



CAMERON STATION

BOARD OF DIRECTORS MEETING

HYBRID ZOOM MEETING – Henderson Room / Zoom

DRAFT AGENDA

Tuesday, May 31, 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)

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|-----------------------------------------------------------------------|----------------------|
| I. CALL TO ORDER | 7:00 PM |
| II. APPROVAL OF AGENDA | 7:01 PM |
| III. APPROVAL OF MINUTES – BOD Meeting – April 26, 2022, | 7:03 PM |
| IV. LT. LION – CITY OF ALEXANDRIA | 7:13 PM |
| V. ARTHUR IMPASTATO – CAMERON STATION CIVIC ASSOCIATION | 7:23 PM |
| VI. HOMEOWNERS' FORUM | 7:33 PM |
| VII. TREASURER'S REPORT | 7:43 PM |
| VIII. COMMITTEE REPORTS (FAC, ARC, A&E, ComCom, CCFC, CAC) | 7:53 PM |
| IX. MATTERS FOR BOARD DECISION | 8:13 PM |
| A. Amended A.R. No. 22-12 – Bulletin Board | Resolution 2022-0501 |
| B. Amended A.R. No. 22-13 – Social Media Guidelines | Resolution 2022-0502 |
| C. Amended P.R. No. 12-02 – Cameron Club Op. Rules & Proc. | Resolution 2022-0503 |
| D. Lancaster Enhancement Proposal #31445 | Resolution 2022-0504 |
| E. Lancaster Tree Installation Proposal #31447 | Resolution 2022-0505 |
| F. Fleet Bus Transportation Schedule | Resolution 2022-0506 |
| X. MATTERS FOR BOARD DISCUSSION | 8:45 PM |
| XI. MATTERS FOR BOARD INFORMATION | 9:00 PM |
| 1. Management Report | |
| • Action Item list | |
| • Fleet Bus Transportation Complaints | |

**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

- Fence Project Update
- Asphalt/Concrete Project Update
- Pool Update

XII. NEW BUSINESS

XIII. EXECUTIVE SESSION

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

9:10 PM

XVI: ADJOURN

9:40 PM

DRAFT

**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



MINUTES
BOARD OF DIRECTORS MEETING
Tuesday, April 26, 2022, 7:00 P.M.

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

BOARD MEMBERS PRESENT:

Andrew Hill, President (joined late)
Megan Christensen, Vice President
Mindy Lyle, Secretary
Joan Lampe, Treasurer
Greg Hillson, Director
Brendan Hanlon, Director

BOARD MEMBERS ABSENT:

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
Kevin Devaney, Member, ARC
Tricia Hemel, Chair, ComCom
Sash Impastato, President, Cameron Station Civic Association
Kathleen McCollom, Chair, CAC
Andrew Yang, Chair, A&E
Lt. Lion, Alexandria Police Department
Todd Sinkins, Association Attorney, Rees Broome

CALL TO ORDER:

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

APPROVAL OF AGENDA:

Motion: Ms. Lampe moved, and Mr. Hanlon seconded the motion to approve the agenda as presented.

Amended Motion: Mr. Hillson moved, and Mr. Hanlon seconded the motion to amend the agenda to add the following under Matters for Board Discussion: amending Section IX of the DMS to allow Management to send all notifications of ARC decisions by email within two days of the decision, with follow-up notifications sent in writing by USPS.

Further Amended Motion: Ms. Christensen moved, and Mr. Hanlon seconded to amend the agenda, to move items A and B under Section IX until after Executive Session.

The motion, as amended, passed unanimously, 5/0.

APPROVAL OF MINUTES:

Motion: Ms. Lampe moved, and Mr. Hanlon seconded the motion to approve the February 22, 2022, Board meeting minutes as presented.

The motion passed unanimously, 5/0.

Motion: Ms. Lampe moved, and Mr. Hanlon seconded the motion to approve the March 29, 2022, Board meeting minutes as presented.

The motion passed unanimously, 5/0.

LT. LION – CITY OF ALEXANDRIA

Lt. Lion reported that the month of April was not busy with service calls. The only call of note was the reported larceny for auto, a muffler was stolen off of a Toyota Prius. He reiterated his prior warnings regarding the continued regional trend where catalytic converters and mufflers are being stolen, particularly from Toyota Prius vehicles, and particularly overnight. The heavy vehicle ticketing information on Pickett Street for March was 142 for first violations, 35 for second violations, and 31 for third violations, and for April was 22 for first violations, 14 for second violations, and 8 for third violations.

CAMERON STATION CIVIC ASSOCIATION

Sash Impastato reported the Landmark Mall construction project will begin in May, with the first vertical building going up in 2024, and construction continuing until 2028. At the upcoming Advisory Committee meeting, they will be discussing the Vulcan redevelopment project and a zoning amendment proposing a change to the zoning ordinance to allow bonus height to be utilized in zones with forty-five-foot height restrictions. The Civic Association meeting will be held on May 4, 2022, and topic discussions will be updates on COVID, update on the historic timbers in Ben Brenman Park pond, and a presentation on the Vulcan site.

HOMEOWNER'S FORUM

Resident, Amber Kelly-Herard, stated she lives on Knapp Street and all the parking in front of the houses is visitor parking. Their two vehicles do not fit in their garage, and she must park on Cameron Station Blvd., which is an inconvenience, and she has safety concerns, particularly for her three children. She stated that most of the time the visitor parking spaces are empty and is requesting an exception to the parking policy. She expressed that it appears that visitors take precedence over residents, and considers the vehicle decals a waste of funds.

TREASURER'S REPORT

Ms. Lampe delivered the report:

- As of the end of March, total repair and replacement funds were \$3.7 million.
- The receivables continue to be managed well with a delinquency rate of less than 1%.
- Total positive variance of \$59,000.
- The Financial Advisory Committee talked to Management about providing a spend down schedule or a reconciliation of the large ongoing projects, so they can monitor the allocations of what was budgeted and what has been spent.
- Working on reinvesting CDs that are maturing soon.
- Questions were asked and answered regarding a recent legal reimbursement from the recovery of past due Association fees and the award of legal fees.
- A credit related to reconciliation of trash charges by Bates Trucking was discussed.

COMMITTEE REPORTS:

1. Financial Advisory Committee

The report was included in the Treasurer's Report.

2. Architectural Review Committee

Mr. Devaney reported that there is a seasonal uptick in applications and the Committee continues to get more emergency roof repair requests through email.

3. Activities and Events Committee

Mr. Yang reported on recent events held, including the Yard Sale, Egg Hunt, and Shred Event. He also reported on the recent Food Truck Friday event, and the possibility of additional such events.

4. Communications Committee

Ms. Hemel reported that the deadline for submissions for *The Compass* is due by April 29th to Editor, Amber Kelly-Herard, and requested if anyone has any ideas for the "Did You Know" section of the e-blasts to contact the Committee. Ms. Hemel reported that the Welcome Committee welcomed twenty-two new residents this month, the guidelines for

social media were on the agenda and recommendations from the social media manager, and the Committee is looking at certain public relations items, including the omission of Cameron Station from a recent Zebra article.

5. Facilities

Mr. Celeste reported that usage of the Clubhouse is up for the month of March and the locker room renovations are ongoing, but on track for the May 13th deadline, with inspection scheduled for the following week. Mr. Celeste commented on two items on the Board's agenda regarding a bulletin board and pool instruction.

6. Common Area Committee

Ms. McCollom reported that the Committee is keeping an eye on flowers that need to be replaced, they are going to be doing the Pride of Ownership judging soon, and they will be resuming their monthly walk-thru of community in May.

MATTERS FOR BOARD DECISION

1. MOU – Linear Park

Motion: Ms. Lampe moved, and Mr. Hill seconded the motion 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.

Following discussion, the motion passed, 5/1.

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

Against: Mr. Hillson

2. Power Washing Proposals

Motion: Ms. Lampe moved, and Mr. Hanlon seconded the motion to APPROVE the power washing proposal from EcoTek for the amount of \$8,700 with the expense to be divided between the Building Repair & Maintenance, Pool Repair & Maintenance, and General Repair & Maintenance funds.

Following discussion, the motion passed unanimously, 6/0.

3. Activities & Events – Approve New Member

Motion: Ms. Lampe moved, and Mr. Hill seconded the motion to APPROVE the appointment of Sophia Lin Kanno to the Activities and Events Committee.

Following discussion, the motion passed unanimously, 6/0.

4. Janitorial / Cleaning Contract

Motion: Mr. Hill moved, and Ms. Lyle seconded the motion 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.

Following discussion, the motion passed unanimously, 6/0.

5. Parking Policy – Exception Request

Motion: Ms. Lyle moved, and Ms. Lampe seconded the motion to DENY the parking policy exception request for the owner who submitted their request to the Board on April 18, 2022.

Following discussion, the motion passed, 5/0/1.

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

Abstained: Mr. Hillson

6. Concrete Work

Motion: Mr. Hill moved, and Mr. Hanlon seconded the motion to APPROVE “not to exceed \$25,000” for concrete work that needs to be completed prior to the paving work.

Following discussion, the motion passed unanimously, 6/0.

7. Let Swim Facility Use Agreement

Motion: Ms. Lampe moved, and Mr. Hillson seconded the motion to ACCEPT the Facility Use Agreement between Cameron Station Community Association and Let Swim, Inc.

Following discussion, an amended motion was made.

Amended Motion: Ms. Lampe moved, and Mr. Hanlon seconded the motion to TABLE a decision on this matter and review it at the May Board meeting.

The amended motion passed unanimously, 6/0.

MATTERS FOR BOARD DISCUSSION

1. Electronic Sign – Tucker Elementary

Mr. Philbin reported that Tucker Elementary is seeking permission from the City to change its current sign to an electronic LED sign. The Board directed Management to inquire about the brightness of the sign and how it would impact surrounding homes.

2. Crosswalk Sign at Tucker Elementary

Mr. Philbin reported that Tucker Elementary is considering seeking the installation of a lighted crosswalk sign at the intersection of Cameron Station Boulevard and Harold Second to address safety concerns regarding crossing Cameron Station Boulevard and parents dropping off students.

3. Bench Information

Mr. Philbin is working on finding out warranty information about the current benches. Any future benches with the slats we’re purchasing have come with a 50-year warranty.

4. Amending Section IX of the DMS

Mr. Hillson suggested an amendment to the DMS that would allow decisions made by the ARC to be sent by email and instead of sending the decisions letter certified send it by regular first-class mail. Management was to review and revert to the Board on the

capabilities of informal communications through Management's portal. The Board will consider the proposed amendment for the next time they review the DMS for edits.

5. Adopt-A-Park

Mr. Hill reported that the Adopt-A-Park paperwork has been submitted, reporting of the number of hours of cleaning of litter from the park is required, the Board will seek assistance from the Common Area Committee and other local organizations for volunteers, and success in the program may result in financial rewards, which could subsidize mowing of the park.

6. Common Area Fence - Livermore Lane Update

Mr. Philbin reported that the fence project is tentative to begin on May 9th and it was determined that fences on Livermore Lane are private fences and are excluded from the common area fence project. Communications with affected homes continues.

MATTERS FOR BOARD INFORMATION:

1. Management Report

a. Action Item List

The Management report was provided in the Board packet for review.

NEW BUSINESS:

There is no new business at this time.

EXECUTIVE SESSION:

Motion: Mr. Hanlon moved, and Ms. Lampe seconded the motion to move into an executive session to review legal advice on pending matters, collections, and violations. **The motion passed unanimously, 6/0**, and the meeting was convened into executive session at 9:25 pm.

Motion: Mr. Hanlon moved, and Ms. Lampe seconded to exit the executive session. **The motion passed unanimously, 6/0**, and the meeting was reconvened into open session at 10:28 pm.

*The Board **TABLED** a decision on the Amended A.R. No. 22-12 – Bulletin Board and Amended A.R. No. 22-13 – Social Media Guidelines and will review at a future meeting.*

ADJOURNMENT:

Motion: Mr. Hill moved, and Ms. Lampe seconded the motion to adjourn the meeting. **The motion passed unanimously, 6/0**, and the meeting was adjourned at 10:29 pm.

Respectfully Submitted,
Minutes Services, LLC
Dolly Sharma
dolly@minutesservices.com

Cameron Station Community Association
Financial Advisory Committee Meeting
April 25, 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 Wendell Anderson, a new member. Jodi Wittlin and Fred Blum were absent.
- c. Others Present: Joan Lampe, Board Treasurer and Board Liaison and Steve Philbin, Community General manager, CAMP
- d. The meeting was conducted via ZOOM.

II. Approval of Agenda

The agenda was approved unanimously.

III. Approval of Previous Month's Minutes

The March 28, 2022, minutes were approved unanimously.

IV. Resident Open Forum

Greg Hillson, as a resident, wanted to discuss Linear Park maintenance, which is city owned. Currently the HOA pays for maintenance to include mowing, mulching, and weeding. We wanted a higher standard of maintenance than the city could or would provide when they had financial problems in 2009. The city's finances currently are in much better shape. Management and the BOD are working on a MOU (Memorandum of Understanding) that better defines the responsibilities of Alexandria City and the HOA

V. Review of Financial Results

- a. March 31, 2022, Financial Variance Reports & Revenue and Expense Statements

The Chair noted we are still in a favorable budget execution position, with a positive variance of \$59,616. Also, the delinquency rate continues to be good.

An older, high-rate Morgan Stanley CDs matured on May 3rd. In April we bought two high-rate CDs, at 2.55%, that work with our cash needs. The Congressional Bank (now Forbright Bank) sweep account is still only paying 0.35%, even though CD rates are improving. But we must continue to look at our cash flow needs over the few years, due to several large reserve project funding needs. This affects how

we build our CD ladder. Steve Philbin is looking for better returns and has talked with Congressional Bank. They will reconsider higher rates. We will also look for better rates. Also, the FAC will invite Congressional Bank to our next meeting to discuss investment strategy.

Variance Report, we discussed several key items-

YTD income variance is largely attributable to a large legal reimbursement discussed in prior months.

Irrigation system spring startup had unexpected repairs for \$3,267.

Snow removal is roughly on track for YTD spending, as long as there are no storms next winter.

Turf Treatment is under budget YTD.

Trash & Recycling is slightly under budget by \$754 on a YTD basis

Liner Park. We discussed the proposed updated Memorandum of Understanding (MOU) between the City and the HOA concerning maintenance of Linear Park. This park connects Ben Brenman and Armistead Boothe parks, running behind many Cameron Station homes.

Pool Management contract, there is a \$25,274 contract addendum for additional service, including a soft opening, added weekends in September, returning to pre-COVID hours and aerobic swimming.

Landscaping, the BOD approved \$12,355 more for the Lancaster contract, divided over four months at \$3,088 per month. Additional mowing, mulching, and edging for the condos other than Carlton Place, which we have not done in the past.

Administrative Salaries. There were three pay periods in the month versus 2 pay periods. Thus, over budget for the month by \$9,021, which exceeds the YTD variance of \$8,029. However full year projections show us in a good position.

Replacement fund income & expense statement, we noted that income is our monthly contribution to the reserve fund.

- b. Cameron Station Committee Spending & Committed Funds. The major spending committees, Activities & Events, Communications, Cameron Club and Common Area are under their operating fund budgets.

- c. Reserve Fund Investment Morgan Stanley & Congressional Bank. This was discussed as part of the financial review of the balance sheet.
- d. Review of CIRA. ACH usage for assessment payments is slowing moving up. All other measures look good.

VI. Old Business

- a. Reserve Project Discussion, Projects & Tasks Completed-

Steve Philbin discussed the ‘order’ in which management is working on major contracts. It starts with locker rooms, currently underway, the perimeter fence and then the paving and related concrete work on the curbs and gutters. The security access system is next.

The FAC discussed the paving project and related concrete work on curbs and gutters that is best done before any asphalt work is started. The final contract with Fairfax has not been signed as of this meeting. Thus, there is a request for reserve funding of the concrete work for an amount not to exceed \$25,000, to keep the project on track. The actual schedule depends on the weather. Philbin also discussed shuttle bus route changes to accommodate temporary parking arrangements while the work is being done.

- b. Reserve 2022 Project Spreadsheet. The Chair noted that we need to see all the reserve funded projects, not just the large contracts, so we can properly manage cash flow.

The locker room is expected to be on budget.

Donovan fountain, we need status of the new fountain.

VII. New Business

- a. Discuss getting the FAC updated on paving project progress. Bill Blumberg will perform this task, as he is a member of the Ad-hoc Paving Committee, and thus aware of the project activity.
- b. Discuss concrete work needed ahead paving project. The April 26th BOD package will include a request for concrete work not to exceed \$25,000, for work that is best done before the actual paving. As discussed above the paving contract has not yet been signed. The BOD should approve using reserve funds for this task.

VIII. Meeting Adjournment

Meeting was adjourned at 8:06 pm.

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**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday May 3rd, 2022**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday May 3rd 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
Craig Schuck – ARC Member
Tom Linton – ARC Member
Sharon Wilkinson – ARC Member

MEMBERS ABSENT

Mara Francis – ARC Member
Kevin Devaney – ARC Member

CHANGE OF ATTENDANCE

No changes of attendance

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: Craig Schuck
Seconded By: Tom Linton
For: All
Against: None
Absent: Kevin Devaney, Mara Francis

MOTION PASSED

HOMEOWNERS OPEN FORUM

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

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month. A homeowner asked a question about the DMS criteria for replacing a dead tree with a species that doesn't appear on the approved list for their street.

REVIEW OF EXTERIOR MODIFICATION APPLICATIONS

Address	Proposed Modification	ARC Action / Vote
187 Cameron Station Blvd	Window Bump-out Roofing Replacement	Approved with the stipulation that the copper bump out roof be replaced like for like. Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney, Mara Francis MOTION PASSED
295 Cameron Station Blvd	Landscaping	Return for more information: larger overhead plan image, better description of plantings, and a better description of the requested stonework. Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney, Mara Francis MOTION PASSED
5009 Donovan Dr	Window Replacement	Approved with the stipulation that mullions, exterior trim color and profile will match like for like as well as the stipulation that work must be begun within the next 90 days. Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney, Mara Francis MOTION PASSED
5012 Gardner Dr	Roof Replacement	Approved as submitted. Moved By: Tom Linton Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney, Mara Francis MOTION PASSED
5022 B Barbour Dr	Window Replacement	Approved with the stipulation that the windows be replaced like for like with

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		respect to window frame color and mullions. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Kevin Devaney, Mara Francis MOTION PASSED
5051 Kilburn St	Window Replacement	Approved with the stipulation that the windows be replaced like for like with respect to window frame color and mullions. Moved By: Tom Linton Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney, Mara Francis MOTION PASSED
5211 Brawner Pl	Tree Replacement	Return for more information: more detail about the pavers replacing the tree as well as a scope of work. Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney, Mara Francis MOTION PASSED
5236 Tancreti Ln	Landscaping	Approved as submitted. Moved By: Tom Linton Seconded By: Sharon Wilkinson For: All Against: None Absent: Kevin Devaney, Mara Francis MOTION PASSED
5259 Col. Johnson Ln	Roof Replacement	Return for more information: scope of work Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Kevin Devaney, Mara Francis MOTION PASSED
5264 Bessley Pl	Downspout Replacement	Disapproved as submitted. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None

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		Absent: Kevin Devaney, Mara Francis MOTION PASSED
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MOVE TO: “I move to Ratify the applications for 5231 Brawner – Gutter and Downspout Replacement that were voted on electronically during the month of April.”

Moved By: Sharon Wilkinson

Seconded By: Craig Schuck

For: All

Against: None

Absent: Kevin Devaney, Mara Francis

MOTION PASSED

BOARD MEETING REPORT

The ARC’s representative to the April Board Meeting Kevin Devaney was absent, so Board Liaison Greg Hillson reported that the Board discussed the Parking Policy in executive session. He also reported that the Board granted no exceptions to the Parking Policy to any residents.

APPROVAL OF ARC MEETING MINUTES

MOVE TO: “Approve the ARC Meeting Minutes from the 5 April Meeting as submitted.”

Moved By: Craig Schuck

Seconded By: Paula Caro

For: All

Against: None

Absent: Kevin Devaney, Mara Francis

Abstain: None

MOTION PASSED

COVENANTS REPORT

- **Update on tasks assigned to CAMP by the ARC:**
 - Management is working to obtain physical samples of six different Owens Corning shingles (Onyx Black, Estate Gray, Teak (Barkwood), Twilight Black, Quarry Gray, Sierra Gray) so they can be voted on by the ARC as additional options for roof replacements.
- **Annual Comprehensive Inspection Update:** The On-Site Covenants Administrator continued annual comprehensive inspections for 2022. Management inspected John Ticer Drive and Somerville St. Follow up inspections remain delayed by 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 23 resale inspections completed during the month of April.
- **Towing Report:** No vehicles were towed during the month of April. Management continues to work with B&B Security to refine their enforcement approach.
- **Violations Issued and Abatements:** Management has issued 170 violations in 2022 and approximately 70 have been abated. Abatement extensions have been granted by management

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to allow homeowners to remediate violations with the goal of increasing remediation throughout Cameron Station.

- **Next Meeting Date:** The next meeting is scheduled for June 7th 2022. Please note that all applications are due by May 27th 2022.

MOVE TO: “Adjourn the Meeting at 8:22 p.m.”

Moved By: Sharon Wilkinson

Seconded By: Craig Schuck

For: All

Against: None

Absent: Kevin Devaney, Mara Francis

MOTION PASSED

Minutes prepared by Stephen Pearson, ARC Chair.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
May 4, 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
Ritah Karera - Committee Member
James Hodges - Committee Member
Christina Damhuis - Committee Member
Jen Hurst - Committee Member
Sophia Lin - Committee Member

COMMITTEE MEMBERS ABSENT: none

ALSO PRESENT: Chris Alex – Board Liaison

I. CALL TO ORDER

Motion: The meeting is called to order at 8:05 p.m.

II. APPROVAL OF MINUTES

Motion: Andy_____ **MOVED** and Christina___ **SECONDED** to approve the 4/6 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. Spring Yard Sale (Saturday, April 9)
 - a. Attendance seemed lower from past years
 - b. Consider scheduling later in April or even in May to not coincide with Spring Break
2. Egg Hunt (Saturday, April 16)
 - a. Reduce coffee order by half, order more donuts
 - b. Bunny petting enjoyed by kids and adults
 - c. Grand Prize Eggs worked well
 - d. Recommend Easter Bunny arriving sooner, less wait time after first group
3. Food Truck Friday (Friday, April 22)
 - a. Miscommunication and/or size of community lead to in person orders being declined
 - b. Will add second food truck and/or ensure in person orders will be accepted in the future
4. Shred Event (Saturday, April 23)
 - a. Event went smoothly

IV. NEW BUSINESS

1. Food Truck Friday (Friday, May 13, 5-8 pm)
 - a. Will schedule two trucks, waiting to hear confirmation from vendors
 - b. Potential to run every other week
2. Meadowfest
 - a. Waiting to hear back from City of Alexandria
3. Bubbles, Berries, Brews (Saturday, May 21, 7-10 pm)
 - a. Desert Bar, berries Costco (budget \$250), Sophia

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
May 4, 2022

- b. Additional Wine, if needed, Christina
- c. Great Room and outside surrounding area
- d. Flyer by Sophia
- 4. Ice Cream Event (Sunday, June 12, 11 am - 1 pm)
 - a. Sponsored by Irina Babb
 - b. Will include other festivities, waiting for ad from Irina to distribute
- 5. Patriotic Parade (Monday, July 4, total budget \$3500)
 - a. Waiting to confirm Podolsky will sponsor event
 - b. Ideas for giveaways, cooling towels, mini towels, beach ball, sunglasses (250 items \$464)
 - c. Discussed ideas, such as prize raffle, purchase snow cone machine?
 - d. Parade started 10:30 am last year, food served at 11:30 am
 - e. Budget for food was \$2100 last year, expect increase this year

V. ADJOURNMENT

Motion: Andy_____ **MOVED** and Christina_____ **SECONDED** to adjourn the meeting at 9:08___pm. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,

Andrew Yang, Committee Chair

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
May 25, 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
Jenny Patenaude
Lenore Marema
Gwen Toops

COMMITTEE MEMBERS ABSENT:

Linda Taousakis

ALSO PRESENT:

Megan Christensen – Board Liaison
Juana Michel – CAMP
Andrew Hill – Board President
Greg Hillson – Board Member

CALL TO ORDER

Tricia Hemel called the meeting to order at 7:02 pm. A quorum was present.

I. APPROVAL OF AGENDA

On a Motion, Moved and Seconded, the agenda was approved.

II. APPROVAL OF MINUTES

On a Motion, Moved and Seconded, the minutes from the Committee’s last meeting were approved.

III. RESIDENT OPEN FORUM

Greg Hillson spoke regarding concerns he had with respect to the editorial process for an article he wrote for *The Compass*.

Andrew Hill thanked the committee and subcommittees for their hard work.

IV. ITEMS FOR RECOMMENDATION

None

V. MATTERS FOR COMMITTEE INFORMATION

Management Report: Juana Michel reported that Management was processing new residents for April and May. Management is preparing to open the pool for the summer. Facebook now has 1279 followers, Twitter has 395, and Instagram has 130.

Board Update: Megan Christensen reported that, at its next meeting, the Board will again consider the resolution regarding guidelines for publicly posting and removing comments on the Association’s social media platforms during the trial period for such public postings, and the timing for the Board’s review period following the end of the trial period.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
May 25, 2022

Committee Business

Newsletter Subcommittee: Tricia Hemel reported that the next edition of *The Compass* will be distributed this week or next week at the latest. The Committee thanked Amber Kelly-Herard for her work as editor. *The Compass* is not published in July/August and the Committee will search for a new editor.

E-blast: Tricia Hemel asked the Committee for suggestions for the Do You Know? graphic now included in the weekly E-Blast. Juana Michel is looking into adding links from the table of contents to the articles.

Welcome Subcommittee: Susan Klejst reported that there are 25 new residents to welcome this month and assignments will be made to contact the new residents this week. A question was raised regarding delivery of the welcome packet to the new residents in condos. The Subcommittee contacts new residents, both owners and renters, only by email.

Social Media: Jenny Paternaude has been meeting with BRAND, the social media manager, on a regular basis. The contents and graphics have gotten better.

Website: Gwen Toops reported significant progress on the efforts to update the Cameron Station website. The Subcommittee will meet in the next few weeks to wrap it up.

Photography Subcommittee: Nothing to report.

Marketing & Public Relations Subcommittee: Lenore Marema reported on contact with *The Zebra* regarding an inaccurate description of Cameron Station.

Bulletins & Signage: Nothing to report.

Budget: Tricia Hemel reported that the Committee budget was on track, and asked Management about a credit issued to the Committee.

OLD BUSINESS

The Committee needs to write its SOP for social media, and set an August completion date.

NEW BUSINESS

Next Board Meeting: May 31 - Gwen Toops will attend.

Next Committee Meeting: June 15

VI. ADJOURNMENT

Tricia Hemel adjourned the meeting at 7:25 pm

Respectfully Submitted,
Lenore S Marema

DRAFT MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
Thursday, May 12, 2022

The following individuals attended the meeting:

Ray Celeste, CCFC Chair
Dan Ogg, CCFC Vice Chair (via Zoom)
Tim Regan, CCFC Member (via Zoom)
Hans Estes, CCFC Member
Steve P. Philbin, Community Manager, CAMP
Angel Robles, Assistant Community Manager, CAMP
Ben Rogers, American Pool (via Zoom)
Jill Bakner, ProFIT (via Zoom)
Ms. Tricia Etherington, Resident

The following individuals were absent:

Brendan Hanlon, CCFC Board Liaison
Susana Carrillo, CCFC Member

I. Call to Order/Establish Quorum

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

II. Approval of Agenda

Hans Estes made a motion to amend the agenda by adding a discussion of the women's locker room bench location as item #VIII.c. and then approve the agenda. The motion was seconded by Dan Ogg, and it passed unanimously.

III. Approval of Minutes

Dan Ogg made a motion to approve the April 2022 minutes as written. The motion was seconded by Hans Estes and it passed unanimously.

IV. Homeowners' Open Forum

Ms. Tricia Etherington presented a proposal to offer a "Music and Movement" class for parents and children (up to 5 years old). The class would be one-hour long and could be offered one per week on Wednesday mornings for several weeks or months. Ray Celeste asked Ms. Etherington to coordinate with ProFIT to see if the class could be offered as one of the ten free classes included in the ProFIT contract.

V. American Pool Representative

Ben Rogers of American Pool provided an update on pool opening preparations. All pool chemicals are stocked, and pool preps are complete or on schedule for opening.

The city of Alexandria inspector is scheduled to inspect the pool and locker rooms on May 17 at noon. The hiring of lifeguards is going well and Roxroy will return as the head lifeguard/Pool Manager.

Ray Celeste and CAMP are planning a lifeguard welcoming event on May 26, so that everyone can meet, and the lifeguards can be briefed on the pool operation and pool rules.

VII. ProFIT Representative Report

- A. Ms. Jill Bakner provided the ProFIT report (attached). Overall usage was up in April compared to March. Heartline replaced the oldest Cybex Arc Trainer with a new Arc Trainer and repaired the lat pulldown machine. The #4 FreeMotion treadmill remains out of service.
- B. In April 2022, Heartline documented the usage numbers (hours and miles or reps) for the cardio equipment. Dan Ogg noted that there are a few errors in the usage report and that the new Arc Trainer has its arms installed backwards. Ms. Bakner committed to correct these items.
- C. CCFC members also asked about the Pom Pom class proposed last month and the quote for new flooring and painting in the fitness center. Ms. Bakner said she will work with the person who proposed the Pom Pom class and Ms. Bakner and CAMP noted that they are still obtaining more quotes for painting and floor replacement, including an electrician's quote on moving electrical outlets, in case cardio equipment is to be rearranged.
- D. Ray Celeste noted that the Monday yoga class is advertised as 1 hour and 15 minutes but has only been going for 1 hour. CAMP took an action to work with ProFIT and resolve this issue. Ray Celeste also noted that the two chairs used by the ProFIT staff at the front desk are broken. CAMP will work with ProFIT to purchase new chairs that are similar.
- E. Ray Celeste noted that a resident requested that the community consider purchasing and installing a heavy punching bag for the fitness center or gymnasium. ProFIT (Jill Bakner) is going to do an analysis of our fitness center to see if this is feasible. They will report to the CCFC at our next meeting on their recommendation (s). .
- F. Hans Estes noted that the dip machine is making unusual noises. Ms. Bakner took an action to correct this.

VIII. Matters For Committee Decision

- A. P.R. No. 2012-02 (Amended) – Cameron Club Operating Rules and Procedures

The CCFC discussed the need to update the Cameron Club operating hours to indicate that the management offices are closed on Saturdays and the Club is open until 8:30 pm on days the pool is in operation.

Tim Regan made a motion to APPROVE the updated hours of operation under Tab III (Hours of Operation) of the resolution for the Cameron Club Operating Rules & Procedures, as indicated in the CCFC May 2022 meeting packet. Dan Ogg seconded the motion and it passed unanimously.

IX. Matters for Committee Discussion

A. Punching Bag (this was discussed under item #VI. E.)

B. Door Access System RFP.

Steve Philbin noted that the RFP is being drafted and should be ready before the CCFC June 2022 meeting. If all goes well, the RFP can be approved and sent out for bids by July 1 and then a contractor recommendation made by the CCFC to the BODs in September 2022 CCFC meeting.

C. Women's locker room bench location.

Angel Robles provided photos showing possible locations for the locker room bench, which was removed during the renovation and must be reinstalled. The CCFC discussed the possible locations and decided the bench should be centered on the lockers and placed about 3 to 4 feet away from the lockers.

X. Management Report

A. Action Item List. Angel Robles provided highlights from the list.

B. Project Timeline. Key projects were already discussed.

C. Locker room renovations. CAMP noted that all work is nearly complete, and the locker rooms could already pass the City of Alexandria inspection. One electrical outlet is not working, and an electrician will come in to troubleshoot. Locking mechanisms for the lockers are in short supply and Manders is looking for alternate sources.

D. Janitorial Contract. The BOD approved the new NSC janitorial contract.

E. Powerwash pool deck and furniture. This work is ongoing.

F. Pool furniture and sign replacement. This work is ongoing.

G. Amended A.R 18-01 – Bulletin Board. This resolution was addressed by the BOD and is undergoing a final legal review.

H. Swim lessons. CAMP continues to work with possible vendors such as High Sierra for the lessons.

I. Budget/Finance. Currently, there are no concerns for the CCFC operating budget line items.

XI. New Business

A. Ray Celeste noted that the Board of Directors Update agenda item was inadvertently left off of the agenda. Key BOD actions have been noted above.

- B. Hans Estes noted that his expected move out of the area has been changed to a move to a new location in Cameron Station, so he will remain as a member on the CCFC. Ray Celeste asked CAMP to cancel the CCFC vacancy announcement.

XII. Adjourn

Dan Ogg made a motion to adjourn. The motion was seconded by Tin Regan, and it passed unanimously. The meeting adjourned at 8:34 p.m.



Cameron Club Monthly Report

April 2022

Attendance and Usage

April – 4,634

- Average usage per day- 154

March - 4,598

- Average use per day- 148

Facility & Operations

Group Exercise Class Program

- The most attended class for this month was Total Body Weights. We saw an increase in attendance in 1 of the classes for this month.

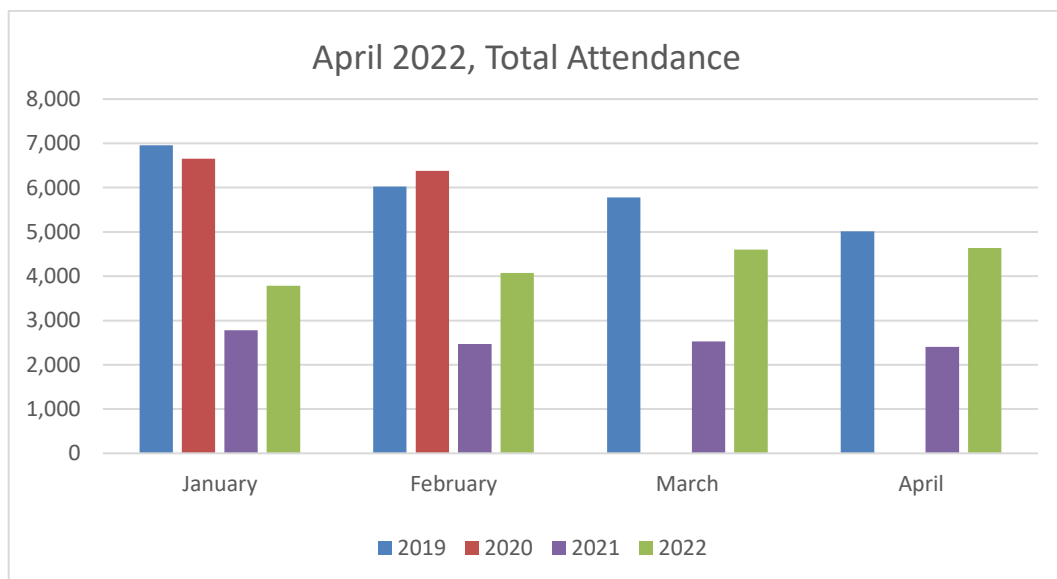
Exercise and Facilities Equipment

The Lat pulldown combo strength piece and the Freemotion treadmill are still in need of repairs, along with 2 pads(cushions) that needs to be replace. We have contacted Heartline and parts have been ordered. At this this time they can't give us an estimate of when the parts will be in.

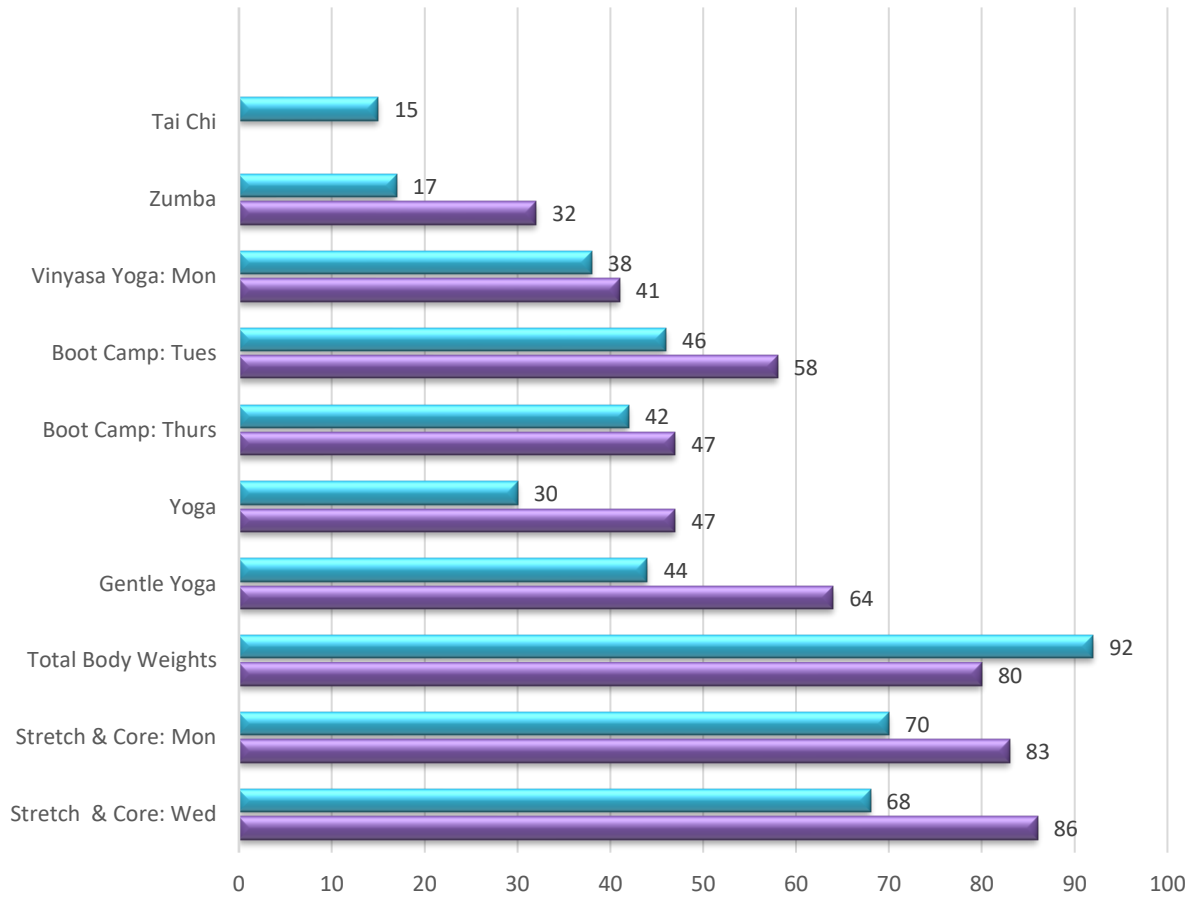
Programming

- The Body Frame workshop was a success. We had a turnout of 36 people. We had a good turnout for the Tai Chi workshop as well, with 15 participants. We are currently planning on having a workshop that will offer free spinal screenings/posture evaluations along with raffles and give aways for residents. When we have a date secured, we will inform the community.

Graphs



Class Attendance March 2022/April 2022



	Stretch & Core: Wed	Stretch & Core: Mon	Total Body Weights	Gentle Yoga	Yoga	Boot Camp: Thurs	Boot Camp: Tues	Vinyasa Yoga: Mon	Zumba	Tai Chi	
April	68	70	92	44	30	42	46	38	17	15	
March	86	83	80	64	47	47	58	41	32		

April March

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

Monday, May 9, 2022

The meeting was called to order at 7:06 by Vice Chair Don Williams with attendees participating through Zoom. Chair Kathy McCollom arrived at 7:15.

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

Members not present: Patrick Kairouz and Kyle Gerron

Others in attendance via Zoom:

Angel Robles, Assistant General Manager, CAMP

Adrienne Zaleski, President, Lancaster Landscapes

Mindy Lyle, Board Liaison

Motion to Approve Agenda

Moved by Greenberg

Seconded by Romans

For: All

Against: None

Motion passed.

Motion to Approve Minutes from April 11, 2022

Moved by Romans

Seconded by Williams

For: All

Against: None

Motion passed.

Homeowners Forum: No residents present.

Markel asked how to report a streetlight out. Robles said she or any resident should get the light pole's number (gold number on black pole) and send him the information.

LANCASTER REPORT

Zaleski reported that the summer flower rotation was installed on May 6th; height of the flower bed at the Duke Street entrance was lowered, and usual mowing and edging activities are on schedule. The relocation of liriope and installation of sedge will soon begin.

To address some residents' concerns about the impact on their pets from the application of Tru-Green on turf areas, it was decided that Robles will send product information on pet safety in the Friday Eblast prior to the next Tru-Green application and also provide a product information sheet to concerned residents.

Lyle asked that when new trees are planted in Common Areas, Robles ask nearby residents to water the trees daily for two weeks to make sure they survive. If residents cannot assist, other means will be found to water the trees.

MATTERS FOR COMMITTEE RECOMMENDATION:

Motion to Remove Declining Leyland Cypress Trees in Common area along the Pocossin Fence Line and install 6 Hornbeams, 2" caliper, \$725 each for a total of \$4,350. Reserves. Proposal 31444, Resolution 2022-0501. Total Cost: \$4,350.

Discussion about the importance of tree canopy, the area's lack of light making it difficult for new plantings to grow, and a question about the number of trees needed in the area.

Motion tabled. Lancaster will reduce the number of Hornbeams.

Motion to Enhance Common Area between Carlton Place and Cameron Condos by (1) pruning 8 Sycamore and 3 Linden trees so that sunlight reaches turf below. \$3,200. Then, (2) Extend Mulch Area under trees from sidewalk edge to grassy area or approximately 175 x 10' and seed where necessary. Labor, 24 hours, \$65/hour for \$1,560. Material: 45 yards of hardwood mulch, \$85/yard for \$3,825. Optional work (3) Regrade and Install River Stone, 5-9", in an area approximately 12 x 12' closest to parking area and around storm drain close to Donovan Drive. River Stone to match existing stone at Carlton Place. Labor, 24 hours, \$65/hour for \$1,560. Materials: 4 tons of 5-9" River Stone, \$475/ton. Operating Expense. Proposal #31445, Resolution 2022-0502. Total of \$8,605 or with (3) \$12,045.

Moved by Greenberg to prune the trees and mulch the area

Seconded by Romans

Discussion as to whether to include (3) River Stone. There is money in the budget. Members felt it a worthwhile expenditure.

Greenberg amended the motion to include River Stone.

Markel seconded the amendment.

For: All

Opposed: None

Motion passed.

Motion to Remove 14 Leyland Cypress trees that are declining, leaning and/or overgrown, 1 declining Serviceberry tree, 2 declining Holly Trees, and 2 Cryptomeria Trees for \$8,400. Install in their place 8 Crape Myrtle Trees, 6-7 calipers, \$675 each, for \$5,400 and 11 Hornbeam trees, 2" caliper, \$725 each,

**for \$7,975, or a total of \$21,775. The new trees will match the existing design. Reserve Fund.
Proposal #31447, Resolution 2022-0503.**

Discussion: Need to keep Cameron Station looking its best in the competitive housing market around us.

Moved by Markel

Seconded by Williams

For: All

Against: None

Motion passed.

MATTERS FOR COMMITTEE DISCUSSION:

Walkthrough: May 19th at 8:30 unless it rains. Meet at Club House.

MANAGEMENT REPORT

Action Item List -- provides list of tasks pending

Yarrow Lane Emergency Leak – waiting for part.

MOU Linear Park/Adopt-A-Park Update -- draft just submitted to city. Responses being received for "Adopt-A-Park."

Bench Repairs – 14 benches need repaired slats. CAMP still trying to learn where slats were purchased. Tangent may be vendor who replaces the slats.

Long Fence – Fences along Livermore were removed from the contract as these fences are privately owned.

Concrete – Board capped concrete expenditure for repairs at \$25,000.

Donovan Fountain – up and running

Budget/Finance – CAC in excellent financial condition. There will be an expenditure for irrigation repairs.

NEW BUSINESS

Greenberg asked that Lancaster assess Knapp Park plant damage from last year and replace dead/declining shrubs.

The next meeting is June 13th.

The meeting adjourned at 8:14 p.m.

Linda Greenberg

Recording Secretary



**Cameron Station Community Association, Inc.
Board Decision Request
May 31, 2022**

**TOPIC: Amended A.R. No. 2022-12 – Policy Establishing Means of Communication on
Association Matters (Bulletin Board)
Resolution 2022-0501**

Motion:

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

Motion: _____

2nd: _____

Summary:

Request to amend the resolution was submitted by the Cameron Club Facilities Committee. Resolution attached.

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 physical bulletin board located at the Cameron Club as 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

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

VIRGINIA
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION ~~1822~~-_____

~~(“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-~~540.2~~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 ~~deems it desirable~~previously adopted
Administrative Resolution 18-01 to formally ~~adopt an administrative resolution~~
~~establishing~~establish the physical bulletin board located at the Cameron Club as 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-~~540.2~~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
resolution that amends the method and procedures governing the ~~Association’s method of~~
~~providing members~~use of the “Cameron Station Fitness Center General Information Notice
Board”, which is the designated physical bulletin board used to comply with a reasonable,
effective, and free method for its members to communicate among themselves regarding any
matter concerning the Association~~Section 55.1-1817 of the VPOAA:~~

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.~~The physical bulletin board shall be entitled: “Cameron Station Fitness Center General Information Notice Board”, with this title designation posted clearly and prominently in the immediate vicinity of the bulletin board (hereinafter “Bulletin Board”).

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Any Resident may submit to Management a communication that complies with Section II of this policy. Printed communications to be hung on the Bulletin Board shall not exceed 8 1/2 X 11 inches in size.

II. Content of Bulletin Board Postings

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

A. All postings on the bulletin board Residents must submit a request to management seeking to post material on the Bulletin Board prior to placing material on the Bulletin Board. Management will place requested material on the Bulletin Board so long as such material does not violate the provisions of this Resolution.

B. Postings may only be submitted by residents; however, residents are permitted to submit postings for third parties, e.g., a resident may submit a posting for a personal trainer who is not a Cameron Station Resident.

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

~~C.D.~~ All postings on the bulletin board Bulletin Board may remain on the bulletin board for ~~seven (7)~~fourteen (14) days, after which they may be removed by management. If the bulletin board lacks the necessary space for a ~~member's~~resident'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)~~fourteen (14) days. Only management or a member of the Board of Directors shall be allowed to remove a ~~member's~~resident's posted communication from the bulletin board.

The effective date of this Resolution shall be _____, 2018 _____, 2022.

~~I hereby certify that this~~ This policy supersedes and replaces Administrative Resolution 18-01. The effective date of Directors at a regular meeting on _____, this Resolution shall be _____, 2022.

CAMERON STATION COMMUNITY
ASSOCIATION, INC.

By: _____
Megan Brock Andrew Hill, President

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FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Administrative Resolution was reasonably published, ~~mailed and/or hand~~ delivered to the members of the Cameron Station Community Association on this ____ day of _____, ~~2018~~2022.

Judy Johnson, Community
General Manager Steve Philbin,

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. 4822- _____

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

Motion by: _____ Seconded by: _____

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VOTE:	YES	NO	ABSTAIN	ABSENT
_____ President	_____	_____	_____	_____
_____ Vice President	_____	_____	_____	_____
_____ Secretary	_____	_____	_____	_____
_____ Treasurer	_____	_____	_____	_____
_____ Director	_____	_____	_____	_____
_____ Director	_____	_____	_____	_____
_____ Director	_____	_____	_____	_____

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**Cameron Station Community Association, Inc.
Board Decision Request
May 31, 2022**

**TOPIC: Amended A.R. No. 2022-13 – Policy Concerning the Use of Community
Communications (Social Media Guidelines)
Resolution 2022-0502**

Motion:

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

Motion: _____

2nd: _____

Summary:

Resolution attached.

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.

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: N/A

CAMERON STATION COMMUNITY ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION NO. ~~2021-05~~2022-

(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 ~~desires~~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.)

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- 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 photograph submissions, comments, questions, or suggestions regarding the newsletter may be sent to 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.
- 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.

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

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.

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.

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.

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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.~~ Is directed at a single individual or group of individuals in a negative manner;
- iv. Are solely for commercial or promotional purposes that do not relate to the Association;
- v. Endorses any candidate or officeholder or partisan political position;
- vi. Promotes any religion and/or religious activity that do not relate to the Association;
- vii. Includes spam or chain letters;
- viii. Violates third party's right to privacy or any other applicable local, state, national, or international law; or
- ix. Degrades others on the basis of gender, race, class, ethnicity, national origin, religion, sexual preference, disability or other classification;
- ~~x. No photos of children would be~~ allowed unless expressly solicited by the Association;
- xi. Contains inappropriate images, such as, but not limited to, pornography;
- xii. Comments or content that promotes or perpetuates discrimination;
- xiii. Advocates for illegal activity;
- xiv. 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 is-2021-05. The
effective date of this 23 day of February, 2021 Resolution shall be _____, 2022.

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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~~ADMINISTRATIVE RESOLUTIONS NO. ~~2021-05~~2022-

Duly adopted at a meeting of the Board of Directors held _____.

Motion by: _____ Seconded by: _____

	YES	NO	VOTE: ABSTAIN	ABSENT
_____ President	_____	_____	_____	_____
_____ Vice President	_____	_____	_____	_____
_____ Treasurer	_____	_____	_____	_____
_____ Secretary	_____	_____	_____	_____
_____ Director	_____	_____	_____	_____
_____ Director	_____	_____	_____	_____
_____ Director	_____	_____	_____	_____

ATTEST:

Secretary

Date

Resolution Effective _____



**Cameron Station Community Association, Inc.
Board Decision Request
May 24, 2022**

**TOPIC: P.R. 2012-02 (Amended) – CC Operating Rules and Procedures
Resolution 2022-0503**

Motion:

“I move to **APPROVE** to update the hours of operation under the tab (3) of the resolution for the Cameron Club Center and Association Management Office, and the Fitness Center and Multi-Purpose Court/Gymnasium.”

Motion: _____

2nd: _____

Summary:

Request to amend the resolution was submitted by the Cameron Club Facilities Committee. Resolution attached. The resolution was presented to the Cameron Club Facilities Committee for their review and approval and agreed on to amend. **Updates to the resolution are highlighted below:**

III. HOURS OF OPERATION

Cameron Club Community Center and Association Management Office:

- Monday-Friday 9:00 a.m. to 5:00 p.m.
- Saturday 12:00 p.m. to 4:00 p.m. → update to **“Closed Saturday and Federal Holidays”**
- Closed Sunday and Federal Holidays

Fitness Center and Multi-Purpose Court/Gymnasium:

- Monday-Friday 4:45 a.m. to 11:00 p.m.
- Saturday-Sunday 7:00 a.m. to 8:00 p.m. → add **“(8:30 p.m. during pool season)”**
- Holiday hours will be posted at least one week in advance on Cameron Club bulletin boards and Cameron Station website.

CAMP Recommendation:

Management does not have any issues with the proposal as presented and defers to the Board for their review and consideration.

Budget Considerations:

N/A

CAMERON STATION COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. 2022-____ AMENDED

CAMERON CLUB OPERATING RULES & PROCEDURES

Supersedes all prior Cameron Club Rules & Procedure and Personal Trainer Policy Resolutions
Effective _____ - Amended February 25, 2014, May 27, 2014, October 25, 2016,
and May _____, 2022

WHEREAS Article III, Section 3.8(a) of the Declaration of Covenants, Conditions, and Restrictions ("the Declaration") of the Cameron Station Community Association, Inc. ("the Association") as recorded in the Land Records of the Circuit Court for the City of Alexandria at Deed Book 1630 at Page 0401, *et seq.*, as amended, provides that every member of the Association shall have a right and easement of enjoyments in and to the Common Area for their reasonably intended purposes, subject to any rules and regulations or policies which may be established by the Board of Directors ("the Board"); and

WHEREAS Article III, Section 3.4 of the Amended Bylaws ("the Bylaws") provides that the Board shall have the power to adopt and publish rules and regulations governing the use of the Common Areas and facilities of the members and their guests thereon;

NOW, THEREFORE, BE IT RESOLVED that the Board duly adopts the following Cameron Club Operating Rules and Procedures.

The Cameron Club is the social hub of our community and as such, is challenged to meet or exceed the highest standards of excellence. All aspects of the facility's operations are designed to foster community involvement and to the maximum extent possible meet the needs of Cameron Station Community Association, Inc. (CSCA) members.

As the centerpiece facility within Cameron Station, its capabilities and operations are intended to serve as a compelling selling point and major property value multiplier for current and future property owners.

The Cameron Club provides its members the following facilities:

- A community center offering a reception area, a great room with catering kitchen for events, a lounge, one meeting room, one conference room and CSCA staff offices and storage rooms.
- A Fitness Center offering a fitness room, a multi-purpose gym, locker rooms, staff office, and reception/sitting area.
- An outdoor swimming pool with children's wading pool, deck and loungers, tables and chairs.

The Association also provides shuttle bus service to and from the Metro station, Monday through Friday (excluding Federal holidays) during prime rush hour times.

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I. ELIGIBILITY FOR USE

All residents (resident owners, members of households living in Cameron Station, designated tenants, non-resident owners who have retained their right to use of the Cameron Station facilities, and persons who reside in Cameron Station continuously for 30 or more days), in good standing are entitled to use the facilities of the Cameron Club. Non-resident owners who have delegated the right to use the Cameron Club and its facilities to their tenant must provide the CSCA with a written authorization and listing of tenants. Tenants must provide a current lease, utility or telephone bill, or driver's license as proof of residence.

The Board of Directors of the Cameron Station Community Association, Inc. reserves the right to suspend use of the Cameron Club and its facilities as detailed below:

For **tenants** (defined as any non-owner resident assigned the right to use the Cameron Club and its facilities by their landlord owner):

- o If non-resident owners are delinquent in the payment of any assessments by more than 60 days and/or have outstanding violations of CSCA governing documents.
- o If tenants have outstanding violations of CSCA governing documents.

For **owners**:

- o If owners are delinquent in the payment of any assessments by more than 60 days and/or have outstanding violations of CSCA governing documents.

For a **resident** of an owner-occupied home:

- o If owners are delinquent in the payment of any assessments by more than 60 days.
- o If the resident or owner has an outstanding violation of CSCA governing documents.

In such cases, as provided in Article IV, Section 4.5(iii) and (iv) of the Declaration, the Board reserves the right to suspend the owners' and tenants' right to use the Cameron Club and its facilities if the owner is delinquent 60 days or more in his/her assessment payments and/or for any period during which the owner and/or tenant is in violation of CSCA rules and regulations; however, the Board must afford the owner the rights of due process set forth in Article VIII, Section 8.1 (i) of the Declaration and Section 55-513 (b) of the Virginia Property Owners Act before it may suspend an owners' or tenants' right to use the Cameron Club and its facilities.

The CSCA Management staff will issue a Cameron Station facilities/photo ID card ("Facilities Pass" or "Pass") to CSCA Members, individuals residing in their home (including all children), and to tenants designated by non-resident owners when they register with the Association. The Cameron Station Facilities Passes are the property of the Association and are non-transferable; Passes may be revoked or suspended if used by a person other than the one to whom it is issued.

A Cameron Station Facilities Pass will be re-issued whenever ownership or residence changes occur (sale or new designated tenants) or in the case of children under five (5) years of age, each year.

CSCA will provide the first issuance of the Cameron Station Facilities Pass at no charge. Lost Passes will be replaced for a fee of \$5.00 per Pass. Non-functioning Passes will be replaced at no charge.

Guest Passes

A 1 day Guest Pass is available from the CSCA Management office at a charge of \$5. A 7 visits Guest Pass is available for \$25 and a 30 visits Guest Pass is available for \$75. All Passes are non-refundable.

Guests must be accompanied by a Facilities Pass holder, subject to age requirements for Fitness Center, pool, and gymnasium.

Each residence in the CSCA will receive sixteen (16) free Guest Passes each calendar year. These Passes will be single use Passes. Guest Passes will be marked with the year for use and may not be carried forward if unused.

All guests are required to abide by the Cameron Club Operating Rules and Procedures.

Residents may request an exception to the Guest Pass Policy requiring Facilities Pass holders to accompany their guest(s) as follows: (1) The request must be in writing and be submitted to the management office no later than 48 business hours prior to the date for which the exception is requested; and (2) the request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of visit. If granted, the exception will be for weekdays only (no weekends or holidays). Additionally, the same rules pertaining to guest pass use, age restrictions, numbers of guest, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities.

Nanny Passes

Each residence in the CSCA may obtain one (1) Nanny Pass each calendar year. Nanny Passes will be marked with the year of use and are specific to individual residences. Residents wishing to obtain a Nanny Pass will be required to provide written authorization each calendar year with the names of any nanny or childcare provider that will escort Cameron Station Facilities Pass holders under the age of 16. Nanny Pass holders may not use the facilities without accompanying a Facilities Pass holder from the address listed on the Pass. Nanny Pass holders are not permitted to bring guests to the facility. All nannies/childcare providers are required to abide by the Cameron Club Operating Rules and Procedures.

Caregivers

Caregivers are eligible for a temporary Cameron Club Facilities Pass for the duration of time that they reside with a Cameron Station resident in the Cameron Station Complex. A caregiver is a person who helps in identifying, preventing, or treating an illness or disability, and who is responsible for attending to the needs of a child or dependant adult, who lives with a Cameron Station resident, in the Cameron Station complex. Residents wishing to obtain a Caregiver Pass will be required to provide written authorization with the name of their live-in Caregiver. All Caregivers are required to abide by the Cameron Club Operating Rules and Procedures.

II. ACCESS

Each Cameron Station member/designated tenant will be issued a Cameron Station Facilities Pass. This Pass will be linked to personal data (name/address/telephone numbers- home, office, mobile), emergency contact names and telephone numbers, birth date (if under 16 years of age), and status of CSCA assessments and open violations maintained by the CSCA manager. Data collected will be used only for official/emergency purposes by CSCA or Fitness Center staff.

Each year, all Facilities Pass holders are required to obtain an annual decal which must be displayed on the front of the Facilities Pass. All Pass holders must complete the combined Pool and Fitness Center Use Agreement (Exhibit A) in order to receive the annual decal. A parent or legal guardian is required to complete and sign the Pool and Fitness Center Use Agreement for any Pass holder under the age of 18. Additionally, every person using a Guest, Nanny Pass, or Caregiver pass must complete and sign the Pool and Fitness Center Use Agreement. All complete Pool and Fitness Center Use Agreements will be kept on file with the Association.

Only upon presentation of a valid Cameron Station Facilities Pass with the required annual decal for the then current year shall persons be entitled to enter and use the facilities. For emergency purposes, individuals must maintain the Facilities Pass with them while using the Fitness Center. Facilities Passes must be presented to the lifeguard on duty for admission to the pool and must be presented on request by any officer or agent of the Association at the Cameron Club. Additionally, Pass holders must present their Pass with annual decal to the shuttle bus drivers on each occasion that they use the shuttle bus service.

Cameron Station Facilities Pass holders who permit or assist the entry of unauthorized persons into the Cameron Club may be suspended from use of the entire Cameron Club and its facilities (including the shuttle bus service) after the Board provides the person with notice of the violation and an opportunity to request a hearing.

III. HOURS OF OPERATION

Cameron Club Community Center and Association Management Office:

- Monday-Friday 9:00 a.m. to 5:00 p.m.
- Closed Saturday, Sunday, and Federal Holidays

Pools:

The pool hours of operation will be determined by the Board of Directors and hours will be announced each year prior to the pool season. Pool hours will be publicized in the Community newsletters and posted on the Cameron Station website.

Fitness Center and Multi-Purpose Court/Gymnasium:

- Monday-Friday 4:45 a.m. to 11:00 p.m.
- Saturday-Sunday 7:00 a.m. to 8:00 p.m. (8:30 p.m. during pool season)
- Holiday hours will be posted at least one week in advance on Cameron Club bulletin boards and Cameron Station website.

IV. OCCUPANCY LIMITATIONS

- Entire Community Center Facility – 500 persons
- The Victoria Hebert Great Room – 71 persons
- Paul Henderson Meeting Room (second floor) – 41 persons
- Fitness Center – 91 persons
- Conference Room – 15 persons
- Multi-Purpose Gym – 30 persons
- Pools – 125 persons

V. GENERAL CLUB RULES

The CSCA staff and lifeguards are authorized to enforce the terms of these rules. Any concerns regarding the rules and regulations shall be addressed to the CSCA manager, who will, by email, bring the issue to the attention of the Board of Directors.

Safety is of primary concern to the CSCA. All persons using the Club facility do so at their own risk and agree to abide by the rules for use of the facility. The CSCA, its Board of Directors, agents, and employees assume no liability for or stemming from any accidents or injuries incurred in connection with the use of any of the Club's facilities or for loss or damage to personal property. All Cameron Station residents are responsible for their actions and the actions of their guests.

No person may use the Fitness Center or pools unless the facility is officially open. Unauthorized persons entering these facilities when closed may be suspended from use of the entire Cameron Club and its facilities (including the shuttle bus); provided, however, that if such unauthorized person is a resident, the Board will first provide such person with notice of the violation and an opportunity to request a hearing. In addition, all unauthorized persons entering these facilities when closed may be prosecuted for trespassing.

No person under the influence of alcohol or drugs will be permitted in the Cameron Club at any time.

MP3 players, radios, CD players or similar devices may be used inside the Cameron Club and pool area as long as headphones are used and played at a volume that does not disturb others.

All refuse must be placed in containers provided for this purpose. Keeping the Club clean is everyone's responsibility.

Children age six (6) and younger may use the locker room designated for gender of either parent or primary caregiver. If the child in question is disabled then that child may be permitted to use their parent's or primary caregiver's locker room to the extent necessary to accommodate the child's disability.

Situations and issues not specifically covered by these rules and regulations will be referred to the CSCA Board of Directors.

Prohibited Activities

- Alcohol sales are not permitted within the Cameron Club.
- Consumption of alcohol is limited to authorized events approved by the Board of Directors. Persons under 21 years of age may not consume alcohol in the Cameron Club or on its grounds.
- Excessive noise is not permitted.
- The use of profanity or fighting is not permitted.
- Smoking is not permitted in the Cameron Club or on the pool deck.

VI. ENFORCEMENT OF RULES & CONDUCT VIOLATIONS

Please be aware that the CSCA must protect the rights and privileges of all residents, and that inappropriate behavior will not be tolerated. All users are responsible for compliance with the rules and regulations established for the safe operations of all the Club's facilities. Owners and individual charged with a violation of the rules and/or regulations will be afforded due process and have access to the already established hearing procedures and processes provided for in CSCA documents. The Association holds owners legally responsible for ensuring that the residents of their household, and their tenants, guests or invitees comply with the Association's Governing Documents and Rules and Regulations.

The CSCA Board of Directors has approved these rules. Their purpose is to ensure that everyone has a safe and enjoyable experience at the Cameron Club. Violations of the rules and regulations will be enforced as follows:

First Violation – The supervising staff member will bring the violation to the attention of the individual involved. If the person fails to modify his/her behavior, the individual will be asked to leave the Club immediately and will not be allowed to return until the next day. A written record of the violation will be made and forwarded to the CSCA manager as soon as possible. If the offending party is a guest, the guest will be asked to leave immediately. The offending individual will receive a written notice from the CSCA manager detailing the infraction and noting that additional violations will be subject to more substantial sanctions.

Second Violation – Upon a subsequent violation, the individual will again be asked to leave the Club immediately and will not be allowed to return until the next day. A second violation will result in more substantial sanctions after the CSCA provides the person with notice of the violation and an opportunity to request a hearing. The sanction for a second violation is a recommended three (3) day suspension from use of the Cameron Club. More substantial sanctions may be imposed by the CSCA Board of Directors.

Third Violation – Upon a third violation, the individual will again be asked to leave the Club immediately and will not be allowed to return until the next day. The Board will provide the person with notice of the violation and an opportunity to request a hearing. The sanction for a third violation is recommended to be at least a seven (7) day suspension from use of the Cameron Club.

The procedures outlined in this Resolution do not preclude the Association from exercising other enforcement procedures and remedies authorized by the Association's Governing

Documents including the Enforcement and Due Process Resolution. More substantial sanctions may be imposed by the CSCA Board of Directors.

VII. POOLS

Swimming Pool:

The pool manager and pool management contractor are responsible for the safe and orderly operation of the pool. The pool manager and lifeguards have been provided with copies of the Cameron Station Pool Rules and have also been instructed in the rules of the pool, by the CSCA Management Staff. Any questions/concerns about the rules or enforcement must be addressed to the CSCA manager. If concerns are not resolved, issues should be addressed to the Board of Directors.

Children under the age of 12 are not permitted in the swimming pool area unless accompanied by a Facilities Pass holder 18 years of age or older.

Residents ages 12 – 15 may use the pool unaccompanied after they have passed a swim test administered by a Cameron Station lifeguard.

Residents age 16 and older may use the pool unaccompanied.

Cameron Station Facilities Pass holders may bring only four (4) guests per household to use the pool area at any one time. Guests must be accompanied by at least one (1) Facilities Pass holder 18 years of age or older.

Residents may request an exception to the Guest Pass Policy requiring Facilities Pass holders to accompany their guest(s) as follows: (1) The request must be in writing and be submitted to the management office no later than 48 business hours prior to the date for which the exception is requested; and (2) the request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of visit. If granted, the exception will be for weekdays only (no weekends or holidays). Additionally, the same rules pertaining to guest pass use, age restrictions, numbers of guest, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities.

Swim lessons are not permitted in the Cameron Club pools.

The pool will be cleared by the pool manager/lifeguard for a lap swim for the last 10 minutes of each hour. Children under 18 months of age shall be permitted into the pool with their parent or guardian during lap swimming.

Persons who have obvious infections (colds, lesions, open sores, inflamed eyes, nasal or ear discharge, communicable diseases, etc.) will not be allowed in the pool area. Sanitary habits are a responsibility of everyone, and anyone displaying improper behavior will be asked to leave the pool area by the pool manager. **The decision to refuse access of a person to the pool shall be in the sole and reasonable discretion of the pool manager, life guard, and/or CSCA manager.** The pool will be immediately closed upon the occurrence of any person vomiting, urinating, or defecating in or around the pool. The pool will remain closed until the incident is

properly cleaned. The pool manager, lifeguard, and/or CSCA manager may require this pool user to leave the pool area and may deny access to the individual for a period of time until the pool/lifeguard supervisor is satisfied, in their sole and reasonable discretion, that the problem has been remedied.

All swimmers must first shower before initially entering the pool.

The pool may be closed at any time due to breakdown or operational problems, and/or at the discretion of the pool manager, CSCA manager, and/or the Club manager on duty. The pool and pool area will be closed during electrical storms and/or when rain makes it difficult to see any part of the pool or pool bottom clearly. The pool will be closed at the first sound of thunder and/or sighting of lightning and will remain closed for thirty (30) minutes after the last sighting.

General Pool Area Rules

No person shall use the swimming and wading pools unless the pools are officially open. Unauthorized persons entering the swimming and wading pools when they are closed will risk prosecution for trespassing in addition to the suspension of privileges up to the legal maximum provided under Virginia law.

Parties are not permitted in the pool area.

Abusive, offensive, or profane language is prohibited.

Loud noise disturbance is prohibited.

Smoking is not permitted in the pool, pool deck, or in locker rooms.

Breakable objects are not permitted in the pool or on the pool deck area.

Food and drink must be consumed at least 6 feet away from the pool water.

No gum is permitted in the pool or on the pool deck.

Users must wear proper swimming attire in the pools. Persons whose swim attire causes a safety hazard will be asked to change attire or leave the pool area. No cut-offs, dungarees or similar attire will be permitted in the pool.

Baby strollers must have operational brakes when parked on the pool deck.

No diving is allowed, except for sanctioned swim team practices or events.

Running, pushing, wrestling, excessive splashing, standing or sitting on shoulders, or causing undue disturbance in/or around the pool area is prohibited.

Spitting of water or similar unhygienic actions is not allowed.

No hanging or sitting on the lane markers is permitted.

Items that may be potentially hazardous or annoying to another swimmer are not permitted (i.e. hard balls, water guns, etc.) This excludes floating devices used by parents to contain and keep infants safe in the water. Large rafts, oversized toys, or other floating objects used by

children or adults over the age of 4 may not be permitted for use in the pool to be determined at the sole and reasonable discretion of the pool manager.

All children three (3) years and younger or those not yet potty trained must wear swimmer's diapers with waterproof diaper covers. Children will not be admitted without a swimmer's diaper, and the diaper must be worn at all times within the pool or pool area. Disposable diapers, cloth diapers, or plastic/rubber pants are not substitutes and will not be permitted. If a child has a hygienic accident in the pool, the pool manager should be notified immediately. The CSCA staff will generate a report of this incident if the incident results in the pool closure.

All children using inflatable armbands, water wings, or any approved Coast Guard flotation device must be supervised one-on-one by an adult who is in the water and is within arm's length of the child. At the pool manager's discretion, certain flotation devices may not be permitted.

Except for official helper dogs (seeing-eye, etc.), no pets are allowed in or around the pool.

Tables on the deck area may not be reserved by placing towels and/or personal belongings on them. The use of privately owned chairs and tables is prohibited.

Persons under the influence of alcohol will not be allowed in the pools.

Loud noise causing disturbance of the reasonable peace and enjoyment of other persons using the pool will be determined in the reasonable and sole discretion of the pool manager.

Wading Pool:

The pool staff does not supervise the wading pool; accordingly, the pool is to be used at the individual's own risk. CSCA is not responsible for any improper use or incidents that occur in or around the wading pool.

The wading pool is for **children who are six (6) years of age and under** and must always be supervised by a Facilities Pass holder 18 years of age or older, who remains alert on the pool deck in the vicinity of the wading pool.

The gate to the wading pool shall remain closed at all times.

All children must shower before entering the wading pool.

All safety rules that govern the swimming pool also apply to the wading pool.

VIII. FITNESS CENTER

The Fitness Center manager and Fitness Center Management contractor have complete authority and responsibility for the safe and orderly operation of the Fitness Center. Safety is of primary concern to the CSCA. All persons using the Fitness Center do so at their own risk and agree to abide by the posted rules for use of the facility. The CSCA, its Board of Directors, agents, and employees assume no liability for or stemming from an individual's use of the facility, or any accident or injury incurred in connection with the use of the Fitness Center or for any loss or damage to personal property. Residents are responsible for the actions of their children and guests.

Fitness Center staff will offer to collect basic health information that any member/designated tenant may take to his/her own personal physician to discuss to help them in their own evaluation of how they should or should not use the Fitness Center, the fitness equipment, and/or the pool. All members/designated tenants, prior to receiving their Facilities Pass, must sign the Pool and Fitness Center Use Agreement acknowledging that use of the fitness facility is solely at their own discretion and responsibility.

Residents under the age of 12 are not permitted in the Fitness Center.

Residents between the ages of 12 and 15 are permitted in the Fitness Center, if accompanied by a Facilities Pass holder 18 years of age or older.

Residents age 16 and older may use the Fitness Center unaccompanied.

Guests must be accompanied by at least one Facilities Pass holder 18 years of age or older.

Cameron Station Facilities Pass holders may bring only two (2) guests to use the Fitness Center at any one time.

Residents may request an exception to the Guest Pass Policy requiring Facilities Pass holders to accompany their guest(s) as follows: (1) The request must be in writing and be submitted to the management office no later than 48 business hours prior to the date for which the exception is requested; and (2) the request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of visit. If granted, the exception will be for weekdays only (no weekends or holidays). Additionally, the same rules pertaining to guest pass use, age restrictions, numbers of guest, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities.

Residents are entitled to bring a Personal Trainer to the Fitness Center for their own personal training services, provided the resident first complies with either of the two following requirements:

1. A resident's Personal Trainer must enter into an employment agreement with the company that is contracted by the Association to operate the Fitness Center; or
2. The resident must complete and submit to the HOA Management Office a Request for Authorization for Personal Trainer Form (Exhibit B) and a Personal Trainer Agreement (Exhibit C) completed and signed by his/her Personal Trainer. The resident must submit the signed Request to Use a Personal Trainer Form, all required insurance certifications, and the completed and signed Personal Trainer Agreement to the Association's Management Office (HOA Office) at 200 Cameron Station Boulevard, Alexandria, Virginia 22304. The Resident must agree to indemnify and hold harmless the Association against any liabilities, damages or causes of action arising out of their use of the Cameron Club while receiving personal training from their personal trainer.

Personal Trainers are prohibited from providing any services in the Cameron Club until all documentation is received and approved by Management, or in the alternative, a valid

employment agreement with the company that is contracted by Association to operate the Fitness Center is received and approved by Management.

Personal Trainers are prohibited from advertising their services within the Cameron Club. A Personal Trainer, unless employed by the company that is contracted by the Association to operate the Fitness Center, is prohibited from providing personal training services to members of more than two (2) individual families in the Cameron Club in any single month, or to any persons who do not reside in Cameron Station. All Personal Trainers shall provide a Certificate of Insurance to the Association naming the Association as an additional named insured on the Personal Trainer's Liability Insurance Policy prior to providing personal training services in the Fitness Center, and shall provide continued evidence of such insurance coverage on the first of each subsequent month.

A Facilities Pass holder may not bring a guest acting in the capacity of a Personal Trainer into the Fitness Center.

No person shall use the Fitness Center unless it is officially open. The Fitness Center will not open without on-duty staff present. Unauthorized persons entering the Fitness Center when closed may be suspended from use of the entire Cameron Club and its facilities for up to one year, after the Cameron Station Board of Directors provides the person with notice of the violation and an opportunity to request a hearing, and may be prosecuted for trespassing.

Persons under the influence of alcohol will not be allowed in the Fitness Center at any time.

Appropriate attire for the Fitness Center (shorts or warm-up suits, shirts or sports bra, tights or leotards) and appropriate athletic footwear must be worn. Bathing suits and bare feet are prohibited.

No food items will be brought into or consumed in the Fitness Center. Only beverages in non-breakable containers are permitted.

All refuse must be placed in containers provided for this purpose. Keeping the Fitness Center clean is everyone's responsibility.

MP3 players, radios, CD players or similar devices are permitted in the Fitness Center if used with headphones and played at a volume that does not disturb others.

Talking on cellular phones is not permitted in the Fitness Center.

Loud grunts/screams are not allowed.

Weights will not be thrown or dropped and must be restacked after usage.

Each user shall wipe off the equipment after each use with their towel.

All cardio equipment will have a 30-minute use time. Sign-up sheets will be maintained for each piece of equipment. Users must abide by the sign-up sheets and time limits when people are waiting. Cardio machines cannot be reserved by placing towels, keys, water bottles, etc. on the machine.

IX. GYMNASIUM

Children under the age of 12 must be supervised by an adult 18 years of age or older.

Guests must be accompanied by at least one Facilities Pass holder 18 years of age or older.

Cameron Station Facilities Pass holders may bring only four (4) guests to use the gymnasium/multi-purpose court at any one time.

Residents may request an exception to the Guest Pass Policy requiring Facilities Pass holders to accompany their guest(s) as follows: (1) The request must be in writing and be submitted to the management office no later than 48 business hours prior to the date for which the exception is requested; and (2) the request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of visit. If granted, the exception will be for weekdays only (no weekends or holidays). Additionally, the same rules pertaining to guest pass use, age restrictions, numbers of guest, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities.

Only shoes that have non-scuffing soles are permitted.

Shirts and shoes must be worn at all times.

No gum, food or drink (except water in non-breakable container) is allowed.

Balls may be checked out at the reception desk by leaving a current Cameron Station Facilities Pass. The cost of a ball (not to exceed \$40.00) will be assessed to the resident who does not return a ball belonging to the fitness facility.

Any structured program scheduled for the gym has priority over “open” gym activity. The structured programs schedule is available at the fitness center information desk.

The Cameron Club staff reserves the right to close the gym for any additional hours necessary to accommodate all programs and activities, or any reasonable cause to be determined by the Management or the Board of Directors.

X. EVENTS/MEETING ROOMS

The Victoria Hebert Great Room (without its catering facilities), the Paul Henderson Meeting Room, and the Conference Room on the second floor may be reserved without fee by residents or staff to support CSCA sponsored or recognized events and activities, including classes held in conjunction with the Fitness Center. Residents reserving any room are responsible for ensuring that the room is returned to its original condition after use.

RESERVATIONS

All reservations for the Cameron Club’s event and meeting rooms (Victoria Hebert Great Room, Paul Henderson Meeting Room and the Conference Room) shall be made through the CSCA Management Office. Once a reservation is confirmed, CSCA staff will promptly post it on a 12-month calendar in the CSCA office.

Only residents/designated tenants 18 year of age or older and in good standing with the Association are eligible to reserve these rooms.

First priority for use will be given to the Board of Directors and CSCA Committees for regularly scheduled meetings and/or functions; otherwise, scheduling shall be on a first-come, first-served basis. Residents reserving a room must be in attendance for the duration of the reserved time.

At times which do not conflict or interfere with activities sponsored by the CSCA, the Cameron Club's event and meeting rooms may be reserved for private use by any CSCA resident for the use of that resident and his/her guests and invitees so long as the reserving resident is in good standing, and so long as the resident is in attendance for the full duration of the scheduled event. The resident is precluded from reserving the Center's event and meeting rooms on behalf of third party, non-residents.

Two weeks prior to the first of the year, Cameron Station members, tenants, and business tenants may contact the management office to make reservations for meeting rooms for the upcoming year. Any dates not reserved prior to the beginning of the calendar year shall be available on a first-come/first-served basis, provided the facility is open at such times and provided such reservation does not interfere with an Association sponsored use of the facility.

RENTAL INFORMATION

The Club offers the Victoria Hebert Great Room, Paul Henderson Meeting Room and a Conference Room for rent to residents for private events. The Victoria Hebert Great Room has:

- A catering kitchen (sink, refrigerator, oven, stove, microwave, icemaker and dishwasher)
- Rectangular tables and upholstered chairs

Any other items needed must be provided by the renter from outside suppliers.

The Paul Henderson Meeting Room has rectangular tables and upholstered chairs.

The Conference Room has a conference table and swivel chairs.

The renter shall be legally responsible for the behavior of all guests, agents, employees, invitees and licensees on the premises of the Cameron Club during the period of the rental of any room and shall be responsible for the cost of repairs or damage, as well as for any violations that occur on the premises of the Cameron Club. The renter shall remain on the premises of the Cameron Club during the period of the rental of any room.

The renter is precluded from the transfer of any rental contract rights or responsibilities to any other individual or entity. Failure to abide by this provision shall provide the CSCA with the power to terminate the renter's contract and retain the sums paid in advance.

Renting of the meeting and event rooms requires completion and signature of the Cameron Club Room Rental Contract, as well as payment of associated fees as follows:

Victoria Hebert Great Room

- \$300 security deposit, refundable if there is no damage done to the facility or its equipment.
- \$125 cleaning fee, non-refundable for cleaning of the facility after each use, unless waived by the CSCA manager upon inspection of the facility after use.
- \$150 rental charge per four-hour period or part thereof.

Paul Henderson Meeting Room

- \$300 security deposit, refundable if there is no damage done to the facility or its equipment.
- \$125 cleaning fee, non-refundable for cleaning of the facility after each use, unless waived by the CSCA manager upon inspection of the facility after use.
- \$50 per four-hour period or part thereof.

Conference Room

- \$300 security deposit, refundable if there is no damage to the facility or its equipment.
- \$25 per four-hour period or part thereof.

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

The Victoria Hebert Great Room, Paul Henderson Meeting Room and the Conference Room shall be formally reserved when the renter delivers to the CSCA Management staff a signed contract, along with full payment of the security deposit and all other fees described above, and has received a written confirmation and signed copy of the contract from the CSCA. All payments must be in the form of a personal check, certified check, or money order made payable to the CSCA. If and when the CSCA obtains the capability of receiving payments by credit card, renters may make payment by credit card.

The renter shall pay the CSCA twice the regular hourly rate for every hour, or portion thereof, for use beyond the time period specified in the signed contract, plus any other consequential damages, legal fees and other costs incurred by the CSCA, if the CSCA must enforce the renter's contract as a result of the renter's actions. The CSCA may deduct such sums from the security deposit or take any other appropriate course of action to enforce the contract and collect for any damages in excess of the security deposit.

If a renter wishes to cancel the contract, he/she must send written notice to CSCA Management staff at least one (1) business day prior to the scheduled event. The refund shall be processed within ten (10) business days following the date of receipt of the notice of cancellation.

XI. DISCLAIMER OF LIABILITY

All residents and guests using the Cameron Club facilities agree to abide by the Rules and Procedures for use of the facilities. Use of the facilities is at the user's risk and all persons using the facilities shall indemnify and hold harmless the Association and its officers, directors, agents, volunteers, contractors, and members from any claims or causes of action arising out of the use of the Cameron Club facilities. The Association assumes no liability for injury or damage to person or property arising from the use of the facilities.

XII. FORMS (Available at HOA Management Office or CSCA web-site)

- Committee Member Registration
- Common Area Improvements Application
- Common Area Pocket Park Use Application
- Exterior Modification Application
- New Resident Welcome Packets
- Owner/Resident Information Sheet
- Pool and Fitness Center Use Agreement
- Personal Trainer Agreement
- Rental Contract for Events/Meeting Rooms
- Request for Authorization for Personal Trainer
- Resident Vehicle Registration Form
- Unaccompanied Guest Pass Request Form
- Violation Complaint Form

This Resolution was amended and adopted and approved by the Board of Directors of Cameron Station Community Association, Inc. on this ____ day of _____, 2022.

CAMERON STATION COMMUNITY ASSOCIATION, INC.

By: _____
Andrew Hill, CSCA President

CAMERON STATION COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. 2022-____ AMENDED

CAMERON CLUB OPERATING RULES & PROCEDURES

Duly adopted at a meeting of the Board of Directors held _____, _____.

Motion by: _____

Seconded by: _____

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
Andrew Hill, President	_____	_____	_____	_____
Michael Johnson, Vice President	_____	_____	_____	_____
_____, Secretary	_____	_____	_____	_____
Joan Lampe, Treasurer	_____	_____	_____	_____
_____, Director	_____	_____	_____	_____
_____, Director	_____	_____	_____	_____
_____, Director	_____	_____	_____	_____

ATTEST:

Secretary

Date

Resolution effective: _____

CAMERON STATION COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. 2022-____ AMENDED

CAMERON CLUB OPERATING RULES & PROCEDURES

Duly adopted at a meeting of the Board of Directors held _____.

"I move to APPROVE to update the hours of operation under the tab (3) of the resolution for the Cameron Club Center and Association Management Office, and the Fitness Center and Multi-Purpose Court/Gymnasium.

Motion by: _____

Seconded by: _____

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
Andrew Hill, President	_____	_____	_____	_____
Michael Johnson, Vice President	_____	_____	_____	_____
_____, Secretary	_____	_____	_____	_____
Joan Lampe, Treasurer	_____	_____	_____	_____
_____, Director	_____	_____	_____	_____
_____, Director	_____	_____	_____	_____
_____, Director	_____	_____	_____	_____

ATTEST:

Andrew Hill
President

Date

Resolution effective: _____



**Cameron Station Community Association, Inc.
Board Decision Request
May 31, 2022**

**TOPIC: Landscape Enhancements Proposal # 31445
Resolution 2022-0504**

Motion:

"I move to **APPROVE** the Lancaster Landscape proposal in the amount of \$_____to enhance the common area between Carlton PL and Cameron Condos to be expensed from Turf Treatments and Enhancements Operating budget line item."

Motion: _____

2nd: _____

Summary:

The Lancaster proposal was presented to the Common Area Committee for their review and approval and agreed on the completion of the work. The Board is now presented with the proposal for their review and approval to enhance the common area between Carlton PL and Cameron Condos. Mulch will be extended under the trees from sidewalk edge to grassy area. Pruning of sycamore and linden trees to be completed to allow sunlight thru the trees onto turf. Optional enhancement to regrade and install river stones, included. Lancaster proposal attached.

CAMP Recommendation:

Management does not have any issues with the proposal as presented and defers to the Board for their review and consideration.

Budget Considerations:

To be expensed from the Turf Treatments and Enhancements Operating budget of \$25k, there is a total of \$9,065 in committed funds. The remaining balance after committed funds is \$15,935.



May 3rd, 2022

CUSTOMER # 229

Steve Philbin/Angel Robles
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

Dear Steve and Angel,

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

LANDSCAPE ENHANCEMENTS

Common Area Between Carlton Place and Cameron Condos

1. Prune to thin out to allow sunlight thru the trees
onto turf the following trees:
(8) sycamore trees
(3) linden trees.....\$3,200.00
2. Extend mulch area under trees from sidewalk edge to grassy area approx.175x10"
and seed where necessary
Labor (24) hours \$65 each.....\$1,560.00
Material
(45) yds. of hardwood mulch \$85 each.....\$3,825.00

(Optional)

3. Area approx 12x12' closest to parking area and around storm drain close to
Donovan Drive side
Regrade and install river stone 5-9" to match existing stone at Carlton Place
Labor (24) hours \$65 each.....\$1,560.00
Materials
(4) tons of 5-9" river stone \$475 each.....\$1,900.00

PROPOSAL TOTAL WITHOUT RIVERSTONE **\$8605.00** _____ (Initial)

PROPOSAL TOTAL WITH RIVER STONE **\$12045.00** _____ (Initial)

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

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

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

All material is guaranteed to be as specified. All work is to be completed in a

ACCEPTANCE OF PROPOSAL:

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

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

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

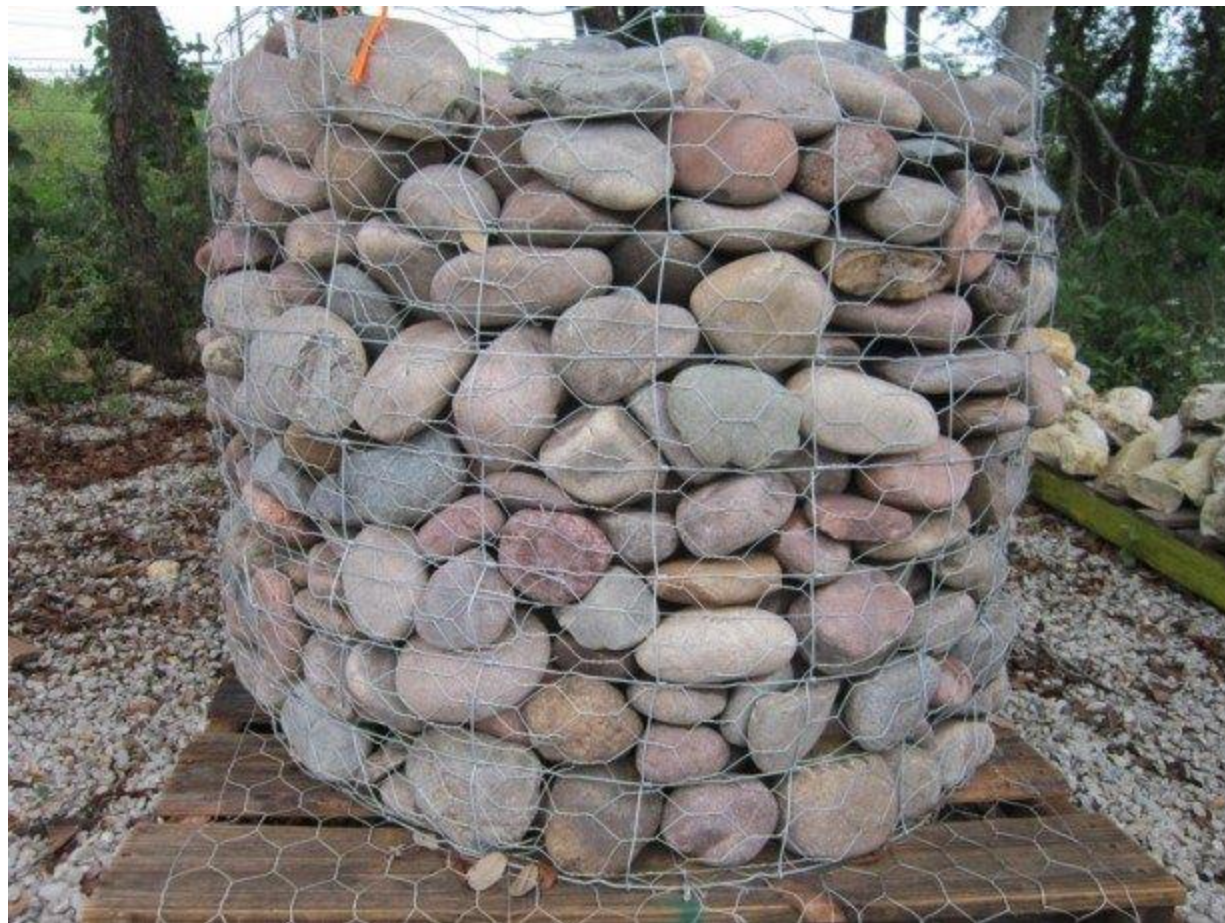
DATE OF ACCEPTANCE: _____

SIGNATURE: _____











**Cameron Station Community Association, Inc.
Board Decision Request
May 31, 2022**

**TOPIC: Lancaster Tree Installation Proposal # 31447
Resolution 2022-0505**

Motion:

"I move to **APPROVE** the **Lancaster Landscape** proposal for **\$21,775.00** to remove and install trees at property fence line located behind Carlton Pl along Knapp Pl to expense the removal from Operating and the replacement from Reserve."

Motion: _____

2nd: _____

Summary:

The Lancaster proposal was presented to the Common Area Committee for their review and approval and agreed on the completion of the work. The Board is now presented with the proposal for their review and approval to remove and install trees at the property fence line behind Carlton Pl along Knapp Pl. Removal of declining, leaning and overgrown trees: Leyland, serviceberry, etc holly, and cryptomeria. Replace trees with crape myrtles and hornbeams. Lancaster proposal attached.

CAMP Recommendation:

Management does not have any issues with the proposal as presented and defers to the Board for their review and consideration.

Budget Considerations:

Removal of the trees to be expensed from the Tree and Shrub Maintenance Operating \$39,500, there is a total of \$27,225 in committed funds. Replacement of the trees to be expensed from Tree Shrubbery – Disease/Dead Reserves \$25k, there is a total of \$12,500 in committed funds.



May 3rd, 2022

CUSTOMER # 229
Steve Philbin/Angel Robles
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

Dear Steve and Angel,

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

TREE INSTALLATION

At Property Fence Line Located Behind Carlton Place Along Knapp

- 1. Remove the following trees to include stumps and debris*
- (14) leyland cypress trees declining, leaning and overgrown
 - (1) serviceberry tree declining
 - (2) holly trees declining
 - (2) cryptomeria trees.....\$ 8,400.00
- 2. Replace trees with the following (please note that this will match design)*
- (8) crape myrtle trees 6-7 \$675 each.....\$5,400.00
 - (11) hornbeam 2" caliper \$725 each.....\$7,975.00

PROPOSAL TOTAL \$21,775.00

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

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

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

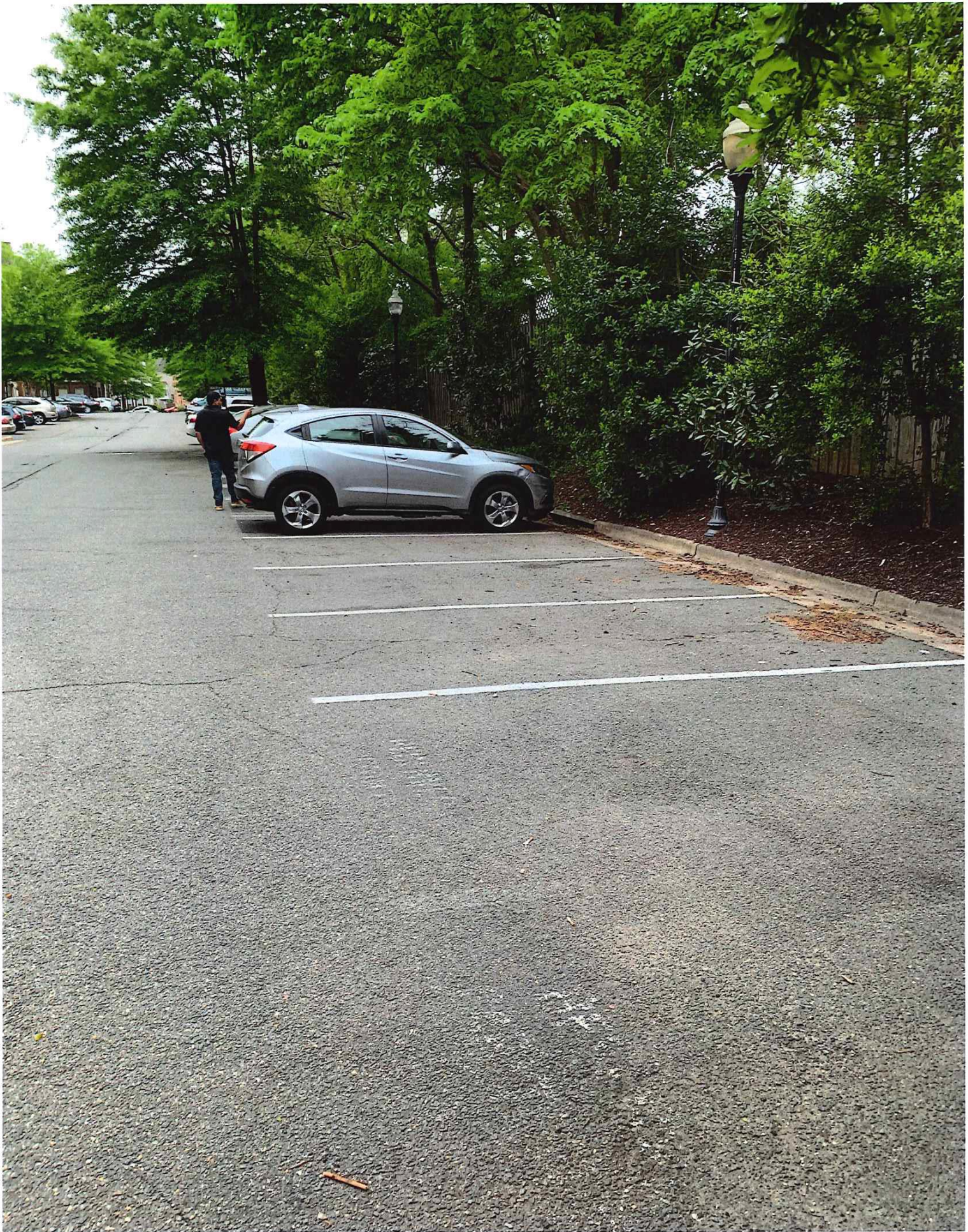
All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the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

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

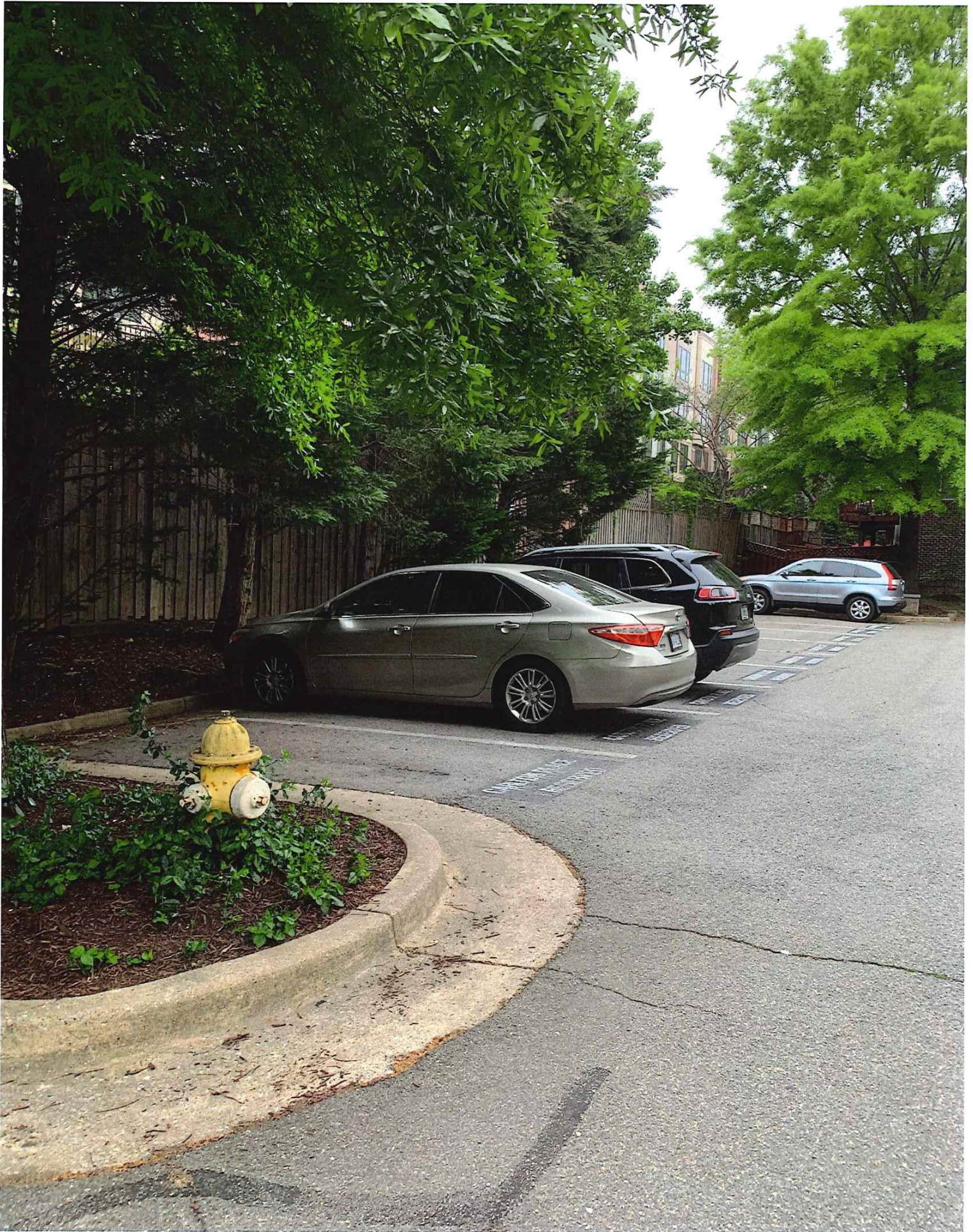
DATE OF ACCEPTANCE: _____

SIGNATURE: _____

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









**Cameron Station Community Association, Inc.
Board Decision Request
May 31, 2022**

**TOPIC: Fleet Bus Transportation Schedule
Resolution 2022-0506**

Motion:

"I move to **APPROVE** the new shuttle bus service times as outlined below, and to include the additional hours in the evening for the summer as outlined below (optional), which will be effective June 6, 2022. Further, the Inclement Weather / 2-Hour Delay Shuttle Bus Schedule will be updated accordingly too."

Motion: _____

2nd: _____

Summary:

Recommendation to evaluate and update the shuttle bus schedule made by the Board President. The proposed schedule is based on the Metro fixed intervals, based on the line, time, and day. Attached is the CSCA current shuttle bus schedule and the new bus draft schedule.

Option 1: Aligns the current schedule to the current WMATA schedule of 20 minutes between each train.

Option 2: Aligns the current schedule to the current WMATA schedule of 20 minutes between each train, plus adds additional hours for the summer. This will last until the end of Summer (September 22) or a TBD date.

CAMP Recommendation:

Management does not have any issues with the shuttle bus schedules as presented and defers to the Board for their review and consideration.

Budget Considerations:

N/A



Morning Departure Times

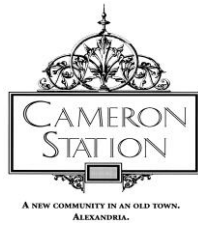
CAMERON STATION SHUTTLE SERVICE

AM RUN	BRENMAN PARK DR	DONOVAN/ JOHN TIGER	KILBURN	MURTHA	CALIFORNIA/ GRIMM	POCOSIN/ TANCRETI	HAROLD SECORD	VAN DORN METRO (Kiss & Ride)
BUS-1	5:54	5:55	5:56	5:57	5:58	5:59	6:00	6:09
BUS-2	6:10	6:11	6:12	6:13	6:14	6:15	6:16	6:25
BUS-1	6:19	6:20	6:21	6:22	6:23	6:24	6:25	6:34
BUS-2	6:34	6:35	6:36	6:37	6:38	6:39	6:40	6:49
BUS-1	6:43	6:44	6:45	6:46	6:47	6:48	6:49	6:58
BUS-2	6:58	6:59	7:00	7:01	7:02	7:03	7:04	7:13
BUS-1	7:07	7:08	7:09	7:10	7:11	7:12	7:13	7:22
BUS-2	7:22	7:23	7:24	7:25	7:26	7:27	7:28	7:37
BUS-1	7:31	7:32	7:33	7:34	7:35	7:36	7:37	7:46
BUS-2	7:46	7:47	7:48	7:49	7:50	7:51	7:52	8:01
BUS-1	7:55	7:56	7:57	7:58	7:59	8:00	8:01	8:10
BUS-2	8:10	8:11	8:12	8:13	8:14	8:15	8:16	8:25
BUS-1	8:19	8:20	8:21	8:22	8:23	8:24	8:25	8:34
BUS-2	8:34	8:35	8:36	8:37	8:38	8:39	8:40	8:49
BUS-1	8:43	8:44	8:45	8:46	8:47	8:48	8:49	8:58
BUS-2	8:58	8:59	9:00	9:01	9:02	9:03	9:04	*9:13
BUS-1	9:08	9:09	9:10	9:11	9:12	9:13	9:14	*9:23

Afternoon Departure Times

PM RUN	VAN DORN METRO (Kiss & Ride)	HAROLD SECORD	POCOSIN/ TANCRETI	CALIFORNIA/ GRIMM	MURTHA	Kilburn	DONOVAN/ JOHN TIGER	BRENMAN PARK DR.
BUS-1	4:50	4:59	5:00	5:01	5:02	5:03	5:04	5:05
BUS-2	5:15	5:24	5:25	5:26	5:27	5:28	5:29	5:30
BUS-1	5:30	5:39	5:40	5:41	5:42	5:43	5:44	5:45
BUS-2	5:45	5:55	5:56	5:57	5:58	5:59	6:00	6:01
BUS-1	6:00	6:10	6:11	6:12	6:13	6:14	6:15	6:16
BUS-2	6:15	6:25	6:26	6:27	6:28	6:29	6:30	6:31
BUS-1	6:30	6:40	6:41	6:42	6:43	6:44	6:45	6:46
BUS-2	6:45	6:55	6:56	6:57	6:58	6:59	7:00	7:01
BUS-1	7:00	7:10	7:11	7:12	7:13	7:14	7:15	7:16
BUS-2	7:15	7:25	7:26	7:27	7:28	7:29	7:30	7:31
BUS-1	7:30	7:40	7:41	7:42	7:43	7:44	7:45	7:46
BUS-2	7:40	7:47	7:49	7:50	7:51	7:52	7:53	7:54
BUS-1	*7:55	8:02	8:03	8:04	8:05	8:06	8:07	8:08
BUS-2	*8:20	8:26	8:27	8:28	8:29	8:30	8:31	8:32

- Buses stop at intersections of Cameron Station Blvd and referenced streets (other than Metro Station).
- This service is provided to CSCA Residents *only*. Riders **must** show resident identification card (with 2021 sticker) upon boarding.
- If/When Shuttle is running early, drivers are directed to wait until the designated departure time(s).
- The buses that arrive at Metro at 9:13 am and 9:23am *do not* return to Cameron Station and the buses that arrive at Cameron Station at 7:55 pm and 8:20 pm *do not* return to the Metro. Riders are not picked up at these stops/ times.
- Drivers are directed to stop only at designated stops.
- The Shuttle buses run Monday – Friday and **will not** run on Federal Holidays. Listed [here](#).



SHUTTLE BUS SERVICE

Days of Operation: Monday – Friday, except for [Federal Holidays](#), Christmas Eve, and New Year's Eve.

Commented [HA1]: The website is missing Labor Day as a holiday.

Morning Departure Times

AM RUN	BRENNMAN PARK DR	DONOVAN / JOHN TICER	KILBURN	MURTHA	CALIFORNIA / GRIMM	POCOSIN / TANCRETI	HAROLD SECORD	VAN DORN METRO (Kiss & Ride)
BUS-1	5:37	5:38	5:39	5:40	5:41	5:42	5:43	5:52
BUS-2	5:57	5:58	5:59	6:00	6:01	6:02	6:03	6:12
BUS-1	6:17	6:18	6:19	6:20	6:21	6:22	6:23	6:32
BUS-2	6:37	6:38	6:39	6:40	6:41	6:42	6:43	6:52
BUS-1	6:57	6:58	6:59	7:00	7:01	7:02	7:03	7:12
BUS-2	7:17	7:18	7:19	7:20	7:21	7:22	7:23	7:32
BUS-1	7:37	7:38	7:39	7:40	7:41	7:42	7:43	7:52
BUS-2	7:57	7:58	7:59	8:00	8:01	8:02	8:03	8:12
BUS-1	8:17	8:18	8:19	8:20	8:21	8:22	8:23	8:32
BUS-2	8:37	8:38	8:39	8:40	8:41	8:42	8:43	8:52
BUS-1	8:57	8:58	8:59	9:00	9:01	9:02	9:03	9:12
BUS-2	9:17	9:18	9:19	9:20	9:21	9:22	9:23	9:32

Afternoon Departure Times

PM RUN	VAN DORN METRO (Kiss & Ride)	HAROLD SECORD	POCOSIN / TANCRETI	CALIFORNIA / GRIMM	MURTHA	KILBURN	DONOVAN / JOHN TICER	BRENNMAN PARK DR.
BUS-1	3:16	3:25	3:26	3:27	3:28	3:29	5:30	5:31
BUS-2	3:36	3:45	3:46	3:47	3:48	3:49	5:50	5:51
BUS-1	3:56	4:05	4:06	4:07	4:08	4:09	5:10	5:11
BUS-2	4:16	4:25	4:26	4:27	4:28	5:29	6:30	6:31
BUS-1	4:36	4:45	4:46	4:47	4:48	5:49	6:50	6:51
BUS-2	4:56	5:05	5:06	5:07	5:08	5:09	6:10	6:11
BUS-1	5:16	5:25	5:26	5:27	5:28	5:29	6:30	6:31
BUS-2	5:36	5:45	5:46	5:47	5:48	5:49	7:50	7:51
BUS-1	5:56	6:05	6:06	6:07	6:08	6:09	7:10	7:11
BUS-2	6:16	6:25	6:26	6:27	6:28	6:29	7:30	7:31
BUS-1	6:36	6:45	6:46	6:47	6:48	6:49	7:50	7:51
BUS-2	6:56	7:05	7:06	7:07	7:08	7:09	7:10	7:11
BUS-1	7:16							
BUS-2	7:36							

Effective June 6, 2022



Notes:

- To receive text alerts concerning delays, cancellations, etc. send a text to **(844) 612-2165** with the keyword **csbus**.
- Buses stop at the intersection of Cameron Station Blvd and the referenced street (other than the Metro station).
- This service is provided to CSCA residents and their guests only. Residents and guests **must** show their Cameron Station Facilities ID (with the applicable year's sticker) to the driver upon boarding.
- If/When the Shuttle bus is running early, drivers are directed to wait until the designated departure time.
- If/When the Metro train is running late, drivers are directed to wait until it has arrived. This is only for the Afternoon Departure Schedule.
- The buses that arrive at the Metro at 9:13 am and 9:32 am do not return to Cameron Station and the buses that leave the Metro at 7:16 pm and 7:36 pm do not return to the Metro. Riders are not picked up at these stops / times.
- Drivers are directed to stop only at designated stops. Exceptions will be made only for residents using canes, walkers, or crutches.

OPERATED BY: FLEET Transportation, LLC
Ph: (866) 933-2600

Commented [HA2]: Added guests here since they can ride it. We have a policy talking about them getting a shuttle pass or do we simply want to use the Facilities Guest Pass?

Commented [HA3]: This is new.

Commented [HA4]: This was in the old version, but not the new one. I imagine we want to keep it though?

Effective June 6, 2022



Summer Afternoon Departure Times (Effective through September 22 or TBD)

PM RUN	VAN DORN METRO (Kiss & Ride)	HAROLD SECORD	POCOSIN / TANCRETI	CALIFORNIA / GRIMM	MURTHA	KILBURN	DONOVAN / JOHN TICER	BRENMAN PARK DR.
BUS-1	3:16	3:25	3:26	3:27	3:28	3:29	5:30	5:31
BUS-2	3:36	3:45	3:46	3:47	3:48	3:49	5:50	5:51
BUS-1	3:56	4:05	4:06	4:07	4:08	4:09	5:10	5:11
BUS-2	4:16	4:25	4:26	4:27	4:28	5:29	6:30	6:31
BUS-1	4:36	4:45	4:46	4:47	4:48	5:49	6:50	6:51
BUS-2	4:56	5:05	5:06	5:07	5:08	5:09	6:10	6:11
BUS-1	5:16	5:25	5:26	5:27	5:28	5:29	6:30	6:31
BUS-2	5:36	5:45	5:46	5:47	5:48	5:49	7:50	7:51
BUS-1	5:56	6:05	6:06	6:07	6:08	6:09	7:10	7:11
BUS-2	6:16	6:25	6:26	6:27	6:28	6:29	7:30	7:31
BUS-1	6:36	6:45	6:46	6:47	6:48	6:49	7:50	7:51
BUS-2	6:56	7:05	7:06	7:07	7:08	7:09	7:10	7:11
BUS-1	7:16	7:25	7:26	7:27	7:28	7:29	7:30	7:31
BUS-2	7:36	7:45	7:46	7:47	7:48	7:49	7:50	7:51
BUS-1	7:56							
BUS-2	8:16							

Effective June 6, 2022



2022 Action Item List						
Date	Committee	Item	Assigned To CM/ACM/Maintenance/A RC/AA	Status (open,pending,complete)	Comments	Entered on Cira Y/N
3.2.22	-	Pitney Bowes invoice	ACM	complete	2.20.22 invoice submitted for payment thru accountspayable@ciramail.com	y
3.2.22	CAC	Concrete piece missing from apron	ACM	pending - June 2022 Work	John Medina resident at 4913 Waple Lane reported piece of apron missing near on the curb at the end of his driveway. This will be addressed during the paving maintenance project scheduled in June.	y
3.3.22	-	Daily check and respond to emails	ACM		daily task	
3.7.22	-	Mail amended Parking Policy	ACM		emailed GAM copy of amended parking policy, cover letter and list of Owners mailing address.	y
3.7.22	CAC	Light Pole damaged at 491 Cameron Station Blvd	Maintenance		Lancaster crew damaged one of the poles at 491 Cameron Station Blvd. Mark received and responded to email. He has it as a pending item for completion.	
3.7.22	CAC	Virginia American Water - Irrigation past due bill notice	CM/ACM		Past Due Bill notice received from V.A.W. for \$130.01. Management reached out to utility and found out two checks (\$122.47 and 128.40) were mailed (2/2) and cashed (2/16). Per V.A.W. account history, the one check for \$128.40 was not reflected on file and they are working to locate it.	
3.7.22	-	Schedule meeting with Lancaster and Management	ACM		Lancaster and Management meeting On-Site on Wednesday 10AM. Calendar invite sent.	
3.7.22	-	Resident required assistance with assessment payment	ACM		Resident at 5034 Gardner Dr was not able to submit payments. Management reached out to her over the phone and identified the issue. Assessment payments are now set-up as ACH.	
3.7.22	-	Owner request on account (resale and settlement charges)	ACM		Management received email from Mr. Gagik who lives at 4924 Gardner Dr. regarding resale and settlement charges that required CAMP AP/AR managements attention. 3.11.22 conveyance charges adjusted; ACM provided and update to resident and issue has been resolved.	
3.10.22	-	Setting-up new vendor	CM/ACM		Christina emailed Manders COI and W9 to accountspayable@ciramail.com to set-up Mander as a vendor.	
3.10.22	CCFC	Attendance to CCFC meeting	ACM		CAMP rep attended CCFC monthly meeting	
3.11.22	CAC	CAC packet for 3.14.22 meeting	CM/ACM	complete	CAC packet for 3.14.22 meeting completed, emailed to committee and posted on the Cameron Station website.	
3.11.22	-	3.8.22 GRS invoice 12864	ACM	complete	invoice from GRS received via email and submitted for payment through Cira.	
3.11.22	CCFC	Email Austin Woodard from American Pool	ACM	complete	Ask Austin who will be taking care of the deck work? Who is taking care of the pool rule signs? Austin response: <u>Both items are things we can take care of. We are in the process of updating the catalogue in our system, but as soon as this is completed I can send you proposals for both items.</u> 3.14.22 UPDATE - Management (Steve, Angel, Mark) will meet on-site with American Pool (Austin and Rogers).	
3.11.22	-	Email Heather 2.22.22 BoD draft meeting minutes	CM/ACM	complete	Draft meeting minutes are under review by Steve and Angel. 3.18.22 - draft minutes reviewed and emailed to Minutes Services for a second review.	
3.11.22	CCFC	LOCKER ROOM RENOVATIONS --- Matt Manders from Manders Companies/3.15.22 Summary of phone conversation	ACM	on-going - To be completed May 13, 2022	Matt will stop by sometime next week March 14-18 to deliver the tile and carpet samples for the CCFC review. 3.14.22 UPDATE - carpet tile and bathroom partition samples arrived and were set up in the Henderson Room. Still waiting for tile samples. 3.15.22 UPDATE phone conversation: 1. Paint color for the walls – a light color is recommended (e.g. white w/gray tone) – Manders will provide a wheel of color samples for the committee to review. 2. Additional Carpet color options – the committee only selected the Cuning – 00405. 3. Ceramic tile samples – Manders ordered and will deliver samples of the three (3) tile samples: 1. Anthem, 2. Toledo, 3. Wall tile (standard white tile). 4. Locker color and sample – Manders will provide a chain of samples for the committee to select. 5. Toilet partitions – the committee selected the Navy-Blue color based on the current partition color installed and to match the shower partitions as this will be kept. 6. Finish Metal – Manders will provide a color chart; (committee NOTE: the selection should match the current sink faucet finishing metal color). 7. Toilet Fixtures – the model and sample presented on the committee packet were the Kohler standard model toilet flush valve and its components. The committee agreed. 8. Shower Fixtures – the model and sample presented on the committee packet were the Moen Commercial standard model shower head and its components. The committee agreed. Matt requested Angel to email pictures of the sink faucet to confirm the finished metal. Pictures attached. The remaining samples will be delivered soon this week and will be set up at the Henderson Room located at 200 Cameron Station Blvd. Alexandria, VA 22304. 3.30.22 - locker room renovation demolition began. 4.8.22 - wall tile to be put up on the shower area. 4.12.22 - Update from Manders - Shower tile installation, finish drywall, and start painting ceiling expected completion by the end of the week. 4.26.22 - 95% of tile work finished. They ran short of shower tile in the ladies' room and are expecting it to arrive Thursday 4/28 and install Friday 4/29; Plumbing fixture installation is complete; Painting is 90% complete; Light fixtures will be completed today 4/26; They're making some repairs to existing electrical outlets they discovered some were not working properly and hope to have it complete by today 4/26; Lockers will be installed this week; Toilet partitions and accessories will be installed by end of the week; Carpet and final paint touch up are completed next week. 5.2.22 management met with Manders; locker room renovations are almost complete. All tile has been put in, shower and toilet partitions are placed back, lockers are in, carpet and painting touch-ups and cleaning to be complete by next week. 5.5.22 - all tiles in place, showers and toilets partitions in place, carpeting scheduled to be put down Saturday, May 7, 2022, and final touches (accessories, etc.) in progress. 5.13.22 - Rubber mats in place, Touch up's (paint, caulking, etc.) is currently being addressed, Shower curtains installed; women's handicap shower rod missing and pending to be installed, Toilet accessories installed, Toilet Seat Cover Dispenser not installed. Management reached out to Manders to have them installed. Do you recall if all the toilets had one installed? We only have two plastic dispensers. We can order more if that's okay, Locker handles to be installed Monday, and Locker keypad locks supply is being an issue, Manders is working with an alternate source to get the product.	
3.14.22	CCFC	Fitness Center deep cleaning	National Service Contractors	complete	Fitness will be deep cleaned Saturday, March 19 after the gym close.	
3.14.22	CCFC	American Pool - Accounts Payable	ACM	complete	Received and email from the A/P department regarding March payment pool contract. Management reached out to American Pool and talked to Nancy, A/P admin and emailed copy of payment confirmation to her.	
3.14.22	CCFC	Update from ProFit	ProFIT - Jill and Rick	complete	During the CCFC meeting the members requested additional spray bottles. ProFit reached out to Psy to regularly maintain 5 spray bottles in addition to the gym wipes.	

3.14.22	CAC	Lamp Post head down	Maintenance	complete	Lamp post head located behind unit 5108 Donovan Dr. # 407 needs to be put in place or replaced. Management reached out to the resident and added the item on the maintenance schedule.
3.14.22	-	3.9.22 Doody Calls invoice #000002021	ACM	complete	invoice submitted for payment through Cira.
3.14.22	CAC	Emergency Pipe Break on Yarrow Ln	CM	complete	1. Dug up the Yarrow Lane pipe --- it was a Cameron Station <i>fire service valve</i> . 2. Virginia American Water shut off two domestic water lines this morning for ALL Plumbing to complete their valve replacement on the fire service valve. 3. Work completed midafternoon, but ALL Plumbing saw more water movement and were concerned there was additional pipes leaking. (Thought it might be a water table matter). 4. Virginia American Water arrives and views one of their pipes leaking: they start turning on a second pipe and the pipe burst; now they have two domestic water pipes to replace. 5. They were waiting for a crew to arrive to start around 6:00pm. 6. The streets impacted are Yarrow Lane, English Ivy Terrace, and Donovan Drive (close to Yarrow). 7. No timeframe to when it will be fixed. We sent a community wide e-blast naming the streets VA American Water indicated would be informed. 8. Water is safe to drink: If your water is OFF due to the pipe replacement, when it comes back on, let it run for 20-30 minutes to release any sediment in the pipe and mixing with the water. Otherwise, it will not be harmful.
3.14.22	-	Resident call from 278 Murtha St	Covenants	complete	Resident called requesting direction on light fixture replacement. Emailed residents contact information to Brandon, Covenants Adm, for him to provide additional info.
3.15.22	CCFC	Meeting set-up with ProFit	ACM	scheduled	Meeting scheduled for Tuesday, March 15 at 3PM to meet Jill Bakner and Rich.
3.15.22		New Employee Training	CAMP	scheduled	Management has been assigned to attend a new employee training Wednesday, March 16 from 10AM to 11:30AM
3.15.22	CAC	Prepare fence letters for Livermore, Martin and Barrett	ACM/CM	complete	Letters prepared, emailed, and mailed to each of the residents affected.
3.15.22	-	Resident assistance with account fees	ACM	complete	emailed bookkeeping/accounting staff to waive late fees on residents account based on previous and this year assessment difference.
3.15.22	CCFC	Locker Room Renovation --- Email copy of summary conversation with Matt Manders to Ray Celeste, CCFC Chair	ACM	complete	Copy of phone conversation summary emailed to Ray Celeste with details on the paint color for the walls, additional carpet color options, ceramic tile samples, locker color and sample, toilet partitions, finish metal, toilet fixtures, and shower fixtures.
3.16.22	CCFC	Matt Manders contract	ACM	complete	Find out if a contract between Cameron Station and Manders was signed and in place. UPDATE - Heather emailed Todd and he replied that we should expect the cover contract by the end of the day. UPDATE - Cover Contract emailed to managers. 3.17.22 UPDATE - emailed Andrew Hill a copy of the cover contract and Manders proposal for signature. 3.18.22 UPDATE - Cover contract and Manders Proposal signed by Andrew (President) and copy emailed to Manders so he can sign the cover contract. 3.25.22 - Manders signed contract and has been saved on the server.
3.16.22	CCFC	Submitted elevator certification invoice INV-2022-00059699	ACM	complete	Invoice submitted to accounts payable; reference number ELV2019-00170
3.16.22		Spring Yard Sale confirmed with Activities and Event committee	AA	complete	Spring Yard Sale will be on Saturday, April 9th from 8AM to 1PM. Brand Design has been given the date. To be posted on all community social media (IG,FB,Twitter).
3.16.22	ARC	Meeting with B&B Security Solutions	ACM/Covenants/Maintenance	complete	Met on-site with Courtney and Officer Parker to show them the spots to be patrolled (currently demanded areas: Harold Secord St, Brawner Pl) and narrow the items they will be looking into during the soft-enforcing phase (60 days): (1) patrol vehicles without a Cameron Station Resident and/or Visitor tag.
3.17.22	CCFC	Meeting with NSC	ACM/CM/Maintenance/AA	complete	Discussion of contract - NSC will provide a bid proposal. Cleaning services with NSC after 4/30/22 will be on a monthly basis. No auto-renew for future contracts. Deficiencies pointed out - fan blowing-up dust, mop pieces left behind, black marks, white machines dirty. Fitness Center is cleaned after hours. NSC cleanliness responsibility are windows, doors, storage rooms, gymnasium, etc. During Locker Room Renovation phase, NSC was asked to maintain the hallway area clean and in pleasant scent leading to the bathroom.
3.17.22		CCFC Meeting minutes 3.10.22	CCFC	saved	CCFC meeting minutes saved on server and added to next BoD meeting folder.
3.18.22	CCFC	Meeting with American Pool	ACM/CM	complete	Met with Austin and Ben from American Pool - we talked about the pool supplies, pool registration processes, pool contract addendum, pool maintenance, repainting safety stencils. Emailed Austin and Ben
3.21.22	FAC	Emailed FAC members requesting February and March 2022 draft minutes	ACM	complete	waiting for a copy of February and March 2022 draft meeting minutes. 3.25.22 - FAC minutes received and added to 3.29.22 Board packet.
3.21.22	CAC	Ticket submitted to City of Alexandria	ACM	complete	Ticket submitted on 3/18 - request number 22-00007647 - request type: Safety and Security Concerns Regarding City - owned Property - Location: 423 Cameron Station Blvd. Comments: We have been complaining about a stop sign that could fall and hurt a child at Tucker Elementary School where the busses leave the front of the building and Cameron Station Blvd. and Harold Secord. W/O ticket 22-00005315 the rebar is exposed at the bottom of the pole.
3.23.22	CCFC	Dumbbells 15lb and 20lb quote	ACM	pending for arrival	Quote 3191227 - Management submitted the quote order for a set of dumbbells 15lb and 20lb provided by ProFIT. Estimated delivery 3-7 business days. 5.5.22 - Management followed up with ProFIT to find out if the signed quote was received. 5.13.22 - Power Systems added as a vendor, order in the process to be shipped.
3.28.22	CCFC	Order new pool signs from Signs by Tomorrow	ACM	complete	Estimate #A43545 - Management submitted an order request to replace the following signs: pool rules, own risk, wading pool, and one other.
3.29.22	ARC	Set-up B&B as a new vendor	ACM	complete	Emailed W9 to corporate, waiting for them to set up B&B as a new vendor. 4.8.22 - vendor setup and B&B contract uploaded to Cira.
4.4.22	-	City of Alexandria receipt	-	received	Receipt: REC-2022-00053274
4.6.22	CCFC	Swimming Lesson issues	AGM	4/26 Board Mtg for approval	Management was contacted by Let Swim, Tamara. Based on our conversation Let Swim was not aware of swimming lesson services to be provided at Cameron Station. Management invited Let Swim to meet onsite Tuesday, April 12, 2022, at 10:30 AM. Management reached out to American Pool to provide them with an update on the conversation with Let Swim. Minutes later management received a call from American Pool, VP of Management, which ended on a bad note. 4.12.22 - Management met with Let Swim and is willing to provide swimming lessons to the community during the 2022 Pool Season. Next Steps - Let Swim will provide us with a Facilities Use Agreement. 4.26.22 - facility use agreement received and had Todd, legal, revise it. The agreement is included in the Board packet for approval of the Board on 4.26.22. 4.28.22 - Let Swim is no longer able to meet and provide services to Cameron Station. Management reached out to High Sierra Pool and we are still pending on final confirmation, but it is guaranteed they will provide swimming lesson services.
4.7.22	-	New Committee members updated on Cira	AA	complete	Juana updated the new Committee members (Wendell Anderson, Amber Herard, Jennifer Hurst) on Cira.

4.7.22	-	Cameron Station 2022-2023 COI updated on Cira	AA	complete	New 2022-2023 COI updated on Cira.
4.7.22	CCFC	Johnson Controls service work	Maintenance	complete	SR#51564034 - Scope of Work - Technician to troubleshoot dry system - Locate air leak and repair leaks on the dry system - Failed to Operate.
4.7.22	CAC	Paving - Where to locate vehicles during the work...	GM/AGM	in progress/waiting for City and Home Depot response - Scheduled for June 15, 2022	4.7.22 -- Met with Mr. Pascual (Principal) and Rene Kelley (Asst Principal) today. They offered us use of their parking areas during the summer while we pave the 7 phases. We are also approaching the management of Home Depot plaza. 4.26.22 - Tucker Elementary school will allow the Association to make use of their spaces while the project is in progress. Management still communicating and waiting for approval from the City of Alexandria, Chris Watson and Home Depot plaza, Rapaport.
4.7.22	CCFC	Pool Furniture setup	American Pool	done	American Pool was onsite, uncovered the pool and setup the furniture.
4.8.22	CommComm	Update CommComm committed fund report	AGM	complete	Update CommComm committed fund report to be included on their April meeting.
4.9.22	CCFC	Work on CCFC April meeting packet	AGM	complete	CCFC packet to be emailed and posted on the website Friday, April 8, 2022
4.10.22	CAC	Streetlight blocked	Maintenance	pending	Streetlight between 5234 Harold Secord St and 452 Ferdinand Dr is blocked by an overgrown bush. Bush is on the side of the property. Mark and Adrienne are waiting for residents response.
4.11.22	-	Johnson Controls March Statement of Account	Maintenance	complete	Statement of Account received reflecting unpaid invoices (88581544 and 88611899) each for the amount of \$1106. Management emailed Johnson Control requesting a copy of the invoices, W9 and COI.
4.11.22	-	Condo residents email address status	AA	complete	Mark is handling the invoices and will reach out to the Vendor to inquire about charges.
4.11.22	-	Imprest Card receipts - upload receipts and reclass	AGM	complete	Management updated Condo residents' email addresses, although, some have not yet provided one and we will contact them for the purpose of paving project communication.
4.11.22	-				daily task
4.11.22	CAC	Tree behind 4950 Brenman Park Dr	Maintenance	complete	The arborist assessed the tree and recommended giving it a little time. No signs of stress and hopefully the tree will recover.
4.11.22	CCFC	Fitness water fountain	Maintenance	complete	the water fountain in the Fitness Center is intermittent. Mark will be assigned to inspect it. 4.13.22 - Mark inspected the fountain and is working properly. He will periodically check on it to make sure is working.
4.12.22	CCFC	Pool Sings	AGM	complete	Pool signs delivered. Mark will remove old and install new ones.
4.13.22	CCFC	Janitorial/Cleaning Services	AGM	BoD approved	Go out to bid on the janitorial/cleaning service contract. Our current NSC contract expires on April 30, 2022, after the date, the contract will continue every month until the official vendor is selected and awarded the service contract. 4.21.22 - Management put out a request to three vendors to bid on the janitorial/cleaning service contract. To the date, we received all three proposals: CIA, Bolana, and Clean Advantage. They were all included on the 4.26.22 Board packet for the Board review and approval. 4.26.22 - Board approved NSC proposal for a three year term.
4.13.22	CAC	TruGreen Lawn Maintenance application	AA	complete	Email blast notice to residents regarding the TruGreen application on Thursday, April 14, 2022.
4.13.22	-	3.29.22 Draft BoD meeting minutes received.	AGM	complete	3.29.22 draft BoD meeting minutes received and under Management review.
4.18.22	-	Call for Committee draft meeting minutes	AGM	complete	Emailed FAC, CAC, A&E committees asking for a copy of the last committee draft meeting minutes. Brandon to provide ARC minutes. Juana to provide CommComm minutes. CCFC received. UPDATE - FAC received. 4.21.22 - all draft committee meeting minutes received and included on the 4.26.22 board packet.
4.18.22	-	Unresolved comment on 2.22.22 BoD draft meeting minutes	AGM	complete	emailed Dolly, Minute Services, to retrieve her notes to get me an answer to a question made during the Owners forum. 4.22.22 - Dolly referenced her notes and mentioned that at the time of the meeting a question was not made, although, the conversation did reference a question made in the January meeting which was not disclosed.
4.22.22	CAC	Fence on Livermore Ln	GM/AGM	complete	Letters regarding the ownership of the fence were mailed and delivered to Owners.
4.26.22	CAC	Fence in general on Barrett Place and Martin Ln	GM/AGM	pending - June; Long Fence has rescheduled 2x	Tentative date to start project is May 9 starting from Woodland Hall.
4.26.22	CAC	Concrete Project	GM/AGM	scheduled for June 13th - 17th	Management will coordinate to have the AdHoc Committee and the engineer meet onsite to go over the details of the areas to be addressed. A request "to not exceed \$25k on concrete repairs" was included on the 4.26.22 Board meeting packet for the Board review and approval. 5.13.22 - Fairfax paving came back with a revised proposal for a total of \$31k on concrete and additional work that includes brick work. Ad HOC committee has been made aware of such proposal and agrees with the amount. Management to include the proposal in May's Board meeting packet for approval.
4.26.22	CCFC	Addendum for an additional hour for Swimming Lessons	AGM	complete	Management is waiting for American Pool to draft an addendum to add an additional hour for swimming lessons. 4.28.22 addendum received.
4.26.22	CCFC	Access System	GM/AGM	pending - RFP created by end of May 2022	Management expects to have the final RFP draft by the next CCFC meeting and to be included at the next Board meeting in May. 4.28.22 Management met with CTSI, Anthony and daniel,
4.26.22	CCFC	2023 Elevator certificate	Maintenance	received	Elevator certificate 2.28.23 received. Mark will post on the elevator.
4.27.22	CAC	Alex 311 - 21-00017144	Alexandria	complete	Requestor # 21-00017144: type: Trees; Location: 4917 Brenman Park Dr; Request Submitted: 7/13/2021; Estimated Resolution: 10/5/2021; Actual Resolution: 4/27/2022; Requestor Comments: In Brenman Park Dr. median there are few non London Plane trees that have dead limbs and need to be trimmed up / I am not sure of tree species on these.
4.27.22	CAC	Water Leak on Yarrow Lane	Maintenance	Not completed - VAW considers it a minor issue	A new water leak was identified on Yarrow Lane right in front of 5094, 5096, and 5098 houses. We are in contact with American Virginia Water. We requested them to come out and assess the matter. We have ALL Plumbing, Inc on stand-by for an immediate response if the water company fails to take control of the leak.
4.28.22	CAC	Power Wash proposal	GM/AGM	completed	EcoTek power wash proposal approved at 4.26.22 BoD meeting. Emailed board president requesting to sign porposal. 4.29.22 proposal signed.
4.28.22	CCFC	GRS inquiry for microsoft word and new computer	AGM	complete	Emailed GRS to inquire about the process to renew the Microsoft word license and fix the fitness center laptop computer. Ticket #866249. 4.29.22 licenses purchased and computers set up with Microsoft. A quote/proposal for a new laptop is pending to be received. 5.2.22 - Quote #: NDJ000834v1 received for a new laptop.
4.29.22	-	Email vendors who bidded on the power washing and janitorial services	AGM	complete	A thank you email sent to Contractors who bidded on the power washing and janitorial contract services.
5.2.22	-	Eyewash station	Maintenance	complete	Eyewash station to be installed in the pool area on 5/3.
5.2.22	-	Meeting with Tucker Principal	AGM/GM	complete	Management met with Principal Pascal to discuss parking for B&B security. It was agreed the B&B officer can park next to the school on Harold Secord St.
5.2.22	CAC	Trimm tree on corner of 5110 Knapp Pl	Lancaster	complete	Management had a friendly conversation with Mary Roach resident at 5110 Knapp Pl. She pointed out that the tree on the common area produces a saab. Update - Lancaster will be onsite Thursday, May 5, 2022, to assess and trim the tree.
5.2.22	CAC	John Ticers lamp post	Maintenance	complete	Resident at 4914 John Ticer reported all lamp posts on John Ticer needs to be repainted.

5.3.22	CAC	John Ticer common area	Lancaster	Owner Request - Lancaster Landscape assessing and proposal to CAC June	Owners email request/suggestion: Good morning, My name is Katie Bilek - I live at 5007 John Ticer Drive. I would like to request the installation of a french drain in what appears to be common area land between my house and the 5010 Waple Lane house. The walkway behind our house often gets very muddy when it rains. This stretch of land between our house and 5010 Waple is located between two concrete drainage boxes. The inlets are set within these drains at a level that is higher than the ground, often forcing the accumulation of water in this common area. Attached is a file of photos of the affected area. As a temporary solution, we have laid concrete pavers over the mud so that children have something to walk on white at play. We have noticed in other common areas of Cameron Station there are French drains, and believe this section of land would benefit from having that as well. Please let me know if we can help answer any questions. Thank you! Katie Bilek 832.767.8125. Update - Management shared a copy of the email with Mark and Lancaster. Update - Mark and Carlos to assess the area.
5.4.22	CAC	Work on CAC packet for 5.9.22 meeting	AGM	complete	Management to work on CAC 5.9.22 meeting packet.
5.6.22	CCFC	Follow-up with Todd on NSC cover contract	AGM	complete	Email sent to Todd to revise and update cover contract for NSC, included NSC agreement and COI.
5.9.22	CAC	Committee approvals	CAC	approved by Committee/ pending BoD approval; Board Meeting 5-31-22	CAC members during their 5.9.22 approved the following proposals: Lancaster Proposal #31445 and 31447. Management will present to the Board at the next May Board meeting for their review and approval.
5.10.22	CAC	Light poles out	GM/AGM	in progress	Light poles out on Ferdinand Dr 458, 464, and between 468 - 472. Management put in a request for service through 311, ticket # 22-00012925. No light pole number available.
5.13.22	CCFC	Pool items to be addressed	Maintenance	pending for completion	Mark to inspect pool furniture and re-adjust any loose strap, refill all hand and body soap, and return scales and steps to men's and women's rooms.
5.13.22	CCFC	Perform pool toys inventory	AGM	complete	Ray Celeste requested to perform a pool toy inventory.
5.13.22	ComCom	Draft cigarette butts disposal reminder	AGM	pending eblast; violation letter to 5197 Brawner Pl	Management to draft a cigarette proper disposal reminder.
5.16.22	CAC	Trim tree next to 5111 Grimm Dr blocking sidewalk	Lancaster	pending - on a tree treeing schedule	The tree is overgrown and blocking the sidewalk. Management emailed Lancaster to assess and trim the tree accorndigly.
5.16.22	CAC	Street lamps out	Maintenance	pending - on list sent to Critical Peake	Two street lamps are burnt out or not working. The first is at 305 Lannon Court. The second is nearby, right next to the USPS mailboxes at 311 Lannon Court.
5.16.22	CAC	Trim oak tree behind 218 Medlock Ln	Lancaster	pending and added to landscape log	Oak tree on common area behind 218 Medlock Ln lower branches needs to be trimmed.
5.17.22	CAC	Tree leaning over the path between Murtha and Linear Park	Lancaster	pending and added to landscape log	A tree that is leaning precariously over the path between Murtha and the Linear Park. It is between 246 and 248 Murtha St.
5.17.22	CAC	Tree and branch trimming	Lancaster	pending and added to landscape log	Large tree branch in the grassy common area next to home. Also, the tree is overgrown in front of John Ticer Dr. and needs trimming.
5.18.22	CAC	Tree trimming	Lancaster	pending and added to landscape log	Tree on CS area behind unit 5266 Colonel Johnson Ln the branches are close and needs to be cut back.
5.18.22	CAC	Light poles out	Maintenace	pending - on list sent to Critical Peake	Both are at the corner of Barbour and Comay Terrace (to the right of the front door of 166 Comay Terrace). One is on the brick sidewalk on Barbour and the other is at the visitor parking in front of 4911 Barbour.
5.19.22	CAC	Submit ticket to 311	AGM	complete	Ticket #22-00013995 submitted to 311 on 5.19.22 to report observation monitoring well outside rim uneven with brick; trip hazard. Well is located on the Cameron Station Blvd circle east brick path side.
5.19.22	CAC	wooden bird nest in a tree	Lancaster	complete	Wooden bird nest in a tree at 195 Martin Ln. Management forwarded the message to Lancaster for them to handle.
5.23.22	CAC	Overgrown Wisteria	Lancaster	pending for completion	Can you please have the landscaping company come out and significantly cut back the Wisteria. It is so overgrown in the middle, you can barely see the sky through the growth. The overgrowth also serves as a bird sanctuary directly over the table and chairs. As you might imagine, anything below is covered in bird droppings and subsequently deemed unusable until cleaned off and sanitized. Bessley Pl South park.
5.23.22	CAC	Stree Lights out	Maintenance	pending for completion	Street light at 5112 Donovan (1), 5199 Brawner (1), and behind the community center (2). Information obtained from B&B's 5/21-5/22 reports.
5.26.22	-	Pitney Bowes duplicate payment	AGM	Request submitted online	A request has been submitted through the Pitney Bowes website account 0016357809, case # 32561375 to reimburse duplicate payment.
5.26.22	-	Pitney Bowes late fee waive request	AGM	Request submitted online	A request hass been submitted through the Pitney Bowes website acount 0016357809, case 32561515 to remove a \$30 late fee on the 5.20.22 invoice.
5.26.22		Community Letter - Asphalt / Concrete Intro Letter	GM/AGM	complete	Letter written and will go out to community today, 5-26-22. Future letters/emails only to the streets impacted by the projects
5.26.22		3 Street Lights out - 400 block Ferdinand Day Dr - by Samuel Tucker Elementary	GM/AGM	pending - on list sent to Critical Peake	City and Dom Va refuse to accept that these are City lights; School used to replace bulbs but stopped ; call to principal pascal. If dead end, we will replace early June.