



CAMERON STATION

BOARD OF DIRECTORS MEETING

HYBRID ZOOM MEETING – Henderson Room / Zoom

DRAFT AGENDA

Tuesday, July 26, 2022 – 7:00 PM

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

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

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

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

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|-------|---|----------------------|
| I. | CALL TO ORDER | 7:00 PM |
| II. | APPROVAL OF AGENDA | 7:01 PM |
| III. | APPROVAL OF MINUTES – BOD Meeting – June 28, 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. | TREASURER'S REPORT | 7:32 PM |
| VIII. | COMMITTEE REPORTS (FAC, ARC, A&E, ComCom, CCFC, CAC) | 7:47 PM |
| IX. | MATTERS FOR BOARD DECISION | 8:07 PM |
| | A. Long Fence additional 2' lattice proposal | Resolution 2022-0701 |
| | B. Management Office door frame proposals | Resolution 2022-0702 |
| | C. Fire Sprinkler System Valve Replacement proposal | Resolution 2022-0703 |
| | D. GAM – CSCA Phase Signs proposal | Resolution 2022-0704 |
| X. | MATTERS FOR BOARD INFORMATION/DISCUSSION | 8:24 PM |
| | A. Fuel Surcharges – American Pool, Lancaster Landscape, Fleet Transportation, and Bates Trucking | |
| | B. Gardner Engineering, INC Site Visit Summary | |
| | C. Cameron Station Asphalt/Concrete Cost Summary | |
| | D. Fleet Transportation Service Issue Letter (response letter from Owner) | |
| | E. FAC new member appointment | |
| | F. Swim Lessons | |

**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

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| XI. | MATTERS FOR BOARD INFORMATION | 8:25 PM |
| | A. Management Report | |
| | • Action Item list | |
| | • Fence Project Update | |
| | • Asphalt/Concrete Project Update | |
| | • Access System Update | |
| | • CSCA Entrance Sign Damage Update | |
| XII. | NEW BUSINESS | 8:45 PM |
| XIII. | EXECUTIVE SESSION (see Executive Session agenda)
<i>For the purposes of reviewing legal opinion/recommendations on litigation.</i> | 8:46 PM |
| 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, June 28, 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
Brendan Hanlon, Director
Greg Hillson, Director

BOARD MEMBERS ABSENT:

Chris Alex, Director

OTHERS PRESENT:

Heather Graham, CMCA®, PCAM®, Executive Vice President of Community Association Management Professionals (CAMP)
Steve Philbin, M ed., CMCA®, ARM® PCAM®, General Manager
Angel Robles, CMCA®, AMS®, Assistant General Manager
LT. Lion, Alexandria Police Department
Stephen Pearson, Chair, ARC
Andy Yang, Chair, A&E
Tricia Hemel, Chair, ComCom
Tim Regan, Member, CCFC
Kathy McCollom, Chair, CAC
Residents/Homeowners

CALL TO ORDER:

Mr. Hill called the meeting to order at 7:05 pm.

APPROVAL OF AGENDA:

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

Following discussion, an amended motion was made.

Amended Motion: Ms. Lyle moved, and Mr. Hanlon seconded the amended motion to approve the agenda as presented with the addition of the Audit Engagement under Matters for Board Decision. **The amended motion passed unanimously, 6/0.**

APPROVAL OF MINUTES:

Motion: Ms. Lyle moved, and Ms. Lampe seconded the motion to approve the May 31, 2022, Board meeting minutes as presented.

Following discussion, an amended motion was made.

Amended Motion: Ms. Lyle moved, and Mr. Hanlon seconded the motion to approve the May 31, 2022, Board meeting minutes with the following amendments:

- Page 5 of 5, Item F under Management Report, change: *away* to *aware*
- Page 3 of 5, Item 1 under Matters for Board Decision, under the amended motion change: *Ms. Lampe moved* to *Mr. Hanlon moved*

The amended motion passed unanimously, 6/0.

LT. LION – CITY OF ALEXANDRIA:

Lt. Lion reported that there were seventy-five (75) calls for service in the month of June, mostly related to parking and traffic. Lt. Lion also addressed the information circulated regarding reduced calls for service to active crime scenes and filtering other calls through phone lines and other city services, as appropriate. There was some larceny from auto in Cameron Station from June 9th to the 18th. Heavy vehicle parking on Pickett Street only issued nine (9) tickets in June.

CAMERON STATION CIVIC ASSOCIATION:

No report.

HOMEOWNER'S FORUM:

Topics discussed were:

- Mr. Hillson: On the January 6th, 2022, minutes state the Board only voted to spend \$471,000; no motion was made to enter into a contract or approve a contract. He requested that they do not implement contracts that have not been authorized by the Board.
- Mr. Menez: Stated the audio quality of the equipment in the meeting room was good, however, the video quality could improve to better see people in the room.

HEARING/COMPLAINT PROCESS:

1. ARC APPEAL – Tree Removal

Mr. Pearson represented the ARC and explained its denial, homeowner responded.

Motion: Mr. Hanlon moved, and Ms. Lyle seconded the motion to deny the owner's request to remove the tree from her front yard. **The motion passed, 5/1.**

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

Opposed: Mr. Hill

2. Complaint Filed – Claiming violation of VPOA entering Executive Session

Motion: Ms. Lampe moved, and Ms. Lyle seconded the motion that the Board finds it did not violate Section 55-510.1(C) of the VPOA when they entered into executive session to review advice from counsel related to issues raised by the Board including certain advice that was related to probable litigation. **The motion passed, 5/0/1.**

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

Abstained: Mr. Hillson.

3. Complaint Filed – Notification regarding committee meetings

Motion: Ms. Lampe moved, and Ms. Lyle seconded the motion that the Board finds the issue has been resolved as Management was made aware of the complaint and Management agreed to announce all meetings in the weekly email blast and post information on the Cameron Station website. **The motion passed, 5/0/1.**

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

Abstained: Mr. Hillson.

TREASURER’S REPORT:

Ms. Lampe delivered the report:

- As of the end of May there is an income surplus of almost \$73,000 YTD.
- Receivable balance is around 1.0% of assessment revenue.
- Total cash and investments around \$3.7 million, majority of cash is invested with Morgan Stanley and Congressional Bank.

COMMITTEE REPORTS:

1. Financial Advisory Committee

The Committee reported that overall, the association is in a healthy financial position. The Committee has been discussing moving money to different accounts for upcoming expenditures and considering reinvesting funds for higher interest rates.

2. Architectural Review Committee

The Committee reported they have processed a total of eighty (80) applications, over 50% of those applications were for roof or window replacement and inquired as to when the Declaration amendments will be voted on. The Committee reported that 2nd approval of solar panels in the community occurred and that the vast majority of applications are approved, but would provide stats on the approvals and disapprovals; they also inquired about when the committee would have input on the parking policy

3. Activities and Events Committee

The Committee reported that the ice cream social event went well.

4. Communications Committee

- The Committee reported that the May/June newsletters were distributed, they are looking for a new editor, next edition will be the September/October, and welcomed twenty-five (25) new residents this month. The Committee also gave stats on social media numbers and that they are seeking input for the "Did You Know?" segment of the weekly email blast.

5. Facilities Committee

The Committee reported that the fitness center usage is going back up, water aerobics class was well attended and the locker room renovations were well received by residents.

6. Common Area Committee

The Committee reported they have started their monthly walk thru the community, some residents have indicated they would like the lattice on the perimeter fence to be higher to block their view of the retail space behind their homes.

MATTERS FOR BOARD DECISION:

1. FY21 Audit Acceptance – Resolution 2022-0601

Motion: Ms. Lyle moved, and Ms. Lampe seconded the motion to ACCEPT the FY21 Draft Audit from Goldklang Group CPAs PC as submitted. **The motion passed unanimously, 6/0.**

2. Audit Engagement Letter

Motion: Ms. Lampe moved, and Ms. Lyle seconded the motion to APPROVE the audit engagement letter from Goldklang Group CPAs PC. **The motion passed unanimously, 6/0.**

3. GRS Contract Renewal – Resolution 2022-0602

Motion: Ms. Lampe moved, and Mr. Hanlon seconded the motion to APPROVE the GRS Technology Solutions contract renewal for a 3-year contract to be expensed from Operating Funds. **The motion passed unanimously, 6/0. A discussion was held after the motion.**

4. Lancaster Proposal #31476 – Resolution 2022-0603

Motion: Ms. Lampe moved, and Ms. Lyle seconded the motion to APPROVE the Lancaster Landscapes proposal in the amount of \$5,225.00 to regrade the rear common area near 246 Murtha Street to create a swale to direct water from the grassy area to the existing drain located near the sidewalk and extend mulch bed on bare areas under trees to be expensed from Operating Funds. **The motion passed, 5/1.**

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

Opposed: Mr. Hillson.

5. Lancaster Proposal #31477 – Resolution 2022-0604

Motion: Ms. Lampe moved, and Ms. Lyle seconded the motion to APPROVE the Lancaster Landscapes proposal in the amount of \$6,965.00 to remove and replace declining trees,

including stumps from the rear common area between Donovan Drive and Kilburn Street to be expensed from Operating and Reserve Funds. **The motion passed unanimously, 6/0.**

6. Lancaster Proposal #31480 – Resolution 2022-0605

Motion: Mr. Hanlon moved, and Ms. Lyle seconded the motion to APPROVE the Lancaster Landscapes proposal in the amount of \$3,465.00 to remove and replace declining trees, including stumps from 5233 Bessley Place near the mailbox and Bessley Pocket Park to be expensed from Operating and Reserve Funds. **The motion passed unanimously, 6/0.**

7. Fairfax Paving Change Order – Resolution 2022-0606

Motion: Mr. Hanlon moved, and Ms. Lyle seconded the motion to ACCEPT the Fairfax Paving Fabric change order in the amount of \$62,125.54 and remove the Paving cost (\$54,289.74) for a total of \$479,452.80 to be expensed from Reserves. **The motion passed, 5/1/0.**

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

Opposed: Mr. Hillson.

8. Irrigation Conduit Project – Resolution 2022-0606

Motion: Mr. Hanlon moved, and Ms. Lyle seconded the motion to ACCEPT the Fairfax Paving & Concrete proposal for the amount of \$10,750 to enhance future irrigation upgrades to be expensed from Reserves. **The motion passed unanimously, 6/0.**

MATTERS FOR BOARD DISCUSSION:

None.

MATTERS FOR BOARD INFORMATION:

1. Management Report

- Action Item List
A copy of the action item list was included on the packet, no questions were asked.
- Fence Project Update
The project is moving along behind Carlton Place Condo on Knapp Pl. Estimated completion date between 3-4 weeks to complete Barrett and Martin Ln.
- Asphalt/Concrete Project Update
The estimated completion date is July 20, 2022.
- Pool Update
No swimming lessons available. Management currently working on identifying interested vendors.
- MOU Update
In the hands of the City of Alexandria attorney.

NEW BUSINESS:

1. Amended Due Process Policy

Motion: Ms. Lampe moved, and Ms. Lyle seconded to APPROVE the amended due process policy. **The motion passed, 5/1/0.**

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

Opposed: Mr. Hillson.

EXECUTIVE SESSION:

Motion: Ms. Lyle moved, and Mr. Hillson seconded the motion to move into an executive session to review legal advice on pending matters, collections, and violations. **The motion passed unanimously, 6/0. The meeting was convened into the executive session at 8:43 p.m.**

Motion: Ms. Lyle moved, and Mr. Hanlon seconded to exit the executive session. **The motion passed unanimously, 6/0. The meeting was reconvened into an open session at 9:52 p.m.**

ADJOURNMENT:

Motion: Ms. Lyle moved, and Ms. Lampe seconded the motion to adjourn the meeting at 10:38 p.m. **The motion passed unanimously, 6/0.**

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

Cameron Station Community Association
Financial Advisory Committee Meeting
Monday June 27, 2022
FAC ZOOM Meeting ID 9296235196 Passcode 007612

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 7:03 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Jeff Gathers, Wendell Anderson, and Fred Blum. Jodi Wittlin was absent.
- c. Others Present: Joan Lampe, Board Treasurer and Board Liaison, Steve Philbin, Community General Manager and Bill Boos, Financial Services, CAMP
- d. The meeting was conducted via a ZOOM meeting.

II. Approval of Agenda

The agenda was approved unanimously.

III. Approval of Previous Month's Minutes

The May 26, 2022, minutes were approved unanimously.

IV. Resident Open Forum

There were no residents present.

V. Review of Financial Results

- a. May 31, 2021 Financial Variance Report & Revenue and Expense Statements

Joan Lampe opened the discussion with auditor's recommendation about transferring owners' equity amounts above 20% of assessments to the reserve fund. The 20% level is industry practice and is a sign of good financial standing. This transfer is useful, especially given the size of the paving project. We did a similar transfer at the end of 2021. The next transfer should take place at year's end.

Bill Boos commented that everything looks good. The FAC Chair noted that receivables are in good shape, with an appropriate seasonal decline for the second month of the quarter. We also briefly discussed financial operations, especially moving funds from operating funds to the reserves. CAMP automatically move funds from operating funds to reserves, an interfund transfer on the balance sheet, to Pacific West Bank, a separate checking account to pay for reserve projects. This is part of fund accounting by CAMP. They will move funds to the reserve accounts as needed to fund immediate cash needs.

We should consider having a periodic year to date review of variances.

Trash Recycling did have a negative \$2,733 variance for the month but is still slightly under budget for the year.

Common Area/Flower Rotation & Landscape was significantly over budget for the month, by \$9,605, largely due to transaction timing. It is slightly over budget on a year-to-date basis but should even out by year's end. Tree removal is an operating expense.

Fuel surcharges was added by Lancaster Landscape, American Pool, and Fleet Transportation. There are no fuel surcharges on trash.

Management Services continue over budget as discussed in prior months.

b. Cameron Station Committee Spending & Committed Funds

The committees are in good shape, with no apparent issues. The FAC discussed in detail the Common Area Committee (CAC) perimeter fence project, one of the larger reserve projects. The fence is separate from nearby tree trimming that is sometimes needed. There was some discussion about a taller fence in some locations. CAC YTD spending also includes storm clean up from January. Long Fence, the contractor, will be fully paid at the project's completion.

c. Fund Investments- Morgan Stanley & Congressional Bank

The discussion was led by Fred Blum and the Chair. There is a 24-month Morgan Stanley CD of \$105,000 at 1.650% maturing on 7/18/2022 to be reinvested. We will probably replace with another two-year CD, as the interest premium for three-year maturity is not particularly large.

We will also go back to Congressional to ask for higher rates and possibly move money to Morgan Stanley if our cash flow needs during the next 2 years allows such a move. We have over \$1.200,000 at Congressional, so higher rates can make a difference. Bill Boos will do a cash flow analysis of reserve projects and related cash needs and timing for the remainder of 2022 and projections for 2023. The study will look at CD maturities in both 2022 and 2023 and annual reserve contributions. We will revisit this issue during the July meeting.

d. Review of the CIRA accounting database

No change from prior months

VI. Old Business

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

Locker rooms have been completed and perimeter fence work is underway.

b. Discuss Paving project and effect of the future irrigation project (Common Area Committee (CAC))

The paving project is well under way, with concrete work completed and milling and paving beginning this week. Also, we will do irrigation system supply line improvement with rough-in's and caps where streets need to be dug up. This is the best and most cheaply done while the paving contractor is on-site with the crews and equipment.

VII. New Business

a. 2021 Audit report by Goldklang & Associates

The audit report raised no concerns. The Treasurer is pleased with level of service and the cost, which she thinks is most reasonable. Again, they discussed owners' equity is over the 20% of assessments, so we can consider transferring some funds to reserves. There was consensus about waiting to do this later in the year, in part because of potential storms.

There was a brief related discussion about bidding out major contracts, based on BOD questions. The audit costs are about \$7,000 per year. Major contracts are above \$50,000.

b. 2023 Budget cycle schedule discussion

Bill Boos asked about committee input into the process, which the Chair discussed. He will send a template to Boos/

VIII. Meeting Adjournment

Meeting was adjourned at 8:29 pm.

DRAFT

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday July 12th, 2022**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday July 12th 2022. The meeting was called to order at 7:01 p.m. by ARC Chair Stephen Pearson with a quorum present. The meeting was conducted via Zoom due to the COVID-19 social distancing guidelines.

ARC MEMBERS IN ATTENDANCE VIA ZOOM

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

MEMBERS ABSENT

Tom Linton – ARC Member

CHANGE OF ATTENDANCE

Kevin Devaney – ARC Member joined at 7:09 PM.
Greg Hillson, Board Liaison left at approximately 8:00 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: Paula Caro
Seconded By: Mara Francis
For: All
Against: None
Absent: Kevin Devaney, Tom Linton

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
236 Medlock	Landscaping	Disapproved as submitted. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Kevin Devaney, Tom Linton MOTION PASSED
239 Somerville St	Roof Replacement	Approved as submitted. Moved By: Sharon Wilkinson Seconded By: Paula Caro For: All Against: None Absent: Tom Linton MOTION PASSED
243 Somerville St	Roof Replacement	Approved with the stipulation that the downspout and gutter are replaced like for like with respect to placement and color. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Tom Linton MOTION PASSED
247 Somerville St	Roof Replacement	Approved as submitted. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Tom Linton MOTION PASSED
4922 Gardner Dr	Tree Replacement	Retroactively approved with the stipulation that tree is placed in the same location as the previous tree, that the tree must be 6' tall from grade when planted, and that homeowner is allowed to delay planting the tree until November 2022. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Tom Linton

DRAFT

		MOTION PASSED
4923 Waple Ln	Patio Installation	Approved with the stipulation that the new patio leaves at least a 4' arc around the tree and that there is appropriate allowance for runoff. Moved By: Sharon Wilkinson Seconded By: Kevin Devaney For: Stephen Pearson, Mara Francis Against: Paula Caro Absent: Tom Linton MOTION PASSED
5010 Waple Ln	Window Replacement	Approved with the stipulation that the new window trim matches the current trim color like for like. Moved By: Sharon Wilkinson Seconded By: Kevin Devaney For: All Against: None Absent: Tom Linton MOTION PASSED
5112 Donovan Dr Unit: 204	Window Replacement	Return for more information: pictures of which windows are to be replaced. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Tom Linton MOTION PASSED

MOVE TO: "I move to ratify the applications for 248 Murtha – Deck Resurfacing, 5233 Tancreti – Solar Panel Installation that were voted on electronically during the month of June."

Moved By: Mara Francis

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Tom Linton

MOTION PASSED

BOARD MEETING REPORT

The Board's liaison, Greg Hillson was absent by this point in the meeting so the ARC's representative to the June Board Meeting Stephen Pearson presented the board report for the June meeting. Mr. Pearson noted that the Board rejected an appeal from a homeowner to overturn denial made by the ARC. Mr. Pearson also noted that the Board would be submitting the Parking Policy to the ARC for its review and comment.

APPROVAL OF ARC MEETING MINUTES

MOVE TO: “Approve the ARC Meeting Minutes from the 7 June Meeting as submitted.”

Moved By: Sharon Wilkinson

Seconded By: Mara Francis

For: All

Against: None

Absent: Tom Linton

Abstain: Kevin Devaney

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. Management has reached out to 7 separate vendors for shingle samples. Unfortunately, none of these vendors have samples Management can purchase. Management continues to work additional leads at obtaining to shingle samples.
- **Annual Comprehensive Inspection Update:** The On-Site Covenants Administrator continued annual comprehensive inspections for 2022. Management has completed inspections for phases 1-3 as of early July. 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 20 resale inspections completed during the month of June.
- **Towing Report:** No vehicles were towed during the month of June. Management continues to work with B&B Security to refine their enforcement approach.
- **Violations Issued and Abatements:** Management issued 116 violations in June. Abatement extensions have been granted by management to allow homeowners to remediate violations with the goal of increasing remediation throughout Cameron Station. Management reports that it is seeing “great turnout” in terms of abatement.
- **Next Meeting Date:** The next meeting is scheduled for August 2nd 2022. Please note that all applications are due by July 22nd 2022.

MOVE TO: “Adjourn the Meeting at 8:11 p.m.”

Moved By: Kevin Devaney

Seconded By: Mara Francis

For: All

Against: None

Absent: Tom Linton

MOTION PASSED

Minutes prepared by Stephen Pearson, ARC Chair.

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

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

COMMITTEE MEMBERS PRESENT:

Andrew Yang - Chair
Ritah Karera - Committee Member
Christina Damhuis - Committee Member
Jen Hurst - Committee Member
Sophia Lin - Committee Member

COMMITTEE MEMBERS ABSENT: James Hodges

ALSO PRESENT: Chris Alex – Board Liaison

I. CALL TO ORDER

Motion: The meeting is called to order at 7:45 p.m.

II. APPROVAL OF MINUTES

Motion: Andy_____ **MOVED** and Jen___ **SECONDED** to approve the 6/1 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. Irina Babb Ice Cream Event
 - a. Event went smoothly, might use balloon artist, airbrush tattoo artist service for pool party
2. Fourth of July Event
 - a. Advertised enough? Placed in email blast, social media, and sign in front of clubhouse
 - b. About 400 people attended, rolls ran out first, cold slaw, mac&cheese, beans last
 - c. Recommend allow volunteers to eat/serve first at 11 am, before 11:15 am
 - d. Consider supplementing rolls from other grocery source
 - e. Light wands from Oriental Trading were popular, consider again for next year
 - f. Tattoo line separate from giveaway table to spread out line
 - g. Spent \$3360/\$3500 budget, consider requesting budget increase for next year
 - b. Andy sent link to Goodfynd vendors for committee to choose

IV. NEW BUSINESS

1. Adoption Event (Saturday, July 16, 2 - 5 pm)
 - a. Will supply bottled water
 - b. Andy will send Jen flyer
2. Food Truck Friday
 - a. Booked American Seafood and Thai for 7/22, pending availability
3. Pool Party (Saturday, August 13, noon – 3 pm)
 - a. DJ same as last year, Andy
 - b. Mission BBQ, delete rolls, adjust beans to 30 and cold slaw to 45, ask utensils
 - c. Ice Cream, Soft drinks, napkins, check Costco, Sophia

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

- d. Chair/table rental, Andy
- e. Balloon artist/airbrush tattoo artist, Andy, should be under \$1000
- f. Oriental Trading pool toys, Jen, should be under \$100
- g. Table cloth clips, Jen
- h. Advertise starting Friday, July 22
- 4. New Ideas
 - a. Outdoor Movie Night in September? Jen has projector, Sophia bluetooth speaker test

V. ADJOURNMENT

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

Respectfully Submitted,

Andrew Yang, Committee Chair

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
July 13, 2022

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

COMMITTEE MEMBERS PRESENT:

Tricia Hemel—Chair
Lenore Marema
Gwen Toops
Linda Taousakis

COMMITTEE MEMBERS ABSENT:

Susan Klejst
Jenny Patenaude

ALSO PRESENT:

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

CALL TO ORDER

Tricia Hemel called the meeting to order at 7:04 pm. A quorum was present.

I. APPROVAL OF AGENDA

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

II. APPROVAL OF MINUTES

On a Motion, Moved and Seconded, the minutes from the Committee's June 15, 2022, 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 408, and Instagram has 169.

Board Update: Megan Christensen reported that the Board approved a 90-day trial under which the Cameron Station social media will be interactive. The Board will review the results in the fall. There may be some more changes to the parking policy. The locker room is done and the needed repairs to fencing is ongoing. CAMP staff needs to be in the loop with committee contact with outside vendors, and there needs to be a consistent system for all committees.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
July 13, 2022

Committee Business

Newsletter Subcommittee: Pat Sugrue and Tricia Hemel will speak with a possible candidate for the Editor of *The Compass*. The Committee will be under budget since one issue (if not more) will be missed this year. The Committee may consider a blog and/or print more copies of *The Compass* for future issues of the newsletter. as the paper copies are taken quickly The last issue of *The Compass* had a 70% open rate for the email copies.

E-blast: Tricia Hemel asked for more “Did you Know?” ideas for the E-Blast. The Committee suggested a “Tell me Something Good” piece about the help Cameron Station residents have volunteered to provide to a resident having surgery soon.

Welcome Subcommittee: Tricia Hemel reported that there were 22 new residents last month, and Susan will make assignments to contact them soon. The Subcommittee has been considering going back to in-person meetings. The Committee suggested that we could designate one day each month to meet with new residents.

Social Media: Tricia Hemel reported that Jenny and management have been meeting with Brand, our vendor, and that social media is progressing well.

Website: Gwen Toops reported that the project to update our website is progressing smoothly and will have a more attractive home page. The contents for the website are mapped so that information will be easier to find. The Committee is considering a video of the Cameron Station community be added to the home page. The Committee suggested that the CAMP contacts be visible.

Photography Subcommittee: Linda Taousakis reported that pictures of July 4th activities in Cameron Station were taken. Plans are in place to take pictures at the August pool party. In the fall, the subcommittee will discuss the need for more photographers.

Marketing & Public Relations Subcommittee: Nothing to report.

Bulletins & Signage: Nothing to report.

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

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

The Committee wants to discuss a Cameron Station branding project such that all Cameron Station printed/ digital communications would be consistent. The Committee will ask the vendor working on our website for a quote, as well as Brand and GAM.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
July 13, 2022

Next Board Meeting: July 26 – Tricia Hemel or Lenore Marema will attend.

Next Committee Meeting: August 10

VI. ADJOURNMENT

Tricia Hemel adjourned the meeting at 8:03 pm

Respectfully Submitted,
Lenore S. Marema

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

The following individuals attended the meeting:

Ray Celeste, CCFC Chair
Dan Ogg, CCFC Vice Chair (Acting Recording Secretary)
Susana Carrillo, CCFC Member
Hans Estes, CCFC Member (via Zoom)
Steve Philbin, Community Manager, CAMP
Angel Robles, Assistant Community Manager, CAMP
Rich Mandley, President ProFIT (via Zoom)
Jill Bakner, ProFIT (via Zoom)
Brendan Hanlon, Board Liaison to the CCFC (via Zoom)

The following individuals were absent:

Tim Regan, CCFC Member (Recording Secretary)

I. Call to Order/Establish Quorum

The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:02 p.m.

II. Approval of Agenda

Dan Ogg made a motion to approve the agenda with the addition of a new item, VII. D. for Locker Room recommendations. The motion was seconded by Hans Estes and it passed unanimously.

III. Approval of Minutes – 9 June 2022

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

IV. Homeowners' Open Forum

No residents attended the meeting.

V. ProFIT Report

A. June Summary Report

- Overall facility usage is up compared to May, most likely due to pool usage.
- The new POM exercise class has been started and is getting good attendance. The POM class brings the number of free exercises classes up to ten.
- The treadmill that had been out of service (treadmill #4) has been repaired and is back in service.
- Treadmill #10 cord has been repaired so it is also back in service.

- Several pieces of strength equipment still need the pads replaced (where they are worn and torn). Heartline has ordered the replacement pads but they are on back order.
- Dan Ogg mentioned that the fitness center equipment inventory needs to be updated to properly reflect the serial numbers, dates, and mileage of Arc Trainers #24 and #25. Jill Bakner took an action to update the inventory.

VI. Matters for Committee Decision – nothing to report.

VII. Matters for Committee Discussion

- A. Fitness Center Floor Replacement: ProFIT presented a new quote from Heartline for an upgraded style of rubber floor tiles for the fitness center. However, the quote was greater than \$40,000 and the CCFC determined that is too high. ProFIT had obtained quotes for standard rubber-tile flooring from two companies in April 2022 (Heartline and RMS Fitness). The CCFC noted that these quotes are now out of date and that it is preferable to have at least three quotes. ProFIT took an action to get new, updated quotes from Heartline and RMS Fitness and to obtain a third quote for the fitness center rubber floor replacement.
- B. Fitness Center Painting: The CCFC agreed that the Fitness Center painting can wait until the rubber floor replacement project is done.
- C. Pool Recommendations. Ray Celeste presented four recommendations that he received from a resident regarding pool operations.
 1. **Add handheld shower handles to all shower stalls in the locker rooms (to assist with giving showers to small children).** Steve Philbin noted that handheld shower heads can be problematic. At times, they are left running and are accidentally directed out of the shower stall. This happened recently in the men's locker room, resulted in a cost of several hundred dollars to do flooding mitigation in the locker room. The CCFC decided that adding more handheld shower heads is not advisable.
 2. **Remove cast iron tables and chairs.** This has been completed. The cast iron tables and chairs have been removed from the pool area and placed into storage.
 3. **Allow the resident to purchase new pool toys (and then be reimbursed).** The CCFC noted that all old pool toys were thrown out before the start of the pool season. The only toys proved by the Community are pool noodles, childrens' floatation devices and three baby floats. The Chair will answer the email send to the Board President on her recommendations. It was the consensus of the CCFC the resident should notify the CCFC as to her recommendations for pool toys and the CCFC will then consider the request for action.
 4. **Move the trash shed from the parking lot adjacent to the pool (because of bad odors).** CAMP noted that they investigated this issue and found that

there are no other viable locations for the trash shed. To address the problem of bad odors, CAMP has requested that Bates Trucking provide a trash can with a well-sealed lid to mitigate the odors due to canine waste. CAMP will also power-wash the trash shed, add deodorizers, and check the trash shed on a periodic basis to ensure the odors are under control.

The CCFC also discussed a previous resident request to allow “family swim” during the lap swim hours (6:00 – 8:00 am weekdays). CAMP and the CCFC noted that there is only one life-guard on duty during lap swim hours. Adding more people in the pool may require additional lifeguards and the Association has not planned or budgeted for that. The CCFC took for action, for the 2023 pool season, to consider modifying the opening time of the pool from 10:30 to an earlier time, maybe 10:00 AM to accommodate families that wish to have earlier swim times.

- D. Locker Room Recommendations: Ray Celeste noted that two residents mentioned to him that the transition from the carpet to the rubber non-skid floor covering in the locker rooms presents a tripping hazard. CAMP managers noted that they are aware of the issue and are preparing to order “transition” pieces to add to the rubber non-skid flooring that will eliminate the tripping hazard.

VIII. Management Report

- A. BOD Update. Brendan Hanlon provided the BOD update and there were no items directly relevant to the CCFC.
- B. Action Item/Pending Tasks. Steve Philbin noted that CAMP has received bids for a new door to the management spaces (in the range of \$3,000). The CCFC asked that Steve send the bids to Ray Celeste. The CCFC will then consider the bids and may approve, by virtual vote (if unanimous), the purchase/installation of the door.
- C. Project Timeline. CAMP provided the CCFC with updates on the community paving project and the fencing project. CAMP also noted that the due date for proposals in response to the access/security system RFP is Friday, July 15. CAMP noted that the RFP was sent to 10 potential bidders. The CCFC expects to see the proposals soon and has a goal to provide its recommendation for the preferred vendors during its August 2022 meeting.
- D. Budget/Finance. The CCFC will begin to consider its operating budget for calendar year 2023. Ray Celeste passed on a suggestion from Tim Regan that operating budget line items reflect an inflation adjustment of 9 percent.

IX. New Business.

There was no new business.

X. Adjournment

Dan Ogg made a motion that the Committee adjourn the meeting. Hans Estes seconded the motion and it passed unanimously. The meeting was adjourned at 8:18 pm.



Cameron Club Monthly Report

June 2022

Attendance and Usage

June – 6,658

- Average usage per day- 221

May – 5,924

- Average use per day- 191

Facility & Operations

Group Exercise Class Program

- The most attended class for this month was Stretch and Core. We saw an increase in attendance in 5 classes for this month.

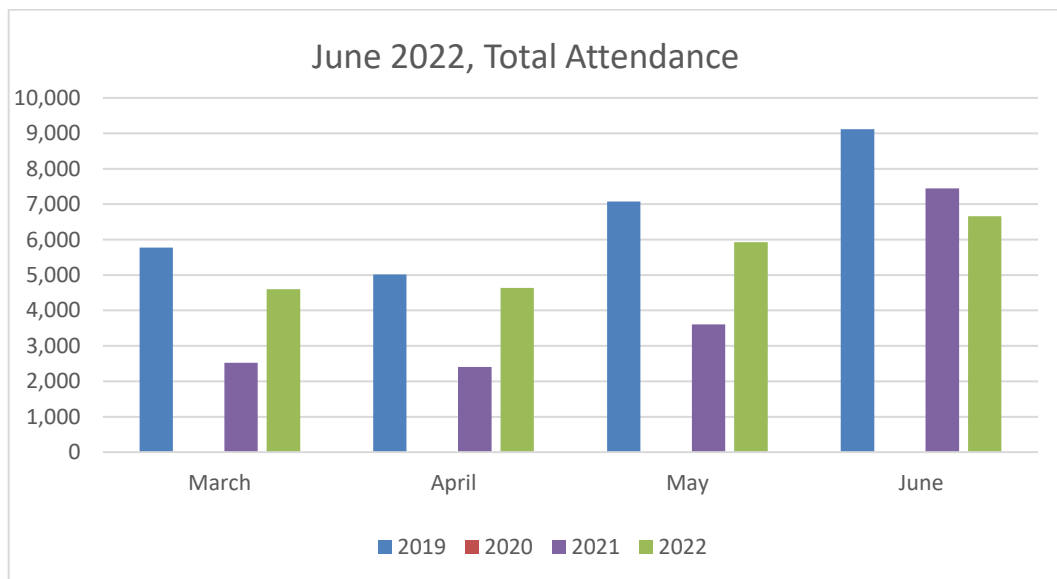
Exercise and Facilities Equipment

Progress in getting parts for repairs as it stands, has not changed. Heartline can not give us an estimate of when parts will be in. The good news is that we only have 1 treadmill down at the moment. Residents are taking advantage of the new lockers as we have observed more usage since they were installed.

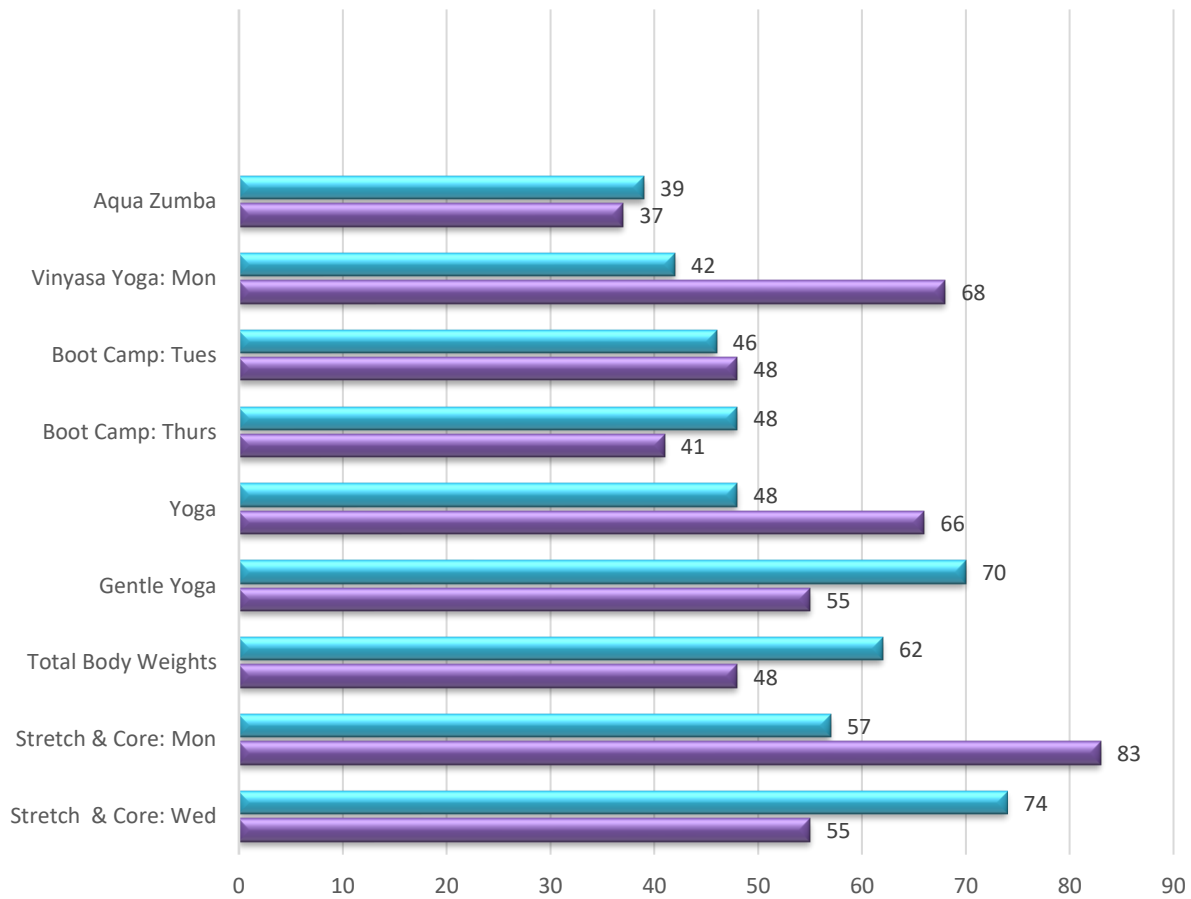
Programming

- We launched the Poms fitness class starting on Wednesday's at 6:30. There will be a mixed Latin dance workshop July 30th, from 10:00am -11:00am.

Graphs



Class Attendance May 2022/June 2022



	Stretch & Core: Wed	Stretch & Core: Mon	Total Body Weights	Gentle Yoga	Yoga	Boot Camp: Thurs	Boot Camp: Tues	Vinyasa Yoga: Mon	Aqua Zumba		
June	74	57	62	70	48	48	46	42	39		
May	55	83	48	55	66	41	48	68	37		

June May

M E E T I N G M I N U T E S
C A M E R O N S T A T I O N C O M M U N I T Y A S S O C I A T I O N , I N C .
C O M M O N A R E A C O M M I T T E E

Monday, July 11, 2022

The meeting was called to order at 7:05 by Kathy McCollom, CAC Chair, with committee members and CAMP staff in person and other attendees participating through Zoom.

Members present: Kathy McCollom, CAC Chair, Don Williams, CAC Vice Chair, and CAC Members Linda Greenberg, Martha Romans and Patrick Kairouz.

Members not present: Sarah Markle and Kyle Gerron.

Others in Attendance: Steve Philbin, General Manager, CAMP

Angel Robles, Assistant General Manager, CAMP

Carlos Rios, Manager, Lancaster Landscapes, via Zoom

Mindy Lyle, Board Liaison

Motion to Approve the Agenda

Moved by Williams

Seconded by Greenberg

For: All

Against: None

Motion passed.

Motion to Approve Revised Minutes from June 23, 2022

The minutes were revised to reflect that some residents have expressed concern that the new fence being installed is too *short*, not too tall, as stated in the minutes.

Moved by Williams

Seconded by McCollom

For: All

Against: None

Motion passed.

HOM EOWNERS FORUM

Julie Niemala, 393 Cameron Station Blvd., requested that the committee consider increasing the height of the fence behind her property which backs up to Home Depot. She noted a discrepancy between the height of the fence in this location and in other sections. She said this is an enduring error which decreases property values and which residents have been working for many years to have rectified.

James Enright, 395 Cameron Station Blvd., concurred with Ms. Niemala.

LANCASTER REPORT

Rios reported that mowing, weed control and irrigation are ongoing. Several trees will be removed in the next 10 days. New trees will be planted in September when conditions are more favorable.

M ATTERS FOR COM MITTEE RECOM M ENDATION

A motion to extend a 6' fence to 8' with the extension attached to the current posts. Option 1 covers 104 linear feet/ 13 sections; option two covers 392 linear feet, the entire run of the 6' fence. \$3,948 and \$12,126 for options 1 and 2, respectively to be expensed from Reserve Funds. Resolution 2022-0701.

The motion was tabled pending further discussion. Management was directed to obtain an estimate for a 4 foot extension and to check the SUP for this section for requirements/limitations on fence height.

Committee members agreed to view the fence during their walk through schedule for the week of July 18.

M ATTERS FOR COM MITTEE DISCUSSION:

Appointment of Martha Romans as Secretary.

Moved by McCollom

Seconded by Williams

For: All

Against: None

Motion passed.

M ANAGEMENT REPORT

Action Item List -- provides list of tasks pending

Fairfax Paving is working on the paving project and is currently on section 5 of 7. They are now working behind Carlton Place.

The power washers provided a credit for landscaping they damaged while power washing the Cameron Club.

Management will report to the City the dates and number of volunteer hours spent picking up trash by the Friends of the Parks group. The Association will receive a financial credit of up to \$1,000.

MOU Linear Park/ Adopt-A-Park Update - the Cameron Station Board signed off on the agreement and it is now with the City Attorney's office. Under the agreement, the lights on the Linear Park trail will continue to stay on all night and the city will pick up the electricity and irrigation costs for the Linear Park.

Management placed an order with Tangent Materials for replacement slats for park benches throughout the community. They come with a 50 year warranty. CAMP staff will install them.

NEW BUSINESS

Next Walkthrough: July 20, 2022 at 8:30 a.m. unless it rains. Meeting place: at 400 Cameron Station Blvd.

Next meeting date: Aug. 8 at 7 p.m.

The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Martha Romans



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

**TOPIC: Long Fence additional 2' lattice proposal
Resolution 2022-0701**

Motion:

"I move to **APPROVE** the **Long Fence** proposal in the amount of **\$12,126.00** to extend posts 2' higher and install crisscross lattice to be expensed from Reserve Funds."

Motion: _____

2nd: _____

Summary:

Long Fence to extend 50 – 6x6 posts 2' fence posts higher and install 2x6 behind the post to keep it in place. Installation of 49 sections crisscross lattice 392 LF total. Attached see the Long Fence proposal.

2' height lattice	6' height lattice
\$12,126.00	\$23,118.00

CAMP Recommendation:

Management recommends installing a 2' height crisscross lattice to maintain consistency within the community along the fence line behind the Woodland Hall units. A higher lattice is not recommended based on the increase of maintenance expense in the future and its surroundings.

Budget Considerations:

To be expensed from Reserves Funds.

Commercial Proposal
(703) 471-0960

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

LONG FENCE

Order No.

Date **7-15-2022**

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

BUYER: Cameron Station ATTENTION: Steven Philbin

STREET: 8335 Guilford Rd Suite-1 CITY: Columbia STATE: MD Zip 21046

JOB NAME: Change Order-1 TEL: 410-480-1500 Cell:

ADDRESS: 200 Cameron Station Alexandria VA 22304 COUNTY:

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

Install-392LF

- Extended- 50—6x6 posts 2' higher
- Install 2x6 behind the post to keep it in place
- Install —49 sections—Criss cross lattice 392--LF total
- 1 Year warranty on labor & materials

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

\$ **12,126.00** Tax Included
\$ deposit with order, net cash balance of \$ ----- Due on date of substantial completion.

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

LONG FENCE COMPANY, INC. by **R dB ætie**

Acceptance of Proposal

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

Signature: _____ Date: _____

Print Name and Title: _____ Purchase Order No.: _____

Commercial Proposal
(703) 471-0960

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

LONG FENCE

Order No.

Date **7-15-2022**

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

BUYER: Cameron Station ATTENTION: Steven Philbin

STREET: 8335 Guilford Rd Suite-1 CITY: Columbia STATE: MD Zip 21046

JOB NAME: Change Order-1 TEL: 410-480-1500 Cell:

ADDRESS: 200 Cameron Station Alexandria VA 22304 COUNTY:

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

Install

- 392—LF—Entire 6' High side
- Extended- 50—6x6 posts 4' higher
- Install 2x6 behind the post to keep it in place
- Install —49 sections—Criss cross lattice 392--LF total
- 1 Year warranty on labor & materials

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

\$ **23,118.00** Tax Included

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

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

LONG FENCE COMPANY, INC. by **R dB ætie**

Acceptance of Proposal

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

Signature: _____

Date: _____

Print Name and Title: _____

Purchase Order No.: _____



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

TOPIC: Management Office door frame proposals
Resolution 2022-0702

Motion:

"I move to **APPROVE** Lino's Contractors proposal for the amount of \$4,800.00 to install a door at the management office to be expensed from Reserves."

Motion: _____

2nd: _____

Summary:

See the matrix below and the proposals attached.

Hann & Hann	Lino's Contractors	Dynasty Community Services
\$3,938.00	\$4,800.00	\$5,225.00

CAMP Recommendation:

Management obtained three (3) bids and would like to give an opportunity to Lino's as they also bid on the power washing project.

Budget Considerations:

To be expensed from Reserves Funds.



www.hannandhann.com

(301) 468-3340 (MD) - FAX (301) 881-5594
MD HIC # 10436 / DC License # 5395
VA Class A # 270574394

Proposal

Quote Nbr.: PQ000431
Proposal Date: 6/16/2021
Valid Until: 7/16/2021

12307 WASHINGTON AVENUE
ROCKVILLE, MARYLAND 20852

Proposal Submitted To:

Cameron Station Community Association
C/O CAMP Community Association Management Professionals
4114 Legato Rd Ste 200
Fairfax, VA, 22033
Attn Mark Bondurant

Job Name & Location:

Cameron Station Community Association
Management office partition door
200 Cameron Station Blvd
Alexandria, VA, 22304

We propose hereby to furnish material and labor - complete in accordance with specifications below for the sum of:

\$3, 938.00

TERMS: Net 15

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

Authorized Signature:

TODD EL-TAHER

TODD EL-TAHER

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

PROJECT DESCRIPTION

Scope of work

Furnish and install padding and protection
Frame partition wall atop stairs up to 7'6" to allow for a secured entry into office area aligning wall with outside corner of return wall adjacent to credenza
Furnish and install drywall on newly framed opening
Furnish and install LH3068 6 panel solid core door with 6 9/16" jamb with wm-97 Adams casing on Adams Coxcomb plinth.
Furnish and install Elan Satin Chrome Light Commercial Keyed Entry Door Lever
Clone wainscot trim using 1x material, 805PCM Princeton Newport base cap and 5/4 bullnose chair rail.
Furnish and apply one coat of primer to all newly installed drywall, plaster and any unprimed trim.
Furnish and apply two full coats of paint to new work, exact paint specifications including manufacturer, color and finish to be provided by management as work will be limited to only within 30" of where new work occurs.
Clean up of all job related debris
Nothing else follows.

Quote Nbr: PQ000431

Cameron Station Community Association club house door

Page: 1 of 2

General Information:

- * Labor, materials, and equipment necessary to perform work in a professional manner.
- * All work to be performed per OSHA and/or EPA standards and per manufacturer specifications.
- * Unless stated above, Permits are not included.
- * Any unforeseen conditions are not included.
- * Work outside of the above scope not included.
- * Unless stated above work will be performed during normal business hours. 8am to 5pm.

TERMS AND CONDITIONS:

1. Upon completion of the work, the remaining balance is immediately due. If payments are not made when work is completed the customer agrees to pay interest on the unpaid balance at a rate of 1½% per month, and legal fees and expenses incurred by Hann & Hann Inc. in its efforts to make collection.
2. All work is priced to be performed during normal working hours (Monday through Friday, 7:00 – 4:00 pm) unless otherwise noted. In the event customer requires expedited performance of the work, Customer agrees to pay Hann & Hann's overtime labor charges.
3. Hann & Hann shall not be responsible for the testing, removal, disposal or abatement of asbestos or other hazardous materials. If such materials are encountered, Hann & Hann reserves the right to cease work until such time as such materials are rendered harmless by others. The Owner agrees to hold Hann & Hann, Inc. harmless as to any liability arising from the presence of such material on the project. Additional costs including overhead and profit incurred by these conditions shall be reimbursed to Hann & Hann, Inc.
4. Hann and Hann, Inc. will comply with the requirements of the Lead Based Paint Renovation, Repair and Painting Program as promulgated by the U.S. Environmental Protection Agency. Owner shall notify Hann and Hann if his or her residence was constructed before 1978. Owner shall cooperate with all remedial measures regarding lead-based paint abatement.
5. Customer agrees to notify Hann & Hann in writing of any alleged failure to complete the project within 30 days of Hann & Hann's last day on the project. If no such notice is given during that period, Customer agrees that Hann & Hann shall be deemed to have fully completed all work specified above as well as all change orders issued under this proposal.
6. All applicable standards adopted by the Painting and Decorating Contractors of America are incorporated by reference into these documents (P1-92, P2-92, P3-93, P6-99, and P7-99).
7. Unless otherwise noted all labor and materials are warranted for one year.

Hann & Hann appreciates your business!

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

Date of Acceptance: _____

Corp. Position if Signing
for Corp. _____

Customer #1

Signature _____

Customer #1

Printed Name _____

Customer #2

Signature _____

Customer #2

Printed Name _____

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

Estimate 40610

ADDRESS	DATE	TOTAL	
Cameron Station Community Association	07/21/2022	\$4,800.00	
200 Cameron Station Blvd			
Alexandria, Va 22304			

DATE	DESCRIPTION	AMOUNT
	Install one commercial door at clubhouse.	4,800.00
	Install new door, build wooden frame, stain door, install new hardware, fix drywall around it.	
	Materials and labor included	

TOTAL	\$4,800.00
-------	------------

THANK YOU.

Accepted By

Accepted Date



Dynasty Community Services

Dynasty Community Services LLC

P.O. Box 22

Ashburn, VA 20146

703-651-6438

info@DynastyCommunityServices.com

www.DynastyCommunityServices.com

June 30, 2021

Cameron Station Community Association

C/o CAMP Management

Attn: Mark Bondurant

200 Cameron Station Blvd.

Alexandria, VA 22304

Description and Scope of Work: **Door Frame & Installation**

DCS. Proposes the following scope:

- Furnish and install padding and protection
- Frame partition wall atop stairs up to 7'6" to allow for a secured entry into office area aligning wall with outside corner of return wall adjacent to credenza
- Furnish and install drywall on newly framed opening
- Furnish and install LH3068 6 panel solid core door with 6 9/16" jamb with wm-97. Adam's casing on Adams Coxcomb plinth
- Furnish and install Elan Satin Chrome Light Commercial Keyed Entry Door Lever
- Clone wainscot trim using 1x material, 805PCM Princeton Newport base cap and 5/4 bullnose chair rail.
- Furnish and apply one coat of primer to all newly installed drywall, plaster, and any unprimed trim.
- Furnish and apply two full coats of paint to new work, exact paint specifications including manufacturer, color and finish to be provided by management as work will be limited to only within 30" of where new work occurs.
- Cleanup of all job-related debris

Option A Total: \$5,225.00 _____ Initials

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

Submitted by: MC 6/30/21 Note: This proposal may be withdrawn if not accepted within 30 days.

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

Signature _____

Date _____

TERMS AND CONDITIONS

A DEPOSIT OF ½ OF THE FULL AMOUNT ABOVE WILL BE REQUIRED AT ACCEPTANCE OF THE PROPOSAL. THE REMAINING BALANCE WILL BE BILLED UPON WORK COMPLETION. PAYMENT FOR SERVICES IS DUE UPON RECEIPT OF INVOICE.

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

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

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

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

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

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

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

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

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

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

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

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



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

TOPIC: Fire Sprinkler System Valve Replacement Proposal
Resolution 2022-0703

Motion:

"I move to **APPROVE** the **All Plumbing, INC** proposal for the amount of \$5,618.56 to remove and replace check valve on the fire sprinkler system to be expensed from Operating."

Motion: _____

2nd: _____

Summary:

All Plumbing to prep, cover, and protect site to isolate and remove existing 3" ss dbl check valve. They will furnish and install new 3" ss dbl check valve. They will test for pressure and leaks and inspect and certify the valve. See the proposal attached.

Breakdown

Materials: \$3,838.28 + tax
Labor: \$1,550.00

Total Cost: \$5,618.56

CAMP Recommendation:

Management recommends the removal, replacement, test, and certification of the check valve on the fire sprinkler system.

Budget Considerations:

To be expensed from Operating Funds – Fire Suppression System.

PROJECT PROPOSAL

Prepared for: Steven P. Philbin, M ed., CMCA® ARM®PCAM

Prepared by: Kabir Shafik

Date: July 15, 2022

Proposal #: Cameron Station-Double check valve on fire sprinkler system.





921 N. Jackson Street * Arlington, VA
22201

Phone: 703-525-7973 Fax: 703-
525-9229

Class A License No.: 2705141412
Gas Fitting Contractor (GFC) 210000802
Plumbing Contractor (PLB) 210000802

PROPOSAL

PROPOSAL NO:
DATE: July 15, 2022

PROPOSAL SUBMITTED TO:

Steven P. Philbin, M ed., CMCA® ARM® PCAM®

General Manager
Cameron Station Community Association
200 Cameron Station Boulevard
Alexandria, VA 22304
Main Line: [703-567-4881](tel:703-567-4881)
Direct Line: [703-567-4881](tel:703-567-4881) Ext. 201
www.CameronStation.org

Cameron Station
welcome home

JOB NAME: Double Check Valve Replacement
On fire Sprinkler System- 3"SS DBL check valve

Per your request, All Plumbing Inc. submits the following proposal, which includes the cost associated with all necessary insurances, taxes, labor, materials, permits, equipment and supervision to perform the following. During normal business hours

OBJECTIVE

We will prep, cover and protect site. We will isolate and will remove existing 3" ss dbl check valve. We will furnish and install New 3" ss dbl check valve. We will test for pressure and leaks. We will inspect and certify valve.

Materials \$3,838:28 + Tax

Labor \$1,550

YOUR RESPONSIBILITIES

This project will require your involvement. Ultimate success is highly dependent on the direct effort of all parties involved. To help achieve a smooth and successful completion of this project, it will be your responsibility to:

1. Provide complete access to the work area.

2. Notify residences of scheduled work.
3. Provide staging area for equipment and vehicle.
4. Management staff will have system shut and drained and management will fill system.

EXCLUSIONS

None

Proposed Scope of Work:

After reviewing the plans and had a site visit. We are pleased to submit this quotation for your consideration. We propose to provide the necessary materials, equipment, and labor to. To modify existing plumbing. Furnish and install the following.

- Provide all required closeout documentations and warranties in a timely manner.
- Furnish all equipment and labor for complete installation of the plumbing and piping as shown.
- We will be responsible for the condition of the building, protect work and materials form soiling or damage. Upon completion of work, we remove all equipment, debris, and surplus materials generated by our work.

We hereby propose to furnish labor and materials—complete in accordance with the above specifications, with payments to be made as follows:

Materials \$3,838:28 + Tax

Labor \$1,550 after completion

Total labor and materials \$5,618.56

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from 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, accident or delays beyond our control. This proposal subject to acceptance within 30 days and it is void thereafter at the option of the undersigned.

Authorized Signature _____

Terms and conditions

Permit/Inspections/Zoning: The contractor shall comply with all local requirements for the building permits, inspections, and zoning.

Modifications: Any modification to this contract such as changes to the cost, materials, work to be performed, or the Estimated completion date must be made in writing and signed by all parties.

Cancellations: This contract is not subject to cancellation by the parties for any reason unless agreed to in writing and signed by all parties.

Delays: Any delay caused by events beyond the control of the Contractor shall not constitute abandonment and shall not constitute abandonment and shall not be included in calculating timeframes for payment or performance.

Warranty: All parts listed are warranted according to manufacturer specifications. The Contractor does not guarantee Other parts than those we supply. If repairs later become necessary due to other defective parts, they will be charged separately.

ACCEPTANCE OF PROPOSAL

It is agreed that All Plumbing is not responsible for the following:

1. Any additional plumbing work beyond that specifically mentioned in this estimate and proposal including, but not limited to, that which may be required because of pre-existing plumbing code violations or additional work revealed to be necessary as a result of performing the specified work.
2. Any repairs, installation, removal or replacement of non-plumbing items or activities including, but not limited to: concrete, paving, asphalt, sidewalks, driveway, patios, pools, shrubbery, grass, fences, electric wiring and fixtures, painting, decorations, plastering, sheet-rock and other wall coverings, glass, carpentry, millwork, cabinets, floors, carpeting, floor surfaces and preparation, roofing, flashing, sheet metal gutters, downspouts, brick, stonework extension walls, steel and any structure of the building inside or outside while work is being done.
3. Any damage that may be caused to customer's plumbing system by sewer and drain cleaning equipment when such is caused by pre-existing defects in such plumbing system. The customer accepts full specifications shall not be altered or modified except by written agreement and parties hereto, verbal understanding and agreements with representatives shall not be binding unless set forth herein
4. Customer agrees that All Plumbing Inc. will retain title to any equipment or material furnished until final and complete payment is made, and if payment is not made as agreed, All Plumbing Inc. has the right to remove the equipment and materials and will be held harmless for any damages resulting from the removal.
5. All contracts not paid within ten (30) days of work completion are subject to a 2% late fee, and shall bear interest at the rate of 2% per month. Thirty percent (20%) accounting and attorney fees, and other necessary costs shall be added if delinquent.

NOTICE: "Under the Mechanics Lien Law, any contractor, subcontractor, laborer, supplier, or other person who helps to improve your property but is not paid for his work or supplies has a right to enforce a claim against your property. This means that, after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your own contractor in full, if the subcontractor, laborer, or supplier remains unpaid."

**DEPARTMENT OF OCCUPATIONAL REGULATION STATEMENT OF CONSUMER PROTECTIONS
THIS CONSUMER INFORMATION SHEET IS PROVIDED THROUGH THE BOARD FOR
CONTRACTORS AND MAY BE REPRODUCED BUT NOT ALTERED (18 VAC 50-22 Appx. RBC)**

If you are about to engage the services of a contractor in the state of Virginia, you should be aware of the state's program for the regulation of this occupation by licensing or certifying these businesses. Any contractor who undertakes a project the total value of which is \$70,000 or more is required to have a valid Class A license issued by the Board for Contractors. Any contractor who undertakes a project the total value of which is over \$7,500 but less than \$70,000 must have a valid Class B license. A licensed contractor has met standards established by the Board for Contractors to ensure that the licensee possesses the character, knowledge, and skills necessary to practice without harm to the public. Any contractor who undertakes a project the total value of which is more than \$1,000 but no more than \$7,500 is required to have a valid Class C certificate. Class C certification requires that the contractor submit information to the Board for Contractors concerning the location, nature, and operation of the business, as well as evidence of experience and information on the applicant's credit history. **Contractors who work in the plumbing, electrical or heating/ventilation/air-conditioning trades must have either a Class A or Class B license, according to project amount.** Before signing any contract, you should ask to see the certificate or the pocket card issued with the certificate number and check to be sure that it has not expired and that the contractor is working within the limits of his certification. The authority of the Board for Contractors to discipline licensed or certified contractors is limited to specific violations of the law and/or regulations of the board, such as written citations from the local Building Inspectors for violations of the Virginia Uniform Statewide Building Code or practices which constitute abandonment, gross negligence, continued incompetence, or misconduct in the practice of the profession. In such cases disciplinary action by the board is limited to fines and/or revocation or suspension of the contractor's license or certification, and such action can only be taken after a hearing or with the consent of the license/certification holder and his agreement to waive his right to a hearing. The board does not have the authority to order a license/certificate holder to make restitution to you for losses you may have incurred due to the contractor's poor performance; efforts to recover such funds must be made through the civil courts. If you are planning to take such action against the contractor, you should contact the Board for Contractors at (804) 367-8561 in order to receive information about the Virginia Contractors Transaction Recovery Fund and the procedures for applying to recover from the fund if you are unable to collect after judgment is awarded in court. Issues involving cosmetic defects in workmanship must be resolved by negotiation between you and your contractor or civil action to enforce the terms of your contract if necessary.

Start Date.....
Estimated completion date.....

By signing this proposal, you agree that you have read all the pages the document in its entirety including the above prices, specifications and conditions are hereby accepted. You are authorizing All Plumbing, Inc. to do the work as specified and all payments will be made as outlined above.

ACCEPTED BY:

Print Name

DATE _____ Signature

CONTRACTOR: ALL PLUMBING, INC

Print Name _____

DATE _____ Signature _____



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

TOPIC: GAM – CSCA Phase Signs proposal
Resolution 2022-0704

Motion:

"I move to **APPROVE** the **GAM – CSCA Phase Signs** proposal for the amount of \$1,546.06 to produce all CSCA phase signs to be expensed from Operating."

Motion: _____

2nd: _____

Summary:

GAM to produce the CSCA phase signs in aluminum, 9" x 12", sign with holes in the middle top and bottom. See the proposal attached.

CAMP Recommendation:

Management recommends approval of the proposal and there is money designated in the budget for signage that will cover this expense.

Budget Considerations:

To be expensed from Operating Funds.



703.450.4121 • 703.450.5311 fax • www.graphicsandmarketing.com
45969 Nokes Blvd., Suite 130 • Sterling, VA 20166
P.O. Box 25 • Sterling, Virginia 20167

Estimate

43983

Page 1 of 1

Date: 7/21/22

Expense Code:

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

Steve Philbin
Phone: 703-567-4881 ext. 201

QUANTITY	DESCRIPTION	AMOUNT
7	Phase 1 Aluminum Sign, 9" x 12" Sign with Holes in the Middle Top and Bottom	\$ 299.14
8	Phase 2 Aluminum Sign, 9" x 12" Sign with Holes in the Middle Top and Bottom	\$ 303.64
1	Phase 3 Aluminum Sign, 9" x 12" Sign with Holes in the Middle Top and Bottom	\$ 139.10
10	Phase 4 Aluminum Sign, 9" x 12" Sign with Holes in the Middle Top and Bottom	\$ 301.01
6	Phase 5 Aluminum Sign, 9" x 12" Sign with Holes in the Middle Top and Bottom	\$ 286.34
3	Phase 6 Aluminum Sign, 9" x 12" Sign with Holes in the Middle Top and Bottom	\$ 129.32

Sales Rep: Stephen

Delivery Address

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

SUBTOTAL	\$ 1,458.55
STATE TAX	\$ 87.51
SHIPPING/POSTAGE	\$ 0.00
TOTAL	1,546.06

AMOUNT DUE 1,546.06

Note: Sales/use tax may be due in connection with the purchase of this product in accordance with your state laws.

Terms and Conditions: **Sketches and Dummies.** Sketches, copy, dummies, and all preparatory work created or furnished by GAM Printers, Inc. shall remain GAM Printers, Inc. exclusive property and no use of the same shall be made, nor any ideas obtained therefrom be used, except upon compensation to be determined by GAM Printers, Inc. **Drawing, Files and Plates.** Artwork, drawing, files, plates, and other items when supplied by GAM Printers, Inc. shall remain GAM Printers, Inc.'s exclusive property, unless otherwise agreed to in writing. **Customer's Property.** GAM Printers, Inc. shall charge the customer at prevailing rates, for handling and storing customer's paper stock or computer's lithographed material after it is held more than thirty (30) days. All customer's property that is stored with GAM Printers, Inc. is stored at the customer's risk and GAM Printers, Inc. is not liable for any loss or damage caused thereto by fire, water, leakage, breakage, theft, negligence, insects, rodents, or any other cause beyond its control. It is understood that the gratuitous storage of customer's property is solely for the benefit of the customer.

TERMS: COD unless established account, net 30 days from invoice date. FINANCE CHARGE of 2% per month on all past due balances (annual percent rate of 24%). MINIMUM FINANCE CHARGE is \$2.00 per month on overdue balances.

I agree to the terms set forth above and in the event collection of my account becomes necessary, I furthermore agree to pay all Attorney's Fees, Court costs and/or Collection Fees.

SIGNATURE

PRINT NAME

DATE

PLEASE PAY FROM THIS INVOICE
POSTAGE CANNOT BE PAID BY CREDIT CARD

Everything you need, all under one roof.

Marketing * Graphic Design * Digital, Offset & Large Format Printing * Signage * Promotional Items
WHITE: OFFICE * YELLOW: CUSTOMER

PHASE

1



PHASE

2



PHASE

3



PHASE

4



PHASE

5



PHASE

6



PHASE

7



**INVOICE**

Inv Date 6/13/2022	Page 1
Invoice Number INV0422021	

Sold To / Billed To:

Cameron Station Community
PO Box 702348
C/O Camp
Dallas TX 75370-2348

Ship To:

Cameron Station Community
200 Cameron Station Blvd
Alexandria VA 22304-8684

Customer #	Customer PO	Quote #	Terms	Location	Description			
1623		SOQ0482149	Due upon Receipt		2022 Fuel Surcharge			
Item #	Description					Qty	Unit Price	Extended
FUELCH	Fuel Surcharge					1.00	440.00	440.00
A 1 ½% Finance Charge will be assessed on all invoices over 30 days past due							Subtotal	440.00
							State Tax	0.00
							TOTAL	440.00

Remit To:

American Pool
9305 Gerwig Lane Ste E
Columbia, MD 21046

Angel Robles

From: Steve Philbin
Sent: Tuesday, July 19, 2022 4:16 PM
To: Angel Robles
Subject: FW: Cameron Station CA --- American Pool Invoice for Cameron Station Community #INV0422021 6/13/2022

Steven P. Philbin, M ed., CMCA®, ARM®PCAM®

General Manager
Cameron Station Community Association
200 Cameron Station Boulevard
Alexandria, VA 22304
Main Line: [703-567-4881](tel:703-567-4881)
Direct Line: [703-567-4881](tel:703-567-4881) Ext. 201
www.CameronStation.org
Cameron Station
welcome home

From: Austin Woodard <awoodard@americanpool.com>
Sent: Wednesday, July 6, 2022 4:49 PM
To: Steve Philbin <sphilbin@gocampmgmt.com>
Cc: BEN ROGERS <brogers@americanpool.com>; Heather Graham <hgraham@gocampmgmt.com>
Subject: Re: Cameron Station CA --- American Pool Invoice for Cameron Station Community #INV0422021 6/13/2022

Steve,

Please see the highlighted portion of my previous email.

AUSTIN WOODARD

REGIONAL VICE PRESIDENT

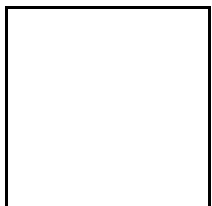
AMERICAN POOL LLC

MD: 410-363-6800 | VA: 703-579-0885

americanpool.com | guardforlife.com

MD: 9305 Gerwig Lane, Suite E, Columbia, MD 21046

VA: 6596 Fleet Drive, Alexandria, VA 22310



On Wed, Jul 6, 2022 at 3:40 PM Steve Philbin <sphilbin@gocampmgmt.com> wrote:

Austin

I have that document. I asked: Please provide me with the provision in the contract permitting the fuel surcharge.

Steven P. Philbin, M ed., CMCA®, ARM®PCAM®

General Manager

Cameron Station Community Association

200 Cameron Station Boulevard

Alexandria, VA 22304

Main Line: [703-567-4881](tel:703-567-4881)

Direct Line: [703-567-4881](tel:703-567-4881) Ext. 201

www.CameronStation.org

Cameron Station
welcome home

From: Austin Woodard <awoodard@americanpool.com>

Sent: Wednesday, July 6, 2022 3:01 PM

To: Steve Philbin <sphilbin@gocampmgmt.com>

Cc: BEN ROGERS <brogers@americanpool.com>; Heather Graham <hgraham@gocampmgmt.com>

Subject: Re: Cameron Station CA --- American Pool Invoice for Cameron Station Community #INV0422021 6/13/2022

Steve,

Attached to this email you will find a draft letter explaining the fuel surcharge. This invoice was sent to you prematurely, and was intended to go out at the same time as the letter. Payment towards this fuel surcharge invoice is completely optional, as there is not a mechanism in the contract that mandates payment for this, however, if left unpaid the fuel surcharge will be added to any proposals moving forward. Additionally, the amount of supervisory visits from our area supervisor will decrease per week to the baseline of what the contract requires.

Any unused guard hours will be credited back to you. Additionally at this point it is too late to do the stencils, as there will not be enough time to allow the stencils to dry. This can be completed after the season is over. These stencils have not been invoiced to you yet, and will not be invoiced until the work is completed.

Respectfully,

AUSTIN WOODARD

REGIONAL VICE PRESIDENT

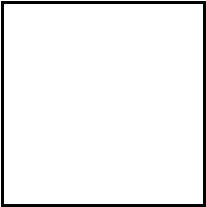
AMERICAN POOL LLC

MD: 410-363-6800 | VA: 703-579-0885

americanpool.com | guardforlife.com

MD: 9305 Gerwig Lane, Suite E, Columbia, MD 21046

VA: 6596 Fleet Drive, Alexandria, VA 22310



On Tue, Jul 5, 2022 at 11:01 AM Steve Philbin <sphilbin@gocampmgmt.com> wrote:

Austin and Ben:

I am confused here. We received a \$440 fuel surcharge. How would you warrant a fuel surcharge? Your guards ride bicycles and we have not seen you at CSCA since early May 2022. Please provide me with the provision in the contract permitting the fuel surcharge.

Also, you have not responded or provided us with an update on the following (from previous emails):

1. One (1) guard 4:30 pm – 8:30 pm ----> Credit for lack of required guards
2. Pool deck stenciling that was to be completed before May 28, 2022 --- status?

Thank you for getting back to me today.

Steven P. Philbin, M ed., CM CA® ARM® PCAM®

General Manager

Cameron Station Community Association

200 Cameron Station Boulevard

Alexandria, VA 22304

Main Line: 703-567-4881

Direct Line: 703-567-4881 Ext. 201

www.CameronStation.org

-----Original Message-----

From: acctgmd@americanpool.com <acctgmd@americanpool.com>

Sent: Wednesday, June 15, 2022 6:29 PM

To: Steve Philbin <sphilbin@gocampmgmt.com>

Subject: American Pool Invoice for Cameron Station Community #INV0422021 6/13/2022

Thank you for helping us go green by receiving your invoices via email.


If you want to receive your invoices instead via the USMail, please reply with your desire to opt out.

We appreciate your business!

Angel Robles

From: Steve Philbin
Sent: Tuesday, July 19, 2022 4:16 PM
To: Angel Robles
Subject: FW: 1 Time Fuel Surcharge Notice

Steven P. Philbin, M ed., CMCA®, ARM®, PCAM®

General Manager
Cameron Station Community Association
200 Cameron Station Boulevard
Alexandria, VA 22304
Main Line: [703-567-4881](tel:703-567-4881)
Direct Line: [703-567-4881](tel:703-567-4881) Ext. 201
www.CameronStation.org


From: Phil Carter <pcarter@americanpool.com>
Sent: Monday, July 18, 2022 3:56 PM
To: Phil Carter <pcarter@americanpool.com>
Subject: 1 Time Fuel Surcharge Notice

Dear Valued Client,

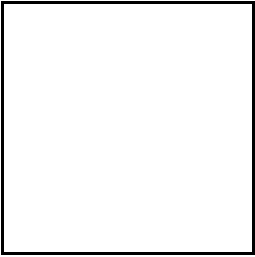
The purpose of this letter is to advise you of our approach to contending with the extreme inflationary pressures we have all been experiencing.

We pride ourselves on our ability to leverage our vendor relationships to maximize the value we provide. We have done our best to insulate clients from the increased operating costs affecting our industry, but with inflation sustaining at 40-year highs we can no longer absorb the impact in full.

The last thing we want to do is nickel and dime you with a surcharge on every invoice. Instead, you will be receiving a one-time invoice in the amount of \$440.00 to offset a portion of the increased expenses associated with servicing your facility.

Thank you again for your continued good faith as the summer of 2022 is hitting full stride. If you have any questions or concerns please contact us right away so that we can address them with you.

Respectfully,



PHILIP CARTER
VICE PRESIDENT OF MANAGEMENT
AMERICAN POOL LLC

410-363-6800

americanpool.com | guardforlife.com





P.O. BOX 91
BLADENSBURG MD 20170

PHONE: (301) 773-2069
FAX: (301) 699-3268

March 18, 2022

Re: Virginia Fuel Surcharge

Dear Cameron Station HOA,

Bates Trucking appreciates your patronage with us. We value our customer relationships and we look forward to serving you for many years to come!

We know that you are aware of the rising costs due to the COVID-19, U.S. Economic Recovery plan; and the Russian War against Ukraine. We regret having to send this letter, but due the inflation hitting a 40-year high, we have seen the cost of diesel fuel rise significantly in the last 60-days and according to economist, fuel will continue to rise for the next 120 to 180 days.

While Bates has burdened a lot of our growing costs since the Pandemic without impact to our customers, with the steep rise in fuel we must pass some of this cost to you our customer in the form of a fuel surcharge. This has been a difficult process as we attempt to ensure that we are being transparent to you in how Bates will adjust the surcharge monthly based on the changes to the weekly gas prices within the State of Virginia as reported by the Energy Information Administration U.S Department of Energy and the AAA Gas prices by State.

As of March 18, 2022



Payments will be adjusted based on the following formula. The calculated adjustment percentage will be rounded to the nearest tenth of a percentage point:

Example

PM - Ps) $Ps \times 10.25\% \times 100 = \text{Payment Adjustment Percentage}$

Ps is the average of the reported prices for Retail On-Highway Diesel Fuel for Virginia (as of March 2021, which equals \$2.927 per gallon.

PM is the current recently reported weekly prices for Retail On-Highway Diesel Fuel for the Virginia (March 18, 2022) \$5.022 available each month.

10.25% is a factor that represents the portion of the unit price allocated to fuel costs. This factor is consistent and will not rise.

This fuel surcharge will be effective April 1, 2022. We will be using the previous month PM and the Fuel rate as of March 2021 (\$2.927)

Payment Percentage is as follows for April 2022:

$(5.022 - 2.97) / 2.97 \times 10.25\% \times 100 = \mathbf{7.08\%}$

Example of monthly Payment Calculation with fuel surcharge:

200 units X \$25 per unit = \$5,000 monthly payment + Fuel Surcharge (5,000 x 7.08%) = \$354

Total Bill \$ 5,354.00

We certainly appreciate your patronage during these trying times. Please know that we are doing everything in our power to reduce overhead and costs, while ensuring a high standard of service. Should you have any questions, please feel free to contact our Customer Service Department at 301-773-2069.


Sincerely,

Bates Trucking Co. Inc.

Angel Robles

From: Steve Philbin
Sent: Tuesday, July 19, 2022 4:14 PM
To: Angel Robles
Subject: FW: Cameron Station CA - Fuel Surcharge on Each Bill

Steven P. Philbin, M ed., CMCA®, ARM®PCAM®

General Manager
Cameron Station Community Association
200 Cameron Station Boulevard
Alexandria, VA 22304
Main Line: [703-567-4881](tel:703-567-4881)
Direct Line: [703-567-4881](tel:703-567-4881) Ext. 201
www.CameronStation.org



From: Steve Philbin
Sent: Monday, July 11, 2022 4:45 PM
To: Tracy Bates <TBates@batestucking.com>; Bruce Bates <Bbates@batestucking.com>
Cc: Angel Robles <arobles@gocampmgmt.com>; Carolyn Mills-Matthews <cmillsmatt@batestucking.com>; Heather Graham <hgraham@gocampmgmt.com>
Subject: RE: Cameron Station CA - Fuel Surcharge on Each Bill

Good afternoon, Tracy

I understand your position regarding fuel surcharges. I am not trying to be difficult but referring to the contract where it addresses this matter. The Bates Trucking contract appears to indicate something different. To be fair to you, we requested the CSCA attorney to review the contract. He agrees and supports our position that the contract does not permit these additional expenses. The section of the contract that speaks on this matter was sent to you in the email string below.

Thank you,
Steve Philbin, GM

Steven P. Philbin, M ed., CMCA®, ARM®PCAM®

General Manager
Cameron Station Community Association
200 Cameron Station Boulevard
Alexandria, VA 22304
Main Line: [703-567-4881](tel:703-567-4881)
Direct Line: [703-567-4881](tel:703-567-4881) Ext. 201
www.CameronStation.org


From: Tracy Bates <TBates@batestucking.com>
Sent: Wednesday, July 6, 2022 12:33 PM
To: Bruce Bates <Bbates@batestucking.com>; Steve Philbin <sphilbin@gocampmgmt.com>

Cc: Angel Robles <arobles@gocampmgmt.com>; Carolyn Mills-Matthews <cmillsmatt@batestucking.com>; Heather Graham <hgraham@gocampmgmt.com>

Subject: RE: Cameron Station CA - Fuel Surcharge on Each Bill

Good Afternoon,

Please find attached the fuel surcharge letter sent to Cameron Station HOA.

Thank you
Tracy Bates

From: Bruce Bates <Bbates@batestucking.com>

Sent: Tuesday, July 5, 2022 5:49 PM

To: Steve Philbin <sphilbin@gocampmgmt.com>

Cc: Angel Robles <arobles@gocampmgmt.com>; Carolyn Mills-Matthews <cmillsmatt@batestucking.com>; Tracy Bates <TBates@batestucking.com>; Heather Graham <hgraham@gocampmgmt.com>

Subject: Re: Cameron Station CA - Fuel Surcharge on Each Bill

Steve ,
I will have Tracy Bates send you the letter that was sent to Cameron Station .

Bruce Bates
President

On Jul 5, 2022, at 4:37 PM, Steve Philbin <sphilbin@gocampmgmt.com> wrote:

Bruce

Please send me a copy of the letter sent to CSHA.

Thank you,
Steve Philbin, GM

Steven P. Philbin, M ed., CMCA®, ARM®PCAM®

General Manager
Cameron Station Community Association
200 Cameron Station Boulevard
Alexandria, VA 22304
Main Line: [703-567-4881](tel:703-567-4881)
Direct Line: [703-567-4881](tel:703-567-4881) Ext. 201

www.CameronStation.org

Cameron Station
welcome home

From: Bruce Bates <Bbates@batestucking.com>

Sent: Tuesday, July 5, 2022 3:58 PM

To: Steve Philbin <sphilbin@gocampmgmt.com>

Cc: Angel Robles <arobles@gocampmgmt.com>; Carolyn Mills-Matthews <cmillsmatt@batestucking.com>;

Tracy Bates <TBates@batestrucking.com>; Heather Graham <hgraham@gocampmgmt.com>

Subject: Re: Cameron Station CA - Fuel Surcharge on Each Bill

Steve ,

Thanks for your email we have sent CSHA a letter stating that Bates was implementing fuel surcharges to all invoices. This isn't added revenue to Bates it is a straight pass through to fuel company . Please forward payment for surcharge if you have questions please call our office and ask for Ms. Mills-Matthews .Thank you for reaching out to Bates Trash Removal .

Bruce Bates
President

On Jul 5, 2022, at 3:04 PM , Steve Philbin <sphilbin@gocampmgmt.com> wrote:

Good afternoon, Bruce:

I am reaching out to you regarding the fuel surcharges that we have been receiving on our invoices for 3+ months totaling more than \$6,000. In section III. Charges and Payments, the contract indicates:

III. CHARGES AND PAYMENTS

In return for the delivery of services by the Contractor in accordance with this Agreement, the Association agrees to pay the Contractor upon receipt of invoices pursuant to the payment schedules as stated in Exhibit Two which is attached and incorporated into this Agreement. The parties agree and acknowledge that the "Pricing" amounts set forth in Exhibit Two are per year totals. Invoices shall be presented for payment monthly in accordance with the payment schedules in Exhibit Two. The Parties further agree and acknowledge that such annual 'Pricing' amounts set forth in Exhibit Two shall not increase mid-year, including any increase in the fees, taxes, costs and/or expenses incurred

3 | Page

by the Contractor for the services, equipment, and maintenance under this Agreement, except if there is an increase in the Landfill Fee to the Contractor during that year. In addition, the contractor will provide the Association with the recycle processing tickets for their monthly collections. This cost is a pass-through to the Association and will be included in the Contractors monthly invoicing.

All payments are due within 30 days of invoice date. There will be a 2% per month late charge for payments not made within 30 days of their due date.

I am not sure that your contract permits fuel surcharges. However, you are welcome to submit a letter to the Board of Directors indicating why you are requesting a fuel surcharge and the location in your contract allowing for such a fee. I realize that we are going through a difficult

time with the cost of gasoline; however, I believe this request is something that the Board will need to receive and approve.

I would appreciate a quick response and removal of any fuel surcharges on the Cameron Station CA trash account.

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welcome home

Community Association Management Professionals (CAMP)

4114 Legato Road, Suite 200

Fairfax, Virginia 22033

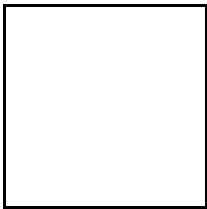
CAMP Main Line [703-821-2267](tel:703-821-2267) | Granet Customer Service [855-477-CAMP \(2267\)](tel:855-477-CAMP(2267))

www.gocampmgmt.com



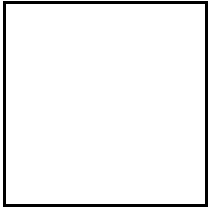
[Bates Trucking Company, Inc.](#)

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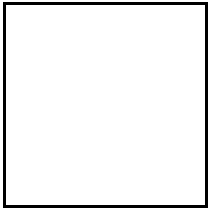
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Angel Robles

From: Steve Philbin
Sent: Tuesday, July 19, 2022 4:14 PM
To: Angel Robles
Subject: FW: Cameron Station CA - Fuel Surcharge on Each Bill
Attachments: Cameron Station Fuel Surcharge Letter.docx

Steven P. Philbin, M ed., CMCA®, ARM®PCAM®

General Manager
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From: Tracy Bates <TBates@batestucking.com>
Sent: Wednesday, July 6, 2022 12:33 PM
To: Bruce Bates <Bbates@batestucking.com>; Steve Philbin <sphilbin@gocampmgmt.com>
Cc: Angel Robles <arobles@gocampmgmt.com>; Carolyn Mills-Matthews <cmillsmatt@batestucking.com>; Heather Graham <hgraham@gocampmgmt.com>
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Steven P. Philbin, M ed., CMCA®, ARM®PCAM®

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CAMP Main Line [703-821-2267](tel:703-821-2267) | Granet Customer Service [855-477-CAMP \(2267\)](tel:855-477-CAMP)

www.gocampmgmt.com

CORPORATE HEADQUARTERS
5019-B Backlick Road - Annandale, VA 22003
(703) 846-0944 - Fax: (703) 846-0952
www.lancasterlandscapes.com



PROUDLY SERVING
WASHINGTON - MARYLAND - VIRGINIA
SINCE 1962

May 26th, 2022

Dear Valued Customer:

As you are aware, fuel and energy prices are continuing to rise weekly. Unfortunately, our services are highly energy intensive and during the spring months and our usage is at its' highest levels. During the months of March, April and May our production costs significantly increased due to the rising cost of fuel.

We have worked very hard to keep our costs as low as possible, however we are not able to absorb these higher fuel costs at our current contract price. Therefore, effectively immediately, we must enact a 3% fuel surcharge on each maintenance invoice as stated in your contract. Starting July 1st, 2022. this surcharge will be reflected as its own line item on your bill. If the price of regular fuel per gallon rises above \$5.50 or there is a diesel shortage, Lancaster Landscapes reserves the right to renegotiate this increase.

It is important to note that the surcharges will be rescinded if the regular price per gallon falls below \$4.00. This determination will be based on the average cost of fuel for the Central Atlantic region as published on the US Department of Energy's website

https://www.eia.gov/dnav/pet/pet_pri_gnd_a_epm0_pte_dpgal_w.htm

We sincerely appreciate your understanding regarding this matter, and we can assure you that we are committed to maintaining the high level of service and quality you have come to expect from Lancaster Landscapes, Inc. Please feel free to contact me via phone at 703.846.0944 or via email at azaleski@lancasterlandscapes.com if you have any questions.

Sincerely,

Adrienne Zaleski
President
Lancaster Landscapes, Inc.

Weekly Regular Gasoline Prices – Central Atlantic						
	4/18/2022	4/25/2022	05/02/2022	05/09/2022	5/16/2022	5/23/2022
Central Atlantic	4.059	4.123	4.266	4.473	4.647	4.78

Weekly Diesel Gasoline Prices – Central Atlantic						
	4/18/2022	4/25/2022	05/02/2022	05/09/2022	5/16/2022	5/23/2022
Central Atlantic	5.33	5.400	6.08	6.318	6.360	6.325

As published on the US Energy Website



June 19, 2022

Cameron Station Community Association

Mr. Steve Philbin

General Manager

200 Cameron Station Boulevard

Alexandria, VA 22304

VIA EMAIL: sphilbin@gocampmgmt.com

Mr. Philbin:

As of April 1 2022, Fleet Transportation, LLC has been charging a 5% Fuel Surcharge to each invoice for monthly service. This amounts to an \$875.00 monthly charge.

Regrettably, we have had to institute this charge due to highly volatile and majorly increased fuel prices and this surcharge will continue until further notice.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Glazier".

David A. Glazier

Managing Member

4741 Clifton Road
Temple Hills, MD 20748
703.933.2600 703.933.7407 Fax 866.933.2600 Toll-Free
info@fleettransportation.com
www.fleettransportation.com



GARDNER
ENGINEERING, INC.

July 18, 2022

Steve Philbin
Cameron Station Community Association
200 Cameron Station Boulevard
Alexandria, VA 22304

Subject: Site Visit Summary
Cameron Station – Asphalt Remediation
Alexandria, Virginia
Gardner Engineering Project 4137

Per our site visits from the week of July 11, 2022, we documented and discussed the following:

1. An area of ponding was present at the intersection of John Ticer and Comay (Photo 1). Please note that the entire asphalt at this area was not yet completed at the time the photo was taken.

The ponding is present in the curb/gutter and on the new asphalt where it butts against the existing asphalt that will be completed as part of Phase 7. The new asphalt that contains the ponding was done in Phase 4 and will be milled to limit the ponding in this location and re-paved as part of Phase 7, which is schedule to occur 7/18 through 7/20. Residual water may be present in the curb and gutter, since this was not replaced as part of the scope of work for this project.

2. A small area of standing water was reported at the intersection of Barbour and Comay (Photo 2). At the time of our visit, no ponded water was present after a rain, however evidence of standing water that had evaporated was present by a small stain on the asphalt. We obtained topographic readings of this area and noted that 0.5% slope was present from the stained area across the intersection. Slope of 2% is ideal and down to 1% is acceptable. Since the overall slope is 0.5% curb and gutter would have had to have been replaced at higher elevations to eliminate all standing water at this location. It is the intention of Fairfax Excavation to perform additional milling/paving of the new asphalt in this location to attempt to increase the localized slope of the asphalt.

Sincerely,
GARDNER ENGINEERING, INC.

David A. Gertz, P.E.
Senior Consultant

Attachments: Photographs (2 pages)

Specializing in Building Restoration





Photo 2 – Evidence of standing water at end of Barbour at Comay

CAMERON STATION ASPHALT SUMMARY (Estimate as of 7/21/2022)				LAI BASE BID = \$513							
				LAI JUNE 1 - JULY 7 = \$752.5 (PH 1 - 4)							
				LAI JULY 7- JULY 20 = \$783.75 (PH 5 - 7)							
ASPHALT PER TON BASE BID WAS \$71.02				COST INCREASE						COST	
				PER TON				TOTAL	ACTUAL	OVER	
				TIME OF INSTALL				ASPHALT COST	COST	BASE BID	
PHASE				TOTAL SY	TOTALTON	COST PER TON					
				OVERLAY	OVERLAY	BASE BID		PER TON			
1	Jun1 - July 7	2839	320.00	\$71.02	\$22.79	\$93.81	\$30,019.20	\$7,292.80			
2	Jun1 - July 7	3881	444.65	\$71.02	\$22.79	\$93.81	\$41,712.62	\$10,133.57			
3	Jun1 - July 7	2504	279.77	\$71.02	\$22.79	\$93.81	\$26,245.22	\$6,375.96			
4	Jun1 - July 7	3653	417.67	\$71.02	\$22.79	\$93.81	\$39,181.62	\$9,518.70	\$33,321.03		
5	July 7 - July 20	3584	409.41	\$71.02	\$24.70	\$95.72	\$39,188.73	\$10,112.43			
6	July 7 - July 20	2695	302.79	\$71.02	\$24.70	\$95.72	\$28,983.06	\$7,478.91			
7	July 7 - July 20	2913	328.93	\$71.02	\$24.70	\$95.72	\$31,485.18	\$8,124.57	\$25,715.91		
OVERLAY TOTALS		22069	2503.22				\$236,815.63	\$59,036.94			
		SY		BASE BID	TOTAL CREDIT BACK						
PAVING FABRIC				COST/SY	PAVING FABRIC						
CREDIT BACK		22069		\$2.32	(\$51,200)						
PATCHING											
							FD - FULL DEPTH PATCH COST - \$67.65/SY				
TOTAL FD PATCHING		12	\$67.65	\$811.80			PD - PARTIAL DEPTH PATCH COST - \$34.00/SY				
TOTAL PD PATCHING		54	\$34.00	\$1,836.00							
FD PATCHING CREDIT		431	\$67.65	(\$29,157.15)							
LIDS		BASE BID	COST PER	ACTUAL REPAIRED	CREDIT BACK						
WATER UTILITY LIDS		40	\$100	20	(\$2,000)						
SEWER MANHOLE LIDS		10	\$200	0	(\$2,000)						
SUMMARY OF ALL ADDITIONS AND CREDITS FOR ASPHALT ONLY				(\$22,672)							
THR \$22,672 COST DOES NOT INCLUDE											
irrigation Trenches			\$10,750.00	TOTAL PROJECT SUM							
Concrete added to scope			\$26,020.00	(\$14,765.23)							
Additional "Pipe Stem" asphalt			\$6,137.26								
Allowance in Base Bid			(\$35,000.00)								



July 21, 2022

Cameron Station Community Association

Mr. Steve Philbin

General Manager

200 Cameron Station Boulevard

Alexandria, VA 22304

VIA EMAIL: sphilbin@gocampmngmt.com

Mr. Philbin:

Thank you for bringing the various concerns regarding the shuttle service we provide your association. First off, based on emails I've been forwarded I would like to make it clear: During the pandemic our services were not charged for during the many month suspensions.

As you can imagine, as have many other businesses throughout the country we've had difficulties navigating the covid and post covid world. After years of providing minimal services to your community and others it has taken us some time to get our staffing back up to normal levels. Covid has affected all levels of our operations. Repairs and maintenance have been severely impacted due to the supply chain issues.

These issues have affected our ability to provide consistent services to your community and for that I deeply apologize. In the period prior to COVID and subsequent suspension of services to your community we never had these issues. We understand your frustration and we are in a better position today. We've taken the following steps to insure a consistent service to Cameron Station:

- Hired new and additional dedicated staff for your account
- Hired a new backup driver that will be in reserve in the event of a call out.
- Vehicle service and repairs have been completed that have more vehicles in reserve for back up in case of mechanical failure and procedures are in place to assure better in service rates of vehicles.
- Have had management meetings and discussions weekly to make sure we are staffing and servicing your account property.

We believe these steps above will yield a more reliable service for you and your homeowners. We appreciate your patience throughout this challenging time and appreciate your continued support and business!

Sincerely,

A handwritten signature in black ink, appearing to read "D. Glazier".

David A. Glazier

Managing Member

**4741 Clifton Road
Temple Hills, MD 20748
703.933.2600 703.933.7407 Fax 866.933.2600 Toll-Free
info@fleettransportation.com
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2022 Action Item List						
Date	Committee	Item	Assigned To CM / ACM / Maintenance/ A RC/ AA	Status (open,pending,complete)	Comments	Entered
3.2.22	-	Pitney Bowes invoice	ACM	complete	2.20.22 invoice submitted for payment thru accountspayable@ciramail.com	
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.	
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.	
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/ ARmanagements 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 GRSinvoice 12864	ACM	complete	invoice from GRSreceived 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: <i>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.</i> 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	ccomplete	<p>Matt will stop by sometime next week March 14-18 to deliver the tile and carpet samples for the CCFCreview. 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 UPDATEphone 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 Gira.
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 FACmembers 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	closed	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 Gira.
4.4.22	-	City of Alexandria receipt	-	received	Receipt: REC-2022-00053274

4.6.22	CCFC	Swimming Lesson issues	AGM	closed	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	completed	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 Signs	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	complete	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 fence at Woodland Hall and behind 381 - 401 Cameron Station Blvd.
4.26.22	CAC	Concrete Project	GM / AGM	complete	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	closed	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	Trimm tree on corner of 5110 Knapp Pl	Lancaster	complete	Management had a friendly conversation with Mary Roach resident at 5110 Knapp Pl. She pointed out that the tree on the common area produces a saab. Update - Lancaster will be onsite Thursday, May 5, 2022, to assess and trim the tree.
5.2.22	CAC	John Ticers lamp post	Maintenance	complete	Resident at 4914 John Ticer reported all lamp posts on John Ticer needs to be repainted.
5.3.22	CAC	John Ticer common area	Lancaster	closed	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 accordingly.
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	completed	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	complete	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	closed	Can you please have the landscaping company come out and significantly cut back the Wisteria. It is so overgrown in the middle, you can barely see the sky through the growth. The overgrowth also serves as a bird sanctuary directly over the table and chairs. As you might imagine, anything below is covered in bird droppings and subsequently deemed unusable until cleaned off and sanitized. Bessley Pl South park.
5.23.22	CAC	Stree Lights out	Maintenance	complete	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 has been submitted through the Pitney Bowes website account 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	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		Marty from Fairfax Paving and Dave Gertz (engineer) meeting on June 1st for Asphalt project logistical meeting	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	complete	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	complete	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	closed	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	City confirmed they will be out Monday, July 11 to fix	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	pending to be scheduled	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	pending to be scheduled	Mark to reach out to Critical Peake to prepare a proposal including other street lights to be reapiared. 6.24.22 proposal is being provided, waiting on approval.
6.27.22	CAC	lamppost IV 40 between 5130 and 5128 Grimm Dr	Maintenance	pending to be scheduled	lamppost IV 40 between 5130 and 5128 Grimm Dr
6.28.22	CCFC	Items to complete per Ray's email	Maitnenace/ AGM	complete	1. replace kitchen water filter; 2. umbrella in the pool has a bent metal support; 3. install signage in men's and women's bathroom that state lockers are for daily use only and items should be left overnight.
7.8.22	Management	Water leak by mailboxes next to Ticer Dr	5007 John	In process	Water leak by mailboxes next to 5007 John Ticer Dr. City of Alexandria came out and indicated it is NOT sewage; they took a sample with them. Monday, 7/11/22 -- Virginia American Water indicated it is not a water leak but irrigation or water run off. CSCA has no irrigation in the area and the owners at 5007 JTD indicate they have never used their irrigation since they moved in 3.5 yrs ago. Next step --- Lancaster Landscape may dig in the area for us.
7.11.22	Management	Light pole knocked over by paving company	Maintenance	pending to be scheduled	Street Light Corner of Comay and Barbour - Hot by the paving company and will be paid for by the paving company.
7.13.22	CAC	Branch removal	Landscaping	Emailled Lancaster to address	large tree branch to be removed from gate on the rear side of unit 236 Medlock
7.14.22	311 Alexandria ticket	Streetslight head leaning to one side	City of Alexandria	ticket submitted	Request number: 22-00020494; Request Type: traffic signals and street lights; Location: 115 Cameron Station Blvd; Request Submitted: 7/14/2022; Estimated Resolution Date: 8/4/2022.