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: X Andrew Hill

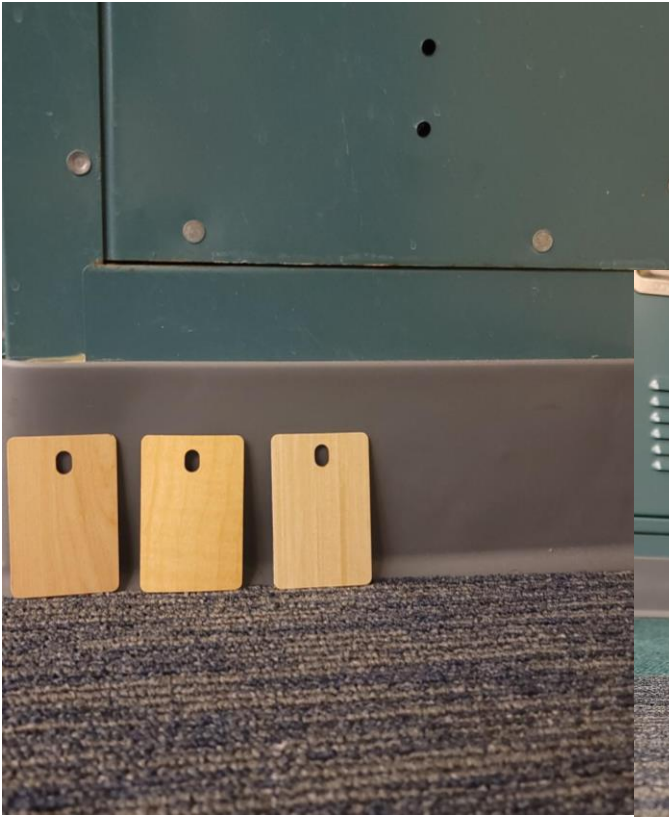
Date: 3/17/22

Print Name: Andrew Hill

Title: President

Locker Color Samples

Pictures shows contrast of the three (3) locker color options with carpet tile (cunning 00405).
(From left to right) locker color option #2, #1, #3





Wall and Floor Tile Outside Shower

(From left to right)

-Matte Subway Shower Wall Tile with the Silver Floor Tile.

-Long Glossy Shower Wall Tile with the Gray Floor Tile.

***Hint* Outside – meaning these will be on the outside of the shower area.**





Wall and Floor Tile Inside Shower

-Long Matte Shower Wall Tile with the Gray Floor Tile.

***Hint* inside – meaning these will be on the inside of the shower area.**



Wall and Floor Tile Inside Shower

-Glossy Subway Shower Wall Tile with the Silver Floor Tile.

***Hint* inside – meaning these will be on the inside of the shower area.**

Wall and Floor Tile Outside Shower

(From left to right)

- Matte Subway Shower Wall Tile with the Silver Floor Tile.
- Long Glossy Shower Wall Tile with the Gray Floor Tile.

***Hint* Outside – meaning these will be on the outside of the shower area.**



Wall and Floor Tile Inside Shower

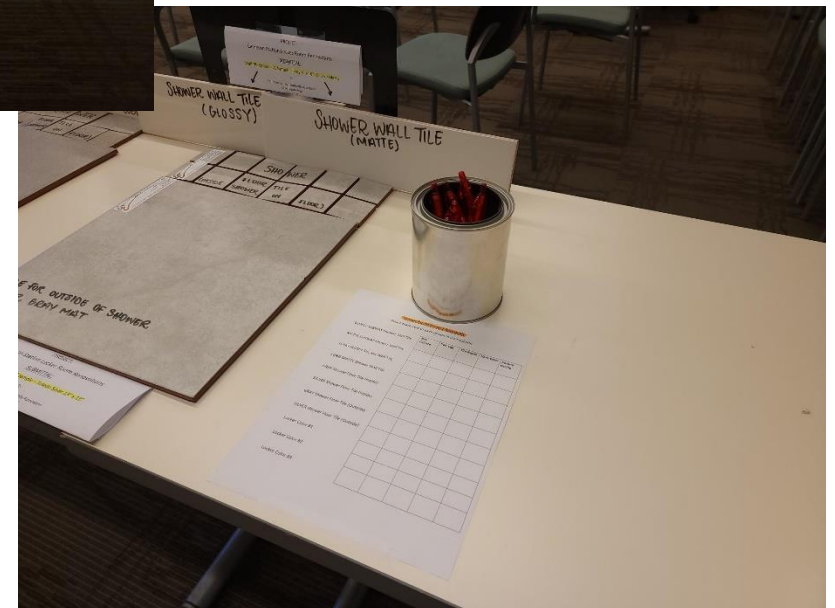
(From left to right)

- Glossy Subway Shower Wall Tile with the Silver Floor Tile.
- Long Matte Shower Wall Tile with the Gray Floor Tile.

***Hint* inside – meaning these will be on the inside of the shower area.**



Samples set-up in the Henderson Room. There is a sheet with each of the CCFC members name, please make sure to record your selections.





Cameron Station Community Association, Inc.
Board Decision Request
March 29, 2022

TOPIC: Bulletin Board Take Down or Change A.R. – CCFC Motion
Resolution 2022-0310

Motion:

“I move to **APPROVE** the CCFC request that the Board amend the Administrative Resolution No. 18-01 (Establishing Means of Communication on Association Matters) to allow for unofficial communications within the community as long as such communications fall within sections II (B) and II (C) of the resolution.”

Motion: _____

2nd: _____

Summary:

At the March 10, 2022, CCFC meeting the Committee made the following motion for the Board to consider:

*“Tim Regan **moved** that the Committee request the Board amend Administrative Resolution 18-01 to allow for unofficial communications within the community as long as such communications fall within sections II (B) and II (C) of the resolution. The motion was **seconded** by Hans Estes, and it passed unanimously.”*

Administrative Resolution 18-01 – (Establishing Means of Communication on Association Matters) only allows postings on the bulletin board in the hallway to the locker rooms to be related to the Association. The bulletin board is now blank at all times because the Association uses electronic notifications to communicate events and news to Cameron Station. Attached A.R. No. 18-01.

CAMP Recommendation:

Steve, General Manager and Angel, Assistant General Manager has no comments on the CCFC presented motion besides recommending the Board to review the request.

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

VIRGINIA
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION 18-01

(Establishing Means of Communication on Association Matters)

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

WHEREAS, Section 55-510.2 of the Virginia Property Owners' Association Act (VPOAA) provides that the Board of Directors shall establish a reasonable, effective, and free method for its members to communicate among themselves and with the Board of Directors regarding any matter concerning the Association; and

WHEREAS, the Board of Directors deems it desirable to formally adopt an administrative resolution establishing the Association's method of providing members with a reasonable, effective, and free method for its members to communicate among themselves regarding Association matters in compliance with Section 55-510.2 of the VPOAA; and

NOW THEREFORE, BE IT RESOLVED THAT the Board duly adopts the following method and procedures governing the Association's method of providing members with a reasonable, effective, and free method for its members to communicate among themselves regarding any matter concerning the Association:

I. Method of Communication

The Board of Directors hereby designates the physical bulletin board hung by the entrance of the locker rooms at the fitness center located inside the Cameron Club as a reasonable, effective and free method for members to communicate among themselves regarding any matter concerning the Association. Any member may post communications that comply with Section II of this policy on the bulletin board. Printed communications to be hung on the bulletin board shall not exceed 8 1/2 X 11 inches in size.

II. Content of Bulletin Board Postings

A. All postings on the bulletin board must relate to matters concerning the Association. Communications relating to matters that are unrelated to the Association shall be removed by management.

B. All postings on the bulletin board must be in good taste and of an appropriate nature. Accordingly, any postings containing defamatory, lewd, crude or lascivious content shall be removed by management.

C. All postings on the bulletin board may remain on the bulletin board for seven (7) days, after which they may be removed by management. If the bulletin board lacks the necessary space for a member's new communication to be posted, management, in its discretion, may remove previous posting(s) by other members that have been posted for less than seven (7) days. Only management or a member of the Board of Directors shall be allowed to remove a member's posted communication from the bulletin board.

The effective date of this Resolution shall be **May 7, 2018**.

I hereby certify that this Administrative Resolution was duly adopted by the Board of Directors at a regular meeting on **February 27, 2018**.

CAMERON STATION COMMUNITY
ASSOCIATION, INC.

By: Margaret A Brock
Margaret Brock, President



Cameron Club Monthly Report

February 2022

Attendance and Usage

February – 4,070

- Average usage per day- 145

January - 3,788

- Average use per day- 122

Facility & Operations

Group Exercise Class Program

- The most attended class for this month was a tie between Total Body Weights and Stretch and Core. We saw an increase in attendance of 6 classes out of 10.

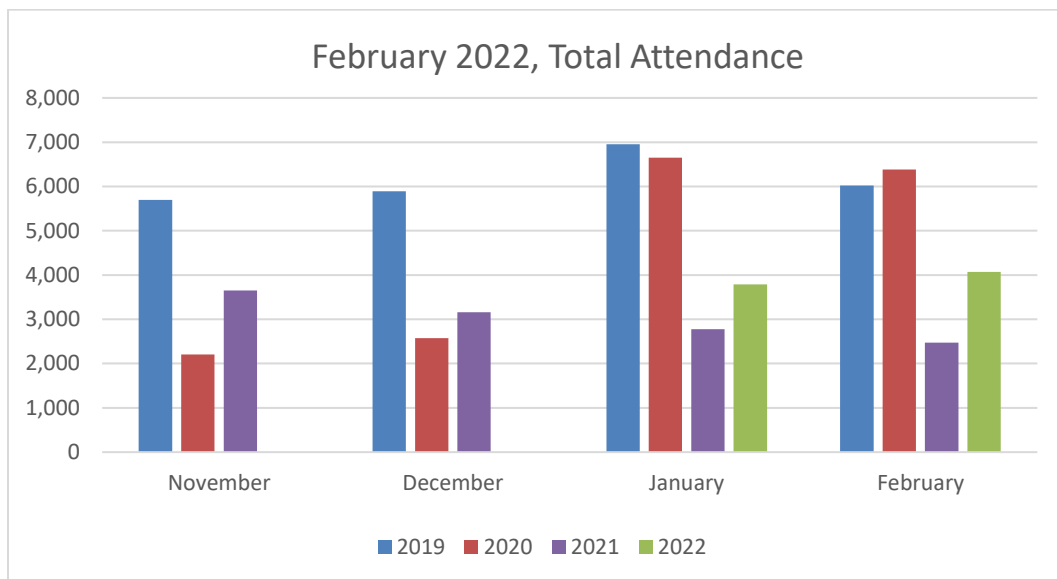
Exercise and Facilities Equipment

Heartline were able to get most of the equipment repaired. We are still waiting on the pads for the lat row and the leg extension/curl, and a pad for the treadmill. They will contact us with an update as soon as they receive any new information as to when those parts will be in.

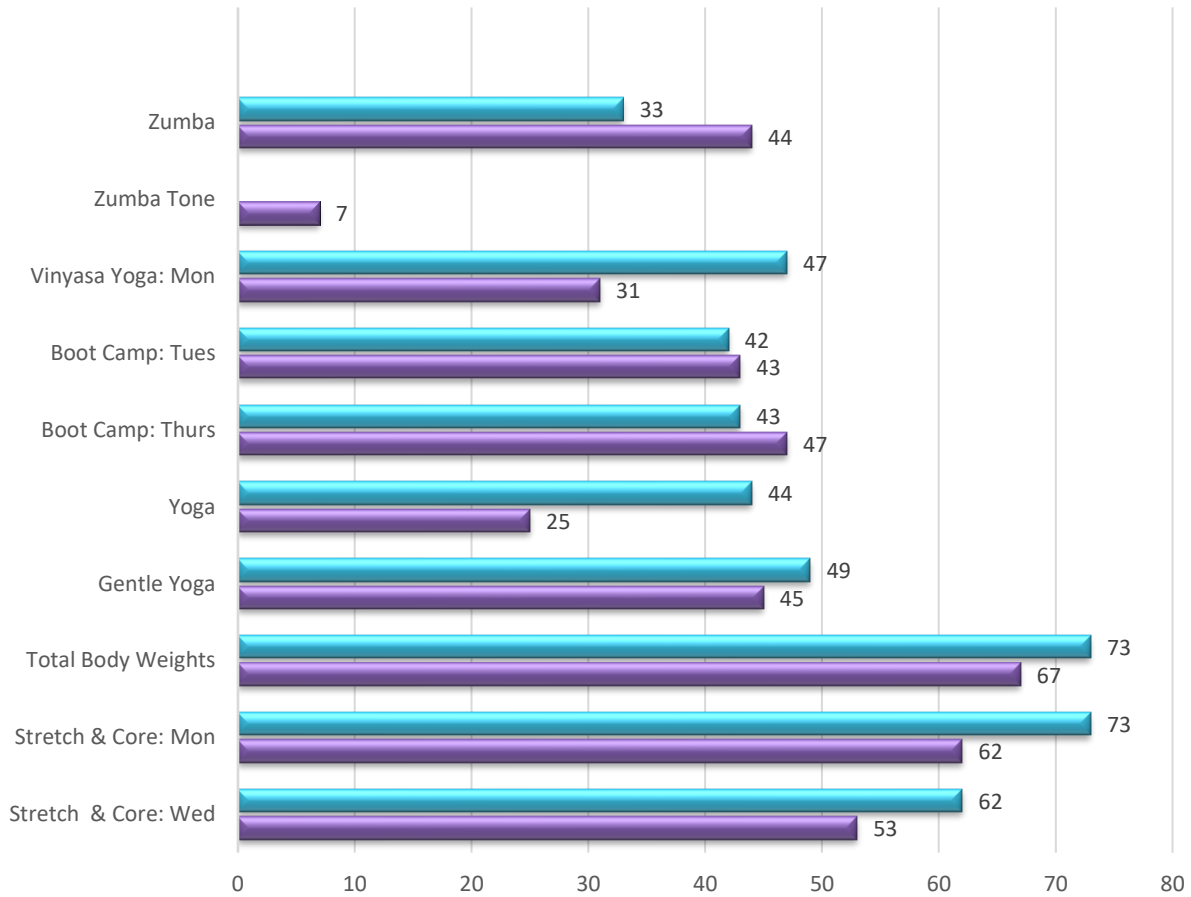
Programming

- We are looking to offer Cameron the opportunity to experience the art of Tai Chi. We are currently in negotiation with 2, Tai Chi instructors. As soon as we can come to arrangement with the instructors, we will host a Tai Chi workshop and put the communication out to the community.

Graphs



Class Attendance January 2022/February 2022



	Stretch & Core: Wed	Stretch & Core: Mon	Total Body Weights	Gentle Yoga	Yoga	Boot Camp: Thurs	Boot Camp: Tues	Vinyasa Yoga: Mon	Zumba Tone	Zumba	
February	62	73	73	49	44	43	42	47		33	
January	53	62	67	45	25	47	43	31	7	44	

February January

Proposed Social Media Posting Guidelines

Thank you for following the _____ ("HOA") through our social media platforms. While visiting our Facebook Page and other community forums, please keep the following guidelines in mind:

HOA Social Media Posting Guidelines:

The creation of HOA-labeled social media channels on third party social media websites, and any postings and comments therein, shall not contain or link to language or illustrations that:

- Are libelous, defamatory, obscene, vulgar, threatening, offensive, demeaning, derogatory, abusive, ad hominem, or off-topic.
- Contain content that is confidential or proprietary to HOA, its contributors, or affiliates.
- Are solely for commercial or promotional purposes that do not relate to the HOA or the _____ community.
- Endorse any candidate or office holder or partisan political position.
- Promote any religion and/or religious activity that do not relate to the HOA or the _____ Community.
- Include spam or chain letters.
- Violate third party's right to privacy or any other applicable local, state, national, or international law; or
- Degrade others based on gender, race, class, ethnicity, national origin, religion, sexual orientation, disability, or other classification.
- No photos of children would be allowed.
- Inappropriate images, such as, but not limited to, pornography.
- Comments or content that promotes or perpetuates discrimination.
- Advocating illegal activity.
- Information that may compromise the safety, security, or proceedings of any legal action pertaining to the Association.

Any post that is in conflict with the guidelines will be immediately removed. Any member who continually violates the guidelines will be removed from the group.

The HOA reserves the right to remove any post for any reason.