



CAMERON STATION

BOARD OF DIRECTORS MEETING

HYBRID ZOOM MEETING – Henderson Room / Zoom

DRAFT AGENDA

Tuesday, June 28, 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)

- | | | |
|-------|--|----------------------|
| I. | CALL TO ORDER | 7:00 PM |
| II. | APPROVAL OF AGENDA | 7:01 PM |
| III. | APPROVAL OF MINUTES – BOD Meeting – May 31, 2022, | 7:02 PM |
| IV. | LT. LION – CITY OF ALEXANDRIA | 7:03 PM |
| V. | ARTHUR IMPASTATO – CAMERON STATION CIVIC ASSOCIATION | 7:13 PM |
| VI. | HOMEOWNERS' FORUM | 7:23 PM |
| VII. | HEARING – COMPLAINT PROCESS | 7:33 PM |
| VIII. | TREASURER'S REPORT | 7:37 PM |
| IX. | COMMITTEE REPORTS (FAC, ARC, A&E, ComCom, CCFC, CAC) | 7:47 PM |
| X. | MATTERS FOR BOARD DECISION | 8:07 PM |
| | A. FY21 Audit Acceptance | Resolution 2022-0601 |
| | B. GRS Contract Renewal | Resolution 2022-0602 |
| | C. Lancaster Proposal #31476 | Resolution 2022-0603 |
| | D. Lancaster Proposal #31477 | Resolution 2022-0604 |
| | E. Lancaster Proposal #31480 | Resolution 2022-0605 |
| | F. Fairfax Paving change order | Resolution 2022-0606 |
| | G. Irrigation Conduit Project | Resolution 2022-0607 |
| XI. | MATTERS FOR BOARD DISCUSSION | 8:24 PM |

**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

XII. MATTERS FOR BOARD INFORMATION

8:25 PM

1. Management Report
 - Action Item list
 - Fence Project Update
 - Asphalt/Concrete Project Update
 - Pool Update
 - MOU Update

XIII. NEW BUSINESS

8:45 PM

XIV. EXECUTIVE SESSION (see Executive Session agenda)

8:46 PM

For the purposes of consulting with legal counsel on legal matters and policy amendments.

Legal Counsel will be joining the meeting at 8:30 PM at which point the Board will transition to go into executive session regardless of where the Board stands in the current agenda

XVI. ADJOURN

9:30 PM

**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, May 31, 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
Megan Christensen, Vice President
Mindy Lyle, Secretary
Joan Lampe, Treasurer
Chris Alex, Director
Brendan Hanlon, Director
Greg Hillson, Director (joined late)

OTHERS PRESENT:

Steve Philbin, M ed., CMCA®, ARM® PCAM®, General Manager
Angel Robles, CMCA®, AMS®, Assistant General Manager
LT. Lion, Alexandria City Police Department
Dan Ogg, Vice Chair, CCFC
Gwen Toops, Member, ComCom
Kathleen McCollom, Chair, CAC

CALL TO ORDER:

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

APPROVAL OF AGENDA:

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

The motion passed unanimously 6/0.

APPROVAL OF MINUTES:

Motion: Ms. Christensen moved, and Ms. Lampe seconded the motion to approve the April 26, 2022, Board meeting minutes as presented.

The motion passed, 5/0/1.

For: Mr. Hill, Ms. Christensen, Ms. Lyle, Ms. Lampe, and Mr. Hanlon

Abstained: Mr. Alex

LT. LION – CITY OF ALEXANDRIA

Lt. Lion reported that there were 57 service calls for the month of May, mostly parking and traffic related. The one item of note was there was vandalism of a vehicle and property was stolen out of it.

CAMERON STATION CIVIC ASSOCIATION

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

HOMEOWNER'S FORUM

No homeowners wanted to address the Board.

TREASURER'S REPORT

Ms. Lampe delivered the report:

- As of the end of April, income surplus of almost \$100,000 YTD.
- Expenses are running ahead, mostly timing of where expenses are falling.
- The receivables continue to be managed well with a delinquency rate of less than 1.8% of assessment revenue.
- Working with Morgan Stanley and Congressional to see who can invest at the higher rates.

COMMITTEE REPORTS:

1. Financial Advisory Committee

The report was included in the Treasurer's Report.

2. Architectural Review Committee

No representative was present to report.

3. Activities and Events Committee

The Committee reported that the Memorial Day event went well, and the next event will be on July 4th.

4. Communications Committee

Ms. Toops reported that twenty-five new residents moved into the neighborhood and Welcome Packets will be emailed out to them shortly; looking for a new newsletter editor; and website redesign is well underway and expected to be completed in the near future.

5. Facilities Committee

Mr. Ogg reported that the facilities attendance is almost back to pre-covid; one treadmill is still out of service due to international supply chain problems; the pool “soft opening”

was well attended; the locker room renovations are complete; recommended Board approve the change to the Cameron Club operating hours; locks for new lockers in locker room backordered and two lights needs to be installed; still struggling to find provider for swim lessons.

6. Common Area Committee

Ms. McCollom reported that the Committee will be judging the Pride of Ownership, they have thirteen nominations. Also started doing monthly walkthroughs in the community. They have observed areas in the community where the trees are getting big and cause shading which kills the grass and causes erosion. In those areas, they are doing stone or shale. Plants around the Clubhouse were ruined during the power washing project, and they are talking to Lancaster about replacing them.

MATTERS FOR BOARD DECISION

1. Amended A.R. No. 22-12 – Bulletin Board

Motion: Ms. Lampe moved, and Ms. Lyle seconded the motion to ADOPT the Amended Administrative Resolution No. 2022-12 – Policy Establishing Means of Communication on Association Matters (Bulletin Board).

Following discussion, an amended motion was made.

Amended Motion: Ms. Lampe moved, and Ms. Lyle seconded the motion to ADOPT the Amended Administrative Resolution No. 2022-12 – Policy Establishing Means of Communication on Association Matters (Bulletin Board) with the following amendment:

- Section II, D, change: *a member of the Board of Directors to the Board of Directors*

The amended motion passed unanimously, 7/0.

2. Amended A.R. No. 22-13 – Social Media Guidelines

Motion: Ms. Christensen moved, and Ms. Lyle seconded the motion to ADOPT the Amended Administrative Resolution No. 2022-13 – Policy Concerning the Use of Community Communications (Social Media Guidelines).

Following discussion, the motion passed, 6/1.

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

Against: Mr. Hillson

3. Amended P.R. No. 12-02 – Cameron Club Op. Rules & Proc.

Motion: Mr. Hanlon moved, and Mr. Alex seconded the motion 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.

Following discussion, the motion passed unanimously, 7/0.

4. Lancaster Enhancement Proposal #31445

Motion: Ms. Lyle moved, and Mr. Alex seconded the motion to APPROVE the Lancaster Landscape proposal in the amount of \$12,045 to enhance the common area between Carlton Place and Cameron Condos to be expensed from Turf Treatments and Enhancements Operating budget line item.

Following discussion, the motion passed, 5/2.

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

Against: Mr. Hillson and Mr. Alex

5. Lancaster Tree Installation Proposal #31447

Motion: Ms. Lyle moved, and Mr. Alex seconded the motion to APPROVE the Lancaster Landscape proposal for \$21,775 to remove and install trees at the property fence line located behind Carlton Place along Knapp Place to expense the removal from Operating and the replacement from Reserve.

Following discussion, the motion passed, 5/2.

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

Against: Mr. Hillson and Mr. Alex

6. Fleet Bus Transportation Schedule

Motion: Mr. Alex moved, and Ms. Lyle seconded the motion to APPROVE the new shuttle bus service times as outlined and to include the additional hours in the evening for the summer as outlined (optional), which will be effective June 6, 2022. Further, the Inclement Weather / 2-Hour Delay Shuttle Bus Schedule will be updated accordingly too.

Following discussion, an amended motion was made.

Amended Motion: Mr. Alex moved, and Ms. Lyle seconded the motion to APPROVE the new shuttle bus service times as outlined, provided that Management has the authority to adjust such hours following final discussions with Fleet Transportation and provide notice to the Board. The new schedule will be effective as determined by Management. Further, the Inclement Weather / 2-Hour Delay Shuttle Bus Schedule will be updated accordingly too.

The amended motion passed unanimously, 7/0.

MATTERS FOR BOARD DISCUSSION

None.

MATTERS FOR BOARD INFORMATION:

1. Management Report

- A. **Fence Project Update** – The six-foot fence down near Woodland Hall is all down. It will take around three weeks to complete the project.
- B. **Asphalt/Concrete Project Update** – As part of the asphalt project they located two driveways on Donovan Drive that have lifted and cracked. They have communicated with the residents about getting them repaired during the asphalt project. Temporary parking at

Ben Brenman, Armistead Booth, Tucker Elementary, and behind Get Air Trampoline Park will be available.

- C. **Pool Update** – The pool opening went well and Management noted the last 10 minutes of the hour is for lap swim only, including children.
- D. **Access System** – Received final comments on the draft RFP from the CCFC. All proposals due July 15th and Management has a training this week with CellBadge to see if that will work for the Community. Within the RFP there are a lot of things that people want. For example, within in the shuttle bus we want members to hit their access cards, so we can see numbers and get reports from it. This way we can determine when it is being used most, as well as verify that former users can't use it.
- E. **Linear Park MOU** – We're just about done and are waiting on two water bills to include in the package that will be sent over to the City.
- F. **Declaration Amendments** - As Management is focused on all the above projects, we're looking to revisit this matter in August. Management has talked to the vendor who will perform the voting, and they're away of the new timeframe.

NEW BUSINESS:

The Board discussed the Fleet Transportation contract, and terms on which it can be canceled. Management to report back next month on progress of discussions and performance.

EXECUTIVE SESSION:

No matters for Executive Session.

ADJOURNMENT:

Motion: Mr. Lyle moved, and Ms. Christensen seconded the motion to adjourn the meeting at 8:52 pm.

The motion passed unanimously 7/0, and the meeting was adjourned at 8:54 pm.

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

Arborist Report – Tree Evaluation

Address: 5002 Gardner Dr. Alexandria Virginia

Location: Front yard

Concern: Tree roots that may damage the foundation of the home

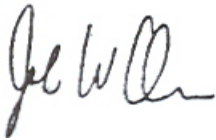
Observation:

The tree in question is a willow oak. It is nearing maturity and will not get much larger due to physical constraints, and shallow, poor soil. Willow oaks are selected because they survive in such environments. They can handle urban pressures such as air pollution and heat generated from nearby streets and buildings. Willow oaks are a popular street tree in our area and have been used for many years in Washington DC.

Willow oaks have relatively shallow roots and would not cause damage to sewer or water pipes unless they were already compromised. The same would be true for the foundation of the home.

This is a healthy tree showing no signs of insect or disease damage. I would recommend continued pruning of the canopy to keep limbs away from the home.

Sincerely,



Joel Owen
ISA Certified Arborist



June 12, 2022

5002 Gardner Drive – Tree Appeal

I would like to appeal the denial of my tree removal and replacement. Please help me understand why I have been denied improving my property by replacing a tree when so many have done so before me. As stated, my tree is a nuisance to me, it's just a matter of time before the roots impede my sewer line and foundation. I am proactive not reactive, asking me to wait for something to happen is ridiculous. Will you take on the liability and reimburse me for any additional work that will need to be done in the future? I am sick and tired of the inconsistencies and personal opinions of a board that makes decisions based on the color of the moon and the direction of the wind. As a resident of 22 years I have seen the despicable biases and personal opinions that go into the decision making of approving or disapproving residents requests. There are residents on Gardner Drive (4926 & 4928) that have replaced their oversized trees with lovely crepe myrtle trees, then there are the culprits on Grimm that replaced their trees with bushes which definitely didn't follow policy. From what I was told some didn't get approval and in some instances the trees were replaced just because...It makes me wonder if an ARC member resides on this street. Please provide me with the documents submitted by residents on Grimm that state there were any issues with their trees as well as how bushes were approved as replacements vs trees.

I have seen the ARC harass and bully residents time and time again, talk about abuse of power and privilege. My neighbor Jay Harkey was harassed so badly a few years ago he sold his home. I had copied Jay's walkway expansion and even used some of his materials after getting approval from the ARC. Soon after Jay was harassed and bullied and asked very inappropriate and personal questions regarding his father (by the crazy lady on the ARC that soon stepped down due to destroying a neighbor's property). The entire exchange of what I listened to was egregious. In the end the entire exchange was unnecessary and Jay was approved. Then there were my neighbors the McGovern's, the ARC harassed them so badly the wife got sick. All of the feedback was based on a Board's personal bias and personal opinions, yet again they were approved in the long run for their hardscaping. As I walk through the neighborhood I see the inconsistencies of outdoor lighting, various tree replacements, awful backyards, falling fences, fake ivy hanging off of decks, resident cars parked consistently in visitors parking and on and on. Yet all I'm trying to do is improve my yard, because I don't have the political clout, I get a denial. Well please think again and also let me know what the fine is for not getting the approval.

Quite frankly, I'm sick of the abuse of power. Last evening, I met four couples for dinner, I was sharing my story about my tree removal as well as the three months waiting period I endured to replace windows. Each couple looked at me asking why I went through the ARC. They all shared how they have had windows replaced, roofs replaced and enhanced their gardens and never once contacted the ARC nor did they know they were supposed to. This is exactly what I'm talking about, inconsistencies. You all have absolutely NO idea what you're doing. The

community is falling apart on certain blocks, yet when someone wants to improve their property value you want to punish them.

Please respond to the following and I'll be happy to participate on your next meeting:

Will the association be liable to any future damages that occur due to my oversized tree?
Are you saying in order to replace the tree, the branches have to injure someone or do damage to my car?

How much is the fine once I replace my tree?

Please provide me with tree removal requests from all on Grimm that replaced their trees.

Thank you,

Monique Parker



June 16, 2022

Monique Parker
5002 Gardner Dr
Alexandria VA, 22304

Dear Monique Parker:

Your private tree replacement application has been disapproved by the Architectural Review Committee (ARC) per the guidelines outlined in the Design and Maintenance Standards (DMS).

You have elected to Appeal this decision to the Board of Directors and have submitted a written Appeal notice to our office. This is to inform you that your Appeal notice will be reviewed by the Board of Directors on Tuesday June 28, 2022, at 7:00PM. You or your representative may appear at this meeting and discuss the Appeal notice but it is not a requirement that you should appear. The Board will review, discuss, and make a decision on your appeal.

Please find the Zoom meeting information below:

Link: <https://zoom.us/j/97385179058?pwd=TUg1V1lvM01lVSJtJS2k5b3NEL0lRUT09>

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

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

If you would like to discuss this matter further, please contact us at (703) 567-4881 or send an e-mail to Covenants@cameronstation.org. As a valued member of the Cameron Station Community Association, we thank you for your time and assistance regarding this matter.

Sincerely,

Brandon Throckmorton
Covenants Administrator
Cameron Station Community Association, Inc.

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

Cameron Station Community Association, Inc.

EXTERIOR MODIFICATION APPLICATION

Complete separate application forms for each exterior modification being requested.

SECTION I: CONTACT INFORMATION

- 1. Homeowner Name(s):: Monique Parker**
- 2. Lot: 22 PH 1 CAMERON STATION (D274)**
- 3. Address: 5002 Gardner Drive**
- 4. Phone (h): Phone (c):**
- 5. Email Address:**

Phone (w):
Additional email address:

SECTION II: EXTERIOR MODIFICATION BEING REQUESTED

X Replace

X Grounds (only)

- a. Proposed Modification Subject: 5002 Gardner Drive tree replacement in front of home
- b. Reference Page Number of Association Design Maintenance Standard: I HAVE NO IDEA
- c. Please provide a complete, detailed description of the proposed modification. Following the description, you will be able to upload sketches, drawings, and a Plat/Site Survey.

Tree replacement in front of home at 5002 Gardner Drive. As we all know the trees planted on Gardner Drive are entirely too large for our small lot. It is only a matter of time before the roots destroy the foundation as well as the sewer line. Replacement tree will be a Crape Myrtle.

Note: For Private Tree Replacement - homeowners are required to submit a separate application form

Upload your supporting documents and graphics

(uploads are attached to this message)

SECTION III: APPLICATION CONDITIONS

Nothing contained herein shall be construed to represent the modifications to land or buildings in accordance these plans, shall not violate any of the provisions or Building or Zoning Codes of the City of Alexandria, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of and said restriction.

City of Alexandria ordinances require you to file plans with the *Department of Planning & Zoning* for construction and modifications requiring a building permit.

I understand and agree that no work shall commence on this requested project until written approval of the ARC has been received by me.

I understand that any construction or exterior modification undertaken by me or on my behalf before approval of this application is not allowed and that if modifications are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred by the Association in enforcing this should I object.

I understand that members of the Architectural Review Committee or their designated representative are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project - and that such entry does not constitute trespass.

I understand that any approval is contingent upon construction or modifications being completed in a workmanlike manner and in full compliance with applicable City of Alexandria standards and specifications. Any deviation from the modification approved by the ARC must be submitted for ARC review.

The ARC will render a decision within forty-five (45) business days of receiving a completed application.

It is understood that I am aware of the Cameron Station Architectural Design & Maintenance Standards with regard to the review process as established by the Board of Directors.

The modification authority granted by an application will be revoked automatically if the modification requested has not been completed within thirty (30) days of the approval date of this application, or construction is not completed within thirty (30) days from commencement of the work, unless so expressly stated otherwise by the ARC or Management Agent.

SECTION IV: ACKNOWLEDGEMENT AND SIGNATURE

X By entering my name below I acknowledge I have read and understand the Application Conditions before submitting this application.

Homeowner Name(s):: Monique PArker

Date: 05/17/2022

SECTION V: DOCUMENTATION CHECKLIST

Please use this checklist to help ensure that all required materials and enclosures have been included in or with your application.

Drawings, sketches, brochures, and/or photographs

SECTION VI: ARCHITECTURAL REVIEW COMMITTEE (ARC) ACTION

The ARC reviewed the application and took the following action:

- ☐ Approved
- ☐ Disapproved
- ☐ Request for more information

Comments or Stipulations:

Representative Acting on ARC's Behalf

- Name (print): _____
- Title: _____
- Signature: _____ Date: _____

SECTION VII: APPEAL PROCESS

If you disagree with the decision cited above, please be advices that there is an appeals procedure provided by the Cameron Station Community Association, Inc., Board of Directors. A written request for an appeal must be made within ten (10) days of receipt of the ARC's decision.



Greg Hillson
440 Ferdinand Day Dr.
Alexandria, VA 22304

May 10, 2022

VIA E-MAIL

Cameron Station Community Association, Inc.
c/o Management Office
200 Cameron Station Boulevard
Alexandria, Virginia 22304
managers@cameronstation.org

Dear Community Manager:

Pursuant to Cameron Station Policy Resolution 2012-01, attached please find a resident Complaint. In accordance with Policy Resolution 2012-01; Section 55-530 of the Virginia Code, 18 VAC 48-70-10; and Common Interest Community Ombudsman Regulations, I ask that the Association:

- Notify me if the attached form is incomplete or otherwise deficient;
- Send me an acknowledgment of receipt of the complaint within 7 days;
- Notify me of the date, time, and location that the matter will be considered;
- Provide me the opportunity to present evidence at any hearing;
- Conclude its investigation within 30 days of its receipt of this complaint (please let me know if Association deems that more reasonable time is necessary to conclude the investigation); and
- Notify me of any final determination.

Please feel free to provide all communications via email (ghillson@yahoo.com).

Thank you.



Greg Hillson

Encl: Complaint Form

COMPLAINT FORM

CAMERON STATION COMMUNITY ASSOCIATION

[This form must be completed signed/dated on each page by the complainant]

Name of Complainant(s): Greg Hillson

Address: 440 Ferdinand Day Dr.

Phone: (Home) 518-281-4709

(Work) same

(Mobile) same

(Email) ghillson@yahoo.com

Preferred method of communication: email



Please describe the nature of your complaint:

FIRST COMPLAINT. On March 29, 2022, the HOA Board voted to go into executive session for, among other things, "the purpose of reviewing the legal counsel's advice on pending matters."

Section 55-510.1(C) of the VPOA states that the board of directors or any subcommittee or other committee thereof may convene in executive session to consider specific enumerated topics, and any motion to enter into executive session shall state specifically the purpose for the executive session, and reference to the motion and the stated purpose for the executive session shall be included in the minutes.

Although the VPOA allows committees to enter into executive session to "consult with legal counsel," to my knowledge, legal counsel was not present at -- nor did he otherwise participate in -- this Board meeting. Reviewing advice that counsel may have provided the Board *prior* to the meeting is not a permissible purpose for going into executive session. (If certain Board members believe that reviewing legal counsel's advice *should be* a permissible reason for going into executive session, those members should consider asking the Virginia legislature to amend the VPOA accordingly. Alternatively, perhaps legal counsel simply should be invited to meetings in which legal advice is being discussed).

Therefore, in my view, entering into executive session for "reviewing the legal counsel's advice" was a violation of the VPOA.

SECOND COMPLAINT. Section 55.1-1816(B) states that a "lot owner may make a request to be notified on a continual basis of any such meetings [of the Board or committee or subcommittee thereof]. Such request shall be made at least once a year in writing and include the lot owner's name, address, zip code, and any email address as appropriate. Notice of the time, date, and place shall be sent to any lot owner requesting notice (i) by first-class mail or email in the case of meetings of the board of directors or (ii) by email in the case of meetings of any subcommittee or other committee of the board of directors."

On September 10, 2021, pursuant to Section 55.1-1816(B) of the VPOA, I sent management a request that I be notified on a continual basis of any meeting of the HOA's "Ad-Hoc Paving Committee." See Attachment A.

On May 5, 2022, the Ad-Hoc Paving Committee held a meeting. I did not receive a notice of the date, time, or place of that meeting via first-class mail or email. In my view, the failure to provide me with such notice violated Section 55.1-1816(B) of the VPOA.

My Requests:

That the Association instruct the Board and all committees to hold any and all discussions in open session, unless the VPOA permits the topic to be discussed in executive session.

That the Association provide me with the appropriate notice of all meetings of the Ad-Hoc Paving Committee, as requested under Section 55.1-1816(B) of the VPOA.

Thank you.

Date of Alleged Violation: March 29, 2022; May 5, 2022

Time of Alleged Violation: N/A

Location of Alleged Violation: N/A

Name and address of persons that are the subject of complaint:

Cameron Station Community Association

Please explain why any of the requested information was not provided, if necessary:

N/A

MS Hillson

Please deliver your complaint via United States Postal Service Mail, hand-delivery, electronic mail or facsimile to the Association using the following information:

Cameron Station Community Association, Inc.
c/o Management Office
200 Cameron Station Blvd.
Alexandria, VA 22304
Facsimile: (703) 567-4883
Phone Number: (703) 567-4881
residents@cameronstation.org

Be advised, the Association may elect not to take action on any complaint which does not conform to the above-referenced delivery requirements or include the requested information on this form.

Upon receipt of your complete, written complaint, the Association will begin investigation of your complaint. The Association will maintain a record of your complaint for one year from the date upon which it takes action to resolve your complaint.

Please do not contact the Association's management or Board of Directors via telephone to submit or check the status of your complaint.

Instead, you may contact the Association in writing via United States Postal Service mail, hand-delivery, electronic mail or facsimile, using the above-referenced contact information.

Please note, the Office of the Common Interest Community Ombudsman ("Office"), is a governmental body, which may assist you in using the complaint procedures set forth in the Association's governing documents, as well as the Virginia Property Owners' Association Act. In accordance with the Common Interest Community Board's ("CIC Board") rules and procedures and Va Code § 55-530, you may give notice to the CIC Board of any final adverse decision which your Association may make regarding your complaint. For more information or to submit a complaint to the Common Interest Community Ombudsman, please contact the Office of the Common Interest Community Ombudsman at:

Cynthia Schrier
Department of Professional and Occupational Regulation
9960 Mayland Drive Suite 400
Richmond, Virginia 23233-1463
Office – 804-367-2941
Email cynthiaschrier@dpor.virginia.gov

☒ Please check this box to reflect your online signature and consent for the Cameron Station Community Association to utilize the form and all information reflected herein in furtherance of the fulfillment of its rights and obligations created by the Association's governing documents and Virginia Law.

DATE: 5/10/22

MS Hillson

To be completed by Association representative only

Received by: _____

Title: _____

Date: _____



1900 Gallows Road, Suite 700
Tysons Corner, VA 22182-2706

Todd A. Sinkins
Shareholder
Admitted: VA, DC

tsinkins@reesbroome.com

FOUNDERS

Joel M. Birken

Jonathan J. Broome, Jr.

James M. Rees (1941-1986)

June 22, 2022

CERTIFIED MAIL,
RETURN RECEIPT REQUESTED,
FIRST-CLASS MAIL AND EMAIL (ghillson@yahoo.com)

Mr. Gregory Hillson
440 Ferdinand Day Drive
Alexandria, VA 22304

Re: Cameron Station Community Association, Inc.
Notice of Result of Investigation and Hearing

Dear Mr. Hillson:

This letter constitutes the Association's response to your complaint dated May 10, 2022, that the Board of Directors impermissibly met in executive session for the purpose of reviewing and considering advice provided by counsel that is otherwise subject to the attorney-client privilege. Specifically, while your statutory reference is incorrect, you appear to be contending that Section 55.1-1816(C) of the Virginia Code mandates that the Association discuss such advice in open session, notwithstanding the fact that by doing so, the Board would waive the attorney-client privilege associated with such legal advice.

As required by applicable regulations and that Association's Complaint Policy, you are entitled to a hearing before the Board to determine whether it violated the Code when it considered advice of counsel in executive session. Such hearing shall be scheduled for the Board meeting to be held on June 28, 2022. The meeting is anticipated to be held in person. At that time, you will be afforded an opportunity to explain why you are entitled to receive the records you requested from the Association. If you fail to attend the hearing, the hearing will be conducted in your absence.

As for your allegations that the Association failed to provide you with notice of meetings of certain committees of the Association, management has taken steps to ensure that you will receive all requested notices of committee meetings. Based upon that and the email communications between you and management, it appears that the issue is resolved. If you contest the resolution of that issue, the Board will add that issue to the agenda for the July 26 meeting.



Mr. Gregory Hillson
June 22, 2022
Page 2

The Board looks forward to seeing you.

Sincerely,

REES BROOME, PC.

By: 
Todd A. Sinkins

cc: Board of Directors
Steven Philbin, General Manager

USPS CERTIFIED MAIL

Rees Broome
1900 Gallows Rd STE 700
Tysons Corner, VA 22182



9414 8149 0248 5669 2907 35

Mr. Gregory Hillson
440 Ferdinand Day Dr
Alexandria, VA 22304-8701

Shipper Ref: KMA
Reference 1: TAS

Cameron Station Community Association
Financial Advisory Committee Meeting
May 23, 2022
FAC ZOOM Meeting
Meeting ID 92962353196 Passcode 007612

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 7:08 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Jeff Gathers, Wendell Anderson. Jodi Wittlin and Fred Blum were absent.
- c. Others Present: Steve Philbin, Community Manager, Angel Robles, Assistant Community Manager and Bill Boos, Financial Services, all from CAMP. Joan Lampe, the BOD Treasurer was absent.
- d. The meeting was conducted via ZOOM

II. Approval of Agenda

The agenda was approved unanimously.

III. Approval of Previous Month's Minutes

The April 25, 2022, minutes were approved unanimously, with a minor correction to the Resident Open Forum section stating we only do mowing and no weeding or mulching to the Linear Park.

IV. Resident Open Forum

There were no residents present.

V. Review of Financial Results

- a. April 30, 2022, Financial Variance Report & Revenue and Expense Statements

No significant negative events, which is a good thing. Total revenues are favorable. Receivables are within a good range, and remain low with a 1.8% net delinquency rates, continuing well below industry standards.

Both YTD income and expense for April were favorable with an overall positive variance to budget of \$96,544 and an actual positive variance of \$71,473. The budget had projected unfavorable result of \$25,071.

There were no big surprises in the income statement variances. Only a few expense items needed to be discussed in detail:

Lighting Supplies was over budget. Two light poles were downed. One was by Lancaster Landscape, and we were reimbursed by the company. The other was a tow truck company helping a resident, but so far, the company has failed to reimburse the HOA. Steve Philbin is pursuing payment and will consider legal action. Steve Philbin discussed the reasoning for not filing an insurance claim, as it could have a negative impact on future rates. We will upgrade the lights to LEDs.

Some variances are caused by invoice timing and have no lasting impact.

Adjustments to Administrative Salaries reflect changes to the on-site management structure and were approved by the BOD. There will be unfavorable results for the balance of the fiscal year.

b. Cameron Station Committee Spending and Committed Funds

Committees are within budgets and again no surprises.

The Activities & Events committee report will be corrected to reflect Easter spending in April. Aaron Podolsky will contribute towards the July 4th celebration.

The Cameron Club Facilities Committee report includes two payments on the locker room renovation.

c. Fund Investments- Morgan Stanley & Forbright (Congressional Bank)

The FAC continues to review the interconnected cash needs, interest rates and the CD ladder (funds availability).

We discussed the Morgan Stanley CD update and whether we should consider transferring some cash from Congressional to capture some benefit of higher short term CD rates that are now available and build the near-term end of the CD ladder. Specifically, Morgan Stanley 12-month CDs were discussed.

Starting in May, Forbright will again pay at 0.50%. This money is very liquid and allows us to meet current reserve spending needs. We asked CAMP to put together a two-year cash flow reserve expenditure chart before we seriously consider moving any money between banks.

CAMP is projecting roughly \$1.2 million in reserve expenditures in 2022. The annual budget contribution is \$388,000, so given the above we need to withdraw \$812,000 from Congressional Bank ICS account to correctly fund reserve spending.

On May 9th there was a \$77,000 3 year CD purchase at 3.30% annual rate

- d. Review of the CIRA accounting database. There was no change in overall community metrics.

VI. Old Business

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

The perimeter fence project by Long Fence should start this week.

- b. Discuss Paving Project

Bill Blumberg and Steve Philbin discussed the paving project. Bill Blumberg participated in a walkthrough Steve Philbin and the engineer, looking at curbs and gutters for the first part of the project. We confirmed what is priority and what can be skipped. There is a request for additional money for brick work that was not in the original scope or bid but is needed when curbs are replaced. This oversight will be corrected in future phases. The projected start date is the week June 13th for concrete work. The actual milling and paving will be done on seven phases, designed to minimize the inconvenience.

Steve Philbin reviewed working with City on parking at Armistead Booth Park, Ben Brenman Park and Tucker Elementary to use spaces while the paving is being done. He will also meet with Rappaport, the management company for West End Village (Home Depot) to also use some of these spaces.

VII. New Business

Discussion of Steve Philbin with Carlos Trejo of Forbright Bank (formerly Congressional Bank) was discussed above.

VIII. Meeting Adjournment

Meeting was adjourned at 7:50 pm.

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday June 7th, 2022**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday June 7th 2022. The meeting was called to order at 7:04 p.m. by ARC Vice Chair Paula Caro 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
Mara Francis – ARC Member

MEMBERS ABSENT

Kevin Devaney – ARC Member

CHANGE OF ATTENDANCE

Stephen Pearson – ARC Chair joined at 7:07 PM.

OTHERS IN ATTENDANCE VIA ZOOM

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

APPROVE AGENDA

MOVE TO: “Approve the agenda as presented.”

Moved By: Mara Francis
Seconded By: Craig Schuck
For: All
Against: None
Absent: Kevin Devaney

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 month. No comments were made at this forum.

REVIEW OF EXTERIOR MODIFICATION APPLICATIONS

Address	Proposed Modification	ARC Action / Vote
5233 Tancreti Ln	Solar Panel Installation	Return for More Information: Details of exterior inverter installation and exterior cabling conduit locations. Moved By: Paula Caro Seconded By: Sharon Wilkinson For: All Against: None Absent: Kevin Devaney MOTION PASSED
139 Martin Ln	Roof Replacement	Approved with the stipulation that the roof is replaced like for like with respect to shingle color. Moved By: Mara Francis Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney MOTION PASSED
144 Martin Ln	Tree Replacement	Return for More Information: Question about whether the plant to be removed is a tree or a bush with the answer requiring different applications. Moved By: Tom Linton Seconded By: Mara Francis For: All Against: None Absent: Kevin Devaney MOTION PASSED
248 Murtha St	Deck Replacement	Return for more information: Revised design to ensure deck replacement matches neighbors' decks. Moved By: Tom Linton Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney MOTION PASSED
443 Cameron Station Blvd	Window Replacement	Approved as submitted Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney

DRAFT

		MOTION PASSED
4920 Kilburn St	Tree Replacement	Removal and replacement of the tree is approved with the stipulation that the replacement tree is a Japanese Snowbell, 6' tall from grade when planted, and must be completed by 30 November 2022. Moved By: Mara Francis Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney MOTION PASSED
5002 Gardner Dr	Tree Replacement	Disapproved as submitted. Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney MOTION PASSED
5005 Waple Ln	Tree Replacement	Return for More Information: a Plat Plan to determine tree ownership. Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
5168 California Ln	Window Replacement	Return for More Information: photos of windows to be replaced and pictograms of the replacement windows. Moved By: Sharon Wilkinson Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
5211 Brawner Pl	Tree Replacement	The tree removal and landscape extension are approved as submitted. Moved By: Paula Caro Seconded By: Tom Linton For: Stephen Pearson, Mara Francis, Sharon Wilkinson Against: Craig Schuck Absent: Kevin Devaney MOTION PASSED

DRAFT

5242 Brawner Pl	Roof Replacement	Approved with the stipulation that the roof is replaced with Owens Corning shingles color: Estate Grey Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
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MOVE TO: “I move to Ratify the approved applications for 5240 Brawner – Roof Replacement, 244 Medlock – Roof Replacement, and 244 Medlock – Window Replacement, that were voted on electronically during the month of April.”

Moved By: Mara Francis

Seconded By: Craig Schuck

For: All

Against: None

Absent: Kevin Devaney

MOTION PASSED

MOVE TO: “I move to Ratify the disapproved application for 222 Cameron Station Blvd– Roof Replacement that was voted on electronically during the month of April.”

Moved By: Craig Schuck

Seconded By: Mara Francis

For: All

Against: None

Absent: Kevin Devaney

MOTION PASSED

BOARD MEETING REPORT

The ARC’s representative to the May Board Meeting were absent, so Board Liaison Greg Hillson gave a brief synopsis of the May Board meeting. Mr. Hillson noted that the Board planned to revisit the proposed Declaration amendments later this summer. Mr. Hillson also noted that the ARC may see Parking Policy enforcement appeals at some point in the future.

APPROVAL OF ARC MEETING MINUTES

MOVE TO: “Approve the ARC Meeting Minutes from the 3 May Meeting as submitted.”

Moved By: Paula Caro

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Kevin Devaney

DRAFT

Abstain: Mara Francis

MOTION PASSED

COVENANTS REPORT

- **Update on tasks assigned to CAMP by the ARC:**
 - Management is continuing to work 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 Barbour Dr. and Comay Ter. Some inspections were delayed due to management personnel out sick from COVID. 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 9 resale inspections completed during the month of May.
- **Towing Report:** No vehicles were towed during the month of May. Management continues to work with B&B Security to refine their enforcement approach.
- **Violations Issued and Abatements:** Management has issued 119 violations in May. Abatement extensions have been granted by management to allow homeowners to remediate violations with the goal of increasing remediation throughout Cameron Station.
- **Next Meeting Date:** The next meeting is scheduled for July 12th 2022. Please note that all applications are due by July 1st 2022.

MOVE TO: "Adjourn the Meeting at 8:47 p.m."

Moved By: Mara Francis

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Kevin Devaney

MOTION PASSED

Minutes prepared by Stephen Pearson, ARC Chair.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
June 1, 2022

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

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS ABSENT: Ritah Karera, Christina Damhuis

ALSO PRESENT: Chris Alex – Board Liaison

I. CALL TO ORDER

Motion: The meeting is called to order at 7:10 p.m.

II. APPROVAL OF MINUTES

Motion: Andy_____ **MOVED** and Jimmy___ **SECONDED** to approve the 5/4 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. Bubbles, Berries, and Brews
 - a. Recommend advertising on social media in case residents aren't subscribed to email blast
 - b. Cameron Station facebook page should be open to comments soon, but need to coordinate with Communications Committee to avoid redundant posts
 - c. Can post on other facebook pages, e.g. Cameron Station Moms, Jen
2. Food Truck Friday
 - a. Can consider requesting additional food trucks, not just for Friday
 - b. Andy sent link to Goodfynd vendors for committee to choose

IV. NEW BUSINESS

1. Ice Cream Event (Sunday, June 12, 11 am - 1 pm)
 - a. Sponsored by Irina Babb
 - b. Irina requested blocking off the pool parking lot for two ice cream trucks
 - c. Irina requested table/canopy at parking lot and at gazebo
2. Patriotic Parade (Monday, July 4, 11 am, food served at 11:15 am)
 - a. Andy purchased 250 cooling towels for \$665 for Podolsky sponsor
 - b. Rocklands BBQ, Sophia will reach out to them and increase quantities (maybe 30% more) based on last year's invoice, \$3500 total event budget, \$2137 last year for food
 - c. Andy will purchase about 200 bomb pops
 - d. Lemonade or Iced Tea mix->need volunteer
 - e. Andy will set up sign up genius for volunteers to setup, serve food, and cleanup
 - f. Use beverage containers for water, need to purchase additional cups
 - g. Start at Linear Park near school and end at main gazebo, Podolsky approved location

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
June 1, 2022

- 44 3. Pool Party (Saturday, August 13, noon – 3 pm)
- 45 a. DJ same as last year, Andy
- 46 b. Mission BBQ, need to check last year's order
- 47 c. Ice Cream, need to check last year's order, or buy from local grocery? Kona Ice?
- 48 d. Ideas for Pool games, tube race, ring toss
- 49 e. Magic show for potential indoor event?
- 50 f. Can check with previous face painter/balloon artist
- 51 4. New Ideas
- 52 a. Movie Night?
- 53 b. Children's Olympic/Field Day (water balloon toss, 5K)
- 54 c. Holiday Market, ask residents with Google Forms in October
- 55
- 56
- 57

58 **V. ADJOURNMENT**

59

60 **Motion:** Andy_____ **MOVED** and Jen_____ **SECONDED** to adjourn the meeting

61 at 8:05___pm. The motion passed unanimously and the meeting was adjourned.

62

63

64

65 Respectfully Submitted,

66

67 Andrew Yang, Committee Chair

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
June 15, 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
Jenny Patenaude
Lenore Marema
Gwen Toops
Linda Taousakis

COMMITTEE MEMBERS ABSENT:

Susan Klejst

ALSO PRESENT:

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

CALL TO ORDER

Tricia Hemel called the meeting to order at 7:03 pm. A quorum was present.

I. APPROVAL OF AGENDA

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

II. APPROVAL OF MINUTES

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

III. RESIDENT OPEN FORUM

No residents were present.

IV. ITEMS FOR RECOMMENDATION

None

V. MATTERS FOR COMMITTEE INFORMATION

Management Report: Juana Michel reported that Facebook has 1289 followers, Twitter has 399, and Instagram has 169. *The Compass* was sent by email to 3,440 residents, and 70% of them opened the email and three bounced back. Paper copies were mailed to 205 residents.

Board Update: Megan Christensen reported that the Board approved the revised Communications Resolution to include guidelines regarding when posts on Cameron Station social media would be permitted to be viewed publicly or could be removed. The 90-day trial period for allowing comments to be made public is now eligible to start. Management will determine the start date. Management has circulated information regarding interaction with vendors by the Board or committees. Management will have additional information forthcoming with respect to the Communications Committee's interactions with the social media manager, website servicer, and newsletter subcommittee.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
June 15, 2022

Committee Business

Newsletter Subcommittee: Tricia Hemel noted that there will be no July/August edition as usual, and the time will be used to continue to search for a new editor.

E-blast: Tricia Hemel reported that Constant Contact cannot give us a link from the Table of Contents to the articles in the Eblast.

Welcome Subcommittee: Tricia Hemel reported that there were 25 new residents last month and 22 new residents this month. Susan will make assignments at the end of the month.

Social Media: Jenny Patenaude reported that the contents and graphics continue to improve.

Website: Gwen Toops reported that there was no update. The vendor has been on vacation, and she will work with Juana Michel to make appointments for meetings.

Photography Subcommittee: Linda Taousakis reported that the photography subcommittee is up to date on events and other current activities.

Marketing & Public Relations Subcommittee: Lenore Marema noted that three articles in the last *Compass* may appeal to the local news media. Some editing may be needed to fit space limits and to eliminate text unique to Cameron Station. Pat Sugrue should have the Word documents.

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 and/or update its SOP manual. Tricia Hemel asked committee members to schedule time over the summer with her.

NEW BUSINESS

Next Board Meeting: June 28 – Tricia Hemel will attend.

Next Committee Meeting: July 13

VI. ADJOURNMENT

Tricia Hemel adjourned the meeting at 7:49 pm

Respectfully Submitted,
Lenore S Marema

DRAFT MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
Thursday, June 9, 2022

The following individuals attended the meeting:

Ray Celeste, CCFC Chair
Tim Regan, CCFC Member (via Zoom)
Hans Estes, CCFC Member (via Zoom)
Susana Carrillo, CCFC Member
Brendan Hanlon, CCFC Board Liaison (via Zoom)
Angel Robles, Assistant Community Manager, CAMP
Rich Mandley, ProFIT
Jill Bakner, ProFIT (via Zoom)

The following individuals were absent:

Dan Ogg, CCFC Vice Chair

I. Call to Order/Establish Quorum

The Cameron Club Facilities Committee June meeting was called to order by Ray Celeste at 7:05 p.m.

II. Approval of Agenda

Tim Regan to approve the agenda as written. The motion was seconded by Hans Estes, and it passed unanimously.

III. Approval of Minutes

Tim Regan made a motion to approve the May 2022 minutes with an amendment to strike "special" replace with "May's". The motion was seconded by Hans Estes, and it passed unanimously.

IV. Homeowners' Open Forum

There were no homeowners seeking to speak.

V. ProFIT Representative Report

- A. Jill Bakner presented the attached ProFIT Report. Overall usage in May was up by 1,290. This was not primarily due to pool usage as the pool was only open three days in May. Aqua Aerobics will be starting on June 11. ProFIT was requested to ensure this is properly advertised, a lifeguard is present, and all equipment needed is on hand. They were also requested to have the last class on 24 Sept 2022.
- B. ProFIT is going to add a Poms class in July once the supplies are in. They had to pass on the Music and Movement class due to the cost. The report from ProFIT also included the cost of a heavy punching bag as well as the necessary hardware

to either mount it or stand it on the floor. The Committee discussed adding a heavy bag to the fitness center and determined that:

- a. The only space in the current configuration for the bag would be the stretching area.
- b. The area there is already tight on space and is usually heavily used by those stretching and using the equipment in that area.
- c. The stretching area has inadequate space for proper usage of the bag.
- d. The basketball court area was discussed but there is inadequate room for the heavy bag there as well and could become a hazard to those playing basketball due to size. Additionally, the stand holding the bag could make permanent marks in the soft wooden floor.

VI. Matters for Committee Decision

- A. Rich Mandley presented the quotes to replace the rubber floor in the fitness center. The floor is very worn and doesn't entirely match throughout the center. The proposals, which are included in the packet, are from RMS Fitness Equipment Services and Heartline Fitness. The quote from RMS is for interlocking, thick rubber tiles. The quote from Heartline is for a thinner, roll out rubber flooring. ProFIT asked Heartline to come back with a tile product so the Committee could compare similar products, the cost ended up being roughly the same. Heartline also offered other products of varying strength and aesthetic. After discussion, the Committee asked ProFIT to follow up with quotes for a heavy-duty rubber tile that is lighter in color from both companies.
- B. Angel Robles presented the quotes from 3 vendors to paint the fitness center. The Committee first discussed possible colors and decided on a neutral to lighter color that will match the new tiles and asked ProFIT to compile some color schemes to match the tiles. The Committee then discussed the proposals, which are included in the meeting packet. The Committee decided to table the decision to seek guidance from Community Association Management Professionals (CAMP) regarding which line items in the reserves the costs for flooring and paint would be expensed from.
- C. Ray Celeste asked CAMP to follow up with Manders to confirm the correct number of hooks were installed in the new lockers (there is currently one in each locker). If it is determined that one hook is all that was in the plans, Ray Celeste asked CAMP to procure and install additional hooks.
- D. Angel Robles presented the quotes for new floor mats to replace the worn-out mats throughout the Clubhouse. The proposals, which are included in the packet *Tim Regan moved to approve the floor mats/rugs proposal from GAM for the total amount of \$1,990.65 to be expensed from Reserves. The motion was seconded by Hans Estes, and it passed unanimously.*

VII. Matters for Committee Discussion

- A. Angel Robles presented the Request For Proposal (RFP) replies for the door access system. They sent the RFP to 8 vendors and got 3 replies. The Committee gave some notes about the RFP to CAMP to be addressed by the companies before they come before the Committee. Ray Celeste requested Angel Robles reach out to Dan Ogg as the RFP went out without all the Committees' comments. These comments need to be reconciled and considered in the bid process.
- B. The Committee discussed updating the Cameron Club Operating Rules and Procedures to update the language regarding swim lessons found on page 8. The current language is vague and doesn't accurately convey the intent of the rule – which was that swim lessons would not be permitted during operating hours or allowing residents bring in private instructors. *Tim Regan moved that the language be amended to read "Swim lessons are permitted in the Cameron Club pool by a vendor approved by the Association during times authorized by the Association". The motion was seconded by Hans Estes and passed unanimously.*

VIII. Management Report

- A. Brendan Hanlon presented the Board Update. The Board members were happy with the locker room renovations, both on the appearance, budget, and the project completion time. The bulletin board in the locker rooms was discussed and the Board approved the Committee's suggested resolution. There was discussion regarding the "lap swim" time that is in place at the pool during the last 10 minutes of every hour. No action is required of the Committee regarding this issue at this time.
- B. Angel Robles presented the action item list. The locks for the lockers will be installed on Monday, June 12. CAMP is still seeking a vendor to provide swim lessons and will be working with American Pool to determine if a lifeguard will be needed at that time. A laptop still needs to be procured to play music in the fitness center. CAMP is looking into other, less costly options. The music in the fitness center is from Spotify.
- C. All projects are running on time.
- D. The bulletin board language was approved by the BODs. CAMP has developed a process for monitoring posts on the board. They will ensure ProFIT is brought up to speed on this new process.
- E. The budget and finances are tracking appropriately. The last payment is due to Manders and will be paid once the light fixture and locks are installed in the new locker rooms. The ARC machine that was approved for purchase last year was billed this year, which means it comes from the 2022 budget. The delays to the delivery and billing of the ARC are due to the supply chain issues that were unanticipated last year. The Committee is greatly concerned how these issues will affect future purchases and budgeting.

IX. New Business

A. Ray Celeste mentioned that Tim Regan should work with Angel Robles in devising a Fiscal Year (FY) 2023 Operating Budget to be presented in July's CCFC meeting.

X. Adjourn

Tim Regan made a motion to adjourn. The motion was seconded by Hans Estes, and it passed unanimously. The meeting adjourned at 8:57 p.m.



Cameron Club Monthly Report

May 2022

Attendance and Usage

May – 5,924

- Average usage per day- 191

April - 4,634

- Average use per day- 154

Facility & Operations

Group Exercise Class Program

- The most attended class for this month was Stretch & Core. We saw an increase in attendance in 6 of the classes for this month. Aqua Aerobics will start June 11th.

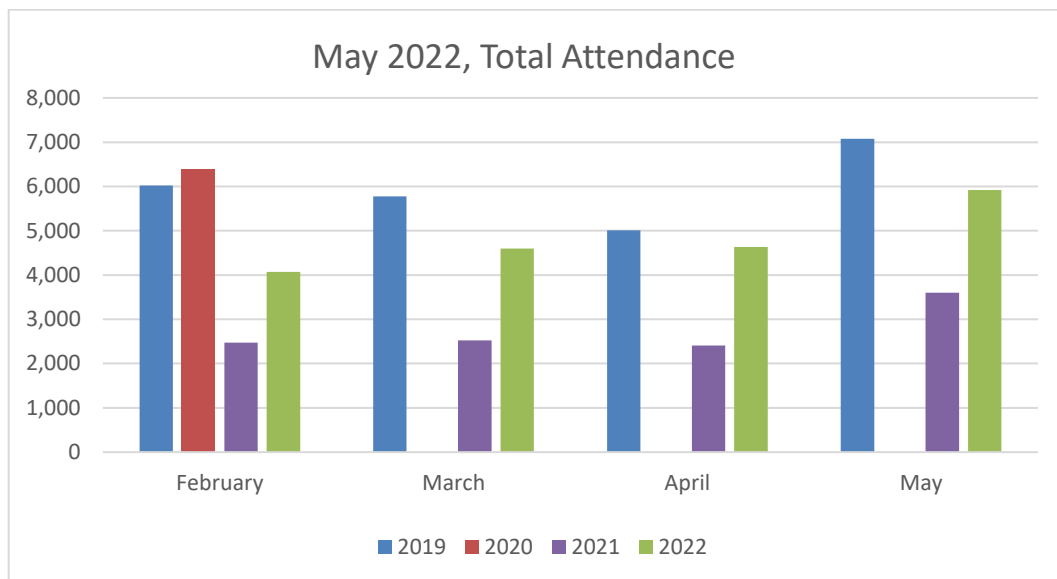
Exercise and Facilities Equipment

The Lat pulldown combo strength piece has been fixed. We are still waiting on parts that were previously ordered, for repairs. At this time Heartline can not give us an estimate of when the parts will be in, as there are major delays happening everywhere.

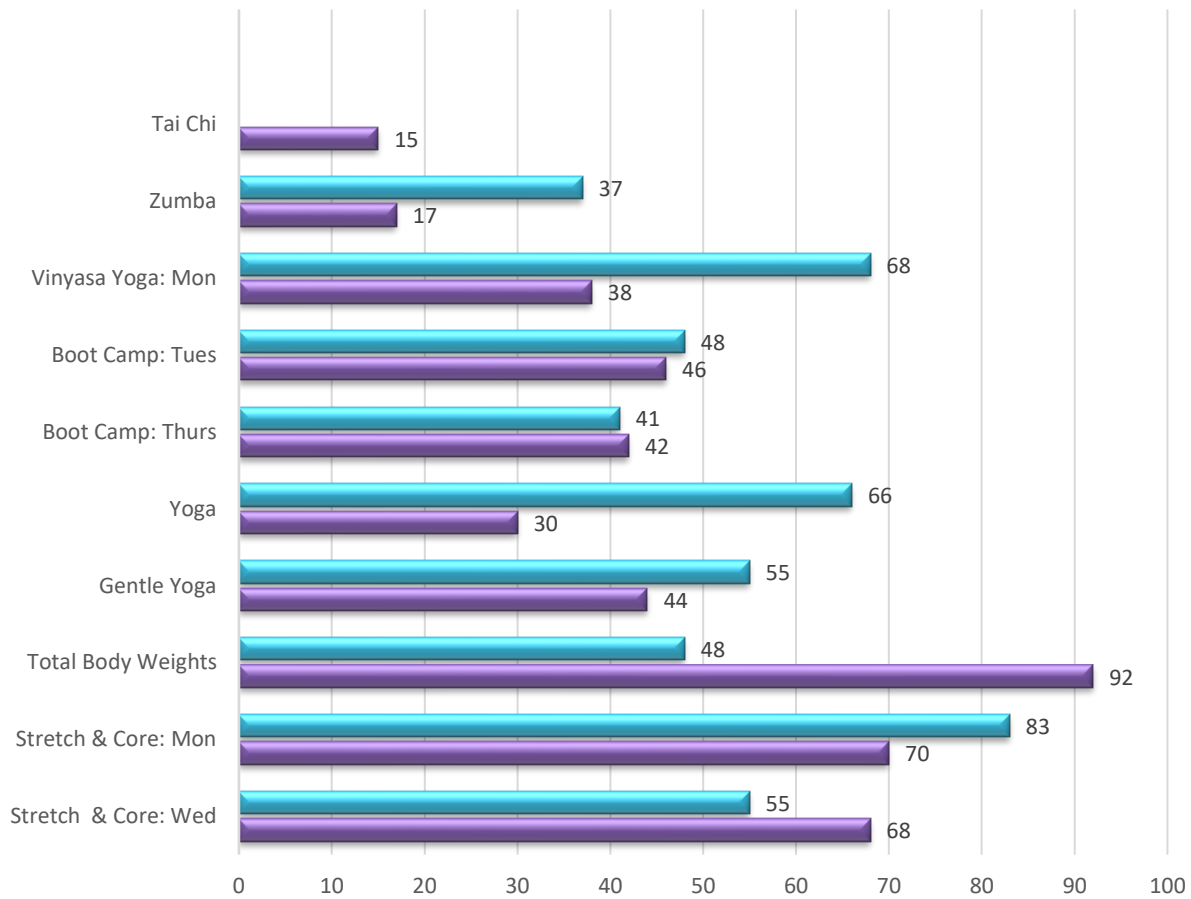
Programming

- 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 April 2022/May 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	
May	55	83	48	55	66	41	48	68	37		
April	68	70	92	44	30	42	46	38	17	15	

May April

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

Monday, June 13, 2022

The meeting was called to order at 7:04 by Kathy McCollom, CAC Chair, with attendees participating through Zoom.

Members present: Don Williams, CAC Vice Chair, and CAC Members Sarah Markel and Martha Romans.

Members not present: Patrick Kairouz, Kyle Gerron, and Linda Greenberg

Others in attendance via Zoom:

Angel Robles, Assistant General Manager, CAMP

Adrienne Zaleski, President, Lancaster Landscapes

Mindy Lyle, Board Liaison

Andrew Hill, Board President

Motion to Approve Revised Agenda

The agenda was revised to include a Board update.

Moved by Williams

Seconded by Romans

For: All

Against: None

Motion passed.

Motion to Approve Minutes from May 9, 2022

Moved by Williams

Seconded by Romans

For: All

Against: None

Motion passed.

HOMEOWNERS FORUM

No residents present.

BOARD UPDATE

Lyle reported that the Board has discussed whether proposals that exceed a certain financial threshold (\$15,000 for example) should be put out for competitive bidding. McCollom said that in the committee's experience, soliciting the bids and answering the contractors' questions has proved to be very time consuming for staff and committee members and has not resulted in significant savings. Typically, renovation of pocket parks rises to this level of expenditure. Companies consider these projects small and aren't interested, particularly if another company is already contracted to do the maintenance. Lastly, she said that with more than one company involved it is less clear whose responsibility it is for replacing plants that don't make it.

LANCASTER REPORT

Zaleski reported that this week's mowing had to be completed ahead of schedule because of the paving project. They have been adjusting irrigation systems as needed and will begin removing the trees behind Carlton Place starting Thursday to make way for the fence project.

Lyle reported receiving resident feedback that the community is looking particularly good this spring.

MATTERS FOR COMMITTEE RECOMMENDATION

Motion to create a swale to direct water from a grassy area to the existing drain located near a sidewalk and extend the mulch bed on bare areas under trees in the rear common area at 246 Murtha St. \$5,225 to be expensed from Operating Funds. Proposal #31476; resolution 2022-0601.

Williams reported that the drain is currently partially obstructed and emitting a foul odor. Management will take a look.

Moved by Romans.

Seconded by Williams.

For: All

Opposed: None

Motion passed.

Motion to remove and replace 5 small declining trees, including stumps in the rear common area between Donovan Drive and Kilburn St. and replace with 2 Kousa Dogwoods, 2" caliper, and 3 Yoshino Cherries, 2" caliper. \$6,965 to be expensed from Operating and Reserve Funds. Proposal #31477; Resolution 2022-0602.

Discussion: The need to replace these trees was identified during the Committee's May walk through. Management confirms there are no budget issues.

Moved by Markel

Seconded by Williams

For: All

Against: None

Motion passed.

Motion to remove and replace a declining tree, including stump, in the rear common area at 4907 Donovan Dr. Remove 1 declining Ash tree and replace with 1 Yoshino Cherry 2" caliper. \$1,425 to be expenses from Operating and Reserve Funds. Proposal #31478; Resolution 2022-0603

Discussion: The committee took note of this declining tree during the May walk through and believes a Yoshino Cherry is better suited to the area. The cost of the proposal is within Management's discretion.

Moved by Romans

Seconded by Williams

For: All

Against: None

Motion passed.

Motion to regrade and to create a swale to direct water to a lower grade on the rear common area at 4910 Kilburn St. \$2,460 to be expensed from Operating Funds. Proposal #31479; Resolution #2022-0604.

Discussion: This is a grassy area which currently looks very lush and green. The proposal was tabled until August and the Committee will keep an eye on the area.

Motion to remove and replace declining trees, including stumps, at 4233 Bessley Pl. near the mailbox (remove Japanese Snowbell and replace with Zelkova 3" caliper) and at the Bessley Pocket Park (remove declining hornbeam tree and replace with 1 hornbeam tree 2" caliper) . \$3,645 to be expensed from Operating and Reserve Funds. Proposal #31480; Resolution 2022-0605.

Discussion: These trees were identified by the committee during its May walkthrough.

Moved by Williams

Seconded by Romans

For: All

Against: None

Motion passed.

MATTERS FOR COMMITTEE DISCUSSION:

A resident has requested a gate be installed where there is an existing 8 foot arch along Duke St.

Discussion: The resident was informed that CS is not a gated community. Lyle stated that the arch is decorative and there was never intended to be a gate there. Installing a gate would require consultation and permits from the City of Alexandria. The committee took no further action

A resident at 5228 Brawner Pl. is seeking reimbursement for \$1,300 in out of pocket expenses he incurred to install sod in a common area near his residence following the January 2 winter storm.

Discussion: Lancaster removed a tree from this area which fell during the storm and has subsequently replaced it. In the meantime the owner paid for removal of debris and materials and labor to install sod. Hill reported that the Declarations state that residents cannot make alterations to the common areas without board approval. The resident did not seek approval before spending his own funds. The committee directed management to communicate to the resident that reimbursement is not authorized.

MANAGEMENT REPORT

Action Item List -- provides list of tasks pending

The fence project is underway. The section behind Woodland Hall is complete. They are currently working in the area of Col. Johnson and Helmuth Sts. There have been some complaints from residents that the fence is too high but Management confirmed it is the same as before. Some owners are requesting that Long Fence replace additional sections of fence on their property and at the owners' expense.

Some street lights have been reported out and Management is currently working on getting them fixed. Requests for light repairs along city-owned streets go to the city.

Fairfax Paving is working on the paving project. Lyle requested that Fairfax Paving look at the potholes on Brawner parallel to the Linear Park for repair.

Management is working with Friends of Cameron Station Parks and seeking to have them merge or work with Friends of Cameron Station Neighborhood, another local park group..

MOU Linear Park/Adopt-A-Park Update - there are water bills still to come that will be submitted to the City of Alexandria

Four Pride of Ownership Awards and 1 honorable mention were made to 5 homeowners. Judging took place on June 1 by members of the committee. Markel requested to participate in this activity next year.

NEW BUSINESS

None.

Next Walkthrough: June 30 at 8:30 a.m. unless it rains. Meeting place TBD.

Next meeting date: July 11 at 7 p.m.

The meeting adjourned at 8:14 p.m.

Martha Romans

Acting Recording Secretary



Cameron Station Community Association, Inc.
Board Decision Request
June 28, 2022

TOPIC: FY21 Audit Acceptance
Resolution 2022-0601

Motion:

"I move to **ACCEPT** the FY21 Draft Audit from Goldklang Group CPAs PC as submitted".

Motion: _____

2nd: _____

Summary:

Attached is a copy of the 2021 draft audit as prepared by Goldklang and Associates. Overall, the audit is unqualified and represents the Association is in a healthy financial position with no specific issues of concern. A few points are noted below for the Committee's reference:

- The Association ended the year with a surplus between income and expenses in the amount of \$75,507.
- The audit reflects the additional transfer of \$150,000 from the Operating (unappropriated Member's Equity) to the Reserve fund as approved by the Board of Directors.
- Coupled with the surplus noted above, the year-end balance in Member's Equity of \$538,234 which represents 21% of the annual assessments. As you know, it is recommended that the Association maintain between 10 – 20% of annual assessments and the Board may want to consider an additional transfer to Reserves.
- The Association's delinquency rate is at 1% which is below the 3% industry average and considered very positive.
- The audit notes there are Prior Owner Prepaid Balances in the amount of \$11,913. As you may recall, upon reconciliation of all Prior Owner Delinquency Balances, any prepaid balances would need to be escheated to the state, which is not a function of management, nor does the auditor handle this responsibility. As a result, the credit balances remain on the Association's Balance Sheet.

CAMP Recommendation:

Management does not have any issues with the FY21 draft audit as presented and recommends the acceptance of the audit as submitted.



MEMORANDUM

TO: Cameron Station Finance Committee

FROM: CAMP, LLC – Heather Graham, Steve Philbin, Bill Boos

DATE: June 1, 2022

RE: 2021 Audit Draft

CC: Board of Directors

Attached is a copy of the 2021 draft audit as prepared by Goldklang and Associates. Overall, the audit is unqualified and represents the Association is in a healthy financial position with no specific issues of concern. A few points are noted below for the Committee's reference:

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- The Association's delinquency rate is at 1% which is below the 3% industry average and considered very positive.
- The audit notes there are Prior Owner Prepaid Balances in the amount of \$11,913. As you may recall, upon reconciliation of all Prior Owner Delinquency Balances, any prepaid balances would need to be escheated to the state, which is not a function of management, nor does the auditor handle this responsibility. As a result, the credit balances remain on the Association's Balance Sheet.

At the next Committee meeting, it is requested that the FAC review and recommend approval of the audit as prepared. If you would like to meet with the auditor, please let us know and we will coordinate their attendance at the next Committee meeting, if possible.

Please let us know if you have any questions or concerns.

VIRGINIA
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401

Representation Letter

This letter needs to be signed by the Board President or Treasurer and management representative, if applicable, and returned to our office within 60 days.

Cameron Station Community Association, Inc.

GOLDKLANG GROUP CPAs, P.C.
1801 Robert Fulton Drive, Suite 200
Reston, Virginia 20191

Dear Auditors:

The representation letter is provided in connection with your audit of the financial statements of **Cameron Station Community Association, Inc.** which comprise the balance sheet as of **December 31, 2021**, and the related statements of revenues, expenses and changes in fund balances, and cash flows for the year then ended, and the related notes to the financial statements (collectively, the “financial statements”), for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, **to the best of our knowledge and belief**, the following representations made to you during your audit:

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter, including our responsibility for the preparation and fair presentation of the financial statements. In regard to the non-attest services outlined in our engagement letter to be performed by you, we have –
 - Assumed all management responsibilities.
 - Designated an individual with suitable skill, knowledge, or experience to oversee the services.
 - Evaluated the adequacy and results of the services performed.
 - Accepted responsibility for the results of the services.
- The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.

- We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the Association's accounts, if appropriate.
- All contracts underlying revenue recognized in the financial statements have commercial substance and have been approved by appropriate parties. We have considered side agreements, implied promises, and unstated customary business practices in identifying performance obligations in the contracts. We have implemented the new accounting standard in accordance with the transition guidance prescribed in the ASU. We have sufficient and appropriate documentation supporting all estimates and judgements underlying the amount and timing of revenue recognized in the financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning pending litigation, claims, or assessments.
- Significant estimates and material concentrations have been properly disclosed in accordance with U.S. GAAP and are complete and accurate.
- Guarantees, whether written or oral, under which the Association is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.
- Transfers or designations of equity balance or inter-equity borrowings have been properly authorized and approved and have been properly recorded or disclosed in accordance with U.S. GAAP.
- Uncollectible inter-equity loans have been properly accounted for and disclosed in accordance with U.S. GAAP.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the Association from whom you determined it necessary to obtain audit evidence.
- We have fully disclosed to you all terms of contracts that affect the amount and timing of revenue recognized in the financial statements, including price adjustments, side agreements, implicit provisions, unstated customary business practices, or other arrangements (written or oral).
- We have provided you with minutes of meetings of the Board of Directors.
- We have provided you with communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, if any.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

- We have no knowledge of any fraud or suspected fraud that affects the Association and involves:
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud or suspected fraud affecting the Association's financial statements communicated by employees, former employees, regulators, or others.
- We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning pending litigation, claims, or assessments.
- We have disclosed to you the identity of the Association's related parties and all the related party relationships and transactions of which we are aware.
- Except as made known to you and disclosed in the notes to the financial statements, the Association has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- If applicable, we have reviewed our long-lived assets for impairment whenever events or changes in circumstances have indicated that the carrying amount of assets might not be recoverable and have appropriately recorded the adjustment.
- Assessments receivable recorded in the financial statements represent valid claims against debtors for assessments or other charges arising on or before the balance sheet date and have been reduced to their estimated net realizable value.
- We have reviewed with our insurance agent the adequacy of our insurance coverage, including compliance with any statutory or documentary requirements.
- We acknowledge our responsibilities for presenting the required supplementary information (RSI) in accordance with U.S. GAAP. The RSI is measured and presented within prescribed guidelines, and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI. The Association had a study conducted in 2021. Amounts accumulated in the replacement reserves may or may not be adequate to meet all future needs for major repairs and replacements. If additional funds are needed, the Board of Directors, on behalf of the Association may increase regular assessments, pass special assessments, or delay major repairs and replacements until funds are available.
- We understand that the Association is responsible for the choice of income tax filing method and the consequences thereof. The Association's allocation of expenses against membership and non-membership income conforms to IRS rules, which require that the allocation be made "on a reasonable and consistently applied basis." We have adequately documented such allocation. If the Association has excess membership income in the current year the Association, for tax purposes, has elected to either (a) offset it against next year's assessments or (b) refund it to members. We have adequately documented such election in the current year.

- We have disclosed to you all material events, if any, that would require adjustments to, or disclosure in, the financial statements. In addition, we represent that no other material events have occurred since you completed your audit fieldwork on May 2, 2022 and through the date of this letter. Examples of material events include, but are not limited to, fraud, contracts for replacement reserve expenditures, losses due to a fire, changes in ongoing litigation or new litigation and approval of special assessments. Material events that have occurred are:

Cameron Station Community Association, Inc.

December 31, 2021

Management Representative:

Signature

Printed Name

Date

President/Treasurer:

Signature

Printed Name

Date

Client ID# 1619

1619-A21		Cameron Station Community Association, Inc.					Prepared by_____
05/23/2022		Adjusted Trial Balance					Reviewed by_____
11:31 AM		for the period ended December 31, 2021					Page 1
Account # / Description		Prior Period (Adjusted) 12/31/2020	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
1010-00-00	Cash - Operating Fund	133,579.28	142,538.43	AJE-1	36,262.30	178,800.73	B-1
1010-08-00	Cash - Congressional Bank Operating	120,061.25	120,035.67			120,035.67	B-6
1010-09-00	Cash - Congressional Bank ICS Operating	270,790.32	122,501.47			122,501.47	B-6
1010-30-00	Onsite Petty Cash Acct	1,747.92	1,035.75			1,035.75	B-5
1020-00-01	Cash-Replacement Fund-Reserves	88,691.73	250,430.70			250,430.70	B-4
1020-08-01	Congressional Bank - MM Reserves	125,069.01	125,037.16			125,037.16	B-3
1020-20-01	Cash Morgan Stanley MM Reserves	1,129.22	103,744.86			103,744.86	B-2
1020-30-01	Cash Congressional Bank ICS Reserves	1,223,731.32	1,810,663.44			1,810,663.44	B-3
1020-35-02	Cash-Union Bank Capital Improvement Fund	27,221.90	48,834.51			48,834.51	B-4
1020-40-01	Cash Replacement Fund CD Reserves	1,265,000.00	752,000.00			752,000.00	B-2
1210-00-00	A/R Residential Assessments	38,775.54	36,571.31			36,571.31	E-1
1210-10-00	A/R Other	13,760.56	36,783.17	AJE-1	(35,000.00)	1,783.17	E-2
1210-15-00	A/R Taxes	5,145.00	5,145.00	AJE-4 AJE-13	(1,670.00) 4,911.00	8,386.00	T-1
1210-20-01	Interest Receivable Reserves	4,876.17	2,738.99			2,738.99	B-2
1250-00-00	Allowance for Doubtful Accounts	(7,400.00)	(8,200.00)			(8,200.00)	F-1
1410-00-00	Prepaid Expense	6,894.71	35,706.41	AJE-10 AJE-10 AJE-12	(1,270.00) (26,063.04) 7,004.88	15,378.25	G-2
1410-10-00	Prepaid Insurance	12,759.70	10,594.80			10,594.80	G-1
1530-00-00	Due from Operating Fund		367,734.67	AJE-3	(367,734.67)		
1530-00-01	Due from Operating Fund Reserves		(369,479.77)	AJE-3	369,479.77		
1530-00-02	Due From Operating Fund-Cap Improvement Fund		1,745.10	AJE-3	(1,745.10)		
2010-00-00	A/P Trade	(17,598.07)	(69,491.20)	AJE-1 AJE-5 AJE-10	(400.39) 4,916.53 26,093.83	(38,881.23)	N-1
2010-00-01	Accounts Payable Reserves	(4,916.53)	4,916.53	AJE-5	(4,916.53)	(3,600.79)	N-1

Account # / Description		Prior Period (Adjusted) 12/31/2020	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
				AJE-10	(3,600.79)		
2010-10-00	Transfer Fee Payable	(525.00)					
2100-00-00	Prepaid Residential Assessments	(171,362.64)	(198,143.87)			(198,143.87)	E-1
2510-00-00	Other Current Liabilities	(11,912.97)	(11,912.97)			(11,912.97)	E-1
2510-15-00	TMP Payable	(59,621.00)	(64,099.00)			(64,099.00)	N-3
2510-20-00	Condo TMP Refunds	(50,386.09)					
2510-25-00	Accrued Payroll	(4,837.64)	(7,145.32)			(7,145.32)	N-2
2510-30-00	Accrued Expenses	(16,917.49)	(32,598.46)	AJE-5 AJE-11	21,792.09 3,279.88	(7,526.49)	N-1
2510-30-01	Accrued Expenses - Reserves	(21,792.09)	21,792.09	AJE-5	(21,792.09)		
3020-00-00	Funds Transfers Operating		174,455.81	AJE-3	(174,455.81)		
3020-00-01	Funds Transfers Reserves		(174,455.81)	AJE-3	174,455.81		
3060-00-00	Prior Years Surplus/Deficit Operating	(340,191.05)	(622,261.81)	AJE-6 AJE-7	9,534.09 150,000.00	(462,727.72)	R-2
3060-00-01	Prior Years Surplus/Deficit Reserves	(2,332,675.89)	(2,323,141.30)	AJE-6 AJE-7 AJE-8	(9,534.59) (150,000.00) (177,538.27)	(2,660,214.16)	R-1
3060-00-02	Capital Reserve Beg Balance	(26,560.50)	(26,561.00)	AJE-6 AJE-9	0.50 (24,018.61)	(50,579.11)	R-1
(Profit) Loss		0.00	(267,515.36)		192,009.21	(75,506.15)	
		<u>(272,536.67)</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	

1619-A21		Cameron Station Community Association, Inc.				Prepared by_____	
05/23/2022		Adjusted Trial Balance				Reviewed by_____	
11:31 AM		for the period ended December 31, 2021				Page	3
Account # / Description		Prior Period (Adjusted) 12/31/2020	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
4010-00-00	Residential Assessments - SFD/TH	(1,445,410.11)	(1,612,707.48)			(1,612,707.48)	Y-1
4040-00-00	TMP Assessments	(207,038.61)					
4050-00-00	Assessments - Commercial	(33,109.11)	(34,052.02)			(34,052.02)	Y-1
4060-00-00	Assessments - Condo	(874,657.12)	(976,307.93)			(976,307.93)	Y-1
4220-00-00	Assessment Allocation - Operating		406,488.00	AJE-3	(406,488.00)		
4220-00-01	Assessment Allocation - Reserves		(382,488.00)	AJE-3	382,488.00		
4220-00-02	Assessment Allocation - Cap Improvement Fund		(24,000.00)	AJE-3	24,000.00		
4265-00-00	Website Income	(600.00)	(900.00)			(900.00)	
4405-00-00	Club Cleaning Fees	(1,875.00)					
4510-00-00	Late Fees	(9,399.10)	(13,444.37)			(13,444.37)	
4510-10-00	Collection Fees - Lien Filing	(8,768.29)	(14,527.69)			(14,527.69)	
4520-00-00	Late Payment Charges Waived	585.00	2,120.00			2,120.00	
4530-00-00	Miscellaneous Income	(85.64)	(2,275.54)	AJE-4	1,676.95	(598.59)	
4530-05-00	Returned Check Fees	(250.00)	(475.00)			(475.00)	
4530-06-00	Newsletter Advertising	(3,720.00)	(3,740.00)			(3,740.00)	
4530-07-00	Charitable Donations Income	(4,300.00)					
4530-08-00	Sponsorship Income		(2,500.00)			(2,500.00)	
4530-10-00	Reimbursements	(1,453.65)					
4530-30-00	Fines	4,319.68	(1,170.80)	AJE-2	(7.35)	(1,178.15)	
4530-50-00	Interest Income - Operating	(39,196.09)	(26,123.73)	AJE-2 AJE-4	7.35 (6.95)	(26,123.33)	Y-2
4530-50-02	Interest Income - Capital Improvement Fund	(1.40)	(18.61)			(18.61)	Y-2
4540-10-00	Amenity Center Rental	(2,420.00)	(3,015.00)			(3,015.00)	
4540-20-00	Pool Keys, Access Cards, Transmitters	(515.00)					
4550-00-00	Transfer Fees	(6,189.87)					

Account # / Description		Prior Period (Adjusted) 12/31/2020	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
5195-00-00	Miscellaneous	50.80					
5210-00-00	Electric Service	41,180.51	34,121.42			34,121.42	
5210-00-01	Common Area Maintenance & Services - Reserves		111,688.50	AJE-8	(111,688.50)		
5210-10-00	Irrigation Water	23,286.89	31,986.97	AJE-11	(2,029.88)	29,957.09	
5210-15-00	Grounds & Landscaping - Contract	157,307.00	159,060.00			159,060.00	X-1
5210-20-00	Flower Rotation & Landscape Enhancements	20,814.10	36,791.00			36,791.00	X-1
5210-25-00	Turf Treatment and Enhancements	17,120.00	23,375.00			23,375.00	
5210-30-00	General Repairs/Maint	5,462.95	22,889.23			22,889.23	
5210-35-00	General Maintenance Supplies	2,898.02	2,636.78	AJE-1	(329.93)	2,306.85	
5210-40-00	Irrigation System Contract	19,770.00	16,731.00			16,731.00	
5210-45-00	TMP Expenses	147,121.00	163,936.53			163,936.53	X-1
5210-50-00	Pest Control Contract	2,799.70	4,844.30			4,844.30	
5210-55-00	Lighting Supplies/Repair & Maintenance	35,628.34	24,943.91			24,943.91	
5210-60-00	Linear Park Landscape Maintenance	17,381.49	17,729.95			17,729.95	
5210-65-00	Pet Stations	13,235.18	5,610.56			5,610.56	
5210-70-00	Tree and Shrub Maintenance	42,294.50	39,825.00			39,825.00	
5210-75-00	Street/Curb/Gutter Repair & Maint	300.00	3,429.98	AJE-10	5,440.00	8,869.98	
5210-85-00	Snow Removal Contract	287.36	36,773.00			36,773.00	
5430-00-01	Repairs & Maint - Irrigation - Reserves		11,940.00	AJE-8	(11,940.00)		
5430-10-00	Erosion Control	17,322.50	4,107.50			4,107.50	
5430-20-00	Irrigation Repairs	5,098.00	1,633.00			1,633.00	
5430-30-00	Storm Recovery Repair & Maintenance	1,160.00					
5440-00-00	Health Club Management/Staff	183,003.90	172,324.08			172,324.08	X-1
5440-00-01	Cameron Club Maint & Operation - Reserves		64,138.94	AJE-8	(64,138.94)		
5440-10-00	Clubhouse Utilities	30,778.62	32,759.72			32,759.72	

Account # / Description		Prior Period (Adjusted) 12/31/2020	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
5440-20-00	Elevator Contract	5,011.06	4,860.51			4,860.51	
5440-25-00	Fire Supression System	2,034.63	4,920.98			4,920.98	
5440-30-00	HVAC Contract	5,770.04	5,796.00			5,796.00	
5440-35-00	Janitorial Services	34,584.64	42,420.00			42,420.00	X-1
5440-36-00	Miscellaneous Expense	152.35	546.20			546.20	
5440-40-00	Special Cleanings	2,399.80	2,200.00	AJE-10	(600.00)	1,600.00	
5440-45-00	Pool Management Contract	46,345.00	70,033.93			70,033.93	X-1
5440-50-00	Safety & Security	2,179.50	2,656.18			2,656.18	
5440-55-00	Fire Prevention & Protection	8,747.71	4,745.31			4,745.31	
5440-60-00	Building Repair/Maint	9,101.70	13,231.75			13,231.75	
5440-65-00	Community Center Improvement	1,200.00	2,264.51			2,264.51	
5440-70-00	Fintess Equipment Repair & Maintenance	3,922.07	8,754.41			8,754.41	
5440-75-00	Fitness Center Supplies	9,519.05	5,133.65			5,133.65	
5440-80-00	Access System Supplies		1,832.67			1,832.67	
5440-85-00	Access System Repairs		2,956.89			2,956.89	
5440-90-00	Pool Equipment Repair/Maint	5,436.99	826.84			826.84	
5440-95-00	Pool Supplies	1,407.66	5,019.50			5,019.50	
5440-96-00	Recreation Supplies	1,598.34	687.09			687.09	
5610-00-00	Other Expenses	2,602.60					
5610-10-00	Other Expenses - Signage	2,481.03	272.95			272.95	
5660-00-00	Trash and Recycling Service	323,157.59	362,572.99			362,572.99	X-1
6010-00-00	Audit/Tax Returns	12,456.00	7,153.00			7,153.00	X-1
6010-15-00	Reserve Study		4,900.00			4,900.00	X-1
6010-20-00	Legal Services	3,500.00	3,800.00			3,800.00	X-1
6010-25-00	Legal Fees - Collections	29,596.52	34,697.16			34,697.16	X-1

Account # / Description		Prior Period (Adjusted) 12/31/2020	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
6010-30-00	Legal Fees - General Counsel	64,520.33	70,699.62			70,699.62	X-1
6025-00-00	Bad Debt	2,077.89	1,941.12			1,941.12	F-1
6110-00-00	CAC Events & Awards	11,382.75	22,559.31			22,559.31	
6120-00-00	Other Communications	961.18	5,316.41	AJE-1	(455.00)	4,861.41	
6120-10-00	Newsletter	14,259.19	13,647.02			13,647.02	
6120-15-00	Website Maintenance	1,551.90	3,028.90	AJE-11	(1,250.00)	1,778.90	
6210-00-00	D & O Insurance	5,255.36	4,894.23			4,894.23	G-1
6210-10-00	Liability/Property Insurance	18,495.21	10,481.48			10,481.48	G-1
6210-15-00	Umbrella Insurance	14,898.04	7,370.63			7,370.63	G-1
6210-20-00	Fidelity/Workman's Comp	652.87	626.79			626.79	G-1
6210-25-00	Crime Protection Coverage	3,600.00	3,600.00			3,600.00	G-1
6210-30-00	Cyber Liability \$3 Million Coverage	3,495.00	3,495.00			3,495.00	G-1
6310-00-00	Administrative Payroll	261,404.94	346,993.08			346,993.08	X-2
6310-10-00	Payroll Taxes/Benefits/Costs	44,722.33	46,134.49			46,134.49	X-2
6310-15-00	Management Reimbursements	360.64	(156.03)			(156.03)	
6310-20-00	Management Fees	116,621.69	147,797.85			147,797.85	X-1
6410-00-00	Miscellaneous		466.09			466.09	
6410-00-01	Administration - Reserves		12,714.99	AJE-8	(12,714.99)		
6410-10-00	Printing/Copying	12,846.07	10,988.87			10,988.87	
6410-15-00	Bank Charges	(636.71)	283.83			283.83	
6410-20-00	Board/Committee Expenses	7,550.51					
6410-25-00	Acct Setup/DD/Coupouns	6,523.00					
6410-30-00	Cost of Collections	8,814.24	2,866.92			2,866.92	
6410-35-00	IT Support	18,840.51	19,099.41			19,099.41	
6410-36-00	Meeting Expenses		7,832.56	AJE-1	(16.41)	7,816.15	

Account # / Description		Prior Period (Adjusted) 12/31/2020	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
6410-40-00	Software Licenses	422.01	259.00			259.00	
6410-50-00	Office Supplies	5,255.74	4,717.33	AJE-1	(54.37)	4,662.96	
6410-55-00	Postage	10,947.73	6,150.42	AJE-1	(6.20)	6,144.22	
6410-60-00	Office Equipment Lease	6,586.31	5,713.15			5,713.15	
6410-65-00	Bundled Telecom Services	11,990.81	8,722.87			8,722.87	
6410-70-00	Annual Meeting Expenses	3,340.86	6,483.99			6,483.99	
6410-75-00	Temp Desk Coverage	4,335.50					
6410-80-00	Parking Enforcement		942.50			942.50	
6410-85-00	Courier/Delivery Service	461.75	34.75			34.75	
6410-90-00	Decals & Parking Passes	2,179.45	16,231.18	AJE-12	(7,004.88)	9,226.30	
6410-95-00	Permits and Licenses	639.40	1,158.86			1,158.86	
7010-00-01	Capital Expenditures - Reserves		4,467.30	AJE-8	(4,467.30)		
8130-00-00	Income Taxes	7,204.00	8,500.00	AJE-13	(4,911.00)	3,589.00	T-1
9100-00-02	Capital Improvements Reserve	24,000.00		AJE-9	24,000.00	24,000.00	R-1
9200-00-02	Capital Improvement Interest Contribution			AJE-9	18.61	18.61	R-1
9800-00-01	Repair/Repl Reserves	368,482.00		AJE-8	382,488.00	382,488.00	R-1
(Profit) Loss		(545,073.34)	(267,515.36)		192,009.21	(75,506.15)	

The prior period (adjusted) column does not reflect the correct net (income) loss

05/23/2022

Adjusting Journal Entries

11:31 AM

for the period ended December 31, 2021

Page 1

Account #	Account Name / Description	Debits	Credits
12/31/2021	<u>AJE 1</u>		
1010-00-00	Cash - Operating Fund	36,262.30	
1210-10-00	A/R Other		35,000.00
6120-00-00	Other Communications		455.00
5210-35-00	General Maintenance Supplies		329.93
6410-50-00	Office Supplies		54.37
6410-55-00	Postage		6.20
6410-36-00	Meeting Expenses		16.41
2010-00-00	A/P Trade		400.39

To adjust for outstanding checks voided in 2022.

12/31/2021	<u>AJE 2</u>		
4530-50-00	Interest Income - Operating	7.35	
4530-30-00	Fines		7.35

To reclassify interest from owner.

12/31/2021	<u>AJE 3</u>		
1530-00-01	Due from Operating Fund Reserves	369,479.77	
1530-00-00	Due from Operating Fund		367,734.67
1530-00-02	Due From Operating Fund-Cap Improvement Fund		1,745.10
4220-00-00	Assessment Allocation - Operating		406,488.00
4220-00-01	Assessment Allocation - Reserves	382,488.00	
4220-00-02	Assessment Allocation - Cap Improvement Fund	24,000.00	
3020-00-01	Funds Transfers Reserves	174,455.81	
3020-00-00	Funds Transfers Operating		174,455.81

To eliminate transfer accounts for financial statement presentation.

12/31/2021	<u>AJE 4</u>		
4530-00-00	Miscellaneous Income	1,676.95	
1210-15-00	A/R Taxes		1,670.00
4530-50-00	Interest Income - Operating		6.95

To reclassify tax refunds against receivable and interest received to interest income.

12/31/2021	<u>AJE 5</u>		
2510-30-00	Accrued Expenses	21,792.09	
2510-30-01	Accrued Expenses - Reserves		21,792.09
2010-00-01	Accounts Payable Reserves		4,916.53
2010-00-00	A/P Trade	4,916.53	

05/23/2022

Adjusting Journal Entries

11:31 AM

for the period ended December 31, 2021

Page 2

Account #	Account Name / Description	Debits	Credits
To adjust for prior year reserve accrual and payable.			
12/31/2021		AJE 6	
30600000	A/P Trade	9,534.09	
3060-00-01	Prior Years Surplus/Deficit Reserves		9,534.59
3060-00-02	Capital Reserve Beg Balance	0.50	
To adjust equity accounts to prior year audit.			
12/31/2021		AJE 7	
3060-00-00	Prior Years Surplus/Deficit Operating	150,000.00	
3060-00-01	Prior Years Surplus/Deficit Reserves		150,000.00
To record Board approved inter-equity transfer for FS presentation.			
12/31/2021		AJE 8	
9800-00-01	Repair/Repl Reserves	382,488.00	
5210-00-01	Common Area Maintenance & Services - Reserves		111,688.50
5430-00-01	Repairs & Maint - Irrigation - Reserves		11,940.00
5440-00-01	Cameron Club Maint & Operation - Reserves		64,138.94
6410-00-01	Administration - Reserves		12,714.99
7010-00-01	Capital Expenditures - Reserves		4,467.30
3060-00-01	Prior Years Surplus/Deficit Reserves		177,538.27
To record 2021 reserve activity for FS presentation.			
12/31/2021		AJE 9	
9100-00-02	Capital Improvements Reserve	24,000.00	
9200-00-02	Capital Improvement Interest Contribution	18.61	
3060-00-02	Capital Reserve Beg Balance		24,018.61
To record 2021 capital improvement fund activity for FS presentation.			
12/31/2021		AJE 10	
2010-00-00	A/P Trade	26,093.83	
2010-00-01	Accounts Payable Reserves		3,600.79
1410-00-00	Prepaid Expense		1,270.00
1410-00-00	Prepaid Expense		26,063.04
5210-75-00	Street/Curb/Gutter Repair & Maint	5,440.00	
5440-40-00	Special Cleanings		600.00

Account #	Account Name / Description	Debits	Credits
To adjust accounts payable per auditor's search and reclassify AP - Reserves.			
12/31/2021	AJE 11		
2510-30-00	Accrued Expenses	3,279.88	
5210-10-00	Irrigation Water		2,029.88
6120-15-00	Website Maintenance		1,250.00
To adjust client accrued expenses based on auditor's search.			
12/31/2021	AJE 12		
1410-00-00	Prepaid Expense	7,004.88	
6410-90-00	Decals & Parking Passes		7,004.88
To reclassify invoice to prepaid expenses as of 12/31/21.			
12/31/2021	AJE 13		
1210-15-00	A/R Taxes	4,911.00	
8130-00-00	Income Taxes		4,911.00
To record 2021 income tax expense and amount receivable.			
Totals		1,627,849.59	1,627,849.59



Cameron Station Community Association, Inc.
Board Decision Request
June 28, 2022

TOPIC: GRS Contract Renewal
Resolution 2022-0602

Motion:

"I move to **APPROVE** the **GRS Technology Solutions** contract renewal for a 3-year contract to be expensed from Operating Funds."

Motion: _____

2nd: _____

Summary:

The GRS service agreement signed on July 13, 2021, expires on July 31, 2022. Management put out a request to GRS to provide a renewal agreement. Contract service agreement attached.

	Current Monthly Cost	New Monthly Cost
GRS	\$1,500	\$1,800

CAMP Recommendation:

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

Budget Considerations:

To be expensed from Operating Funds - IT Support (Contract).



GRS All-Inclusive IT Services For: Cameron Station

GRS Technology Solutions All-Inclusive IT Services offers stability and reliability of your organization's technology investment. Allow us the opportunity to continue to provide outstanding service.

Thank you again for your consideration.

Agreement

Terms and Conditions

This managed IT services agreement (“**Agreement**”) is made as of the date last written on the signature page hereof (the “**Effective Date**”) by and between GeeksRUs, LLC, a Virginia limited liability company doing business as GRS Technology Solutions (“**GRS Technology Solutions**”), and the party identified on the signature page hereof as the Customer (“**Customer**”). Each of GRS Technology Solutions and Customer is sometimes referred to in this Agreement as a “**Party**” and they are sometime referred to, together, in this Agreement as the “**Parties**.”

1. **Services.** The services to be provided under this Agreement are described in one or more appendixes to this Agreement (each such Appendix executed and delivered by the Parties being referred to herein as an “**Appendix**”). During the Term of this Agreement, GRS Technology Solutions will perform the services described in each Appendix (the “**Services**”) and Customer will pay the applicable fees set forth in each Appendix.

1.1. **Managed IT Services.** Services available under this Agreement include remote computer system management, on-site, on-line and telephone user support services, and computer system support (such services as are identified in Appendix A being the “**Managed IT Services**”) The Managed IT Services will be performed for the monthly fee set forth in Appendix A (the “**Monthly Fee**”) at the offices of GRS Technology Solutions and at the office(s) of the Customer identified in Appendix A. GRS Technology Solutions will provide the Managed IT Services for the Customer’s “covered equipment” identified on Appendix A (the “**Managed System**”).

1.2. **Service Level Agreement.** The Managed IT Services include user support services to Customer’s personnel for use of the Managed System. Such user support services may be provided on-line or by phone. GRS Technology Solutions will provide such user support services in conformity with the service level agreement set forth in Appendix B to this Agreement, except for installation and set-up services (which are not subject to the service level agreement). Customer acknowledges that GRS Technology Solutions is not responsible for any failure to meet the response times or resolution times set forth in Appendix B resulting in whole or in part from Customer’s noncompliance with this Agreement, force majeure events (described in Section 11.1 of this Agreement) or any third party acts or omissions.

1.3. **Supplemental Services.** In addition to the Managed IT Services, GRS Technology Solutions may from time to time perform certain other services (“**Supplemental Services**”) on an hourly or fixed fee basis, which may include the customization of the Managed IT Services at Customer’s request and other services related to the Managed IT Services. Supplemental Services will be performed only with Customer’s written agreement in advance and will be provided at GRS Technology Solutions’ then-current rates on a time and materials basis or such other rates set forth in an Appendix for the Supplemental Services. GRS Technology Solutions may, in its sole discretion, elect not to perform Supplemental Services, and may request prepayment for the same in full based on GRS Technology Solutions’ project estimate, and invoice Customer on a time-and-materials basis for any time and/or costs incurred in excess of such estimate. Such Supplemental Services and all software and other items delivered by GRS Technology Solutions in connection therewith shall be subject to the terms and conditions of this Agreement.

1.4. **Limitations.** The Managed IT Services do not under any circumstances include any of the following: (a) parts, equipment or software (except for assistance in obtaining such items pursuant to warranties made by Customer’s third party vendors); (b) programming, coding, modification of software code and custom software maintenance; (c) correction of errors or defects in software or data; (d) structure, cabling, wiring and network drops; (e) printer tracking software, ink, and printer repairs; (f) design or maintenance of any web sites or logos; (g) regulatory compliance services (except to the extent otherwise specified in an Appendix), including without limitation, DFARS, NIST 800-171 and NIST compliance services; (h) data clean room services; and (i) services to restore data or IT Systems functionality lost as a result of failure of any component of the IT Systems (except for the disaster recovery services customarily provided by GRS Technology Solutions as Managed IT Services), including rebuilding corrupted records, examining files, re-installation of any operating system or other software, and re-indexing databases. GRS Technology Solutions may perform any such services as Supplemental Services, but has no obligation to perform any such services except as set forth in an Appendix covering such Supplemental Services executed and delivered by both Parties.

2. Customer Responsibilities.

2.1. **Connectivity and Access.** Customer shall procure and maintain a full time, dedicated Internet connection and allow GRS Technology Solutions access to the Customer’s IT Systems through such Internet connection. Customer shall provide the personnel of GRS Technology Solutions (including subcontractors) with access to the facilities where Customer’s IT Systems are located to perform the Services and also to the covered equipment identified on Appendix A. Customer hereby authorizes GRS Technology Solutions to load, maintain, and update system management software on Customer’s IT Systems to perform the Services. Customer shall furnish

GRS Technology Solutions with administrator-level password access for all components of the Managed System when requested by GRS Technology Solutions in connection with the Services.

2.2. Customer's Facilities and IT Security. The term **"IT Systems"** refers to the Managed System and all other computing devices, communication and data transmission devices, printing and display devices, data storage devices and connectivity provided by or for Customer that relate to, or affect the function of, the Managed System. Customer is responsible for providing and maintaining the environment for the IT Systems, and using the IT Systems, properly and in accordance with each vendor's instructions and requirements, and GRS Technology Solutions is not responsible for damage or impairment of any element of the IT Systems resulting from Customer's failure to fulfill such obligations. Customer is responsible for issuing, and maintaining the integrity of, Customer's passwords and other access credentials relating to Customer's IT Systems, and GRS Technology Solutions shall not be liable for any harm resulting in whole or in part from the failure of Customer to implement, maintain and observe best security practices among Customer's workforce for integrity and security of the passwords and other access credentials. Any services performed by GRS Technology Solutions to repair, replace or remedy damage resulting from Customer's failure to perform such obligations, or resulting from accident, vandalism, electrical or environmental problems (including water and excessive heat, cold or humidity) or Customer's improper use of the IT Systems, or from IT System maintenance provided by anyone other than personnel of GRS Technology Solutions will be provided only as Supplemental Services on a time and materials basis at GRS Technology Solutions' then-prevailing rates. Customer is responsible for the risk of loss to all IT Systems equipment located at Customer's facilities and shall be solely responsible for the cost of replacing any such equipment procured by GRS Technology Solutions, including payment to GRS Technology Solutions for loss of or damage to such equipment owned by GRS Technology Solutions.

2.3. Third Party Fees and Costs. Customer is solely responsible for the payment of any and all charges, fees and costs imposed by any third party with respect to any element of the IT Systems (other than charges for any Managed System components procured by GRS Technology Solutions for Customer's use that are set forth in Appendix A and marked "waived"), including: (a) the cost of any parts, equipment, or shipping charges or restocking charges of any kind; (b) fees for software, including fees for licensing, renewal, or upgrades; and (c) fees for any third party vendor support or incident fees of any kind.

3. Term. This Agreement shall have an initial term commencing upon the Effective Date and continuing for a period of three (3) years thereafter unless sooner terminated pursuant to Section 9 of this Agreement. **"Term"** means the period from the Effective Date until the expiration of this Agreement pursuant to this Section 3 or the termination of this Agreement pursuant to Section 9.

4. Fees and Payments.

4.1. Monthly Fee. The Monthly Fee covers all of the Managed IT Services for the Managed System and the performance of the service level agreement by GRS Technology Solutions. Monthly Fees are payable in advance and due on the 1st day of each month. GRS Technology Solutions may, in its sole discretion, provide Managed IT Services for additional equipment in the IT Systems (including equipment added by Customer after the execution of this Agreement), but is not required to do so. To change the equipment that is included in the Managed System covered by the Monthly Fee, Appendix A must be amended to set forth the updated list of equipment to be included in the Managed System. GRS Technology Solutions may require an increase in the Monthly Fee as a condition of agreeing to such Amendment. In addition, the Monthly Fee does not include any charges imposed by third-party vendors. Such charges, if payable to the third-party vendor through GRS Technology Solutions, will be billed by GRS Technology Solutions to Customer separately from the Monthly Fee.

4.2. Payment. [In connection with entering into this Agreement,] GRS Technology Solutions may require Customer to provide an authorization for directly drawing or charging amounts payable by Customer under this Agreement from an account of Customer (**"Direct Payment Authorization"**), such as a credit card account and charge authorization signed by an authorized officer of Customer. If Customer has provided Direct Payment Authorization to GRS Technology Services, then amounts payable by Customer under this Agreement will be collected using such Direct Payment Authorization and, in addition, GRS Technology Solutions may require the Customer to provide a substitute account and authorization for payment if the prior account is declined. GRS Technology Solutions also may invoice Customer for amounts payable under this Agreement. All amounts due under this Agreement must be paid by Customer, without setoff or counterclaim, with Monthly Fees being due in advance on the first day of each calendar month and all other charges invoiced being due on the 30th day after the invoice date. Any charges not paid when due shall bear interest at a rate equal to the lesser of one and one-half percent (1½%) per month or the maximum interest rate allowed by applicable law. In addition, Customer shall pay the costs of collection for all overdue amounts for the Services, including collection agency fees, attorneys' fees and court costs.

4.3. Expenses. The fees set forth in the Appendixes do not include the cost of any equipment, materials, software or third party services (other than such items as are expressly set forth in the Appendix), or shipping or restocking charges, and such expenses are payable by Customer in the actual amount incurred by GRS Technology Solutions.

4.4. **Exclusive of Taxes.** All fees and expenses payable under this Agreement are exclusive of any taxes and other assessments imposed or levied by any government or government agency. Customer shall be solely responsible for payment of all such taxes and assessments, however designated, which are levied or based on this Agreement or any goods delivered or services provided hereunder, including but not limited to, all state and local sales, use, and personal property taxes.

5. **Representations and Warranties.** GRS Technology Solutions represents and warrants to Customer, and Customer represents and warrants to GRS Technology Solutions, that: (a) it has the power and authority to enter into this Agreement and to perform its obligations under this Agreement; (b) it has taken all necessary action on its part to authorize the execution and delivery of this Agreement and all other documents executed by it in connection with this Agreement; and (c) the execution and delivery of this Agreement and the performance of its obligations hereunder do not conflict with, violate or constitute a default under its charter documents or any agreement to which it is a party. In addition, Customer represents and warrants to GRS Technology Solutions that the information Customer has provided to GRS Technology Solutions for the purpose of establishing an account with GRS Technology Solutions is accurate and complete.

6. **Limited Warranty; Liability; Indemnity.**

6.1. **Limited Warranty; Disclaimer.** GRS Technology Solutions warrants that the Services performed hereunder shall be performed in a workmanlike manner by qualified personnel. GRS Technology Solutions' exclusive obligation under this limited warranty will be to provide substitute Services complying with such warranty. **ALL SOFTWARE, FIRMWARE, EQUIPMENT, DOCUMENTATION, AND OTHER ITEMS DELIVERED BY GRS TECHNOLOGY SOLUTIONS ARE PROVIDED AS IS. THE LIMITED EXPRESS WARRANTY PROVIDED ABOVE IS THE SOLE WARRANTY OF GRS TECHNOLOGY SOLUTIONS AND THERE ARE NO OTHER WARRANTIES, INCLUDING WITHOUT LIMITATION IMPLIED WARRANTIES OF NON-INFRINGEMENT, SYSTEM INTEGRATION, MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE. GRS TECHNOLOGY SOLUTIONS DOES NOT WARRANT OR REPRESENT THAT THE SERVICES OR THE OPERATION OF CUSTOMER'S IT SYSTEMS WILL BE UNINTERRUPTED, ERROR-FREE OR COMPLETELY SECURE.**

6.2. **Limitation of Liability.** Notwithstanding anything to the contrary herein, the maximum aggregate monetary liability of GRS Technology Solutions under any theory of law (including breach of contract, tort, strict liability and infringement) for any claim relating to this Agreement shall not exceed six (6) times the Monthly Fee payable under this Agreement in effect at the time of the occurrence of the event giving rise to the claim. In no event shall GRS Technology Solutions be liable for any special, incidental, indirect, exemplary, punitive, or consequential damages including without limitation lost profits, loss of data, and loss of business, even if GRS technology Solutions has been advised of, knew or should have known of the possibility of such damages.

6.3. **Indemnification.** Customer shall indemnify and hold harmless GRS Technology Solutions, its officers, directors, employees, and agents from and against any and all liabilities, damages, expenses, claims, demands, suits, fines, or judgments including, but not limited to, attorneys' fees, costs, and expenses incident thereto, which may be suffered by, accrued against, charged to, or recovered from any of them by reason of any misappropriation, infringement, injuries to or deaths of persons, or the loss of, damage to, or destruction of property, including loss of use, arising out of or in connection with any act, error, or omission of Customer, its officers, directors, employees, or agents in breach of Customer's responsibilities under this Agreement.

7. **Third-Party Hardware, Software and Services.** All hardware, software and services of any party other than GRS Technology Solutions provided to Customer, whether provided under this Agreement or otherwise, are provided under and are subject to the terms and conditions on which such hardware, software or services is made available by the third-party vendor. Customer shall comply with all such terms and conditions and shall provide GRS Technology Solutions with a copy of such terms and conditions for hardware, software and services procured by Customer as requested from time to time by GRS Technology Solutions.

8. **Confidentiality.**

8.1. **Confidential Information.**

(a) **Definition.** **"Confidential Information"** means all of the following information, records or material disclosed or delivered by one Party (the **"Disclosing Party"**) to the other party (the **"Receiving Party"**): (i) any information or materials specifically marked "confidential" or "proprietary"; (ii) software (other than open source software), including without limitation any programs, routines and development tools, made available to Customer by GRS Technology Solutions or used by GRS Technology Solutions in performing services under this Agreement, as well as any source code for such software (which source code shall be deemed a trade secret of the owner of such software) and any technical documentation pertaining to such software; and (iii) information concerning the business, finance, or operations of the Disclosing Party which is not generally known by persons other than the Disclosing Party's employees.

(b) **Exclusions.** Notwithstanding the provisions of Section 8.1(a), information, records and material shall not be considered Confidential Information to the extent, but only to the extent, that such information, records or material: (i) is already known to the Receiving Party free of any restriction at the time it is obtained from the other Party (other than Confidential Information disclosed in anticipation of this Agreement but prior to its execution); (ii) is learned by the Receiving Party from an independent third party free of any restriction and without breach of this Agreement; (iii) is or becomes publicly available through no wrongful act of the Receiving Party or any person or entity affiliated with the Receiving Party; or (iv) is demonstrated to have been independently developed by the Receiving Party without reference to any Confidential Information received from the Disclosing Party.

8.2. **Protection of Confidential Information.** Each Receiving Party shall: (a) not disclose any Confidential Information of the Disclosing Party, other than as expressly permitted under this Agreement or by the written consent of the Disclosing Party; (b) use reasonable care to protect the Disclosing Party's Confidential Information from disclosure prohibited under this Agreement; and (c) not use the Confidential Information of the Disclosing Party, other than as expressly permitted by the written consent of the Disclosing Party, for any purpose other than performing the Receiving Party's obligations under this Agreement or enforcing the Receiving Party's rights under this Agreement.

8.3. **Permitted Disclosure.** The Receiving Party may disclose Confidential Information of the Disclosing Party in response to a subpoena, judicial order or other governmental demand, and as otherwise required by law. If the Receiving Party receives any such demand or request to disclose any Confidential Information of the Disclosing Party, the Receiving Party shall: (a) promptly notify the Disclosing Party of such request or requirement so that the Disclosing Party may seek to avoid or minimize the required disclosure and/or to obtain an appropriate protective order or other appropriate relief; and (b) use reasonable efforts, in cooperation with the Disclosing Party and at the Disclosing Party's expense, to avoid and/or minimize the required disclosure and/or obtain such protective order or other relief. In addition, Customer hereby authorizes GRS Technology Solutions to disclose Confidential Information of Customer to Customer's vendors as reasonably needed to communicate with such vendors to perform the Services for Customer.

9. Termination.

9.1. **Termination for Non-payment.** If Customer fails to pay any fee or other amount due hereunder and does not fully cure such failure within ten (10) days after written notice thereof, then GRS may, at its sole option, terminate this Agreement immediately upon the later of the expiration of such ten-day period or the date specified in such notice. In addition, GRS Technology Solutions may suspend its Services under this Agreement if Customer does not fully cure failure within ten (10) days after written notice thereof.

9.2. **Termination for Cause.** Except for non-payment of amounts due to GRS, if either Party materially defaults in performance its obligations hereunder and fails to cure such default within thirty (30) days after receipt of written notice thereof, then the Party giving such notice of default may, at its sole option, terminate this Agreement immediately upon the expiration of such thirty-day period.

9.3. **Termination for Insolvency.** If either Party becomes or is declared insolvent or bankrupt, is the subject of any proceedings related to its liquidation or insolvency or for the appointment of a receiver, or similar officer, or makes an assignment for the benefit of all or substantially all of its creditors or enters into any agreement for the composition, extension, or readjustment of all or substantially all of its obligations, then the other Party may, at its sole option, terminate this Agreement immediately upon giving the other party written notice of termination.

9.4. **Effect of Termination.** Sections 5, 6, 7, 8, 9.4, 10 and 11 shall survive any expiration or termination of this Agreement, as shall Customer's duty to pay all amounts due under this Agreement at the time of such expiration termination. Unless a period for survival is specified herein for any such surviving provision of this Agreement, such provision shall survive indefinitely following any termination of this Agreement. In connection with the expiration or termination of this Agreement, Customer shall provide GRS Technology Solutions with access to Customer's IT Systems and the facilities where Customer's IT Systems are located for the purpose of removing any equipment, software or devices provided by or through GRS Technology Solutions.

10. **Interference with Personnel.** During the term of this Agreement and for a period of one (1) year thereafter, neither Party shall directly or indirectly employ or offer to employ, engage or offer to engage, recruit, or solicit the services of any employee of the other Party.

11. General.

11.1. **Force Majeure.** GRS Technology Solutions will be excused from any failure to perform its obligations hereunder due to circumstances beyond its reasonable control, including but not limited to acts of God, natural disaster, war, riot, insurrection, epidemic, strikes or other organized labor action, terrorist activity, and failures, fluctuations or nonavailability of electrical power, Internet operation, heat, light, air conditioning or telecommunication equipment.

11.2. Notices. All notices and requests in connection with this Agreement shall be given or made upon the respective parties in writing and shall be deemed given (a) if by hand delivery, upon receipt thereof, (b) if mailed, three (3) days after deposit in the U.S. mails, postage pre-paid, certified or registered, return receipt requested, or (c) if sent via overnight courier, upon the next business day after the date of deposit with such courier. Notices to GRS Technology Solutions must be provided at the address appearing on the signature page to this Agreement or to such other address as GRS Technology later may notify Customer in writing. Notices to Customer shall be addressed to Customer at the address set forth on the signature page to this Agreement or to such other address as Customer later may notify GRS Technology Solutions.

11.3. Governing Law. This Agreement is made and delivered in the Commonwealth of Virginia. All disputes arising out of or in connection with this Agreement shall be governed by Virginia law, without giving effect to any choice of law rules. All actions arising out of or in connection with this Agreement may be brought in a state or federal court with proper venue located in Virginia.

11.4. Interpretation. Section headings in this Agreement are for convenience only and shall not be used to construe the meaning of any term or provision of this Agreement. Unless the context clearly indicates to the contrary: (a) the plural includes the singular and the singular includes the plural; (b) "herein," "hereof," "hereunder" and other similar compounds of the word "here" refer to the entire Agreement and not to any particular section or subsection; (c) all pronouns will be deemed to refer to the masculine, feminine, neuter, singular or plural as the identity of the entities or persons referred to may require; (d) the words "and" and "or" each mean "and/or;" and (e) the word "including" means "including, without limitation." If any provision of this Agreement is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall in no way be affected or impaired thereby.

11.5. Non-exclusive Agreement. GRS Technology Services may perform services for others similar to the services performed by GRS Technology Services for Customer. Notwithstanding anything to the contrary, GRS Technology Solutions its personnel shall be free to use and employ their general skills, know-how, and expertise, and to use, disclose, and employ any ideas, concepts, know-how, methods, techniques or skills gained or learned during the course of any services performed hereunder.

11.6. Waiver. The waiver or failure of GRS Technology Solutions to exercise any right provided for herein shall not be deemed a waiver of any further rights hereunder.

11.7. Remedies. The rights and remedies of GRS Technology Solutions set forth in this Agreement are not exclusive and are in addition to any other rights and remedies available to it in law or in equity.

11.8. Independent Contractor. GRS Technology Solutions and Customer are independent contractors of one another, and neither Party has the authority to bind the other Party to any third person or otherwise to act in any way as the representative of the other Party, except to the extent unless otherwise expressly agreed in a written document signed by both parties hereto.

11.9. Assignment. This Agreement and the rights and duties hereunder shall not be assignable by Customer except upon the prior written consent of GRS Technology Solutions.

11.10. Counterparts. This Agreement, and any exhibits and amendments hereto, may be executed in counterparts. Each counterpart shall be deemed an original and shall, together with the other counterparts thereof, constitute one and the same instrument. Delivery of this Agreement, and any appendixes and amendments hereto, may be made by facsimile or electronic transmission, including but not limited to e-mail, of counterparts thereof, which counterparts shall be fully effective as originals. The signed signature page of any counterpart of this Agreement, and any appendixes and amendments hereto, may be attached to any other counterpart thereof.

11.11. Entire Agreement. This Agreement is the complete and exclusive statement of the agreement between the parties regarding the subject matter hereof and supersedes all prior proposals, understandings and other statements, oral and written, between the Parties relating to the subject matter of this Agreement. The Agreement may not be modified or altered except by a written instrument duly executed by both Parties.


SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date last written below by the signatures of their duly authorized representatives below, intending this Agreement to be legally binding.

Customer
Cameron Station,

GeeksRUs, LLC
d/b/a GRS Technology Solutions

By: _____

By: _____
Larry Burbano, CEO

Please Print Name and Title

Date: _____

Date: 6/20/2022

Address for Notices:
Cameron Station
200 Cameron Station Blvd.
Alexandria, VA 22304

Address for Notices:
GRS Technology Solutions
4114 Legato Rd
Suite 250
Fairfax, VA 22033
Attn: **[Larry Burbano]**

GRS All-Inclusive IT Services

Contract Date:	5/25/022	BILLING INFORMATION	
Customer:	Cameron Station	Bill To:	Same
Address:	200 Cameron Station Blvd. Alexandria, VA 22304	Address:	Same
Primary Contact:	Steven Philbin	Billing email:	sphilbin@gocampmgmt.com
Effective Date:	8/1/2022	Phone:	(703) 567-4881
Renewal Date:	7/31/2025	Payment Terms:	Prepaid Monthly
Contract Length:	3 Year	Billing Cycle:	Monthly
Microsoft 365 Monthly Billing:	Microsoft 365 billed separately	Monthly Billing Amount:	\$1,800/month
Covered Services:	Appendix A & B	On-boarding and Initial Project Fee (one-time cost):	N/A
Account Manager:	Nelson De Jesus	# of Managed Servers:	N/A
Cancellation:	See Terms	# of Managed Computers:	8
Comments:			

Appendix A (GRS All-Inclusive IT Services)

Description – Reactive Remote & Onsite Support	Frequency	Included
8am – 7pm Live remote technical support – Level 1, 2, 3	Ongoing	Yes
8am – 7pm onsite support – Level 1, 2, 3	Ongoing	Yes
User offboarding/onboarding	Ongoing	Yes
Break/Fix – Reimaging Workstation Support	Ongoing	Yes
End-user Support	Ongoing	Yes
Network Support	Ongoing	Yes
Mobile Device Support	Ongoing	Yes
Parts & Labor on workstations	Ongoing	Yes

Description – Network Management & Proactive Maintenance	Frequency	Included
24/7 x 365 Network Monitoring	Ongoing	Yes
Workstation Monitoring & Crucial Services Alerting	Ongoing	Yes
Performance monitoring/capacity planning	Ongoing	Yes
Automated Application Updates	Ongoing	Yes
Client VPN or S2S VPN Management	Ongoing	Yes
Patch Management	Ongoing	Yes
Automated Disk Clean Ups	Ongoing	Yes
Automated Restart of Services	Ongoing	Yes
Cisco Firewall VLANs, AP's, Switches Management	Ongoing	Yes
Monitor DSU/TSU, switches, hubs and internet connectivity, and make sure everything is operational (available for SNMP manageable devices only)	Ongoing	Yes
Bi-monthly proactive network maintenance	Ongoing	Yes

Description – Infrastructure Backups / Business Continuity & Disaster Recovery	Frequency	Included
Cloud backup for Office 365 tenant (optional)	Ongoing	Optional
Workstation file/folder level backups (\$150 monthly up to 1TB for entire company)	Ongoing	Optional

Description – Vendor Management	Frequency	Included
Maintain vendor account information	Ongoing	Yes
Contacting vendor directly for support related matters	As needed	Yes
Manage the following vendor relationships:	As needed	Yes
-Phone, Telco, and Internet	As needed	Yes
-Copiers, scanners, Dell, Apple	As needed	Yes
-O365, Cisco, Microsoft, Microsoft, etc.	As needed	Yes
- Hosting company	As needed	Yes
- Proprietary software applications	As needed	Yes

Description – Professional Services	Frequency	Included
Technology Consulting	Ongoing	Yes
Technology Solution Engineering	Ongoing	Yes
Project Management & Onsite Implementation	Ongoing	Yes
- <i>Workstation Upgrades (OS upgrade/demotions)</i>	Ongoing	Yes
- <i>Network Upgrades (Firewall/Switches/Aps)</i>	Ongoing	Yes
- <i>Security Implementations (firewall policies, etc)</i>	Ongoing	Yes
Inventory Management	Ongoing	Yes
Quarterly or Annually Technology Business Reviews	Ongoing	Yes
Technology meetings with your trusted advisor/ vCIO Services	Ongoing	Yes

Description – Enhanced Security Management	Frequency	Included
Firewall Policies Management & Monitoring	Ongoing	Yes
Next-Gen Cyber-security Endpoint Protection Suite with Anti-Ransomware (All Workstations/Laptops) (SentinelOne)	Ongoing	Yes
Network Enterprise Threat & Breach Protection (Firewall)	Ongoing	Yes
Network Gateway Protection Signature Updates (Firewall)	Ongoing	Yes
Anti-Malware: Trojans, worms, backdoors, payload-based, fileless memory-only malware, Cryptomining	Ongoing	Yes
Threat Hunting: Actively engaging potential system and network threats in real-time	Ongoing	Yes
Network Intrusion Detection & Prevention (if advance Cisco license is obtained)	Ongoing	Yes
VPN – Secure access for remote users	Ongoing	Yes
Content Filtering & Reporting (if advance Cisco license is obtained)	Ongoing	Yes
Network Isolation	Ongoing	Yes
Third Party Patching Management	Ongoing	Yes
Azure AD Best practices & Managed Encryption & MFA (If O365 P1 license is obtained)	Ongoing	Yes
Implement and maintain phishing email policy / safe links / safe attachments policies (If O365 ATP license is acquired by client)	Ongoing	Yes
Microsoft 365 Cloud App Security Monitoring (if EMS E5 is obtained)	Ongoing	Yes
Monitor for unusual activity among users	Ongoing	Yes

Description – Managed Cloud Services	Frequency	Included
Manage O365 SharePoint Server Tenant	If needed	Yes
Manage Microsoft Intune MDM Cloud Server	Ongoing	Yes
SharePoint Site Management	Ongoing	Yes
SharePoint/OneDrive support for all workstations	Ongoing	Yes
Windows Azure Active Directory Management	Ongoing	Yes
Microsoft Cloud-App Security Management	Ongoing	Yes
Microsoft Azure Services	Ongoing	Yes
SharePoint Libraries Management (Provisioning & Permissions)	Ongoing	Yes
Alert Client to dangerous conditions (if O365 EMS E5 is acquired by client)	Ongoing	Yes
Microsoft Office 365 file monitoring & auditing	As needed	Yes
MCAS policies & ongoing monitoring	Ongoing	Yes
Conditional access policies, deployment & monitoring	As needed	Yes
Azure AD connect monitoring	As needed	Yes
Tenant hardening	As needed	Yes
Monitoring of all cloud services	Ongoing	Yes
Alert Client to dangerous conditions (If M365 E5 is acquired by client)	Ongoing	Yes
Clean and prune directory structure, keep efficient and active	As needed	Yes
Labor on Cloud Services (excludes coding, programming, & workflows)	As needed	Yes

Supplemental Services Fees	Rate
Support Services (projects not covered under the agreement)	\$180/hour
New migration projects/moves/new locations	

Covered Services	
Managed Users:	Up to 8
Managed Workstations:	Up to 8
Managed Local Networks:	Yes
Managed Workstation Backups:	Yes
Managed O365/MDM/Azure:	Yes
Managed Mobile Devices:	Yes
Managed Phone System:	Yes (If Cameron Station moves to GRS cloud hosted VoIP)
Managed Firewall:	Yes
Managed Endpoint Security:	Yes

Appendix B.

Response and Resolution Times / SLA 2022 / M-F 8am – 5pm EST

The following table shows the targets of response and resolution times for each priority level:

Reported Trouble	Priority	Response Time	Resolution Plan	Resolved
Service not available (All Users: Internet / hardware down)	1	15 Minutes	1 Hour	4 Hours
Significant degradation of service (Large number of users or critical functions affected)	2	15 Minutes	4 Hour	8 Hours
DEFAULT PRIORITY: Limited degradation of service (Limited disruption, one business processes affected but can continue)	3	Within 4 hours	ASAP / Best effort	72 Hours
Small service degradation (No disruption, business can continue, one user affected)	4	Within 8 hours	ASAP / Best effort	30 Days

Support Tiers

The following details describes our Support Tier levels:

Support Tier	Description
Tier 1 Support	All support incidents begin in Tier 1, where the initial trouble ticket is created, the issue is identified and clearly documented, and basic hardware/software troubleshooting is initiated.
Tier 2 Support	All support incidents that cannot be resolved with Tier 1 Support are escalated to Tier 2, where more complex support on hardware/software issues can be provided by more experienced Engineers.
Tier 3 Support	Support Incidents that cannot be resolved by Tier 2 Support are escalated to Tier 3, where support is provided by the most qualified and experienced Engineers who have the ability to collaborate with 3rd Party (Vendor) Support Engineers to resolve the most complex issues.

Appendix B. (cont.)

Service Request Escalation Procedure

1. Support Request is Received
2. Trouble Ticket is Created
3. Issue is Identified and documented in Help Desk system
4. Issue is qualified to determine if it can be resolved through Tier 1 Support

If issue can be resolved through Tier 1 Support:

5. Level 1 Resolution - issue is worked to successful resolution
6. Quality Control –Issue is verified to be resolved
7. Trouble Ticket is closed, after complete problem resolution details have been updated in Help Desk system

If issue cannot be resolved through Tier 1 Support:

8. Issue is escalated to Tier 2 Support
9. Issue is qualified to determine if it can be resolved by Tier 2 Support

If issue can be resolved through Tier 2 Support:

10. Level 2 Resolution - issue is worked to successful resolution
11. Quality Control –Issue is verified to be resolved
12. Trouble Ticket is closed, after complete problem resolution details have been updated in Help Desk system

If issue cannot be resolved through Tier 2 Support:

13. Issue is escalated to Tier 3 Support
14. Issue is qualified to determine if it can be resolved through Tier 3 Support

If issue can be resolved through Tier 3 Support:

15. Level 3 Resolution - issue is worked to successful resolution
16. Quality Control –Issue is verified to be resolved
17. Trouble Ticket is closed, after complete problem resolution details have been updated in Help Desk system

If issue cannot be resolved through Tier 3 Support:

18. Issue is escalated to Onsite Support
19. Issue is qualified to determine if it can be resolved through Onsite Support

If issue can be resolved through Onsite Support:

20. Onsite Resolution - issue is worked to successful resolution
21. Quality Control –Issue is verified to be resolved
22. Trouble Ticket is closed, after complete problem resolution details have been updated in Help Desk system

Plan.

Prevent.

Protect.

GRS Technology Solutions.

GRS Technology Solutions
4114 Legato Road, Suite 250
Fairfax, VA 22033

Phone: (703) 991.0101
Fax: (888) 723.0430
www.grstechnologiesolutions.com





Cameron Station Community Association, Inc.
Board Decision Request
June 28, 2022

TOPIC: Lancaster Proposal # 31476
Resolution 2022-0603

Motion:

"I move to **APPROVE** the Lancaster Landscape proposal in the amount of **\$5,225.00** to regrade area to create a swale direct water from the grassy area to existing drain located near the sidewalk and extend mulch bed on bare areas under trees to be expensed from Operating Funds."

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 regrade the area to create a swale to direct water from the grassy area to the existing drain located near the sidewalk and extend the mulch bed on bare areas under trees on 246 Murtha rear common area. Lancaster proposal attached.

CAMP Recommendation:

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

Budget Considerations:

To be expensed from Operating Funds - \$3,890 under Erosion Control and \$1,335 under Turf Treatments & Enhancements.

LANCASTER LANDSCAPES, INC.
5019-B Backlick Rd ♦ Annandale, VA 22003
Phone: 703-846-0944 ♦ Fax: 703-846-0952



PROPOSAL NO.
31476

May 31, 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:

EROSION CONTROL

246 MURTHA REAR COMMON AREA:

- AT ERODED AREA, REGRADE AREA TO CREATE A SWALE 80 X3' X 6" TO DIRECT WATER FROM GRASSY AREA TO EXISTING DRAIN LOCATED NEAR SIDEWALK.

- ON SWALE, INSTALL WEST VIRGINIA FIELDSTONE.

- (36) HRS. OF LABOR @ \$65/HR. \$ 2,340.00

- (2) PALLETS OF WEST VIRGINIA FIELDSTONE @ \$775/EA. \$ 1,550.00

BARE AREA UNDER TREES:

- EXTEND MULCH BED.

- (9) HRS. OF LABOR @ \$65/HR. \$ 585.00

- (10) YDS. OF HARDWOOD MULCH @ \$75/YD. \$ 750.00

PROPOSAL TOTAL \$ 5,225.00

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

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

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

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

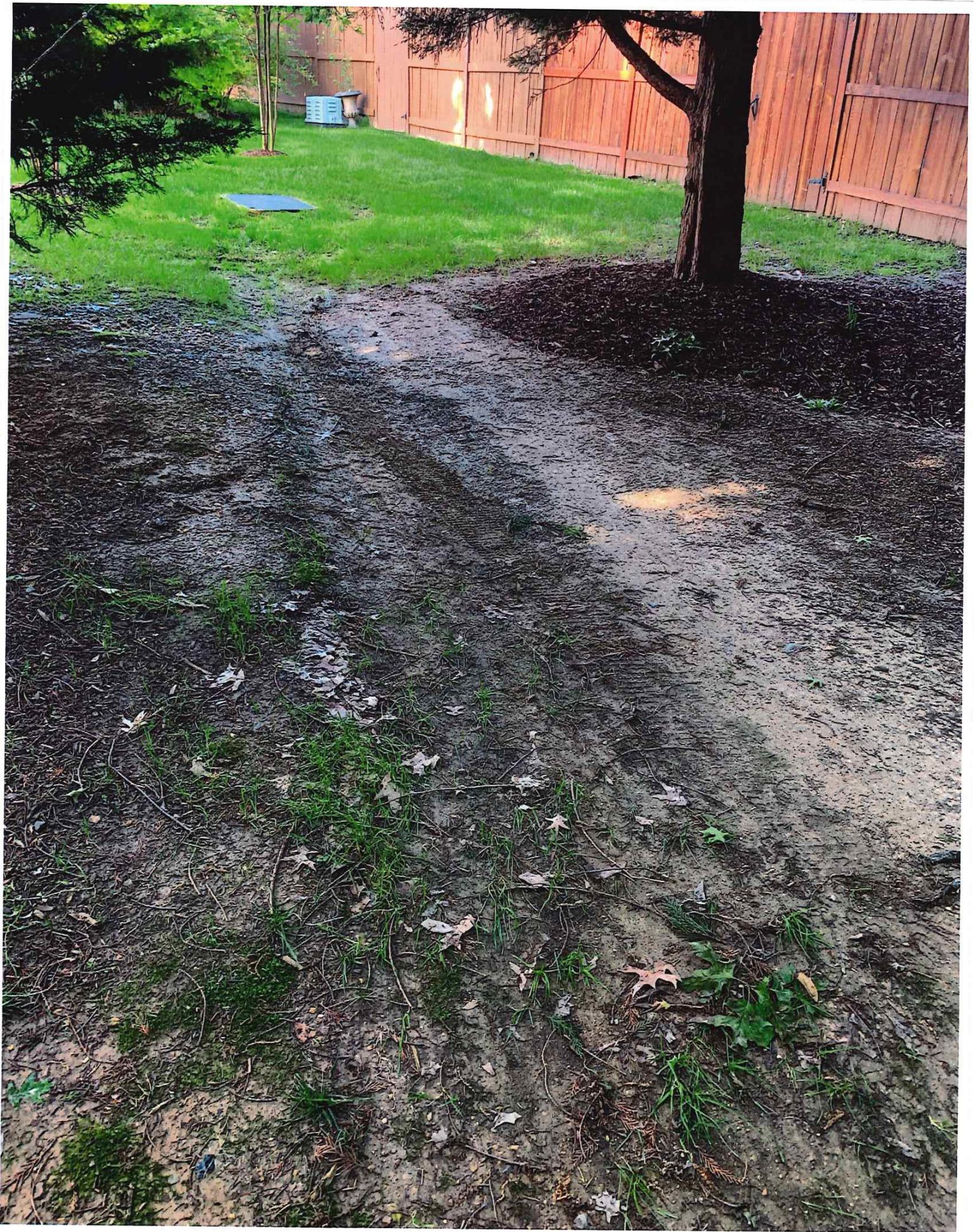
Authorized Signature: Carlos Rios
This proposal may be withdrawn by us if not accepted within 30 Days.

ACCEPTANCE OF PROPOSAL:

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____







**Cameron Station Community Association, Inc.
Board Decision Request
June 28, 2022**

**TOPIC: Tree Work Proposal # 31477
Resolution 2022-0604**

Motion:

"I move to **APPROVE** the Lancaster Landscape proposal in the amount of **\$6,965.00** to remove and replace declining trees, including stumps to be expensed from Operating and Reserve Funds."

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 replace declining trees, including stumps on the rear common area between Donovan Dr and Kilburn St. Lancaster proposal attached.

CAMP Recommendation:

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

Budget Considerations:

To be expensed from Operating Funds - \$3,200 under Tree and Shrub Maintenance and \$3,765 under Reserves Funds – Diseased/Dead-Tree Shrubbery Replacement.

LANCASTER LANDSCAPES, INC.
5019-B Backlick Rd ♦ Annandale, VA 22003
Phone: 703-846-0944 ♦ Fax: 703-846-0952



PROPOSAL NO.
31477

May 31, 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 WORK

REAR COMMON AREA BETWEEN DONOVAN DR. AND KILBURN ST.:

- REMOVE (5) SMALL DECLINING TREES, INCLUDING STUMPS.....\$ 3,200.00
- REPLACE WITH (2) KOUSA DOGWOODS 2" CALIPER @ \$795/EA.....\$ 1,590.00
- REPLACE WITH (3) YOSHINO CHERRIES 2" CALIPER @ \$725/EA.....\$ 2,175.00

PROPOSAL TOTAL \$ 6,965.00

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

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

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

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

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

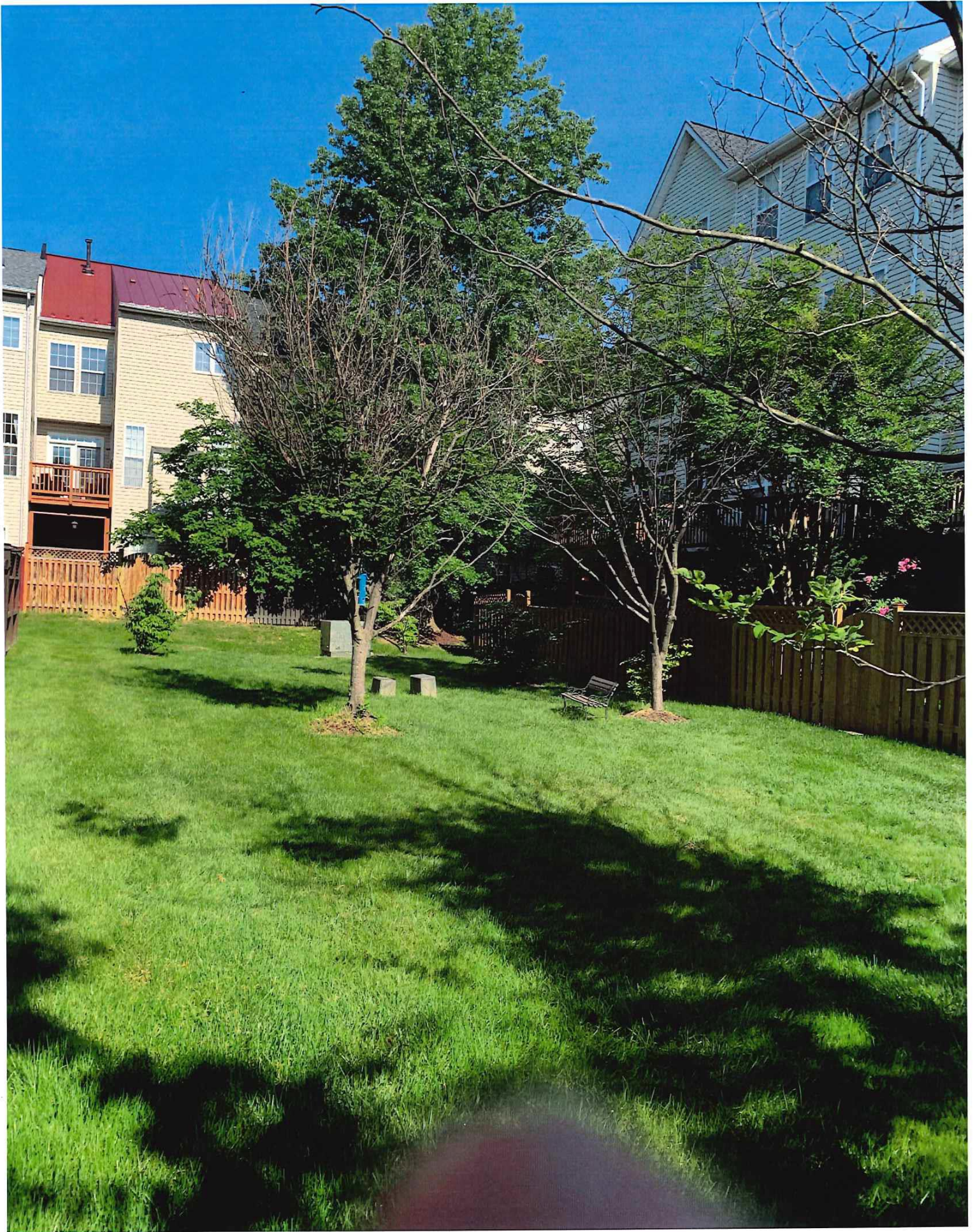
ACCEPTANCE OF PROPOSAL:

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____









**Cameron Station Community Association, Inc.
Board Decision Request
June 28, 2022**

**TOPIC: Tree Removal and Replacement Proposal # 31480
Resolution 2022-0605**

Motion:

"I move to **APPROVE** the Lancaster Landscape proposal in the amount of **\$3,465** to remove and replace declining trees, including stumps to be expensed from Operating and Reserve Funds."

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 replace declining trees, including stumps near 5233 Bessley Pl and Bessley pocket park. Lancaster proposal attached.

CAMP Recommendation:

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

Budget Considerations:

To be expensed from Operating Funds - \$1,600 under Tree and Shrub Maintenance and \$2,045 under Reserves Funds – Diseased/Dead-Tree Shrubbery Replacement.

LANCASTER LANDSCAPES, INC.
5019-B Backlick Rd ♦ Annandale, VA 22003
Phone: 703-846-0944 ♦ Fax: 703-846-0952



PROPOSAL NO.
31480

May 31, 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 REMOVAL & REPLACEMENT

5233 BESSLEY PLACE NEAR MAIL BOX:

- REMOVE DECLINING JAPANESE SNOWBELL TREE, INCLUDING STUMP.....\$750.00
- REPLACE WITH (1) ZELKOVA 3" CALIPER.....\$1,250.00

BESSLEY POCKET PARK:

- REMOVE DECLINING HORNBEAM TREE, INCLUDING STUMP.....\$850.00
- REPLACE WITH (1) HORNBEAM TREE 2" CALIPER.....\$795.00

PROPOSAL TOTAL \$ 3,645.00

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

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

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

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

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

ACCEPTANCE OF PROPOSAL:

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

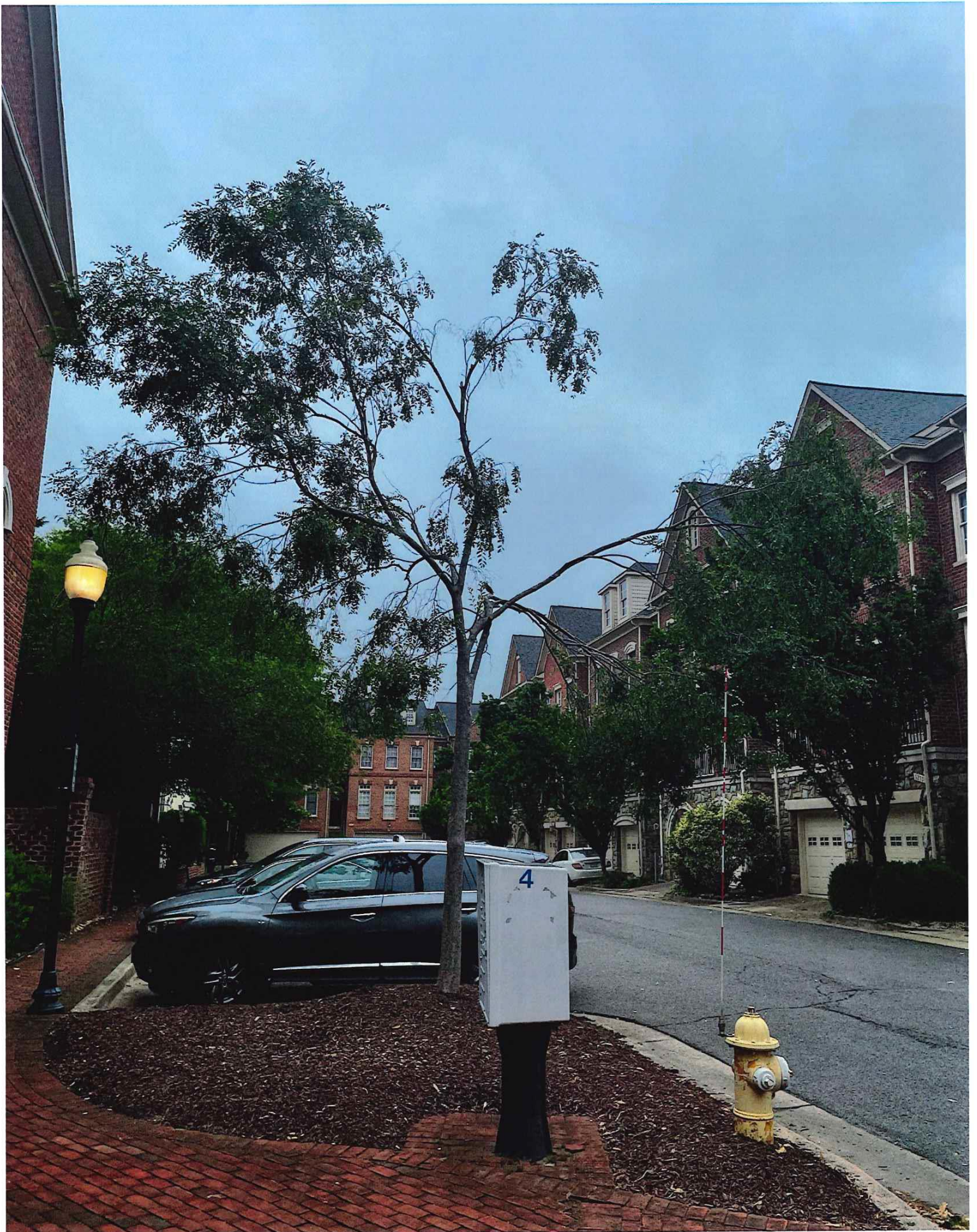
DATE OF ACCEPTANCE: _____

SIGNATURE: _____











Cameron Station Community Association, Inc.
Board Decision Request
June 28, 2022

TOPIC: Fairfax Paving change order
Resolution 2022-0606

Motion:

“I move to **ACCEPT** Fairfax Paving change order in the amount of \$62,125.54 and remove the Paving Fabric cost of (\$54,289.74) for a total of \$479,452.80 to be expensed from Reserves.”

Motion: _____

2nd: _____

Summary:

Based on original asphalt bid in 2021, the liquid asphalt index was \$513.00 per ton. In February 2022 at the time contract was signed, the liquid asphalt index was \$551.00 per ton. The June liquid asphalt index has increased to \$752.50 per ton. Due to the rising cost in liquid asphalt, the fabric installation increased by \$1.33 per square yard. See matrix below showing the total cost of the asphalt and concrete project. Fairfax Paving & Concrete proposal attached.

	Reserves Budget (Pavement & Concrete)	Current Cost (total AIA contract sum)	New Cost (current asphalt change order)	New Cost (paving fabric removed)
2023 – Pavement Overlay	\$413,020	\$471,616.00 (includes \$35,000 allowance)	*\$533,741.54	*\$533,741.54
2023 – Base/Sub- Base/Repairs/Fabric	\$39,880		\$29,351.77	(\$54,289.74)
2022 – Pavement/Preventive Maintenance (not included in column 1 total) \$64,400				
2022 – Sidewalks- Concrete/Brick Pavers	\$45,000			
Total	\$497,900.00	\$471,616.00	\$563,093.31	\$479,452.80

*\$471,616.00 + \$62,125.54 = **\$533,741.54** (total AIA contract sum + increase/change order)

VIRGINIA
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401



CAMP Recommendation:

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

Budget Considerations:

To be expensed from Reserves Funds.



Fairfax Paving & Concrete, Inc.

44235 Wade Drive
Fairfax VA, 20152
P: (703) 620-6767
F: (703) 620-1747
admin@fepcoinc.com

**Please Sign / Initial in the
Yellow Highlighted Areas Below
to Accept Scope and Price.*

June 21st, 2022

Mr. Dave Gertz
Gardner Engineering, Inc.
8335 Guilford Rd, Suite I
Columbia, MD 21046

RE: *Asphalt & Fabric Cost Increases for the Cameron Station Community Asphalt Pavement
Remediation Project ~ Phase #1.*

Dear Mr. Gertz,

As you are probably aware, inflation is running rampant as is impacting many items. When we originally bid this project back in 2021, the liquid asphalt index was \$513.00 per ton. In February 2022, at the time we signed the contract, the liquid asphalt index was \$551.00 per ton. The June liquid asphalt index just posted, and the liquid asphalt index has increased to \$752.50 per ton.

The sum also applies to the paving fabric since it is also driven by liquid asphalt. Due to the rising cost in liquid asphalt, the fabric installation was increased by \$1.33 per square yard (\$2.32 per SY at the time of bid and now it is \$3.65 per SY / see attached quote).

The Breakdown for Paving Fabric is 22,069 SY x \$1.33 SY = \$ 29,351.77 increase.

**Bid Date Asphalt Index: \$513.00 per liquid ton
Asphalt Cost : \$71.02 per ton.*

**Contract Date Asphalt Index: \$551.00 per liquid ton
Asphalt Cost: \$78.44 per ton.*

**Project Start Asphalt Index: \$752.50 per liquid ton
Asphalt Cost: \$93.81 per ton*

Breakdown: 2,726 tons of asphalt between base patching and overlay multiplied by \$22.79 difference in asphalt per ton = \$ 62,125.54 increase.

Paving Fabric Credit Back Option : 22,069 SY x 2.46 SY = \$ 54,289.74 (Credit). INT.

Please review and call to discuss, remember this is a direct pass through cost increases, we have no mark up on prices with this juncture. If we potentially fabric areas the square yard number shown on the American paving fabric sheet could still increase / decrease since it is based on the liquid asphalt index price at the time of installation.

Should you need anything further, please do not hesitate to give me a call at (703) 620-6767.

Sincerely,

Marty Small

Marty Small
President

**Fairfax Paving & Concrete is Hereby Authorized to Proceed with
the Above Referenced Scope and Pricing.**

X: _____

MS/jg

CAMP.CameronStation.Priceincrease.062122.doc



Quotation

To: Fairfax Paving & Concrete, Inc.
Attn: Marty Small
(703) 620-6767 WORK
(703) 620-1747 FAX
Marty@fepcoinc.com

Proposal # MD-29531
Project Date: 06/15/22
Location: Cameron Station HOA

Quantity/Unit	Description	Price
21,000 SQ YD	Supply & Install Paving Fabric with Performance Grade Asphalt and Labor	\$3.65/SQ YD

****Final price will be based on asphalt index at time of commencement of work.**

Based on: 7 working day(s) ***Additional Working Day \$3500.00**
Invoicing will be based on square yards installed.

Based on asphalt index \$761.67 Ton
For every ten dollar a ton Liquid Asphalt Increases; Paving Fabric price increases .013/sy

Approved By: Kevin D. McGrath, President

Accepted By: _____ Date: ____/____/____

Title: _____ P.O. #: _____

Quote is valid for 30 days

Printed: Wednesday, Jun 15 2022 at 03:02:57 PM by LEONA



Cameron Station Community Association, Inc.
Board Decision Request
June 28, 2022

TOPIC: Irrigation Conduit Project
Resolution 2022-0607

Motion:

"I move to **ACCEPT** the Fairfax Paving & Concrete proposal for the amount of \$10,750 to enhance future irrigation upgrades to be expensed from Reserves."

Motion: _____

2nd: _____

Summary:

See matrix below and proposals attached.

Fairfax Paving & Concrete	Lancaster Landscape
\$10,750	\$12,000

CAMP Recommendation:

Management recommends that while the milling and paving is ongoing that we focus on the irrigation conduit in the areas of the current paving so it will save us from digging the street in a later date when the irrigation upgrades occur.

Budget Considerations:

To be expensed from Reserves Funds.



Fairfax Paving & Concrete, Inc.

44235 Wade Drive
Fairfax VA, 20152
P: (703) 620-6767
F: (703) 620-1747
admin@fepcoinc.com

**Please Sign in the
Yellow Highlighted Area Below to
Accept Scope and Price.*

June 21st, 2022

Mr. Steven P. Philbin, M ed., CMCA®, ARM® PCAM®
General Manager
Cameron Station Community Association
200 Cameron Station Boulevard
Alexandria, VA 22304

RE: *Work proposed as follows at ~ The Cameron Station Community, Located in
Alexandria, Virginia: Unit Prices for Irrigation Sleeves and Underdrain.*

Dear Mr. Philbin,

Below is the unit cost as outlined above. The underdrain is for the area Fairfax water repaired yesterday and the irrigation sleeves, in the Cameron Station Community.

- * **Underdrain** : *Excavate Trench 16" wide, approximately 20-24" deep, filler to have along the sides, bottom and overlapping on the top, 4" pipe installed and tied into expanding the storm inlet as directed, pipe patched on each side of the inlet, fill trench with 57 Bluestone gravel, install and compact 4" of 21A Bluestone Gravel and 3" of BM25.0 Base Asphalt meeting the milled asphalt flush.*

COST: \$30.00 per LF

- * **Irrigation Sleeves** : *Excavate trench 16" wide, crossing the road 20"- 24" deep, install 4" PVC and 1 1/2 " PVC pipe in the trench daylighting behind the curb for future use (capped off). Backfill with onsite materials (if acceptable) or 21A Bluestone Gravel with 3" of base asphalt and compact with a jumping jack tamper, tack the identical edges of the trench. Install 3" of BM25.0 Base Asphalt and compact meeting the milled asphalt flush. Approximately 215 LF at \$50.00 per LF.*

TOTAL: \$10,750.00

Should you need anything further, please do not hesitate to give me a call at (703) 620-6767.

Sincerely,

Marty Small

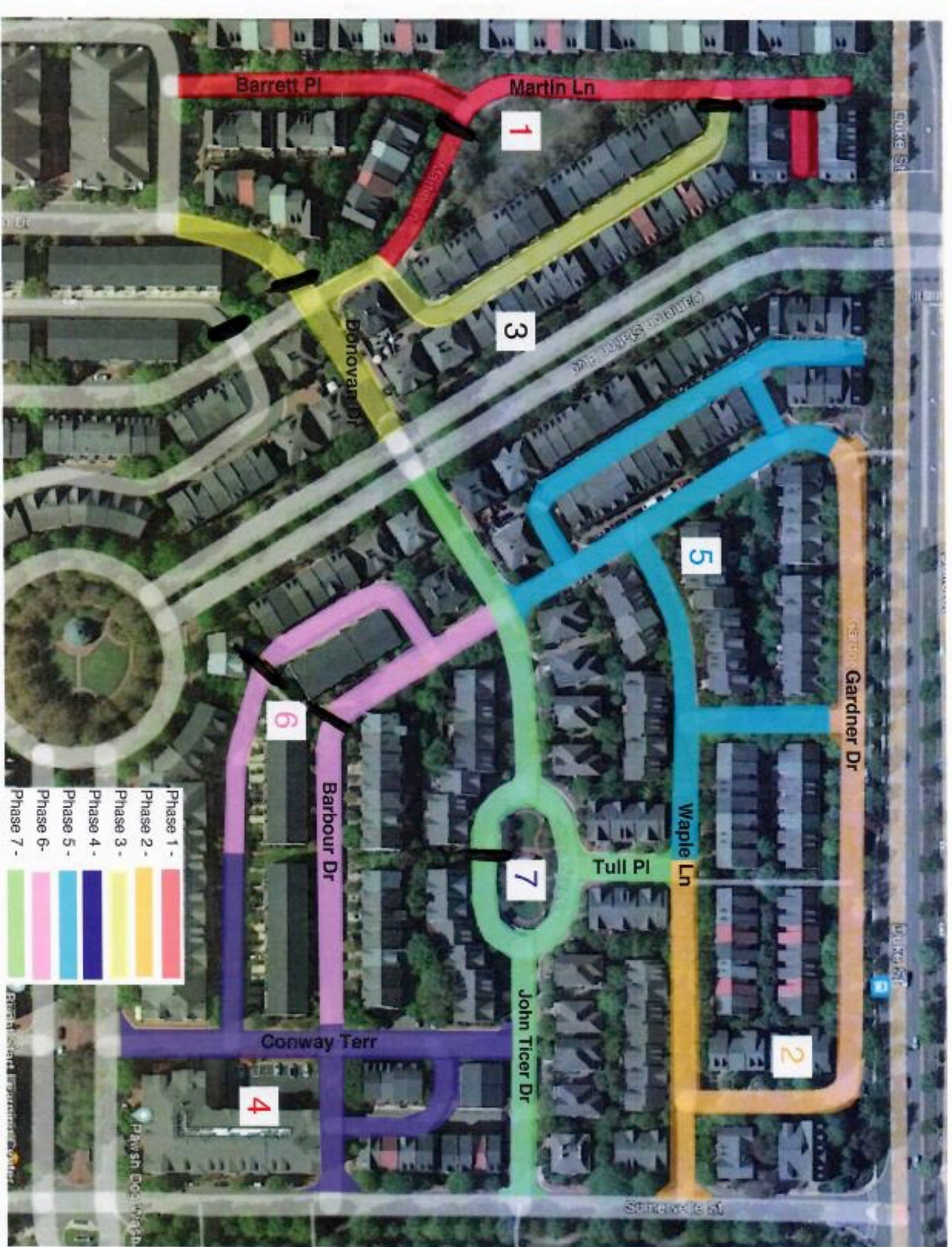
Marty Small
President

**Fairfax Paving & Concrete is Hereby Authorized to Proceed with
the Above Referenced Scope and Pricing.**

X: _____

MS/jg

CAMP.CameronStation.IrrigationSleeves.062122.doc



Barrett Pl

Martin Ln

1

3

Bonovan Dr

5

Gardner Dr

6

Barbour Dr

Waple Ln

Tull Pl

7

John Ticer Dr

Conway Terr

4

2

Stranville St

Plawish Dog Wash

- Phase 1 -
- Phase 2 -
- Phase 3 -
- Phase 4 -
- Phase 5 -
- Phase 6 -
- Phase 7 -

LANCASTER LANDSCAPES, INC.

5019-B Backlick Rd ♦ Annandale, VA 22003

Phone: 703-846-0944 ♦ Fax: 703-846-0952

**PROPOSAL NO. LI22-010**

Date: 6.11.22

CUSTOMER # 229

Community Manager

Cameron Station Community Association

200 Cameron Station Blvd.

Alexandria, VA 22304

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

Scope of Work:

We propose to approximately 215 feet of 4 inch pvc and 215 feet of 2 inch pvc pipe/conduits for future irrigation conversion.

There are 8 locations highlighted in black on provided map.

Asphalt must be removed/milled by asphalt contract before sleeves can be installed

Process includes saw cutting asphalt at 2 inches only. Any cutting removal past 2 inches will incur a TM charge TBD.

This also includes concrete.

- 1 across John Ticer
- 2 across Barbour
- 3 across Martin
- 1 across Donavon

Materials

215, feet off 4 inch pvc

215, feet of 2 inch pvc

misc small material

PROPOSAL TOTAL: \$ 12,000.00**50% START UP FEE REQUIRED**

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.

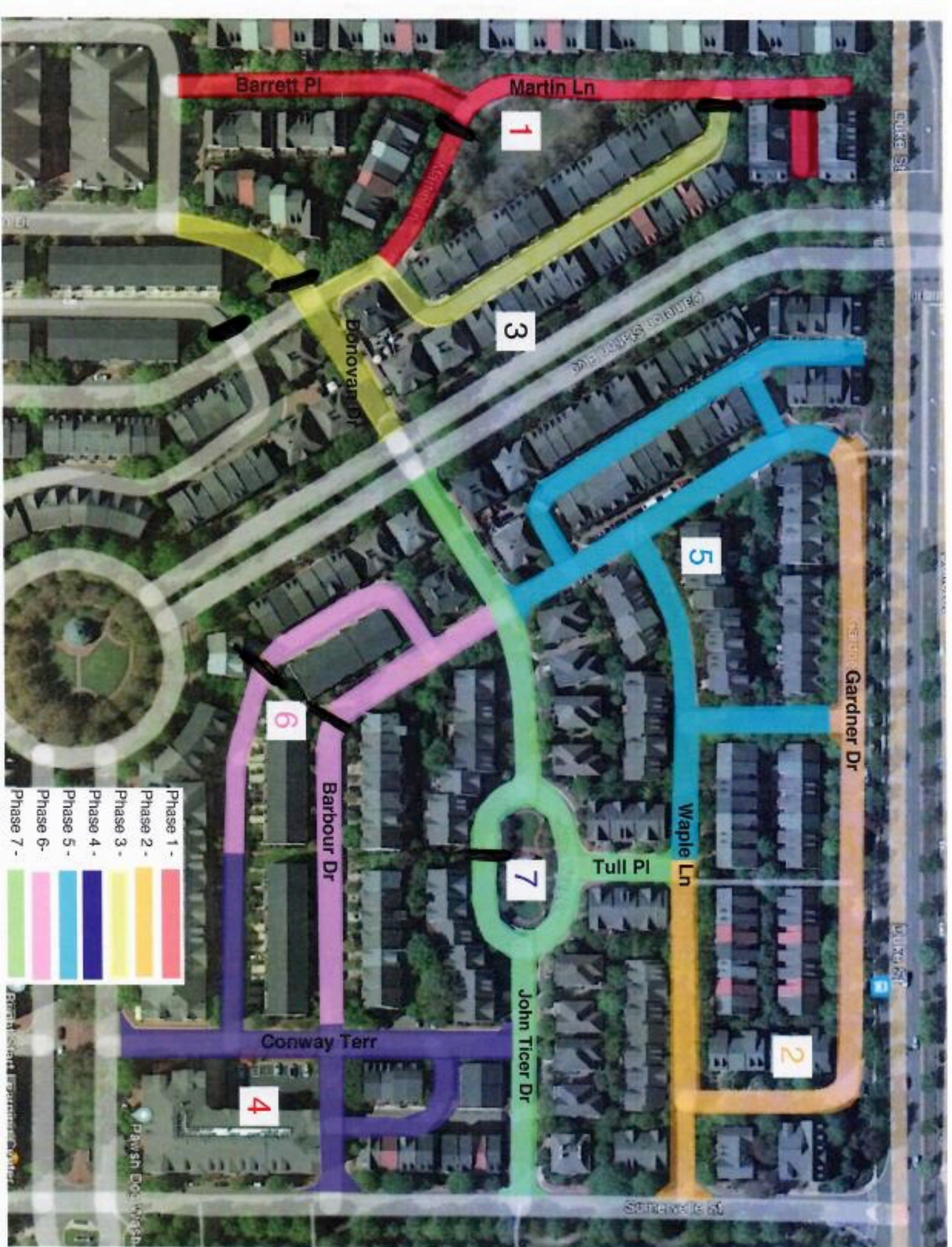
ACCEPTANCE OF PROPOSAL:

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: _____

Authorized Signature: **Curt Cummins**
This proposal may be withdrawn by us if not accepted within 30 Days.

SIGNATURE:_____



Barrett Pl

Martin Ln

1

3

5

6

7

2

4

- Phase 1 -
- Phase 2 -
- Phase 3 -
- Phase 4 -
- Phase 5 -
- Phase 6 -
- Phase 7 -

Bonovan Dr

Barbour Dr

Conway Terr

John Ticer Dr

Tull Pl

Gardner Dr

Waple Ln

Strawville St



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	complete	John Medina resident at 4913 Waple Lane reported piece of apron missing near the curb at the end of his driveway. This will be addressed during the paving maintenance project scheduled in June. Scheduled for June 13th-17th, 2022.	y
3.3.22	-	Daily check and respond to emails	ACM	complete	daily task	
3.7.22	-	Mail amended Parking Policy	ACM	complete	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	complete	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	complete	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	complete	Lancaster and Management meeting On-Site on Wednesday 10AM. Calendar invite sent.	
3.7.22	-	Resident required assistance with assessment payment	ACM	complete	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	complete	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	complete	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	complete	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; small punch list left as of 6-1-22	<p>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:</p> <ol style="list-style-type: none">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. <p>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. 6/1/22 -- Only small punch list including locks on lockers (back ordered) and two ceiling lights in the hallway entering the men's locker room.</p>	
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	complete	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 its 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. Samuel Tucker Elementary donated 20-30 spaces, Chris Watson gave us 15 spaces in Breneman Park, 5 spaces in Boothe Park, and Rapport gave us 30 spaces in West End Village behind the tRampoline store. Signage for "temporary Parking" will be placed at each parking space.

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	ARC	pending	The 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 the resident's 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. Mark is handling the invoices and will reach out to the Vendor to inquire about charges.
4.11.22	-	Condo residents email address status	AA	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	-	Imprest Card receipts - upload receipts and reclass	AGM	complete	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	in progress	Tentative date to start project is May 9 starting from Woodland Hall. 5.31.22 fence project started behind Woodland Hall. As of June 8, 2022, they continue to install the febce at Woodland Hall and behind 381 - 401 Cameron Station Blvd.
4.26.22	CAC	Concrete Project	GM/AGM	scheduled for June 13th - 17th; notices in process June 8th	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. 5.31.22 Board approved "not to exceed \$25k on concrete work".
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	RFP complete	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. 5.31.22 RFP completed and emailed to 8 vendors.
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. As of June 7th, the leak still visible; Va American water put it on the back burner because it appears not to be a major 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	Trim 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	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	complete	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	complete	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. 5.25.22 - 3 baby floats ordered and delivered.

5.13.22	ComCom	Draft cigarette butts disposal reminder	AGM	complete	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	complete	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. 6.7.22 City of Alexandria was out and responded the sidewalk on the circle is the HOA responsibility.
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 PI 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	complete	A request has been submitted through the Pitney Bowes website account 0016357809, case # 32561375 to reimburse duplicate payment. 5.27.22 - this morning through live chat Pitney Bowes was contacted to follow-up on the request. They had indicated the account has been reimbursed with a credit of \$253.35.
5.26.22	-	Pitney Bowes late fee waive request	AGM	complete	A request hass been submitted through the Pitney Bowes website acocunt 0016357809, case # 32561515 to remove a \$30 late fee on the 5.20.22 invoice. 5.27.22 - this morning through live chat Pitney Bowes was contacted to follow-up on the request. They had indicated the late fee of \$30 has been waived from the current invoice due on 6.16.22. The new invoice amount is \$312.27.
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	complete	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. These bulbs were replaced by ACPS.
5.26.22		5140 & 5142 Donovan Dr -- Driveways need to be repaired when we complete the apron Marty from Fairfax Paving and Dave Gertz (engineer) meeting on June 1st for Asphalt project logistical meeting	GM/AGM	complete	Called and emailed owners to discuss actions needed; 5140 is for sale as well. Driveways lifted from tree roots and cracked or broke apart. Both homes are rentals and I am working with the owners via email. Fairfax Paving is providing me with proposals for these concrete driveways.
5.26.22			GM/AGM	complete	Great meeting. Received a great deal of info and a few follow-ups with Henry's Towing and Dom Va Power (vault issue on Barbour Dr).
5.26.22		Temporary Parking during asphalt work	GM/AGM	complete	Chris Watson (city) provided 15 parking spaces in Breneman Park and 5 spaces in Armistead Boothe Park; Principal Pascal authorized us to use 20-30 parking at the school and Rappaport authorized 22 parking behind "Get Air Trampoline" located in West End Village
5.31.22	CCFC	Buy pool trash bags	Maintenance	complete	Buy three Hefty Ultra Strong, Heavy Duty Liner 33 gallon boxes
6.1.22		Shuttle Bus --- Destination and Schedule Changes for Metro Infrastructure Work	GM/AGM	acknowledged	Shuttle Bus --- Bringing Potomac Yard Station online (Yellow and Blue Line Closure Sept 10 - Oct 20) and Yellow line bridge rebuilding for 8 mos starting Sept 10th.
6.2.22	CAC	Reported Outages	Maintenance	pending	305 Lannon Ct (IV-8), 311 Lannon Ct (IV-4), 166 Comay Terrace (I-71), 4911 Barbour Dr (I-144), 5017 Grimm Dr (IV-12), 250 CSB (III-70) pole in cut through, 5112 Donovan (II-51), 5199 Brawner (IV-64), 210 CSB, along side next to fire hydrant, 4931 Kilburn (III-22)
6.3.22	CAC	Trees to be trimmed on Ferdinand Day	City of Alexandria	pending	Trees near Ferdinand Day 422, 430, 442
6.1.22	Alex 311	Tree Trimming	Landscaping	complete	100 - 500 Cameron Station Blvd; Scheduled for 6/7/22 -- did not complete all work -- new ticket submitted below.
6.6.22	RPCA	Tree Trimming	Landscaping	pending	470-490 Ferdinand Day Dr -- LED street lights covered by tree branches. 311 Ticket #22-00016044 Mark Carlson of ACPS indicated this block is for RPCA to handle. Ticket created via 311 today.
6.6.22	CAC	Shrub Trimming	Landscaping	pending	Shrub between 5261 and 5263 on Colonel Johnson needs to be trimmed. Management emailed Lancaster requesting service.
6.6.22	Critical Peake	Quote 5695 \$2,024	Lightpoles Out	pending	Street Lightpoles out: 305 Lannon CT, 311 Lannon Ct, 166 Comay Terr, 4911 Barbour Dr, 5017 Grimm Dr, 250 CSB, 5112 Doinovan, 210 CSB, 4931 Kilburn; will be completed within 2 weeks
6.7.22	Alex 311			The following areas have tree trimming needed around LED street lights:	
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	1. 405 Cameron Station Blvd
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	2. 400 Cameron Station Blvd (North) across the street from 387 Cameron Station Blvd
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	3. 400 Cameron Station Blvd (South) across the street from 422 Ferdinand Day Dr.
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	4. 400 Cameron Station Blvd (South) across the street from 430 Ferdinand Day Dr.
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	5. 451 Cameron Station Blvd
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	6. 469 Cameron Station Blvd
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	7. 523 Cameron Station Blvd
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	8. 525 Cameron Station Blvd
6.8.22	Chris Watson	Irrigation Meter Leak at 247 Somerville St	City of Alexandria	pending	I received an email from an owner on Somerville Street that the irrigation meter at 247 Somerville Street is leaking. Mark shut it off. It is a small leak. 6.24.22 system has been turned back on, no visible leaks.
6.13.22	CAC	Street light out	Maintenance	complete	Street light out on the corner of Kilburn near the pool
6.15.22	Va American Water	2 Leaks (one old leak from May 6th)	Va American Water	pending maintenance confirmation	150 / 151 CSB Median Strip Flowing Water Leak -- Water Leak Confirmation 12:13pm Put in Emergency Ticket by Va American Water --- Follow up -- Yarrow Lane original leak reported May 6th / June 15th follow up / Added Notes that we called back for update. 6.24.22 system has been shut down, pending maintenance responsibility confirmation, is it the City or Association to maintain?
6.21.22	CAC	Brick Repair	Lancaster	pending	Brick needs to be leveled in front of 5010 Waple Ln. Info emailed to Lancaster.
6.21.22	CAC	Brick Repair	Lancaster	pending	Brick needs to be leveled in corner of Donovan Dr and Yarrow Ln. Info emailed to Lancaster.
6.21.22	CAC	Brick Repair	Lancaster	pending	Uneven brick near 426 Waple Ln
6.22.22	CAC	Lamp post off centered	Maintenance	waiting on proposal	Lampo post # IV-40 in front of 5128 Grimm Dr is off centered. 6.24.22 proposal is being provided, waiting on approval.
6.22.22	CAC	Street lights #61 and #63 out in Colonel Johnson Ln	Maintenace	waiting on proposal	Mark to reach out to Critical Peake to prepare a proposal including other street lights to be reapiired. 6.24.22 proposal is being provided, waiting on approval.