



## CAMERON STATION

### BOARD OF DIRECTORS

HYBRID ZOOM MEETING – Henderson Room / Zoom

### DRAFT AGENDA

Tuesday, April 26, 2022 – 7:00 PM

*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)

- |                                                                                         |                      |
|-----------------------------------------------------------------------------------------|----------------------|
| <b>I. CALL TO ORDER</b>                                                                 | <b>7:00 PM</b>       |
| <b>II. APPROVAL OF AGENDA</b>                                                           |                      |
| <b>III. APPROVAL OF MINUTES – BOD Meeting -- February 22, 2022 &amp; March 29, 2022</b> | <b>7:05 PM</b>       |
| <b>IV. LT. LION – CITY OF ALEXANDRIA</b>                                                |                      |
| <b>V. ARTHUR IMPASTATO – CAMERON STATION CIVIC ASSOCIATION</b>                          |                      |
| <b>VI. HOMEOWNERS' FORUM</b>                                                            | <b>7:15 PM</b>       |
| <b>VII. TREASURER'S REPORT</b>                                                          | <b>7:25 PM</b>       |
| <b>VIII. COMMITTEE REPORTS (FAC, ARC, A&amp;E, ComCom, CCFC, CAC)</b>                   | <b>7:30 PM</b>       |
| <b>IX. MATTERS FOR BOARD DECISION</b>                                                   | <b>7:45 PM</b>       |
| A. Amended A.R. No. 22-12 – Bulletin Board                                              | Resolution 2022-0401 |
| B. Amended A.R. No. 22-13 – Social Media Guidelines                                     | Resolution 2022-0402 |
| C. MOU – Linear Park                                                                    | Resolution 2022-0403 |
| D. Power Washing Proposals                                                              | Resolution 2022-0404 |
| E. Activities & Events – Approve New Member                                             | Resolution 2022-0405 |
| F. Janitorial / Cleaning Contract                                                       | Resolution 2022-0406 |
| G. Parking Policy – Exception Request                                                   | Resolution 2022-0407 |
| H. Concrete Work                                                                        | Resolution 2022-0408 |
| I. Let Swim Facility Use Agreement                                                      | Resolution 2022-0409 |

*\*The timed agenda above is intended to guide the Board and may be subject to change without notice depending upon the 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. Electronic Sign – Tucker Elementary
2. Walkway Crossing Sign – Harold Secord Street
3. Adopt-A-Park
4. Common Area Fence - Livermore Lane Update
5. Bench Information

**XI. MATTERS FOR BOARD INFORMATION**

**9:00 PM**

1. Management Report
  - Action Item list

**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**

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



## CAMERON STATION

### DRAFT MEETING MINUTES BOARD OF DIRECTORS MEETING FEBRUARY 22, 2022

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

**BOARD MEMBERS PRESENT:**

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

**BOARD MEMBERS ABSENT:**

Andrew Hill, President  
Mindy Lyle, Secretary

**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:**

**Original Motion:** Mr. Alex moved, and Ms. Lampe seconded to approve the agenda as presented.

**Amended Motion:** Mr. Hillson moved to amend the motion to add the following to the agenda as a discussion item: Whether it was proper for the Association to spend \$1,800 on grocery and restaurant gift certificates.

**As no second was made the amended motion failed.**

**The original motion passed, 4/1.**

**MEETING MINUTES  
BOARD OF DIRECTORS MEETING  
FEBRUARY 22, 2022**

**APPROVAL OF MINUTES:**

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

**The motion passed unanimously, 5/0.**

**Motion:** Ms. Lampe moved, and Mr. Alex seconded to approve the February 6, 2022, Board Meeting minutes.

**The motion passed unanimously, 5/0.**

**LT. LION – CITY OF ALEXANDRIA**

Lt. Lion reported on crime in Ben Brenman Park and Cameron Station and reported 46 calls in the past month, most of which 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 asked about loud mufflers, and Lt. Lion responded that due to a change in the law they cannot conduct traffic stops for loud mufflers now.

The police department is hosting the Community Police Academy classes in person and requested this be advertised to Cameron Station residents. He also requested a call-back list to make sure people are updated in real-time.

**CAMERON STATION CIVIC ASSOCIATION**

Mr. Impastato from the Cameron Station Civic Association was unable to attend in person but provided a written report that was read by Ms. Christensen at the meeting.

**HOMEOWNER'S FORUM**

Resident, Ray Celeste, expressed concern with respect to management continuity as we have a high-maintenance community. He suggested three solutions: (1) is management properly compensated; (2) consider the length of commute and take that into consideration in hiring, and (3) the Board should meet with the proposed new manager and make clear the Board's expectations.

Resident, Nancy Fronckewicz, talked about her prior questions concerning trash cans and visitor parking raised 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 given to the owner to resolve the problems. Management will send her an email with updates.

Resident, Donna Kenley, supported Ms. Fronckewicz's comments and reiterated parking concerns across the street, specifically that there are no parking places for contractors. In addition, she reaffirmed the trash cans that have not been removed.

Mr. Hillson noted that the ARC minutes note only 5 violations for the prior month and that violation letters seemed to be seasonal in nature.

**MEETING MINUTES**  
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**FEBRUARY 22, 2022**

**TREASURER'S REPORT**

Ms. Lampe reported on the December 31, 2021, unaudited financial statements included in the Board package. CAMP is working through the January 2022 financial statement close, and these statements will be distributed when available.

On December 31, 2021, year-end, the HOA had the following account balances:

- \$3.5M in cash and operating accounts.
- Aging accounts receivables are well below the 3 – 5% industry standard at 1.39%.
- The HOA reported a \$65,000 surplus at the end of the year, which was favorable by \$134K.

**COMMITTEE REPORTS:**

**1. Financial Advisory Committee**

Takis Taousakis delivered the report and expressed the quality of the December statement and the excellent end of FY2021. They do not have a complete analysis of the variances yet. Mr. Taousakis also discussed the committee's investment strategy and that nearly all of the 2022 snow removal budget had been used as of this date.

Mr. Hillson asked about three 2021 unfavorable variances in the expenditure budget. Mr. Taousakis expressed that the Board needs to be careful with its views of contract limits "per expenditure" and "per item", not for the whole year. Certain expenses such as those related to the Annual Meeting (cited by CAMP) are budgeted at the beginning of the year, however, these costs are dependent on the number of candidates up for election, size of mailings, and other variables costs.

Mr. Hanlon asked for clarification on the snow budget. Mr. Taousakis restated that there is \$7,000 remaining, after consideration of the large snowfall and cleanup from January 2022.

**2. Architectural Review Committee**

Paula Caro delivered the report and indicated that there were 11 applications submitted last month, including the typical applications for roof replacement, windows, trees, exterior lights, and exterior vents. During the homeowners' open forum, there was a question about property boundaries, which had been sent to legal counsel for review. No vehicles were towed, and four violation letters were sent. Their next meeting is on March 1, 2022.

**3. Cameron Club Facilities Committee**

Ray Celeste delivered the report and indicated they replaced four chairs in the Clubhouse 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 participants are coming back. The Committee will hold a Special Meeting on Thursday, February 24, 2022, at 6:30 pm to meet with Manders on the locker room renovation regarding pricing and the

**MEETING MINUTES  
BOARD OF DIRECTORS MEETING  
FEBRUARY 22, 2022**

board-approved budget. The pool opening in May will require an analysis of the filtration system. Management said this would probably be done in the Fall. They plan to have a soft opening the week before Memorial Day.

**4. Communications Committee**

Tricia Hemel delivered the report and indicated they are still searching for an editor for The Compass, 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. She also restated that the February Pet of the Month was Kayba and the March contest will begin next week.

**5. Common Area Committee**

No representative was present to report.

**6. Activities and Social Events Committee**

Andy Yang delivered the report and provided an update on future activities. In addition, they discussed posting signs for events in front of the Cameron Station Club property, which was approved. The Spring Yard Sale will be on April 9 and the Egg Hunt will be on April 16.

**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, Craig Schuck, Paulo Caro, Kevin Devaney, Sharon Wilkinson, Thomas Linton, and Mara Francis as Members.

**The motion passed unanimously, 5/0.**

**2. Lancaster Proposal 31110 – Condo Mowing**

**Motion:** Mr. Alex moved; Ms. Lampe seconded to approve the Lancaster Proposal of \$12,355 for additional mowing in areas around the condos, per policy resolution #03-08-02 to be expensed from the Grounds & Landscape Contract operating line item.

**Following discussion, the motion passed, 4/0/1.**

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

**Abstained:** Mr. Hillson

**Note:** The Board requested Management follow up with the Association’s lawyer on this matter.

**MEETING MINUTES  
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**3. Lancaster Proposal 31276 – Relocate Liriope.**

**Motion:** Mr. Alex moved, and Mr. Hanlon seconded to approve the Lancaster Proposal in the amount of \$2,720 for the relocation of liriope to the pool area, to be expensed from Turf Treatments and Enhancements operating line item.

**Following discussion, the motion passed unanimously, 5/0.**

**4. Lancaster Proposal 31277 – Mulch Installation**

**Motion:** Mr. Hanlon moved, and Mr. Alex seconded to approve the Lancaster Proposal in the amount of \$5,970 for mulch installation along the Woodland Hall curb strips to be taken from the Turf Treatments and Enhancements Operating Fund line item.

**Following the discussion, a new motion was made.**

**New Motion:** Mr. Hillson moved, and Ms. Lampe seconded to table this matter.

**The new motion passed, 4/1.**

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

**Against:** Mr. Hanlon

**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 with various locations in front of the Oakland Hall Condo units to be taken from the Turf Treatments and Enhancements Operating Fund line item.

**Following discussion, the motion passed, 4/0/1.**

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

**Abstained:** Mr. Hillson

**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 expensed from Reserves.

**The motion passed, 4/0/1.**

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

**Abstained:** Mr. Hillson

**7. Community Bench Replacement Slat Proposal**

**Motion:** Mr. Hanlon moved, and Ms. Lampe 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.

**Following discussion, the motion passed unanimously, 5/0.**

**MEETING MINUTES  
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**8. Allowing Social Media Comments – 90 Day Trial**

**Motion:** Mr. Alex moved, and Ms. Lampe seconded to approve turning on the Social Media comments feature with Brand Design to answer questions during normal business hours, on a trial basis of 90 days.

**Following the discussion, a new motion was made.**

**New Motion:** Ms. Lampe moved, and Mr. Alex seconded to table this matter pending receipt of additional information regarding guidelines for removing comments.

**The new motion passed unanimously, 5/0.**

**MATTERS FOR BOARD DISCUSSION**

**1. Certified Mail for ARC Decisions**

The board discussed the need to send ARC decisions by certified mail. Ms. Deane confirmed that certified mail should be sent only on denial or approved with stipulations statuses. The discussion was tabled until the next revision of the Design and Maintenance Standards.

**MATTERS FOR BOARD INFORMATION:**

**Management Report**

- Memorandum of Understanding regarding Linear Park
  - Ms. Deane updated that 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, and irrigation system. 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 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 was reported.

**ADJOURNMENT:**

**Motion:** Ms. Lampe moved, and Mr. Alex. seconded to adjourn the meeting.

**The motion passed unanimously, 5/0, and the meeting was adjourned at 9:47 pm.**



**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**March 29, 2022**

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

**BOARD MEMBERS PRESENT:**

Andrew Hill, President  
Megan Christensen, Vice President  
Mindy Lyle, Secretary  
Greg Hillson, Director  
Brendan Hanlon, Director

**BOARD MEMBERS ABSENT**

Joan Lampe, Treasurer  
Chris Alex, Director

**OTHERS PRESENT:**

Heather Graham, CMCA®, PCAM®, Executive Vice President of Community Association Management Professionals (CAMP)  
Steve Philbin, M ed., CMCA®, ARM® PCAM®, General Manager  
Angel Robles, CMCA®, AMS®, Assistant General Manager  
Ray Celeste, Chair, CCFC  
Don Williams, Member, CAC  
Andy Yang, Chair, A&E (joined the meeting later)  
Lenore Marema, Member, ComCom  
Craig Schuck, Member, ARC  
Takis Taousakis, Chair, FAC  
LT. Lion

**CALL TO ORDER:**

Mr. Hill called the meeting to order at 7:02 pm.

## **APPROVAL OF AGENDA:**

**Motion:** Ms. Christensen, and Mr. Hanlon moved to approve the agenda as presented.

**Amended Motion:** Ms. Christensen moved, and Mr. Hanlon seconded to amend the agenda, to add the Approval of the new Member for the Financial Advisory Committee and make it Item A under Matters for Board Decision, and move everything down one letter.

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

## **APPROVAL OF MINUTES:**

**Motion:** Ms. Christensen moved, and Ms. Hanlon seconded to approve the February 22, 2022 Board meeting minutes.

**Amended Motion:** Ms. Christensen moved and Ms. Lyle seconded to table the minutes of the February 22, 2022 meeting.

**The motion passed unanimously, 5/0.**

## **LT. LION – CITY OF ALEXANDRIA**

Lt. Lion reported for the month of February into March that there were no calls for service of interest or of note inside the Community. Most residents are parking and traffic-related. West End news includes arrests made in the 7-Eleven shooting and 375 S. Reynolds shooting. Also, just last week we had the first homicide of the year over off of Raleigh, which is actively being investigated. There has been some theft of auto parts, particularly for Toyota Prius catalytic converters, in the region. Lt. Lion encouraged residents to subscribe to police alerts, so they can be notified when the Public Information Office releases information when an issue arises and requested a contact in the Community who can be reached and put information out to the Community.

## **CAMERON STATION CIVIC ASSOCIATION**

Sash Impastato from the Cameron Station Civic Association was unable to attend in person. His report will be posted on the Community website.

## **HOMEOWNER'S FORUM**

Resident, Donna Kenley, wanted to thank the Board and Committee members for their attention on parking, leaf debris, trees down, the relationship between landowner and tenant, and the upcoming Community shred event. She talked about the past concerns she has had with Linear Park and wanted to reiterate the importance of the Community maintaining upkeep in that area. She wanted to reiterate that for safety reasons the lights need to be maintained in Linear Park.

## **TREASURER'S REPORT**

Mr. Taousakis delivered the report:

- As of the end of February, the actual revenue is higher than the budgeted revenue.
- Actual expenses are a little bit lower than the budgeted amounts - \$376k versus \$378k.
- Total variance is favorable by \$18,389.
- Accounts receivables are in a good state with a 1.6% delinquency rate.
- Most of the money is in a bank account or CD (repair and replacement reserves).

- The interest rate is increasing, and the FAC started looking and pursuing the possibility of improving returns. The latest CD we got had 1.90% interest for two years. All investments must be FDIC insured.
- Overall we are in good standing for the repair and replacement reserves for the big projects planned for this year with \$2.7M.
- End of the year owner's equity is at \$513k, which is 19% of the annual assessment budget.

## **COMMITTEE REPORTS:**

### **1. Financial Advisory Committee**

The report was included in the Treasurer's Report.

### **2. Architectural Review Committee**

Mr. Schuck noted there are more emergency repairs between meetings, and they are doing their best to get them approved quickly. Most of the ARC applications are roof and window replacements, and front yard landscaping.

Ms. Graham added that 30 applications had been reviewed in the past two/three months, and there were 112 violation notices issued with annual inspections started and ongoing.

### **3. Communications Committee**

Ms. Marema reported there would be no March/April Compass as a new editor had not been appointed in time for that issue. However, the Committee has recommended a new editor, Amber Kelly-Herard, and asked for Board approval for her. The E-Blast has started a new weekly item called "Did You Know?" she encouraged anyone from the Committees or Board to provide any fun facts they'd like to see included for future publication. There are plans to start recognizing in the E-Blast and Compass some of the many volunteers we have and what they do. For social media, there is a recommendation to make our social media interactive, and there are guidelines that have been provided to the Board that was drafted by Brand. With respect to the website, the Committee is working on an overhaul that will make it look simple and streamlined, including the removal of a lot of the dropdown boxes. Once the website is finished and it should be easier to use, and less repetition will be needed in the weekly E-Blast.

### **4. Facilities**

Mr. Celeste delivered the report and indicated the ProFIT report is in the board packet. In February, they had the most residents use the facility in four months, and they are preparing for pool season. The pool is the most used amenity in Cameron Station. He noted that there are several matters for Board decisions in the packet, specifically in regards to the pool. He noted that the prior pool contract was based on COVID hours, which were 12 PM – 7 PM, and now they want to expand back to normal operating hours. He also noted that we have the Committee's recommendations for the locker room renovation that they want to get Board approval tonight, so they can start ordering materials and get the project underway and get it completed in time for the City inspection prior to opening the pool.

### **5. Common Area Committee**

Mr. Williams delivered the report and indicated they have one proposal in front of the Board tonight for the Annual Spring flower planting, which is expected to happen in mid-May. Additionally, they're still working with Management on replacing worn-out and damaged bench slats throughout the Community. He indicated they are in the process of reviewing the trees and bushes in the Community to identify potential replacements for damage that came out of the heavy snowfall this year.

**6. Activities and Events**

Mr. Yang delivered the report and indicated that they had one event recently, which was Trivia Night and it had 30 people in attendance. He talked about the upcoming Yard Sale event on April 9, and how they were going to advertise it on various social media platforms. They are looking into getting a bunny/rabbit petting for the Egg Hunt event. There will be a Shred event sponsored by Irina Babb on April 23. In addition, they are looking at getting a food truck service starting on April 8, 2022.

**MATTERS FOR BOARD DECISION**

**1. FAC – Approve New Member**

**Motion:** Ms. Christensen moved, and Mr. Hanlon seconded to appoint Wendell Anderson to the Financial Advisory Committee.

**The motion passed unanimously, 5/0.**

**2. Communications – Approve New Member — Compass Editor**

**Motion:** Mr. Hanlon moved, and Ms. Christensen seconded to approve the appointment of Amber Kelly-Herard to the Communications Committee, as the new Editor of The Compass.

**The motion passed unanimously, 5/0.**

**3. Activities and Events – Approve new Member**

**Motion:** Mr. Hanlon moved, and Ms. Christensen seconded to approve Jennifer Hurst to the A&E Committee.

**The motion passed unanimously, 5/0.**

**4. 2022 Pool Supplies**

**Motion:** Mr. Hanlon moved, and Ms. Christensen seconded to approve the American Pool 2022 pool supplies proposal in the amount of \$3,257.05 to be expensed from the Pool Supplies budget.

**The motion passed unanimously, 5/0.**

**5. Pool Hours Addendum**

**Motion:** Mr. Hanlon moved, and Ms. Lyle seconded to approve Option B of the American Pool Contract Addendum in the amount of \$17,116.47, which includes the Daily Pool dates and hours through the season returning to pre-COVID hours.

**Following discussion, the motion was amended.**

**Amended motion:** Mr. Hanlon moved, and Ms. Lyle seconded, to approve Options A, B, and C to the Pool Contract Addendum for a total amount of \$25,274.57, which includes returning to Pre-Covid season hours.

**The motion passed unanimously, 5/0**

**6. Flower Proposal Costs**

**Motion:** Ms. Christensen moved, and Ms. Lyle seconded, 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.

**Following discussion, the motion passed unanimously, 5/0.**

**7. Insurance Renewal --- April 2022**

**Motion:** Mr. Hanlon moved, and Ms. Christensen seconded, to approve the insurance proposal premium offered through Cascade Insurance Group to be expensed from the Insurance budget line.

**Following discussion, the motion passed unanimously, 5/0.**

**8. Yarrow Lane Emergency Leak**

**Motion:** Mr. Hanlon moved, and Ms. Lyle seconded, 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.

**The motion passed unanimously, 5/0.**

**9. Manders – Locker Room Renovation**

**Motion:** Mr. Hanlon moved, and Ms. Christensen seconded, to approve the locker room finishes as proposed by the CCFC: shower wall glossy tile, shower floor tile, and locker choice No. 3.

**Following discussion, the motion was amended.**

**Motion amended:** Mr. Hanlon moved, and Ms. Christensen seconded, to approve the locker room finishes as proposed by the CCFC and reviewed during the meeting, and additionally motion approved by the CCSC. reviewed during the meeting, and additionally moved to grant authority to the Board President to make changes to the finishings in the contract in order to keep it on schedule.

**Note:** A point of order was raised that the Board could not delegate its authority to a single person as it would defeat the purpose of the Board. The Board President indicated that as the Board is voting to delegate authority on this matter there is no issue, and he would keep the rest of the Board apprised if such a decision needs to be made.

**Following discussion, the motion passed, 4/1.**

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

**Against:** Mr. Hillson

**10. CCFC Locker Room Bulletin Board Proposal**

**Motion:** Mr. Hanlon moved, and Ms. Lyle seconded, to approve the CCFC request that the Board amends 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.

**Following discussion, the motion was amended.**

**Motion amended:** Mr. Hanlon moved, and Ms. Lyle seconded to table this matter.

**The motion passes unanimously, 5/0.**

**MATTERS FOR BOARD DISCUSSION**

**1. Social Media Comments – Proposed Social Media Guidelines**

**After discussion, the following motion was made.**

**Motion:** Ms. Christensen moves, and Mr. Hanlon seconded, to open the social media comments for the Association's social media sites for residents to respond to Association posts by posting questions or comments related to such posts for a trial period of 90 days, subject to refining the guidelines after review by the Association's attorney.

**Following discussion, the motion was amended.**

**Amended motion:** Ms. Christensen moves, and Mr. Hanlon seconded, to open the social media comments for the Associations social media sites for residents to respond to Association posts by posting questions or comments related to such posts for a trial period of 90 days, at which point the comments would be suspended pending further Board review, and subject to refining the guidelines after review by the Associations attorney.

**The motion passed, 4/1.**

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

**Against:** Mr. Hillson

**2. Declaration Amendments Survey**

The survey will go out later this week for the Board to review and will be a discussion item at the next meeting. There were over 175 responses.

**MATTERS FOR BOARD INFORMATION:**

- Mr. Philbin reported on the Livermore fence replacement issues and spoke on the parking during the phases of the paving project. A waiver was sent out to 50 residents with respect to the fence project, and 50% have responded so far.
- **Parking Policy** – B&B starts on Friday, April 1. They will focus on registration, licenser plates, visitor parking spaces, and light poles with an emphasis on safety, and issues only warnings for the first 30 days.
- Various light poles have been repaired and an issue has been raised regarding the repair of the stop sign at the intersection of Harold Secord and Cameron Station Blvd.
- **Linear Park MOU** – Management will provide to the City of Alexandria a list of all the light and irrigation meters for Linear Park, along with a redlined version of the MOU for their legal counsel to review. The Board discussed the irrigation changes and future work done in the area.
- **Adopt-A-Park Program** – The Board will adopt the Linear Park through a City program which will start in April and last until November.
- Mr. Philbin shared that American Pool has to complete inspections by the week of May 16<sup>th</sup> for the pool to open on schedule.

**NEW BUSINESS:**

No new business was reported.

**EXECUTIVE SESSION**

**Motion:** Ms. Christensen moved, and Mr. Hanlon seconded to move into an executive session for the purpose of reviewing the legal counsel's advice on pending matters and the legal counsel contract.

**Following discussion, the motion passed, 4/1,** and the meeting was convened into executive session at 9:15 pm.

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

**Against:** Mr. Hillson

**Motion:** Ms. Christensen moved, and Mr. Hanlon seconded to exit the executive session.

**The motion passes unanimously, 5/0,** and the meeting was convened back into open session at 9:51 pm.

**ADJOURNMENT:**

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

**The motion passed unanimously, 5/0,** and the meeting was adjourned at 9:51 pm.

Respectfully Submitted,  
Minutes Services, LLC  
Dolly Sharma  
[dolly@minutesservices.com](mailto:dolly@minutesservices.com)

Cameron Station Community Association  
Financial Advisory Committee Meeting  
March 28, 2022  
FAC ZOOM Meeting  
Meeting ID 92962353196 Passcode 007612

**MEETING MINUTES**

**I. Call to Order**

- a. The meeting was called to order at 7:04 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Jeff Gathers, and Fred Blum. Jodi Wittlin was absent.
- c. Others Present: Joan Lampe, Board Treasurer and Board Liaison, Bill Boos, Director of Financial Services for CAMP, Steve Philbin, Cameron Station Community Manager, and Angel Robles, Cameron Station Assistant Community Manager
- d. The meeting was conducted via ZOOM due to the Covid19 meeting restrictions.

**II. Approval of Agenda**

The agenda was approved unanimously.

**III. Approval of Previous Month's Minutes**

The February 21, 2022, minutes were approved unanimously.

**IV. Resident Open Forum**

Wendell Anderson, a 15-year Main St. condominium resident was present. Wendell is applying for one of the FAC vacancies. He has been involved with several non-profit organization in a financial and/or audit capacity. In the past he has owned single family houses. The Chair explained FAC activities, including the budget, which requires extra meetings beyond our normal sessions.

**V. Review of Financial Results**

- a. January 31, 2022, and February 28, 2022, Financial Variance Reports & Revenue and Expense Statements

We started with a discussion of accounts receivable. A 12-month trailing (rolling) average has been added to the statements give a more complete view of this line. We continue to be in good shape on this balance sheet item, below industry averages. Steve Philbin did note that January was high, following our long-standing pattern for the first month of a quarter. He noted this is common across the industry, as people deal with assessment increases and Christmas bills. He also noted our positive cash position.

We also reviewed our equity position, \$513,764, which is roughly 20% of assessments, where also we are in a good position. The Chair noted we are on the high end of what our auditors recommend.

We are under budget on expenses and favorable in revenue for an overall \$18,389 favorable net income year to date.

We also discussed the \$2,500 reporting threshold for variance reporting, this keeps the FAC from getting lost in the weeds.

Late Fees, at \$4,620, were above budget and late notices have been sent out.

Legal reimbursement were favorable by \$11,011. The attorney received one very large payment which covered the delinquent amount, court costs and related legal fees.

Snow removal was discussed last month and hope the rest of winter continues to be mild.

Street Repair, the \$10,538 expense will be reclassified to the Reserve Accounts.

The Reserve and Repair (R&R) statement: Bill Blumberg noted the Reserve financial statement is missing the repaving estimate of \$471,616 in the project cost listing. However, it is shown CSCA Reserve Item Schedule, also discussed later in Old Business. The fence is expected to cost roughly \$179,000, which is about \$19,000 above the amount shown in the budget. The Gardner Engineer fees will be reclassified to the R&R accounts, split between the paving and fence projects.

Locker room renovations, at roughly \$180,000, will start shortly and these rooms will be closed. The goal is to finish this project before the start of the swim season. There is a need to quickly order tile, carpet and other items, especially with supply chain issues. Steve Philbin will try to sell the existing lockers, which are in good condition. Any sale proceeds will offset the project cost.

b. Cameron Station Committee Spending and Committed Funds Reports

The Chair noted this is to keep the committees informed of where they stand against budget to include commitments. Commitments are items approved, but not yet executed or billed. This gives a clear picture of budget execution particularly for the big spending Common Area and Cameron Club committees.

The Chair finished this topic by noting that sometimes vendors are slow to invoice, which defies common sense. This is part of why tracking commitments are so important.

c. Reserve Fund Investment- Morgan Stanley and Congressional Bank

Several items were discussed:

The last CD we bought on March 23rd will pay 1.95 %, the highest rate we have seen in over two years.

Congressional Bank has changed hands, we will wait and see the impact, if any, of new management.

Properly using the Congressional cash sweep account to fund reserve projects is helped by knowing we will spend almost \$1.2 million in 2022 on reserve projects.

Managing CDs given inflation versus 0.35% at Congressional, we should consider moving at least some money to higher yielding short term investments. Better timing of CDs can help capture the benefit of rising rates. Congressional has kept all the ICS accounts under \$250,000, which is the FDIC insurance limit.

Fred Blum commented we have a better understanding of our 2022 cash needs and timing to help in our cash and investment management.

d. Review of the CIRA accounting database

28% of assessments are paid via ACH deposits. Delinquencies were discussed above.

## **VI. Old Business**

- a. Reserve Project Discussion of Projects and Tasks completed were discussed elsewhere.
- b. Review of 2022 Project Spreadsheet. This lists 18 projected Reserve projects for 2022 and the related expected outlays. The biggest project is Phase 1 of the paving of HOA owned streets, at a contract projected \$471,616. Other major projects include perimeter fencing at \$179,000 and locker room renovations at \$180,000, discussed above. These represent more than 2/3 of projected spending. Smaller items such as tree replacement are considered Reserve spending.

## **VII. New Business**

Voted Approval of Wendell Anderson to join the FAC. This nomination will be submitted to the BOD for approval.

## **VIII. Meeting Adjournment**

Meeting was adjourned at 8:19 pm.

***DRAFT***

**CAMERON STATION COMMUNITY ASSOCIATION, INC.  
ARCHITECTURAL REVIEW COMMITTEE  
Tuesday April 5<sup>th</sup>, 2022**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday April 5<sup>th</sup> 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  
Paula Caro – ARC Vice Chair  
Kevin Devaney – ARC Member  
Craig Schuck – ARC Member  
Mara Francis – ARC Member  
Tom Linton – ARC Member  
Sharon Wilkinson – ARC Member

**MEMBERS ABSENT**

None

**CHANGE OF ATTENDANCE**

Kevin Devaney entered the meeting at 7:03

**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.”**

Moved By: Sharon Wilkinson

Seconded By: Craig Schuck

For: All

Against: None

Absent: None

**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**

<b>Address</b>	<b>Proposed Modification</b>	<b>ARC Action / Vote</b>
<b>137 Cameron Station Blvd</b>	Window Replacement	<b>Approved with the stipulation that the windows be replaced like for like with respect to window frame color.</b> Moved By: Craig Schuck Seconded By: Tom Linton For: All Against: None Absent: None <b>MOTION PASSED</b>
<b>158 Martin Ln</b>	Tree Replacement	<b>Approved with the stipulation that the removed tree be replaced by a Kousa Doogwood that is 6' tall when planted.</b> Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: None <b>MOTION PASSED</b>
<b>227 Cameron Station Blvd</b>	Exterior Trim Repaint	<b>Disapproved as submitted.</b> Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: None <b>MOTION PASSED</b>
<b>244 Murtha St</b>	Front Door and Shutter Repaint	<b>Approved as submitted.</b> Moved By: Mara Francis Seconded By: Kevin Devaney For: All Against: None Absent: None <b>MOTION PASSED</b>
<b>244 Murtha St</b>	Landscaping	<b>Approved with the stipulation that no change to the driveway is made.</b> Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None Absent: None <b>MOTION PASSED</b>

**DRAFT**

<b>278 Murtha St</b>	Exterior Light Fixture Replacement	<b>Approved as submitted.</b> Moved By: Tom Linton Seconded By: Mara Francis For: Paula Caro, Kevin Devaney, Craig Schuck, Stephen Pearson Against: Sharon Wilkinson Absent: None <b>MOTION PASSED</b>
<b>285 Murtha St</b>	Retroactive Fence Replacement	<b>Approved with the stipulation that the fence is stained to match the existing deck within 30 days.</b> Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: None <b>MOTION PASSED</b>
<b>329 Helmuth Ln</b>	Roof Replacement	<b>Approved with the stipulation that downspouts are replaced like for like with respect to size.</b> Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: None <b>MOTION PASSED</b>
<b>4924 Kilburn St</b>	Roof Replacement	<b>Approved as submitted.</b> Moved By: Tom Linton Seconded By: Sharon Wilkinson For: All Against: None Absent: None <b>MOTION PASSED</b>
<b>5100 Grimm Dr</b>	Roof Replacement	<b>Approved as submitted.</b> Moved By: Tom Linton Seconded By: Sharon Wilkinson For: All Against: None Absent: None <b>MOTION PASSED</b>
<b>5211 Brawner Pl</b>	Tree Replacement	<b>Disapproved as submitted with the guidance that the homeowner re-submits a separate application for each proposed tree removal.</b> Moved By: Kevin Devaney Seconded By: Craig Schuck For: All

**DRAFT**

		Against: None Absent: None <b>MOTION PASSED</b>
<b>5213 Brawner Pl</b>	Roof Replacement	<b>Approved as submitted.</b> Moved By: Mara Francis Seconded By: Craig Schuck For: All Against: None Absent: None <b>MOTION PASSED</b>
<b>5230 Tancreti Ln</b>	Landscaping	<b>Approved with the stipulation that the homeowner use black mulch for all flower beds.</b> Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: None <b>MOTION PASSED</b>

**MOVE TO: “I move to Ratify the applications for 5235 Bessley Pl – Roof Replacement, 5005 Barbour – Window Replacement, 5017 Waple Ln – Roof Replacement, 121 Cameron Station Blvd – Exterior Light Fixture Replacement, 5052 Kilburn – Roof Replacement, 5225 Brawner Pl – Window Replacement, and 5261 Col. Johnson – Roof Replacement that were voted on electronically during the month of January.”**

Moved By: Mara Francis

Seconded By: Craig Schuck

For: All

Against: None

Absent: None

**MOTION PASSED**

**BOARD MEETING REPORT**

ARC member Craig Schuck and Board Liaison Greg Hillson discussed the March board meeting and reported that the Board passed the new management insurance policy and that parking enforcement was set to begin on 1 April 2022.

**APPROVAL OF ARC MEETING MINUTES**

**MOVE TO: “Approve the ARC Meeting Minutes from 1 March Meeting as submitted.”**

Moved By: Sharon Wilkinson

Seconded By: Mara Francis

For: All

Against: None

Absent: None

**DRAFT**

Abstain: Paula Caro, Kevin Devaney

**MOTION PASSED**

**COVENANTS REPORT**

- **ARC Guidance to CAMP:**
  - The ARC tasked Management to generate a list of Owens Corning shingle colors that correspond to our existing approved colors for Timberline and CertainTeed shingles. This ARC expects to see and approve the list of shingle colors at the 3 May meeting.
  - Management is referencing a previous version of the DMS in its recommendations to the ARC and should, in the future, reference the version of the DMS approved on 16 September 2021.
- **Annual Comprehensive Inspection Update:** The On-Site Covenants Administrator has begun the annual comprehensive inspections for 2022. Management began with Cameron Station Blvd and Gardner Dr followed by Waple and Tull. Follow up inspections have been delayed an additional 14 days as many homeowners have reached out notifying management that, due to slower mail delivery, they are sometimes receiving notices 14 days after the initial inspection.
- **Completed Resale Inspections:** Management completed 20 resale inspections completed during the month of March.
- **Towing Report:** No vehicles were towed during the month of March.
- **Next Meeting Date:** The next meeting is scheduled for May 3<sup>rd</sup> 2022. Please note that all applications are due by April 22<sup>nd</sup>, 2022.
- **Parking Enforcement:** Parking enforcement is expected to begin on 1 April 2022.

**MOVE TO: “Adjourn the Meeting at 8:39 p.m.”**

Moved By: Sharon Wilkinson

Seconded By: Craig Schuck

For: All

Against: None

Absent: None

**MOTION PASSED**

*Minutes prepared by Stephen Pearson, ARC Chair.*

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**ACTIVITIES AND EVENTS MEETING**  
**April 6, 2022**

This meeting was held by hybrid electronic communication means of virtual video conference and in the Cameron Station clubhouse Henderson Room.

**COMMITTEE MEMBERS PRESENT:**

Andrew Yang - Chair  
James Hodges - Committee Member  
Christina Damhuis - Committee Member  
Jen Hurst - Committee Member  
Sophia Lin - Committee Member

**COMMITTEE MEMBERS ABSENT:** Ritah Karera

**ALSO PRESENT:** Chris Alex – Board Liaison

**I. CALL TO ORDER**

**Motion:** The meeting is called to order at 7:24 p.m.

**II. APPROVAL OF MINUTES**

**Motion:** Andy\_\_\_\_\_ **MOVED** and Jimmy\_\_\_ **SECONDED** to approve the 3/2 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. Trivia Night (Friday, March 18)
  - a. Event went smoothly with TV and seating arrangement
  - b. About 30 people attended, up to 10-15 more people maximum for future similar events

**IV. NEW BUSINESS**

1. Egg Hunt Donovan/Kilburn Pocket Park (Saturday, April 16, 10-11 am)
  - a. Rain policy, reschedule day
  - b. Start setup at 9 am, bring over two folding tables, eggs, egg recycle bin, trash bins
  - c. About 1500 eggs, no need to purchase/fill more
  - d. 150 hot chocolate/150 coffee, Cameron Café (\$300)-Christina
  - e. Grand prizes (stuff three big eggs, \$50 budget), two pastel tablecloths, peeps-Sophia
  - f. About two dozen pastel balloons (\$30)-Andy
  - g. Dunkin Donut holes (\$200 max budget)-Jen
  - h. Bunny Petting (\$400) along outside perimeter of pocket park
2. Spring Yard Sale (Saturday, April 9, 8 am – 1 pm)
  - a. Still provide balloons (about three dozen from Party City)-Andy
  - b. Advertise using free online sites (nextdoor, patch, craigslist-Andy), facebook?
3. Food Truck Friday (Friday, April 22, 5-8 pm)
  - a. Taco One DC tentatively scheduled with Goodfynd
4. Shred Day (Saturday, April 23, 9 am – noon)
  - a. Sponsored by Irina Babb, just need to advertise-done

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**ACTIVITIES AND EVENTS MEETING**  
**April 6, 2022**

44 5. Meadowfest (May 15)

- 45 a. Confirm can advertise event as date approaches, waiting to hear back from Alexandria

46 6. Future Event for Adults

- 47 a. Look for holiday (Cinco de Mayo?) for theme-Sophia

- 48 b. Ideas include game night, and/or outdoor games near the great room

51  
52 **V. ADJOURNMENT**

53  
54 **Motion:** Andy\_\_\_\_\_ **MOVED** and Jimmy\_\_\_\_\_ **SECONDED** to adjourn the  
55 meeting at 8:34\_\_\_pm. The motion passed unanimously and the meeting was adjourned.

56  
57  
58  
59 Respectfully Submitted,

60  
61 Andrew Yang, Committee Chair

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**COMMUNICATIONS COMMITTEE MEETING**  
**April 13, 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  
Susan Klejst  
Linda Taousakis  
Amber Kelly-Herard

**COMMITTEE MEMBERS ABSENT:**

Jenny Patenaude  
Lenore Marema  
Gwen Toops

**ALSO PRESENT:**

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

**CALL TO ORDER**

**Motion:** Tricia Hemel called the meeting to order at 7:04 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 March 9, 2022, meeting were approved.

**III. RESIDENT OPEN FORUM**

None present.

**IV. ITEMS FOR RECOMMENDATION**

**V. MATTERS FOR COMMITTEE INFORMATION**

**Management Report:** Juana Michel had nothing to report.

**Board Update:** Megan Christensen reported that the Board is considering a 90-day trial for comments on social media followed by evaluation. This will begin after the Board approves the guidelines on removal of posts. The Board approved Amber Kelly-Herard as the new *Compass* editor and member of the Communications Committee.

**Committee Business**

**Newsletter Subcommittee:** Amber Kelly-Herard reported that the deadline for article submissions for the May/June edition of *The Compass* is April 29.

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**COMMUNICATIONS COMMITTEE MEETING**  
**April 13, 2022**

E-blast: Pat Sugrue suggested adding information about charities to help Ukraine. Juana Michel is exploring if Constant Contact has the ability to link the content to all items in the index to further improve the ease of readability. Tricia Hemel asked for more ideas for the Did You Know weekly graphic. Megan Christensen will discuss with the board about gathering information for the Meet Our Volunteer section of the Eblast.

Welcome Subcommittee: Susan Klejst reported that there were 22 new residents last month and assignments will be completed after Easter.

Social Media: Tricia Hemel discussed updates that are in the works for our sites, including adding a calendar on Facebook, more image posts on Instagram, and using the Board summary to glean info for social posts. Juana Michel reported that Twitter has 391 followers. Facebook has 1,266 followers. Instagram has 113 followers.

Website: Tricia Hemel reported that there were no new updates about the progress of the website. The committee asked management to follow up with LMK to get status and an updated estimated date of completion.

Photography Subcommittee: Linda Taousakis reported that the committee took photos at the community yard sale and will take photos at the Egg Hunt. The committee continues to get compliments on the new pictures in the Cameron Club.

Marketing & Public Relations Subcommittee: Tricia Hemel reported that information about Cameron Station in *The Zebra* is not accurate and the community is not listed in the list of neighborhoods. Lenore Marema will follow up with the editor.

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.

**VII. NEW BUSINESS**

The committee will continue to meet via zoom.

Next Board Meeting: April 26 - Tricia Hemel will attend.

Next Committee Meeting: May 11

**VIII. ADJOURNMENT**

Tricia Hemel adjourned the meeting at 7:46 pm.

Respectfully Submitted,  
Susan D. Klejst

**CAMERON STATION COMMUNITY ASSOCIATION  
NEWSLETTER SUBCOMMITTEE  
THE COMPASS: MAY/JUNE 2022 PLANNING MEETING  
APRIL 5, 2022 MINUTES**

The meeting was conducted by Zoom.

**COMMITTEE MEMBERS PRESENT:**

Amber Kelly-Herard – Editor-in-Chief  
Lenore Marema  
Patricia Sugrue

**COMMITTEE MEMBERS ABSENT:**

Carla Besosa  
Gen Harrison-Dos  
Mayu Molina Lehmann  
Gwen Toops  
Rene Zimmer

**ALSO PRESENT:**

Tricia Hemel – Communications Committee Chairperson  
Megan Christensen – Board Liaison to Communications Committee  
Steve Philbin – Community Manager  
Angel Robles – Assistant Community Manager

**I. CALL TO ORDER**

Amber called the meeting to order at 3:34pm.

**II. APPROVAL OF AGENDA**

Approved.

**III. APPROVAL OF MINUTES**

Minutes of previous meeting had been approved by email.

**IV. RESIDENT FORUM**

No residents present.

**V. MATTERS FOR COMMITTEE RECOMMENDATION/DECISION**

None.

**VI. MATTERS FOR COMMITTEE INFORMATION/DISCUSSION**

- a. Introductions – Attendees introduced themselves and shared information about their backgrounds and current occupations.
- b. Trello – Amber shared her screen and explained benefits of this online work management tool
- c. May/June *Compass* – Articles for this issue were discussed

**VII. OLD BUSINESS**

None.

**CAMERON STATION COMMUNITY ASSOCIATION  
NEWSLETTER SUBCOMMITTEE  
*THE COMPASS: MAY/JUNE 2022 PLANNING MEETING*  
APRIL 5, 2022 MINUTES**

**VIII. NEW BUSINESS**

Covered in discussion of May/June issue.

**IX. ADJOURN**

**X.** Amber adjourned the meeting at 4:39pm.

Respectfully submitted,  
Patricia Sugrue

DRAFT MEETING MINUTES  
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING  
Thursday, April 14, 2022

The following individuals attended the meeting:

Ray Celeste, CCFC Chair  
Dan Ogg, CCFC Vice Chair (via Zoom)  
Hans Estes, CCFC Member  
Brendan Hanlon, CCFC Board Liaison (via Zoom)  
Steve P. Philbin, On-Site Manager, Camp  
Angel Robles, On-Site Assistant Manager  
Martin Menez, Resident  
Jill Bakner, ProFit (via Zoom)  
Rich Mandley, ProFit (via Zoom)

The following individuals were absent:

Tim Regan, CCFC Member  
Susana Carrillo, CCFC Member

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

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

**II. Approval of Agenda**

Ray Celeste made a request to add 3 items to this evening's agenda.

1. Pool Update,
2. Camp is requesting a door be installed between the Fitness Center and the access to the Management offices.
3. Request photo of Bertie Maynor be returned to its original location, which is in the foyer next to the main entrance to the building.

Hans Estes motioned to approved the additional items and Dan Ogg seconded the motion. Motion passed unanimously. Ray Celeste made an additional motion to add the POM POM Activity to the agenda and was seconded by Dan Ogg. Motion passed unanimously.

**III. Approval of the Minutes March 10, 2022.**

Ray Celeste made a motion to approve the minutes as written. Dan Ogg seconded the motion. Motion passed unanimously.

**IV. Homeowners' Open Forum**

There were no homeowner present to speak at the forum

## V. ProFIT

- A. Attendance was up in 7 of the 10 classes offered in March over the previous month. Strength and Core remains the most attended class offered. A Spin Class was considered as a possible offering. After thoroughly discussing the Spin Class, it was deemed not feasible at this time due to the lack of storage capacity for 10 to 12 spin cycles. A Tai Chi class will be offered on 20 April 2022. If the community shows enough interest, ProFit will attempt to offer it on a regular basis. Hans Estes made a request for more spray bottles. Jill Bakner stated more will be available in the Fitness Center. The Lat pull down machine is broken again. This particular machine breaks often, and takes an extended time for repair. The bicep/tricep machine rubber sheathing is stripping and bunching-up making the tricept aspect of the machine unusable. ProFit stated they will contact Heartline commenting the current supply chain and labor issues causes an extended timeline for scheduling Heartline. Rich Mandley stated the new elliptical equipment is enroute and should arrive by the end of April.
- B. A discussion was conducted on purchasing new Matrix weight equipment listed in this month's agenda documents. The new Matrix machines would replace like machines (i.e. the new Matrix hip adductor/abductor would replace the older hip adductor/abductor now in the Fitness Center). Dan Ogg stated last year, he and Hans Estes, visited the Fitness Center for the purpose of identifying any needed upgrades to the Fitness Center. At that time, the equipment was still workable, however the floor needed replacing as well as the walls needed painting. Following a discussion of installing new equipment, replacing the floor and painting the walls, Rich Mandley mentioned the need for repositioning the equipment to provide more room the residents and make the Fitness Center more user friendly. It was determined after this discussion, that Steve Philbin will provide the cost of painting the Fitness Center and have Critical Peak (Electricians), after consulting ProFit, provide the cost of rewiring the facility to accommodate the new equipment positions. ProFit will also present the cost of new flooring.
- C. The Rogue Assault Bike Proposal was tabled after a discussion.
- D. A discussion was held regarding the sign in sheet. Many residents are unsure if they are to sign in or use the Cameron Station ID Card Reader. This has a direct impact on the numbers used at the end of the month. It was determined that the sign in sheet is for residents who were provided a paper ID card and visitors. All other residents need to swipe their card. If a resident forgets his/her Cameron Station ID card, the ProFit attendant can use the ProFit card to sign-in the resident. To ease the confusion, a sign will be placed where residents can easily see the purpose of the sign in sheet. Capturing the accurate total of monthly attendance and participation in offered classes is important to the Board of Directors.
- E. The POM POM activity was directed to coordinated with ProFit.
- F. During Boot Camp, participants will now have to run outside and not in the building.

## **VI. Matters For Committee Decision**

None discussed at this meeting.

## **VII. Matters For Committee Discussion**

Access System: Dan Ogg and Martin Menez presented their document citing 6 major areas the new access system must have to meet the needs of the community. Camp has received these requirements and coordinated with ProFit to get their input for an access system. Camp will incorporate ProFit's input and submit an RFP to the appropriate businesses in the next two weeks. The system needs to be scalable in case funding needed to complete the project would require more than 1 budget cycle. During the discussion, it was stressed the 6 major areas not be diluted due to funding issues. The current wiring for the security and access systems is woefully in disrepair. Martin Menez affirmed the need for a qualified electrician who has experience with telemetry, IT issues, and alarm systems.

## **VIII. Matters For Committee Information**

A. Brendan Hanlon stated the Board is satisfied the Locker Room Renovation is on track and proceeding according to plan. Suggest Ray Celeste provide an update at next Board meeting. Regarding the Bulletin Board policies. Board of Directors are probably willing to modify the policies for use of the Bulletin board in the Community Center but needs to see a rewrite of the policy. Brendan Hanlon stated he will rewrite the policy. Steve Philbin indicated the rewritten policy would have to be run by the legal office prior to presenting it to the Board.

### **B. Camp Management Report**

1. Locker room is on track to be completed prior to the soft opening of pool season. Dry wall is repaired, shower tile installed and floor tile was delivered today. Old lockers could not be sold. Manders removed the old lockers.
2. Swimming lessons require a lifeguard. In the past, instructors were lifeguards, however, if a life guard is needed, the cost should be added to the class. It was determined swim lessons should be offered between 8:00 AM and 10:30 AM. Offering classes at other times would infringe upon the patrons during open swim and lessen the quality of instruction for those in the swim classes. Usage of the pool normally is exceedingly high on the first day the pool is opened and may require an adjustment in scheduling life guards. The pool deck was power washed and pool furniture will be power washed within the next week. All stencils have been refreshed and pool furniture and umbrellas are being repaired as needed. Pool phone is working. Ray Celeste and Angel Robles will meet tomorrow to discuss pool procedures.
3. Back flow on sprinkler systems completed this week. The pool Back Flow test will be conducted next week.
4. Camp sent out bids for a new cleaning contract.

### **C. Finance Update/Committed Funds Report**

All finances are in the green except for the Community Center Improvements. This fund is \$279 in the red due to the improvements in the wall hangings and furniture purchased to update the décor of the community center.

### **IX. New Business**

- A. Camp has requested a door be installed at the point of entering the management offices across from the Fitness Center Door. The committee agreed. Camp will present a proposal for constructing the access door to the management offices at the next meeting.
- B. Ray Celeste proposed, and the committee agreed, the photo of Bertie Maynor should be returned to its original location, the lobby adjoining the entrance door to the Community Center Fitness Center.
- C. Next meeting is scheduled for May 12, 2022, at 7:00 PM.

### **X. Adjourn**

Dan Ogg moved to close the meeting and Hans Estes seconded. The motion was passed unanimously and the meeting was adjourned at 8:38 PM.

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

Monday, April 11, 2022

The meeting was called to order at 7:10 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 Member Kyle Gerron.

**Members not present:** Patrick Kairouz, Martha Romans and Sarah Markel.

**Others in attendance via Zoom:**

Steven Philbin, General Manager, CAMP

Adrienne Zaleski, President, 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 March 14, 2022**

Moved by Williams

Seconded by Gerron

For: All

Against: None

**Motion passed.**

**Homeowners Forum:** No residents present. However, McCollom described correspondence with homeowner Gullotta at 106 Cameron Station Boulevard concerning the poor condition of the grass strip between the sidewalk and street in front of her townhouse

**MATTERS FOR COMMITTEE DISCUSSION/RECOMMENDATION:**

Lyle and Zaleski surveyed trees damaged over winter and identified about six trees that need to be replaced. Lancaster will provide a proposal for replacements.

McCollom asked Lancaster to provide a proposal to replace the grass with mulch in front of 106 Cameron Station Boulevard. Zaleski thought mulch would be better than sedge because the strip is so dry. McCollom will notify the Gullotta resident of this plan.

Lyle asked that Lancaster provide a proposal for replacing bushes at the Duke Street entrance, south side. These are not thriving and have been noted in previous walk-throughs.

Lyle asked Philbin if CAMP would consider hiring someone such as the man who power cleaned the bricks in front of 5228 – 5240 Tancreti? They look new. There are many areas in Cameron Station with bricks that need cleaning.

McCollom asked when the Donovan fountain will be tested and turned on. When weather permits.

**MATTERS FOR COMMITTEE INFORMATION:****Camp Management Report:**

Locker Rooms: Renovations on schedule. Bathroom valves required extra work as individual valves were not in the original construction. The individual valves were installed.

Long Fence: Several sections of fence were built for the original individual homeowners and are not owned by Cameron Station. The contract with Long Fence will be amended accordingly.

Repaving: The challenge is having parking spaces for residents during the paving process. The Tucker School has offered space and Home Depot Plaza may have space. Lyle suggested contacting Jack Broward and/or Chris Watson, both with the city of Alexandria for spaces in the city parks. Watson is the manager for Brenman Park.

Flower Rotation: Board approved the proposed spring/summer flower rotation.

Yarrow Lane: Water emergency taken care of.

Bench Repairs: Bench vendor not known. Lyle said that the wood-like bench strips were installed by Chris, the previous maintenance man. Zaleski knows Chris and will ask him when the work was undertaken and where the strips were purchased. Greenberg sent photos of damaged strips to CAMP and will send them to Zaleski and Lyle.

**NEW BUSINESS:** Next meeting is May 9, 2022, on Zoom.

The meeting adjourned at 7:56 p.m.

Linda Greenberg

Recording Secretary



**Cameron Station Community Association, Inc.  
Board Decision Request  
April 26, 2022**

**TOPIC: Amended A.R. No. 2022-12 – Policy Establishing Means of Communication on  
Association Matters (Bulletin Board)  
Resolution 2022-0401**

**Motion:**

“I move to **ADOPT** the Amended Administrative Resolution No. 2022-12 – Policy Establishing Means of Communication on Association Matters (Bulletin Board).”

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

**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 55.1-1817 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 previously adopted Administrative Resolution 18-01 to formally establish 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 55.1-1817 of the VPOAA; and

**WHEREAS**, the Board of Directors wishes to amend the rules governing members’ posting of information and materials on the bulletin board to allow for the posting of information and materials that is unrelated to the business of the Association.

The amended resolution is attached.

**CAMP Recommendation:**

Management recommends the Board adopt the Amended A.R. No. 2022-12 – Policy Establishing Means of Communication on Association Matters (Bulletin Board).

**Budget Considerations:** None

# **CAMERON STATION COMMUNITY ASSOCIATION, INC.**

## **ADMINISTRATIVE RESOLUTION 22-12**

(Amended Policy 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 55.1-1817 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 previously adopted Administrative Resolution 18-01 to formally establish 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 55.1-1817 of the VPOAA; and

**WHEREAS**, the Board of Directors wishes to amend the rules governing members' posting of information and materials on the bulletin board to allow for the posting of information and materials that is unrelated to the business of the Association.

**NOW THEREFORE, BE IT RESOLVED THAT** the Board duly adopts the following amended 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 in the lobby entrance of 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 be in good taste and of an appropriate nature. Accordingly, any postings containing defamatory, lewd, crude or lascivious content shall be removed by management.

B. 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.

This policy supersedes and replaces Administrative Resolution 18-01. The effective date of this Resolution shall be \_\_\_\_\_, 2022.

CAMERON STATION COMMUNITY  
ASSOCIATION, INC.

By: \_\_\_\_\_  
Andrew Hill, President

**FOR ASSOCIATION RECORDS**

I hereby certify that a copy of the foregoing Administrative Resolution was reasonably published and/or delivered to the members of the Cameron Station Community Association on this \_\_\_\_ day of \_\_\_\_\_, 2022.

---

Steve Philbin, General Manager

**CAMERON STATION COMMUNITY ASSOCIATION, INC.  
ADMINISTRATIVE RESOLUTION NO. 22- 12**

Duly adopted at a meeting of the Board of Directors held on \_\_\_\_\_.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

VOTE:	YES	NO	ABSTAIN	ABSENT
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_____	_____	_____	_____	_____
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.  
Board Decision Request  
April 26, 2022**

**TOPIC: Amended A.R. No. 2022-13 – Policy Concerning the Use of Community  
Communications (Social Media Guidelines)  
Resolution 2022-0402**

**Motion:**

“I move to **ADOPT** the Amended Administrative Resolution No. 2022-13 – Policy Concerning the Use of Community Communications (Social Media Guidelines).”

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

**WHEREAS**, Article III, Section 3.4 of the Bylaws grants the Board of Directors (“Board”) with all of the powers necessary for the administration of the affairs of the Cameron Station Community Association (“Association”) in accordance with applicable law and the Project Documents, except for those matters which the applicable law or the Project Documents require the Association’s membership to approve;

**WHEREAS**, Article III, Section 3.4 of the Bylaws provides the Board with the power to enact and amend rules and regulations not inconsistent with the Association Documents; and

**WHEREAS**, the Board previously adopted Administrative Resolution 2021-05 to implement guidelines and criteria for the Board, its Committees, Community Manager, third party sources, and the residents of the Association as to how, where, and when the Association communication resources are to be used; and

**WHEREAS**, the Board desires to amend the standards and guidelines established by Administrative Resolution 2021-05 to implement new standards governing the use of the Association’s social media platforms.

The amended resolution is attached.

**CAMP Recommendation:**

Management recommends the Board adopt the Amended A.R. No. 2022-13 – Policy Concerning the Use of Community Communications (Social Media Guidelines).

**Budget Considerations:** None

**CAMERON STATION COMMUNITY ASSOCIATION, INC.**  
**ADMINISTRATIVE RESOLUTION NO. 2022-13**

**(Amended Policy Concerning the Use of Community Communications)**

**WHEREAS**, Article III, Section 3.4 of the Bylaws grants the Board of Directors (“Board”) with all of the powers necessary for the administration of the affairs of the Cameron Station Community Association (“Association”) in accordance with applicable law and the Project Documents, except for those matters which the applicable law or the Project Documents require the Association’s membership to approve;

**WHEREAS**, Article III, Section 3.4 of the Bylaws provides the Board with the power to enact and amend rules and regulations not inconsistent with the Association Documents; and

**WHEREAS**, the Board previously adopted Administrative Resolution 2021-05 to implement guidelines and criteria for the Board, its Committees, Community Manager, third party sources, and the residents of the Association as to how, where, and when the Association communication resources are to be used; and

**WHEREAS**, the Board desires to amend the standards and guidelines established by Administrative Resolution 2021-05 to implement new standards governing the use of the Association’s social media platforms.

**NOW THEREFORE**, be it resolved that the Board shall assign the Communications Committee (the “Committee”) with tasks that may include but not be limited to items outlined below or otherwise outlined in the Committee Charter:

**I. General Expectations for all Cameron Station Communications**

- a. Communications should be professional in terms of spelling, grammar, punctuation, and clarity of message/content.
- b. Communications should follow processes and procedures as outlined in the *Communications Committee Standard Operations and Procedures Manual* (SOP Manual).
- c. Communications shall not contain materials that can be reasonably considered offensive, inflammatory, or illegal.
- d. Materials that might infringe on intellectual property rights, privacy rights, rights of publicity, or other proprietary rights shall not be permitted. The Association shall not distribute information from unverified sources or that the Association deems to be inaccurate.

**II. Newsletter - *The Compass* (adopted name of the Newsletter of the Cameron Station Community Association, Inc.)**

- a. Purpose - The newsletter provides Association members a structured reading piece that includes news about events, Association activities, and various information that may be of interest to the community.
- b. Frequency - There shall be no less than four (4) newsletters published a year.
- c. Distribution - The newsletter shall be distributed community wide electronically and/or by standard mail. As of March 1, 2021, the newsletter shall be emailed to residents and owners of the Association unless a written (email) request or other documentation has been received requesting a hard copy be mailed. Hard copies of the newsletter shall be printed and distributed in Cameron Station businesses and management office.
- d. Staffing - The Committee shall nominate a newsletter Editor whose appointment shall be approved by the Board. The Editor must be a voting member of the Committee and will work with the Committee, the Newsletter Subcommittee, and designated third party printing, formatting, and mailing companies, to compile the contents and layout of the publication. The Editor is responsible for creating and managing the publication of the newsletter on behalf of the Board. The Newsletter Subcommittee consists of volunteers of writers, editors, and proofreaders. There is no limit to how many volunteers may serve on this subcommittee. All volunteers report directly to the Editor.
- e. Editorial License - Except as otherwise provided herein, the Editor has full control on issues of design, layout, deadlines, training, and newsletter content. The Editor reserves the right to reject, edit, add, or delete material as needed, with the exception of newsletter content requested by the Board. The Editor will also determine the newsletter to be “full” at their discretion. The Editor is responsible for responding to newsletter related inquiries in a timely manner. Decisions related to advertising rates, software/hardware formatting and needs, and vendor sourcing are the responsibility of the Editor and Committee.
- f. Format - The newsletter shall be sent electronically in an easy to read format or printed to be mailed. The Editor decides on size, style, and editorial content of the newsletter, as outlined in the SOP Manual.
- g. Funding - The newsletter is financially supported by the Association to include designing, postage, and printing. Advertising revenue shall offset the expenses of the Newsletter and will be captured in a separate income line item on the annual budget.
- h. Advertisements - Advertising space will be filled on a first-come, first-served basis, and the number of ads in each issue is at the discretion of the Editor and Committee. Advertising rates, deadlines, size, and formats are decided by the Editor and Committee and described in the SOP Manual. Management is responsible for managing payments from advertisers. Only one per advertiser per issue is permitted.
- i. Content - The Editor, Newsletter Subcommittee, Committee, or Committee Board Liaison reserve the right to edit submissions for typos, length, tone, and

content. If there are major edits, the author must be notified. Articles are to be factual and of Association interest.

Editorial content may be deemed inappropriate at the discretion of the Editor, Newsletter Subcommittee, Committee, or Committee Board Liaison.

Article and photograph submissions shall follow all procedures as outlined in the SOP Manual. All submissions must include writer's name, address, and phone number.

Prior to publication, a draft of the newsletter shall be shared with the Committee Board Liaison for comments. All comments must be received within three (3) days of receipt.

Article or photography submissions, comments, questions, or suggestions regarding the newsletter may be sent to [thecompass@cameronstation.org](mailto:thecompass@cameronstation.org).

### **III. Electronic Communications**

#### **Cameron Station Community Association E-Blast (CSCA E-Blast or E-Blast)**

- a. **Purpose** - The CSCA E-Blast functions as a regular community-wide e-mail to keep the Association members advised of time sensitive information including but not limited to information on the Board, Association Committees, Community Manager, or community-wide events along with Association news such as announcements of meetings, promotions, staff changes, and maintenance items.
- b. **Frequency** - CSCA E-Blast is sent at minimum once a week. Special E-Blasts may be sent on specific topics as needed and determined by the Community Manager or at the request of the Board.
- c. **Distribution** - The CSCA E-Blast is sent to all registered e-mail accounts of the Association members. To be included or removed from the E-Blast residents and owners of the Association shall notify the Community Manager: [admin@cameronstation.org](mailto:admin@cameronstation.org).
- d. **Staffing** - The Community Manager is responsible for the creation and distribution of the CSCA E-Blast. The Committee and/or Committee Board Liaison may provide oversight to assist in editing, formatting, and content.
- e. **Editorial License** - The Community Manager has full control on issues of design, layout, deadlines, software/hardware formatting and needs, training, vendor sourcing, and CSCA E-Blast content. The Community Manager reserves the right to reject, edit, add or delete material in accordance with their professional judgement and as noted in (h) below as needed or as requested by the Committee Board Liaison. The Community Manager will also determine the E-Blast to be "full" at their discretion. The Community Manager is responsible for responding to all CSCA E-Blast related inquiries in a timely manner.

- f. Format - The CSCA E-Blast shall be sent electronically in an easy to read format. The Community Manager decides on size, style, and editorial content as outlined in the SOP Manual.
- g. Funding - The CSCA E-Blast is financially supported by the Association to include the subscription to a third-party emailing service.
- h. Content - Content may be submitted by the Members of the Board, Committees, Community Manager, neighboring affiliates such as the Cameron Station Civic Association, residents, and owners of the Cameron Station Community Association. To submit information to be included in the CSCA E-Blast, please email [admin@cameronstation.org](mailto:admin@cameronstation.org).

#### **IV. Social Media**

##### Cameron Station Community Association Social Media Sites (CSCA Social Media)

- a. Purpose - At the Board of Directors' discretion the Association may choose to use various social media (online communication boards) outlets to convey information of interest to the community. This includes, but not limited to, decisions by the Board, rules and guidelines concerning the availability and use of community facilities, and Association events and activities.
- b. Frequency - As needed.
- c. Distribution - Association members will be asked to 'like' and/or 'follow' CSCA Social Media pages/accounts.
- d. Staffing - The Committee primarily manages the content posted on social media. They may retain the service of a third-party social media managing company to assist in the creation and day-to-day management of any social media platforms. Management may provide information on relevant topics, meeting dates, and times as necessary but does not have oversight for any social media platforms.
- e. Editorial License — The Committee has full control on issues of design, layout, deadlines, software/hardware formatting and needs, training, vendor sourcing and CSCA Social Media content, as appropriate. If using a third-party vendor for Social Media management, the Committee Chair and/or Board Liaison may work collaboratively to determine the appropriate display of content, as needed. . The Committee is responsible for responding to all social media related inquiries in a timely manner.
- f. Format - CSCA Social Media pages shall use the official Cameron Station logo, colors and community photographs as approved by the Committee. Posts shall be easy to read.
- g. Funding - CSCA Social Media is financially supported by the Association which may include the use of a third-party social media managing company

service to assist in the creation and day-to-day management of any social media platforms.

h. Process for Original Post

Content to be submitted as “Cameron Station Community Association” may be submitted by the members of the Board, Committees, Subcommittees, and Community Manager. To submit information to be included on any CSCA Social Media page, please email [admin@cameronstation.org](mailto:admin@cameronstation.org).

Please allow up to one (1) business day (M-F) for posting. All content is subject to approval. When submitting please include contact information and limit the request to 30 words or less and no more than five (5) images.

The Community Manager, Committee, or Committee Board Liaison reserves the right to edit post submissions for typos, length, tone and content. If there are major edits, the author must be notified. Posts are to be factual and of Association interest.

The public is welcome to post messages on the CSCA Social Media. Messages that are defamatory towards the Association, Cameron Station Community, or its assigned agents will be promptly removed.

Content may be deemed inappropriate at the discretion of the Community Manager, Committee, Committee Board Liaison, or Board. Messages should be in accordance with the content Guidelines outlined in Section j, below.

i. Replies to Post

The public is welcome to respond to posted messages. Messages that are defamatory towards the Association, Cameron Station Community, or its assigned agents will be promptly removed. Messages should be in accordance with the content Guidelines outlined in Section j, below.

Official “Cameron Station Community Association” responses to posts can be submitted by the members of the Board, Committees, and Subcommittees. To submit information to be included as a response to a post on any CSCA Social Media page, please email [admin@cameronstation.org](mailto:admin@cameronstation.org).

Replies to posts are to be factual and of Association interest.

If Members of the Board, Committees, and Subcommittee volunteers reply to posts from their personal account, they must identify their positions within the Association. All replies by members of the Association must be factual and of Association interest.

j. Guidelines for Content of Posts

Postings and comments shall not contain or link to language or illustrations that:

- i. Are libelous, defamatory, obscene, vulgar, threatening, offensive, demeaning, derogatory, abusive, ad hominem, or off-topic;
- ii. Contains content that is confidential or proprietary to the Association, its contributors, or affiliates;
- iii. Are solely for commercial or promotional purposes that do not relate to the Association;
- iv. Endorses any candidate or officeholder or partisan political position;
- v. Promotes any religion and/or religious activity that do not relate to the Association;
- vi. Includes spam or chain letters;
- vii. Violates third party's right to privacy or any other applicable local, state, national, or international law; or
- viii. Degrades others on the basis of gender, race, class, ethnicity, national origin, religion, sexual preference, disability or other classification;
- ix. No photos of children would be allowed;
- x. Contains inappropriate images, such as, but not limited to, pornography;
- xi. Comments or content that promotes or perpetuates discrimination;
- xii. Advocates for illegal activity;
- xiii. Contains information that may compromise the safety, security, or proceedings of any legal action pertaining to the Association.

This policy supersedes and replaces Administrative Resolution 2021-05. The effective date of this Resolution shall be \_\_\_\_\_, 2022.

**Cameron Station Community Association**

By: \_\_\_\_\_  
Andrew Hill, President

**FOR ASSOCIATION RECORDS**

I hereby certify that a copy of the foregoing Administrative Resolution was reasonably published and/or delivered to the members of the Cameron Station Community Association on this \_\_\_\_ day of \_\_\_\_\_, 2022.

---

Steve Philbin, General Manager

**CAMERON STATION COMMUNITY ASSOCIATION, INC.**

**ADMINISTRATIVE RESOLUTIONS NO. 2022-13**

Duly adopted at a meeting of the Board of Directors held \_\_\_\_\_.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

	YES	NO	VOTE: ABSTAIN	ABSENT
_____ Andrew Hill, President	_____	_____	_____	_____
_____ Megan Christensen, Vice President	_____	_____	_____	_____
_____ Joan Lampe, Treasurer	_____	_____	_____	_____
_____ Mindy Lyle, Secretary	_____	_____	_____	_____
_____ Greg Hillson, Director	_____	_____	_____	_____
_____ Brendan Hanlon, Director	_____	_____	_____	_____
_____ Chris Alex, Director	_____	_____	_____	_____

ATTEST:

\_\_\_\_\_  
Mindy Lyle, Secretary

\_\_\_\_\_  
Date

Resolution Effective \_\_\_\_\_



**Cameron Station Community Association, Inc.  
Board Decision Request  
April 26, 2022**

**TOPIC: MOU Linear Park  
Resolution 2022-0403**

**Motion:**

"I move to **ACCEPT and SUBMIT** to the City of Alexandria the attached MOU document for Linear Park and that the Board President will have the authority to review and accept any final changes to the MOU that the City may come back with."

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

Linear Park MOU document attached.

**CAMP Recommendation:**

Management recommends approval of the Linear Park MOU document.

**Budget Considerations:**

None.

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

THIS AGREEMENT is made this 26th day of April 2022, by and between the Cameron Station Homeowner's Association and its successors ("CSHA") and the City of Alexandria, Virginia, a municipal corporation of the Commonwealth of Virginia, ("City"), and hereby agree as follows ("Agreement"), as it pertains to landscaping, ornamental planting, and maintenance of a portion of City property.

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**1. Location of Property:**

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

**Commented [HA1]:** Neither the new nor old Exhibit A show this designation. Should this be removed or is there another map we can use for Appendix A?

**2. Scope of Work:**

**Commented [SP2R1]:** Updated map is attached

a. CSHA shall, within the Linear Park:

- i. Maintain the turf areas through routine mowing on a 7 – 10-day cycle during the grass-cutting season (April – October). Mowing shall include line-trimming of all mulched areas.
- ii. Inspect all areas for litter and remove litter as necessary prior to commencing each mowing cycle.
- iii. Weed all the mulched areas, including all tree rings, four (4) times each year.
- ~~iv. Continue to pay the cost of the electricity related to the security lights along the trail and the cost of the water to irrigate the area.~~
- ~~v. iv.~~ Encourage its residents to utilize the City's on-line "Call.Click.Connect" system to request City services, including services related to this Agreement.
- ~~vi. Irrigate all replacement and/or new trees installed by the city for a minimum period of one year following the tree installation.~~
- ~~vii. v.~~ Exclude ~~Limit~~ the use of fertilizers and pesticides as per the May 22, 2009, Letter Memorandum from ~~then~~ Interim Director of the City's Department of Recreation, Parks and Cultural Activities, Richard Baier, to mitigate any environmental impact on Backlick Run (See Exhibit B).
- ~~viii. vi.~~ Communicate with the ~~Ensure that~~ residents living adjacent to the Linear

Park to ensure they remain in compliance with the Adopt-A-Garden Program agreement executed between them and the ~~Citycity~~ (See Exhibit C).

b. The City shall, within the Linear Park:

- i. Monitor the area for safety issues related to the ornamental trees and shrubs.
- ii. Inspect the trail surface annually for safety concerns related to heaved or buckled pavement and coordinate with the City's Transportation and Environmental Services (T&ES) for any needed mitigation.
- iii. Clear snow/ice on the trail in accordance with the City's snow response plan and priorities. At the discretion of the City, the trail will be treated with sand.
- iv. On an annual basis, mulch all landscaped beds, including tree rings, with hardwood mulch.
- v. On an annual basis, ~~the City will~~ inspect Linear Park City trees and schedule appropriate maintenance to include pruning, trimming, and the replacement of dead or declining City trees.
- vi. On a semi-annual basis, inspect the security lights along the trail and perform maintenance as needed.
- vii. Inspect the irrigation system twice each year – In the spring before system initiation and in the fall after winterization.

viii. Make repairs to the irrigation system, as necessary.

~~viii.~~ ix. Irrigate all replacement and/or new trees installed by the city for a minimum period of one year following the tree installation.

~~ix.~~ x. Provide Gator Bags to CSHA, as necessary, if trees are added or replaced by the City along the trail. ~~CSHA shall remain responsible for the irrigation of new and/or replaced trees for a minimum period of one year per Section I.a.v. above.~~

~~x.~~ xi. Transfer and pay the cost of electricity related to the security lights along the trail and the cost of the water to irrigate the area.

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

**Commented [HA3]:** What happens when a property is sold? Will the new resident have to fill out an agreement with the City?

Are you able to provide us the City records of this, so we can track what residents are a part of the program currently?

**Commented [SP4R3]:** I will assess with the city prior to our meeting.

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

**3. Regulatory:**

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

**4. Indemnification and Assumption of Risk:**

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

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Commented [HA5]: Add as an exhibit

Commented [SP6R5]: Call into City of Alexandria. The most recent set of Alexandria Landscape Guidelines is from 2019 and it is 72 pages. Can we indicate that a copy of these guidelines is in the management office or at <https://www.alexandriava.gov/planning-and-zoning/city-of-alexandria-2019-landscape-guidelines>

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acts or omissions of the City.

**5. Environment:**

Consistent with the City's Eco-City Charter, [the](#) City encourages CSHA to implement the following:

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

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Commented [HA7]: Aren't these prohibited by Exhibit B?

Commented [SP8R7]: Correct. Per letter attached – Exhibit B – no fertilizers / use of pesticides.

**6. Site Utilities:**

CSHA shall contact MISS UTILITY and/or have the Linear Trail marked by a suitably qualified Surveyor prior to commencement of construction to ensure that any work pursuant to this Agreement does not conflict with existing utilities. Repair of damage to utilities caused by work conducted by or on behalf of CSHA pursuant to this Agreement shall be the responsibility of CSHA or its agents.

**7. Term and Finality of Agreement:**

- a. This Agreement shall be effective for a period of two (2) years and shall automatically renew for an additional two years at the expiration of each preceding term unless terminated by either [the](#) City or CSHA, by advance written notice at least ninety (90) days prior to the expiration date of that two-year term. However, the City may terminate this Agreement immediately for cause, pursuant to the provisions of Section [32.c](#), above, by sending a notice to CSHA in compliance with paragraph [Ce](#) of this Section [76](#), below. Either Party may terminate this Agreement, with or without cause, by providing the other party ninety (90) days written notice as provided in paragraph C of this Section, below.
- b. This Agreement represents the entire and final agreement, it supersedes any prior ~~understandings, agreements~~[understandings, agreements](#), and negotiations, and it shall be amended only by a writing signed by both the City and CSHA.
- c. All notices required by this Agreement shall be sent to the parties at the following addresses:

**To the City:**

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

**With a copy to:**

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

**To CSHA:**

~~XXXX~~, President  
Cameron Station Homeowners Association  
200 Cameron Station Blvd.  
Alexandria, Virginia 22304

**With a copy to:**

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

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

\_\_\_\_\_  
Mark Jinks, City Manager                      Date  
City of Alexandria, VA

\_\_\_\_\_  
Andrew Hill, President                      Date  
Cameron Station Homeowners Association  
Alexandria, Virginia

Approved as to form:

\_\_\_\_\_  
Approval to Form  
Karen Snow, Senior Assistant City Attorney

**Attachments:**

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

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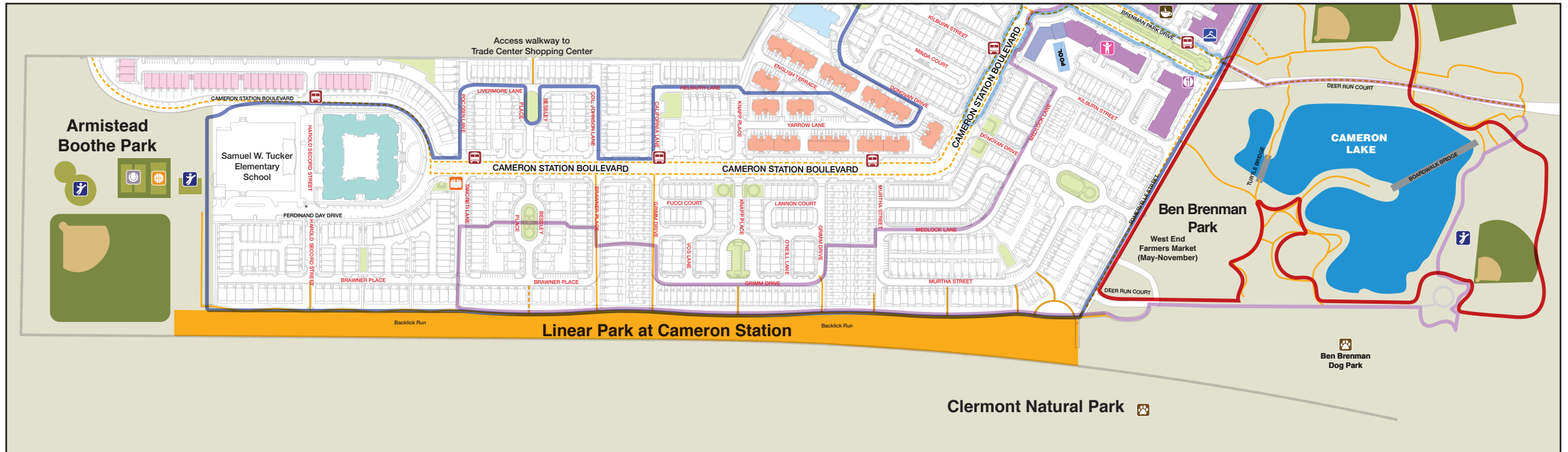
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# EXHIBIT A

Linear Park at Cameron Station

Alexandria, VA 22304



# EXHIBIT B



## DEPARTMENT OF RECREATION, PARKS AND CULTURAL ACTIVITIES

1108 Jefferson Street  
Alexandria, Virginia 22314-3999

Richard J. Baier, P.E.  
Interim Director

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

May 22, 2009

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

Ms. Hansford:

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

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

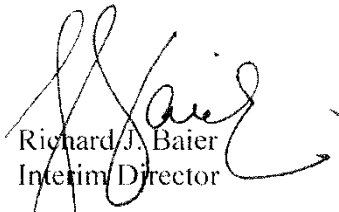
Although in addition to mowing you have proposed to provide applications of turf fertilizers and weed controls, we must decline these applications due to the City's practice of limiting the use of pesticides in public parks, especially given the park's proximity to Backlick Run.

# EXHIBIT B

Letter to Ms. Airielle Hansford  
May20, 2009  
Page2

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

Sincerely yours



Richard J. Baier  
Interim Director

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

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

## LINEAR PARK ADOPT A GARDEN GUIDELINES AND PROCEDURES

---

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

### 1. Garden Size

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

### 2. Plantings

The following plant materials are prohibited in the Garden Area:

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

### 3. Acceptable Items

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

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

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

#### **4. Prohibited Items**

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

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

#### **5. Cameron Station Community Association, Inc.**

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

#### **6. Application Procedures**

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

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

#### **Attachments:**

1. Adopt A Garden Application
2. Exhibit 1

## 3. Cameron Station Design &amp; Maintenance Standards

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

## Adopt a Garden Application

### Contact Information

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

### Location

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

### Garden Plan and Planting List

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

### Qualifications

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

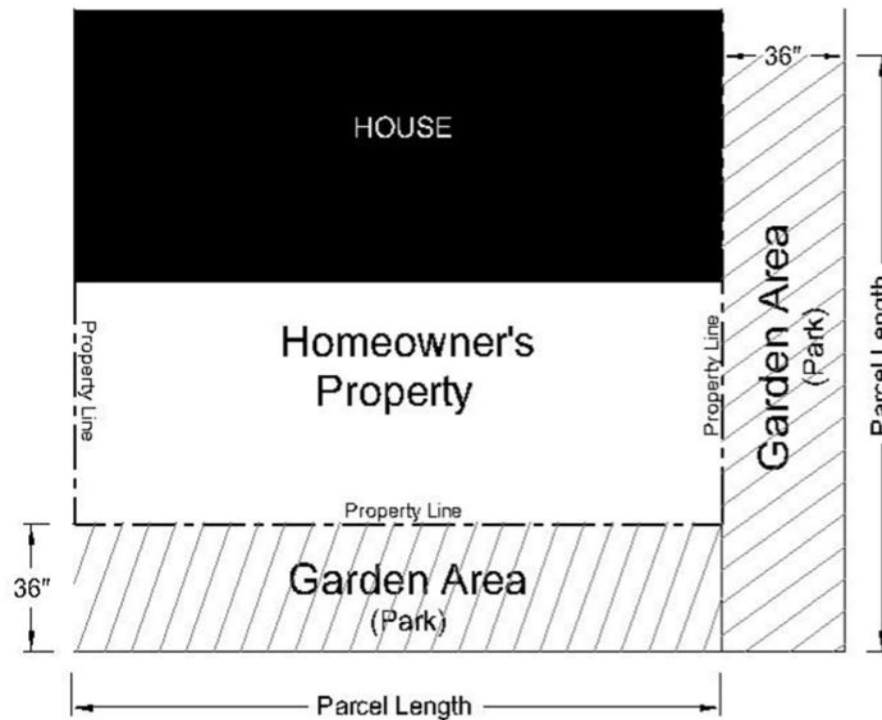
**Office Use Only – Approved**

Yes \_\_\_\_\_ No \_\_\_\_\_

Staff:

Date:

**Exhibit 1**  
**Cameron Station**  
**Linear Park Adopt a Garden**



Properties with Side Yards  
 Bordering Park

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

Properties with Rear Yards  
 Bordering Park

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



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

# Design & Maintenance Standards

Revised: October 26, 2010

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

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

**Hot Tubs:**

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

**House Numbers:**

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

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

**Landscaping & Gardens:**

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

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

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

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

**Lead Walks:**

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

**Light Posts & Exterior Lights:**

Light posts are not permitted on individual lots.

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

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

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

Screened porches are not permitted.

**Signs:**

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

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

Residential rental signs are not permitted.

Signs for political candidates are allowed as follows:

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

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

**Skylights:**

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



**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**April 26, 2022**

**TOPIC: Power Washing Proposals**  
**Resolution 2022-0404**

**Motion:**

"I move to **APPROVE** the power washing proposal from \_\_\_\_\_ for the amount of \$ \_\_\_\_\_ to be expensed from Reserves."

**Motion:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

Management invited three vendors to bid and provide a proposal on the power washing around the clubhouse, pool deck, gazebo on Cameron Station Blvd, brick way and pergola on Bessley Pl, brick patio and pergola on Donovan and Kilburn, and benches. See the matrix below.

	Clubhouse	Pool Deck	CSCA Gazebo plus Roof	Bessley Pl furniture and pergola	Donovan and Kilburn brick patio and pergola	Benches	Total
<b>EcoTek</b>	\$2,112	\$1,300	\$199 + \$532	\$350	\$1,207	\$3,000	\$8,700
<b>Steve Bryant</b>	\$3,500 (pool deck included)	-	\$700	\$350	\$1,200	\$2,400	\$8,150
<b>Salvador Lino</b>	\$2,500	\$650	\$1,500	\$350	\$1,500	\$2,650	\$9,150

**CAMP Recommendation:**

Management has reviewed all proposals and they all provided comparative work. **EcoTek is the recommended contractor** based on eco-friendly approach and CSCA has used this company successfully in the past.

**Budget Considerations:**

Maintenance service to be expensed from Operating.



# Proposal for: Cameron Station

Written by: Matthew Moore

# Ecotek Soft Wash

Hi Mark! Your Quote is Just Below!

## Services Included

SoftWashing We herewith submit the following proposal to provide the necessary labor, material, and equipment to perform the following service: Provide access for our work. Soft wash ( <250 PSI) the exterior surfaces of home to remove all Black Mold, Algae, and Green Mildew stains (NO HIGH PRESSURE WASHING!). To include All siding, trim, gutter exteriors, soffit, and fascia. A bio-degradable cleaner "Green Wash" along with outdoor bleach will be used following manufacturer's specifications. "Plant Wash" detergent applied to all plants and landscape for protection. "Final Wash" protective wax agent applied to building exteriors after cleaning. 2 year (24 month) NO STAIN WARRANTY for black and green algae stains on vertical surfaces. Soft Wash cleaning typically lasts 3-4x longer than a pressure wash and does not cause damage to surfaces. Price Not to exceed proposal amount. Soft wash of the following: Club house building brick siding	\$2,112
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------

---

SoftWashing We herewith submit the following proposal to provide the necessary labor, material, and equipment to perform the following service: Provide access for our work. Soft wash (pool deck area)	\$1,300
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------

---

**SoftWashing****\$199**

We herewith submit the following proposal to provide the necessary labor, material, and equipment to perform the following service: Provide access for our work. Soft wash interior and exterior of gazebo

---

**Roof Cleaning - Metal****\$532****\*\*SOFT WASH ROOF CLEANING\*\***

Non-pressure cleaning of Metal roofing. Shingles treated with Sodium Hypochlorite Cleaning Solution. All Black Gleocapsa Magma Roof Algae stains removed. Moss, Lichens, and other vegetation treated and killed. Roof wash of Gazebo

---

**SoftWashing****\$1,207**

We herewith submit the following proposal to provide the necessary labor, material, and equipment to perform the following service: Provide access for our work. Soft wash brick walkways and pergola at Bessely place

---

**SoftWashing****\$350**

We herewith submit the following proposal to provide the necessary labor, material, and equipment to perform the following service: Provide access for our work. Soft wash brick patio and furniture at Donovan and Kilburn

---

**SoftWashing****\$3,000**

We herewith submit the following proposal to provide the necessary labor, material, and equipment to perform the following service: Provide access for our work. Soft wash of 60 benches

---

---

**One-off Total \$8,700**

## What is SoftWashing?

SoftWashing has revolutionized the exterior cleaning industry by allowing more carefully metered chemical solutions to be applied to building surfaces for the benefit of cleaning that surface chemically without pressure. SoftWashing is a safer more effective way of cleaning that produces better

and longer lasting results. Ask about our **Eco-Freindly** Products, and **12 MONTH GOTTA LOVE IT GUARANTEE!!** on all building washing.

**Ready to Book...?**

**Professional Equipment and well  
trained friendly staff!**

Check out our work...









**SoftWash**  
**SYSTEMS™**

**CERTIFIED**



**The Global Standard for Cleaning Education**



- ☒ ***License***
- ☒ ***Insurance***
- ☒ ***Criminal Check***

equipment

education

chemicals

support



**GoodStewards**

100% Biodegradable • Low VOC  
Water-Based • Bleach Stable  
Non-Hazardous\*

\*Based on MSDS according to label directions.

# GREEN Wash

Softwashing Solution Additive  
for Organic Staining

Great for use on:

- ROOFS • STUCCO
- SIDING • CONCRETE



=



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

equipment

education

chemicals

support

**SoftWash  
SYSTEMS**

**NEW  
& IMPROVED**



**GoodStewards**

100% Biodegradable  
Low VOC - Water Based  
Non-Hazardous\*

\*Per Environmental Protection Agency (EPA) 302.6

# FINAL Wash

Great for use on:

- VINYL SIDING
- WINDOWS
- METAL ROOFS
- CLEANING EQUIPMENT

Heavy Duty Flushing Soap  
One Hour - One Wash



=



**3 DAYS** of  
PRODUCTION

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



**Purple  
Rhino**

**NOW**  
with Gypsum

# PLANT *Wash*

Landscape Fertilizer: Neutralizing Fertilizer  
Protects Plants from Caustic Cleaners

- NEUTRALISES BLEACH
- BUFFERS LEAVES
- RE-ESTABLISHES SOIL BACTERIA
- FEEDS & FORTIFIES PLANTS

- 100% BIODEGRADABLE
- LOW VOC ■ NON-HAZARDOUS\*
- WATER-BASED

\* WHEN USED ACCORDING TO LABEL DIRECTIONS



=



[www.softwash-systems.com](http://www.softwash-systems.com)

888.800.496098

**Richard Starr**

(5 Stars)

I had an excellent experience with Eco Tek. They gave me a quick free estimate. Everyone I dealt with at Eco was knowledgeable and friendly. Their price to clean the roof of my townhouse was quite reasonable. The technician, Matt Faulkner, arrived at the scheduled time, was quite professional and finished the job quickly. My roof looks great and it has a five year warranty.

**Al Lim**

(5 Stars)

Excellent job by Ecotek. I couldn't be more pleased with the superb cleaning of my driveway, walkways, patio, and rear basement entryway. They look like NEW. The transformation was incredible and exceeded my expectations. Corey Clark and his team did an outstanding job and were very professional. They ensured my needs as a customer were met and were very respectful. Thanks so much for a job well done!

**Debbie Ruston**

(5 Stars)

I was required to power wash my gutters for the homeowners' association reg's, but needed to clean the roof shingles of algae and stains as well. Only trusted a company that understands that you can't use the same power washing method on shingles as is used on other surfaces. EcoTek GETS IT! The communication with the company was prompt, professional and very responsive and the cost was reasonable for the work I needed to be completed. They were right on time for both the estimate appointment and the work - and clearly identifiable in their uniform shirts/trucks. James White arrived and got right to work, spending extra time on the shingles to get the stubborn algae treated completely. He worked carefully and thoughtfully on my property as well as my townhouse neighbors. I'm very impressed with the company and will definitely call them again for work - I highly recommend them.

# Safety Plan

- Appropriate OSHA approved PPE used by all Ecotek employees.
- Safety cones and caution tape will be used to create a safe working environment for workers and pedestrians.
- 1-2 station safety officers will be onsite and used to block off walkways, and guide/ redirect foot traffic in and near the work zone.
- Floor Mats will be placed across walkways over hoses to reduce tripping hazard.
- Fire Hydrant Access if needed will be accessed by Ecotek using a County approved Back Flow Metering device.

## Job Hazard Analysis

JOB TITLE: Soft Washing/ Roof Cleaning/ Gutter Cleaning

TASK/PROCEDURE	HAZARD	SAFE PROCEDURE
----------------	--------	----------------

---

Low pressure washing (Soft Washing) and cleansing of building exterior, Roofing, and inside of gutters/ downspouts.

Injuries from flying particles  
Exposure to high noise levels  
Exposure to extreme water pressure  
Fire, flame, explosion from gasoline engine  
fuel  
Reaction from skin contact from industrial cleansers  
Sprains and strains to fingers, hands, wrist, elbow, shoulder  
Cuts, abrasion, and contusions to face, fingers, hands, arms, legs.

Adequate operator training is required before operation. Training must be specific for the type of tool to be used. Training must include lecture and practical demonstration  
Inspect all tools before use to ensure safe operating condition  
Never use a high pressure washer for anything other than it's intended use  
Plan your work ahead of time to be sure you have the right tools for the job  
Eye protection and face shield are required. Gloves, hearing protection, safety footwear, are also required. A protective apron or other protective clothing may also be required if cleansers are used. Ensure a good footing and hold the nozzle secure during operation  
Secure material to prevent shifting during work. Allow engine to cool for 10 minutes before refueling  
Only use in a well ventilated area  
Refer to the MSDS for all cleansers and chemicals used  
Never allow the high pressure nozzle near unprotected skin  
Never use the high pressure washer for horseplay. Pay attention and take your time.  
Ladder training required prior to ladder use. OSHA guideline followed regarding usage and access with ladders.

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# Plant And Property Protection

- Inspect work area before performing service. identify customer belongings, open windows etc...
  - Notify customer/Remove any doormats, or customer belongings in the work space.
  - Tape off/ cover exposed Electrical outlets.
  - Cover outdoor fish ponds using tarps.
  - Bag all down spouts for runoff collection during roof cleanings.
  - Pretreat and post treat all landscape with protective "Plant Wash" product.
  - All cleaning will be completed using Low PSI and biodegradeable soaps.
  - Thoroughly rinse all surfaces after treating.
  - Treat all door knobs and lock sets with WD40/ neutralizer to avoid future corrosion.
- \* Should any grass, plants, or bushes experience superficial browning to their foliage, Ecotek will return and retreat those areas with "Plant Wash" and apply fertilizer for additional support.**

## **2 YEAR (24 MONTH) WARRANTY**

For all complete building washing projects Ecotek will guarantee no green algae staining on any vertical surfaces including and limited to Vinyl siding, Brick, Stucco, and hardy Plank. Should staining appear within 24 months of service, Ecotek will retreat such areas and remove stains. Areas stained from runoff or overflow of gutters are not covered under this warranty. Constant Shaded areas and surfaces inside of Balcony areas, stairwells, or breezeways not covered under warranty.



**Erie Insurance**

# **CERTIFICATE OF INSURANCE**

— THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY —

DATE ISSUED (MM/DD/YY)

Home Office • 100 Erie Insurance Place • Erie, Pennsylvania 16530 • 814.870.2000  
Toll free 1.800.458.0811 • Fax 814.870.3125 • www.erieinsurance.com

NAME AND ADDRESS OF AGENCY <b>THE KAIFER INSURANCE GROUP</b> 120 COCKEYSVILLE RD STE 100 COCKEYSVILLE, MD 21030-2133  (410)584-7610	AGENT'S NO. BB1367	COMPANIES AFFILIATED Co.: C Co.: D Co.: E Co.: F Co.: G Co.: H Co.: I Co.: J Co.: K Co.: L Co.: M Co.: N Co.: O Co.: P Co.: Q Co.: R Co.: S Co.: T Co.: U Co.: V Co.: W Co.: X Co.: Y Co.: Z Co.: AA Co.: AB Co.: AC Co.: AD Co.: AE Co.: AF Co.: AG Co.: AH Co.: AI Co.: AJ Co.: AK Co.: AL Co.: AM Co.: AN Co.: AO Co.: AP Co.: AQ Co.: AR Co.: AS Co.: AT Co.: AU Co.: AV Co.: AW Co.: AX Co.: AY Co.: AZ Co.: BA Co.: BB Co.: BC Co.: BD Co.: BE Co.: BF Co.: BG Co.: BH Co.: BI Co.: BJ Co.: BK Co.: BL Co.: BM Co.: BN Co.: BO Co.: BP Co.: BQ Co.: BR Co.: BS Co.: BT Co.: BU Co.: BV Co.: BW Co.: BX Co.: BY Co.: BZ Co.: CA Co.: CB Co.: CC Co.: CD Co.: CE Co.: CF Co.: CG Co.: CH Co.: CI Co.: CJ Co.: CK Co.: CL Co.: CM Co.: CN Co.: CO Co.: CP Co.: CQ Co.: CR Co.: CS Co.: CT Co.: CU Co.: CV Co.: CW Co.: CX Co.: CY Co.: CZ Co.: DA Co.: DB Co.: DC Co.: DD Co.: DE Co.: DF Co.: DG Co.: DH Co.: DI Co.: DJ Co.: DK Co.: DL Co.: DM Co.: DN Co.: DO Co.: DP Co.: DQ Co.: DR Co.: DS Co.: DT Co.: DU Co.: DV Co.: DW Co.: DX Co.: DY Co.: DZ Co.: EA Co.: EB Co.: EC Co.: ED Co.: EE Co.: EF Co.: EG Co.: EH Co.: EI Co.: EJ Co.: EK Co.: EL Co.: EM Co.: EN Co.: EO Co.: EP Co.: EQ Co.: ER Co.: ES Co.: ET Co.: EU Co.: EV Co.: EW Co.: EX Co.: EY Co.: EZ Co.: FA Co.: FB Co.: FC Co.: FD Co.: FE Co.: FF Co.: FG Co.: FH Co.: FI Co.: FJ Co.: FK Co.: FL Co.: FM Co.: FN Co.: FO Co.: FP Co.: FQ Co.: FR Co.: FS Co.: FT Co.: FU Co.: FV Co.: FW Co.: FX Co.: FY Co.: FZ Co.: GA Co.: GB Co.: GC Co.: GD Co.: GE Co.: GF Co.: GG Co.: GH Co.: GI Co.: GJ Co.: GK Co.: GL Co.: GM Co.: GN Co.: GO Co.: GP Co.: GQ Co.: GR Co.: GS Co.: GT Co.: GU Co.: GV Co.: GW Co.: GX Co.: GY Co.: GZ Co.: HA Co.: HB Co.: HC Co.: HD Co.: HE Co.: HF Co.: HG Co.: HH Co.: HI Co.: HJ Co.: HK Co.: HL Co.: HM Co.: HN Co.: HO Co.: HP Co.: HQ Co.: HR Co.: HS Co.: HT Co.: HU Co.: HV Co.: HW Co.: HX Co.: HY Co.: HZ Co.: IA Co.: IB Co.: IC Co.: ID Co.: IE Co.: IF Co.: IG Co.: IH Co.: II Co.: IJ Co.: IK Co.: IL Co.: IM Co.: IN Co.: IO Co.: IP Co.: IQ Co.: IR Co.: IS Co.: IT Co.: IU Co.: IV Co.: IW Co.: IX Co.: IY Co.: IZ Co.: JA Co.: JB Co.: JC Co.: JD Co.: JE Co.: JF Co.: JG Co.: JH Co.: JI Co.: JJ Co.: JK Co.: JL Co.: JM Co.: JN Co.: JO Co.: JP Co.: JQ Co.: JR Co.: JS Co.: JT Co.: JU Co.: JV Co.: JW Co.: JX Co.: JY Co.: JZ Co.: KA Co.: KB Co.: KC Co.: KD Co.: KE Co.: KF Co.: KG Co.: KH Co.: KI Co.: KJ Co.: KK Co.: KL Co.: KM Co.: KN Co.: KO Co.: KP Co.: KQ Co.: KR Co.: KS Co.: KT Co.: KU Co.: KV Co.: KW Co.: KX Co.: KY Co.: KZ Co.: LA Co.: LB Co.: LC Co.: LD Co.: LE Co.: LF Co.: LG Co.: LH Co.: LI Co.: LJ Co.: LK Co.: LL Co.: LM Co.: LN Co.: LO Co.: LP Co.: LQ Co.: LR Co.: LS Co.: LT Co.: LU Co.: LV Co.: LW Co.: LX Co.: LY Co.: LZ Co.: MA Co.: MB Co.: MC Co.: MD Co.: ME Co.: MF Co.: MG Co.: MH Co.: MI Co.: MJ Co.: MK Co.: ML Co.: MM Co.: MN Co.: MO Co.: MP Co.: MQ Co.: MR Co.: MS Co.: MT Co.: MU Co.: MV Co.: MW Co.: MX Co.: MY Co.: MZ Co.: NA Co.: NB Co.: NC Co.: ND Co.: NE Co.: NF Co.: NG Co.: NH Co.: NI Co.: NJ Co.: NK Co.: NL Co.: NM Co.: NN Co.: NO Co.: NP Co.: NQ Co.: NR Co.: NS Co.: NT Co.: NU Co.: NV Co.: NW Co.: NX Co.: NY Co.: NZ Co.: OA Co.: OB Co.: OC Co.: OD Co.: OE Co.: OF Co.: OG Co.: OH Co.: OI Co.: OJ Co.: OK Co.: OL Co.: OM Co.: ON Co.: OO Co.: OP Co.: OQ Co.: OR Co.: OS Co.: OT Co.: OU Co.: OV Co.: OW Co.: OX Co.: OY Co.: OZ Co.: PA Co.: PB Co.: PC Co.: PD Co.: PE Co.: PF Co.: PG Co.: PH Co.: PI Co.: PJ Co.: PK Co.: PL Co.: PM Co.: PN Co.: PO Co.: PP Co.: PQ Co.: PR Co.: PS Co.: PT Co.: PU Co.: PV Co.: PW Co.: PX Co.: PY Co.: PZ Co.: QA Co.: QB Co.: QC Co.: QD Co.: QE Co.: QF Co.: QG Co.: QH Co.: QI Co.: QJ Co.: QK Co.: QL Co.: QM Co.: QN Co.: QO Co.: QP Co.: QQ Co.: QR Co.: QS Co.: QT Co.: QU Co.: QV Co.: QW Co.: QX Co.: QY Co.: QZ Co.: RA Co.: RB Co.: RC Co.: RD Co.: RE Co.: RF Co.: RG Co.: RH Co.: RI Co.: RJ Co.: RK Co.: RL Co.: RM Co.: RN Co.: RO Co.: RP Co.: RQ Co.: RR Co.: RS Co.: RT Co.: RU Co.: RV Co.: RW Co.: RX Co.: RY Co.: RZ Co.: SA Co.: SB Co.: SC Co.: SD Co.: SE Co.: SF Co.: SG Co.: SH Co.: SI Co.: SJ Co.: SK Co.: SL Co.: SM Co.: SN Co.: SO Co.: SP Co.: SQ Co.: SR Co.: SS Co.: ST Co.: SU Co.: SV Co.: SW Co.: SX Co.: SY Co.: SZ Co.: TA Co.: TB Co.: TC Co.: TD Co.: TE Co.: TF Co.: TG Co.: TH Co.: TI Co.: TJ Co.: TK Co.: TL Co.: TM Co.: TN Co.: TO Co.: TP Co.: TQ Co.: TR Co.: TS Co.: TT Co.: TU Co.: TV Co.: TW Co.: TX Co.: TY Co.: TZ Co.: UA Co.: UB Co.: UC Co.: UD Co.: UE Co.: UF Co.: UG Co.: UH Co.: UI Co.: UJ Co.: UK Co.: UL Co.: UM Co.: UN Co.: UO Co.: UP Co.: UQ Co.: UR Co.: US Co.: UT Co.: UY Co.: UZ Co.: VA Co.: VB Co.: VC Co.: VD Co.: VE Co.: VF Co.: VG Co.: VH Co.: VI Co.: VJ Co.: VK Co.: VL Co.: VM Co.: VN Co.: VO Co.: VP Co.: VQ Co.: VR Co.: VS Co.: VT Co.: VY Co.: VZ Co.: WA Co.: WB Co.: WC Co.: WD Co.: WE Co.: WF Co.: WG Co.: WH Co.: WI Co.: WJ Co.: WK Co.: WL Co.: WM Co.: WN Co.: WO Co.: WP Co.: WQ Co.: WR Co.: WS Co.: WT Co.: WY Co.: WZ Co.: XA Co.: XB Co.: XC Co.: XD Co.: XE Co.: XF Co.: XG Co.: XH Co.: XI Co.: XJ Co.: XK Co.: XL Co.: XM Co.: XN Co.: XO Co.: XP Co.: XQ Co.: XR Co.: XS Co.: XT Co.: XU Co.: XV Co.: XW Co.: XX Co.: XY Co.: XZ Co.: YA Co.: YB Co.: YC Co.: YD Co.: YE Co.: YF Co.: YG Co.: YH Co.: YI Co.: YJ Co.: YK Co.: YL Co.: YM Co.: YN Co.: YO Co.: YP Co.: YQ Co.: YR Co.: YS Co.: YT Co.: YZ Co.: ZA Co.: ZB Co.: ZC Co.: ZD Co.: ZE Co.: ZF Co.: ZG Co.: ZH Co.: ZI Co.: ZJ Co.: ZK Co.: ZL Co.: ZM Co.: ZN Co.: ZO Co.: ZP Co.: ZQ Co.: ZR Co.: ZS Co.: ZT Co.: ZY Co.: ZZ
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NAME AND ADDRESS OF NAMED INSURED <b>Baltimore Power Wash LLC</b> d/b/a Ecotek Soft Wash 637 Keith Lane Owings, MD 20736		This certificate is issued for information purposes only and confers no rights on the certificate holder. It does not affirmatively or negatively amend, alter, or otherwise affect the terms, coverages, conditions, exclusions, or any other provisions of the policy(ies) governing the insurance coverage as applied to any given situation. Limits have been reduced by claims paid. This certificate of insurance does not constitute a contract between the issuing insurer and the insured. It is not a contract between the insured and the insured's authorized representative or producer and the insured's authorized representative or producer.			
This is to certify that policies, as indicated by the Policy Number below, are in force for the Named Insured at the time the Certificate is being issued.					
COVERAGE	TYPE OF INSURANCE	POLICY NUMBER	DATE OF POLICY	DATE OF EXPIRATION	LIMITS
E	<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Q26 1621128	2/16/20	2/16/21	EACH OCCURRENCE \$ 1,000,000 FIRST OCCURRENCE (Any One Person) \$ 1,000,000 MEDICAL & ADV. INJURY \$ 10,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP/OP AGG \$ 2,000,000
E	<input type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO (OWNED, HIRED, NON-OWNED) <input checked="" type="checkbox"/> OWNED <input checked="" type="checkbox"/> HIRED <input checked="" type="checkbox"/> NON-OWNED <input type="checkbox"/> GARAGE	Q02 1630758	2/16/20	2/16/21	BODILY INJURY (EACH PERSON) \$ BODILY INJURY (EACH ACCIDENT) \$ PROPERTY DAMAGE \$ BODILY INJURY AND PROPERTY DAMAGE COMBINED \$ 1,000,000
E	<input type="checkbox"/> EXCESS LIABILITY <input checked="" type="checkbox"/> OCCURRENCE  <input type="checkbox"/> RETENTION \$	Q26 1621128	2/16/20	2/16/21	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 RETENTION \$
E	WORKERS COMPENSATION & EMPLOYERS LIABILITY		3/1/20	3/1/21	STATUTORY BODILY INJURY BY ACCIDENT \$ 1,000,000 EACH ACCIDENT DISEASE \$ 1,000,000 POLICY LIMIT DISEASE \$ 1,000,000 EACH EMPLOYEE
OTHER					

DESCRIPTION OF OPERATION, LOCATIONS/VEHICLES, ENDORSEMENTS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS  
Overland Garden Apartments, Inc. and Glenmore Associates LP are named as additional insured with regard to work performed for them by the insured under the Commercial General Liability coverage.

**CANCELLATION:** SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**IMPORTANT:** If the Named Insured is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

NAME AND ADDRESS OF CERTIFICATE HOLDER	AUTHORIZED REPRESENTATIVE <i>Debra B. Barbieri</i>
----------------------------------------	-------------------------------------------------------

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
Baltimore Power Wash LLC DBA EcoTek Soft Wash

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) S

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

5 Address (number, street, and apt. or suite no.) See instructions.  
1525 Byron ct

6 City, state, and ZIP code  
Port Republic, MD 20676

7 List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-			
--	--	--	---	--	--	---	--	--	--

OR

Employer identification number

4	8	-	1	2	2	4	3	2	1
---	---	---	---	---	---	---	---	---	---

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person Jah Date January 2020

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

# Terms And Conditions

## Business Policies and Procedures

The client hereto agrees as follows:

1) Ecotek Power Wash and its employees agree to provide services stated in this estimate in a reliable and trustworthy manner. In consideration of these services and as an express condition thereof, the client expressly waives any and all claims against Ecotek Power Wash or its employees, unless arising from gross negligence on the part of Ecotek Power Wash.

2) Customer/management is responsible for providing a secure work area.

3) Customer/management agrees to keep site free from objects which may interfere with work. For example, for concrete side walk and deck cleaning work, please remove all furniture, flower planters, furniture, benches and so on. All furniture shall be removed from patio and balcony areas. Ecotek will not be responsible for any damage to items left in these areas.

4) Customer/management is responsible for making sure all people; pets and children are kept away from the area. Ecotek Power Wash is not responsible for any harm which may come to people and their clothes, children or pets as result. Customer/management is responsible for notifying all residents that we will be using a lightly chlorinated detergent.

5) Ecotek Power Wash will not be responsible for damage caused by improper installation, care, and/or maintenance and structural defects.(spalling of concrete, failing paint, oxidized aluminum, aged drier vents, electrical outlets, rotted wood, seals on doors and windows).

6) Every effort is made to be as careful as possible with your items, however, accidents do happen. All damage reports must be made within 5 days. Ecotek Power Wash reserves the right to inspect and repair all damage claims.

7) Customer/management is responsible for providing running water. If water is unavailable onsite, additional charges will apply, per contract. Customer/management is responsible for all water fees.

8) Customer/management is responsible for ensuring all windows and doors are closed properly. Ecotek Power Wash is not responsible for any water

which may penetrate these areas due to lack of maintenance.

9) Customer/management is responsible for cleaning any debris/dirt/water caused by wash unless contract states otherwise.

10) Ecotek Power Wash is not responsible for work which cannot be completed due to weather, interference caused by other workers, changes by customer/management, or unforeseen defects. Customer/management will be responsible for all labor charges incurred to date.

11) If damage or defects have been noted, Ecotek Power Wash will continue work at the request of customer/management with a signed waiver.

12) Business and visiting hours fall between the hours of 8 a.m. and 5 p.m. Monday-Friday and estimates and onsite demonstrations are usually completed during this time.

13) Ecotek Power Wash reserves the right to deny service or terminate service because of safety concerns, financial concerns, or inappropriate or uncomfortable situations.

14) On acceptance of a quote 25% of the balance shall be immediately due for settlement before work commences. On completion of works an invoice shall be raised to settle the remaining balance, which shall be due within 12 days of the invoice date unless otherwise stated. A \$50 non-payment fee will apply if payment is not received on scheduled day. There will be a 7% finance fee added on for payments later than 30 days and accrued weekly.

15) Returned checks are subject to a \$50 fee. In the event of a returned check, the client must pay the entire invoice and all applicable fees promptly via cash or money order only.

16) Cancellations must be received 24 hours prior to scheduled service or full cleaning fees will be applied. This includes instances where we cannot access your home and/or business.

17) Guarantee Policy: Ecotek Power Wash wants you to be completely satisfied every time. If, within 48hours, you are not satisfied, Ecotek Power Wash will come back and re-clean said items at no additional charge.

By signing below the client fully understands and agrees to the contents of this agreement:

----- Client's  
signature Date (Please Print, Sign, and return in addition to digital Signature)

# Have A Question?

Contact us at 443-903-1034

**Steve Bryant**  
**Powerwashing & Roof Cleaning**

"A Name You Can Trust"

9529 Elk Run Road  
 Catlett, VA 20119  
 703-594-3040



Please visit our website at:  
[www.BryantsPowerwash.com](http://www.BryantsPowerwash.com)

DATE 4 - 11 - 22
DATE OF SERVICE

TO: MACK BENDURANT / CAMP
200 CAMERON STATION DR
ALEX VA 22304

SALESMAN STEVE
TERMS EST
CALL-BACK 571-237 4480

DESCRIPTION	AMOUNT
House Exterior Wash	
House Hot Waxed Sealed by "Simonize"	
Sidewalks Cleaned 200 CAMERON STATION DR - CLEAN exterior	3500 ea
OF BUILDING - CLEAN ALL furniture - concrete / CLUB HOUSE	
Townhome Exterior Wash	
GARAGE - INSIDE & OUTSIDE - Surrounding Brick	700 ea
Deck Restoration and Cleaning	
Additional Charge for Stain Removal KILBURN Pocket / ALL BRICK - 4 Pillars	1200 ea
Deck Sealing or Staining AND Benches	
Additional Charge for Alternate Product Application	
Stairs Cleaned & Sealed Bessley Pocket Park / Brick work under	350 ea
ACBOR / CLEAN Pillars and furniture	
Additional Charges Benches	2400.00
Fence Clean & Seal	
Email - gocampmgmt.com	
Roof Cleaned	
Cleaned By:	
Sealed By:	
Subtotal	
For all Credit Card transactions there will be a 3% processing fee added	
Please mail payment to above address.	TOTAL

	Credit Card # _____	Exp. Date _____
--	---------------------	-----------------

**ALSO AVAILABLE CHIMNEY CLEANING SERVICES**

ABOVE PRICES GOOD FOR 30 DAYS.

SIGNATURE \_\_\_\_\_

White: Office Copy

Yellow: Customer Receipt

Pink: Estimate

Lino's Contractors  
11010 Huntington Woods Cir  
Fredericksburg, VA 22407

Estimate 40601

ADDRESS	DATE	TOTAL	
Cameron Station Community Association	04/21/2022	\$1,500.00	
200 Cameron Station Blvd			
Alexandria, Va 22304			

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Pressure Wash casebo and sidewalk around it.	1	1,500.00	1,500.00

TOTAL	\$1,500.00
-------	------------

THANK YOU.

Accepted By

Accepted Date

Lino's Contractors  
11010 Huntington Woods Cir  
Fredericksburg, VA 22407

Estimate 40602

ADDRESS	DATE	TOTAL	
Cameron Station Community Association	04/21/2022	\$2,500.00	
200 Cameron Station Blvd			
Alexandria, Va 22304			

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Pressure wash exterior of clubhouse	1	2,500.00	2,500.00

TOTAL	\$2,500.00
-------	------------

THANK YOU.

Accepted By

Accepted Date

Lino's Contractors  
11010 Huntington Woods Cir  
Fredericksburg, VA 22407

Estimate 40603

ADDRESS	DATE	TOTAL	
Cameron Station Community Association	04/21/2022	\$650.00	
200 Cameron Station Blvd			
Alexandria, Va 22304			

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Pressure wash pool deck	1	650.00	650.00

TOTAL	\$650.00
-------	----------

THANK YOU.

Accepted By

Accepted Date

Lino's Contractors  
11010 Huntington Woods Cir  
Fredericksburg, VA 22407

Estimate 40604

ADDRESS	DATE	TOTAL	
Cameron Station Community Association	04/21/2022	\$2,650.00	
200 Cameron Station Blvd			
Alexandria, Va 22304			

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Pressure wash 60 benches in 20 pocket parks	1	2,650.00	2,650.00

TOTAL	\$2,650.00
-------	------------

THANK YOU.

Accepted By

Accepted Date

Lino's Contractors  
11010 Huntington Woods Cir  
Fredericksburg, VA 22407

Estimate 40607

ADDRESS	DATE	TOTAL	
Cameron Station Community Association	04/21/2022	\$350.00	
200 Cameron Station Blvd			
Alexandria, Va 22304			

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Pressure wash columns at 1 pergola and pressure wash small brick area inside the pergola and small sidewalk area	1	350.00	350.00

TOTAL	\$350.00
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THANK YOU.

Accepted By

Accepted Date

Lino's Contractors  
11010 Huntington Woods Cir  
Fredericksburg, VA 22407

Estimate 40608

ADDRESS	DATE	TOTAL	
Cameron Station Community Association	04/21/2022	\$1,500.00	
200 Cameron Station Blvd			
Alexandria, Va 22304			

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Pressure wash brick around and underneath the pergola and the columns of the pergola on Donovan and Kilburn.	1	1,500.00	1,500.00

TOTAL	\$1,500.00
-------	------------

THANK YOU.

Accepted By

Accepted Date



**Cameron Station Community Association, Inc.  
Board Decision Request  
April 26, 2022**

**TOPIC: Activities and Events – Approve New Member  
Resolution 2022-0405**

**Motion:**

“I move to **APPROVE** the appointment of Sophia Lin Kanno to the Activities and Events Committee.”

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

Member opening had been announced on the Weekly Email Blast – on March 18, 2022, as follows. Attached is Sophia Lin Kanno’s 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](mailto:events@cameronstation.org).*

**CAMP Recommendation:**

Management recommends approval for the record purpose of the meeting minutes.



**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: Sophia Lin Kanno

Home Address: 280 Murtha Street

Email Address: sophia.lin.design@gmail.com

Telephone Number: 678.232.8054 (Cell) \_\_\_\_\_ (Home)

Condominium Owners please check the appropriate box:

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

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

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

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

I have been in the special events industry for over 20 years, my career is within the special events field and this is my profession. I have also been involved with my alumni association for over 15 years, actively planning events from Atlanta to Chicago serving in leadership positions to guide the chapter in engaging events.

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

I have really enjoyed living in Cameron Station, albeit a short time and love the community here. I have made new friends and look forward to helping to create more opportunities for people to meet and create a sense of community. Plus I enjoy planning events (clearly!).

Thank you for your time and interest.

Thank you for your time and interest.



**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**April 26, 2022**

**TOPIC: Janitorial/Cleaning Contract**  
**Resolution 2022-0406**

**Motion:**

"I move to **APPROVE** a three (3) year agreement for the Janitorial/Cleaning services from NSC in the amount of \$44,146 (year 1), \$44,196 (year 2), and \$45,080 (year 3) to be expensed from the budget line Janitorial Contract."

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

NSC janitorial/cleaning service contract is up to expire on April 30, 2022. Management invited three vendors to bid and provide a proposal on the janitorial and cleaning services to the surroundings and inside the clubhouse building. See the matrix below.

	Vendor					
		NSC (current contract)	NSC	C.I.A Cleaning Services	Clean Advantage	Bolana
<b>Base Year</b>	Year One	\$42,420	\$44,196	\$76,608	*\$24,614.80	\$71,892
	Year Two		\$44,196	\$78,906	\$44,884	\$74,040
	Year Three		\$45,080	\$81,273	\$44,884	\$75,516

\*For the remainder of the year 2022 June 1<sup>st</sup> to December 31<sup>st</sup>.

**CAMP Recommendation:**

Management has reviewed all proposals and they all provide a comparative scope of work, staffing, and hours. See attached matrix for a breakdown. Management recommends staying with NSC based on price and previous acceptable service.

**Budget Considerations:**

Expenses to be allocated to the budget line 5440 – 00 Janitorial Contract.

# National Service Contractors, Inc.

## *PROPOSAL FOR JANITORIAL SERVICES*



**Cameron Station Community Association**  
**Alexandria, VA**



2007 Martin Luther King, Jr. Avenue SE  
Washington, DC 20020  
Telephone: (202) 610-7344  
Fax: (202) 315-3292  
Email: [info@nscinc1.com](mailto:info@nscinc1.com)  
Website: [www.nscinc1.com](http://www.nscinc1.com)

*"Performance Management That Drives Results"*



## **Cameron Station Community Association Janitorial Services**

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## 1. INTRODUCTION

### a. Offerer Profile

#### History of Firm

National Service Contractors, Inc. was established in 1987 and incorporated as a “C” Corporation on March 15, 1994 in the state of Virginia. We have experienced consistent growth during our 33 years of continuous operation by developing outstanding value-focused service relationships with our customers.

Our senior managers and supervisors are experienced leaders in their respective service disciplines. We dedicate our efforts towards communicating effectively with our customers, verifying work performance, and providing guidance to our team members.

Our current services include:

#### Facilities Management

- Custodial
- Landscaping
- Pest Control
- Post Construction Clean-Up
- Preventative Maintenance
- Moving and Logistics

#### Construction Services

- Specialty in Divisions 8 & 9
- Remodeling & Alterations
- General Construction
- Cement Foundations
- Brick & Cinderblock Works

#### Business Philosophy

***“Performance Management That Drives Results”***

We achieve success through customized solutions utilizing PEOPLE, PROCESSES, and TECHNOLOGY. Our service programs are customer focused and customized to your specific needs and expectations. Our program for the Cameron Station Project has been developed with the following key resources engaged:

#### People

- Experienced Staff
- Comprehensive Training/Development
- Customer Focused Philosophy

#### Processes

- Team Cleaning Strategy
- Industry Approved Methods
- Performance Based

#### Technology

- Quality Assurance
- Workflow Management/Control
- Communications & Accountability





## **b. Contract History**

### **Summary of Overall Experience**

The NSC operations team is comprised of experienced professionals who have worked in virtually every service environment in the building services industry – including corporate headquarters, Class A multi-tenant campuses, R&D facilities, educational institutions, retail stores... and the list goes on. Many of our corporate level and field service managers have specialized training and certifications, and we continue to invest in ongoing education to ensure our team is at the forefront of the industry.

Operating on both the federal and local municipality levels, we understand the importance of regulatory compliance, reporting requirements, and security protocols. This knowledge base is part of our culture at NSC, and we are proud to showcase our prestigious clientele in our reference list.

In more specific terms, you will note from the highlights in our key personnel resumes that virtually every NSC staff member has extensive experience in service contracts.

### **Contracts/Client Within The Past Five (5) Years**

NSC provides facility services for many locations representing the management of millions of dollars in facility related budgets. Operating in many service environments over the years, we are familiar with and capable of handling specialized customer needs incumbent with today's facility management operations.

The value of our extensive experience is that it allows us to quickly assess and understand any situation, and to avoid the pitfalls that often impact projects. Our approach is developed through careful consideration of each project's parameters based on each client's needs, culture and goals. We pride ourselves on our ability to become assimilated into each organization we support, and we customize our work plan for each project based on your needs, not our own. NSC staff members are known for their ability and willingness to listen and to communicate freely and clearly.

### **VA/DC/MD Metro Experience**

Most importantly, we value the experience we have gained working as a long term service contractor for the metro area. Over these years of service, our team has worked with your representatives to create and develop an optimal service program that complies with your service specifications as well as tenant expectations. We will maintain our strong performers in key positions, and make adjustments in our staffing as needed to improve our program as we continue forward.

### c. Management Controls

#### Delegation of Authority

Our Operations Manager assigned to this project has complete authority to implement and execute the NSC service program as well as respond to Alexandria facility representatives and customers with regard to service requests, service complaints, and emergencies. NSC corporate staff provide high level guidance, oversight, and verification of contract compliance via routine audits and customer interaction.

#### Employee Recruiting / Staff Transition

NSC'S experience in mobilizing multi-service contracts includes a complete human resources component that focuses on retention of existing qualified personnel from the incumbent operation, as well as a comprehensive recruitment initiative designed to attract talented individuals for selected positions.

We endeavor to promote internally where possible, and historically this has proven highly successful in motivating our workforce and significantly reducing overall turnover.

In addition, NSC is committed to hiring local residents, as well as providing training and development resources to the residents as a means to support the community and well-being of families.



**Before working at a customer's facility, each NSC employee undergoes a comprehensive screening process and background check. NSC accomplishes this through an online system called "TRUSTED Employees". We customize the process to meet your security and regulatory requirements.**

Depending on the customer's requirements, NSC will customize the screening and background process.



## **Criminal Background Checks – Available Searches**

### County Criminal / Statewide Search:

- Petty Misdemeanor
- Gross Misdemeanor
- Felony

### Federal Criminal Search:

- Bank robbery
- Drug trafficking
- Kidnapping
- Embezzlement
- Fraud
- Tax evasion
- Arson

### National Sex Offender Search:

This database information is refreshed on a biweekly basis and results are manually checked prior to being displayed.

### Multi-State Criminal SuperSearch:

A database search of all publicly available information from all states. Information may vary by state from a misdemeanor to felony records to only listing incarceration records. Potential records are verified at the court of origin.

## **Drug Testing**

Drugs included in panels:

5 Panel: • Amphetamines • Cocaine • THC • Opiates • PCP

7 Panel: all of the above and: • Barbiturates • Benzodiazepines

9 Panel: all of the above and: • Propoxyphene • Methadone

10 Panel: all of the above and: • Methaqualone

DOT Drug Test Panels\*includes these additional opiates to the 5 panel test: • Hydrocodone • Hydromorphone • Oxymorphone • Oxycodone \*DOT is Urinalysis only



### Drug Testing

Urinalysis Drug Testing Panels Available:

- DOT
- 5 Panel Instant eCup
- 7,9 and 10 panel Instant eCup
- 5,7,9 and 10 panel standard
- Urine based alcohol testing can be added to any panel

Our online integration allows you to find the closest collection site to your candidate as you easily schedule the drug test.

### Oral Fluid Drug Testing

When it's inconvenient to find a collection site, Oral Fluid Drug Testing allows you the flexibility to administer the drug test onsite. Collection swabs, chain of custody forms and overnight shipping bags are included making this a simple option.

## **Identity Verification**

### Social Security Trace

- A comprehensive address history
- Known aliases for the applicant.
- Fraud alerts

### Consent Based Social Security Verification (CBSV)

The Consent-Based Social Security Verification (CBSV) verifies the SSN holder's Social Security Number and name match with the record on file. The verification process lets you know definitively whether the applicant possesses a valid SSN.

## **Verifications And References**

- Employment Verification
- Education Verification
- Professional References
- Professional License Verification



## **Retention of Personnel**

**Cameron Station  
Janitorial Services  
March 24, 2022**

### **NSC'S Current Turnover Ratio Is 6%**

NSC maintains a pro-active employee retention strategy that combines a strong benefits package with recognition and incentives.

The retention of employees begins during the hiring process and continues through assignment descriptions, training, constructive performance reviews and two-way communication.

At NSC we treat our employees as well as we treat our clients. We strive to maintain full staffing by paying appropriate wages, providing incentives and offering opportunities for regular wage increases.

We want NSC employees to feel they are appreciated, have worth and are part of a team. To this end we are offering all our employees the opportunity to increase their income by meeting stringent requirements on attendance and quality performance. Each and every employee will be evaluated on the first, fourth and twelfth monthly anniversaries, using objective measurement criteria. We know that employees better appreciate their employment when they feel their employer equally appreciates their good work. Satisfied employees perform better and stay on their job longer. This simple fact is often overlooked in the contracting industry and NSC is seeking to live by it.

The building service industry has long struggled with keeping their employees motivated to meet the client's quality expectations. At NSC, we believe that line level employees are best motivated by providing them training to perform their jobs efficiently.

### **Emergency Response Procedures**

NSC personnel will respond within one (1) hour of notification for any emergency response situation. Facilities personnel will be given an emergency on call list which will include cell phones, pager numbers, and home phone numbers for the following personnel:

- NSC Cameron Station Lead Person On Duty
- NSC Cameron Station Lot Supervisors
- NSC Operations Manager

We typically store emergency response equipment in a central location on-site, so the NSC Response Team can meet and mobilize quickly. Job responsibilities are assigned immediately to available personnel and supplemental personnel are called in upon assessment of the NSC Response Team Supervisor. Also, our special service group is fully equipped and mobile to handle emergency clean-ups and flood containment, and can be brought in to complement on-site resources at any time.

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## 2. STATEMENT OF QUALIFICATIONS

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### a. Organizational And Staff Experience

Our executive team is comprised of the most experienced and talented individuals in the industry today. We offer biographical summaries of our executive leadership as well as our key project-allocated personnel immediately below. Detailed resumes are offered later in this proposal.

Our Operations Manager will have total responsibility for service operations at the Cameron Station project and maintaining compliance with contract requirements at all times. As such, this individual will have authority for hiring and firing of personnel, purchases related to supplies and equipment, and allocation of resources necessary to support total customer satisfaction.

Our executive and senior operations team has specific relevant experience managing large government projects.

- **Chief Operating Officer:** Lance Breidor  
*35 years of executive management experience*
- **Program Manager:** Leykun Abitte  
*15 years of custodial management experience*
- **Operations Manager:** Johnny Sejas  
*30 years of custodial management experience*
- **Lot Supervisor:** David Susnivar  
*22 years of custodial management experience*
- **Lot Supervisor:** Omar Canales  
*6 years of custodial management experience*

### b. References

Please see our client references included with our submittal.

### c. Personnel (Description And Resumes)

Our key personnel resumes are provided in the pages that follow.



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## JOHN LANCE BREIDOR

### WORK EXPERIENCE

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#### CHIEF OPERATING OFFICER | NATIONAL SERVICE CONTRACTORS

**JAN 2020 – PRESENT**

Washington, DC

- Spearheading strategies to steer the company's future in a positive direction.
- Driving the company's operating capabilities to surpass customer satisfaction retention, and company goals.
- Controlling company costs and introducing tactical initiatives to optimize profit.
- Collaborating with CFO to facilitate timely and accurate financial performance reports.
- Overseeing marketing initiatives and implementing better business practices.
- Delegating responsibilities to ensure staff members grow as capable participants.
- Employing various initiatives to coach employees to optimize their capabilities.

#### INDEPENDENT CONSULTANT

**JUL 2014 – JAN 2020**

Pottstown, PA

- Independent contractor providing varied consulting and support services to both established and emerging organizations in the Mid-Atlantic Region.
- Proposal management and technical writing for large RFP/RFQ events in both the government and private sectors. Provide job cost analysis and bid pricing including "best and final" negotiations.
- Create comprehensive financial models and forecasts. Establish and provide training support for finance department systems and procedures. Develop financial performance reports including executive summary, departmental analysis, and trending analysis.

#### DIRECTOR OF OPERATIONS | THE MATWORKS, LLC

**NOV 2011 – JUL 2014**

Beltsville, MD

- Senior operations executive for a national organization. Managed \$8M operations division specializing in retail janitorial services and flooring solutions.
- Responsible for large portfolio service contracts throughout the US - including PetSmart, Rite-Aid, Price Chopper, Brookshire Brothers, Wegmans, Shaws Supermarkets and Marsh Supermarkets.
- Managed large scale multi-state rollouts of service contracts simultaneously coordinating self-perform operations and outsourced services.
- Managed 200+ employees, including regional management, administrative support

### EDUCATION

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#### University of Maryland

Bachelor of General Studies Degree with Majors in Engineering and Business Management

### PROFESSIONAL SKILLS

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- Multi-Site Operations & Process Improvements
- Sourcing & Supply Chain Management
- Customer & Vendor/Supplier Relationships



- Costing, Margin/Profit Improvement & ROI
- Joint Venture Partnerships & Strategic Alliances

## LEYKUN ABITTE

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### WORK EXPERIENCE

#### **PROGRAM MANAGER | NATIONAL SERVICE CONTRACTORS, INC.**

**MAY 2017 – PRESENT**

Washington, DC

- Managing a team with a diverse array of talents and responsibilities.
- Ensuring goals are met in areas including customer satisfaction, safety, quality and team member performance.
- Implementing and managing changes and interventions to ensure project goals are achieved.
- Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Producing accurate and timely reporting of program status throughout its life cycle.
- Oversee overall projects within the company and coordinate activities with the respective team leaders

#### **PROJECT COORDINATOR | NATIONAL SERVICE CONTRACTORS, INC.**

**SEP 2015 – APR 2017**

Washington, DC

- Plan and manage different teams working on different projects
- Communicate with clients to identify and define project requirements, scope, and objectives
- Adhere to budget by monitoring expenses and implementing cost-saving measures
- Ensure project deadlines are met

#### **BUSINESS UNIT MGR | EAST AFRICAN TIGER BRAND INDUSTRIES**

**FEB 2011 – APR 2015**

Addis Ababa, Ethiopia / Johannesburg, South Africa

- Direct subordinate managers and supervisors in resource allocation, personnel decisions, and business priorities
- Worked in increasing and tracking company market share
- handled overall profitability ratios of the business unit
- Drove sales effort for assigned business unit product
- Managed to work within a set budget to meet goals of the company

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### EDUCATION

**UNISA, South Africa**  
Busines (Management) Associate

**Addis Ababa University, Ethiopia**  
BA, Computer Science

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### PROFESSIONAL SKILLS & TRAINING

- 
- OSHA10
  - Bloodborne Pathogens Certificate, American Red Cross
  - Fundamentals of Project Management
  - Procore – Project & Financial Management



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**JOHNNY SEJAS**

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**WORK EXPERIENCE**

**OPERATIONS MANAGER | NATIONAL SERVICE CONTRACTORS, INC.**

**MAR 1991 – PRESENT**

Washington, DC

- Conduct periodic performance assessment/audits to ensure compliance with client scope of work, customer satisfaction, and adherence to best practices/proper procedures
- Ensure compliance with the company and customer safety protocols, including conducting monthly safety meetings, training, hazard inspections and assessments
- Positively promote the health, safety, and wellbeing of staff
- Provide onsite employee training and investigate all employee work-related accidents and incidents and implement corrective action to prevent a recurrence
- Create analysis and reports as directed by NSC management

**OPERATIONS MANAGER | TIGER BUILDING MAINTENANCE, INC.**

**OCT 1988 – MAR 1991**

Jamaica, NY

- Meets maintenance operational standards by contributing maintenance information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems
- Evaluates functionality and reliability of facility systems and associated equipment by conferring with operating departments, identifying problems and requirements
- Maintains the function and reliability of facility systems and associated equipment by implementing a preventive maintenance program; operating and testing systems and equipment; restoring, repairing, rebuilding, or replacing faulty or inoperative components and parts

**EDUCATION**

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**UNIVERSITY OF SAN SIMON, *BOLIVIA***

Accounting

**PROFESSIONAL SKILLS & TRAINING**

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- The Art of Green Cleaning Certificate
- Supervision and Chemical Control Certification
- General Industry Safety Program Certification
- Right-to-know Certification
- Harmonization Standard Training Certification
- Restroom Training Certification
- Bloodborne Pathogens Training Certification
- Infection Control and Washroom Cleaning Certification



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## DAVID SUSANIVAR

### WORK EXPERIENCE

#### AREA SUPERVISOR | NATIONAL SERVICE CONTRACTORS, INC.

SEP 1998 – PRESENT

Washington, DC

- Manages NSC janitorial and related supplemental services at assigned location
- Monitor employee performance and work processes to ensure compliance with client scope of work, customer satisfaction, and adherence to best practices/proper procedures
- Act as primary liaison to customer representatives. Provide routine status reports as required
- Ensure compliance with the company and customer safety protocols, to include conducting monthly safety meetings, training and hazard inspections and assessments
- Positively promote the health, safety, and wellbeing of staff
- Facilitate onsite employee training and investigate all employee work-related accidents and incidents and implement corrective action to prevent a recurrence

#### MAINTENANCE SUPERVISOR | CONTINENTAL BLDG MAINTENANCE

FEB 2001 – MAR 2003

Chantilly, VA

- Plan, supervise, and direct the work of personnel engaged in the day-to-day maintenance of buildings and building systems, may provide custodial and event support
- Prioritize work, set work standards, and inspect work in progress and upon completion for completeness and accuracy
- Determine maintenance needs of facility equipment, arrange for storage of materials and equipment used in work and implement maintenance and grounds management systems

#### MAINTENANCE SUPERVISOR | MTX, INC.

MAY 1995 – SEP 1998

Baltimore, MD

- Directs the maintenance of a safe and healthy working environment by eliminating hazards, training employees, and promoting safety awareness throughout the facility
- Review, approve and schedule maintenance work orders. Provides resources and inspects work in progress and after completion for accuracy and timeliness
- Coordinate daily maintenance work to ensure maximum equipment up-time while utilizing the available equipment, tools, materials, and manpower

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### EDUCATION

Alexandria Public Schools – Adult Education

English as a Second Language

Literature

Public University-Faculty of Education, Peru

Spanish Language and

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### PROFESSIONAL SKILLS & TRAINING

- **Engineering and Trade Training/Certifications**
  - Residential/Commercial Electricity, 2017
  - Residential/Commercial HVAC, 2017
  - Plumbing and Basic Piping Installation, 2018
  - Electrical Safety Qualified Person, 2019
  - Boom Lift/Scissor Lift/Forklift Certified Operator, 2019
- **American Red Cross, 2015**
  - First Aid & Adult CPR/AED, First Aid & Infant CPR
- **Safety Training Certificate, October 2009**



- The Art of Green Cleaning Certificate, 2009

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## OMAR CANALES

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### WORK EXPERIENCE

#### AREA SUPERVISOR | NATIONAL SERVICE CONTRACTORS, INC.

2016 – PRESENT

Washington, DC

- Performs daily site inspections using CleanTelligent, actively ensuring all sites are compliant with contract requirements
- Interfaces with COTR to foster a proactive
- relationship resulting in positive customer feedback
- Schedule and provide periodic services per contract requirements
- Maintains all records and reports related to floor care operations
- Management of all supplies per contract compliance
- Training of personnel and ensuring safety

#### CUSTODIAL SUPERVISOR | NATIONAL SERVICE CONTRACTORS, INC.

2014 – 2016

Jamaica, NY

- Plan, supervise, and direct the work of personnel engaged in the day-to-day maintenance of buildings and building systems, may provide custodial and event support
- Prioritize work, set work standards, and inspect work in progress and upon completion for completeness and accuracy
- Determine maintenance needs of facility equipment, arrange for storage of materials and equipment used in work and implement maintenance and grounds management systems
- Custodial Supervisor for the entire 4 years of DC Public Libraries contract, which entailed 22 buildings, 440,000 sq. ft. daily, 2 shifts of 7 days a week consisting of 48 employees, and 3 shifts of 6 days a week which consisted of 15 employees.

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### EDUCATION

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High School Diploma

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### PROFESSIONAL SKILLS & TRAINING

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- Floor Care Training Certification
- Restroom Cleaning Techniques
- Certification
- OSHA General Industry Safety
- Certification
- Art of Green Cleaning Training

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### 3. UNDERSTANDING PROJECT NEEDS

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#### a. Proposed Scope Of Work With Technical Approaches

As an experienced contractor for Cameron Station, we are confident that the NSC team is uniquely positioned to provide exemplary service at your facilities, and we will commit all necessary resources to ensure a successful ongoing service plan. We know the key to the continued success of our program will be the capability to provide superior management support in terms of overview, logistics coordination, resource allocation, performance measurement, and the integration of our key operating systems into the Cameron Station facility environment.

#### Summary of Approach

Our service plan for the Cameron Station facilities has been developed with the following key components considered:

- a) ***Performance Based Service Program Approach.*** Our approach provides for a professionally managed task/frequency scheduling plan to perform critical cleaning tasks when and where needed. Our plan of operation will be in compliance with your service specifications at all times, with appropriate work processes and performance metrics to measure and monitor our services throughout the contract term. This feature of NSC's work plan is critical in successfully providing services to locations with special requirements.
- b) ***Responsiveness in Dynamic Work Environments.*** NSC has experience in serving large facilities, and has developed operating protocols and procedures designed to specifically address the dynamics needs of the facilities. We engage in careful planning which covers comprehensive logistical coordination and the scheduling of resources to perform the scope of work in a consistent manner for all tenant agencies regardless of the nature of activities taking place at these facilities.
- c) ***Environmental Stewardship.*** We have established a formidable environmental stewardship and green cleaning program which is described in detail within this response. We understand Alexandria's commitment to an environmentally responsible service operation and in coordination with our supplier partners we will create a unique plan to meet the needs of your facilities.
- d) ***Site Staffing and Corporate Support.*** Individual site operations utilizing local personnel mandates the creation of numerous operational protocols to ensure adequate resources are available to meet your service needs on a consistent basis. In addition to site level systems, our intention is to increase our anticipated corporate support in terms of site visitations, quality assurance, and employee development.

## **Key Personnel**

NAME	TITLE	YEARS OF EXPERIENCE	PERCENTAGE OF TIME
Alex Woldu	President	35	20%
Lance Breidor	Chief Operating Office	35	30%
Leykun Abitte	Program Manager	15	30%
Ernest Smith (Partner)	Staff Sourcing And Development	8	33%
Johnny Sejas	NSC Operations Manager	30	100%
David Susanivar	NSC Lot Supervisor	22	100%
Omar Canales	NSC Lot Supervisor	6	100%

## **Daily Operations Plan (DOP)**

### ***Staff Scheduling***

NSC's staffing plan for the Cameron Station facilities has been developed to provide adequate service coverage for both routine contractual functions as well as contingent tasks that may arise. In addition to dedicated NSC site management and service personnel, NSC's corporate support team will play an active role in ongoing operations.

## **Performance Measurement**

Our QC Plan provides the means to identify, communicate, train, measure and continuously improve our processes.

In addition to the routine monitoring and surveillance of performance, our corporate support team will coordinate with Cameron Station representatives to ensure optimal results.

Our customers have complete access to our performance reports through secure login on our NSC CRM web-portal.





### Project Management

Our proposed work plan offers a systematic approach to ensuring contract compliance and customer satisfaction. Individual task schedules, based on the tasks and frequencies stipulated in the Cameron Station Project RFP documents, are created to organize work activities and guide daily production.

Daily checklists are completed by our supervisory staff to verify service performance, and our web-based CRM system is utilized by our on-site staff to quantitatively measure our services.

### **Monitoring, Measuring, And Ensuring Quality**

Our performance management (CRM) program is designed to pro-actively identify service deficiencies prior to them being of concern to the customer. As trained professionals, our Project management team can identify signs of ineffective work processes which will lead to visible drops in service levels.

If incomplete service or inadequate service levels occur, it is addressed quickly via a multi-tiered response plan. If we observe and document a deficiency via an on-site audit, the information is instantly uploaded to our NSC CRM web portal which issues an urgent work request via email to the responsible supervisor. The deficiency is noted as “open” until corrective action is performed and documented. If the Offices identifies a deficiency, there is the option calling our dedicated account line, or sending an email to our corporate representative. All requests are tracked and documented for summary analysis and reporting to office management.

### Employee Management

NSC manages employee utilization and provides a routine schedule for all resources to help our managers fill in for employees that may be sick, on vacation, or who have left our company. Work Instructions include full cleaning requirements, and makes work flow easier to accomplish when using replacement workers.

CRM automatically collects individual Employee Work Quality and Productivity results from Inspections, Deficiencies, and Work History. We use detailed analysis to help our managers define what training & supervision is required, and plan for proper resource allocation to help us manage our associates effectively.

This allows NSC’s management team more time to focus on issues that are important to you.

## Work Management

Detailed work plans are readily accessible to all key personnel, helping NSC easily assign, monitor, complete, and report on scheduled and unscheduled work requests.

Our Work Orders have full work instructions to complete the job, such as who is performing the job, what supplies and equipment are required, and when the work should be completed.

We keep track of all scheduled daily work, periodic work, and available resources. Using CRM, NSC has a comprehensive work history to prove the work was done.

## **Environmental Health and Safety Plan**

NSC's transition team will proactively work with existing staff and your team to set up written work procedures, employee training, communication protocols, and implement our Web Based CRM system to ensure a great start in your facilities.

Based upon our experience with similar facilities, we can have the core Work Management, Quality Management, and Inventory Management processes installed and running within 5 business days of assuming duties at your facility. We can achieve this fast and seamless transition due to optimized work processes and a dedicated staff who understand the value of getting work done quickly.

Within 30 days of assuming duties at your facility, we will have our staff trained and full system capabilities to ensure exceptional service delivery.

## Employee Training



**At NSC, we understand that our service personnel are our most important asset in the field. Utilizing online training through ISSA's Cleaning Management Institute provides a practical delivery and certification system for both basic and advanced cleaning skills.**

The CMI Custodial Technician Training and Certification program was developed more than 50 years ago and has been helping cleaning operations like NSC adopt best practices ever since. The program is designed for front line custodians and teaches basic and advanced skills in all areas of commercial building cleaning.

The program is split into Basic and Advanced Levels. The Basic Level includes six modules, and the Advanced Level contains three modules. Each module covers a different cleaning subject and each has a corresponding certification exam.

The training modules can be utilized onsite or at home. Refresher training is readily accessible if and when opportunities for improvement are identified.



**Custodial Technician Basic Version**  
*(Daily Maintenance Tasks)*

- Customer Service
- The Chemistry of Cleaning
- Basic Cleaning of Above-Floor Surfaces
- Basic Cleaning of Hard Floor Surfaces
- Basic Cleaning of Carpeted Floor Surfaces
- Basic Cleaning of Restrooms and Shower Rooms



**Custodial Technician Advanced Version**  
*(Project Style Tasks)*

- Advanced Cleaning of Hard Floor Surfaces
- Advanced Cleaning of Carpeted Floor Surfaces
- Advanced Cleaning of Above-Floor Surfaces



### Supervisor Training

Our Comprehensive Supervisor Developmental Training program enhances our supervisors' skills. Classes consist of 24 hours of instruction over a three to six-month period, covering areas such as:

- Improving The Work Process
- Solving Gaps In Service Quality
- Customer Service
- Leadership And Communication Skills
- Employee Relations & Empowerment
- Time Management

### ESL (English As A Second Language) Training

We understand effective communication is vital in achieving a successful working relationship between NSC employees and the Cameron Station Project staff. More than just being able to speak and understand spoken English, writing and comprehension is a necessary job skill for our employees. At no cost to the employee, NSC makes available training to designed to help the individual understand the basics of English grammar and sentence structure, as well as develop practical writing skills.

Our ESL basic grammar and writing course provides an introduction to the basics of American English grammar and writing, covering the following topics in detail:

- Review basic English structure in the form of nouns, verbs, prepositions, adjectives and adverbs.
- Review the proper use of pronouns, prepositions, and conjunctions.
- Practice sentence structure and mastering subject-verb agreement.
- Cover writing basics.
- Improve reading comprehension.
- Increase vocabulary.
- Learn how to write clearly and more effectively.
- Learn how to organize your thoughts and write a personal or business letter.

### Management Training

Our management development program teaches managers general business principles and their application within the cleaning maintenance industry. Areas covered include:

- Initial Fieldwork
- Coaching-Mentoring
- Identifying Customers' Needs
- Leadership Training For Managers

All new managers learn the cleaning maintenance industry through fieldwork. They complete the same process as new cleaning specialist, including initial and in-service training. They work alongside an experienced cleaning specialist at a property, gaining a practical understanding of cleaning maintenance first-hand.

### **Green Cleaning Plan and Supplies**

The NSC Green Seal Cleaning Program incorporates the following:

- Green Seal cleaning chemicals and high performance cleaning equipment.
- Commitment and participation of building occupants.
- Agreed upon green cleaning goals that are measurable.
- A plan that stresses quality maintenance and focused attention on high traffic areas.
- A comprehensive custodial training program.
- Written step-by-step cleaning procedures that incorporate green cleaning best practices.
- Written facility policies that are relevant to a Green Seal Cleaning Program.
- Educating building occupants about the green cleaning activities.
- Communication of program successes and areas of improvement to stakeholders.

These components are consistent with well-recognized programs for facility operations and maintenance including the United States Green Building Council's (USGBC) Leadership in Energy and Environmental Design Ranking Systems.

The main components above make up the foundation for a comprehensive Green Seal Cleaning Program. Creating a well-designed program will provide health benefits (reduce sick days and absenteeism), promote increased productivity and learning, reduce liability through safety training, provide cost savings, and improve cleaning efficiency.

### Green Seal Cleaning Products for Use In The Cameron Station Project

Because of improvements in technology and manufacturing, the green cleaning products on the NSC-approved Green Seal Cleaning Products List are as effective as traditional products and comparable in cost with the added benefit of being safer. Green Seal cleaning products have undergone rigorous certification processes by organizations like Green Seal, Inc. and Ecologo to ensure they are effective and safe for the consumer and environment.

Products approved for facility use must meet specific criteria that are regularly evaluated and improved, and the product list is updated as appropriate. Our floor care products are “systems based” – meaning the full brand line of products is used to maintain continuity and to facilitate training. Our suppliers partner with us to facilitate our comprehensive service training program which emphasizes green cleaning work processes and equipment/product utilization.

In addition to using “Green Seal” certified recycled paper products in accordance with the LEED Certification Program, NSC uses Bio-Renewable commercial cleaning products that meet the requirements and environmental criteria of Green Seal or of EPA's Design for the Environment Program.

**NSC does not use any chemical products that contain alkyl phenol ethoxylates, benzene, ozone-depleting substances, nor any chemicals that are listed on the National Toxicity Programs 11<sup>th</sup> Report on carcinogens, phthalates and dibutyl phthalate, and no heavy metals.**

### NSC's Biobased Products

According to the Farm Security and Rural Investment Act (FSRIA) a bio-based product is a product determined by the US Secretary of Agriculture to be a commercial or industrial product (other than food or feed) that is composed, in whole or in significant part, of biological products or renewable domestic agricultural materials (including plant, animal, and marine materials) or forestry materials. In general a bio-based product is formulated with products from renewable plant and animal resources. Biobased products are thought to be excellent alternatives to products made from petroleum because they:

- Reduce fossil fuels use
- Help to reduce dependency on foreign energy
- Are generally better for the environment to produce and use
- Reduce foreign oil use

All of our Bio-Renewable products are certified by a third party to contain bio-based material. Due to the vast array of bio-based ingredients, our product manufacturer created this seal to easily identify the portion of each product made from renewable resources. Each product is adorned with a seal to create a measuring tool consistent over a broad range of products, quickly identify those products that contain bio-based materials, and provide a seal of assurance to the consumer.

### **Equipment Allocations**

Along with improved green cleaning chemicals, innovations in high performance cleaning equipment have significantly developed. High performance equipment can effectively capture and remove more soil with the use of fewer chemicals than traditional equipment. Performance advancements include products such as microfiber materials and special vacuum cleaner air filters called high efficiency particulate air (HEPA) filters. Below are examples of these and other high performance equipment and their importance in green cleaning:

- Microfiber cloths, mop heads and dusters:
  - Offer greater absorbency of soil (picks up more);
  - Keep soil from re-depositing on surfaces by trapping soil within the fibers;
  - Reduce the amount of chemicals used; and
  - Can be laundered and reused repeatedly.



- Green Label-certified vacuums with HEPA filters (see note below):
  - Improve indoor air quality by trapping 99.96 % of small particles down to 0.3 microns in size that would otherwise be released back into the room; and
  - Meet the high performance standards of the Carpet and Rug Institute.

### **Security Plan**

NSC's comprehensive Security Plan for this project will consist of a proven approach to safeguarding the program's information systems, personnel, property and facilities. Our streamlined methodology, crafted from extensive experience in developing, implementing, and revising similar plans for government facilities will ensure that all District and Cameron Station security requirements are met in a timely, cost-efficient manner.

### **Building Access Control**

NSC enforces strict security protocols in order to protect our customers' facilities and assets. Key and/or card access is limited to management and lead personnel, and daily sign in/out logs are maintained for tracking and accountability. All of our employees are trained to keep aware of unusual or suspicious activities in their assigned work areas, and report such activities immediately to the NSC supervisor on duty or customer facility security.

## **4. Pricing**

NSC will provide janitorial services at the Cameron Station for \$44,196 per year, payable in twelve (12) equal monthly installments of \$3,683.

## **5. Summary**

The NSC team appreciates the opportunity to offer this proposal, and we are eager to continue our professional relationship with the Cameron Station . As a long-standing service provider, we value the reputation we have built over the years and we are confident that we will meet and exceed your expectations in providing custodial services at your facilities.

## **6. Customer References**

Please see our list of customer references in the pages that follow.

CLIENT	Subcontractor to VCI Logistics Services, Inc. U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL AIR MARSHAL SERVICE TRAINING CENTER ATLANTIC CITY, NJ
CONTRACT NO.	HSTS07-10-00055
PERIOD OF PERFORMANCE	APRIL 2010 - JULY 2020
CONTRACT VALUE	\$2.2 MILLION (over 5 years)
POINT OF CONTACT	MILTON HAZZARD 571-269-7332 <a href="mailto:milhazz@vcilogistics.com">milhazz@vcilogistics.com</a>
TITLE AND WORK DESCRIPTION:	As a sub-contractor, NSC provided all labor, equipment, tools, chemicals, supervision and other items necessary to perform janitorial/custodial services at the Federal Air Marshal DHS/TS Training Center located at the FAA William J. Hughes Technical Center in Atlantic City, NJ. Service areas consisted of 16 high security facilities including offices, laboratories, testing areas, and training areas (ie – aircraft simulators, outdoor and indoor firing ranges). Service is provided 3 shifts / 7 days per week.



CLIENT	DEPT OF TRANSPORTATION/FAA AIR TRAFFIC CONTROL TOWER ANDREWS AIR FORCE BASE, MD
CONTRACT NO.	DTFAEA-09-C-00034
PERIOD OF PERFORMANCE	MARCH 2009 - April 2016
CONTRACT VALUE	\$661,200.00 (over 5 years)
POINT OF CONTACT	CATHERINE DE TOMA(718) 553-3078 <a href="mailto:Cathy.detoma@faa.gov">Cathy.detoma@faa.gov</a>
TITLE AND WORK DESCRIPTION:	Provide all labor, equipment, tools, chemicals, supervision and other items necessary to perform janitorial/custodial services at the Andrews Air Traffic Control Tower, Andrews AFB, MD. The facility includes restrooms, lobbies, corridors, vestibule areas, elevators, equipment rooms, radar equipment rooms, Telco demark rooms as well as tech break rooms. All custodial personnel have NACI clearances. Service is provided 3 shifts / 7 days per week.



CLIENT	DEPARTMENT OF INTERIOR NATIONAL CAPITAL REGION WASHINGTON, D.C.
CONTRACT NO.	I40P3018F0027
PERIOD OF PERFORMANCE	FEBRUARY 2018 - PRESENT
CONTRACT VALUE	\$248,505.84
POINT OF CONTACT	NATHAN EPLING (202) 629-6369 nathan_epling@nps.gov
TITLE AND WORK DESCRIPTION:	<p>Facility Support Services consisting of janitorial and recycling services to sustain proper health and sanitation of the three modular office units, which make up the National Capital Region Headquarters, occupied by National Park Service and United States Park Police Regional staff.</p> <p>Service areas include offices, conference rooms, kitchenettes, restrooms, and a training room.</p>



CLIENT	DEPT OF TRANSPORTATION/FAA WILLIAM J. HUGHES TECHNICAL CENTER ATLANTIC CITY, NJ
CONTRACT NO.	DCFACT-09-C-00019
PERIOD OF PERFORMANCE	OCTOBER 2009 - MARCH 2016
CONTRACT VALUE	OVER \$11 MILLION (over 6 years)
POINT OF CONTACT	KENNETH HITCHENS (609)485-6125 Ken.Hitchens@faa.gov
TITLE AND WORK DESCRIPTION:	<p>Provide all labor, vehicles, transportation, communication devices, materials, consumables, equipment, tools, supervision, and management necessary to perform specified custodial services to over sixty (60) buildings spread over 5000 acres at the FAA William J. Hughes Technical Center, Atlantic City International Airport, NJ.</p> <p>This high security facility included offices, laboratories, testing areas, and training areas (ie – aircraft simulators, outdoor and indoor firing ranges). Service was provided 3 shifts / 7 days per week.</p>



CLIENT	DISTRICT OF COLUMBIA PUBLIC LIBRARIES
CONTRACT NO.	DCPL-2015-C-0003
PERIOD OF PERFORMANCE	NOVEMBER 2015- JANUARY 2021
CONTRACT VALUE	\$ 7,418,887.20 (over 5 years)
POINT OF CONTACT	Michael Dodson(202) 740-1075 <a href="mailto:Michael.Dodson2@dc.gov">Michael.Dodson2@dc.gov</a>
TITLE AND WORK DESCRIPTION:	<p>Provide full Janitorial and related custodial maintenance services to twenty-five (25) neighborhood libraries throughout the District of Columbia.</p> <p>In addition to routine daily cleaning services, periodic maintenance (carpet cleaning and floor care) and special event support services were provided to these highly trafficked public facilities.</p>



CLIENT	CITY OF ALEXANDRIA, VA
CONTRACT NO.	LETTER CONTRACT
PERIOD OF PERFORMANCE	1999 - Present
CONTRACT VALUE	\$1,331,390.00 (over 10 years)
POINT OF CONTACT	LINDA WESSON (703) 823-5295 <a href="mailto:lwesson@alexandria.lib.va.us">lwesson@alexandria.lib.va.us</a>
TITLE AND WORK DESCRIPTION:	<p>Provide complete janitorial service to four (4) Alexandria City Libraries including daily routine cleaning as well as periodic floor and carpet care.</p> <p>In addition to routine daily cleaning services, periodic maintenance (carpet cleaning and floor care) and special event support services were provided to these highly trafficked public facilities.</p>



## EXHIBIT A – SCOPE OF WORK

### PERFORMANCE

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

### SUMMARY

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

## Angel Robles

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**From:** Lance Breidor (NSC) <lbreidor@nscinc1.com>  
**Sent:** Tuesday, April 19, 2022 11:36 AM  
**To:** Angel Robles  
**Subject:** NSC Pricing For Multi-Year Contract

Angel:

Following up on our conversation, for a multi-year (3 year) contract, NSC would provide pricing as follows:

Base Year (Year One): \$44,196 Per Year  
Year Two: \$44,196 Per Year  
Year Three: \$45,080 Per Year

Thank you for your consideration. We hope to continue working with Cameron Station as your janitorial services provider.

Thanks.

Lance

**J. Lance Breidor**  
***Chief Operating Officer***  
**National Service Contractors, Inc.**

2007 B Martin Luther King Jr. Avenue SE | Washington, DC 20020  
Office: (202) 770-8509 | Cell: (202) 880-4218 | Fax: (202) 315-3292  
Web: [www.nscinc1.com](http://www.nscinc1.com)



HUBZone, CBE, DDOT, DBE, & LDBE Certified



April 19, 2022

Cameron Station Community Association (CSCA)  
200 Cameron Station Blvd  
Alexandria, VA 22304

Dear Steve Philbin,

In accordance with your request, C.I.A Cleaning Services submits a proposal for the janitorial contract at **Cameron Station Community Association located at 200 Cameron Station Blvd Alexandria, VA 22304**. Our purpose in compiling this information is to offer you exceptional service at the lowest possible cost.

We have made a complete inspection of your property and are confident that the cleaning specifications in this proposal will provide you with the service that you desire. We have also included other information to help in your decision

C.I.A Cleaning Services takes pride in the quality of service we deliver to our clients. Your acceptance of this proposal will ensure that this same pride will go into maintaining your property the way you want.

Thank you for this opportunity. I look forward to meet you to d

Sincerely,

*Melvin Escobar*

Tel: (703)-862-0274  
[ciaservicesinfo@gmail.com](mailto:ciaservicesinfo@gmail.com)

## AGREEMENT

WITNESS THIS AGREEMENT made this day \_\_\_\_\_ of \_\_\_\_\_, 2022 by C.I.A Cleaning Services and **CAMERON STATION COMMUNITY ASSOCIATION**: In consideration of the mutual promises hereinafter set forth and for the good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, C.I.A Cleaning Services and **CAMERON STATION COMMUNITY ASSOCIATION** agree as follows.

Purpose: C.I.A Cleaning Services will provide janitorial and other related services to **CAMERON STATION COMMUNITY ASSOCIATION**, according to the set of specifications set forth in Appendix A attached hereto and made part of this Agreement.

**TERM:** The term of this agreement shall commence \_\_\_\_\_, **2022** and shall continue for a period of one (1) year thereafter or until either party gives thirty (30) days' written notice of its intention to terminate said agreement. The agreement shall thereafter continue in full force and effect **with a 3% increase per year unless otherwise negotiated**. Receipt of a termination notice by either party shall automatically terminate this agreement upon the expiration of the applicable notice period, unless both parties agree to reinstate this agreement.

### III

**Compensation:** **CAMERON STATION COMMUNITY ASSOCIATION** agrees to pay C.I.A Cleaning Services for its services in the amount and manner set forth below

#### A. Base Amount and Adjustments

1. C.I.A Cleaning Service's base amount of compensation shall be **\$SEE PRICE PAGE plus tax if applicable** per year during the full term of this agreement (**\$see price page MONTHLY** plus tax if applicable) for service. It is explicitly agreed, however, that the monthly base amount is subject to renegotiating twelve (12) calendar months from the effective date of this agreement.
2. It is also agreed that if at any time of this agreement (i) the federal, state, or local minimum hourly wage rate, applicable to any of C.I.A Cleaning Service's employees is raised by an amount in excess of \$.50 per hour; or (ii) any of such employee's rate or fringe benefits are raised above those being provided as of the effective date of this agreement, either by reason of negotiations with a collective bargaining agent representing C.I.A Cleaning Service's employees performing the work contemplated by this agreement, or (iii) any cost of C.I.A Cleaning Services, resulting from federal and /or state charges or mandates related to the health care or any other government program.

1. It is further agreed that if at any time during the term of this agreement, C.I.A Cleaning Services shall be obligated to perform services in any additional areas of the building, or if the type of services required becomes more difficult by virtue of changes made in the nature of space utilization, C.I.A Cleaning Services compensation shall be increased by the amount of the additional number of man hours required multiplied by the price per man hour, calculated by dividing C.I.A Cleaning Services currently budgeted number of man hours into the agreement price including any adjustments under subparagraphs A2, 3 and 4.

#### B. Payment

1. **CAMERON STATION COMMUNITY ASSOCIATION** agrees that C.I.A Cleaning Services will be paid on a monthly basis, no later than the tenth of the month, for the services supplied to **CAMERON STATION COMMUNITY ASSOCIATION**.

#### IV

##### Work Week:

A. C.I.A Cleaning Services will provide **CAMERON STATION COMMUNITY ASSOCIATION** with its **weekly service**.

B. The following days are statutory holidays on which C.I.A Cleaning Services shall not be obligated to perform any service: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Upon three (3) days' written notice by **CAMERON STATION COMMUNITY ASSOCIATION** C.I.A Cleaning Services will perform services on said days twice the normal daily rate, unless otherwise noted in subparagraph A1.

#### V

**Supplies and Equipment:** C.I.A Cleaning Services will provide the supplies necessary (**EXCLUSIVE of all air freshener replacements; disinfecting wipes; and hand soap**) to perform the specifications of the contract.

#### VI

**Insurance:** C.I.A Cleaning Services agrees to furnish a certificate of insurance to **CAMERON STATION COMMUNITY ASSOCIATION**, clearly showing the insured interest.

#### VII

**Conformance with Legal Obligation:** **CAMERON STATION COMMUNITY ASSOCIATION** agrees to keep, or cause to keep. All its facilities in conformity with all applicable federal, state, or local laws, ordinances and regulations and agrees to indemnify C.I.A Cleaning services and

hold harmless for any loss or injury caused by **CAMERON STATION COMMUNITY ASSOCIATIONS** failure to abide by the term of this article.

## VIII

**Applicable Law:** This agreement shall be governed by the laws of **Virginia**

## IX

**Binding:** This agreement shall inure to and bind all parties, their successors, assigns, agents or representatives

## X

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

**IN WITNESS WHEREOF,** the parties hereto have executed this agreement as of the day and year first above written.

**CAMERON STATION COMMUNITY ASSOCIATION**

BY \_\_\_\_\_

**C.I.A Cleaning Services**

*Melvin Escobar*

BY \_\_\_\_\_

# **CAMERON STATION COMMUNITY ASSOCIATION**

## **STAFFING**

**60 Hours Weekly Service  
&  
24 Hours Weekend Services**

## **PRICING**

**\*Until May 31, 2023**

**\$6,384.00 Monthly  
\$76,608.08 Annually**

**\*After June 1, 2023 to May 21, 2024**

**\$6,575.52 Monthly  
\$78,906.24 Annually**

**\*After June 1 2024 to May 31, 2025**

**\$6,727.77 Monthly  
\$81,273.24 Annually**

**Clubhouse Room Clean Fee**

**\$130 For Each Event**



## Community Association Management Professionals for **The Cameron Station Community Association**

200 Cameron Station Blvd, Alexandria VA 22304

# 2022-2024 Janitorial Proposal

Jackie Klioze  
703-932-7097  
[jackiek@cleanadv.com](mailto:jackiek@cleanadv.com)

April 21, 2022

### **Alexandria Office**

5285 Shawnee Road, Suite 310  
Alexandria, VA 22312  
301-579-8820

### **Lanham Office**

9701 Philadelphia Court Suite G-7  
Lanham, MD 20706  
301-579-8820

### **Annapolis Office**

419 Fourth Street  
Annapolis, MD 21403  
301-579-8820

Steve Philbin  
The Cameron Station Community Association  
c/o Community Association Management Professionals  
4114 Legato Road, Suite 200  
Fairfax, Virginia 22033

Dear Steve,

In accordance with your request, Clean Advantage Corporation submits a proposal for the janitorial contract at The Cameron Station Community Association located at 200 Cameron Station Blvd, Alexandria VA 22304.

Our purpose in compiling this information is to offer you exceptional service at the lowest possible cost. We have made a complete inspection of your property and are confident that the cleaning specifications in this proposal will provide you with the service that you desire. We have also included other information, which will help you in your decision.

Clean Advantage takes pride in the quality of service we deliver to our clients. Your acceptance of this proposal will ensure that this same pride will go into maintaining your property the way you want. Thank you for this opportunity. I look forward to meeting with you to discuss this proposal after your review.

In the meantime, please do not hesitate to call me if you have any questions.

Sincerely,

Jackie Klioze  
703-932-7097  
jackiek@cleanadv.com

# The Clean Advantage Difference

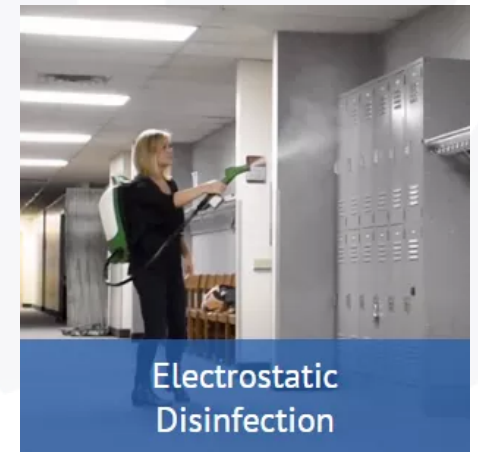
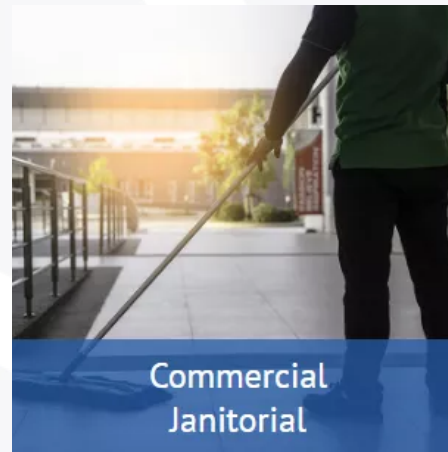
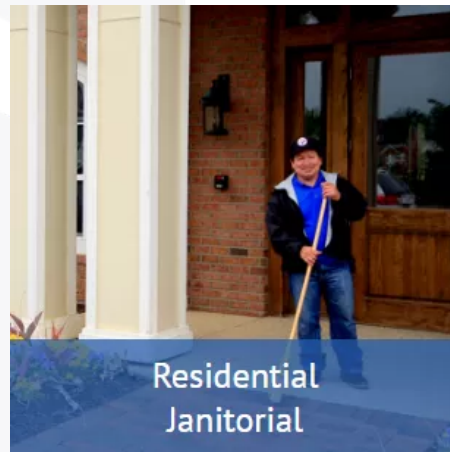
Clean Advantage Corporation has serviced the Washington, DC Metropolitan Area since 1979. Our philosophy is very simple: if you don't look good, we don't look good.

## Customer Dedication

Not all cleaning companies are the same. We believe our concept of customer service and quality control goes beyond your average cleaning company. It's what sets us apart from the crowd.

We are dedicated to our customers and strive to build *partnerships* with you and your properties. We not only ensure your property is clean and safe for residents or tenants, but we control costs and quality by providing highly trained, committed employees, utilizing modern, efficient equipment, and including supplies in our contracts.

There are a lot of companies out there that can clean your property. But no one has the Clean Advantage difference!



# Janitorial Specs

From 250 sq feet to 200,000 sq feet, Clean Advantage provides comprehensive, project-based, or a combination of cleaning services throughout the Mid Atlantic region.

## Services

Carpet Cleaning  
Hard Surface  
Restore/Care  
Electrostatic Cleaning  
Pressure Washing  
Bulk Trash Removal  
Hoarder Clean Up  
Garage Cleaning  
Graffiti Removal  
Storage Room Cleaning  
Trash Room Cleaning  
Handyman Service

## Property Types

Schools  
Offices  
Buildings  
Daycare and Preschool  
Universities  
Community Centers  
Apartment Complexes



*"Clean Advantage is extremely responsive to the needs of the property, even on a short notice. They have systems in place that allow them to handle as much or as little as you need!"*

# Janitorial Specifications for The Cameron Station Community Association

The following is an agreement for janitorial service at The Cameron Station Community Association located at 200 Cameron Station Blvd, Alexandria VA 22304. Clean Advantage agrees to provide the following:

## Scope of Work

### Daily/Weekly Schedule to be Assigned by CAC Upon Mutual Agreement with the Property Manager.

#### General Office & Public Areas: DAILY

1. Clean office, public areas, lounge and corridors.
2. Clean kitchenettes and copy rooms.
3. Perform high and low dusting.
4. Remove all trash and recycling.

#### Floor Maintenance: DAILY

1. Vacuum all carpeted areas.
2. Spot clean carpeted areas, as needed.

#### Carpet Cleaning: ANNUAL

1. Shampoo and deodorize all carpeted areas including upholstery cleaning of fabric armchairs (7) and sofa (1). *\*See price page*

#### Restrooms: DAILY

1. Clean and disinfect all sinks, commodes and counters.
2. Damp-wipe with all walls, stalls with germicidal solution.
3. Sweep and damp-mop floors.
4. Remove all trash.
5. Clean all mirrors and spot-clean doors.
6. Machine scrub restroom floors. *(Quarterly)*

#### Lock Rooms: SEMI-ANNUAL (March & September)

1. Deep cleaning of locker rooms.

#### Fitness Center: DAILY

1. Vacuum all carpeted areas.
2. Vacuum and damp-mop rubber floor.
3. Clean and mirrors and spot-clean doors.
4. Deep cleaning of the fitness center. *(Quarterly)*
5. Cleaning of the fitness mats. *(Quarterly)*

#### Stairwells: THREE (3) TIMES PER WEEK

1. Sweep steepes and landings.

#### Clubhouse Room Rentals: AS NEEDED

1. Clean room rentals after each event.  
*\*See price page*

# Additional Janitorial Specifications for The Cameron Station Community Association

## Scope of Work (cont)

### Daily/Weekly Schedule to be Assigned by CAC Upon Mutual Agreement with the Property Manager.

#### Elevator: DAILY

1. Vacuum and clean elevator cab & tracks.

#### Interior Windows: DAILY

1. Spot-clean and dust windowsills.

#### Exterior Windows: ANNUAL

1. Perform interior and exterior window cleaning, no higher than eight (8) feet.

#### Exterior Walkways: DAILY

1. Police perimeter area.
2. Remove debris/cigarette butts.

#### Storage Area: THREE (3) TIMES PER WEEK

1. Keep area accessible.

\*Please Note: The changing of the light bulbs when request is only on the days the property gets serviced, and without a need of a ladder - any replaced light bulb up to eight (8) feet or on days the property is not serviced, the property will be billed at time and material. Specifications are given as an outline of services we will perform. Some items are time consuming tasks and other specs may not be done in order to take care of them.

# Staffing and Pricing

## Consummate Professionals at All Levels of Our Business

### Supervisors Bred for Leadership

Our experienced, extensively trained and well equipped supervisory staff is what sets Clean Advantage apart. Each and every one of our supervisors has a strong background in all areas of cleaning technology, both pre and post-COVID. Every project is supervised by an on-site manager who is equipped with an iPad and our customized, cloud-based *Swept* app that allows for constant communication with our customers, cleaning crews, and our home office.

We've furthered our investment in our supervisory team with a \$500,000 fleet of more than 40 branded company vehicles. Our company cars and trucks are fueled and maintained by Clean Advantage to ensure our supervisors have safe, reliable transportation to each and every job site. The majority of our fleet are hybrid vehicles, and we will continue to expand our hybrid fleet to help ensure a greener future for our community.



*"Working with Clean Advantage exceeded any of my expectations. Timely responses to my needs are very crucial in our business and the Clean Advantage area manager and supervisor are always there for us assisting in any ways that they can to ease the workload. We have a great experience working with Clean Advantage."*

# Standard Staffing & Pricing for The Cameron Station Community Association

## Staffing

### Monday – Sunday Weekly Service

(Nightly Janitorial: 6 pm - 12 am)

Forty-two (42) Hours Weekly

## Pricing

### June 1st 2022 - December 31st 2022

**\$3,516.40 Monthly**

Plus tax if applicable

### January 1st 2023 – December 31st 2023

Minimum wage increase to \$12.00 an hour

**\$3,740.35 Monthly - \$44,884.20 Annually**

Plus tax if applicable

## Pricing

### January 1st 2024 – December 31st 2024

(No increase unless Virginia approves minimum wage increases)

**\$3,740.35 Monthly - \$44,884.20 Annually**

Plus tax if applicable

## AFTER EVENT CLEAN-UP

(Great Room)

**TOTAL: \$150.00 Per Service, Per Event with a Minimum of Four (4) Hours.**

*\*Please Note: A Minimum Of One (1) Week Requesting Service Is Appreciated*

## CARPET CLEANING

**To be Scheduled by Property Manager. Services to be Completed in One (1) Business Day.**

**TOTAL: \$325.00 Per Service**

\*Please note that this contract does not include costs of any full time employee health insurance required by law. If the employee decides to sign up for health insurance, the cost will be added monthly.

# Supervisory Team for The Cameron Station Community Association

## Area Manager (Your "Go to" contact)

Jose Correa  
703-656-5079  
josec@cleanadv.com

## Account Manager

Jackie Klioze  
703-932-7097  
jackiek@cleanadv.com

## Vice President of Operations

Tina Rose  
301-343-7811  
tinar@cleanadv.com

### Your Team, Our Family

Clean Advantage is committed to developing a workforce for long term employment. We invest in our employees and their futures, helping to develop people who are not only highly trained cleaning professionals, but people who care about doing their very best for their clients.

### Background Checks & Verification

With over 400 employees, we are experienced at vetting prospective employees to ensure compliance with all laws and regulations. We complete a full background check on all employees and verify employment eligibility with E-Verify. We hire only experienced cleaning professionals.

### On-going Education

We provide our employees with extensive, on-going training in the latest cleaning techniques to address the needs of our customers. Our internal multi-layered quality control process ensures superior results every time from every employee. Employees also receive specialized training in the safe use of chemicals and any equipment necessary to perform their jobs.

### Policies & Procedures

Clean Advantage employees are trained on our policies and procedures, upon initial employment and on-going to ensure they meet our standards.



# Janitorial Agreement

## The “Advantages” of Working with Clean Advantage



### Communication

Instant communication between you and your cleaning team is encouraged. Changes in times, areas of special need - your satisfaction rests in the ability to communicate both ways - and we make sure this happens through easy-access technology.



### Production

Many don't give it a thought, but cleaning technologies have come a long way since your grandmother's vacuum. We invest in the latest production products to add speed and precision to all of our cleaning responsibilities. This even applies to the cleaning products we use. You get better results while lowering your costs.



### Liability

The necessary backstop, liability coverage is always provided at amounts appropriate for your property and what you do, and for each of our employees while on your premises.



### Satisfaction - For All!

The necessary backstop, liability coverage is always provided at amounts appropriate for your property and what you do, and for each of our employees while on your premises.

## Janitorial Agreement for The Cameron Station Community Association at 200 Cameron Station Blvd, Alexandria VA 22304

WITNESS THIS AGREEMENT made \_\_\_\_\_ by Clean Advantage Corporation and **The Cameron Station Community Association:**  
In consideration of the mutual promises hereinafter set forth and for the good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Clean Advantage Corporation and **The Cameron Station Community Association** agree as follows:

I

**Purpose:** Clean Advantage Corporation will provide janitorial and other related services to **The Cameron Station Community Association**, according to the set of specifications set forth in Appendix A attached hereto and made part of this Agreement.

II

**Term:** The term of this Agreement shall commence June 1st 2022 and shall continue for a period of one (1) year (the "Initial Term") and shall automatically renew for additional one (1) year terms, subject to a 3% increase per year, unless otherwise negotiated. After the Initial Term, however, this Agreement may be terminated by either party upon thirty (30) days' written notice of its intention to terminate. Either party may terminate at any time due to breach of the other party upon fifteen days' written notice identifying the breach, unless the breach is cured during such time. Receipt of a termination notice by either party shall automatically terminate this Agreement upon the expiration of the applicable notice period, unless both parties agree to reinstate this Agreement.

III

**Compensation:** **The Cameron Station Community Association** agrees to pay Clean Advantage Corporation for its services in the amount and manner set forth below.

### A. Base Amount, Adjustments, and Surcharges

1. Clean Advantage's Base Amount of compensation for Services rendered shall be \$SEE PRICE PAGE plus tax if applicable for the Initial Term. It is explicitly agreed, however, that the monthly Base Amount is subject to an increase of three percent (3%) per year thereafter, unless otherwise mutually agreed.

2. It is also agreed that if at any time during the term of this Agreement (i) the federal, state, or local minimum hourly wage rate, applicable to any of Clean Advantage Corporation's employees is raised by an amount in excess of \$.50 per hour; or (ii) any of such employee's hourly rate or fringe benefits are raised above those being provided as of the effective date of this Agreement, either by reason of negotiations with a collective bargaining agent representing Clean Advantage Corporation's employees performing the work contemplated by this Agreement, or (iii) any costs to Clean Advantage, resulting from federal and /or state charges or mandates relating to the health care or any other government program become applicable (hereinafter referred to as the "Payroll Add-ons"), Clean Advantage Corporation shall be entitled to increase the amount billed under the terms of this Agreement. The amount of the increase shall be based on the average monthly increase in Clean Advantage Corporation's payroll expenses to said employees, caused by the Payroll Add-ons, as we will negotiate any increases. The sum shall be referred to as the Increased Payroll Expense. The average monthly increase to the amount to be billed to the **The Cameron Station Community Association** shall be computed by multiplying the average number of hours worked by Clean Advantage Corporation's employees, under the provisions of the Agreement, over the three (3) full calendar months immediately preceding the date of the employees' increase, by the employees' Increased Payroll Expense.
3. It is further agreed that if at any time during the term of this Agreement, Clean Advantage Corporation's costs in performing its services shall increase by virtue of an increase in the federal, state or local payroll tax, increase in the cost of fuel, or an increase in the price of materials necessary for the performance of the services contemplated herein, e.g. plastic bags/trash can liners, , Clean Advantage Corporation shall also be entitled to pass on such increased cost **The Cameron Station Community Association** by the way of a surcharge on the monthly bill.
4. It is further agreed that if at any time during the term of this Agreement, Clean Advantage Corporation shall be obligated to perform services in any additional areas of the building, or if the type of services required becomes more difficult by virtue of changes made in the nature of space utilization, Clean Advantage Corporation's compensation shall be increased by the amount of the additional number of man hours required multiplied by the price per man hour, calculated by dividing Clean Advantage Corporation's currently budgeted number of man hours into the Agreement price including any adjustments or surcharges under subparagraphs A2, 3, and 4.

#### B. Payment

1. **The Cameron Station Community Association** agrees that Clean Advantage Corporation will be paid on a monthly basis, no later than the tenth of the month, for the services supplied to **The Cameron Station Community Association** the preceding calendar month. Said payments shall be one-twelfth (1/12) of the Base Amount detailed in subparagraph A1, plus any adjustments or surcharges pursuant to subparagraphs A2, 3, and/or 4. Late payments shall accrue interest at the rate of twelve percent (12%) per annum until paid. Should legal action be required to collect amounts owing hereunder, **The Cameron Station Community Association** shall reimburse Clean Advantage Corporation for the cost of legal fees, collections, and court costs.

## IV

**Work Week:**

- a. Clean Advantage Corporation will provide **The Cameron Station Community Association** with its weekly service.
- b. The following days are statutory holidays on which Clean Advantage Corporation shall not be obligated to perform any service: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Upon three (3) days' written notice by COMPANY NAME, Clean Advantage Corporation will perform services on said days at twice the normal daily rate, unless otherwise noted in subparagraph A1.
- c. It is further agreed that during the term of this Agreement and for a period of one (1) year after the termination of this Agreement, neither **The Cameron Station Community Association**, nor its management, the Community Association, Owner, nor any other party involved in this Agreement, shall, directly or indirectly, induce, entice or assist any employee working for Clean Advantage Corporation who **The Cameron Station Community Association** met or learned of during the term of this Agreement to leave the employment of Clean Advantage and/ or approach or solicit for employment, or hire any employee working for Clean Advantage Corporation who **The Cameron Station Community Association** met or learned of during the term of this Agreement. **The Cameron Station Community Association** acknowledges that if it breaches this provision, damages may be hard to assess or establish, and accordingly, **The Cameron Station Community Association** specifically agrees that it shall be obligated to pay, as liquidated damages (and not as a penalty) a sum equal to three (3) times the monthly contract amount for each employee solicited or hired in violation of this provision, which **The Cameron Station Community Association** agrees to pay within 30 days of demand. **The Cameron Station Community Association** also agrees that it shall be liable to Clean Advantage for any attorney's fees, costs and expenses Clean Advantage incurs in enforcing this provision, including costs and expenses.

## V

**Supplies and Equipment:** Clean Advantage Corporation will provide the supplies necessary (**EXCLUSIVE of trash, recycling and compactor bags; all deodorant chemicals used for trash receptacles, chutes, and compactors; toilet tissue; paper towels; air freshener replacements; disinfecting wipes; and hand soap**) to perform the specifications of this Agreement. Clean Advantage Corporation can provide any and all supplies needed at the cost of the contracting company, **The Cameron Station Community Association**. We receive exceptional discounts based on quantity ordered from our vendors, and we pass this benefit on to our customers.

## VI

**COVID-19/ILLNESS WAIVER AND RELEASE:** Clean Advantage Corporation follows the disinfection guidelines of both the Centers for Disease Control and Prevention (“CDC”) and the Governor of Virginia (Amended Executive Order 21 (2020)) in cleaning and disinfecting the above described areas. **The Cameron Station Community Association** acknowledges, however, that as people are introduced into the disinfected areas, the spread of COVID-19 can occur irrespective of the areas having been recently cleaned and disinfected. **The Cameron Station Community Association** further acknowledges that Clean Advantage Corporation cannot and does not have responsibility for the number of people allowed into the areas, or their compliance with social distancing requirements or PPE requirements. Accordingly, **The Cameron Station Community Association** shall indemnify, defend, and hold harmless, Clean Advantage Corporation, its officer, directors, shareholders, employees, and agents (“Releasees”) from and against any and all claims, demands, suits, judgments, losses or expenses of any nature whatsoever (including, without limitation, attorneys’ fees), whether or not an action is brought, arising from or out of, or relating to, directly or indirectly, any person on or in the areas contracting the infection of COVID-19 or any other illness or injury. The foregoing shall be construed as a release, waiver, discharge, and covenant not to sue the Releasees on the basis that a person on or in the areas contracted the infection of COVID-19 or any other illness or injury.

## VII

**Insurance:** Clean Advantage Corporation agrees to furnish a certificate of insurance to **The Cameron Station Community Association**, clearly showing the insured interest.

## VIII

**Conformance with Legal Obligations:** **The Cameron Station Community Association** agrees to keep, or cause to keep, all its facilities in conformity with all applicable federal, state, or local laws, ordinances and regulations, free of latent dangers, and agrees to indemnify Clean Advantage Corporation and hold harmless for any loss or injury caused by **The Cameron Station Community Association** failure to abide by the terms of this Article.

## IX

**Applicable Law:** This Agreement shall be governed by the laws of the State of Virginia

X

**Binding:** This Agreement shall inure to and bind all parties, their successors, assigns, agents or representatives.

## XI

**Entire Agreement:** This Agreement contains the entire agreement between the parties. All prior negotiations between the parties are merged in this Agreement, and there are no understandings or agreements other than those incorporated or referred to herein. This Agreement may not be modified except by an instrument in writing signed by the parties.

## XIII

Clean Advantage Corporation shall be excused from performance of Services hereunder if its failure to perform is the result of causes beyond its reasonable control, including, but not limited to, acts of God, governmental authority, war, terrorism, riots, civil disturbances, accidents, explosions, sabotage, fire, floods, natural disasters, pandemics or epidemics, and labor disputes.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the day and year first above written.

By  Type First & Last  Type Company Name

By Jackie Klioze, VA Account Manager, Clean Advantage Corporation

Jackie Klioze

# PROPOSAL TO PROVIDE JANITORIAL AND CLEANING SERVICES

*Prepared for*



**CAMERON STATION  
200 Cameron Station Boulevard  
Alexandria, VA 22304**



**April 19, 2022**

## CONFIDENTIALITY STATEMENT

Inquires pertaining to this proposal should be directed to the following individuals:

**LeRoy D. Dock, CBSE**  
**General Manager**  
lddock@bolanainc.com  
240-832-3379

**Valarie Dock**  
**President**  
vdock@bolanainc.com  
301-442-0565

Bolana Enterprises, Inc.  
10739 Tucker Street, Suite 270  
Beltsville, MD  
OFFICE: 301-595-2577  
FAX: 888-750-0179

### Company Confidentiality Statement

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



April 19, 2022

Mr. Steven P. Philbin, M ed., CMCA, ARM PCAM  
General Manager  
Cameron Station Community Association, Inc.  
200 Cameron Station Boulevard  
Alexandria, VA 22304

Re: Proposal for Janitorial and Cleaning Services

Dear Mr. Philbin:

Bolana Enterprises, Inc. appreciates the opportunity to submit our proposal to provide janitorial and cleaning services for Cameron Station.

Bolana has developed a plan based on our experience and understanding of the scope of work that we believe will provide you with consistent and quality janitorial services. Through our team of experienced, proven managers we will take a proactive approach to meeting the requirements of our contract. Our experience and learned lessons in cleaning properties similar to yours was used in the preparation of our proposal.

Our pride and commitment to serve are reflected in the service we provide to our clients. We are a GreenSeal® certified company focused on providing the highest level of service. Our methodology is not only good for the environment but more importantly, it provides a healthy atmosphere for the building occupants, employees, visitors and customers.

As you move toward a decision, we assure you of our ability to achieve each aspect of our proposal, including a smooth transition. Our proposal is open to negotiation in its entirety. We look forward to hearing from you. If you have any questions, please do not hesitate to contact me on my cell phone at 240-832-3379 or by email at [lddock@bolanainc.com](mailto:lddock@bolanainc.com).

Sincerely,

A handwritten signature in black ink, appearing to read 'LeRoy D. Dock'.

LeRoy D. Dock, CBSE  
General Manager

## BOLANA COMPANY PROFILE

### Introduction

Our goal is to provide our clients with customized cleaning services and a healthy, clean and safe environment for their visitors, employees, pedestrians, residents, and tenants. We will accomplish this by listening to your needs and exceeding your expectations.

### The Bolana Story

Bolana provides building cleaning maintenance as well as concierge staffing services designed to meet the personal and specific needs of our clients. We believe in establishing an open and responsive line of communication with our clients, always stressing "service" first. Bolana was established on the core values of integrity, reliability, respect and honesty. The collective experience of our corporate executive team is over 150 years in management and janitorial services. Bolana has been in business since 2004. Our corporate management team includes our Director of Operations, Area Managers, Quality and Training Manager, Finance Manager, Administrative Assistant, General Manager and President.

Bolana understands that property managers appreciate personal attention and a service flexible to their needs. We pride ourselves on responding to last-minute requests and challenging service opportunities.

Bolana manages accounts in the DMV metropolitan area, including Baltimore. We have a broad range of clients that includes Multi-Family Residential Communities, Public Charter Schools, Universities, an International School, Churches, Airports, Healthcare Facilities, Stadiums, Embassies, Shelters and Commercial Office Buildings.

As a complement to our contract services, we provide a wide range of specialty services including carpet cleaning, specialty stone care, stripping/finishing floors, upholstery cleaning, window cleaning, pressure washing, parking lot sweeping, emergency services, landscaping, snow removal, construction cleanup, and concierge front desk staffing.

Bolana also provides a broad range of concierge services including staffing solutions, on-call support, as well as other value added services dedicated to customer, client and employee retention. At the core of our service mission is our desire to help our clients enhance their marketability and curb appeal, all the while raising the standards for customer service.

Bolana is a member of Building Service Contractors Association International, DC Chamber of Commerce, Prince George's Chamber of Commerce, ISSA, and the Capital Region Minority Supplier Development Council. Bolana is fully insured and bonded.

## What Makes Bolana Different?

Bolana has developed a culture that embraces the needs of the Team, the Client and the Community. These are some of our differentiators:

### BOLANA INVESTS IN ITS TEAM

We have on our team a Quality Assurance & Training Manager to ensure that our field level team members are receiving the training that they need to provide our clients with excellent service. Our corporate and management team participates in Fred Pryor training as well as our industry training through Building Service Contractors Association International and the Capitol Association of Building Service Contractors. We have annual appreciation award dinner where we invite all of our employees.

### WE BECOME A PARTNER WITH YOU

When you have events, fund raisers, etc. Bolana will participate. We are committed to investing in the community we serve as well as communities in need.

### SUSTAINABILITY

We believe in sustainability and have made the investment to obtain and maintain Green Seal Certification.

### WE EMBRACE TECHNOLOGY

Yes, even in the janitorial field technology plays a big role. Technology plays a big role in our field operations, especially in communications and inspections.

- We have invested in Cleantelligent software that allows us to inspect the buildings using a tablet or smart phone and give results to the management team and the client. Cleantelligent also allows the client to submit work orders.
- Our financial system is TEAM software which was developed specifically for janitorial companies. We use the TEAM software for accounting, payroll, human resources and other aspects of the corporate office.
- Your budget is important to us. We will work with you to meet your budget. We understand that everyone has a budget and we want to make sure that the investment you make in your janitorial services meets all of your needs.

## Our Mission

Our mission is to provide individualized services to a diverse collection of clients at an equitable investment through the training and development of our work force and thereby by earning their loyalty and driven commitment to exceed our clients' expectations.

## Core Values

Bolana's philosophy is defined through our Core Values (Integrity, Reliability, Respect and Honesty). Our goal is to provide you with customized cleaning services. Our focused core values encourage loyalty from our employees, which in turn provides our clients with consistent and quality services.

## Bolana Value-Added Features

### WE WILL BE YOUR PARTNER

Bolana will work with you hand in hand to assist you in meeting your mission and goal of providing high quality management of a clean and professional facility.

### WE WILL BE RESPONSIVE TO YOU

Bolana uses automation and communication to be responsive. We put in measures such as using a call in system for our staff that notifies us when someone doesn't show up and an automated quality and work order system for our operations team. Our experience and proven competence in custodial services, estimating, scheduling, and completing tasks on time provides the best product to our customer. It is our goal to be the most responsive contractor you have ever worked with, and we will demonstrate our commitment to that goal. We are working and learning every day at facilities that our clients afford us the opportunity to serve. This experience helps us continually refine the way we do business and gives us the ability to provide you with the best customer service and, ultimately, the best cleaning of your community. We are committed to delivering superior:

Quality • Customer Service • Customer Satisfaction • Timeliness • Responsiveness

### WORK SCHEDULES

We design work schedules that are specific to our client's specifications. The schedules ensure consistent service, understanding of your specifications, and give our staff an organized approach to cleaning your facility.

### THE ADVANTAGE OF OUR ORGANIZATION

We encourage you to examine our proposal and organization. It is our belief that we are the best contractor for your needs. The following paragraphs present the advantages that we offer.

### Knowledge of the Requirement

We understand that to achieve a successful operation of this contract we must have a thorough understanding and in-depth knowledge of your mission and environment. We will be your partner and address your needs through the efficiencies acquired while dealing with requirements similar to your facility. Through the direct experience of our staff we have acute knowledge of how to efficiently and effectively operate this contract.

### Verifiable Past Performance

We have extensive experience performing the entire scope of work that you require. Reference checks will prove our performance is exceptional on the contracts we operate.

### Management Experience

The key members of our management team have managed custodial services for many years. They will be in constant contact with your representative(s) to ensure we are meeting your requirements. Each member has their specific area of management and will be available to you on a consistent basis.

We offer a team of experienced, proven managers who have demonstrated their ability to get the job done. The benefit is knowing that custodial services will be provided in a professional and timely manner, by a committed management team that understands your mission and culture and the support needs of the facility.

### Employee Training and Partnering Programs

We understand that a structured training and development program is a critical investment to providing quality services. We will train our staff to meet the requirements necessary to ensure full compliance to your specifications and the unique requirements associated with servicing your facility. Bolana has partnered with our suppliers to assist us in providing training. They provide coaching and training in the area of cleaning and general work performance. They also conduct on the job training in conjunction with Bolana's training program.

### Safety

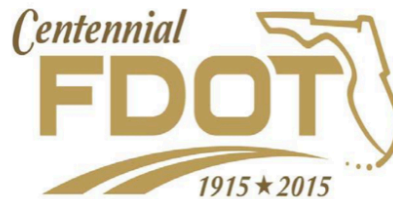
Our staff is trained and understands the importance of safety in the workplace and the impact that improper procedures could have on operations and occupants' wellbeing. We maintain an ongoing safety training program covering relative topics.

### Responsiveness

We provide responsive, professional management that is trained, experienced and responsible for compliance with quality standards. We evaluate operations to ensure the attainment of your objectives. We have automated communication methods and devices to allow us to quickly respond to your requests. An essential ingredient to the successful operation is the ability to react promptly to unexpected emergencies, special cleaning requests, disasters and the like.

## Certifications

Bolana is a 100% minority-owned (African American) business, and is certified as a Minority Business Enterprise (MBE) by leading government and municipal organizations.



## Community Service

Community service is who we are:

- Our corporate office team participates in a mentoring program at Smothers Elementary School, a local elementary school. In addition to 2 times a month mentoring sessions during the school year, mentors, mentees and their families attend sporting events and other fun outings over the summer break.
- We participate in the annual Alzheimer's Walk and our walk team has raised over \$100,000 in the years we have participated.
- Our President is on the board of 3 non-profit organizations (HOPE Inc., Deanwood Heights Main Streets and BlankCanvas2 Art Entrepreneurial Program)
- We support the First Baptist Church of North Brentwood in their Mission Blitz
- We participate with our other clients in their community support initiatives

- We support our General Manager who is the President of non-profit organization HOPE, Inc. in their program to provide subsidized housing for disabled veterans
- We support Kingdom Citizen Youth Empowerment, Inc. and speak/serve annually at their youth summit.
- We support several golf outings annually that are held for non-profit organizations serving our community.
- Our President and General Manager participate in and sponsor missionary trips to Haiti.

## Bolana's Awards and Recognitions

Bolana is proud and honored to have received the following awards:



Top 100 MBE Award 2020/2016/2012



CRMSDC Supplier of the Year 2016



Daily Record Top 100 Women 2013



Washington Business Journal 2014



D.C. Women of Color Award 2013



Brava Awardee 2012



L.O.V.E. Award Nominee 2012



## Bolana Excellence in Client Service Awards

The Bolana Excellence in Client Services Award is presented to team members who go the “extra mile” in their position with Bolana. Each recipient below was given an award and a cash award. Below are some excerpts from the presentation letters given to each employee. We feel blessed to have such exemplary team members contributing to the success of Bolana. Congratulations to all!

**Flerida Thomas Bonilla**

**Maria Jones Brown**

**Ana Portillo Cabrera**

**Carmen Castillo**

**Karla Centino**

**Pronzella Dennis**

**Melvin Escobar**

**Tavon Felder**

**Guadalupe Flores**

**Semenawit Ghebruwubet**

**Jacqueline Guerra**

**Transito Guerra**

**Banessa Hidalgo**

**Gladys Magaly Lara**

**Jeri Jordan**

**Dina Lemus**

**Norman Lima**

**Ana Marquez**

**Martha Patricia Martinez**

**Catalina Rivas**

**Franklin Rivera**

**Dinora Segovia**

**Senia Villatoro**

Below are some excerpts from the nomination applications that show some of the many reasons why these team members were selected for this award:

*“You are a very dependable employee. Hard work led to you being promoted from a cleaner to a supervisor because you always take your job seriously. You are a fast learner who is very responsible...”*

*“...you have filled in at multiple locations at the last minute to make sure we have coverage. You have taken on the responsibility of training the staff on floor care... You have fostered an amazing relationship with the client and they can see your growth and ownership in the building”*

*“...your leadership and dedication...very trustworthy, responsible, committed, flexible and a role model in the field who is inspiring to others...you are instrumental in assisting to recruit employees and help to train them as well as flexibility to work any shift...”*

*“...you have shown exemplary performance and commitment to Bolana core values. You are very flexible and helpful whenever asked to assist with tasks...displayed willingness to step in to assist during times when emergency coverage was needed.”*

*“...you are dependable and reflect excellent leadership skills...you have taken complete ownership of the facility and several staff members under your leadership have received awards for performance...very strong manager who leads effectively with minimal complaints.”*

*“...site has improved since you became working supervisor...shows responsibility on the job even when called upon outside of working hours...”*

*“...you are a very hard worker who is always one step ahead of the client’s requests. You have developed a strong relationship with the client and have the skill to keep them happy consistently!”*

Annual Alzheimer’s Walk

Team Bolana participates annually in the Walk to End Alzheimer’s, the world’s largest fundraiser for Alzheimer’s care, support and research. Ernestine’s Steppers team walked on October 9th and had a wonderful time connecting and enjoying the day while supporting a great cause. The team raised approximately \$15,000 with Bolana sponsoring each Bolana Team Member who participated.



“Jobs Not Guns” Fair at ESA



Bolana participated in the “Jobs Not Guns” East of the River Recruitment Fair. Hundreds of District residents converged in Ward 8 to attend the fair at the Entertainment & Sports Arena on November 19<sup>th</sup> which offered employment and educational opportunities as an alternative to a life of crime. “Jobs Not Guns” is an initiative designed to assist Building Blocks DC in creating jobs. The recruitment fairs are held to bring businesses, training programs and support service agencies, working in the District together. Interviews were conducted by by LeVon Dock and Sergio Serafini.

Mission of Grace

Bolana donated two generators to help the Mission of Grace ministry during the upheaval in Haiti. In response they said, **“Thank you so much for your continued prayers and your generosity. Those 2 generators will definitely help those we serve in our mission. We appreciate your kind gesture.”**



Mission of Grace seeks to meet the needs of Haitians through love and compassion. They did not build a compound to bring the needy in to, rather they are in and among them every day. The goal is not to simply improve the quality of life, but to train and equip future leaders of Haiti.

Holiday Gift Card Donations

Bolana provided Community Crisis Services (CCSI) with 30 Target gift cards worth \$30 each to be used for holiday gifts for shelter guests. CCSI presented the gift cards to the families and set up transportation to take them shopping which allowed them to choose the gifts and feel a sense of normalcy during the holiday season.



MAYOR MURIEL BOWSER PRESENTS  
ART ALL NIGHT

In September, Valarie and LeRoy Dock volunteered through the Ward 7 Business Partnership at DC’s free overnight arts festival – DC Art All Night. They were joined by Bolana mentee and past scholarship recipient, Precious Owens as a guest volunteer. The festival took place over two nights in sixteen (16) neighborhoods with different activities on each night, bringing visual and performing arts, including painting, photography, sculpture, crafts, fashion, music, dance, theater, film, and poetry, to indoor and outdoor public and private spaces, including local businesses and restaurants.

## Bolana Receives the Arthur C. Barraclough Company Community Service Award

The Arthur C. Barraclough Company Community Service Award recognizes those building service contractors that engage in community service and outreach that makes a real impact — not just for their own employees, but for their clients and the community around them. **The 2021 Arthur C. Barraclough Company Community Service Award goes to Bolana!** Below is an excerpt of the magazine article citing the award:



*"Bolana doesn't just work hard to service clients and clean facilities — they make a special effort to be a force of positive change in their community. One glance at their company newsletter makes it clear: Bolana cares about people. Led by Valarie and LeRoy Dock, Bolana focuses on community outreach to the homeless, disease prevention and health awareness, financial support to organizations that serve and protect children, preparing meals for those that need food, marching and demonstrating for the rights of the underserved and underrepresented, and speaking to youth about financial literacy and educational scholarship opportunities.*

*The Dock's keep it simple when they describe their attitude toward service. "If we can help someone along the way," they say about their motto, "then our living is not in vain." The list of their deeds is numerous, and their foot-print on the community is obvious. Indeed, there's almost nothing going on in society that they haven't taken strides to address. Just since last May, they've prepared hundreds of weekly lunches for the Prince George County Crisis Center, including a special inspirational note with each meal. Their team members have also purchased new clothing goods to stock the local shelters so that everyone can have access to clean clothes.*

*In 2020, the Dock's presented their workers with six scholarships, an annual ritual that helps recipients attend school — with an extra bonus for the highest GPAs. Meanwhile, when COVID-19 interrupted their ability to mentor local children, they instead used their resources to help kids obtain the equipment they needed for effective distance learning, such as headphones.*

*If the true mark of dedicated community service is a sense of perseverance in the face of challenging circumstances, Bolana has shown that they rise to the moment over and over. The impact they have made is only just beginning."*

## Keeping Up with Johari Branch

Johari Branch has announced that he will return for one more season next year for the University of Maryland Football team! Johari worked as an intern at Bolana and participates in the weekly lunch preparation for the homeless. Some of his latest highlights:

- Johari was presented his framed jersey at the University of Maryland football team senior dinner (see photo)
- Johari played for the Terps in the New Era Pinstripe Bowl on December 29th at Yankee Stadium in Bronx, NY
- Johari was one of 1,823 students nationwide on fall sports rosters to be named 2021 Academic All Big Ten Team. To be eligible for Academic All-Big Ten selection, students must be on a varsity team (as verified by being on the official squad list as of Nov. 1 for fall sports), have been enrolled full time at the institution for a minimum of 12 months and carry a cumulative grade-point average of 3.0 or higher.



*Team Bolana is proud to be of service, "shining a little light in dark places."*

## Team Members' Years of Service Recognition

The following team members have hire anniversary dates in the months of October – December. These team members have been a member of the Bolana Team for at least 1 year. Thank you for your continued commitment to making Bolana a great place to work and being an asset to the team!!

**\* = 5 or more years of service**

**\*\* = 10 or more years of service.**

<b>Maritza Hernandez**</b>	<b>11/01/2008</b>	Elba Cordova	10/16/2020
<b>LeVon Dock II**</b>	<b>10/04/2010</b>	Regina Denny	10/19/2020
<b>Franklin Rivera-Moreira*</b>	<b>11/18/2013</b>	Maria Bonilla	10/27/2020
<b>Dinora Segovia*</b>	<b>10/01/2014</b>	Arminda Gonzalez	10/27/2020
<b>Ana Marquez Hernandez*</b>	<b>12/09/2015</b>	Raymundo	
Hilda Velasquez	11/06/2017	Sonia Hernandez	10/30/2020
Xiomara Arevalo	11/15/2017	Erika Lopez	11/09/2020
Daniel Martinez	11/17/2017	Carlos Guerra	11/09/2020
Carmen Castillo	11/07/2018	Roselia Lucas Ramon	11/11/2020
Jose Lopez	12/03/2018	Orfa Cruz	11/13/2020
Zulma Sibrian Rivera	10/04/2019	Giovanna Rojas Rojas	11/13/2020
Fhany Mendiola	10/09/2019	Ericka Giron	11/23/2020
Sonia Garcia	10/16/2019	Carlos Gomez	12/04/2020
Jasmine Dutton	10/17/2019	Alicia Chuquija Cerda	12/04/2020
Effanna Swaby	10/25/2019	Ennis Membreno Guzman	12/07/2020
Shyya Smith-Bucksell	11/01/2019	Yadira Garcia	12/16/2020
Rosa Mercado	11/16/2019	Melvin Escobar	12/16/2020
Marta Amaya	11/16/2019	Jose Matamoras	12/16/2020
Luz Garcia	12/07/2019	Marta Duran	12/16/2020
Semenawit Ghebruwbet	12/16/2019	Maria Andrade Ventura	12/16/2020
Juan Garcia	12/23/2019	Gloria De la O	12/17/2020
Saira Bojorquez Garcia	12/26/2019	Julio Gomez	12/21/2020
Transito Guerra	12/30/2019	Xiomara Leiva	12/24/2020
Dora Martinez	10/07/2020	Maria Najera	12/25/2020
Gerald Babb	10/11/2020	Maricela Martinez	12/28/2020
Rashid Shabazz	10/14/2020		



## 10 Years of Service Award

Lenin Garcia was recognized at the Bolana Appreciation Dinner for having 10 years of service.

**GOOD JOB**



## Congratulations Erlinda and Magaly!

Bolana Team Members, Erlinda Marquina and Magaly Lara each received Employee of the Month honors from our client at The Brooks.

"Please thank Lupe and her staff for always turning in lost items."

Message from a game attendee... 'Many, many thank yous to you and your team at the University of Maryland's Xfinity Center... your team, indeed, found my mobile phone. Really, I do not know how to properly thank you. I sent my emergency note out to your offices late last night, perhaps before midnight and you were able to find my phone before Noon. You are an impressive team of courteous, organized, and responsible people. I wish for you the same fortunes as you have given me if you are ever confronted with an emergency.'

Tom Saunders, Facilities Manager  
University of Maryland Xfinity Center

"We have decided to exit our office space... I would just like to say I appreciated Bolana and the services provided to us throughout the years. I never received a single complaint regarding the cleaning in our office space. I would be glad to pass along your contact info to the new tenant."

Erik Turner, Facilities Manager  
HelloWallet DC/KeyBank

Phase 1 is complete, and I just wanted to tell you I think Sergio and his team did an excellent job. It is nice to walk into a concession and not have your feet stick to the floor, and to not have oil and old food be the first thing you smell. The concessions were rough, and I know that's hard work, so I really appreciate the job they did... again, they did terrific work getting those concessions clean. Thanks guys.

Darryl Creswell  
Director, Cleaning & Maintenance  
Washington Nationals

I just wanted to let you know that we emptied our compactor we use for recycling for football games and the vendor that received it was very happy with how clean and free of contamination the recycling was. Please let your sorting staff know that they are doing a tremendous job.

Tom Saunders, Facilities Manager  
University of Maryland Xfinity Center

**WELL DONE!**

## Women 2 Watch Award

The Women Presidents' Organization (WPO) announced the \*Women 2 Watch\* of 2021, sponsored by JPMorgan Chase Commercial Banking. The list features the fastest-growing WPO members from around the world as they reach new levels of success.



**Valarie Dock**  
Bolana Enterprises, Inc.

Bolana's Valarie Dock was honored to be named to this list which highlights the impact these diverse and vibrant women-owned and -led companies have on the WPO and the global economy through the jobs they create and communities they serve. Well done!



## Bolana Corporate Team Training

Team Bolana's Corporate Team participated in Kolbe Training with Andrea Infelt Almarez from Positive Shift Partners, LLC. Each team member completed The Kolbe A Index which measures the instinctive ways that people take action and how they approach work. Team Bolana learned our individual strengths and attributes and discussed how we can each leverage them to contribute to the productivity of the team. This training provided Team Bolana insight on our personal productivity, team performance, and job alignment. We are committed to continuous improvement.



### January was...



### March is...



### February is...



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**Thank you for taking the time  
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WE'RE GETTING **SOCIAL**



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## Bolana 2021 Scholarship Award Winners

Six Bolana Team Member Dependent Scholarships were presented for the 2021-2022 school year. The following students each were awarded \$800.00:

Justin Burrows  
Alexis Hernandez  
Ja'Lynn Holland

Fernando Jose Rosales  
Agostina Serafini  
Massimo Serafini



Massimo Serafini received an additional \$250.00 for having the highest GPA and Alexis Hernandez received an additional \$100.00 for outstanding community service.

**Congratulations to All!**



**Justin Burrows**



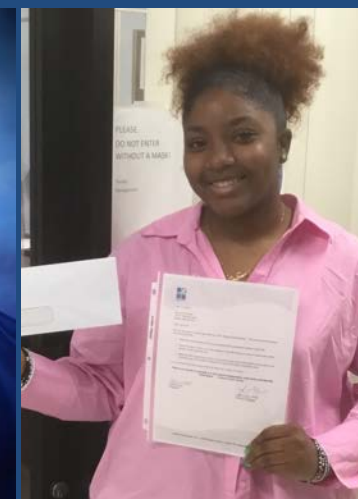
**Fernando Rosales**



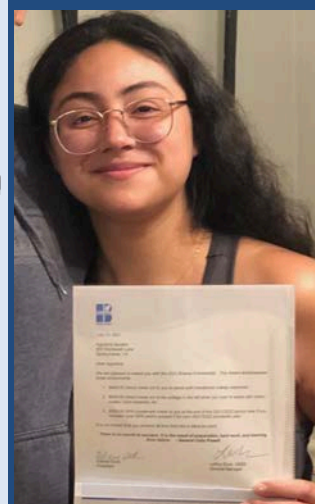
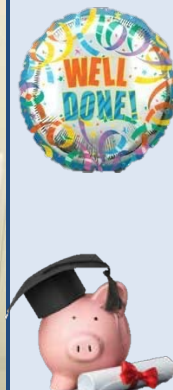
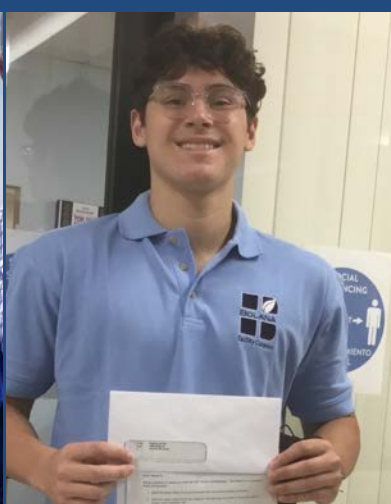
**Alexis Hernandez**



**Ja'Lynn Holland**



**Massimo Serafini**



**Agostina Serafini**



## Mentor and Mentee Highlight: LeRoy Dock & Johari Branch



- Johari is a senior Offensive Linemen with the University of Maryland Football Student Athlete Mentorship Program from Chicago, Illinois. He discussed how his relationship with LeRoy was rooted in trust. Johari looks to LeRoy as a father figure and their relationship has continued to evolve and flourish. LeRoy has been someone Johari can come to for everyday conversation and life advice.
- LeRoy worked with Johari to get him an internship at Bolana Enterprises, Inc. and Team Bolana has provided motivation and mentorship support for Johari in his career journey and life.



## MARCH ON FOR VOTING RIGHTS



On Saturday, August 28<sup>th</sup>, Valarie and LeRoy Dock participated in the March On for Voting Rights march organized and by the Rev. Al Sharpton's National Action Network (NAN) and partner organizations. Martin Luther King III, Andrea King, Yolanda King, and others also lead the event.

Thousands of people gathered in Washington, D.C., and other cities across the country to protest a recent slew of legislation that critics say suppresses voter rights, particularly for voters of color and young voters. The event took place on the 58th anniversary of the 1963 March On Washington when Martin Luther King Jr. delivered his "I Have A Dream" speech.

Participants gathered in McPherson Square, and marched to the National Mall for a rally with the U.S. Capitol as a backdrop. Organizers say the event drew thousands to Washington.



## End of Summer Youth Bowling



Bolana was delighted to have the opportunity to sponsor a bowling outing in August for a class of homeless youth to enjoy an end of summer group activity. We worked with the Community Crisis Services, Inc. Warm Nights Shelter program to make this event happen.

## Friendship Place's The Brooks Community Block Party



Ending Homelessness.  
Rebuilding Lives.

Bolana Supervisor Magaly Lara joined the celebration at The Brooks Community Block Party along with Valarie and LeRoy Dock. All families with young children were invited to attend for a free day of fun activities, giveaways and treats! Friendship Place is a nonprofit organization committed to ending homelessness and rebuilding lives.

## Team Bolana Lunch for the Homeless

Team Bolana's Corporate Team and Supporters continue to volunteer every Thursday to prepare and provide 100 lunches for the homeless in cooperation with Community Crisis Services of Prince George's County.



## Emergency Blood & Platelet Shortage Help Save a Life...Donate Blood Today!

Donating blood products is essential to community health and need for blood products is constant. The Red Cross follows the highest standards of safety and infection control, and volunteer donors are the only source of blood for those in need. **Every two seconds someone in the U.S. needs blood.** It is essential for surgeries, cancer treatment, chronic illnesses, and traumatic injuries. Whether a patient receives whole blood, red cells, platelets or plasma, this lifesaving care starts with one person's generous donation.



Bolana's LeRoy Dock  
Donating Blood in July

### FACTS ABOUT BLOOD NEEDS

- Approximately 36,000 units of red blood cells are needed every day in the U. S.
- Nearly 7,000 units of platelets and 10,000 units of plasma are needed daily in the U.S.
- Sickle cell disease affects 90,000 to 100,000 people in the U.S. About 1,000 babies are born with the disease each year. Sickle Cell patients can require blood transfusions throughout their lives.
- The average red blood cell transfusion is approximately 3 units.
- A single car accident victim can require as many as 100 units of blood.
- Blood and platelets cannot be manufactured; they can only come from volunteer donors.
- The blood type most often needed is type O.
- **One donation can potentially save up to three lives.**

THE TIME TO  
**GIVE BLOOD**  
IS NOW



American  
Red Cross

**1-800-GIVE-LIFE**  
**RedCrossBlood.org**

*Team Bolana is proud to be of service, "shining a little light in dark places."*

## Team Members' Years of Service Recognition

The following team members have hire anniversary dates in the months of July–September. These team members have been a member of the Bolana Team for at least 1 year. Thank you for your continued commitment to making Bolana a great place to work and being an asset to the team!!

**\* = 5 or more years of service    \*\* = 10 or more years of service.**



<b>Anthony Laws**</b>	<b>08/01/2006</b>	Jorge Rosales	09/01/2018
<b>Dora Lopez**</b>	<b>09/23/2008</b>	Senia Villatoro	09/01/2018
<b>Antonia Molina**</b>	<b>09/01/2009</b>	Alicia Godoy	09/01/2018
<b>Maria Fernandez-Flores*</b>	<b>09/26/2013</b>	Ana Velasco	09/01/2018
<b>Leonardo Mercado*</b>	<b>08/18/2014</b>	Juan Melendez	09/01/2018
<b>Richard Stern, Jr.*</b>	<b>09/02/2015</b>	Oscar Gutierrez	09/01/2018
<b>Coralia Guardado*</b>	<b>07/02/2016</b>	Dina Lemus Diaz	09/01/2018
<b>Delmy Rivera*</b>	<b>08/24/2016</b>	Luis Paredes	09/01/2018
Catalina Rivera	07/03/2017	Elias Rodriguez	09/01/2018
Ermelinda Argueta	07/03/2017	Milagro Velasco	09/01/2018
Flor Sorto	07/10/2017	Velman Perez Yoc	09/01/2018
Grace Owusuaa	09/01/2017	Edith Melgar	09/01/2018
Hilda Coreas	09/01/2017	Sergio Serafini	09/01/2018
Bedilu Amere	09/01/2017	Kevin Williams	09/01/2018
Jose Cabrera	09/01/2017	Santos Hernandez	09/01/2018
Benyoset Sandoval Molina	09/01/2017	Flora Suyu	09/01/2018
Maria Guillen	09/01/2017	Melida Hernandez	09/01/2018
Gabriel Boahen	09/01/2017	Manuel Godinez	09/01/2018
Posseh Sesay	09/01/2017	Ana Amaya	09/01/2018
Augustine Adu	09/01/2017	Marc Cunningham	09/01/2018
Jose Cruz-Reyes	09/01/2017	Areli Perez	09/01/2018
Menelik Mekonnen	09/01/2017	Ana Portillo Cabrera	09/01/2018
Monica Asantewaa	09/01/2017	Nelson Vides	09/01/2018
Stephen Adu	09/01/2017	Marvin Hernandez	09/01/2018
Martin Coreas	09/01/2017	Hazel Thomas	09/18/2018
Yohannes Larago	09/01/2017	Reina Rivas Diaz	09/29/2018
Jariatu Kamara	09/01/2017	Herber Ayala Argueta	07/10/2019
Orbelina Navarro-Avelar	09/01/2017	Evelyn Albayero	07/31/2019
Janet Golo	09/01/2017	Monica Hernandez Caballero	08/28/2019
Noemi Segovia	09/01/2017	Guadalupe Flores	08/31/2019
Irma Mejia De Perez	09/01/2017	Carmen Castillo	08/31/2019
Marina Justiniano-Gongora	09/01/2017	Gregoria Quezada	09/03/2019
Mario Flores	09/01/2017	Jeri Jordan	07/01/2020
Lambon Dankwa	09/01/2017	Jesus Villegas Olivar	07/16/2020
Chiedu Simon-Ebughu	09/01/2017	Irael Garcia Sarceno	07/18/2020
Patricia Quinonez	09/01/2017	Delmi Perez	07/28/2020
Eva Ankomah	09/01/2017	Isamar Amaya	07/29/2020
Carlos Sifontes	09/01/2017	Mirna Guzman Diaz	07/29/2020
Maria Benitez	09/20/2017	Delmi Perez	08/27/2020
Kwadwo Frimpong	07/13/2018	Roselia Lucas Ramon	09/16/2020
Veronica Colin Valencia	07/15/2018	Ernesto Diaz	09/01/2020
Faibel Chilel Yoc	09/01/2018	Ana Ramos Hernandez	09/01/2020
Julien Sulio	09/01/2018	Luz Becerra	09/14/2020
Cristina Contreras	09/01/2018	Hilma Giron	09/28/2020
Maria Mejia De Holtz	09/01/2018	Maria Jones Brown	09/28/2020
Amado Velasco	09/01/2018	Sofia Portillo	09/28/2020

Congratulations Evelyn!



Bolana Team Member, Evelyn Espinal was presented with the "Beyond the Call of Duty" award for being "second In command for managing all of the cleaning,"

Our Safety BINGO Winners



Bolana’s Safety BINGO program is designed to promote employee safety and reduce injuries. Congratulations to the following winners (pictured to the right):

Jessy Damas

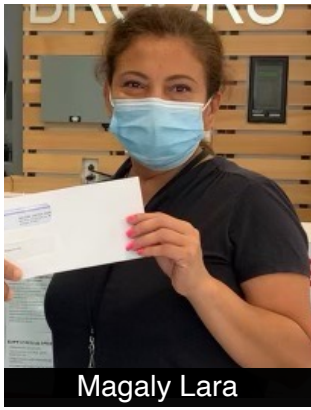
Evelyn Espinal

Magaly Lara

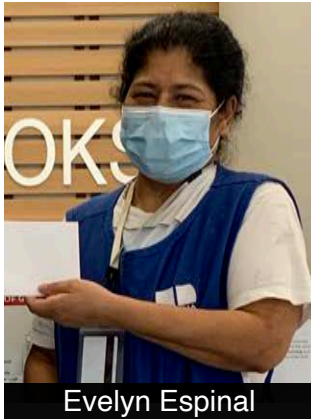
Thank you for promoting a safe workplace!



Jessy Damas

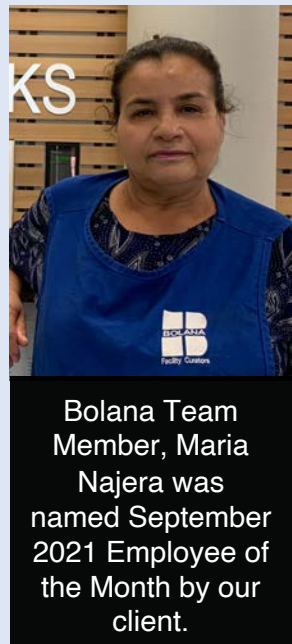


Magaly Lara

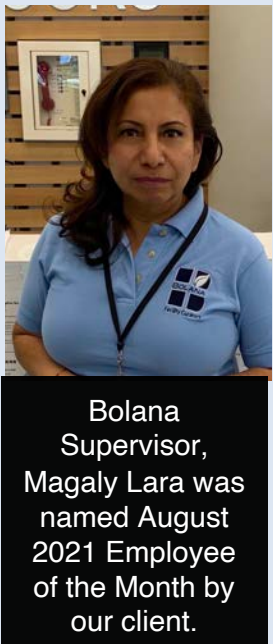


Evelyn Espinal

Well Done Maria & Magaly!



Bolana Team Member, Maria Najera was named September 2021 Employee of the Month by our client.



Bolana Supervisor, Magaly Lara was named August 2021 Employee of the Month by our client.

Welcome Rebecca Lopez and Angela Singleton!

Bolana welcomed two new Corporate Office Team Members in October.

Rebecca Lopez is our Finance Manager and Angela Singleton is our Business Operations Administrator.

Their individual skills, experience and talents are a great addition to Team Bolana. We are thrilled to have them both on board!



REBECCA LOPEZ  
Finance Manager



ANGELA SINGLETON  
Business Operations Administrator

"I hope this finds you well. I want to let you know that I really appreciate all the hard work from all of the teams that have been working along the way, especially all of the effort and perfectionism from Dinora and Mr. Nilo all year round. The dedication of the night crew to make sure the floors look good and clean, also the hard work of the movers and the good enthusiasm of the painters to make sure the school looks great, last but not least, the support of Leonardo on all the areas that we need, able to support any time during the day, night and weekends. Thank you Leonardo and thank you BOLANA for all the support. Looking forward to a new great school year. God Bless You!"

Sergio Velasquez, Facilities Manager  
Washington Yu Ying Public Charter School



Washington Yu Ying Summer Project  
Stripping and Finishing Floors

"It was terrific working with your team as well! Your team represented a professional and reputable group who showed up on time and worked for the duration resulting in a highly satisfied client (Ludlow Elementary School). Thanks!"

Yolonda Higdon, Principal/Owner  
HH Logistics Planning, LLC



## Team Bolana Corporate Retreat



Team Bolana's Corporate Retreat was held in Ocean City, Maryland in May. The retreat provides an opportunity for our Corporate

Team to receive training and hold discussions in order to focus on how we can improve our administration and operations to become better servants to our internal and external clients. The Team enjoys the opportunity to spend quality time with their FAMILY.



## BSCAI Virtual Operations Summit

Bolana's Managers and Operations Team participated in the Building Service Contractors Association International (BSCAI) Virtual Operations Summit on August 26, 2021. This informative training included sessions from panels of experts throughout the industry on topics including:

- Understanding and Communicating with Your Customers
- Cleaning in the New World
- The Tech of the Future
- Safety Returning to Work and Reengaging Employees



Team Bolana believes in providing formal training to our Team as an investment in the success of our business and our contracts. We are committed to providing opportunities for our Team to gain a stronger understanding of the industry. On-going training keeps Bolana on the cutting edge of the industry, technology and operational development in order to perform at the highest level for our clients.

For over 50 years, BSCAI has been the Business Resource for Contractors™. BSCAI represents a worldwide network of more than 1,000 member companies from across the United States and 15 countries worldwide that provide cleaning, facility maintenance, security, landscaping and other related services to building owners and managers.

*November is...*



*December is...*



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# Healthy Cleaning for Healthy Buildings

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## Healthy Cleaning for Healthy Buildings

### ENVIRONMENTAL APPROACH TO CLEANING

Bolana is committed to providing excellent cleaning services while making a conscious effort to lessen our impact on our environment. Our statement of principles utilized to create policies, standards, training and procedures include the following:

- Appearance is important, but cleaning for health is paramount.
- Our ultimate goal is to leave a building in a healthy, low risk, sanitary condition that contributes to improved environmental quality.
- On-going communication of goals and the benefits of green cleaning
- Ensure worker and occupant safety at all times
- Commitment to education and training
- Use of chemicals (green) that minimize human and environmental impact
- Minimize human exposure to cleaning residue and contaminants
- Standards/processes for green cleaning are communicated and enforced among all employees

## HEALTHY GREEN CLEANING

Our Healthy Cleaning for Healthy Buildings program employs environmentally sound cleaning products, state of the art equipment, microfiber mops and wipes and the latest and best cleaning practices. Healthy Cleaning for Healthy Buildings is a unique, all-inclusive approach designed to ensure a clean and safe work environment, increase employee productivity and satisfaction, and enhance the value and integrity of Buildings. The end goal is to reflect the organizational mission and values of our customers. We will incorporate as much of this program as possible into the contract. We meet with client representatives to determine how we can work together to implement healthier green cleaning.

### Healthy Cleaning for Healthy Buildings offers:

- A comprehensive strategy to help organizations attain safe, healthy, high-performing Buildings.
- Best practices cleaning strategies, procedures & guidelines supported by easy-to-understand training materials.
- Environmentally preferable purchasing guidelines for selecting janitorial chemicals, paper, liners, tools and equipment.
- Initiatives that encourage occupant involvement to help ensure program success.
- Communication materials to tell your key audiences about your environmental efforts.
- A pathway to earn credits toward certification under the LEED for Existing Green Building Rating System™ from the U.S. Green Building Council.

## GO BEYOND APPEARANCES WITH HEALTHY CLEANING FOR HEALTHY BUILDINGS

Just imagine where we would be today without the means to remove harmful and unwanted contaminants from our Buildings. Contaminants like bacteria, viruses, molds and fungi can adversely affect human health. Common dirt, dust and soils can be contaminated with pesticides and other chemicals. Without a doubt, cleaning is enormously important to protect our health as well as the Buildings in which we live and work. Several studies have shown the impact of improved cleaning on health and productivity.

Healthy Cleaning for Healthy Buildings takes traditional cleaning beyond appearances with procedures designed to make your building the safest, healthiest and cleanest it has ever been. The first step is understanding that cleaning plays a huge role in the health and safety of a building's occupants. Cleaning also directly affects the asset value of a building. The next step is putting what you know into practice.

## OVERVIEW

Cleaning is the process of locating, identifying, containing, removing and properly disposing of an unwanted substance from a surface or environment. Our Healthy Cleaning for Healthy Buildings is a process that reduces any negative impact of cleaning on health and the environment. While product selection is important, Healthy Cleaning for Healthy Buildings procedures are equally important, and perhaps more so. Important procedures in key areas:

- People with Special Needs
- Dusting and Dust Mopping
- Entryways
- Floor Care & Carpet Care
- Restrooms
- Food Areas: Cafeterias, Break Rooms, Etc.
- OSHA Blood-Borne Pathogen Standard
- Measuring/Diluting Concentrated Cleaning Products
- Indoor Plants
- Integrated Pest Management
- Trash and Recycling
- Spills

The issue of product preference is not one of “good” new products versus “bad” traditional products. Rather the issue is defined as opportunities to reduce the impact on health and the environment. When addressing procedures for a Healthy Cleaning for Healthy Buildings program, the same approach must be followed. With contract approval, Bolana will utilize chemicals, paper products, and equipment that are Green Seal Certified. With the use of any cleaning chemical or janitorial equipment, it is important that appropriate personal protective equipment (PPE) be used and product directions followed. Furthermore, proper disposal of all cleaning waste is required.

## DUSTING, DUST MOPPING AND VACUUMING

Traditional dusting and dust mopping techniques just move dust and other contaminants from one area to another. It is important to recognize just moving the dust from one place to another waste labor and reduces efficiencies. Dusting and dust mopping activities that do not capture soil completely stir them into the air where people can then be exposed to the particles.

## DUSTING

### Healthy Cleaning for Healthy Buildings Requirements (cloth or vacuum)

- Use of dusting tools that capture and remove the dust.
- Micro-fiber, lint-free dusting cloths and vacuums are preferred instead of feather duster.
- It is preferable to use vacuum cleaners that meet the Carpet & Rug Institutes (CRI) Green Label Program and are fitted with appropriate bags and HEPA filters.
- A folded cloth that is refolded during cleaning. Refolding provides more cleaning surface area and maximizes use of the cloth.
- Minimize the use of dusting chemicals and if required use water or water based dusting chemicals.

## FLOOR CARE

The procedures for floor care in a Healthy Cleaning for Healthy Buildings program are similar in most instances to those of a traditional program. Beyond the traditional issues, floor care in a Healthy Cleaning for Healthy Buildings program addresses the selection of the procedures themselves. The life cycle assessment of the selected finish should factor in the durability and the frequency of stripping and recoating.

In a Healthy Cleaning for Healthy Buildings program the primary effort is to be a pollution prevention strategy, or one that minimizes the need to strip and recoat a floor. Thus, a specific focus is on preventative measures, such as:

- Use of matting systems at all entrances to capture soils and moisture from shoes. It is preferable that the mats be large enough for each shoe to hit the mat two times (typically a minimum of 12 to 15 feet).
- Frequent vacuuming of entryway mats and grating systems.

## RESTROOMS

Because of their heavy use and moisture, restrooms must be cleaned frequently using appropriate cleaning products and procedures. Make sure that cleaning is done thoroughly, including hard-to-reach areas such as behind toilets and around urinals. Periodically machine scrub or pressure wash restroom floors with a cleaner disinfectant. Make sure that label directions for appropriate dilutions and necessary dwell times are followed to allow for thorough germ-killing activity. Dwell time for many disinfectants is ten minutes. Be sure to follow the label instructions closely.

Some products used in the restroom can be hazardous, such as drain cleaners and toilet bowl cleaners. Make sure that appropriate PPE is used and appropriate ventilation is provided for cleaning personnel. Never mix cleaning products.

### Healthy Cleaning for Healthy Buildings Requirements

- Make sure cleaning and disinfecting solutions are prepared and used according to label direction (e.g., dwell time).
- Use cleaners as outlined in the Bolana Janitorial Product Selection Guide.
- Keep floor dry to eliminate slip-fall injuries & prevent build-up of bacteria, mold & mildew.

### OSHA Bloodborne Pathogen Standard Action Items

- Use safety cones or other means to make sure that occupants do not come in contact with biological spills.
- Use proper personal protective equipment (i.e., gloves, goggles)
- Disinfect area with appropriate solution following OSHA's Bloodborne Pathogen Standard in the Bolana Safety Manual

### RECYCLING

One of the primary keys to making the recycling effort work, especially in a way that is efficient for both cleaning personnel and occupants, is to develop some clear building goals and procedures. To accomplish this, it is important to work with building management to support education and other efforts to engage the occupants in this effort. Among the materials to be considered for recycling include:

- Clear/green/brown glass bottles/jars
- Plastic containers
- White office paper
- Mixed office paper
- Newspaper
- Cardboard
- Metal containers

### GREEN SEAL™

Green Seal is a non-profit organization devoted to environmental standard setting, product certification, and public education. Green Seal's mission is to work towards environmental sustainability by identifying and promoting environmentally responsible products, purchasing, and production. Through its standard setting, certification and education programs, Green Seal:

- identifies products that are designed and manufactured in an environmentally responsible manner;
- offers scientific analyses to help consumers make educated purchasing decisions regarding environmental impacts;

- ensures consumers that any product bearing the Green Seal Certification Mark has earned the right to use it; and
- encourages manufacturers to develop new products that are significantly less damaging to the environment than their predecessors.

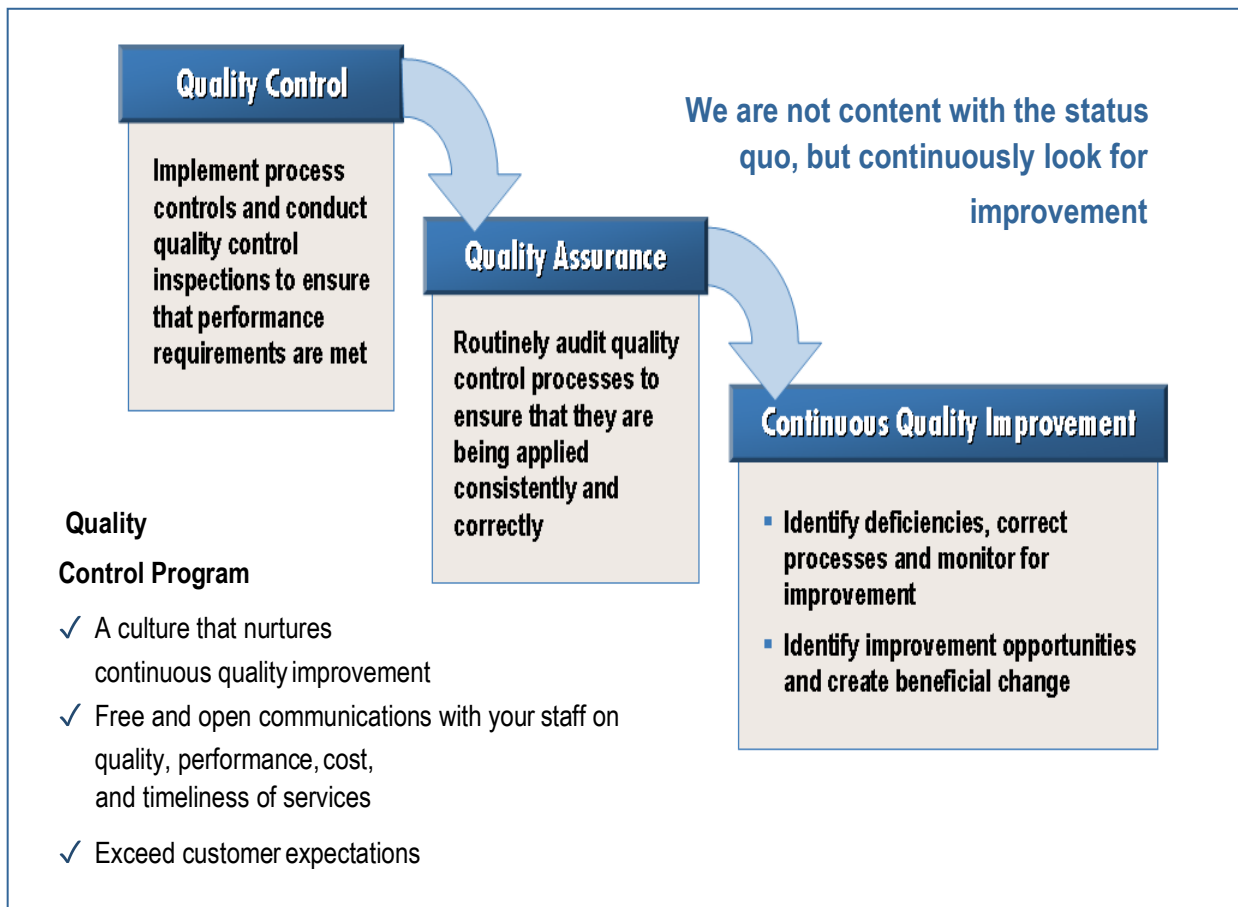
The intent of Green Seal's environmental requirements is to reduce, to the extent technologically and economically feasible, the environmental impacts associated with the manufacture, use and disposal of products. Set on a category-by-category basis, Environmental Standards focus on significant opportunities to reduce a product's environmental impact.

Green Seal 42 is the standard regulating certification of cleaning service providers. The following Bolana's Managers (Franklin Bonilla, Leonardo Mercado, Sergio Serafini) as well as our Director of Operations (LeVon Dock), our General Manager (LeRoy Dock), and our President (Valarie Dock) have completed six 4-hour modules (total of 24 hours as required by the standard) of training and received their GS-42 certification. Each participant who completed the entire 24 hours and passed the final exam received a certificate of completion that demonstrates that training has been completed in compliance with the GS 42 Standard. Each training participant has handout materials relevant to each training module. Bolana Corporate Office staff and managers are scheduled to receive training from industry specific organizations including the Building Wellness Institute.

## QUALITY ASSURANCE

### Quality Assurance Program

The Bolana Quality Assurance program will be an integral part of our ability to function and remain consistent in the overall goal to provide custodial services with outstanding service. The primary intent of our Quality Assurance program is to provide continuous outstanding service and deficiency prevention over deficiency detection. But, just as important, we want to be perceived as your partner in meeting the needs of your visitors, residents and staff. Our proactive program is developed for the specific requirements.



Bolana has for many years recognized the need to leverage technology to help improve our own internal efficiencies and provide a superior level of service to our clients. We utilize Quality Assurance software developed by Team Software specifically for Building Service Contractors. Team Software has allowed Bolana to more efficiently schedule and monitor the work activities in the facilities we help manage. The near real-time alert and reporting capabilities provided by the use of smart phones in combination with a web-based

management system has enabled Bolana to quickly respond to client requests and service level deficiencies. Bolana's Quality Assurance Inspections will be conducted by the Supervisor and Area Manager. Reports will be made available in real time to a client representative. Bolana's Director of Operations and President see all inspections.

### CLIENT SATISFACTION

In addition to measuring Quality Assurance, we routinely poll our customers and measure their satisfaction. Our Area Manager will regularly visit key designated client representatives to speak with them and ask them about their level of satisfaction.

### TEAM QUALITY ASSURANCE

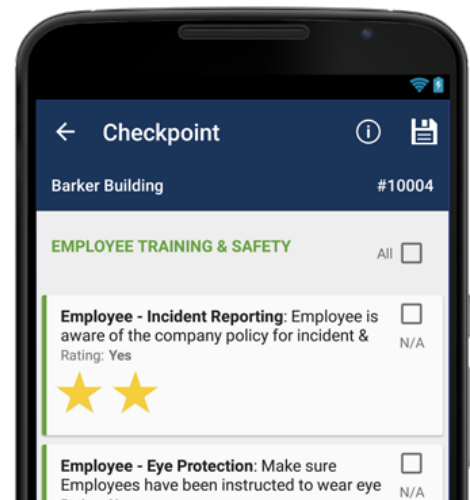
TEAM's Quality Assurance solution uses Checkpoints, or custom question-and-answer lists, to inspect buildings and job sites, evaluate processes or even gauge employee or customer satisfaction. Exceptional service, happy customers – that's the (Check)point.

#### Deliver First-Class Service Every Time

Our integrated Quality Assurance solution is a flexible, automated tool set with web and mobile features for employees and customers. Start your customer relationships with trust and transparency. Maintain them by delivering proof of your commitment to first-class service. Our integrated Quality Assurance solution makes it easy using a flexible Checkpoint system, customized rating scales and deficiency tracking.

#### Features:

- Create Checkpoints, like inspections or surveys, with flexible templates
- Add response options, such as yes/no or a rating scale
- Define quality standards for each item
- Link Checkpoints to jobs, groups of jobs or specific areas
- Collect responses through web or mobile apps
- See results instantly and resolve deficiencies
- Share results with employees and customers
- Use reporting tools to analyze trends



## RISK MANAGEMENT & SAFETY

### Risk Management/Safety Program

At Bolana, safety is a top priority for all of our employees. As individuals, they have the right to expect that they will work in a safe environment and with safe supplies and equipment, so that they will be able to devote their full energies to their work without fear of possible injury. Only under these circumstances can the relationship between Bolana and its employees be mutually profitable and harmonious. Bolana's Safety Program is derived from the comprehensive Risk Management Plan we have created to ensure that we are using the safest procedures, methodologies and equipment.



- To provide safe work places, safe equipment, and proper materials to its employees.
- To establish, and insist upon, safe work methods and safe practices at all times.
- To ensure compliance with State, Federal and Local laws and OSHA regulations.

This policy relates as follows to the various levels of the organization:

### Corporate Safety Committee

Committee members are: President, General Manager, Insurance Company Loss Prevention Representative, Area Manager, Director of Operations and a Site Supervisor. Bolana's corporate Safety Committee meets once a month. These meetings provide a forum for the field, corporate and management staff to:

- Address any safety issues brought to the committee.
- Monitor effectiveness of the safety program components through bench marking and feedback from the field through surveys.
- Review accidents reports (workers' compensation, general liability and auto) and safety inspections.
- A representative from our insurance company attends a meeting at least once a quarter.
- Monitor and review effectiveness of the safety programs, such as safety training, safety bingo, evacuation plan, etc.
- Respond to any questions/concerns that our clients may have about the safety requirements.

## Safety Training

Our safety training is conducted in conjunction with the new hire orientation includes topics such as:

- OSHA Regulations
- Bolana's Safety Regulations
- Safety Regulations Specific to Each Client
- Blood-Borne Pathogens
- Hazard Communications Standards
- Safety Data Sheets
- Personal Protective Equipment Policy
- Lifting Safety
- and more

## Personal Protective Equipment (PPE)

Bolana ensures that our employees understand how to use PPE, proper care and disposal of PPE. Each employee will demonstrate an understanding of their training and ability to use PPE properly.

### PPE INCLUDES:

- Labels and others signs of warning
- Rubber gloves and leather palm gloves
- Eye protection



## Hazardous Materials Communication Policy

The purpose of this policy is to protect the health and wellbeing of our employees and the public with whom we come in contact. The policy includes training of the supervisors and employees on:

- Chemicals (use, storage, handling)
- Safety Data Sheets
- Right to Know – Access to Information

## Safety Bingo

This is regular Bingo with a twist of safety. Bingo cards are distributed to the supervisor and support personnel. A number is posted daily, the winner will receive \$50.00. If the site has a work-related accident, the site is disqualified until the next game. In addition, employees cannot use a Bingo number on any day they are absent. A safety slogan (such as “use wet floor signs when mopping”) accompanies each game to promote safety awareness. Safety Bingo is an ongoing incentive tool used to encourage safe practices and regular attendance.

## Accident and Injury Reporting Policy

All employees are required to report any work-related accident, injury or illness, including property, vehicle or equipment damage, regardless of how minor, immediately to the Supervisor.

## Drug Free Workplace Policy

Bolana maintains a drug free workplace policy. The possession or consumption of drugs, alcohol or any controlled substance is a violation of this policy. Violators are subject to disciplinary action up to and including termination. As a condition of employment, all employees are required to consent to and pass a pre-hire drug test as well as random, mishap and reasonable suspicion testing.

## Emergency Response

In the event of fire, earthquake, terrorist activity or threat, or other catastrophic event, all employees are required to stop work and immediately leave the affected area. All employees will report to a pre-designated area and not leave that area for any reason until accounted for. The Supervisor will be responsible for accounting for everyone's whereabouts. In the event of the Supervisors absence, the senior most employee will be responsible.

## Exposure Control

Exposure to blood, bodily fluids, needles, broken glass or other potentially infectious materials will be avoided. Steps will be taken to avoid any of this from coming in contact with skin. All employees must notify their supervisor immediately if he/she happen upon this type of debris.

## Safe Work Practices

All workers will immediately take necessary action to correct any unsafe actions or conditions and if appropriate, report them to the responsible supervisor.

## Key Control

The Bolana Supervisor is responsible for maintaining the key control system and for authorizing the dissemination of keys. Keys are client property and may be recovered at any time. Unauthorized fabrication, duplication, possession, or use of keys is a violation of this policy and employees found in violation of the policy may be subject to disciplinary action up to and including termination from employment.

Keys must be returned at the end of each shift and are not allowed to be removed from the building. All persons issued keys shall at all times be held responsible and accountable for their keys and shall not transfer or loan their keys to another individual.

## STAFF TRAINING

### Employee Training

Bolana's training involves all levels of our organization. General Cleaners, Floor Technicians, Supervisors and Site Supervisors are all involved.



WE DELIVER TRAINING WITH GREATER IMPACT AND EFFECTIVENESS

### Cleaning Procedures

Employees are shown the proper cleaning procedures and expected level of quality. They are taught which chemicals and equipment to use for each respective task.

### Supervisor Training

Every quarter, we conduct a Saturday meeting for the purposes of general training, informing our supervisors and managers of pertinent information, and as an opportunity for them to voice their ideas and concerns. Our supervisors are offered specific training through our local industry organization, CABSC and our national association, BSCAI to increase their knowledge and understanding of management and janitorial services.

### We Teach Our Supervisors

- The most effective training programs combine great tools with great coaches
- We train our Supervisors to train like professionals
- We do not have to rely on outsiders to deliver training
- Our Supervisors train according to their schedule and they train with greater impact and effectiveness
- Our supervisors learn how to train effectively
- They learn how to use the proven Tell, Show, Do, Review training method
- They learn good coaching skills

### Training Philosophy

Our philosophy about training supervisors for custodial services at properties can be summed up in two words – “hands on”. The “how to’s” or mechanics of cleaning are not complex and are easy to understand. The difficult aspect is to understand the complexities and dynamics that take place at a specific location and how to manage a cleaning operation within this environment. We require our supervisors to actually work with each crew (i.e., floor care, trash removal, carpet care, restroom crew, etc.) and to perform each cleaning function.

The “people management” training for our managers is somewhat more conventional. We have purchased management training tapes by BSCAI and Daniels Associates, Inc. additionally, our managers and supervisors also attend training seminars on management and supervision sponsored by the Building Service Contractors Association and the Capitol Association of Building Service Contractors.

## **Training Commitment**

We are committed to training for this project. Specifically, we will bring quality people to the task, hiring carefully and purposefully into our organization. We will then give them training that will result in quality work. Training includes but is not limited to:

- Atmosphere training
- Customer service training
- Team work training
- Product handling
- Transportation and storage
- Restroom cleaning
- Detail cleaning
- MSDS – beyond compliance
- Carpet cleaning
- Safety
- Blood borne pathogens
- Glass cleaning
- Floor care
- Suite cleaning
- Supervisor training

## **Designated Trainer**

At this point the workers are assigned to an experienced worker who will be their Designated Trainer. They are told that they are on probation for thirty (30) days and must show an aptitude for various cleaning jobs in that period in order to maintain their position with Bolana. The Designated Trainer will teach the new worker all aspects of their job assignment. They will then go with the new employee to the assigned area to start work.

## Employee Training Five-Step Program

All new employees will undergo a series of training sessions. Each training period will be approximately thirty minutes and will span a five-week period. The subjects discussed during the training periods are designed to guide, aid, and protect our employees. The training sessions are taught based on our Tell, Show, Do, Review system and will consist of the following subjects:

### STEP ONE

#### Uniform Control

Employees will be provided uniforms; one set of uniforms if the employee works the night shift; three sets of uniforms if the employee works the day shift. Bolana will maintain all uniforms and will repair or exchange them as needed. Employees will not be allowed to work if they are not in proper acceptable uniforms. If an employee resigns or is terminated for any reason, they must turn over all uniforms in their possession to their supervisor.

#### Supplies

Employees are shown the stockroom where all supplies are kept and introduced to the person in charge of issuing supplies. Employees are instructed to first check with their supervisor or lead person when requesting supplies. The supervisor will advise the employee as to the proper supplies and quantity of supplies that will be needed for the particular job the employee will be doing. The supervisor will also instruct the employee on the proper usage of all materials. The employee will be instructed to return all supplies to the stockroom at the end of their shift. No supplies will be given to the employee by the stockroom person without the consent of the supervisor.

#### Equipment

All equipment will be kept in the stockroom when not in use. All employees will take the necessary materials and equipment to their assigned work areas at the beginning of their shift, so as not to waste time returning to the stockroom each time they need something. New employees are shown the equipment they will need to perform the specific duties assigned to them by their supervisor. They will also be shown how to operate the equipment for the specific job the machine was designed for.

Employees are instructed by their supervisors how to care for the equipment they are using. Each employee must damp wipe the exterior of their equipment after every usage to keep it looking clean. All necessary repairs of equipment will be reported to the supervisor.

#### Tenant Telephones are Off-Limits to All Employees

All employees are cautioned not to use tenant telephones in their assigned working areas for personal calls. Employees are allowed to use public telephones in the building for personal calls. The telephone in our office will also be at the employee's disposal, but the employee must first check with their supervisor before making any phone calls.

## STEP TWO

### Building Trash Procedures and Recycling Program

All employees will be instructed in building trash removal procedures, especially those who will be directly responsible for trash removal. Employees will be instructed that any questionable trash such as boxes, crates, or any other like containers shall be brought to the attention of the supervisor before disposal.

### Building Light Procedures

All employees shall be instructed to conserve lights whenever possible. When employees are working in their assigned areas they will turn off all lights not needed, providing office personnel are not working in the area.

## STEP THREE

### Damages

New employees will be instructed not to abuse tenant property when working in their assigned areas. If any employee should cause damage to any tenant property by accident, the employee will notify his supervisor immediately. The employee will give all the necessary information to his supervisor such as the location of damage, what was damaged, what the employee did to cause the damage, and at what time the damage occurred. The supervisor will report all damages to Bolana's corporate office and to our client's representatives.

### Emergency Procedures

All employees will be instructed to report smoke, fire, unusual odors or any other abnormal conditions existing in their working areas to their supervisor. Supervisors will be instructed on use of the fire pull boxes that are mounted on the walls in various locations. These should be used whenever fire develops in the area. Employees may be instructed to leave the area if an extreme emergency condition exists. Fire stairwells, never elevators, must always be used to leave the area in the event of a fire.

### Building Elevator System

All employees will be shown the building freight elevators. They will be instructed as to where the elevators are located, what floors they will stop on, and how to operate them. Employees will be shown how to operate the alarm button in the elevators in case of an emergency, and instructed on the proper way to enter and exit the elevators with approved equipment. Employees will be instructed to use extreme caution when carrying equipment on elevators so as not to cause damage in any way. Employees will be instructed to use the service elevator. Building management must give approval for use of passenger elevators.

### Lost and Found Procedures

Employees are instructed to report lost or found articles of any nature and value to their supervisor immediately (including but not limited to jewelry, clothing, checks, cash or other

articles of value). Employees will not remove these items, but will bring them to the attention of their supervisor, who will take the necessary action.

#### STEP FOUR

##### Reporting of Unusual Conditions

All employees will be instructed to bring to the attention of their supervisor any unusual condition they notice in their assigned working area that does not normally occur on a daily basis. Listed below are examples of abnormal conditions that employees may encounter in their working area and which must be reported:

- Office machines left on by tenant employees that are usually turned off after working hours
- Odd or unusual noises coming from electrical appliances, office machines, or vending machines
- Safe, file cabinets or vaults found open that are normally kept locked
- Security alarms that have been set off and are ringing steadily
- Door locks that have been changed so that the employee's key no longer fits
- Outside contractors working in tenant spaces
- Anyone seen on the floor going through desks or offices

##### Artwork

Employees will be instructed never to dust, clean, or touch artwork in any way unless directed to do so by their supervisor. Employees will be shown the artwork in their working areas by their supervisor, and will also be made aware that artwork refers to any tapestry, sculpture, and/or statue, as well as paintings and pictures.

#### STEP FIVE

##### Building and Tenant Appliances

Employees will be cautioned never to use tenant appliances. The supervisor will advise the employees as to what tenant appliances are and also emphasize the following items most likely to be abused:

Television Sets	Radios	Music Players
Photocopiers	Fax Machines	Refrigerators
Ovens and Stoves	Coffee Machines	Electronic Shoe Buffing Machines
DVD Players		

Employees performing special services in tenant areas such as private kitchens or cafeterias will be instructed to clean the appliances, but not use them. If an employee finds an appliance

left on by office personnel and sees no one in that area, they should turn it off and inform the supervisor. The supervisor will report his or her findings to the building office.

### Personal Conduct

- Employees are instructed not to drink alcoholic beverages while on the job. Drinking on the job results in immediate dismissal. Employees may also be subject to dismissal if they report to work either under the influence of alcohol or if the odor of alcohol is detected on their breath.
- Bolana adheres to a drug-free work commitment - no illegal drugs shall be used by our employees with our knowledge.
- Employees are instructed to stay in their assigned areas at all times. Supervisor's permission is necessary to go into areas not assigned to that specific employee.
- Employees must follow the direction of their supervisor or assistant supervisor. Insubordination will not be tolerated.
- Arguing with or talking back to any client or tenant for any reason will result in immediate termination.
- Employees will receive on-the-job training for as long as they are employed through Bolana. Regular briefings are conducted by the supervisor.

If an employee's job assignment has been changed and requires learning new skills, it is the supervisor's responsibility to make certain the employee receives the necessary training.

## STATEMENT OF WORK CAMERON STATION 200 Cameron Station Boulevard | Alexandria, VA

### EXHIBIT A – SCOPE OF WORK

#### PERFORMANCE

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

#### SUMMARY

Area	Description of Work	Frequency
General Office and Public Areas	Clean office, public areas, lounge, and corridors. Clean kitchenettes and copy rooms. Perform high and low dusting. Remove all trash and recycle.	Daily
Floor Maintenance	Vacuum all carpeted areas/ Spot clean as needed	Daily
Carpet Cleaning	Shampoo and deodorize all carpeted areas including upholstery cleaning of fabric armchairs (7) and sofa (1).	Annual
Rest Rooms	Clean and disinfect all sinks, commodes, and counters. Damp wipe clean with all walls, stalls with germicidal solution. Sweep and damp mop floors. Remove all trash. Clean all mirrors and spot clean doors.	Daily
	Machine scrub restroom floors.	Quarterly
Locker-Rooms	Deep cleaning of locker rooms.	Semi-Annually (March and September)

**STATEMENT OF WORK**  
**APRIL 19, 2022**

<b>Area</b>	<b>Description of Work</b>	<b>Frequency</b>
Fitness Center	Vacuum all carpeted areas. Vacuum and damp mop rubber floor. Clean all mirrors and spot clean doors.	Daily
	Deep cleaning of the fitness center.	Quarterly
	Cleaning of fitness mats.	Quarterly
Stairwells	Sweep steps and landings.	Three times per week
Clubhouse Room Rentals	Clean room rentals after each event.	As needed
Elevator	Vacuum and clean elevator cab & tracks.	Daily
Interior windows	Spot clean and dust windows sills.	Daily
Exterior windows	Perform interior and exterior window cleaning.	Annually
Exterior Walkways	Police perimeter area. Remove debris/cigarette butts.	Daily
Storage Area	Keep the area accessible.	Three times per week

## PROPOSED STAFFING & PRICING CAMERON STATION 200 Cameron Station Boulevard | Alexandria, VA 22304

### Proposed Staffing

Position	MON	TUE	WED	THU	FRI	SAT	SUN	HOL	TOTAL
Working Supervisor	3	3	3	3	3	3	3	3	21
Cleaner #1	3	3	3	3	3	3	3	3	21
Cleaner #2	3	3	3	3	3	3	3	3	21

### Holiday Schedule

Cleaning services will be rendered 7 days each week, Monday through Sunday in accordance with Bolana's proposed staffing plan, including service on holidays which are as follows: New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.

### Proposed Monthly Investment Cost for Services

**Monthly Price for Janitorial Services June 1, 2022 thru May 30, 2023 \$5,991.00**

**Monthly Price for Janitorial Services June 1, 2023 thru May 30, 2024 \$6,170.00**

**Monthly Price for Janitorial Services June 1, 2024 thru May 30, 2025 \$6,293.00**

*\*Price does not include restroom consumable paper products, shower supplies or soap. Bolana can provide upon request and invoice Client at cost plus 15% handling fee.*

*\*\*Price includes equipment, labor and cleaning supplies.*

*\*\*\*Price includes Virginia Minimum Wage requirements.*

### Per Service Charge for Cleaning Great Room After Events

Price to Clean Great Room After Events \$165.00 Per Service

**\*\*\*All prices quoted do not include any applicable sales tax\*\*\***



## Hourly Rate for Requested Additional Janitorial Services Staffing

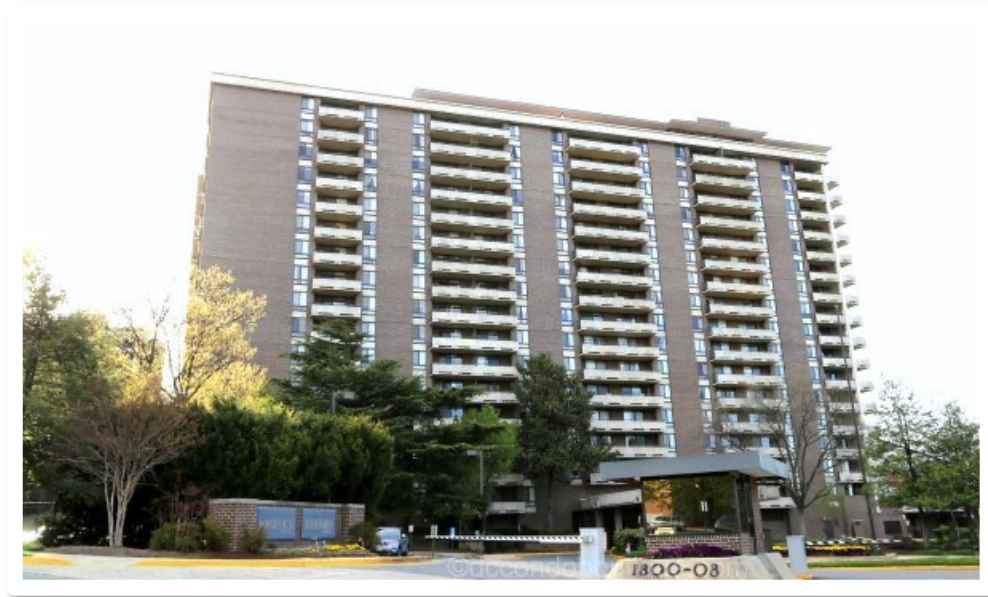
Regular Hours Monday-Saturday \$23.95/hr.

Overtime Hours Mon-Sat and Sundays & Holidays \$35.93/hr.

## BOLANA'S REFERENCES

Our references will show our ability to meet and exceed expectations. Each client has special and specific needs. We will train our employees and tailor our operations plan to meet your specific needs and requirements. We have selected references that we believe will show you our proven performance in servicing similar clients.

## Regency at McLean



### ADDRESS

1800 Old Meadow Road, McLean, VA

### CONTACT

Mr. Neil Toomey, CMCA, AMS  
Assistant General Manager  
agm@regencyatmclean.org  
703-821-3453

### CONTRACT TERM

September 2018 – Present

### SERVICES

Bolana provides green janitorial and related day time services from Monday through Sunday. Bolana services all of the public spaces (restrooms, hallways, lobbies, community rooms, etc.) and grounds.

## 2001 Clarendon Boulevard



### ADDRESS

2001 Clarendon Boulevard, Arlington, VA 22201

### CONTACT

Mr. Glenn Parisi, Property Manager  
gparisi@2001clarendonapts.com  
703-807-2001

### CONTRACT TERM

September 2018 – Present

### SERVICES

Bolana provides green janitorial and related day time services from Monday through Sunday. Bolana services all of the public spaces (restrooms, hallways, lobbies, community rooms, etc.) and grounds.

## Cambridge Apartments



### ADDRESS

1221 Massachusetts Avenue, NW, Washington, DC

### CONTACT

Jewel Knight  
Community Manager, Borger Management  
jknight@borgerproperties.com  
202-628-7368

### CONTRACT TERM

September 2018 – Present

### SERVICES

Bolana provides full cleaning services for all public spaces including fitness center, rooftop, party rooms, restrooms, grounds, parking lots, etc.

## **CLIENTPOINT DOWNLOAD RECEIPT**

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**DOWNLOADED: 04-22-2022**

**CLIENTPOINT ID: 671298**



**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**April 26, 2022**

**TOPIC: Parking Policy – Exception Request**  
**Resolution 2022-0407**

**Motion:**

"I move to **APPROVE** the parking policy exception request for the owner who submitted their request to the Board on April 18, 2022."

-

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

Resident email request attached.

**CAMP Recommendation:**

Management recommends approving the request based on special needs.

**Budget Considerations:**

None.

**From:** [REDACTED]  
**To:** [managers@cameronstation.org](mailto:managers@cameronstation.org)  
**Subject:** Exception to Policy  
**Date:** Monday, April 18, 2022 5:27:34 PM

---

Good evening,

I'm requesting an Exception to Policy to park in front of my house located at [REDACTED] Knapp Place.

There are more than 20 parking spaces on the street I live on that are all designated for visitors and most of them remain empty.

Our family has two vehicles, but only has space for one vehicle in our garage and we have a half-length driveway that doesn't fit our second vehicle. We were parking in front of our house until we started receiving "notices." As it is now, we have to drive up and down Cameron Station Boulevard searching for a parking space at a time when gas is pretty high to find parking in front of someone else's house. I currently have three children and it is dangerous crossing Cameron Station Blvd. with them and I can only imagine this danger will increase during winter conditions.

Furthermore, I would like to point out that parking along Cameron Station Blvd. is a traffic hazard because it creates a blind intersection when trying to turn from Knapp Pl. It is difficult to see past the houses and the only way to see is to put the front of your vehicle in the street, which has caused several near accidents in the short time I've lived here.

Thank you for your time,

[REDACTED]

Andrew,

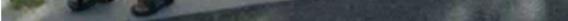
Thanks for your response. I just took a photo for reference. My house is the first house and we have what I call is a half-driveway so there's no way to park without blocking part of the road. Our second vehicle is typically parked where the blue vehicle is in the photo and that is where we received our citations.



Sent from my iPhone

On Apr 5, 2022, at 2:33 PM, Andrew Hill <[xrunnerhill@gmail.com](mailto:xrunnerhill@gmail.com)> wrote:

Residents are permitted to park in the driveway in front of their house, regardless of the size of their garage. However, it is not permissible for a car parked in the driveway to block the sidewalk. I believe this was the issue with the citations put on your car, but I've reached out to Management to verify. This is to ensure pedestrian safety. Further, as part of the City's Special Use Permit (SUP) it states that 'all parked vehicles shall be prohibited from encroaching upon the proposed streets, pedestrian walkways, or emergency vehicle easements ...'.



**SUP 96-0050**

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

As a result, we unfortunately can not approve any exceptions to allow residents to park on their driveway, if it's too small to accommodate a vehicle without blocking the sidewalk.

Please let us know if you have any further questions or concerns.

Regards,

Andrew Hill  
Board President

On Tue, Apr 5, 2022 at 1:09 PM wrote:

Good afternoon, Andrew,

Our family received two tickets on our vehicle parked in front of our house in less than 24 hours last Sunday. We thought the issue was our plates didn't match since we just placed our VA plates on our vehicle. However, my husband was informed that as residents we are not permitted to park in front of our house at all because we have what is considered a two-car garage. I'm inquiring the intent behind this rule. Our garage cannot fit both of our vehicles, but I also don't believe the size of our garage should matter. It doesn't make sense for us to park on the main road, reducing parking for those residents, and also causing us to walk. I acknowledge it is not that far, but we have three kids, plus one on the way, and trying to wrangle them at all is always entertaining. Not to mention, this will be worse when winter comes again. I was told this measure is out of concern for residents, but it doesn't seem residents were considered during the implementation of such rules. Thank you!

On Tue, Apr 5, 2022 at 12:23 PM wrote:

Good Afternoon \_\_\_\_\_,

Appreciate you reaching out to the Board. Could you provide us with more context surrounding the issue, so we can look into it?

Regards,

Andrew Hill  
Board President

On Tue, Apr 5, 2022 at 11:56 AM wrote:

Good morning,

I recently had a parking issue and I spoke with Mr. Philbin, but we did not come to a resolution so he said the next step is to contact the board. Please advise on how to proceed. Thank you!



**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**April 26, 2022**

**TOPIC: Concrete Work**  
**Resolution 2022-0408**

**Motion:**

"I move to **APPROVE** an equity transfer from Reserves to Operating "not to exceed \$25,000" for concrete work that needs to be completed prior to the paving work."

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

Engineers' comments below:

*I walked the entire phase 1 site and noted 17 areas of questionable concrete. I have labeled them A through Q on the attached. If you cannot read it at that size, I will send close ups. I put quantities, locations and prioritized 1 for more urgent and 2 for minor. This is in addition to the concrete in the Base Bid. Just as a rough estimate the unit rate for curb/gutter on Fairfax's bid form is \$30/LF. Per the drawing we have 150 LF of Priority 1 curb and gutter totaling \$4,500 and 475 LF of Priority 2 totaling \$14,250.*

*I also had several areas with questions near Location E (noted on the drawing), but not related to E. At one area it looks like there may be a leak through the curb. There was lot of water that did not look like snow melt. The other area was the inlet next to E, which was blocked with wood. We have done a lot of storm drain inlet repair with Fairfax, so if that inlet needs to be addressed/repared, let me know and we can add it to the scope.*

*The other area of concern was 5030 – 5034 Gardner Dr. The driveway aprons (yellowish concrete) appear to be high and the curb between the driveways (gray) is low, resulting in ponding. I attached a photo for reference. The options are to replace the 4 ten-foot sections between the aprons and raise them for consistent slope. Or replace all that concrete in that general including aprons and curbs, however this will require a lot of brick paver work. Fairfax can do whatever the Board likes, but this one will need to be looked at. There are other similar areas of apron/curb issues along Gardner Dr, but no significant ponding or lips where the water flows along the gutter pan.*

**CAMP Recommendation:**

Management recommends approval based on the engineers' comments.

**Budget Considerations:**

Equity transfer from Reserves to Operating.

**VIRGINIA**  
4114 Legato Road, Suite 200  
Fairfax, Virginia 22033

**MARYLAND**  
209 West Street, Suite 302  
Annapolis, Maryland 21401



**Cameron Station Community Association, Inc.  
Board Decision Request  
April 26, 2022**

**TOPIC: Let Swim Facility Use Agreement  
Resolution 2022-0409**

**Motion:**

"I move to **ACCEPT** the Facility Use Agreement between Cameron Station Community Association and Let Swim, Inc."

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

The Facility Use Agreement between Cameron Station Community Association and Let Sim, Inc. will allow Let Swim to make use of the Association's pool facility to provide swimming lessons. Summer Sessions 2022 will be offered in sessions of four with the first session starting on June 20 and offering the last session on August 14. Agreement attached.

**CAMP Recommendation:**

Management recommends approval of the agreement.

**Budget Considerations:**

None.

**CAMERON STATION  
COMMUNITY ASSOCIATION  
&  
LETSWIM INC.  
FACILITY USE AGREEMENT  
2022**



This Facility Use Agreement is entered into this \_\_\_\_\_ of April 2022, by and between **Cameron Station Community Association** (hereinafter referred to as the "Association"), and **LetSwim Inc.** (hereinafter referred to as the "Organization") for the purpose to make use of the Association's Facility by the Organization. Aquatic Facility consist of outdoor pool, pool deck and parking lot located at 200 Cameron Station Blvd., Alexandria, VA 22304 (hereinafter referred to as "Facility"), unless otherwise restricted or limited in the Exhibits.

**W I T N E S S E T H:**

That for the sum of One Dollar (\$1.00) and other valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Organization and the Association are bound by and in full agreement with all the provisions of the following terms and conditions:

1. **Contract Documents**

The Facility Use Agreement and Exhibits attached hereto and incorporated herein by reference (hereinafter collectively referred to as the "Agreement") constitute the entire agreement and understanding of the parties. In the event that any of the terms of the Facility Use Agreement and the attached Exhibits conflict, the terms contained in the Facility Use Agreement shall control over the terms contained in the Exhibits.

2. **Term**

This Agreement shall commence on May 25, 2022 and will continue through September 5, 2022. This agreement will automatically renew annually on January 1<sup>st</sup> if no cancellation notice is received prior to that date for the upcoming year.

3. **Organization's Duties and Responsibilities**

The Organization shall follow Rules and Guidelines set forth in the Exhibits.

**A. Independent Relationship**

The Organization is in the business of providing services as an independent organization and is not, in any part, affiliated with the Association. All personnel, including but not limited to, managers, operators, agents, volunteers, and employees of the Organization (hereinafter collectively referred to as "Organization Personnel") performing any actions on behalf of the Organization under the terms of this Agreement shall be considered employees of the Organization and shall be deemed to be under the Organization's control and shall in no way be considered employees of the Association.

**B. Organization Personnel**

The Organization shall furnish duly qualified, trained and experienced Organization Personnel to carry out the conditions required by the Organization under this Agreement. The Organization shall always furnish competent supervisor(s) in charge of its Organization Personnel while under this Agreement. The Organization shall not hire or retain any employees over the objection of the Association.

4. **Compliance with Laws**

The Organization agrees to comply fully with all federal, state, county and any other laws, ordinances, rules, and regulations that are now or may in the future become applicable to Organization or Organization's business, equipment and Organization Personnel engaged by this Agreement.

5. **Licenses and Permits**

The Organization and Organization Personnel shall be properly trained and, at Organization's expense, obtain all applicable certificates, permits and licenses, as required by this Agreement or law to perform Organization related services. Association will provide and maintain Facility occupancy and health department permits as required by Fairfax County, Virginia ("Fairfax County" or "County"). The Organization shall be qualified under the laws of the Commonwealth of Virginia and Loudoun County to fully perform all terms of this Agreement.

6. **Liability Insurance**

The Organization is covered for Accident and Liability Insurance as follows:

- **Commercial General Liability:** Bodily Injury, Personal Injury and Property Damage: at least \$1,000,000 each occurrence and \$2,000,000 annual aggregate. Such coverage shall include bodily injury and property damage directly or indirectly related to hazardous chemicals.
- **Umbrella Liability Insurance:** Bodily Injury, Personal injury and Property Damage: at least \$2,000,000 each occurrence and \$3,000,000 annual aggregate. Coverage shall extend over the underlying commercial general liability, automobile liability and employers liability policies.
- **Automobile Liability Insurance (Owned, Non-Owned and Hired Car):** Bodily Injury and Property Damage: at least \$1,000,000 each occurrence and \$1,000,000 annual aggregate.

Organization's insurance shall name the Association and its managing agent as additional insureds. Organization 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 written notice prior to cancellation, non-renewal or reduction in coverage or limits for any reason.

The Organization 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 Organization becomes aware that its insurance coverage has lapsed or will be or has been canceled, the Organization shall immediately notify the Management Agent and the Association. Notwithstanding any provision herein to the contrary, lapse or cancellation of insurance shall be grounds for immediate cancellation of this Agreement at the sole option of the Association.

Organization's insurance policies shall include: (1) a waiver by the insurer of all rights of subrogation against the Association and its directors, officers, members, employees or agents; and (2) coverage for claims arising out of viruses, to the extent commercially available. Each policy carried by the Organization 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, Organization 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.

7. **Worker's Compensation Insurance**

The Organization shall carry all workers' compensation insurance required by Virginia law. This insurance shall remain in effect during the entire term of this Agreement. Cancellation or modification of insurance may result in immediate termination of this Agreement by the Association, notwithstanding any other provision of this Agreement.

8. **Standard of Performance**

The Organization and Organization Personnel, participants and guests shall use due care, skill, and diligence in the performance of Organization's obligations under this Agreement. All actions performed under this Agreement shall be performed in a professional manner. All equipment supplies and materials necessary to perform the actions required under this Agreement shall be of such types and quality as to serve their intended purpose without damage to property or harm to life or limb.

9. **Restoration of Property**

In the event that the Organization or Organization Personnel, participants and guests cause damage to the Facility or property of the Association during the course of an Organization Event, the Organization shall immediately notify the Association and the Association will make or arrange for the necessary repair at the Organization's expense.

10. **Indemnification**

The Organization shall be fully liable for and hereby indemnifies, defends and agrees to hold harmless the Association, its Board of Directors, staff, agents, members, residents, guests, tenants, Managing Agent and the Declarant, from any and all injuries, deaths, damages, causes of actions, claims or obligations and any consequential and incidental damages, attorneys' fees or costs arising out of or related to any omissions, negligence or willful acts on the part of the Organization or Organization Personnel acting under the Agreement, or from the inaccuracy, non-fulfillment or breach of any representation, warranty, covenant or agreements made by the Organization under this Agreement. The Organization shall also indemnify all noted parties against all liability and loss in connection with, and shall assume full responsibility for, payment of all federal, state, and local taxes or contributions imposed or required under unemployment insurance, social security and income tax laws, with respect to Organization's Personnel engaged in performance of this Agreement.

The Organization hereby agrees to defend, indemnify, and hold harmless the Association and its officers, directors, employees and agents from any demand, claim, loss or liability, including legal fees and expenses incurred, arising out of any claimed criminal act, action or violation of any law by Organization Personnel that are employed by the Organization to carry out the terms or actions of this Agreement.

11. **Responsibility for Equipment**

The Organization shall be responsible for furnishing and storing all equipment, supplies and materials necessary under this Agreement. The Organization is responsible for utilizing and storing all equipment and supplies to follow any federal, state, and county laws and insurance companies. If utilizing Association equipment, the Organization is responsible for the maintenance and proper storage of equipment if required. The Organization is responsible for any loss or damage to the Association's equipment, supplies and materials.

12. **Association's Duties**

The Organization requires the Association to make all reasonable efforts in the course of its normal business activities to promote the Organization's programming through its community website, newsletters, email blasts, social media and posting of flyers free of charge to the Organization. The Association will provide storage space for the Organization's lesson equipment.

13. **Termination**

Unless otherwise specifically stated elsewhere in this Agreement, this Agreement may be terminated by the Association with cause upon fifteen (15) days written notice or without cause upon thirty days (30) written notice. The Organization shall have three (3) days to cure any defaults in performance after notice of default.

14. **Assignability Of The Agreement**

The Association and the Organization each binds itself, its successors, assigns, and legal representatives to the other party with respect to all covenants, agreements, and obligations contained in this Agreement. Neither party shall assign or subcontract this Agreement.

15. **Waiver And Breach**

The Association and the Organization pledge themselves to attempt to settle all disputes without resorting to litigation. In the event there is a breach of any of the terms or provisions of this Agreement by either party, and the parties are not able to settle the dispute, then the adjudicated breaching party agrees to bear all court costs and attorney's fees, as well as any damages awarded to the other party.

A waiver by the Association of any breach of any term or condition hereof shall not be deemed a waiver of any other, or any subsequent breach. In the event either party to this Agreement is required to file a legal action due to a breach hereof, the costs of the action, including, but not limited to, reasonable attorneys' fees as determined by the Court, shall be paid to the prevailing party.

16. **Venue**

This Agreement shall be interpreted and enforced in accordance with the laws of the Commonwealth of Virginia and Loudoun County. Both parties hereto expressly agree that if legal action is required to interpret or enforce this Agreement, said action shall be filed in Loudoun County, Virginia.

17. **Entire Agreement, Modifications, Counterparts**

This Agreement shall constitute the entire agreement between the parties and there are no addenda to this Agreement. No variance or modification of this Agreement shall be valid or enforceable except by another agreement, in writing, executed and approved in the same manner as this Agreement. For the convenience of the parties, this Agreement may be executed in several counterparts, which are in all respects similar and each of which shall be deemed to be complete in itself, so that anyone may be introduced in evidence or used for any purpose without the production of the other counterparts.

18. **Severability**

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

19. **Non-Solicitation**

For a period of one year from the date of this Agreement, neither party will, directly or through its representatives, recruit, solicit or induce for employment any employee of the other party or any of its subsidiaries with whom it has had contact or who became known to such party in connection with its consideration of the Business Purpose; provided, however, that the foregoing provision will not prevent either party from employing any such person who contacts such party on his or her own initiative without any direct solicitation by or other encouragement from such party or its representatives, and that "direct solicitation" will not include unsolicited (a) response by any such person to advertisements, (b) referrals from employment agencies, or (c) internet postings.

20. **Notices**

Notices allowed or required pursuant to this Agreement shall be either hand delivered or sent by United States mail, postage prepaid, to the addresses of the parties set forth below:

A. To the Association:  
**Cameron Station Community Association**  
200 Cameron Station Blvd.  
Alexandria, VA 22304

B. To Organization:  
**LetSwim Inc.**  
42065 Berkley Hill Ter  
Aldie, VA 20105

IN WITNESS WHEREOF, the parties by their duly authorized representatives have executed this Agreement on the day and year written below.

**Cameron Station Community Representative**

**LetSwim Inc.**

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

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

Authorized Signature  
(Without personal recourse)

Tamara L. Yaunches  
Principal, LetSwim Inc.

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

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

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

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

# EXHIBIT ONE SCOPE OF WORK 2022

## SUMMER PROGRAMMING

### A. Group and Private Lessons

LetSwim Inc. will utilize the aquatic facility for its swim lesson program both group and private lessons. The outdoor pool will be utilized for Intermediate and Advanced level classes and in case of inclement weather. The program will run from Memorial Day and will continue through Labor Day. LetSwim will conduct consecutive 2-week Group Lesson sessions. LetSwim has the right to make modifications to the class levels offered based on demand or lack of demand.

Each swim lesson session has six 30-minute lessons. The lessons are taught on Tuesday, Wednesday and Thursday mornings and Monday, Tuesday, and Thursday evenings of each week. Class size is limited to 4 children per class for Beginner levels, 5 children per class for Intermediate levels and 6 children for Advanced levels and 10 children for the Parent/Tot class (6 – 36 months). The cost of all lessons is \$99 per session.

#### Summer Sessions 2022

- Session 1 (June 20 – July 3)
- Session 2 (July 4 – July 17)
- Session 3 (July 18 - July 31)
- Session 4 (August 1 - August 14)

The Class schedule is as follows:

Session 1 (June 20 - July 3)			Session 2 (July 4 - July 17) No Class 7/4 Rescheduled 7/6		
10:30 AM	PS Beginner	Parent Tot	10:30 AM	PS Beginner	Parent Tot
11:00 AM	PS Intermediate	SA Beginner	11:00 AM	PS Intermediate	SA Beginner
11:300 AM	PS Beginner	SA Intermediate	11:300 AM	PS Beginner	SA Intermediate
12:00 PM	PS Advanced	SA Beginner	12:00 PM	PS Advanced	SA Beginner
5:00 PM	Parent Tot	SA Beginner	5:00 PM	Parent Tot	SA Beginner
5:30 PM	PS Beginner	SA Intermediate	5:30 PM	PS Beginner	SA Intermediate
6:00 PM	PS Intermediate	PS Advanced	6:00 PM	PS Intermediate	PS Advanced
6:30 PM	PS Beginner	SA Beginner	6:30 PM	PS Beginner	SA Beginner
7:00 PM	PS Intermediate	SA Intermediate	7:00 PM	PS Intermediate	SA Intermediate
Session 3 (July 18 - July 31)			Session 4 (August 1 - August 14)		
10:30 AM	PS Beginner	Parent Tot	10:30 AM	PS Beginner	Parent Tot
11:00 AM	PS Intermediate	SA Beginner	11:00 AM	PS Intermediate	SA Beginner
11:300 AM	PS Beginner	SA Intermediate	11:300 AM	PS Beginner	SA Intermediate
12:00 PM	PS Advanced	SA Beginner	12:00 PM	PS Advanced	SA Beginner
5:00 PM	Parent Tot	SA Beginner	5:00 PM	Parent Tot	SA Beginner
5:30 PM	PS Beginner	SA Intermediate	5:30 PM	PS Beginner	SA Intermediate
6:00 PM	PS Intermediate	PS Advanced	6:00 PM	PS Intermediate	PS Advanced
6:30 PM	PS Beginner	SA Beginner	6:30 PM	PS Beginner	SA Beginner
7:00 PM	PS Intermediate	SA Intermediate	7:00 PM	PS Intermediate	SA Advanced

Private and Semi-private lessons will also be offered. These will be scheduled during available pool hours and depending on the schedule availability of LetSwim Swim Instructors. There will be no more than 2 instructors teaching simultaneously. LetSwim will handle all registration online at its Customer Portal accessible via its website [www.letswim.com](http://www.letswim.com). The LetSwim Private Lesson Coordinator will assist residents to select and enroll their lesson packages and times.

**Semiprivate Lesson Packages Pricing** (each child must have their own package)

Package of 3 Semi-Private Lessons is \$103.50 at time of registration

Package of 5 Semi-Private Lessons is \$160 at time of registration.

Package of 10 Semi-Private Lessons is \$280 at time of registration

**Private Lesson Packages Pricing**

Package of 3 Private Lessons is \$153 at time of registration.

Package of 5 Private Lessons \$230 at time of registration.

Package of 10 Private Lessons is \$400 at time of registration

Board Discussion - #1 – Electronic Sign  
Current Sign at Samuel W. Tucker School



Desired Type of Sign – ACPS has approved a sign replacement



Board Discussion #2 – Crosswalk Sign at Samuel W Tucker Elementary on Cameron Station Boulevard at Harold Secord Lights on the Sign and Immediately Notifies Traffic to Stop



Cameron Station Blvd – Facing West at Harold Second

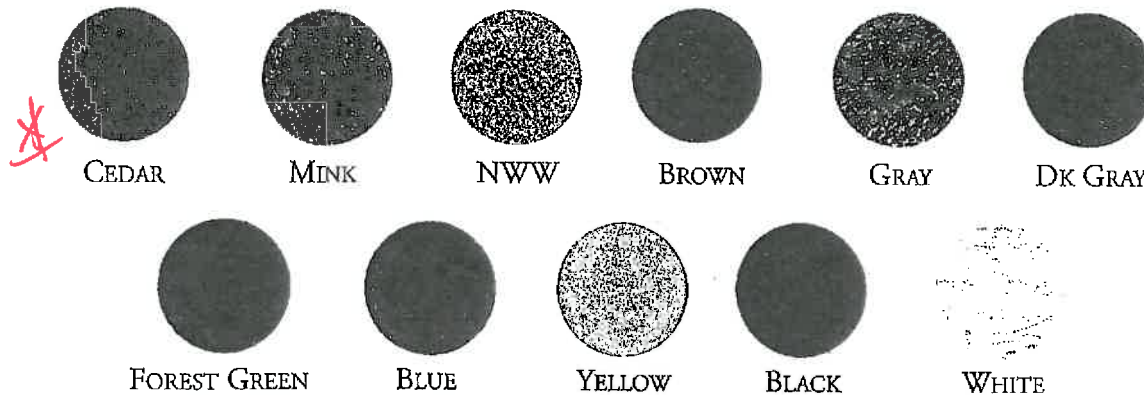


Cameron Station Blvd – Facing East at Harold Second

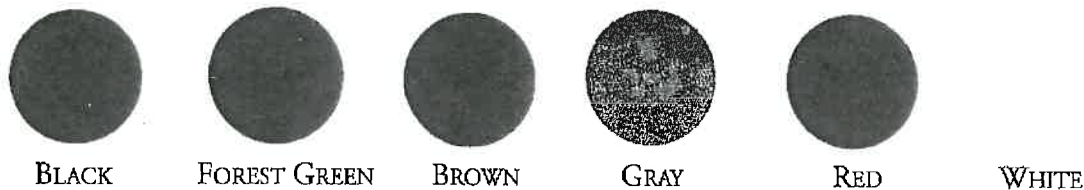


*All colors available for both Park Avenue™ and Park Scapes™*

*Select™ Slat Colors: Cedar, Mink, Weathered Wood, Brown, Gray, Dark Gray, Forest Green, Blue, Yellow, Black, White*



*Frame Colors: Black, Forest Green, Brown, Gray, Red, White*



### ***Plastic Slats***

*Select™ slats are made from recycled high density polyethylene. UV protection has been added to guard against color fade. Because this is an all plastic product, no water proofing, painting, staining or similar maintenance is required. Can be easily cleaned with light power wash or household cleaners.*

### ***Powdercoat Finishes***

*All ForeSite Design® frames go through a 9 step polyester powder coating process. The end result is a long lasting protection that offers true color and superior chip resistance.*

### ***Warranty Information***

*Effective from the time of invoice through a period of fifty (50) years, the Select™ boards are guaranteed not to suffer structural damage from termites or fungal decay, will not rot, split, crack or splinter. A*

*limited twenty (20) year warranty is issued against structural failure of the frames. All other pieces have a one (1) year limited warranty.*

*(A complete copy of the warranty is available upon request)*