



CAMERON STATION

BOARD OF DIRECTORS MEETING

HYBRID ZOOM MEETING – Henderson Room / Zoom

DRAFT AGENDA

Tuesday, September 27, 2022 – 7:00 PM

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

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

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

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

- | | | |
|-------|--|----------------------|
| I. | CALL TO ORDER | 7:00 PM |
| II. | APPROVAL OF AGENDA | 7:01 PM |
| III. | APPROVAL OF MINUTES – BOD Meeting –August 30, 2022, | 7:02 PM |
| IV. | LT. LION – CITY OF ALEXANDRIA | 7:04 PM |
| V. | ARTHUR IMPASTATO – CAMERON STATION CIVIC ASSOCIATION
(Sash will not attend September 27, 2022, meeting) | 7:07 PM |
| VI. | HOMEOWNERS' FORUM | 7:08 PM |
| VII. | TREASURER'S REPORT | 7:23 PM |
| VIII. | COMMITTEE REPORTS (FAC, ARC, A&E, ComCom, CCFC, CAC) | 7:33 PM |
| IX. | ARC Resident Appeals | 7:53 PM |
| | A. ARC – Resident Appeal #1 – Door rescheduled from August 2022 meeting | |
| X. | MATTERS FOR BOARD DECISION | 8:03 PM |
| | A. CSCA Annual Meeting Electronic Voting Proposal | Resolution 2022-0901 |
| | B. Fire Hydrant (Clean and Repaint) Proposal | Resolution 2022-0902 |
| | C. Fitness Center Rubber Floor Replacement Proposal | Resolution 2022-0903 |
| | D. Amended A.R. No. 22-14 – FAC – Committee Charter | Resolution 2022-0904 |
| | E. Amended A.R. No. 22-15 – ARC – Committee Charter | Resolution 2022-0905 |
| | F. Amended A.R. No. 22-16 – A&E – Committee Charter | Resolution 2022-0906 |
| | G. Amended A.R. No. 22-17 – CCFC – Committee Charter | Resolution 2022-0907 |
| | H. Amended A.R. No. 22-18 – CAC – Committee Charter | Resolution 2022-0908 |
| | I. Amended P.R. No. 22-04 – Delivery of Assoc. Services to Sub-Associations | Resolution 2022-0909 |
| | J. Shared Services and Cost Allocation Agreement | Resolution 2022-0910 |

**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

- XI. MATTERS FOR BOARD DISCUSSION 8:43 PM
- A. Social Media Comments – Trial Period ends Wednesday, October 5th
 - B. Shuttle Bus Surcharge
- XII. MATTERS FOR BOARD INFORMATION 8:50 PM
- A. Management Report
 - Action Item list
 - Access System Update
 - FY23 Budget Preparation Status
- XIII. NEW BUSINESS 8:57 PM
- A. 2022 CSCA Draft Annual Meeting Schedule
- XIV. EXECUTIVE SESSION (see Executive Session agenda) 8:58 PM
- Not applicable for this meeting.*
- XVI: ADJOURN 9:00 PM

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



CAMERON STATION

DRAFT MINUTES BOARD OF DIRECTORS MEETING Tuesday, August 30, 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
Joan Lampe, Treasurer
Chris Alex, Director
Greg Hillson, Director

BOARD MEMBERS ABSENT:

Mindy Lyle, Secretary
Brendan Hanlon, Director

OTHERS PRESENT:

Steve Philbin, M ed., CMCA®, ARM® PCAM®, General Manager
Angel Robles, CMCA®, AMS®, Assistant General Manager
Tricia Hemel, Chair, ComCom
Kathy McCollom, Chair, CAC
Andy Yang, Chair, A&E (joined late)
Paula Caro, Member, ARC
Dan Ogg, Member, CCFC,

CALL TO ORDER:

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

APPROVAL OF AGENDA:

Motion: Ms. Christensen moved, and Mr. Alex seconded the motion to approve the agenda with the following amendment: Section XIII, Executive Session to remove: ARC-Resident Appeal. **The motion passed unanimously, 5/0.**

APPROVAL OF MINUTES:

Motion: Ms. Lampe moved, and Ms. Christensen seconded the motion to approve the July 26, 2022, Board meeting minutes with the following amendment: Under Homeowners Forum, include the names of residents who addressed the Board for consistency.
Following discussion, the motion passed unanimously, 5/0.

Motion: Ms. Christensen moved, and Mr. Alex seconded the motion to approve the August 16, 2022, Special Board meeting minutes with the following amendment: insert

Mr. Hillson's point of order motion that a Board member was out of order. **Following discussion, the motion passed, 4/0/1.**

In favor: Ms. Christensen, Ms. Lampe, Mr. Hillson, and Mr. Alex.

Abstention: Mr. Hill

LT. LION – CITY OF ALEXANDRIA

Lt. Lion was not present and submitted his report via email:

"For the month of August there were 78 total calls for service in the Cameron Station Community. 28 of those calls (36%) were traffic and parking related. This includes 19 traffic stops and 9 parking violations. There were no discernable crime trends or quality-of-life issues reported. Larcenies drive our Part 1 crime statistics throughout the city, so please be mindful of not leaving any valuables in your vehicles or in places where opportunistic thieves may be enticed to grab and go.

Pickett Street heavy vehicle parking violations have decreased dramatically with 3 total citations being issued in August. I did receive a call about the letter authorizing APD to cite vehicles parked on the private streets within the community. There were several rumors and Facebook posts about this notice that were not accurate. APD did not solicit this authority, it was requested by the Board and approved. APD will not cite any vehicles in private driveways or garages, only those parked on the street.

With the kids back in school and the daylight getting shorter, please remind residents to SLOW DOWN when driving in the community. Dawn and dusk are the two most difficult times to see when operating a vehicle so please be mindful of pedestrians.

APD has solicited applications for three assistant chiefs which will work with Chief Don Hayes to command the three new bureaus (Patrol, Investigations, Administrative). We hope to have these individuals in place by October 1 and begin building out the bureaus from the top down. We are planning on returning to a more geographic based style of community policing with the patrol commanders being assigned sectors rather than shifts. This means the West End will have a captain assigned who will focus on West End crime and community policing initiatives and direct resources based on the issue. We also have openings for Police Officer I, Parking Enforcement Officer, and several administrative assignments within the organization. Check the city website for more details if interested in applying."

CAMERON STATION CIVIC ASSOCIATION:

No report.

HOMEOWNER'S FORUM:

Topics discussed were:

- Ms. Fay thanked the Board for their effort to revise the parking policy and appreciate the benefit of when she has visitors come, they have somewhere to park.
- Mr. Lamar stated he lives in the Cameron Station Condos and inquired if the HOA also enforces parking for the condominiums as well.

TREASURER'S REPORT

Ms. Lampe delivered the following report:

- YTD net income was \$73,000 surplus.
- Receivables are around 2%.
- Total cash and investments are around 3.3 million dollars.
- The Committee discussed moving \$500,000 from the Congressional bank account to Morgan Stanley for more favorable rates.

COMMITTEE REPORTS:

1. Financial Advisory Committee

No report.

2. Architectural Review Committee

The Committee reported that at their last meeting they reviewed nine (9) applications, reviewed the parking policy, and recommended approval of a new ARC member, Brian Sundin.

3. Activities and Events Committee

The Committee reported that they have spent \$9,400 of their \$10,000 budget this year. The food truck event and pool party went well. The next upcoming event is the Fall yard sale.

4. Communications Committee

The Committee recommended approval of a new member, Gen Harrison-Doss, and appointed her the new editor of the newsletter. The Committee also approved the bid from LMK to create the branding package for Cameron Station. They also welcomed twenty-four (24) new residents in the month of August.

5. Facilities Committee

The Committee reported that they recommend Force Security Solutions for the access control system, their quote was \$45,172 plus a service fee per month. There is money allotted in the reserve study for this.

6. Common Area Committee

The Committee reported they did their final walkthrough for the summer and held their annual appreciation lunch for the landscapers.

MATTERS FOR BOARD DECISION:

1. Newsletter New Compass Editor

Motion: Ms. Christensen moved, and Mr. Alex seconded the motion to appoint Gen Harrison-Doss to the Communications Committee as the new Compass editor. **The motion passed unanimously, 5/0.**

2. ARC New Member Application

Motion: Mr. Alex moved, and Ms. Christensen seconded the motion to appoint Brian Sundin to the ARC Committee. **The motion passed unanimously, 5/0.**

3. Access System Control Proposal

Motion: Ms. Lampe moved, and Ms. Christensen seconded the motion to approve Force Security Solutions proposal in the amount of \$45,172.00 as an initial set-up to be expensed from Reserve Funds. **Following discussion, the motion passed, 4/1.**

In favor: Ms. Christensen, Ms. Lampe, Mr. Hill, and Mr. Alex.

Opposed: Mr. Hillson

4. Lancaster Proposal 31516

Motion: Ms. Lampe moved, and Ms. Christensen seconded the motion to approve the Lancaster Landscape proposal for \$2,800.00 to remove 2 (two) dead/declining Leyland cypress trees, including stumps near mailbox 162 Barrett Place to be expensed from Operating Funds. **Following discussion, the motion passed, 4/1.**

In favor: Ms. Christensen, Ms. Lampe, Mr. Hill, and Mr. Alex.

Opposed: Mr. Hillson

5. ADA Auto Door Open System

Motion: Ms. Christensen moved, and Mr. Alex seconded the motion to approve the Sure-Fit Security proposal in the amount of \$16,062.62 to install an ADA Auto Door Open System to the Clubhouse main door entrances and locker room doors leading to the pool, to be expensed from Operating Funds. **Following discussion, the motion passed unanimously, 5/0.**

6. Amended P.R. No. 22-02-Parking Policy

Motion: Ms. Christensen moved, and Mr. Alex seconded the motion to adopt Policy Resolution No. 2022-02-Parking Policy with the following additional amendments:

- Section III, Item A (page 5) remove the word: *adjacent*
- Section VII, item 8 (page 9) remove the word: *similar*

Following discussion, the motion passed, 4/1.

In favor: Ms. Christensen, Ms. Lampe, Mr. Hill, and Mr. Alex.

Opposed: Mr. Hillson

MATTERS FOR BOARD DISCUSSION:

1. Shuttle Bus Survey Results

Mr. Philbin reported that out of 116 responses, 97 residents chose option #2 for Pentagon City.

MATTERS FOR BOARD INFORMATION:

1. Management Report

- Action Item list
A copy of the action item list was included in the packet; no questions were asked.
- Fence Project Update
The fence project is almost complete.

- FY23 Budget Preparation Status
The draft budget has been started.

NEW BUSINESS:

None.

EXECUTIVE SESSION:

Motion: Ms. Christensen moved, and Mr. Alex seconded the motion to move into an executive session for the purposes of reviewing late fee requests. **The motion passed, 4/1, and the meeting was convened into executive session at 9:01 pm.**

In favor: Ms. Christensen, Ms. Lampe, Mr. Hill, and Mr. Alex.

Opposed: Mr. Hillson

Motion: Ms. Christensen moved, and Ms. Lampe seconded to exit the executive session. **The motion passed unanimously, 5/0, and the meeting was reconvened into an open session at 9:09 pm.**

Motion: Mr. Alex moved, and Ms. Lampe seconded the motion to waive the late fees for accounts ending in 0112 and 0113. **Following discussion, the motion passed, 3/2.**

In favor: Ms. Lampe, Mr. Hill, and Mr. Alex.

Opposed: Mr. Hillson, Ms. Christensen

ADJOURNMENT:

Motion: Ms. Christensen moved, and Mr. Alex seconded to adjourn the meeting. **The motion passed unanimously, 5/0, and the meeting was adjourned at 9:10 pm.**

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

Cameron Station Community Association
Financial Advisory Committee Meeting
August 29, 2022

MEETING MINUTES

I. Call to Order

- a. The Chair called the meeting to order at 7:08 PM.
- b. Members Present: Chairman Takis Taousakis, Jeff Gathers, Jodi Wittlin, Wendell Anderson, Bill Blumberg, and Fred Blum
- c. Others Present: Joan Lampe, Board Treasurer and Board Liaison, Bill Boos CAMP Finance, Steve Philbin CAMP site manager, Angel Robles on-site mgmt.
- d. The meeting was conducted via ZOOM.

II. Approval of Agenda

The committee unanimously approved the agenda.

III. Approval of Previous Month's Minutes

The previous month's (July) minutes were approved unanimously.

IV. Resident Open Forum

No residents were present.

V. Review of Financial Results

Mr. Boos led the discussion of July financials:

The funds in the Capital Improvement bank account at Pacific Bank were moved on 7/20 to the Replacement Fund account at Forbright Bank. It was decided to leave the account open for several months so that any residual interest would be captured and subsequently transferred.

Aged receivables are just over \$60K, which is higher than previous months but still within normal range. It is a timing issue which should be resolved soon. This is due, in part, to Main Street Condos not yet on ACH. By contrast, Woodland Hall is now on ACH and has asked the HOA to forgive the assessed late fees of \$1,500. Board to review.

Total cash is \$333,024 plus reserves of \$2,237,331 with free cash flow of \$384,726.

The final invoices for the fence project and the street repaving (this year's phase), \$170K and \$45K respectively, are due to be paid in September. Bill recommended moving \$200,000 from Forbright's R&R ICS account to the checking account to pay these bills. This is in addition to the regularly scheduled \$35K moved monthly from the R&R account to pay for ongoing, smaller reserve projects.

A refund for Federal and State taxes of \$5,000 is due in September.

VI. Old Business

Variances:

Irrigation: Monthly is over budget but expenses are near budget YTD.

Electric Service: Positive variance YTD and versus last year. Not certain why but could be due in part to replacing streetlights with LED bulbs. Steve will look into details.

Landscaping: Over budget due to repairs and replacements from 1/3/2022 winter storm. Overall cost from storm was \$26,000 and was approved by the board.

Pool: Pool is over budget by \$7,200 due the requested additional time to be open. The pool contract will be out for bids in September. Steve is not happy with their performance to date.

Committees:

CAC: An MOU has been reached with the City of Alexandria regarding the future maintenance of Linear Park. The city will assume responsibility for mulching, weeding, removing dead trees and replacements. CSCA will mow and pick up trash, for which the city will credit the HOA. Savings are expected to be \$2500 in 2023.

The current landscape contract runs thru 12/2023.

Over budget due to January storm repairs. Communicate to Lancaster how tight the actual expenses are vs budget, so they can manage.

Events: The \$7800 expense for July's pool party for Mission BBQ will post in August.

Communications: On budget

CCFC: The majority of expenses are under contract, so they are on budget.

Finance: R&R funds: Given the near-term cash requirements and the difference between Forbright's money market rate and the MS CD rate, the committee, by unanimous vote, recommended to the Treasurer that \$500,000 be moved to Morgan Stanley from Forbright ICS Account to be invested in ladder CD's from 18 to 30 months. We have communicated to MS to await the transfer. This will reduce the Forbright ICS account balance to approximately \$1.1M. The committee will revisit the issue before year end to determine any future balance shifts. It was observed that there is both a Bank of India CD at MS and money market funds within Forbright, the total of which exceeds the \$250,000 FDIC insurance limit. Future action: communicate to Forbright the name of CD's in the MS portfolio so they can avoid money market funds from the same institution.

Reserve Projects status Update:

Locker Room: This project has been completed.

Paving: Year 1 of the three-year project has been completed. Work for year 2 will be rebid. Fairfax paving will be able to rebid as it is believed by

both Bill Blumberg and CAMP that they did a good job. They still owe some parking spot stenciling. Residents asked about pooling water after raining. According to the project engineer, if water is gone 24 hours after raining then it is considered proper run-off. Given the pricing of asphalt the engineer recommended waiting until Oct-Nov to bid next year's phase. Irrigation piping below the paved streets should continue in future phases.

Fencing: The total cost is at budget of \$170,000. There are two changes to scope, the first, 2 feet of lattice work above the fence was approved by the board, and the second, 2 by 6 below the fence in spots will be before the board for approval.

Access System: A new card access system with photo credentials at a cost of \$45,000 will be before the board for approval. If approved on 8/30/22 completion can be expected by Jan. '23.

Fuel Surcharges Update:

American Pool: They charged \$430 "optional charge" which has not been paid.

Lancaster: They added a fuel surcharge, which CAMP has refused to pay.

Bates: They have charged \$2000-2500/month which CAMP has refused to pay. The only increases allowed are passthrough's from the recycling center.

Fleet: The first four months of \$875/month were paid as payment was by ACH. Now, payment is by invoice and CAMP has refused to pay additional sur charges.

CAMP has received two quotes have been received from alternative suppliers: Ramjay at \$21,000/mo and Limo Interconnect at \$50,000/mo. Fleet has demanded \$36,000 more per year over the existing \$17,500 per month, locked in until March 2024. Steve will attempt to speak with Fleet's owner prior to the 8/30 board meeting.

VII. New Business

The committee reviewed the charter governing committee membership, in part because Michael Whanslaw as a prospective member of the FAC is not a property owner per se. The committee recommended amending charter language to permit spouse and/or partner and adult children living full time in a CSCA household. Committee membership to be limited to one household member per committee.

Meeting was adjourned at 8:48 PM.

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**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday September 13th, 2022**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday September 13th 2022. The meeting was called to order at 7:03 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
Tom Linton – ARC Member
Kevin Devaney – ARC Member
Brian Sundin – ARC Member

MEMBERS ABSENT

None

CHANGE OF ATTENDANCE

Paula Caro joined at 7:04
Kevin Devaney joined at 7:16

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 with the addition of three addresses requesting emergency roof replacements: 5228 Tancreti, 5230 Tancreti, and 5185 Brawner Place.”

Moved By: Tom Linton

Seconded By: Mara Francis

For: All

Against: None

Absent: Kevin Devaney

MOTION PASSED

HOMEOWNERS OPEN FORUM

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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. One homeowner asked if the application they submitted after the deadline would be addressed at tonight's meeting. Due to the non-emergency nature of the application and it having missed the deadline, it will be included in the agenda for the October 4th meeting.

REVIEW OF EXTERIOR MODIFICATION APPLICATIONS

Address	Proposed Modification	ARC Action / Vote
156 Martin Ln	Tree Replacement	Approved with the stipulation that the tree is 6' tall measured from grade when planted. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Kevin Devaney Abstain: None MOTION PASSED
177 Cameron Station Blvd	Roof Replacement	Approved as submitted. Moved By: Paula Caro Seconded By: Sharon Wilkinson For: All Against: None Absent: Kevin Devaney Abstain: None MOTION PASSED
236 Medlock Ln	Landscaping	Disapproved as submitted. Moved By: Tom Linton Seconded By: Sharon Wilkinson For: Stephen Pearson, Paula Caro, Mara Francis, Kevin Devaney Against: None Absent: None Abstain: Brian Sundin MOTION PASSED
4912 John Ticer Dr	Window Replacement	Approved as submitted. Moved By: Mara Francis Seconded By: Paula Caro For: All Against: None Absent: None Abstain: None MOTION PASSED
5007 & 5009 John Ticer Dr	Driveway Replacement	Approved as submitted. Moved By: Mara Francis

DRAFT

		Seconded By: Paula Caro For: All Against: None Absent: None Abstain: None MOTION PASSED
5007 Donovan Dr	Window Replacement	Disapproved as submitted. Moved By: Tom Linton Seconded By: Mara Francis For: All Against: None Absent: None Abstain: None MOTION PASSED
5061 Donovan Dr	Landscaping	Disapproved as submitted. Moved By: Mara Francis Seconded By: Paula Caro For: All Against: None Absent: None Abstain: None MOTION PASSED
5112 Donovan Dr Unit: 104	Window Replacement	Approved with the stipulation that all windows are replaced like for like with respect to color and mullion pattern. Moved By: Brian Sundin Seconded By: Sharon Wilkinson For: All Against: None Absent: None Abstain: None MOTION PASSED
5239 Brawner Pl	Tree Replacement	Disapproved as submitted. Moved By: Kevin Devaney Seconded By: Sharon Wilkinson For: All Against: None Absent: None Abstain: None MOTION PASSED
5013 John Ticer Dr	Front Staircase Replacement	Approved with the stipulation that the front staircase is replaced like for like with respect to color and style. Moved By: Paula Caro Seconded By: Sharon Wilkinson For: All Against: None

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		Absent: None Abstain: None MOTION PASSED
5228 Tancreti Ln	Roof Replacement	Approved as submitted. Moved By: Sharon Wilkinson Seconded By: Tom Linton For: Kevin Devaney, Brian Sundin, Stephen Pearson, Mara Francis Against: None Absent: None Abstain: Paula Caro MOTION PASSED
5230 Tancreti Ln	Roof Replacement	Approved with the stipulation that shingle color is Oyster Grey. Moved By: Sharon Wilkinson Seconded By: Kevin Devaney For: All Against: None Absent: None Abstain: None MOTION PASSED
5185 Brawner Pl	Roof Replacement	Approved as submitted. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: None Abstain: None MOTION PASSED

MOVE TO: "I move to Ratify the applications for 5255 Col. Johnson Ln - Roof Replacement, 253 Medlock Ln – Roof Replacement, 278 Murtha St – Roof Replacement, 351 Livermore Ln – Window and Sliding Glass Door Replacement, 179 Cameron Station Blvd – Roof Replacement that were voted on electronically during the month of August."

Moved By: Sharon Wilkinson

Seconded By: Tom Linton

For: Stephen Pearson, Paula Caro, Mara Francis, Kevin Devaney

Against: None

Absent: None

Abstain: Brian Sundin

MOTION PASSED

BOARD MEETING REPORT

ARC Vice Chair Paula Caro attended the August Board meeting and reported that the Board discussed and approved the revised Parking Policy. She also reported that the Board approved the newest ARC member Brian Sundin. Finally, she noted that there was a possible homeowner appeal of an ARC decision that was moved to the September meeting. Board liaison Greg Hillson promised to inform the ARC if there was a pending appeal as soon as possible so the ARC representative to the September Board meeting could be prepared to present the ARC's perspective.

APPROVAL OF ARC MEETING MINUTES

MOVE TO: "Approve the ARC Meeting Minutes from the 2 August 2022 meeting with the deletion of the third sentence under the 'Board Meeting Report' section."

Moved By: Paula Caro

Seconded By: Mara Francis

For: Stephen Pearson, Sharon Wilkinson, Tom Linton

Against: None

Absent: None

Abstain: Kevin Devaney, Brian Sundin

MOTION PASSED

COVENANTS REPORT

- **Annual Comprehensive Inspection Update:** The On-Site Covenants Administrator continued annual comprehensive inspections for 2022. Management has completed inspections for phases 1-5 as of early September. Brawner Place and Tancreti Place were inspected the week before and week of Labor Day. Final inspections on Ferdinand Day Drive along with the Woodland and Oakland Hall condominiums will be completed throughout September. 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 12 resale inspections completed during the month of August.
- **Towing Report:** There were no vehicles towed during the month of August. With the approval of Parking Policy, Management will be focused on enforcement in the coming weeks.
- **Violations Issued and Abatements:** Management issued 124 violations in August. Management reported that the majority of violations were landscaping related including fences, walkways/driveways, and dormer windows. Abatement extensions have been granted by management to allow homeowners to remediate violations with the goal of increasing remediation throughout Cameron Station.
- **Next Meeting Date:** The next meeting is scheduled for October 4th, 2022. Please note that applications for the next meeting are due by September 23rd, 2022.

ARC CHARTER DISCUSSION

At the request of the Board and Management, the ARC reviewed our charter to see if any changes were necessary as other committees were also making charter changes and the Board would prefer to approve all committee charter changes at once. The ARC members reviewed our charter and voted to

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approve two suggested changes (see below). The intent of these changes is: 1) to ensure that ARC members are both homeowners and currently live in Cameron Station, and 2) to permanently codify the ARC's ability to meet by virtual forum.

MOVE TO: "I move to amend the ARC Charter to revise the first sentence of the second paragraph in Section B 'Eligibility' to read: 'When Control of the Architectural Review Committee transfers to the Board of Directors, committee candidates and members shall be property owners in residence and in good standing.' "

Moved By: Stephen Pearson

Seconded By: Mara Francis

For: All

Against: None

Absent: None

MOTION PASSED

MOVE TO: "I move to amend the ARC Charter by revising the first two sentences of Section F 'Meetings' to read: 'Committee meetings shall be held in the community center, other recognized meeting place of the association, or by virtual forum. In order for the membership to be reasonably informed of committee meetings, the committee Chairperson shall ensure that all regular committee meeting dates of the committee and links to the virtual forum are listed in the newsletter, on the website, posted in the community center and publicized through any other means of posting that the Board deems appropriate.'

Moved By: Stephen Pearson

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: None

MOTION PASSED

MOVE TO: "Adjourn the Meeting at 9:08 p.m."

Moved By: Mara Francis

Seconded By: Paula Caro

For: All

Against: None

Absent: None

MOTION PASSED

Minutes prepared by Stephen Pearson, ARC Chair.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
September 7, 2022

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

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS ABSENT: Ritah Karera

ALSO PRESENT: Chris Alex – Board Liaison

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

Motion: Andy_____ **MOVED** and Jen___ **SECONDED** to approve the 8/3 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. Pool Party
 - a. About 500 people attended, about the right amount of food, maybe longer DJ hours?
 - b. Recommend additional cola alternatives
 - c. Recommend simpler/less ice cream selection, i.e., crunch bar, ice cream sandwich, popsicle
 - d. Suggest mentioning “one hour” time minimum for volunteers to recruit more volunteers
2. Food Truck Friday
 - a. Event went smoothly, might be the last one in a while due to cooler weather, Goodfynd site

IV. NEW BUSINESS

1. Charter Recommendations
 - a. Suggest amending language for residents to be eligible to serve on the committee
 - b. Suggest amending language regarding term lengths to be a guideline, but only enforce to allow new members based on demand
 - c. Elected Jen vice chair, due to vice chair requirement in charter
2. Fall Yard Sale (Saturday, September 17, 8 am – 1 pm)
 - a. Advertise in usual online sources (facebook, craigslist, nextdoor, patch)
 - b. Ask CAMP for custom signs to place on CSB before event
3. Meadowfest (Sunday, September 25, 10 am – 1 pm)
 - c. Received email regarding event, but waiting for follow up, will promote event, if requested
4. Wine Tasting (Saturday, October 1, 8-10 pm)
 - a. Still need to purchase snacks for event, have \$673 Harris Teeter gift card
 - b. Andy will make flyer/signup genius

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
September 7, 2022

- 44 5. Halloween Event (Saturday, October 29, 11 am – 1 pm)
- 45 a. indoor event, lawn games in gym
- 46 b. DJ/smoke effects in Great Room, Jen will look into this
- 47 c. Ask Irina Babb to sponsor event, giveaways, customized light (pumpkin strobe)
- 48 d. Treat bags with candy, tattoos, stickers, light device or other giveaway (pencil?)
- 49 e. Decorate gazebo in early October
- 50
- 51
- 52

53 **V. ADJOURNMENT**

54

55 **Motion:** Andy_____ **MOVED** and Jimmy_____ **SECONDED** to adjourn the

56 meeting at 9:18 pm. The motion passed unanimously and the meeting was adjourned.

57

58

59

60 Respectfully Submitted,

61

62 Andrew Yang, Committee Chair

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
September 14, 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
Gen Harrison-Doss—Newsletter Editor
Linda Taousakis
Gwen Toops
Jenny Patenaude

COMMITTEE MEMBERS ABSENT:

Susan Klejst
Lenore Marema

ALSO PRESENT:

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

CALL TO ORDER

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

I. APPROVAL OF AGENDA

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

II. APPROVAL OF MINUTES

On a Motion, Moved and Seconded, the minutes from the Committee's August 24, 2022, meeting were approved.

III. RESIDENT OPEN FORUM

No residents were in attendance.

IV. ITEMS FOR RECOMMENDATION

Revisions to the charter regarding eligibility requirements for members were discussed. Tricia Hemel will update and send to Committee for review. It will be on agenda at October meeting.

V. MATTERS FOR COMMITTEE INFORMATION

Management Report: Juana Michel reported that access system improvements are underway and should be completed in early 2023.

Board Update: Megan Christensen reported that Gen Harrison-Doss was approved as Compass Editor-in-Chief and voting member of the Communications Committee. She discussed the upcoming access system to be installed at the clubhouse. The parking policy has been amended and is in effect. Replacement of the front sign has been approved, but it will take time for materials to be delivered. The shuttle bus route to Pentagon City is now in effect for duration of the Metro shutdown.

Committee Business

Tricia Hemel requested a list of active members for each subcommittee.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
September 14, 2022

Newsletter Subcommittee: Gen Harrison-Doss—reported that the next issue of *The Compass* will be November/December 2022 with a closing date of October 25. She will be contacting *Compass* staff and contributors soon and will advise date of upcoming staff meeting.

E-blast: There was no formal report on the E-Blast.

Welcome Subcommittee: Tricia Hemel reported that there were 15 new residents last month and Susan Klejst will make assignments to contact them soon.

Social Media: Jenny Patenaude reported that the 90-day trial to open comments will end in early October. There do not seem to have been any problems or issues to date.

Website: Gwen Toops reported that structuring the website is in the “last tweak stage,” but there will still be work to do on editing the content.

Photography Subcommittee: There may be a need to increase the number of photographers on the committee. Tricia Hemel and Linda Taousakis will discuss further and if so, that will be advertised in the weekly email blast.

Marketing & Public Relations Subcommittee: Work is underway on branding package for Cameron Station. Tricia Hemel asked for volunteers: Linda Taousakis, Jenny Patenaude and Pat Sugrue volunteered to help.

Bulletins & Signage: Nothing to report.

Budget: Tricia Hemel reported that the 2022 Committee budget was on track.

OLD BUSINESS

The Committee needs to write and/or update its SOP manual.

NEW BUSINESS

Next Board Meeting: September 27 – Tricia Hemel will attend.

Next Committee Meeting: October 12

VI. ADJOURNMENT

Tricia Hemel adjourned the meeting at 8:13 pm

Respectfully Submitted,
Pat Sugrue

DRAFT MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
Thursday, September 8, 2022

The following individuals attended the meeting:

Dan Ogg, CCFC Vice Chair
Tim Regan, CCFC Secretary (via Zoom)
Hans Estes, CCFC Member
Steve Philbin, Community Manager, CAMP (via Zoom)
Angel Robles, Assistant Community Manager, CAMP (via Zoom)
Rich Mandley, President ProFIT (via Zoom)

The following individuals were absent:

Ray Celeste, CCFC Chair
Susana Carrillo, CCFC Member
Brendan Hanlon, BOD Liaison to CCFC

I. Call to Order/Establish Quorum

The Cameron Club Facilities Committee meeting was called to order by Dan Ogg at 7:01 p.m.

II. Approval of Agenda

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

III. Approval of Minutes – August 11, 2022, Special Meeting August 25, 2022

Tim Regan made a motion to approve both August 2022 minutes as written. The motion was seconded by Hans Estes and it passed unanimously.

IV. Homeowners' Open Forum

No residents attended the meeting.

V. ProFIT Report

- A. August Summary Report:** Rich Mandley presented the ProFIT report. Usage in August increased over July. We still aren't back to the 2019 usage levels. The classes are well attended. Total Body Weights remains the most popular. The broken pads on the Nautilus equipment have been difficult to replace due to supply chain issues with Nautilus components. ProFIT will look for another solution.

The Committee also discussed additional repairs to equipment and possible classes to replace Aqua Zumba class.

VI. Matters for Committee Decision

- A. Fitness Center Rubber Floor Replacement Proposals** Rich Mandley presented the 3 quotes for the fitness center floor replacement and discussed the differences between the floor options and the installation companies.

Tim Regan moved to approve the fitness center rubber floor replacement proposal from RMS Fitness Equipment Services for the total amount of \$28,556.40 to be paid from the Reserves account. The motion was seconded by Hans Estes and it passed unanimously.

VII. Matters for Committee Discussion

- A. A.R. No. 2010-03 (Amended) – CCFC Charter:** There is a new eligibility statement that CAMP suggested to be added to Committee Charters. The Committee reviewed the statement, and suggested a change to remove a redundancy.

Hans Estes moved to accept the proposed language with a change to remove the sentence “Only one person residing in a household can be a member of the Committee at the same time”. The motion was seconded by Tim Regan and it passed unanimously.

- B. Pool Closure Issues (purchase of supplies):** Steve Philbin began the discussion on issues regarding the pool closure and mentioned a number of difficulties with American Pool during this year’s pool season. CAMP suggested, and the Committee agreed, that the Community should re-compete the pool contract for 2023.

- C. P.R. No. 22-02- Cameron Club Operating Rules & Procedures (10 minutes to the hour lap swim):** The Committee discussed the 10-minute lap swim that is currently listed in the Operating Rules. The Committee asked CAMP to research the rules in place in other communities to see whether they have something like Cameron Station’s “lap swim”. CAMP will also seek further input from the community attorney.

- D. Policy and Implementation Issues (new badging system):** Dan Ogg presented a draft of the new badging system policy. The Committee reviewed the draft policy and discussed plans for issuing new badges to the community prior to the new system going active. Management has also asked the badging/security system vendor for a sample of a policy that has worked well at another property.

VIII. Management Report

- A. Board Update:** Dan Ogg updated the Committee on the recent BOD meeting and actions that pertain to the Committee. The BOD approved the purchase of a new badging/security system.

- B. Action Item/Pending Tasks:** The Committee reviewed CAMP’s pending task list.

- C. Project Timeline:** CAMP updated the Committee on the status of projects currently under way within the community.

D. Management Office Door – Update CAMP updated the Committee on the installation of the door to the management office.

E. Budget/Financial Committed Funds: The Committee reviewed the latest financial information.

IX. New Business.

There was no new business.

X. Adjournment

Hans Estes made a motion that the Committee adjourn the meeting. Tim Regan seconded the motion and it passed unanimously. The meeting was adjourned at 8:36 pm.



Cameron Club Monthly Report

August 2022

Attendance and Usage

August – 7,620

- Average usage per day- 245

July – 7,842

- Average use per day- 252

Facility & Operations

Group Exercise Class Program

- The most attended class for this month was Total Body Weights. We saw an increase in attendance in 7 out 10 classes for this month.

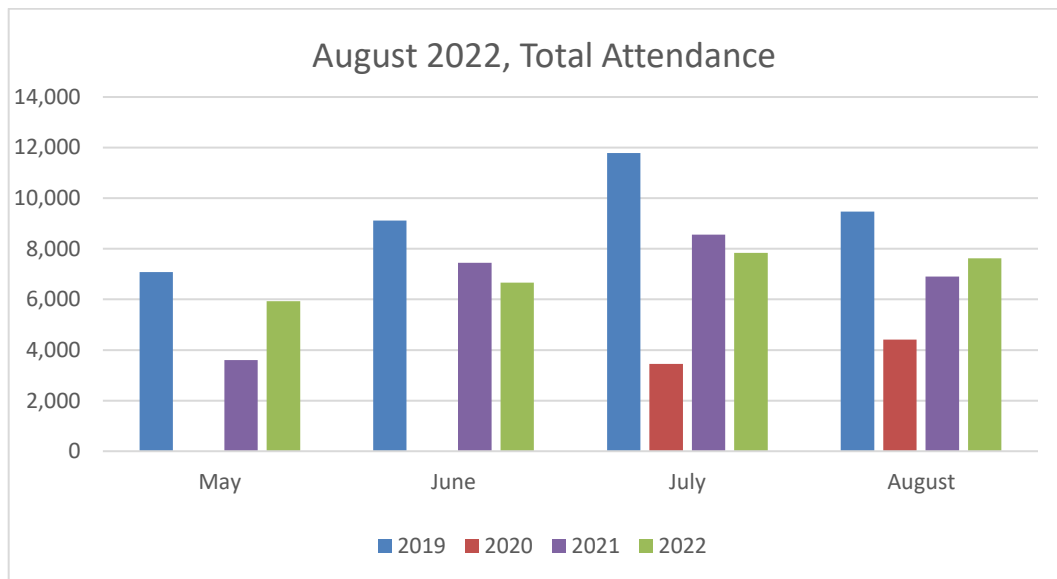
Exercise and Facilities Equipment

The status of the equipment in the gym as it stands, is in good shape. We have received word from Heartline that parts are in, and we are awaiting a date for minor repairs to be made.

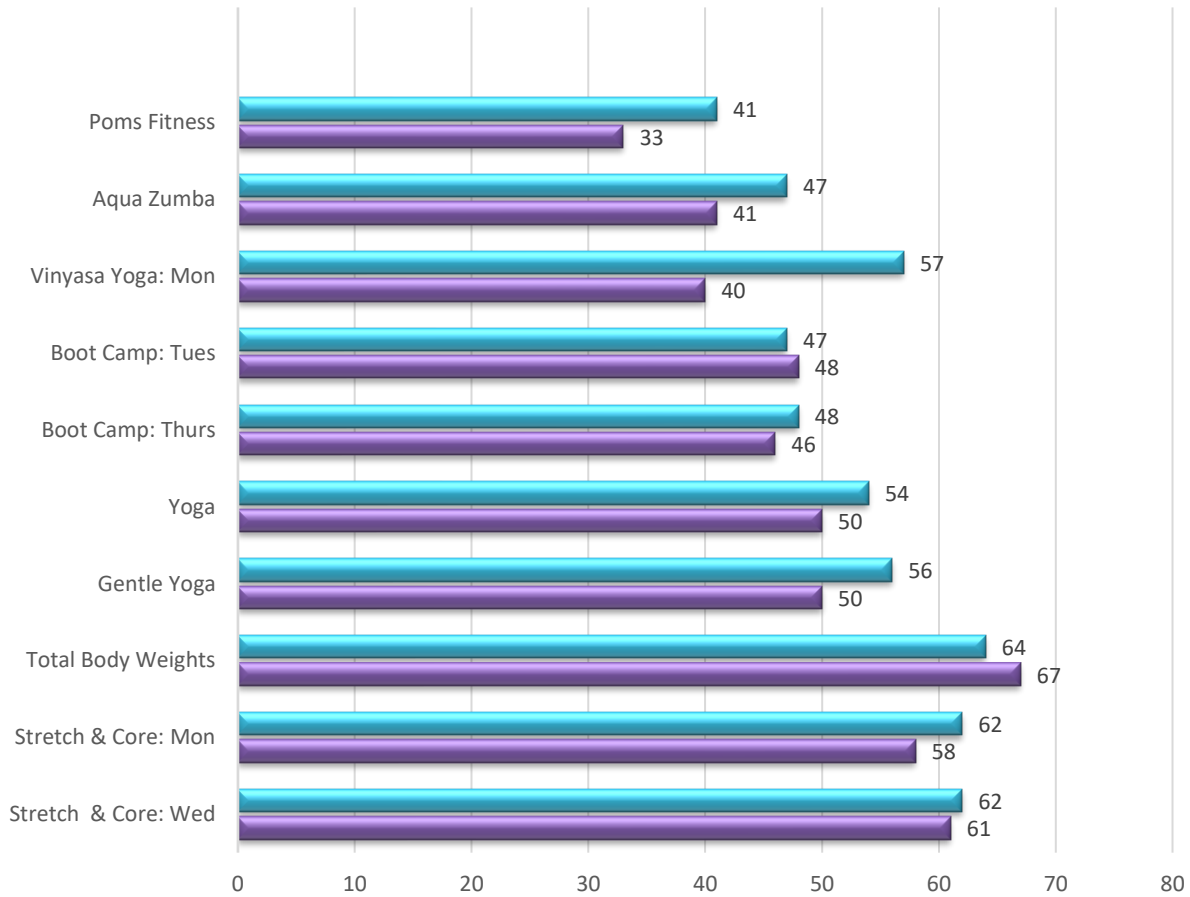
Programming

- We have a workshop schedule for August 17th. This workshop will be with Nova Spine and Wellness. This workshop will allow residents to work with a chiropractor and having access to vital information about the skeletal health.

Graphs



Class Attendance July 2022/August 2022



	Stretch & Core: Wed	Stretch & Core: Mon	Total Body Weights	Gentle Yoga	Yoga	Boot Camp: Thurs	Boot Camp: Tues	Vinyasa Yoga: Mon	Aqua Zumba	Poms Fitness	
August	62	62	64	56	54	48	47	57	47	41	
July	61	58	67	50	50	46	48	40	41	33	

August July

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

Monday, September 12, 2022

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

Members present: Kathy McCollom, CAC Chair, Don Williams, Sarah Markle and Martha Romans

Members not present: Patrick Kairouz and Kyle Gerron

Others in Attendance: Steve Philbin, General Manager, CAMP

Adrienne Zaleski, Lancaster Landscapes

Mindy Lyle, CSCA Board member

Motion to Approve the Agenda

Moved by Williams

Seconded by Markle

For: All

Against: None

Motion passed.

Motion to Approve the Minutes from August 8, 2022

Moved by Markle

Seconded by Williams

For: All

Against: None

Motion passed.

HOMEOWNERS FORUM

Dominique Ludvigson, 266 Medlock, asked the committee to address standing water in the common area behind hers and neighboring homes. The existing swale has sunk and water is being trapped in the area, seeping into backyards and homes. She requested that the area be regraded to redirect the water to the street.

Philbin and Zalenski agreed to do a visual inspection this week. Philbin said the process would be for Lancaster to develop a proposal for CAC review, after which it could be forwarded to the Board for approval.

BOARD UPDATE

McCollom reported that CAC proposals forwarded to the Board following the last meeting had been approved.

LANCASTER REPORT

Zaleski reported that Lancaster is continuing to perform routine maintenance. Aeration and reseedling will begin this month. The London Plane trees are already dropping their leaves. Lancaster is using mulching mowers to prepare them for composting.

MATTERS FOR COMMITTEE RECOMMENDATION

A motion to approve the fire hydrant repainting quote from Lino's Contractors for the total amount of \$5,250 to be expensed from Operating, General Repairs and Maintenance. Resolution 2022-0901.

Management obtained 3 quotes that ranged from \$5,250 to \$9,240 to scrape and apply two coats of paint to 50 fire hydrants in the community. This represents about one third of the fire hydrants in the community.

Moved by Williams

Seconded by Markle

For: All

Against: None

Motion passed.

A motion to regrade the ground to direct water to the nearest storm drain, install grass seed and cover with curlex blanket on the side and rear area of 4010 Waple and 5007 John Ticer. \$2,800.00 to be expensed from Operating Funds. Proposal # 3156 Resolution 2022-0902

Due to budget considerations, the CAC tabled this motion until next year. In the meantime,

management will work with homeowners whose downspouts are directing water into the common area to help mitigate the erosion problem.

MATTERS FOR COMMITTEE DISCUSSION:

Motion to amend the Common Area Committee Charter section on "Eligibility" consistent with the change that the Financial Advisory Committee made to state that: "Committee candidates and members shall be property owners, spouses and/or partners of property owners, all of whom must be in good standing and reside permanently in a home within Cameron Station on a full-time basis."

Moved by Williams

Second by Romans

For: all

Against: none

Motion Passed

The committee also discussed the section of the Charter that deals with "Appointment and Terms." Management will create a document with the dates that current committee members began their service so that terms can be staggered going forward.

MANAGEMENT REPORT

Action Item List -- provides list of tasks pending

Philbin reported that the cost to repair the front entry off Duke St. which was damaged by a drunk driver will be about \$24,000. Work on rebuilding the pillars will begin in the next week or two, after which a new sign will be installed. Electricity will be run to the area to light the sign.

Lyle requested that management consult the special use permit to make sure that lights are permitted. She also suggested replanting the tall evergreens within the community, specifically near a utility box on Brawner where there are similar trees.

The fence project is complete except for a section behind Martin Lane and Barrett Pl. Long Fence proposes to use 2"x6's" at the base of the fence to close a gap that allows trash and critters in. Management is getting estimates on seal coating the fence.

The paving project is complete except for 19 parking spaces which need to be marked "Reserved" for Oakland Hall residents.

The Board approved a new access system for the Cameron Club which will be implemented by the first of the year. All Cameron Station residents will need to turn in their current access card and receive either a new card or key fob or sign up for a mobile app. The new system also includes security cameras for the Cameron Club.

NEW BUSINESS

McCollom announced that Committee member Kyle Geron is resigning due to a scheduling conflict on Monday nights.

Next meeting date: October 10 at 7 p.m.

The meeting adjourned at 8:06 p.m.

Respectfully submitted,

Martha Romans

Dear Cameron Station Board of Directors,

I am writing to appeal the decision made by the Architectural Review Committee (ARC) from August 3, 2022 RE: Property 5250 Tancreti Lane.

I appeal on multiple grounds:

- 1) "The applicant was not afforded the opportunity to be heard or present pertinent information to the issue being considered."
 - a. While it is possible that my lack of knowledge of my application being on the agenda was due to my own human error, I did make attempts to determine this. The agenda posted on the ARC webpage was not updated until after the meeting to include the agenda where my home was being discussed. Had I been aware of my application being on the agenda, I would have participated in the meeting. I regret not being there to defend my application, and would be content to be provided such an opportunity.
- 2) "The ARC decision was irrational and inconsistent with the criteria set forth in this document."
 - a. The ARC has disapproved our application as the "proposed color is not consistent with the architectural style of the community. CSCA does not have any similar colors on our pre-approved list that are comparable to the proposed color." The Design and Management Standards (DMS) states "A list of the Cameron Station Development approved front door paint or stain colors is attached as Appendix B or as otherwise approved on a case-by-case basis as long as the new color is consistent with the prevailing colonial aesthetic in Cameron Station." (emphasis added). As demonstrated in the attached photos, a yellow color would be consistent with a colonial aesthetic and no such color exists in the DMS. If the particular shade of yellow is the issue, we stated in our application we are open to a different yellow shade. To disapprove such an application outright is irrational and inconsistent with any color being considered on a "case-by-case" basis.

Thank you for your assistance in this matter. I am grateful to the ARC for their time and effort and hope that we can find a mutually agreeable conclusion to our request.

Sincerely,
Rebecca McCauley Rench
David Rench McCauley
5250 Tancreti Lane



This image was included in our ARC application as an example of a similar home.



Old Town Alexandria home with yellow door.

Notice Date: 8/3/2022
Account Number: R0666752L0509034
Property Address: 5250 Tancreti Ln
CERTIFIED MAIL – Return Receipt Requested



Rebecca Louise McCauley Rench Trust
5250 Tancreti Ln
Alexandria, VA 22304

Dear Rebecca Louise McCauley Rench Trust,

The Architectural Review Committee (ARC) of Cameron Station Community Association, Inc. (CSCA) at their regularly scheduled meeting on **August 2nd** disapproved your **front door repaint** on the basis that **the proposed color is not consistent with the architectural style of the community. CSCA does not have any similar colors on our pre-approved list that are comparable to the proposed color.**

If you feel this decision is in error of the Association's Policies, Procedures, or Governing Documents, then you have ten (10) days from receipt of this ARC Decision Letter to file a written appeal request to the Cameron Station Community Association Board of Directors for their review and consideration, as outlined in the Design and Maintenance Guide (DMS) page 6 under Appeals Procedures. The appeal request should set forth the rationale for the appeal, which must be one of the following reasons:

1. The proper procedures were not followed by the ARC during the administration or review process.
2. The applicant was not afforded the opportunity to be heard or present pertinent information to the issue being considered.
3. The ARC decision was irrational and inconsistent with the criteria set forth in this document.

If you would like to discuss this matter further, please contact me by phone at (703)-567-4881 extension 203 or e-mail at covenants@cameronstation.org. As a valued resident of the Cameron Station Community Association, we thank you for your time and assistance regarding this matter.

Sincerely,

Covenants Administrator
Cameron Station Community Association
200 Cameron Station Blvd
Alexandria, VA 22304

**Design & Maintenance Standards (DMS)
Exhibit A - Exterior Modification Application**

Application # _____



Cameron Station Community Association, Inc.

EXTERIOR MODIFICATION APPLICATION

Complete separate application forms for each exterior modification being requested.

SECTION I: CONTACT INFORMATION

- 1. Homeowner Name(s):: Rebecca McCauley Rench & David Rench McCauley**
- 2. Lot: 24**
- 3. Address: 5250 Tancreti Lane**

4. Phone (h):

Phone (c):

Phone (w):

5. Email Address:

Additional email address:

SECTION II: EXTERIOR MODIFICATION BEING REQUESTED

☒ Replace

☒ Building (only)

- a. Proposed Modification Subject: Paint front door
- b. Reference Page Number of Association Design Maintenance Standard: pg 16, 36
- c. Please provide a complete, detailed description of the proposed modification.
Following the description, you will be able to upload sketches, drawings, and a Plat/Site Survey.

We would like to repaint our front door. We would like to put forward a new color for approval that we see as consistent with the prevailing colonial aesthetic in Cameron Station - Sherwin Williams Rayo De Sol (SW 9020, <https://www.sherwin-williams.com/homeowners/color/find-and-explore-colors/paint-colors-by-family/SW9020-rayo-de-sol>). We put this color change forward consistent with the DMS consideration on a case-by-case basis - "A list of the Cameron Station Development approved front door paint or stain colors is attached as Appendix B or as otherwise approved on a case-by-case basis as long as the new color is consistent with the prevailing colonial aesthetic in Cameron Station."

We have included some photos of homes with a similar aesthetic that have a similar yellow front door color. We think this addition will both keep the current aesthetic of our home, while also providing an update consistent with current home design.

If this particular shade of yellow is not acceptable, we would be open to discussion on specific shades of yellow that would be acceptable and consistent with the colonial aesthetic.

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

Upload your supporting documents and graphics
(uploads are attached to this message)

SECTION III: APPLICATION CONDITIONS

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

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

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

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

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

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

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

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

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

SECTION IV: ACKNOWLEDGEMENT AND SIGNATURE

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

Homeowner Name(s):: Rebecca McCauley Rench
Date: 07/17/2022

SECTION V: DOCUMENTATION CHECKLIST

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

Plat/Site Survey; Written description of proposed modification including materials and dimensions; Drawings, sketches, brochures, and/or photographs

SECTION VI: ARCHITECTURAL REVIEW COMMITTEE (ARC) ACTION

The ARC reviewed the application and took the following action:

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

Comments or Stipulations:

Representative Acting on ARC's Behalf

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

SECTION VII: APPEAL PROCESS

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



SW 9020
Rayo de Sol
Interior
Location Number: 134-C6



134

Rayo de Sol

COORDINATING COLORS

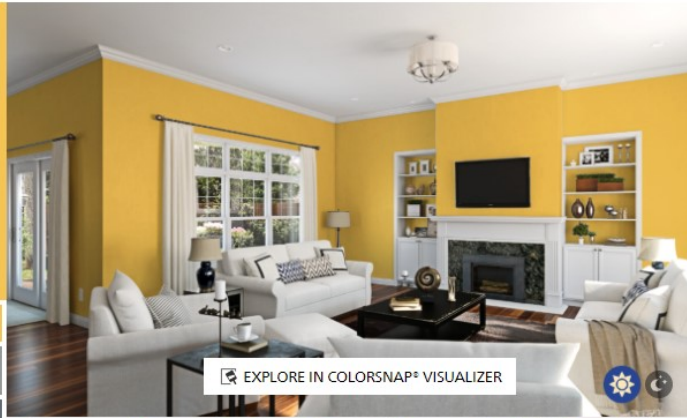
SIMILAR COLORS

DETAILS

SW 7660
Earl Grey

SW 6257
Gibraltar

SW 6679
Full Moon



FIND INTERIOR PAINT →

Save to My Account .

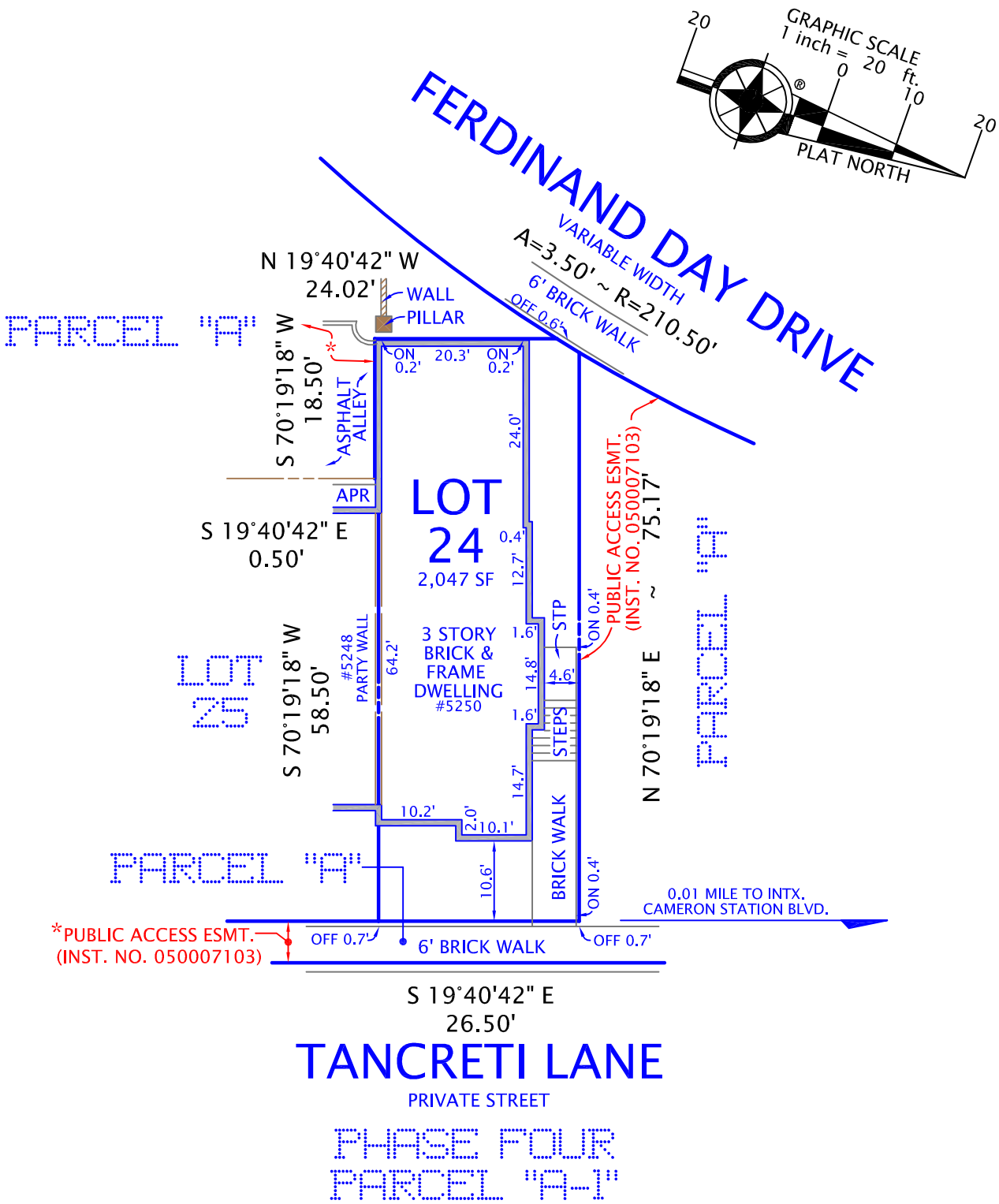
Add to my Project List .







NOTES: 1. UTILITIES ARE UNDERGROUND.



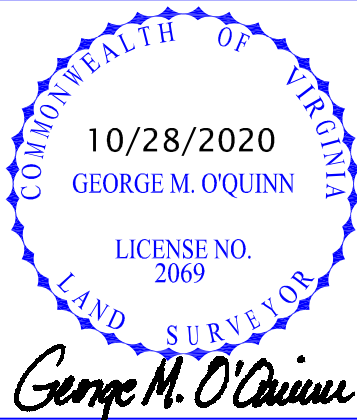
PLAT
SHOWING HOUSE LOCATION ON
LOT 24, PHASE VI
CAMERON STATION
(INSTRUMENT NO. 050007102)
CITY OF ALEXANDRIA, VIRGINIA
SCALE: 1" = 20' OCTOBER 28, 2020

I HEREBY CERTIFY THAT THE POSITIONS OF ALL THE EXISTING IMPROVEMENTS HAVE BEEN CAREFULLY ESTABLISHED BY A CURRENT FIELD SURVEY AND UNLESS SHOWN THERE ARE NO VISIBLE ENCROACHMENTS AS OF THIS DATE:

THIS PLAT IS SUBJECT TO RESTRICTIONS OF RECORD.

A TITLE REPORT WAS NOT FURNISHED.

NO CORNER MARKERS SET.



Ordered by:
228 S. Washington Street
Suite 100
Alexandria, VA 22314
PH: 703-739-0100
Fax: 703-739-8339

DOMINION Surveyors Inc.®
8808-H PEAR TREE VILLAGE COURT
ALEXANDRIA, VIRGINIA 22309
703-619-6555
FAX: 703-799-6412



Cameron Station Community Association, Inc.
Board Decision Request
September 27, 2022

TOPIC: CSCA Annual Meeting Electronic Voting Proposal
Resolution 2022-0901

Motion:

"I move to APPROVE the electronic voting services proposal from _____ for the total amount of \$ _____ to be expensed from Operating."

Motion: _____

2nd: _____

Summary:

Attached is a proposal for the 2022 Annual Meeting for the Board's consideration. Although the Annual Meeting this year may be a combination of in-person and virtual, the voting process should still be completed online in order to more easily engage the owners to participate in the election.

	Survey & Ballot Systems (2021 cost)	Survey & Ballot Systems	VOTE-HOA-NOW
Web Election	\$1,549	\$1,675	\$1,375
Paper Ballot Mailing	\$2,137	\$2,137	***
Amendment Document	\$2,046	\$2,189	\$540
Credit for not running full Amendment vote in 2021		(\$1,199)	
Total	\$5,732	\$4,802	***\$1,915

***VOTE-HOA-NOW only supports online voting/survey. Paper ballot not available.


The amount allocated in the budget is \$5,000.

CAMP Recommendation

Management recommends approval of Survey & Ballots Systems, which you used last year. The increased services are \$269. VOTE-HOA-NOW will not participate in paper ballot mailing.

Budget Considerations:

To be expensed from operating funds – Annual Meeting Expense.

A close-up photograph of a red pencil with a wooden eraser, pointing its tip at a square ballot box on a document. The ballot box has an 'X' drawn inside it. Other ballot boxes are visible in the background, some with 'X' marks and others empty. The document is white with some faint, illegible text. The image is part of a presentation slide with an orange header and footer.

SBS PROPOSAL PREPARED FOR
CSCA
27 SEPTEMBER 2022

Cameron Station Community Association 2022 myDirectVote Hybrid Election Tier 3



Table of Contents

- 3 Executive Summary
- 4 Transmittal Information / Statement of Confidentiality
- 5 Why SBS?
- 6 Exhibit A: Election Design, Services, Distribution and Execution
- 8 Exhibit B: Election Timeline
- 9 Exhibit C: Optional Services
- 10 Exhibit D: Compensation and Payment Schedule

SBS Election Services

You run elections, we provide the tools and resources to make those elections successful. We work with the world's top associations, cooperatives, financial organizations, clubs and member-based organizations to plan and manage their voting needs.



Online Voting



Paper Voting



Hybrid Voting



Telephone Voting



Onsite Voting



Nominations

Welcome...Your Executive Summary

Election management excellence

Each voice within your organization matters, but hosting an election can strain your internal team. We lighten your load and turn members into voters. For a highly successful election, you need a partner — an experienced independent, third-party election management provider who:

- is dedicated to an efficient, fair and secure election
- has a team of seasoned, tech-savvy election experts
- provides ongoing support throughout the election

Survey & Ballot Systems (SBS) is that partner. That's why we have a reputation for providing high quality, innovative solutions to some of the most high-profile organizations in the world. SBS helps organizations turn members into voters. Let us help make your next election as efficient as possible.

Cameron Station Community Association has requested a proposal from SBS for a full service myDirectVote hybrid election.

By taking advantage of SBS' proven methodology, Cameron Station Community Association will optimize its election for a secure, efficient, state-of-the-art voting process. The 2022 Cameron Station Community Association myDirectVote hybrid election should be run with SBS' myDirectVote™ election services.



Your Successful Election Checklist

- ☒ Increased Participation
- ☒ Consultation
- ☒ Voter Satisfaction
- ☒ Experience
- ☒ Security
- ☒ References
- ☒ Cost-Effective

Transmittal Information

Client:

Cameron Station Community Association (CSCA)

200 Cameron Station Blvd.
Alexandria, VA 22304

<https://www.cameronstation.org/>

Contact:

Angel Robles
Assistant General Manager
703-567-4881 ext. 202
arobles@gocampmgmt.com

2022 myDirectVote Hybrid Election

Date Presented: September 2, 2022

Date revised: September 27, 2022

Prepared by:

Survey & Ballot Systems (SBS)

7653 Anagram Drive
Eden Prairie, MN 55344-7311
Telephone (952) 974-2300
Fax (952) 974-2323
Toll Free (800) 974-8099


surveyandballotsystems.com

Contact:

Mitch Huffman
myDirectVote Account Manager
(952) 974-2302
mhuffman@gosbs.com

Statement of Confidentiality

This proposal includes data that shall not be disclosed outside of CSCA and shall not be duplicated, used or disclosed – in whole or in part – for any purpose other than to evaluate this proposal. If however, a contract is awarded to this offer or as a result of – or in connection with – the submission of this data, CSCA shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit CSCA's right to use information contained in this data if it is obtained from another source without restriction. The information subject to this restriction applies to all pages of this document.



Increasing member participation through innovative SBS election engagement tools.

Why SBS?

Increased Participation

We know how important election response is to you and your organization. That's why we are constantly developing new technology and strategies to help you stay connected with your members through voting. Ask your SBS Account Manager for a customized election participation growth strategy.

Expert Consultation

Whether it is improving response, enhancing governance or transitioning to alternative voting methods, let us guide you. With over two decades of private voting experience, we bring to the table a wealth of election and member service knowledge.

Satisfied Voters and Clients

96% voter satisfaction, and we can prove it. SBS is the only company that surveys voters — and their feedback will help you improve your voting project next time around.

Experience — Since 1990

We excel at both conventional and extremely complex election specifications. Our decades of experience in voting projects allows us to offer the support and recommendations to provide an optimal voting experience.

Unrivaled Security

SBS has the industry leading infrastructure, resources and technology to make absolutely sure your election is secure.

References

We keep our clients and our 98% client retention rate proves it. Your future elections will run that much more smoothly with a long-term partner you know and trust. Client references available upon request.

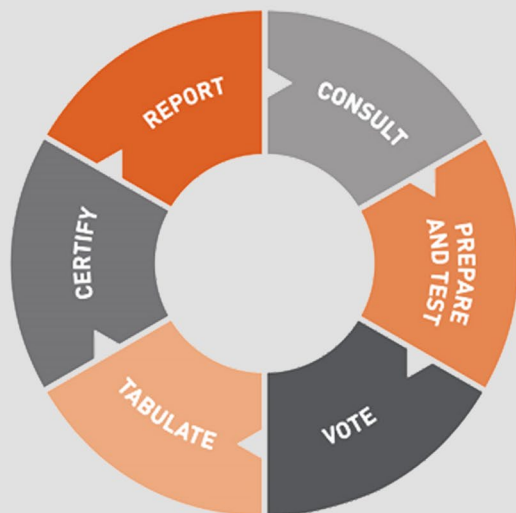
Cost Savings

We bring you the most efficient election process, helping you push back against escalating project costs associated with print, postage and labor.

Bottom line

A better election experience makes elections stress and headache free. Learn more at surveyandballotsystems.com.

● Election Setup Process



Consult: Getting to know your organization and its election needs.

Prepare and Test: Custom services built specifically for your election. Full testing assures election project success.

Vote: Distribute ballots and maximize member engagement.

Tabulate: Precise tabulation, processing and auditing.

Certify: Rigorous quality control procedures ensure accuracy.

Report: Present voting data, analyze and feel confident in certified results.

Exhibit A: Election Design, Services, Distribution and Execution

Survey & Ballot System's (SBS) key role is to bring validity, independent oversight, security and accuracy to the balloting process. Ultimately, SBS's myDirectVote® will provide the election resources for the Cameron Station Community Association (CSCA) to develop and report on their myDirectVote hybrid election.

All myDirectVote users are responsible for reading and complying with myDirectVote Terms of Use document at: <https://www.mydvadmin.net/Documents/TermsOfUse.html>:

myDirectVote Tier 3 Services

- SBS to set-up CSCA election on myDirectVote.
- Design the slate of candidates online as a web ballot using SBS' myDirectVote system. SBS will also input all ballot and voting information present on CSCA's license of the myDirectVote system, including but not limited to: bylaws, offices, candidates, and biographies present on the myDirectVote system.
- Provide unlimited development support with a tier 3 selection.
- Provide 30 minutes of voter/member support. CSCA is expected to support its members/voters through: answering member inquiries about the election, adding/removing/editing voters throughout the life of the election project, and encouraging voters to use the login page for the resending of Username and Election Passcode information.
- CSCA UPLOADS DATABASE A MINIMUM OF FOURTEEN (14) BUSINESS DAYS PRIOR TO ELECTION OPEN DATE PER SBS PROVIDED MYDIRECTVOTE FORMAT.
- CSCA tests and approves ballot.

Project Execution - Voting Period for the 2022 CSCA myDirectVote Hybrid Election

- Offices: final slate decided by CSCA; quorum office and minutes.
- 1,769 eligible voting members (approximately)
- Election Period: TBD
- Each member vote counts for one.
- Each member to receive the same ballot.
- On open date, SBS sends broadcast email through the myDirectVote system. SBS is also responsible for sending reminder emails through the myDirectVote system (one reminder email is included in the contract cost). The reminder email date is determined by CSCA.
- On open date, SBS mails a paper ballot package to full membership. Outbound and return postage not included in contract cost. Ballot package to include the following:
 - myDirectVote ballot and Proxy (addressing piece; includes web voting instructions and credentials; 8.5 x 11; single sided; printed in black and white)

Safeguarding Your Election Data

Since 1990 we have implemented the top technology and security practices to keep client elections safe. Here are a few of the key measures we employ to ensure the safest member voting possible:

- Pass-card security system, locked vaults and chain-of-custody procedures to ensure physical safety of materials.
- Use of world-class enterprise datacenters (Flexential) for security and storage management.
- Online elections hosted in Flexential's datacenter – Flexential's Cloud Service Availability is 99.999%.
- Data co-location in redundant datacenters 900 miles apart ensuring power grid distribution protection.
- Symantec® TLS industry-leading encryption and authentication protection.
- Fully staffed 24/7, 365 days network management — providing immediate response and resolution to any issues.

Exhibit A: Election Design, Services, Distribution and Execution

- Business reply envelope (provided by SBS)
- Cover letter up to two pages (8.5 x 11; single sided; printed black and white)
- Amendment Document (two 11x17 nested (8 sides), black and white)
- Large outbound envelope (provided by SBS; all pieces inserted)
- Authenticate voters to ensure voter is eligible.
- Meet Section 508 compliance regulations and all applicable W3C accessibility standards.
- Provide support link which enables a member to receive their passcodes.
- The ability to add eligible voters and immediately send email invitations to these members.
- Provide comments box and satisfaction rating for members to record their web voting experience after ballot submission.
- Allow voters to receive a confirmation email that the ballot was received and show a transaction number for reference.
- Allow for SBS administrator to print special letters/ballots for members without email addresses and for emails that bounce. The special letter/ballot includes the web address for the online ballot and the member's personal login credentials. **Note: printing special letters/ballots will allow the administrator access to personal login credentials.**
- MYDIRECTVOTE APPLICATION WILL PROCESS, VERIFY, AND TABULATE ALL WEB AND PAPER BALLOTS. FOUR (4) HOURS OF TABULATION TIME INCLUDED.
- Paper ballots kept at SBS for 30 days post-election or returned to client.

Deliverables

- PRELIMINARY RESULTS ARE VIEWABLE THROUGHOUT THE ELECTION OPEN PERIOD.
- Accurate election results are available for retrieval at the close of the election. SBS to deliver PDF of final results to a secure file portal.

CSCA Responsibilities - Voting Period

- Provide one point of contact.
- Publicize the voting process to eligible members.
- CSCA UPLOADS DATABASE A MINIMUM OF FOURTEEN (14) BUSINESS DAYS PRIOR TO ELECTION OPEN DATE PER SBS PROVIDED MYDIRECTVOTE FORMAT.
- CSCA tests and approves ballot.
- Additional processing or development requested by CSCA outside of the contract at a rate to be specified by the SBS account manager.

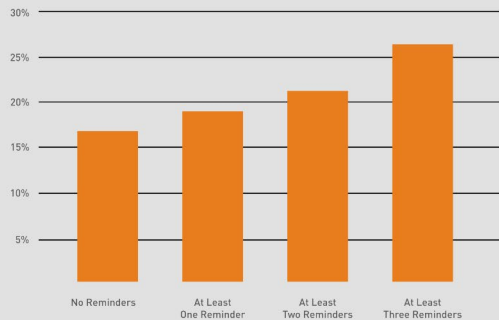
Exhibit B: Election Timeline

Date	Action
August 2022	SBS receives authorization for myDirectVote® services from CSCA.
4 weeks before election open	CSCA delivers all web election information to SBS. CSCA delivers all voting material and files for SBS to develop the ballot package.
2-3 weeks before election open	CSCA delivers member database according to the myDirectVote® format.
2 weeks before election open	SBS delivers web election site to CSCA testing and review. Any changes submitted to client service representative.
1.5-2 weeks before election open	SBS prints ballot and assembles mailing.
CSCA Open Date	Election Opens: SBS sends broadcast email, opens election site and mails ballot packages.
During Election	SBS monitors and maintains web voting activity.
During Election	SBS to send reminder email to members who have not voted.
CSCA Close Date	Election Closes: SBS closes election site. SBS receives paper ballots and tabulates. Paper ballots must be delivered by close of election or a predefined date selected by CSCA.
1 business day post-election close	SBS delivers final results.



Election Participation Reminders

Response Rate with More Email Reminders



Some benefits of reminders include:

- Efficient, effective ways to increase participation
- Flexible tactics to boost turnout on short notice
- Daily reporting to measure effectiveness
- Bounce reports to identify undeliverable email addresses

Exhibit C: Optional Services

During the terms of this Agreement, CSCA may elect to receive any of the following additional services from SBS at the following rates:

Programming, Development, Processing and Reporting Outside of Contract: \$245/hour

Reminder Emails: 1 reminder email included in contract price.

Voter List / Non-voter List: Priced per spec.

Additional Database Uploads: Priced per spec

Additional Tabulation Time: \$145/hour.

Breakdown Reports: Provides statistical analysis (voting trends) on segments of the membership such as: voting by districts; membership type; chapter; etc. The breakdown reports can be a single, double or triple breakdown.

Analytical Reports: Provides analytical reports for each login method, operating system, browser, top IP addresses, etc.

Special Letter Mailing: Sent to members who will receive and vote via the web or members whose email address is undeliverable. Cost per final specification and quantity.

Awareness Postcard Mailing: A postcard will be mailed to the members that will receive the web-ballot package approximately two weeks before election polls will be opened. Cost dependent on client specification.

iCalendar Reminders: A link to a customized iCalendar data file can be placed within email invitations, reminders, and on your system's login page.

Exhibit D: Compensation and Payment Schedule

For myDirectVote® services rendered for the CSCA myDirectVote hybrid election, CSCA shall pay Survey & Ballot Systems the following compensation. This does not include shipping, postage, USPS fees or applicable taxes:

my DirectVote Services	Cost
myDirectVote Web Election / Tier 3 services	\$1,675
Paper ballot mailing	\$2,137
Amendment Document	\$2,189
Credit for not running full Amendment vote in 2021	(\$1,199)
Total	\$4,802

CSCA:
Cameron Station Community Association

By: _____

Print Name: _____

Title: _____

Date: _____

Payment Schedule

Event	Amount	Percent	Payment
Signing Contract	\$4,802	100% Due	Upon Receipt

CSCA acknowledges that SBS will deliver login information and access to the myDirectVote system within two business days of receiving payment, if requested.

REMIT TO:

Survey and Ballot Systems

7653 Anagram Drive
Eden Prairie, MN 55344
Accounting: 952-974-2319
FEIN: 41-1670555

SBS:
SURVEY & BALLOT SYSTEMS

By: _____

Print Name: _____

Title: _____

Date: _____



From: Vote HOA Now <estimates@votehoanow.com>
Sent: Monday, September 19, 2022 4:27 PM
To: Angel Robles
Subject: Vote HOA Now Online Voting Estimate for Cameron Station CA (1769 homes/units)
Attachments: Vote HOA Now Presentation.pdf; Vote HOA Now What's Included.pdf; Vote HOA Now Process.pdf; Vote HOA Now FAQs.pdf



Online Voting Estimate

[Email not displaying correctly? View email in browser](#)

Angel Robles,

Please find below the online voting estimate you requested for Cameron Station CA (1769 homes/units). This estimate is for electronic/online voting only, we do not manage paper mailings. Also, attached is a copy of our presentation which provides information both about online voting and our system, what's included, our process, and FAQs.

When you're ready to get started, click the green "I want an agreement" button below (you may have to create a password if it's your first time using the estimate/agreement system).

Some items that differentiate Vote HOA Now:

1. All we do is online votes and surveys – so we can focus on making sure you reach quorum
2. We only manage votes/surveys for owner associations – so we make sure our system follows state statutes and focuses on the association boards needs
3. We are a US company and hire from within the industry and many of us have the CMCA® designation – so we understand the needs of the manager and board
4. All of our client service team members are CAI Educated Business Partners – ensuring we are following best practices in the industry
5. We provide full-service vote setup and management, not just a portal, with our expertise which has a 90% success rate of reaching quorum

Want to see how it works? [CLICK HERE](#) to see the owner voting demo

Have questions? [CLICK HERE](#) to see the webinar schedule to get all your questions answered

I want an agreement

Follow up with me later

SERVICE	BILLING PERIOD	PRICE
FIRST VOTE IN A YEAR* (includes custom voting website, annual software use license, and <i>full-service setup and management of one vote or survey</i> with one PDF document or link)	Annual 1769 units	\$1,375.00
ADDITIONAL VOTES IN SAME YEAR* Full-service setup and management	Per Vote/Survey	\$540.00

ADDITIONAL SERVICES AVAILABLE	BILLING PERIOD	PRICE
Additional Ballot During voting period that has different end date (e.g., By-law ballot starting at same time as Annual but runs longer due to higher quorum requirement)		\$100.00
Vote Extension For votes that are longer than 3 months	3 month increments	\$100.00
Additional Items on the Ballot Groups of 10	Per group of 10	\$50.00
Additional PDF Document or Link on a Ballot (one is included)	Per Addition	\$25.00
Owner Data File Clean-up* Editing owner data spreadsheet in order to prepare it to be imported to the voting database. *Exact price cannot be quoted until data is received.	Per Request	est. \$100.00 - \$250.00
Notice or Call for Candidates	Per Notice	\$50.00

Notice or Call for Candidates email blast before vote with
link to candidate/nomination form

Email Final Results to Owners

\$50.00

* one ballot with one PDF document or link, up to 10 items, unlimited candidates, and 3 months voting time

Invoice terms are Net 20 (lack of payment could interrupt service).

Owner information is retained on the server in your own database. Voting results are kept as long as the service is retained by the association. Annual accounts are invoiced each year on the anniversary date of the first invoice.

Full Service Setup & Management – We work with a single point of contact (SPC) that will provide us with the material to setup a vote and import owner data. We will set up the ballot, add candidates and/or issues/items and have the SPC review/approve before going live. During the vote we will send invitation to vote emails to the owners that have email addresses. In a typical Annual/BOD election the online voting period is approximately two weeks to 30 days. We will send an invite when voting opens and then every 3-4 days throughout the vote. We will examine where we are in terms of making quorum and change the content of the messages to appeal to more people and increase the frequency of the messages if necessary. For votes lasting longer (2-3 months) we will send an additional invites as necessary.

During the vote we provide quorum results weekly to the SPC. We verify and stand by the results acting as a non-biased third party. Voters who contact us requesting information are directed to the SPC or other point of contact (the office) for that information. No vote information is discussed with anyone other than the SPC. If voters have any issues, we work with the SPC to resolve them.

Safeguarding Personal Information

- Any and all owner data collected by Vote HOA Now in the context of providing e-voting administration services to the Licensee shall not be used for any other purposes during or after the term of this e-voting agreement.
- Owner data obtained by Vote HOA Now shall be collected, used and disclosed, as well as processed, handled, stored and destroyed in accordance with applicable privacy laws or such legislation as may be applicable from time to time.
- Vote HOA Now will take all reasonable precautions to prevent owner data from being accessible by any unauthorized person. Owner data is thus protected by appropriate physical, organizational and technical security safeguards, to prevent unauthorized use, disclosure or dissemination of such information. Please see attached FAQ for Privacy Breach policy.

Rush Jobs will be charged an additional \$200-\$600 (please see details below).

It's considered a rush job under any of these conditions:

- There is less than 2 weeks' notice prior to the start date of the vote, so that it may be scheduled accordingly
- A signed agreement isn't received at least 2 weeks prior to the vote start, so there is adequate time to setup the website

- The vote/ballot information and/or owner data is received in less than 4-5 business days before the vote starts, to allow adequate time for review and approvals

Without a rush fee, the voting site creation takes approximately 2-3 business days and ballot setup takes approximately 4-5 business days after that.

RUSH FEE CHOICES (for new agreements):

1. **Requesting an open date same day/next day: \$600** (this includes the site creation rush)
2. **Requesting an open date 2-3 business days from today: \$400** (this includes the site creation rush)
3. **Site creation rush: \$200** - site will be created same day or next day if agreement is received in the afternoon and the voting site information (site link, email address, QR code, etc.) will be emailed when complete

This policy is to ensure that your vote is a successful one.

This estimate was created on 9/19/2022 1:27 pm PT and is valid for 90 days.

VOTE·HOA·NOW

<https://votehoanow.com>

I want an agreement

Follow up with me later

Quorum Headaches?

VOTE·HOA·NOW online voting to the rescue!

- ✓ meet quorum
- ✓ save time and money
- ✓ get rid of those headaches!



**Whether you manage
10 homes or 10,000+
Vote HOA Now can help!**

For more information
or an estimate visit us at:
www.votehoanow.com
Email: **info@votehoanow.com**

VOTE·HOA·NOW

1

VOTE·HOA·NOW
The best candidate for online voting management

2

Outline

- Online statistics
- Online voting benefits and features
- Ballot options and types of votes
- Our process and commitment
- Owner viewpoint
- Results
- Testimonials

VOTE·HOA·NOW

3

The Future is Online

As of June 2021:

- 93% of American adults are online
- 85% own a smartphone
- 80% have internet service in their home
- 15% are “smartphone dependent” for online access
- 75% own a computer
- 50% own a tablet

Source: Pew Research Center

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Worried About an Older Group?

The older generation is very receptive to online voting. As of March 2021:

- 96% of adults ages 50-64 go online
- 85% of adults ages 65-69 go online
- 75% of adults ages 65 and older go online
- 80% of these users go online every day
- Even with seniors ages 80 and up, over 45% report using the internet

Source: Pew Research Center

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5

Online Voting Benefits



- Save time and money
- Increase participation
- Secure, third-party, full-service management
- Real-time results with detailed reports
- No miscounted votes and smoother meetings
- Achieve quorum before the meeting

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6

Features of Our System

- Customized association voting site
- Random registration codes
- Voter registration authentication
- Unlimited email invitations and reminders with link to voting site
- Voting receipt sent to each voter
- Enter non-secret paper ballots into system
- Process to remove delinquencies

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7

Ballot Options Available

- Proxy/directed proxy
- Quorum only
- Write-in candidates
- Weighted, percentage, or cumulative voting
- Secret ballot
- Document attachment/link
- Candidate bios and pictures

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8

Types of Votes



- Directors Election
- Issues/Measures
- Amendments
- Mixed – both issues (i.e., last year's minutes) and candidates
- Multiple ballots
- Also available: Surveys

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Our Process

- Create custom voting site using logo or pictures
- Assign vote manager to guide through process
- Receive ballot info, owner data
- Create ballot and invite email, upload owner data
- Obtain approval on ballot and invite email
- Open vote, monitor, send weekly quorum status
- Close vote, send final results

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Owner Viewpoint

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Online voting to save time,
money and reach quorum!

2020 Directors Election


Dear Mary O'Connell,

Your community needs your participation to elect this year's board members.

Voting online is easy and quick.
Your vote will count **1** time(s) for property(ies) **11209 SW Sunnyside Rd**

GET STARTED NOW

- Please [CLICK HERE](#) to go to the online voting website (your personal registration code **8901705931** will prefill)
- Make your choices on the electronic ballot and submit (once your vote is submitted it is final)
- A confirmation of your vote will appear onscreen and be sent to your email



**Online Voting
Ends:**
May 8, 2020
Noon EST

Thank you,
Jane Doe
Community Manager

Please Note: Even if you previously used the site, you will need to register with the above code for this vote.


demo5.ivotehoa.com
[Unsubscribe](#)

Invitation Email

- Custom banner with image from association (monument sign, logo, etc.)
- Dynamic message addressed to each owner includes property/unit and unique registration code
- Link opens voting site in primary browser

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Online voting to save time,
money and reach quorum!

Voting Site

- Custom banner and site name
- Registration code prefills from email
- Each code can only be used once
- Contact us button for those that didn't get an email with their link or code


Create your account

REGISTRATION CODE


[< Back](#)
[Next Step >](#)

DON'T KNOW YOUR REGISTRATION CODE OR NEED OTHER ASSISTANCE?

[Contact us](#)



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Online voting to save time,
money and reach quorum!

Registration Page


- Constitutes electronic signature
- Follows Federal law for an electronic signature

Create your account

Filling in this form constitutes your electronic signature.

FIRST NAME	LAST NAME
<input type="text"/>	<input type="text"/>
PHONE NUMBER - OPTIONAL	
<input type="text"/>	
EMAIL ADDRESS	EMAIL AGAIN - TO VERIFY
<input type="text"/>	<input type="text"/>
SET A PASSWORD At least 8 characters, include a number and uppercase letter	PASSWORD AGAIN - TO VERIFY
<input type="text"/>	<input type="text"/>

[< Back](#)
[Next Step >](#)



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Ballot View

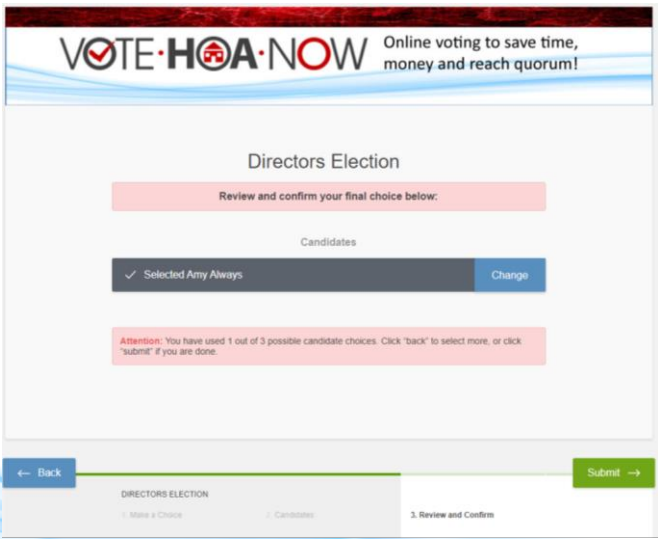
- Name/account/property at the top
- Ballot text is customizable
- Section for owner voting instructions
- Attachments (PDF, no size limit)
- Primary choice – vote on candidates or quorum only
- Proxies (if needed) would be here
- Steps at bottom

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Candidate Selection


- Can have pictures and text (or just a list of names)
- Write-in spaces equals the number of choices
- Summary of choices made (on the right)
- Cannot select more than allowed (no more invalidated ballots for having too many marks)

16

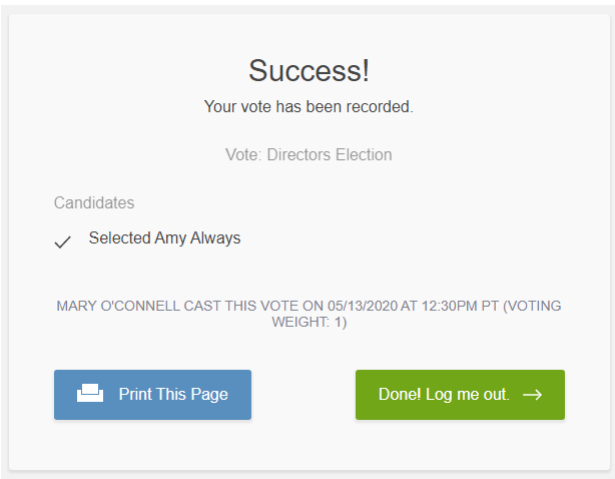


Confirmation Screen

- Review choices before submitting
- Click Change or Back Buttons to modify choices
- Once submitted, vote is final




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Vote Complete

- Confirmation displays on screen and is sent to the email provided during registration
- Owners will not receive any more voting emails



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Administration

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Real-time Results

Only the General Status of Voting (outlined in red) showing the quorum/percent of votes received is sent weekly

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Final voting report for Vote HOA Now demo

June 14, 2021

Demo Test

Votes Received	Imported Accounts	Percent Voted
10	21	47.62%

Candidate	Votes
Mary Poppins	5
Sandy Surfer	5
Just A Name	1
Happy Hawaiian	1

Quorum Only	4
-------------	---

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Final Reports Include

Spreadsheets of:

- Who voted
- Who didn't vote
- Candidate and issue results (if not secret) shows how each person voted

1	Choice	Write In	Weight	Property ID	First Name	Last Name	Email A	Registration Co	General Informa	HOA Acco	Cast On	IP Address	Vote By A	Quorum
2		Charles		1 26945 N Bisquit	Cadeo	Chiem	demo5-	2864833086	Cadeo Chiem	235460	5/30/2017 17:38	68.230.124.58	Yes	
3	Barry Best			1 26945 N Bisquit	Cadeo	Chiem	demo5-	2864833086	Cadeo Chiem	235460	5/30/2017 17:38	68.230.124.58	Yes	
4	Amy Always			1 26945 N Bisquit	Cadeo	Chiem	demo5-	2864833086	Cadeo Chiem	235460	5/30/2017 17:38	68.230.124.58	Yes	
5				3 Lot # 205	Susan	Jones	demo5-	3703220110	Bob & Susan Joni	235464	6/2/2017 11:46	68.230.124.58	No	Yes
6				2 12782 SW Sunnysii	Bryan	Bayer	demo5-	4034784621	Bryan Bayer	235462	6/2/2017 12:34	68.230.124.58	No	Yes
7				4 11014 SW Sunnysii	David	Johnson	demo5-	2000199869	David P Johnson	235457	4/14/2017 16:23	70.162.146.193	Yes	Yes
8														
9														

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Testimonials

For more testimonials visit our website:

www.votehoanow.com

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Board Members Responses

I have to praise Vote HOA Now for the ease in setting up internet voting. Thank You!

**R. Quesenberry, President
Bruton Glen Homeowners' Association**

It's working like a charm!!!

**Tom Clark, Secretary
Barrington Community**

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Manager Responses

It was the only Annual meeting I had this season that I walked into the meeting having quorum.

Julie Capps, Community Manager, Summerfield HOA

Yes we did meet quorum and the board loved it. This is the answer for owners to vote without attending a board meeting. We will be doing this again next year!

Natalie Purcell, Community Manager, Fox Grove

We got quorum, first time in three years! Yay

Kim Todd, Community Manager, Brookfield OA

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Questions

VOTE  NOW

	Full Service
Voting Site Setup	✓
Create voting site and email with community name	✓
Create banner for voting site and emails	✓
Provide admin link to site	✓
Provide site email address and confirm it forwards to the appropriate person	✓
Provide links to voter registration page	✓
Provide list of items/information needed to setup a vote	✓
Provide instructions to create owner data file and sample of owner data file	✓
Provide instructions for voting pamphlet and bios/pictures and sample of voting pamphlet	✓
System manual	✓
Vote/Ballot Setup	✓
Create ballot with options needed (proxy, quorum, write-ins)	✓
Import pictures, bios, issues, amendments	✓
Import voting pamphlet	✓
Create invite email	✓
Create reminder email	✓
Obtain approvals on ballot and emails	✓
Provide guidance on creating owner data file (duplicates, weighting)	✓
Import owner data	✓
Create random registration codes	✓
During the Vote	✓
Queue invite emails (minimum weekly)	✓
Queue reminder emails (minimum weekly)	✓
Monitor vote for quorum	✓
Modify email messages as needed to assist with getting responses	✓
Answer questions from contact regarding owner concerns/issues	✓
Send weekly results overview	✓
Send final results with spreadsheets	✓
Third party separation	✓
After the Vote	✓
Vote debriefing to assist with system improvements	✓
Archive vote results	✓

1 Send Vote HOA Now the online voting agreement



- Voting site is setup in 2-3 business days (can be completed earlier with \$200 rush fee approval)
- Invoice is sent – terms are Net 20 (lack of payment could interrupt service)

2 Vote HOA Now sends 3 emails to the admin contact designated in the agreement



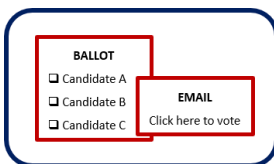
- Email 1: Vote site information including voter registration link
- Email 2: Items needed to setup the vote/ballot
- Email 3: Instructions to create the owner data file

3 Send Vote HOA Now the vote/ballot information and owner data file



- Follow the instructions in the emails to send Vote HOA Now your ballot information and owner data file
- We review the setup and let you know if you need to adjust/fix something
- **A minimum of 4 business days from the receipt of the ballot information and owner data file to the voting start date is needed to avoid rush fees.**
Rush fees choices:
 1. Requesting an open date same day/next day: \$400
 2. Requesting an open date 2-3 business days: \$200

4 Review and approve the ballot and invitation email



- We create the ballot and send a proof for your review and approval
- We create the invite email message and send a proof for your review and approval
- We load the owner data file into the database and send you the registration code list

5 Vote goes live (after all approvals are received)



- We send the invite email to all email addresses provided in the owner data
- We queue additional invite and reminder emails (typically bi-weekly)
- We email the admin a weekly quorum report
- We email the admin the final voting results report with detailed spreadsheets (results, who voted, and who didn't vote) at the end of the vote

Q Do we need to use the random registration codes?

A No, however, we do recommend it for security purposes. These codes are randomly generated 10-digit numbers, so one owner could not accidentally (or purposely) vote for another. Each code generated can also only be used one time, so it provides added security against fraud.

Q What if an owner has multiple properties?

A This is where weighting becomes very beneficial. If an owner has more than one property, that owner would only have one email address and registration code, but it would have a “weight” of the number of properties owned. Therefore, the owner would only need to register and vote one time and it would count for all the votes allotted (number of properties).

Q What if our owners have a percent of a vote versus 1 vote per lot (i.e., a 3-bedroom unit has a larger percent vote than a 1-bedroom unit)?

A We use voter weighting for this situation. The file used to preload owner information would need to include the percentages in decimal format

Q Can the email address be optional?

A If you choose to not have us send email invites and reminders to vote, then you don’t need to give us email addresses. However, when an owner registers to vote, an email must be provided in the registration form.

Q What if someone who didn’t have an email wants to vote online?

A If they get to the voting site and do not have their unique registration code to register, they can click the Contact Your Association button to request their code. The form automatically gets sent to the association’s Point of Contact to verify the owner and provide them with their code.

Q What if there are multiple owners/emails for a property, do they both get to vote?

A No, most associations only allow for one vote per property. Only one email is loaded into the system, so you will have to decide which to use.

Q Can we have emails sent daily to remind people to vote?

A We can email the owners as often as you need. Typically, it is set to two times a week in the beginning and then three or more times per week toward the end of the vote if it is needed to make quorum. The vote manager monitors the results for quorum and queues additional emails accordingly.

Q What if our ballot requires a signature?

A When an owner registers on the system (inputting their first name, last name, email address, and creating a password) that constitutes an electronic signature (as per federal requirements of the Uniform Electronic Transactions Act). We also capture additional information such as the IP address when they vote if needed for further review.

Q What keeps someone from voting multiple times?

A Each property is assigned a unique registration code that is used to create their voting account. A registration code can only be used once. The account they create is used to ensure they cannot vote more than one time in any given ballot/election.

Q Can an owner change their vote?

A No, once the e-vote is cast it is final and the system will show that there is nothing for them to vote on.

Q Can the owner go back into the system again if they have their registration code?

A The registration code will not work once they register. They can, however, register, leave the system, and then log back in later to vote using the registration info they setup.

Q Can the system send reminder emails to those that have not voted?

A Yes, we will send two additional types of emails after the initial invite email. The first is additional invite emails to those that have not registered. The second is reminder emails to those that have registered but not actually voted. Once an owner has voted, they will not receive additional emails.

Q What if an owner deletes the invitation email, can you resend it?

A Our system cannot send emails to individual owners; however, the invitation and reminder emails do get sent regularly so the owner will receive it again.

Q Who can see the results? What is the difference if a ballot is secret?

A The final results will be sent to the person designated as the Single Point of Contact (usually the manager or their assistant) unless otherwise designated, such as the CPA or attorney. The Single Point of Contact is the only person to receive the results to take to the meeting. If a ballot is secret the difference in the results is that the report showing how each owner voted is not available, not even to the vote manager.

Q How long are the results kept in the system?

A With our annual service, the results are in the system for as long as you are a client with the minimum of a year.

Q What do we do with any paper ballots we receive?

A If your vote is not secret the person designated as the Single Point of Contact can enter the paper ballot into the online system. This has a few benefits:

- The vote is tallied with the online votes (making the final tallying simpler)
- The owner will stop getting the voting emails
- The owner will not be able to also vote online

Q What reports are provided for the results?

A When the vote is complete you will receive a summary report showing the total number of votes received, the percentage of the total possible, and the tally of votes for each candidate or item. You will also receive spreadsheets with the details of these totals including a candidate and/or issue results spreadsheet, i.e., how each owner voted (if not secret), a list of who voted, and a list of who didn't vote.

Q What is different about your survey feature?

A Each owner receives an encrypted link to the survey which can only be used one time, so the results cannot be skewed by someone answering the survey more than one time.

Q What security system do you have in place to ensure my vote isn't changed?

A All of our voting sites use SSL encryption which encrypts the link between a voter's computer and our server, this ensures that a ballot cannot be tampered with. Our servers are scanned regularly to ensure security. Also, you will receive an immediate confirmation email with your vote responses for your records. No one can change a vote, not anyone from management or even your assigned vote manager.

Q What are the setup costs at the beginning? What if we want to do another vote a few months after our director's election, is there an additional fee?

A The initial agreement includes the custom voting site, annual software license fee, and full-service management of one vote or survey. Each additional vote or survey within the same year incurs only the fee for the management of the vote or survey. Costs depend on the number of homes/units so please ask for an estimate for your community.

Q What if my owner data is a mess, can you help?

A We will send you instructions on how the owner data needs to be prepared for upload, but we can provide data cleanup for a nominal fee.

Q Can I see the ballot before going live?

A Yes, the vote manager will send you the ballot for review and approval before it goes live.

Q Can we include a large document (proposed CC&R and By-law documents) in the ballot?

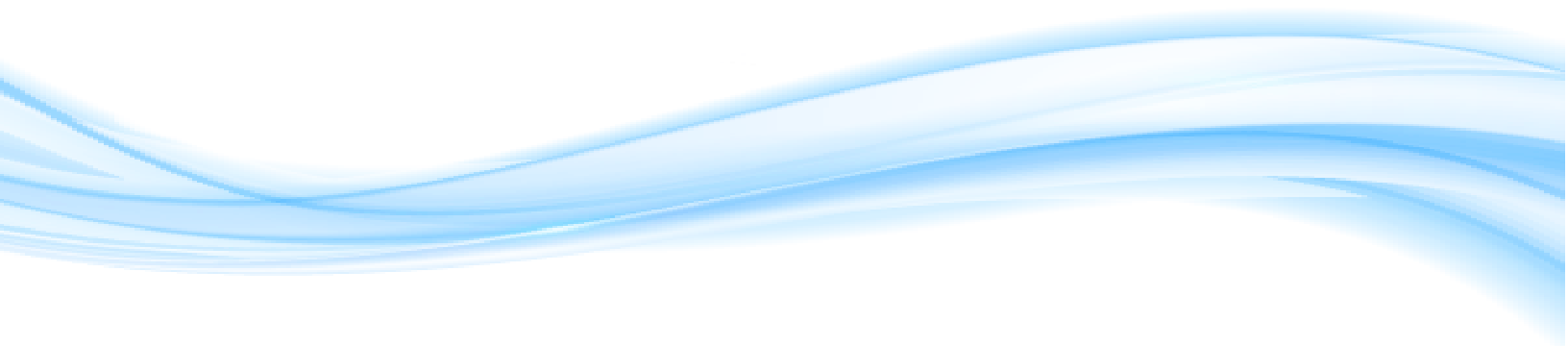
A Yes, a single PDF file can be included with the ballot. Additional PDFs can be added for \$25 each.

Q When can the vote open and close, are there any day/time restrictions?

A The votes open, and invitation emails sent, automatically any day of the week at 12:00am (midnight) PT. The vote can close on any day and time (on the hour).

Q In case of a privacy breach, what is your policy?

A First, we have never had a privacy breach as we follow numerous security steps to make sure that doesn't happen. However, in the event that Vote HOA Now became aware of an alleged or actual breach of privacy on its servers or networks, including unauthorized access, use or disclosure of owner data, Vote HOA Now shall:

- Immediately take steps to contain and minimize any potential harm to individuals whose personal information may be compromised;
 - Notify the SPC in a timely manner of the breach and provide information about its ongoing investigation;
 - Regularly update the SPC on the status and results of the investigation;
 - Document and record all relevant details of the breach, including the date of its discovery, a description of the incident and its cause, the number of individuals affected, the data compromised, and any other facts that the SPC reasonably requests. Such records must be provided to the SPC and updated as necessary to incorporate new material findings;
 - Cooperate fully with the SPC in undertaking any remedial measures and participate in breach notification and reporting activities as reasonably required by the SPC.
- 



Cameron Station Community Association, Inc.
Board Decision Request
September 27, 2022

TOPIC: Fire Hydrants (Clean and Repaint) Proposal
Resolution 2022-0902

Motion:

"I move to APPROVE the painting of fifty (50) fire hydrants within the CSCA community and accept the quote from Lino's Contractors for the total amount of \$5,250.00 to be expensed from Operating."

Motion: _____

2nd.: _____

Summary:

The Common Area Committee members requested management to bid out the maintenance of repainting fifty (50) out of 200 fire hydrants within the community. The Committee unanimously voted to recommend Lino's Contractors. See the matrix below and the proposals attached.

Vendor	Total Cost
Lino's Contractors	\$5,250.00
Williams Professional	\$7,250.00
Charles Graves Painting	\$9,240.00

CAMP Recommendation:

Management reached out to the Alexandria Fire Department to request the approved colors: *"All private fire hydrant bodies and bonnets shall be painted Sherwin Williams "Safety Yellow" #B54YZ437. All private fire hydrant caps shall be painted Sherwin Williams "Pure White" #B54WZ401."* CAMP recommends Lino based on current projects being performed within the community and price.

Budget Considerations:

To be expensed from operating funds.

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

Estimate 40634

ADDRESS	DATE	TOTAL	
Cameron Station Community Association	08/24/2022	\$5,250.00	
200 Cameron Station Blvd			
Alexandria, Va 22304			

DATE	DESCRIPTION	AMOUNT
	Fire hydrants: Scrape old paint that is falling off, sand, and apply two coats of each color to fire hydrants throughout the community. Approximately 50 fire hydrants. Price per hydrant is \$75 labor only.	3,750.00
	** Total price for project is subject to change depending on the final count of fire hydrants.	
	Paint materials for fire hydrants	1,500.00

TOTAL	\$5,250.00
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THANK YOU.

Accepted By

Accepted Date



PROPOSAL #16709-1

Issue Date September 7, 2022

Expires October 7, 2022

PREPARED BY

Rick Williams

Williams Professional Painting

(703) 768-8143

Rick@williamsprofessionalpainting.com

110 S Floyd St, Alexandria, VA 22304, USA

PREPARED FOR

Mark Bondurant

Mark Bondurant

(571) 237-4480

mbondurant@gocampmngmt.com

200 Cameron Station Blvd, Alexandria, VA 22304, USA

PROPOSAL DETAILS

200 Cameron Station Blvd, Alexandria, VA 22304, USA

ARTICLE 1. SCOPE OF WORK

We will furnish all the required materials, which we guarantee will be as specified, and we will perform all of the labor required for the completion of the painting listed below. This includes all necessary preparation such as scraping, spot priming, caulking, and any other preparation needed for the completion of a quality paint job.

As we work through supply chain issues, we will use Sherwin Williams, Benjamin Moore, McCormick, Or Behr paints as availability allows, unless otherwise specified by the customer.

INVENTORY MANAGEMENT FEE - Due to current supply chain and material inventory issues WPP must charge a 4.9% IMF. This fee is to cover transportation fees and /or shipping and handling fees since many of our materials must come from out of market or multiple locations.

DESCRIPTION

TOTAL

Fire Hydrants

\$7,250.00

Scrape old paint that is falling off, sand, and apply two coats of each color to fire hydrants throughout the community. Approximately 50 fire hydrants. Price per hydrant is \$145 labor only.

**Total price for project is subject to change depending on the final count of fire hydrants.

All private fire hydrant bodies and bonnets shall be painted Sherwin Williams "Safety Yellow" #B54YZ437.

All private fire hydrant caps shall be painted Sherwin Williams "Pure White" #B54WZ401.

Paint is included

SUBTOTAL

\$7,250.00

TAX

\$0.00

TOTAL

\$7,250.00

30% Deposit of Contract Amount Due on Acceptance

ARTICLE 2. CONTRACT PRICE AND PROGRESS PAYMENTS

1. The owner shall pay the contractor for the labor performed and materials purchased under this contract according to the terms referenced above.

2. With progress payments to be made as outlined below:

Projects over \$5,000.00 will require progress payments (Draws) as stipulated in terms on reverse of proposal or in attachment if proposal was electronically received.

ARTICLE 3. GENERAL

1. Changes in the above specifications may be made only by mutual agreement and extra charges will be made. All agreements are contingent upon strikes, accidents or delays beyond our control. Williams Professional Painting Inc. is fully licensed and insured. All employees of Williams Professional Painting Inc. are covered by workers compensation insurance.

Due to possible labor or material increases, this proposal is valid for 30 days.

2. Color Changes by customer after materials are purchased will result in extra charges.
3. Up to 3 colors per room, 6 per interior project and 3 per exterior project are allowed unless discussed and agreed upon in advance and made part of this proposal.
4. Estimates based on regular time rates. There will be an additional fee for overtime required by customer.
5. All cracks in drywall and plaster will be repaired in a professional manner according to nationally accepted standards. WPP will not be responsible for cracks caused by ground settlement or building movement.
6. Failure to adhere to payment terms as stated in proposal may result in work stoppage or discontinuation of service.
7. No warranties apply on projects not paid in full.
8. All project start and completion dates are approximate
9. Insect (bee's nests, Hornet nests (Etc.) / animal removal (Bats, Reptiles, etc.) That need to be removed for the safety of our workers and / or to complete the job will be paid by the client. WPP will always try to obtain the clients permission prior to contacting a pest removal service. When a service is required, any expense incurred will be billed to the client with no markup and receipts will be provided.
10. WPP is careful when working around your home and belongings- as careful as we are, sometimes things could be accidentally broken or damaged – WPP and each employee are fully insured should anything happen and we ALWAYS take care of these things if they should happen- that being said PLEASE move your precious family heirlooms-art or things of that nature- because we know these types of things cannot be replaced simply with money- so again - if you have anything in the area we will be working in that is irreplaceable, please move it to a safe place.
11. WPP does not accept third party checks or checks from escrow or insurance companies that are not made payable ONLY to Williams Professional Painting
12. WPP does not provide itemized insurance company breakdowns after the estimate has been submitted. When a specific cost breakdown is required due to an insurance company claim, the client must notify WPP prior to submission of the estimate. It is not possible to provide this information after the estimate is submitted or after completion of the project due to different record keeping and job sequencing requirements.

ARTICLE 4. PAYMENT FOR SERVICES

1. Any outstanding balance is due the day of completion unless other arrangements have been agreed upon in advance. In the event of any needed touchup, or incomplete work due to no fault of WPP such as waiting on other trades etc., a reasonable amount agreeable to both parties that is commiserate with the value of work remaining may be withheld pending final completion. In the event the customer desires a walk thru upon completion and is not available to do a walk thru on the final day of the project no more than 5 percent of any outstanding balance may be withheld.
2. For your convenience we would be happy to accept your credit card but please note that a 3 % processing fee will be added to all amount(s) the client authorized WPP to charge. WPP accepts all major credit cards. When you elect to use a credit card for your deposit you are authorizing WPP to use the same card for the balance (plus the processing fee) when the job is completed unless other arrangements are made in advance.
3. WPP also offers the ability to pay by E-Check through our secure payment portal accessible on our website. There is no processing fee charged if paying through E-Check. When you elect to use E-Check for your deposit you are authorizing WPP to process the balance through E-Check when the job is completed unless other arrangements are made in advance

Terms - Conditions

Coatings Application Warranty

Williams Professional Painting, (hereafter referred to as "WPP"), of 110 S. Floyd Street, Alexandria, Virginia 22304, 703-768-8143 warrants to the current owners of the property listed in this proposal that all coating application work performed by

WPP will be completed according to professional industry standards and will be under warranty to remain failure free under the following terms and conditions: All interior coatings applied to plaster, drywall and wood surfaces shall be warranted for a period of 5 years from completion of the work. Exterior Wood, stucco and masonry substrate coating application shall be warranted for a period of 3 years from completion of the work. Metal and iron substrate (as it relates to this document, substrate is the underlying structural material upon which the coating is applied) coating application shall be warranted for a period of 1 year from completion of the work. Exterior Clear finish coatings shall be warranted for a period of 2 years from completion of the work. Previously unpainted aluminum and vinyl surfaces shall be warranted for a period of 10 years from completion of the work. In order to submit a claim for a breach of this warranty, the owner shall deliver to WPP not more than 10 days after the discovery of the defect, written notice of the defect, and the date on which the defect was discovered. WPP will inspect the areas within 7 days of notification of potential defects. If inspection determines that the defect falls within the scope of this warranty, WPP shall provide replacement service and product to correct the defect. WPP agrees to correct the defective portions of the work caused by improper or inadequate preparation and/or painting, which owner agrees will be the owner's sole and exclusive remedy. This warranty constitutes the sole and exclusive warranty made by WPP and there are no other warranties, including, but not limited to the implied warranty of the merchantability and warranty of fitness for a particular purpose and all such warranties are expressly disclaimed and excluded by the parties. This warranty also constitutes owner's exclusive remedy against WPP including for alleged negligence of WPP and otherwise, and WPP shall not be liable for any incidental or consequential damage including liquidated, delay damages or other damages. This warranty shall not be extended by any corrective service or additional material, but the remaining warranty period from the date of completion of the original work shall continue in effect and be applicable under the original terms and conditions. This warranty is not applicable under the following conditions: A) Any damage to stucco or masonry that may occur due to ongoing concealed deterioration. This may manifest itself as efflorescence, a white, chalky, leaching of salts to the surface, accompanied by a crumbling of the stucco or masonry surface. B) Coating failure due to structural damage caused by standing water, inadequate drainage, improperly installed guttering or guttering in need of repair/replacement, water sprinklers or window unit air conditioners causing continuous water saturation, leaking and/or pooling in/on or around the affected area (s). C) Coating failure due to wood rot, or damage caused by termites, carpenter bees, carpenter ants or any other insects. D) Coating failure due to structural alterations, additions, repairs or normal shifting and settling of building and substrate. E) Coating failure caused by unchecked mold or mildew growth. F) Coating failure caused by roof and/or plumbing leaks. G) Coating failure resulting from: caustic chemicals, fire, acts of God, natural disasters such as windstorms, floods, earthquakes, lightning, mud slides, tornadoes, or hurricanes.

TYPES OF FINISHES APPLIED

If a finish (Flat, Eggshell, Semi-Gloss, etc.) is applied other than that specified at the time the estimate was given, an additional charge will be added to cover additional labor and materials cost.

BRAND OF PAINT

All estimates are currently priced using paints and supplies of reputable manufacturers. In the event of a customer's preference for a different brand of paint other than specified, a per gallon cost adjustment may be added.

NUMBER OF COLORS

INTERIOR: Up to a total of 3 colors per room with a maximum of 6 colors per job (Including all wall, ceiling and trim colors), are included in the estimate.

EXTERIOR JOBS: Include up to 3 total colors. Additional colors will require an additional charge unless discussed at time of estimate and included therein, to cover additional labor and materials cost.

COLOR CHANGES

The owner must choose all colors before any work is done. If a color change is required by the owner or someone other than WPP after the job begins, we may charge an additional fee for time and material expenses arising from the changes.

HIDDEN CONDITIONS

If after beginning the work, defects or unforeseen conditions arise which could not reasonably have been recognized by the estimator upon first inspection (i.e. invisible defects), the owner agrees to pay an additional charge if the owner desires the necessary extra work to be done.

CONCEALED CONDITIONS AND WALL COVERING REMOVAL

Due to concealed conditions that may be under existing wall coverings, it is sometimes difficult to estimate the amount of labor required for the removal of wallpaper and the wall preparation that may be needed. If concealed conditions are encountered, additional labor may be charged. All estimates for wallpaper removal and subsequent preparation are based on what is encountered "under normal conditions." If abnormal conditions are found, the owner will be notified prior to the commencement of any work that may involve any additional charges. Normal conditions would be defined as "minor patching of the wall after removal of paper that was properly installed on an adequately primed and sealed surface".

HAZARDS

The owner agrees to indemnify, defend, hold harmless and release WPP from and against any and all liability, damages, losses, claims, demands, or lawsuits arising out of or relating to the presence or removal of asbestos, mold and or any other lead contamination found at or in the proximity of the work site.

PREVIOUS COAT BREAKDOWN

In view of the fact that an additional coat of paint when applied over a previous coat, can cause peeling or loss of adhesion

from the substrate, WPP is not responsible for the failure of a paint film which was not applied by WPP and which may have been previously applied to the same surface. This often occurs in the case of galvanized metal flashing and multiple coat build up. Breakdown of a previous coat due to mildew is not guaranteed under this warranty, as this is a moisture problem not a paint failure.

CHARGES, PAYMENTS

Any alteration or deviation from the specifications involving extra costs will be made only upon written agreement, and will create an extra charge over and above the estimate. Overdue accounts will be charged interest at the rate of 1.5% per month. In the event it becomes necessary to enforce this agreement by litigation, the prevailing party shall be entitled to court costs, attorney and collection fees. No contractual rights arise until this proposal is accepted in writing. WPP may withdraw this proposal at any time before acceptance. WPP may submit statements (Invoices) to owner during job progression for partial payment(s) ("Draws"), however at no time shall the customer be responsible to issue payment on any portion of work not substantially completed. WPP will determine the percentage of completion with the owner. However WPP will make the final determination as to percent complete. Owner agrees to pay WPP the full amount of each statement, within one (1) day, of the date specified. WPP may treat such failure to pay as a material breach of the contract and terminate work. Any statement balance will accrue interest at the maximum legal rate. Upon completion of the work and on the day of completion, any outstanding balance is immediately due. If payment is not made when work is completed the customer may be responsible for interest at 21% and any legal fees and other cost that may be incurred by WPP.

SCHEDULE RESERVATION DEPOSIT

A schedule reservation and good faith deposit equal to 30% of the agreed upon price is due upon signing of agreement. This amount will be credited to the total price and subtracted from any balance due upon completion of the work. In the event the agreed upon work is cancelled within 30 days prior to scheduled commencement of the work, a full refund will be made by WPP. Cancellations made within 15 – 30 days prior to the scheduled commencement of the work will be entitled to a 50% refund. Cancellations within 1-14 days prior to the scheduled commencement of the work may forfeit the entire amount of the schedule reservation fee. Refunds will be issued within 30 days. If contract states- week of date- the last day of that week (Friday) will be used for qualifying for refunds of deposit.

ADDITIONAL COATS APPLIED

If additional coats of paint are applied other than that specified in the contract, an additional charge will apply.

SEQUENCING AND ORDER OF WORK

WPP reserves the right to determine the sequence and order of work to be performed. Any interference or prohibiting of such sequencing and order may incur an additional charge. WPP reserves the right to discontinue work and cancel contract if prohibited from performing work according to preferred sequencing of WPP.

UNINTENDED DAMAGES

Because the proper prior installation of appliances and electronics cannot be guaranteed. WPP will not be responsible nor be held responsible for any damage arising as a result of the moving of refrigerators, washers, dryers or any other appliances or electronic equipment.

QUALITY OF WORK

PDCA STANDARD P1-92: 2.4

All preparation and painting will be done at or above nationally recognized industry standards as developed and adopted by the "Painting And Decorating Contractors Of America" as described in PDCA Standard P1-92: 2.4 "The painting contractor will produce a "Properly painted surface". A "Properly painted surface" is one that is uniform in appearance, color and sheen. It is one that is free of foreign material, lumps, skins, runs, sags, holidays, misses, strike-through, or insufficient coverage. It is a surface, which is free of drips, spatters, spills, or overspray, which were caused by the contractor's workforce. Compliance to meeting the criteria of a "Properly painted surface" shall be determined when viewed without magnification at a distance of five feet or more under normal lighting conditions and from a normal viewing position.

RIGHT OF TERMINATION

The owner and WPP each have the right to terminate the agreement which would arise out of this proposal if this proposal is accepted. Subject to the provisions above, including the paragraph entitled SCHEDULE RESERVATION DEPOSIT, the Owner may terminate the agreement in writing delivered to the on-site WPP supervisor and WPP offices of such termination, which shall take effect immediately upon delivery of the written notice. WPP may terminate the agreement which would arise out of this proposal if this proposal is accepted, upon written notice delivered to the Owner, which shall take effect immediately upon delivery of the written notice. WPP shall be entitled to payment for such material and services as provided on the work through the time of termination. The minimum payment entitlement shall be equal to the good faith deposit on the job.

OTHER FEES

Listed price does not include any permits, aerial lifts, swing stages, parking fees, bonds, or other specialty or jurisdictional requirements that incur expenses in order to complete the project unless specified within the proposal. WPP can obtain permits by utilizing an authorized permit company; all such related charges will be the responsibility of the client.

FORCE MAJEURE

To the extent that WPP's performance is prevented or delayed, either totally or in part, for reasons beyond their control, then WPP will not be liable, and will have no obligation to return the deposit (in whole or in part) so long as it resumes performance as soon as practicable after the reason preventing or delaying performance no longer exists.

CHOICE OF LAW

Any litigation concerning the agreement which would arise out of this proposal if this proposal is accepted will proceed in the courts of the Commonwealth of Virginia in the City of Alexandria. This agreement shall be interpreted and construed pursuant to the laws of the Commonwealth of Virginia, except as respects choice of law or venue, which are as specified herein.

In the event that one or more of the provisions or portions of this agreement is determined to be illegal or unenforceable, the remainder of this agreement shall not be affected thereby, and each remaining provision or portion therefore shall remain and continue to be valid and shall be enforceable to the fullest extent permitted by the law.

The above specification, costs, and terms are hereby accepted.

CUSTOMER SIGNATURE

DATE

PREPARED FOR:

CAMP

🏠 200 Cameron Station Blvd,
Alexandria, VA 22304

☎ 571-237-4480

✉ Mbondurant@gocampgmt.com

PREPARED BY: Charles and Ana



Charles Graves Painting LLC

(703)-953-4631

charlesgravespainting@gmail.com

www.charlesgravespainting.com

5466 Truxion Court
Burke, VA 22015

Contractor License: 2705167892

Insured up to 2,000,000

PRICE SUMMARY:

Base Price	\$11,550.00
Subtotal	\$11,550.00
20% Discount	\$2,310.00
Total	\$9,240.00

SCOPE OF WORK

1. Hand wash 3 days prior painting
2. Preparation: We are prepping all surfaces that are to be painted, including scraping and sanding any loose or peeling paint, then spot prime
3. Painting 2 full coats of 50 fire hydrants with Industrial Enamel HS

EXCLUSIONS

1. Any item not included in the proposal.
2. Does not include cost of paint, primer

PROJECT DETAILS:

Process includes-

1. Our project manager will meet with you and the crew the morning of, to go over all colors/selections and get started
2. Touch ups performed until customer satisfaction, and final walkthrough is done with project manager or crew leader

Exterior Prep Includes-

9. Powerwashing entire exterior
10. Covering all man-made grounds, items, or structure carefully with tarps (or moving items away from home as needed)
11. Scraping, patching and then sanding any areas with loose, peeling, or flaking paint
12. Caulking any cracks
13. Painting 2 full coats of all surfaces being painted

SET-UP:

Customer to:

Please move car away from work area, as appropriate
Please move item away from work area, as appropriate

Charles Graves Painting LLC will cover and protect:

CGP will avoid/protect other items, as appropriate
CGP will be careful around flower beds and bushes

Charles Graves Painting LLC will

Remove and reinstall downspouts.

Exclusions

Excludes any surfaces not specified in this proposal

PREPARATION:

Standard Level-3 Preparation (See explanation below)

Standard Level-3 Preparation. Unless stated otherwise in pictures or text in this proposal, this project is priced to include our standard Level-3 preparation. This includes the following when these surfaces are painted:

- Wash or wipe down surfaces being painted (see definition below)
- Scrape and sand loose and peeling paint. Please note ** Scraping and sanding will not result in a smooth finish. There will be ups and downs where paint was removed (see definition below)
- Spot priming bare wood and metal in areas being painted. We do not spot prime areas being stained. (see definition below)
- Caulking, as needed. We only caulk areas that were previously caulked and the caulks either missing or failing. (see definition below)
- Masonry patching where needed. Please note ** Masonry patching will not mimic the current texture of the masonry surface. (see definition below)

This Standard Level-3 Preparation does not include:

- Wood replacement
- Fixing imperfection that require feather sanding and bonds application
- Full recalling, if caulk is not failing or missing.
- Window puttying or "glazing"
- Resculpting trim and siding where imperfections or damage exist.
- Stripping existing surface coating.

Terms and Conditions: when this preparation services are included in your project, these are the definitions that apply.

Washing: When washing is expressly stated, as included, our default level of cleaning is to PARTIALLY wash/clean the paintable surfaces only. When FULL washing is expressly stated, as included, we will FULLY wash the home or structure to include some non paintable surfaces. Unless expressly stated, PARTIAL home cleaning that includes a combination of power washing and/or hand cleaning is the level of cleaning we do by default for Level 3-preparation. FULL washing is and additional charge. FULL waxing includes some defined non-paintable surfaces to improve their appearance. Improved appearance is an aesthetic standard. It does not include removing mildew stains or other types of permanent stains to a surface. We wash with appropriate chemicals and techniques to remove dirt and mildew from the paintable surface so that the new finish coat will adhere properly.

Caulking: When caulking is expressly stated, as included, we apply caulk cracks that have been caulked previously on components that are being painted. Components that are typically caulked as part of their preparation for painting may include: around window frames or door frames. This includes filling in where the previous caulk is missing or has large cracks greater than an 1/8inch (Not including hairline cracks). It does NOT include removing and replacing caulk unless specified.

Putting and “Glazing”: When putting is expressly stated, as included, we apply putty or glaze around window panes to seal out moisture and drafts. Reglazing is similar to caulking. The material is a specialty latex window glaze that applies similar to caulk. Similar standards apply. This is an extra charge.

Scraping: When scraping is expressly stated, as included, we scrape failing paint to remove loose and peeling paint to ensure we have a firm base for the new paint to adhere. Scraping is often not effective at removing massive paint failure found in patterned cracking of paint film referred to as “alligatoring”.

Sanding: When sanding is expressly stated, as included, we sand to either smoothen sharp edges to improve the appearance or to degauss the surface to promote adhesion of the top coat.

Spot Priming: When spot priming is expressly stated, as included, we spot prime the bare substrate (wood, metal, etc) to enhance the adhesion and performance of the topcoat. Spot priming requires different products for different substrates. It is not a substitute for damaged or compromised substrates that should be replaced due to a permanent damaging condition (rot, rust, etc), but may slow the spread of the damage and enhance the performance of the top coat. Substate damage due to tot, rust, or other conditions are not a warrantied item.

Masonry repairs: When masonry repairs are expressly stated, as included, we repair paintable masonry by filling large cracks, large gaps and large hole with flexible caulking or a masonry patch, as required. We do this to improve the appearance or to improve the integrity of the substate. We do NOT warranty against recurrence of cracks or other defects and do NOT warranty against water penetration.

Trim: “Trim” on the exterior, is defined as all paintable wood or PVC, including fascia, soffit, cornerbeads, window sashes, window trim, decorative trim, doors, etc. “Trim” on the interior, is defined as all baseboards, door frames, doors, wainscoting, crown moulding, baseboards, door frames, shadow boxes, chair rail, and essentially any wood trim EXCEPT: Not cabinets, spindles, vanities or bookshelves.

Carpentry cost, materials and process explained: Unless stated otherwise in this proposal, wood replacement is not included and has an additional cost of \$65 labor per piece. Carpentry repairs can be a combination of full board replacement, splicing and/or epoxy bond patch. When doing a fun board replacement we will use similar composite materials, as much as possible. The advantage of composites is their extended durability (maintenance free). Composites, like PVC, are often very similar in appearance and dimension to the original wood components; however, they may not be identical. When composites are either not available, not recommended/preferred we will use similar wood or materials to emulate the original material. When splicing is the rapper technique, we will use the material that best achieves a smooth finish with the surrounding original wood/material. We will try to use PVC but may use wood to achieve best results. An epoxy bondo patch may be used to achieve good results when the surrounding material is solid and allow for wood adhesion. This can be a slightly cheaper solution but the best results are achieved with board replacement. Carpentry repairs are “finished” appropriately with caulk and putty. They are then painted as part of our normal painting. Carpentry is done professionally but is not warrantied in our 2-year Painting Warranty.

CLEAN-UP:

Clean-up: Ladders will be taken down and stacked. Tools and equipment will be stored properly each evening in an acceptable, safe location determinate by the customer and job site supervisor. In coordination with the customer, the job supervisor may leave masking, plastic, floor paper and drop cloths in place to enhance job productivity for multi-day jobs. We will clean-up upon completion to make sure your property is safe and ‘presentable’. The proceeds performed to prepare the paintable surfaces may create fine dust. We will do our best to clean-up all byproducts of the process. Our clean-up includes swiping and vacuuming working areas, as appropriate. We do it at the end of the project NOT daily.

NOTES:

Thank you for allowing Charles Graves Painting LLC the opportunity to provide you with a detailed estimate for your project. Our goal from start to finish is to provide you with an excellent painting experience.

Customer Service Commitment: The goal for this job is to provide the best customer experience possible. This is accomplished by being friendly and courteous: by making you feel part of the process with daily updates and excellent communication; and by doing things right the first time while repeating you and your home. We recognize that we are your guests.

Our Certainty Service System: This is our promise to you of a job well done. We do this to ensure that we meet your expectations, as w’ve proposed. To ensure we deliver on our promises we will conduct:

Job kickoff: Meet with you at the beginning of the project to ensure all the information is up-to-date and accurate and that the service we deliver meets your needs.

Regular updates: Communicate with you regularly/whenever you have any questions, to inform you of what has been completed and what remains to be completed.

Joint inspection: Inspect the entire project with you to make sure that you are completely satisfied, and to fix any touch ups you need.

Carefully read this estimate: Please review the estimate to ensure that our overall process, job site setup, surface preparation, specialty tasks, if any, painting, clean-up, communication and joint final inspection meet with your expectations. Please look, specifically, at the scope of the work. Please review what the project INCLUDES and EXCLUDES to ensure that there are no communication gasps or misunderstandings. Please note that any rooms/areas, components, specialty tasks, and/or processes that are not specifically included, are, by default, EXCLUDED.

Lead Safe Renovation: We comply with all local, state and federal laws; including EPA Lead-Safe Program. If you suspect lead paint, please notify us immediately.

2-year warranty: We warranty all our painting for 2 years against blistering and peeling, as specified in our written warranty. While deck staining, flooring, carpentry and other work is professional performed with craftsmanship, attention to detail and the best products, it is not covered within our written painting warranty. Our painting warranty is our promise to you of a lasting job well done. Please see the written warranty which is provided separately for those details.



Cameron Station Community Association, Inc.
Board Decision Request
September 27, 2022

TOPIC: Fitness Center Floor Replacement Proposal
Resolution 2022-0903

Motion:

"I move to APPROVE the fitness center rubber floor replacement proposal from RMS Fitness Equipment Services for the total amount of \$28,556.40 to be expensed from Reserves."

Motion: _____

2nd.: _____

Summary:

The Cameron Club Facilities Committee is recommending the Board to approve the replacement of the fitness center rubber floor. The Committee unanimously voted to recommend RMS Fitness Equipment Services. See the matrix below and the proposals attached.

Vendor	Total Cost
RMS Fitness Equipment Services	\$28,556.40
Heartline Fitness	\$23,301.87
Abacus Sports Installations, Ltd	\$28,645.00

CAMP Recommendation:

Based on the CCFC committee members' recommendation, management does not have any issues with the proposal as presented and defers it to the Board for their review and consideration.

Budget Considerations:

To be expensed from reserves.



RMS Fitness Equipment Services

12303 Belair Road | Kingsville, Maryland 21087
(410) 529-5170 | support@rmsfitness.com | www.rmsfitness.com

RECIPIENT:

CAMERON STATION 22304

200 Cameron Station Boulevard
Alexandria, Virginia 22304

Quote #30273

Sent on 04/27/2022

Total \$28,556.40

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Flooring	3/8"x 2'x2' Inner Locking Tiles - Black w/ White Speckle	1	\$11,565.00	\$11,565.00
Commercial Labor (Taxable)	Install Flooring Move Equipment Around Remove Old Flooring & Dispose ** Does Not Include Any Floor Repair	1	\$15,375.00	\$15,375.00

This is a 5 day project. Gym will have to be closed for the duration.

Please read the following disclosure; www.rmsfitness.com/disclosures/

Subtotal	\$26,940.00
VA (6.0%)	\$1,616.40
Total	\$28,556.40



HEARTLINE FITNESS

Heartline Fitness Systems
7520 Standish Place
Suite 250
Rockville MD 20855
United States

Quote #78529

04/20/2022

Bill To

Cameron Station
200 Cameron Station Blvd
Alexandria VA 22304-8684
United States

Ship To

Cameron Station
200 Cameron Station Blvd
Alexandria VA 22304-8684
United States

Contact Name - Phone Number - Email

Psy Scott - (703) 567-4881 - invoices@cmc-management.com

Terms

50%Deposit/50%N30

Submitted By

87 Geoff Vogel

<u>Item</u>	<u>Qty</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
RBRL1-000003	3,612	Roll - Rubber - L1, Basic Fit EL02 10% Grippin Gray 8mm x 48in MSRP \$2.92	\$2.34	\$8,452.08
TRD-000002	10	E-Grip III Adhesive, 4gal Pail MSRP \$272	\$244.31	\$2,443.10
FlooringInstallation-LG	3,612	Installation of Everlast Rubber Flooring Fully Glued *Including door transitions where necessary* - More than 1000sf	\$2.38	\$8,596.56
CarpetRemoval	3,612	Removal & Disposal of Existing Carpet *per square foot*	\$0.33	\$1,191.96
CoveBase	218	4" Vinyl Cove Base - Black *Fully Installed	\$3.38	\$736.84
Note		**Separate Charges Apply for Removal & Re-Installation of Equipment, If Required please consult your Heartline Fitness rep for Pricing and Availability		

Subtotal \$21,420.54

Discount

Shipping Cost \$1,183.42

Tax Total (6%) \$697.91

Please remit 50% deposit to initiate order.

~Thank you for your business!~

Total \$23,301.87



78529

Email Approved quotes to your sales rep: geoff@heartlinefitness.com

Standard Terms and Conditions:

Service labor is estimated and may vary depending on underlying issues, customer approval will be requested if additional service labor is required.

All unit prices are F.O.B. Destination.

These prices are subject to change after 30 days from the document date.

Post-installation entertainment (television) requirements will be handled as a billable service visit.

The above quotation is computed to be performed during regular business hours.

Clerical errors subject to correction.

All prices and agreements are contingent upon strikes, accidents, and other causes unavoidable or beyond our control.

Buyer agrees to promptly file a claim for all goods damaged in transit.

There will be a 20% restocking charge on all merchandise ordered but not accepted.

A preventative Maintenance Agreement is available for all equipment.

An equipment lease is available with approved credit.

We accept all major credit cards for payment, however, there is a nominal 3% processing fee for invoices over \$1000.00.

Hold and Storage: Should an install be delayed by the client more than 60 days from the initial install date, Heartline reserves the right to charge the client a storage fee until the install is completed. If the future estimated install date exceeds 90 days Heartline reserves the right to require an additional deposit of up to 75% of the order.

Proposals must be signed and emailed to your sales rep for processing: geoff@heartlinefitness.com

Approval Signature:

Name: _____ Date: _____



Heartline Fitness Site Survey (To be completed and returned with signed approval)

Heartline Fitness will contact customer 24 to 48 hours prior to delivery & installation. Please provide two contact names and numbers.

Primary contact name & number: _____ (____) _____

Secondary contact name & number: _____ (____) _____

Facility Name: _____

Complete ship to address: _____

City: _____ State: _____ Zip Code: _____

Is this location under construction? **Yes / No** If Yes: When is the construction scheduled for completion? _____

Can the location accommodate a 28' box truck? **Yes / No**

On what floor level will the equipment be installed? _____

Is there an elevator available for the delivery? **Yes / No** If Yes: Weight limit: _____ Door dimensions: _____

Will the equipment need to be carried through any stairs? (Please include both inside & outside stairs) **Yes / No**

What is the narrowest measurement of the stairs? _____

What is the narrowest width of the door the equipment must pass through? _____

Does the ceiling height meet or exceed the minimum required 94"? **Yes / No**

Please describe anything unusual about your facility that could affect delivery: _____

What are the best days/hours for delivery? Days: **M T W T F** Hours: _____

Deliveries can take up to several hours to complete depending on the amount of equipment and challenges of the facility.

All equipment is shipped directly from our manufacture's factory

Our warehouses specialize in delivery & installation of all commercial fitness equipment. You Should receive your shipment in approximately 7 - 10 business days from ship date.

Requirements:

110/120V Power supply (Dedicated circuit and NEMA 5-20R outlet receptacle required for treadmills)



Acknowledgement of power requirement

Initials: _____

Site Survey Completed by: _____



78529



Quote

To: Jill Bakner **From:** Martin Streight

Email: jbakner@pro-fitclubs.com **Pages:** 1

Phone: 717.360.1327 **Date:** Thursday, September 01, 2022

Reference: Cameron Station Fitness Center

Re: Regupol Flooring **CC:**

☐ **Urgent** ☐ **For Review** ☐ **Please Comment** ☐ **Please Reply** ☐ **Please Recycle**

As requested, please find below our pricing for the above referenced project. Pricing assumes the following:

1. We are to supply & install up to 3,500 square feet of recycled rubber weight room flooring by Regupol America.
2. Pricing includes a one-color finish, to be selected from the manufacturer's standard colors.
3. We will remove and dispose of existing interlocking rubber tiles.
4. Preparation of concrete sub-floors has not been included in our pricing.
5. Cove base and transitions have not been included in our pricing.
6. We have included waste removal in our pricing. We will supply a dumpster.
7. No sub-base preparation has been included in our pricing. Sub-base should be leveled to a tolerance of 1/8" in a 10-foot radius. All cracks, joints and large pits must be filled with a cement-based floor patch.
8. Concrete subject to moisture testing. Must meet manufacturers specifications – below 85% rh.
9. All materials will be delivered upon our arrival.
10. Our work area is to be entirely unencumbered, dry and temperature at 65° Fahrenheit or above throughout our installation.
11. Adequate power supply & lighting must be available.
12. Prevailing wages have not been included in our pricing.
13. Payment terms: 50% deposit due in advance. Payment in full upon completion. Interest will be charged at the rate of 1.5% per month (18% annual) to all invoices not paid in full within 30 days of the invoice date. You will be responsible for all collection actions, including legal costs, finance charges etc.
14. PRICING VALID FOR SIXTY (60) DAYS. THEREAFTER SUBJECT TO CHANGE.

Assuming the above information our pricing equates to:

Option 1: Regupol AktivLok (9mm) – Core Series Color – Greyhound = **\$28,645.00***

Option 2: Regupol Aktiv Roll (9mm) – Strength Series Color – Blue Devil = **\$28,098.00**

Option 3: Regupol Aktiv Roll (8mm) – Intense Series Color – Avalanche Grey = **\$42,573.00**

**Pricing does not require concrete surface preparation.*

If you wish for us to complete these works on your behalf, kindly issue us with a purchase order as soon as possible so we may ensure availability. Please contact me with any questions you may have.

Thank you,

Martin Streight



Cameron Station Community Association, Inc.
Board Decision Request
September 27, 2022

TOPIC: Amended A.R. No. 22-14 – FAC – Committee Charter
Resolution 2022-0906

Motion:

"I move to ADOPT the Amended Administrative Resolution No. 22-14 – Financial Advisory Committee Charter with the recommended changes by the FAC members."

Motion: _____

2nd: _____

Summary:

The Cameron Club Facilities Committee is recommending the Board approve changes to their charter under the eligibility section. Attached administrative resolution with all proposed changes in red.

WHEREAS, Article 111, Section 3.4 of the Bylaws grants the Board of Directors all the powers necessary for the administration of the affairs of the association in accordance with applicable law and the Project Documents, except for those matters in which the applicable law or the Project Documents require to be exercised and done by the Association's membership; and

WHEREAS, the Board of Directors previously established a Financial Advisory Committee to advise the Board of Directors, in a reasonable and productive manner, on issues affecting the financial position of the Association; and

WHEREAS, the Board of Directors wishes to amend this Financial Advisory Committee Charter to permit spouses and partners of owners who reside in the home located in Cameron Station on a full-time basis to serve on the Financial Advisory Committee.

NOW THEREFORE, be it resolved that Financial Advisory Committee Charter is hereby amended, and that the following procedures for this committee be adopted and implemented herewith:

CAMP Recommendation:

Management recommends the Board adopt the Amended A.R. No. 22-14 – Financial Advisory Committee Charter.

Budget Considerations: N/A

**CAMERON STATION COMMUNITY
ASSOCIATION ADMINISTRATIVE
RESOLUTION NO. 202-__02**

FINANCIAL ADVISORY COMMITTEE CHARTER

WHEREAS, Article 111, Section 3.4 of the Bylaws grants the Board of Directors all the powers necessary for the administration of the affairs of the association in accordance with applicable law and the Project Documents, except for those matters in which the applicable law or the Project Documents require to be exercised and done by the Association's membership; and

WHEREAS, the Board of Directors ~~previously deems it desirable to establish~~ a ~~Financial Advisory Committee~~ ~~committee of homeowners~~ to advise the Board of Directors, in a reasonable and productive manner, on issues affecting the financial position of the Association; ~~and~~

~~WHEREAS, the Board of Directors wishes to amend this Financial Advisory Committee Charter to permit spouses and partners of owners who reside in the home located in Cameron Station on a full-time basis to serve on the Financial Advisory Committee.~~

NOW THEREFORE, be it resolved that ~~a Financial Advisory Committee~~ ~~Charter is hereby amended~~ ~~shall be established~~, and that the following procedures for this committee be adopted and implemented herewith:

A. RESPONSIBILITIES

The primary responsibility of the Financial Advisory Committee is to advise the Board of Directors, in a reasonable and productive manner, on issues affecting the financial position of the Association. In accomplishing this goal, the Board of Directors shall assign the committee with tasks from time to time that may include but not be limited to:

Providing the Board of Directors with recommendations regarding:

- The monthly financial statement as prepared by the Managing Agent
- Assessment of delinquencies and collection policies
- The annual audit and tax returns as prepared by the Association's audit firm
- Repair & replacement, operating and capital reserves
- The annual budget as prepared by the Managing Agent
- The annual budget process
- Funding options for special projects or unbudgeted expenses
- Investments
- Assist other committees, as requested, with regards to the budget and/or other financial matters

B. ELIGIBILITY

Committee candidates and members shall be ~~full-time~~ property owners, ~~spouses, and/or partners of property owners, all of whom must be~~ in good standing ~~and reside permanently~~

in a home within Cameron Station on a full-time basis. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with the Cameron Station Community Association.

Only one person residing in a household can be a member of the Committee at the same time. Membership is limited to one person per household.

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DRAFT

A member shall not serve on more than one committee at a time. There shall not be more than one member of a household serving on the same committee at the same time.

C. APPOINTMENT AND TERMS

Available committee seats will be advertised at least thirty days prior to appointment. Recruitment of candidates may be done through the newsletter, posting in the community center, announcement at the Annual Meeting, or by any other means deemed appropriate by the Board. The Board of Directors will strive to ensure that members from varying house types and locations within the association are represented on its committees.

Interested homeowners must submit a written request for an appointment to the Community Manager. Committee members in good standing are eligible for reappointment.

The Board of Directors will announce committee appointments each year at the Annual Meeting for terms beginning in January of the following year. The Board of Directors may make additional appointments throughout the year if vacancies occur.

Committee terms will be staggered so that approximately one-half of the committee positions will become available each year. In order to appropriately stagger committee terms, the Board shall initially appoint three members for a one-year term and four members for a two-year term. Thereafter, committee members will be appointed for two-year terms. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the term of the committee member they are replacing.

D. REMOVAL

The Board of Directors may remove any committee member, including the chairperson, at any time.

The committee may make recommendations to the Board of Directors regarding the removal of committee members.

A committee member may be removed, upon written notice from the committee chairperson, for failure to attend three consecutive committee meetings without notice or explanation.

E. ELECTION OF OFFICERS

The Board shall appoint the Chairperson of the committee. In January of each year, members of the committee may make recommendations to the Board of Directors for the appointment of a Chairperson. Other officers of the committee may be elected by the committee membership. At a minimum, the committee shall elect a Secretary

who shall be responsible for recording accurate minutes of the committee's meetings and submitting them to the Community Manager, in a timely manner, for inclusion in the monthly Board meeting package and for posting on the website. Minutes shall include a record of the date, time, and place of each meeting. Minutes shall also include a record of committee member attendance and all votes of the committee.

The Chairperson, or his or her designee, shall be responsible for chairing meetings of the committee. In addition, the Chairperson is responsible for responding in a timely manner to committee e-mail messages forwarded from the website.

F. MEETINGS

Committee meetings shall be held in the community center or other recognized meeting place of the association. All committee meetings shall be open to the membership. In order for the membership to be reasonably informed of committee meetings, the committee Chairperson shall ensure that all regular committee meeting dates of the committee are listed in the newsletter, on the website, posted in the community center and publicized through any other means of posting that the Board deems appropriate. If it is necessary for the committee to reschedule or cancel a meeting, the committee Chairperson shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. The committee Chairperson shall be responsible for contacting the members of the committee regarding rescheduled or canceled meetings. "Special" meetings or rescheduled meetings may be scheduled by the Chairperson upon five business days posted a notice stating the reason for the meeting.

The committee Chairperson shall designate a time period on each meeting agenda for resident input.

A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. The total number of committee members is seven (7). A simple majority of the members present shall constitute a quorum. A majority vote of members while a quorum is present shall constitute a decision of the committee. All voting shall be conducted in open session.

All committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

G. COMMUNICATIONS

In the interest of ensuring strong communications between the Board of Directors and the committee, it is expected that the committee Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the Board of Directors. The committee representative will present committee recommendations, update the Board on the status of pending committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding committee assignments.

The committee is expected to maintain regular communications with the Board Liaison

designated by the Board of Directors, if any, and with the Community Manager.

It is expected that the committee will provide accurate and timely information about its activities for publication in the newsletter, on the website and other communication vehicles of the Association. It is the responsibility of the committee to ensure that this information is updated on a regular basis.

H. SUB-COMMITTEES

The committee may designate volunteer sub-committees to work on specific projects on behalf of, and at the direction of, the committee. Sub-committee volunteers are not voting members of the committee unless they have been appointed as such in accordance with Paragraphs B & C of this resolution.

RESOLUTION NO. 20, FINANCIAL ADVISORY COMMITTEE
CHARTER, WAS DULY ADOPTED BY A UNANIMOUS VOTE
AT THE ~~APRIL 28, 2020~~ SEPTEMBER 27, 2022, MEETING OF
THE BOARD OF DIRECTORS



Cameron Station Community Association, Inc.
Board Decision Request
September 27, 2022

TOPIC: Amended A.R. No. 22-15 – ARC – Committee Charter
Resolution 2022-0905

Motion:

"I move to ADOPT the Amended Administrative Resolution No. 22-15 – Architectural Review Committee Charter with the recommended changes presented by the Architectural Committee members."

Motion: _____

2nd: _____

Summary:

The Architectural Review Committee is recommending the Board approve changes to their charter under the eligibility and meeting section. Attached is a copy of the redline administrative resolution.

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

WHEREAS, Article VI, Section 6.5 of the Declaration of Covenants, Conditions, and Restrictions calls for the establishment of an Architectural Review Committee for the purpose of acting on all applications for the approval of modifications or improvements to any lot; and,

WHEREAS, Article VI, Section 6.11 of the Declaration of Covenants, Conditions and Restrictions grants the Board the authority to expand the powers, authority and responsibilities of the Architectural Review Committee; and,

WHEREAS, Article VI, VII and VIII of the Declaration of Covenants, Conditions and Restrictions, the Design and Maintenance Standards and various resolutions adopted by the Board of Directors establish procedures and restrictions relative to modifications, improvements and use of the Property (hereinafter referred to as the Documents);

CAMP Recommendation:

Management recommends the Board adopt the Amended A.R. No. 22-15 – Architectural Review Committee Charter.

Budget Considerations: N/A

**CAMERON STATION COMMUNITY ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 23**

AMENDED ARCHITECTURAL REVIEW COMMITTEE CHARTER

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

WHEREAS, Article VI, Section 6.5 of the Declaration of Covenants, Conditions, and Restrictions calls for the establishment of an Architectural Review Committee for the purpose of acting on all applications for the approval of modifications or improvements to any lot; and,

WHEREAS, Article VI, Section 6.11 of the Declaration of Covenants, Conditions and Restrictions grants the Board the authority to expand the powers, authority and responsibilities of the Architectural Review Committee; and,

WHEREAS, Article VI, VII and VIII of the Declaration of Covenants, Conditions and Restrictions, the Design and Maintenance Standards and various resolutions adopted by the Board of Directors establish procedures and restrictions relative to modifications, improvements and use of the Property (hereinafter referred to as the Documents);

NOW THEREFORE, be it resolved that an Architectural Review Committee shall be established, and that the following procedures for this committee be adopted and implemented herewith:

A. RESPONSIBILITIES

The primary responsibility of the ~~Architectural~~ Architectural Review Committee is to act on all applications for the approval of modifications or improvements to any lot as dictated by Article VI of the Declaration of Covenants, Conditions, and Restrictions.

The Architectural Review Committee shall not have the power to approve the plans for any improvement that violates any of the express provisions of the Declaration, any Supplemental Declaration applicable thereto, or any provision of the Design and Maintenance Standards without the express approval of the Board of Directors. In all other respects, the Architectural Review Committee may exercise its sole discretion in determining whether to approve, or disapprove any plans, including without limitation, the location of an improvement on a lot.

In addition to acting on applications for modifications or improvements, the Architectural Review Committee is expected to provide the Board of Directors with recommendations regarding:

- Revisions to the Documents (as defined herein)
- Enforcement procedures for violations of the Documents (as defined herein)

- Due process procedures for hearings and appeals
- Hearings and appeals relative to modifications, alterations or use of the Property

B. ELIGIBILITY

~~During the Development Period, the Declarant shall appoint at least three (3) persons to the Architectural Review Committee and shall have the right to appoint all members of the Architectural Review Committee with the power of removal and substitution. After the Development Period shall terminate or, in the discretion of the Declarant, earlier upon no less than thirty (30) days prior notice given to the Board of Directors, the Declarant shall transfer its control of the Architectural Review Committee to the Board of Directors.~~

~~When control of the Architectural Review Committee transfers to the Board of Directors,~~
Committee candidates and members shall be property owners spouses, and/or partners of property owners, all of whom must be in good standing and reside permanently in a home within Cameron Station on a full-time basis~~in residence and in good standing.~~

Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with the Cameron Station Community Association. However, the Board of Directors reserves the discretionary authority to appoint professional consultants to serve as members of the committee at the expense of the Association. A member shall not serve on more than one committee at a time. There shall not be more than one member of a household serving on the same committee at the same time.

C. APPOINTMENT AND TERMS (When the Board Controls the ARC)

Available committee seats will be advertised at least thirty days prior to appointment. Recruitment of candidates may be done through the newsletter, posting in the community center, announcement at the Annual Meeting, or by any other means deemed appropriate by the Board. The Board of Directors will strive to ensure that members from varying house types and locations within the association are represented on its committees.

Interested homeowners must submit a written request for appointment to the Community Manager. Committee members in good standing are eligible for reappointment.

The Board of Directors will announce committee appointments each year at the Annual Meeting for terms beginning in January of the following year. The Board of Directors may make additional appointments throughout the year if vacancies occur.

Committee terms will be staggered so that approximately one half of the committee positions will become available each year. In order to appropriately stagger committee terms, the Board shall initially appoint three members for a one-year term and four members for a two-year term. Thereafter, committee members will be appointed for two-year terms. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the term of the committee member they are replacing.

D. REMOVAL (when the Board controls the ARC)

The Board of Directors may remove any committee member, including the chairperson, at any time.

The committee may make recommendations to the Board of Directors regarding the removal of committee members.

A committee member may be removed, upon written notice from the committee chairperson, for failure to attend three consecutive committee meetings without notice or explanation.

E. ELECTION OF OFFICERS (When the Board Controls the ARC)

The Board shall appoint the Chairperson of the committee. In January of each year, members of the committee may make recommendations to the Board of Directors for the appointment of a Chairperson. Other officers of the committee may be elected by the committee membership. At a minimum, the committee shall elect a Secretary who shall be responsible for recording accurate minutes of the committee's meetings and submitting them to the Community Manager, in a timely manner, for inclusion in the monthly Board meeting package and for posting on the web site. Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of committee member attendance and all votes of the committee.

The Chairperson, or his or her designee, shall be responsible for chairing meetings of the committee. In addition, the Chairperson is responsible for responding in a timely manner to committee e-mail messages forwarded from the web site.

F. MEETINGS (When the Board Controls the ARC)

Committee meetings shall be held in the community center, ~~or~~ other recognized meeting place of the association, or by virtual forum. -All committee meetings shall be open to the membership. In order for the membership to be reasonably informed of committee meetings, the committee Chairperson shall ensure that all regular committee meeting dates of the committee and links to the virtual forum are listed in the newsletter, on the web-site, posted in the community center and publicized through any other means of posting that the Board deems appropriate. -If it is necessary for the committee to reschedule or cancel a meeting, the committee Chairperson shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. -The committee Chairperson shall be responsible for contacting the members of the committee regarding rescheduled or canceled meetings. -“Special” meetings or rescheduled meetings may be scheduled by the Chairperson upon five business days posted notice stating the reason for the meeting.

The committee Chairperson shall designate a time period on each meeting agenda for resident input.

A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. The total number of committee members is seven (7). A majority of the members shall be four (4). A majority vote of members while a quorum is present shall constitute a decision of the committee. All voting shall be conducted in open session.

All committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

G. COMMUNICATIONS (When the Board Controls the ARC)

In the interest of ensuring strong communications between the Board of Directors and the committee, it is expected that the committee Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the Board of Directors. The committee representative will present committee recommendations, update the Board on the status of pending committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding committee assignments.

The committee is expected to maintain regular communications with the Board Liaison designated by the Board of Directors, if any, and with the Community Manager.

It is expected that the committee will provide accurate and timely information about its activities for publication in the newsletter, on the [web-sitewebsite](#) and other communication vehicles of the Association. It is the responsibility of the committee to ensure that this information is updated on a regular basis.

H. SUB-COMMITTEES

The committee may designate volunteer sub-committees to work on specific projects on behalf of, and at the direction of, the committee. Sub-committee volunteers are not voting members of the committee unless they have been appointed as such in accordance with Paragraphs B & C of this resolution.

RESOLUTION NO. ~~2322~~, **AMENDED** ARCHITECTURAL REVIEW
COMMITTEE CHARTER, WAS DULY ADOPTED BY A UNANIMOUS VOTE AT
THE ~~MARCH 19, 2002~~ MEETING OF THE BOARD OF DIRECTORS.

Andrew Hill~~Jim Duszynski~~, President
Date



Cameron Station Community Association, Inc.
Board Decision Request
September 27, 2022

TOPIC: Amended A.R. No. 22-16 – A&E – Committee Charter
Resolution 2022-0906

Motion:

"I move to ADOPT the Amended Administrative Resolution No. 22-16 – Activities and Events Planning Committee Charter with the recommended changes by the A&E members."

Motion: _____

2nd: _____

Summary:

The Activities and Events Planning Committee is recommending the Board approve changes to their charter under the eligibility and meeting section. Attached is a copy of the redline administrative resolution.

WHEREAS, Article III, Section 3 of the Bylaws grants the Board of Directors with all of the powers necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or Project Documents require the Association's membership to approve; and

WHEREAS, the Board of Directors wishes to create a standing Activities & Events Planning Committee to plan, oversee and administer programs for community events.

CAMP Recommendation:

Management recommends the Board adopt the Amended A.R. No. 22-16 – Activities and Events Planning Committee Charter.

Budget Considerations: N/A

CAMERON STATION COMMUNITY ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION NO. 2010-02 (AMENDED)
ACTIVITIES & EVENTS PLANNING COMMITTEE CHARTER
Effective: January 27, 2015

WHEREAS, Article III, Section 3 of the Bylaws grants the Board of Directors with all of the powers necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or Project Documents require the Association's membership to approve; and

WHEREAS, the Board of Directors wishes to create a standing Activities & Events Planning Committee to plan, oversee and administer programs for community events.

NOW THEREFORE, BE IT RESOLVED that a standing Activities & Events Planning Committee shall be established and shall operate according to the following guidelines:

I. RESPONSIBILITIES

The Committee is formed to assist the Board of Directors in planning and operating Association sponsored events to encourage the interaction and socialization between residents and to foster a sense of community through events and activities. In accomplishing this goal the Activities & Events Planning Committee shall:

- Evaluate, plan, coordinate and monitor all Association sponsored activities and events;
- Prepare an annual calendar of events, and organize, coordinate and publicize Board approved events;
- Participate in community events by assisting with set-up, clean-up and various tasks associated with the events;
- Provide reports to the Board of Directors reviewing events as events are sponsored, detailing number of participants, final cost and an observation of success of event in meeting any goals;
- Review all Association activities and events related contracts and make recommendations to the Board as necessary: ~~all Association activities and events related contracts and make~~
- recommendations to the Board as necessary:
- Act as a liaison and information resource to all Cameron Station owners and Association organizations on events and activities matters. Write newsletter articles to keep owners informed of the ~~community-sponsored~~ community-sponsored events and Committee activities;
- Submit minutes of committee meetings to the Community Manager for inclusion in the monthly report to the Board of Directors. Provide reports to the Community Manager for

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inclusion in the monthly report to the Board on Committee activities and any decision item requests;

- Develop means to encourage volunteers to serve on the Committee and to assist with the implementation of community events;
- Support the Board of Directors in implementing and following Association's operational plan;
- Complete and submit to the Board of Directors an annual budget (as ~~describe~~described below). Monitor the implementation of the budget;
- Complete annual priorities assigned by the Board of Directors; ~~□~~—Perform other duties as assigned by the Board of Directors.

The Committee does not have the authority to obligate the Board or Association to any contract or obligate the Board or Association financially to any owner, resident, contractor or vendor. Contracts may only be approved and signed by the Board of Directors.

II. BUDGET

In order to sponsor Association events, the Committee will have a budget. One of the primary duties of the Committee is to develop a budget to financially support the activities and events planned for the year. During budget development, the Committee shall submit to the Community Manager an activities and events budget for the upcoming fiscal year. The budget request shall list each planned event and the requested funding per event. The request will be included as submitted in the draft Annual Budget to be submitted to the Financial Advisory Committee.

During budget preparation, as requested by the Financial Advisory Committee or Community Manager, the Events Committee may be called to budget meetings to review submitted requests.

Once the Board of Directors approves the Annual Operating Budget, events for which funding is approved are considered approved by the Board of Directors. The Committee may not expend any funds on an activity which is not budgeted.

If the Committee wishes to go over budget on an event, increase budget for an event not shown in the Annual Operating Budget or change funding levels for approved events, a request must be made to the Board of Directors. The Board may request the Financial Advisory Committee to review the request prior to making a decision.

III. ELIGIBILITY

Activities & Events Planning Committee candidates and members shall be property owners, spouses, and/or partners of property owners, all of whom must be in good standing and reside permanently in a home within Cameron Station on a full-time basis. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation or legal action enacted by the Cameron Station Community Association, Inc. A member shall not serve on more than ~~one~~one committee at a time. There shall not be more than one member of a household serving on the same committee at the same time.

IV. NUMBER OF MEMBERS & LENGTH OF TERM

The total number of the Committee shall be seven (7). The Committee shall not operate with less than three (3) members. Members will be limited to one (1) member per Cameron Station household for each committee. This provision is not intended to limit the number of volunteers the Committee may recruit to assist with an approved community event.

Committee seat terms are two (2) years. The Board of Directors shall appoint the first Committee Chair, whose term as a Committee member shall be two (2) years, but whose term as Chair shall be one (1) year. After the first year, the Board shall appoint Chairs in accordance with the procedures set forth in Section VIII of this resolution.

Committee terms will be staggered so that approximately one-half of the committee positions will become available each year. In order to appropriately stagger committee terms, the Board shall initially appoint three (3) members for a one-year term and four (4) members for a two-year term. Thereafter, committee members will be appointed for two-year terms. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the term of the committee member they are replacing.

V. APPOINTMENT & REMOVAL

Available committee seats will be advertised at least thirty (30) days prior to appointment. Recruitment of candidates may be done through the newsletter, posting in the community center, announcement at the Annual Meeting or by any other means deemed appropriate by the Board. The Board of Directors will strive to ensure that members from varying house types and locations within the association are represented on its committees.

Interested homeowners must submit a written request for appointment to the Community Manager. Committee members in good standing are eligible for reappointment.

The Board of Directors will announce committee appointments each year at the Annual Meeting for terms beginning in January of the following year. The Board of Directors may make additional appointments throughout the year if vacancies occur.

No owner shall continue to serve as a Committee member if such owner is more than sixty (60) days delinquent in meeting financial obligations of the Association.

The Committee Chair may remove a Committee member who fails to attend three (3) consecutive meetings without the prior knowledge and approval of the Committee Chair.

If the Committee Chair believes that an eligible owner who has requested an appointment should not be appointed or that a sitting Committee member should be removed for reasons other than failure to attend three (3) consecutive meetings without the prior knowledge and approval of the Chair, then the Committee Chair shall submit the matter to the Board of Directors for consideration at its next regularly scheduled meeting.

The Board of Directors may appoint or remove Committee members, including the Chair, with or without cause.

A member may not be reappointed by the Committee Chair to a consecutive term without the specific authorization of the Board of Directors.

VI. MEETINGS

The Committee shall meet on a regular basis and meeting shall be held in the Cameron Club or other recognized meeting place of the association. The Committee shall publish an annual calendar of meetings. All meetings shall be open to residents and owners of the Association. Meetings shall have a time period set for input from any non-committee members present.

The Chair may call special meetings of the Committee if five (5) business ~~days-noticed~~day's notice is provided to the Committee members stating the purpose of the meeting.

Quorum: A quorum of members must be present to convene a meeting or conduct business. A quorum is defined as the following:

- If three (3) sitting members on the Committee, quorum shall be three (3).
- If four (4) members on the Committee, quorum shall be three (3).
- If five (5) members on the Committee, quorum shall be three (3).
- If six (6) members on the Committee, quorum shall be four (4).
- If seven (7) members on the Committee, quorum shall be four (4).

If the Committee is unable to convene a meeting due to lack of a quorum, the Committee Chair may do one of the following:

- 1) Reschedule the meeting provided that a minimum of three (3) business ~~days-day's~~ notice can be provided to Committee members and interested parties;
- 2) Cancel the meeting, and hold the meeting on the next regularly scheduled date.

Voting: The vote of a majority of Committee members present at a meeting with a quorum shall constitute the decision of the Committee. All voting shall be conducted in open session, with no secret voting allowed.

Minutes: Minutes shall be taken at every meeting of the Committee. Minutes shall show attendance, issues raised, and all decisions of the Committee. Minutes shall be forwarded to the Community Manager for inclusion in the monthly report to the Board of Directors. Approved meeting minutes will be kept on file for review by owners.

VII. DUTIES OF THE CHAIR

The duties of the Chairperson shall include, but may not be limited to the following:

- Develop the annual meeting calendar;
- Prepare meeting agendas;
- Preside over meetings;
- Provide each Committee member an opportunity for input;

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- Ensure Committee members and those attending the meeting are treated fairly and with respect;
- Assign tasks to Committee members as necessary;
- Submit meeting minutes to the Board of Directors as stipulated above;
- Serve as the liaison to the Board and represent the Committee to the Board on any matters;
- Maintain regular communications with the Board Liaison designated by the Board of Directors, if any, and with the Community Manager;
- Ensure Committee is performing duties as detailed in this resolution and requested by the Board of Directors.

VIII. COMMITTEE OFFICERS

The Board shall appoint the Committee Chair. In the first year of Committee operation, the Board shall appoint an owner to serve as the Chair. In subsequent years following the first Chair appointment, at the first meeting of the Committee (in January), the Committee members shall select a nominee and recommend him/her to the Board of Directors for appointment as the Chair. The Board shall then review the nomination and appoint a Chair accordingly. The Board reserves the right to appoint the nominee or appoint another Committee member in lieu of the Committee's recommendation to serve as Chair. The sitting Committee Chair shall continue to serve as Chair until a new appointment is made.

At the first committee meeting of the year, the Committee shall select a nominee and recommend him/her to the Board of Directors for appointment as a Vice Chair who shall serve in the absence of the Chair or at the request of the Chair.

Other officers as needed may be nominated and recommended to the Board of Directors. All other officer positions shall be for one year. No Committee member shall hold more than one officer position.

The effective date for this resolution shall be ~~January 27, 2015~~.

This Resolution was adopted and approved by the Board of Directors of Cameron Station Community Association on this ~~27~~ day of ~~January, 2015~~.

CAMERON STATION COMMUNITY ASSOCIATION, INC.

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By: _____
Michael Johnson, CSCA President

RESOLUTION ACTION RECORD
ADMINISTRATIVE RESOLUTION NO. 2010-02 (AMENDED)

Duly adopted at a meeting of the Board of Directors held on Tuesday, January 27, 2015.

Motion by: Paul Rocchio Seconded by: Igor Dubinsky

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
Michael Johnson, President	<u>X</u>	_____	_____	_____
Igor Dubinsky, Vice President	<u>X</u>	_____	_____	_____
Paul Rocchio, Secretary	<u>X</u>	_____	_____	_____
Megan Brock, Treasurer	<u>X</u>	_____	_____	_____
Donna Kenley	<u>X</u>	_____	_____	_____
Brian Sundin	_____	_____	_____	<u>X</u>
Jon Dellaria	<u>X</u>	_____	_____	_____

Resolution effective: January 27, 2015

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Cameron Station Community Association, Inc.
Board Decision Request
September 27, 2022

TOPIC: Amended A.R. No. 22-17 – CCFC – Committee Charter
Resolution 2022-0907

Motion:

"I move to ADOPT the Amended Administrative Resolution No. 22-17 – Cameron Club Facilities Committee Charter with the recommended changes by the CCFC members."

Motion: _____

2nd: _____

Summary:

The Cameron Club Facilities Committee is recommending the Board approve changes to their charter under the eligibility and meeting section. Attached is a copy of the redline administrative resolution.

WHEREAS, Article III, Section 3 of the Bylaws grants the Board of Directors with all of the powers necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or Project Documents require the Association's membership to approve; and

WHEREAS, the Board of Directors deems it desirable to establish a committee of homeowners to advise the Board of Directors, on a reasonable and productive manner, on issues affecting the maintenance, use and enjoyment of the Cameron Club;

CAMP Recommendation:

Management recommends the Board adopt the Amended A.R. No. 22-17 – Cameron Club Facilities Committee Charter.

Budget Considerations: N/A

CAMERON STATION COMMUNITY ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION NO. ~~2010-03~~ (AMENDED)
CAMERON CLUB FACILITIES COMMITTEE CHARTER
Effective: ~~January 27, 2015~~

WHEREAS, Article III, Section 3 of the Bylaws grants the Board of Directors with all of the power necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or Project Documents require the Association's membership to approve; and

WHEREAS, the Board of Directors deems it desirable to establish a committee of homeowners to advise the Board of Directors, on a reasonable and productive manner, on issues affecting the maintenance, use and enjoyment of the Cameron Club;

NOW THEREFORE, BE IT RESOLVED that a standing Cameron Club Facilities Committee shall be established and shall operate according to the following guidelines:

I. RESPONSIBILITIES

The primary responsibility of the Cameron Club Facilities Committee is to advise the Board of Directors, in a reasonable and productive manner, on issues affecting the maintenance, use and enjoyment of the Cameron Club and facilities, including the swimming pool, fitness center, multi-purpose court and meeting rooms. In accomplishing this goal, the Board of Directors shall assign the Cameron Club Facilities Committee with tasks from time to time, which may include but not be limited to:

- Providing the Board of Directors with recommendations for specifications and scope of services for facilities management, maintenance, security and enhancements;
- Providing the Board of Directors with recommendations regarding policies for use of the facilities which are owned and maintained by the Association;
- Providing the Board of Directors with recommendations regarding rules and regulations for the use of the facilities;
- Provide recommendations to Financial Advisory Committee for expenses in the Committee's area of jurisdiction to be considered for inclusion in the Association's annual operating budget;
- As appropriate, assist with the development of a long-range capital improvements budget for improvements and enhancements to the building and facilities;
- Review all Association related contracts and make recommendations to the Board as necessary;
- Submit minutes of committee meetings to the Community Manager for inclusion in the monthly report to the Board of Directors. Provide reports to the Community Manager

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for inclusion in the monthly report to the Board on Committee activities and any decision item requests;

- Complete annual priorities assigned by the Board of Directors; □ Perform other duties as assigned by the Board of Directors.

The Committee does not have the authority to obligate the Board or Association to any contract or obligate the Board or Association financially to any owner, resident, contractor or vendor. Contracts may only be approved and signed by the Board of Directors.

II. BUDGET

One of the primary duties of the Committee is to assist in the development of a budget to financially cover the expenditures related to the management of the pool and fitness center, building maintenance, security and enhancements. During budget development, the Committee shall submit to the Community Manager a budget for the upcoming fiscal year. The budget request shall list each contract and special project. The request will be included as submitted in the draft Annual Budget to be submitted to the Financial Advisory Committee.

During budget preparation, as requested by the Financial Advisory Committee or Community Manager, the Cameron Club Facilities Committee may be called to budget meetings to review submitted requests.

Once the Board of Directors approves the Annual Operating Budget, items for which funding is approved are considered approved by the Board of Directors. The Committee may not expend any funds which are not budgeted.

If the Committee wishes to go over budget, increase budget for a contract, repair or special project not shown in the Annual Operating Budget, a request must be made to the Board of Directors. The Board may request the Financial Advisory Committee to review the request prior to making a decision.

III. ELIGIBILITY

Cameron Club Facilities Committee candidates and members shall be property owners, spouses and/or partners of property owners, all of whom must be in good standing and reside permanently in a home within Cameron Station on a full-time basis. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or legal action enacted by the Cameron Station Community Association, Inc. A member shall not serve on more than once committee at a time. There shall not be more than one member of a household serving on the same committee at the same time.

IV. NUMBER OF MEMBERS & LENGTH OF TERM

The total number of the Committee shall be five (5). The Committee shall not operate with less than three (3) members.

Committee seat terms are two (2) years. The Board of Directors shall appoint the first Committee Chair, whose term as a Committee member shall be two (2) years, but whose term as Chair shall

be one (1) year. After the first year, the Board shall appoint Chairs in accordance with the procedures set forth in Section VIII of this resolution.

Committee terms will be staggered so that approximately one-half of the committee positions will become available each year. In order to appropriately stagger committee terms, the Board shall initially appoint two (2) members for a one-year term and three (3) members for a ~~two-year~~two-year term. Thereafter, committee members will be appointed for two-year terms. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the term of the committee member they are replacing.

V. APPOINTMENT & REMOVAL

Available committee seats will be advertised at least thirty (30) days prior to appointment. Recruitment of candidates may be done through the newsletter, posting in the community center, announcement at the Annual Meeting or by any other means deemed appropriate by the Board. The Board of Directors will strive to ensure that members from varying house types and locations within the association are represented on its committees.

Interested homeowners must submit a written request for an appointment to the Community Manager. Committee members in good standing are eligible for reappointment.

The Board of Directors will announce committee appointments each year at the Annual Meeting for terms beginning in January of the following year. The Board of Directors may make additional appointments throughout the year if vacancies occur.

No owner shall continue to serve as a Committee member if such owner is more than sixty (60) days delinquent in meeting financial obligations of the Association.

The Committee Chair may remove a Committee member who fails to attend three (3) consecutive meetings without the prior knowledge and approval of the Committee Chair.

If the Committee Chair believes that an eligible owner who has requested appointment should not be appointed or that a sitting Committee member should be removed for reasons other than failure to attend three (3) consecutive meetings without the prior knowledge and approval of the Chair, then the Committee Chair shall submit the matter to the Board of Directors for consideration at its next regularly scheduled meeting.

The Board of Directors may appoint or remove Committee members, including the Chair, with or without cause.

A member may not be reappointed by the Committee Chair to a consecutive term without the specific authorization of the Board of Directors.

VI. MEETINGS

The Committee shall meet on a regular basis and meeting shall be held in the Cameron Club or other recognized meeting place of the association. The Committee shall publish an annual calendar of meetings. All meetings shall be open to residents and owners of the Association. Meetings shall have a time period set for input from any non-committee members present.

The Chair may call special meetings of the Committee if five (5) business days notice is provided to the Committee members stating the purpose of the meeting.

Quorum: A quorum of members must be present to convene a meeting or conduct business. A quorum is defined as the following:

- If three (3) sitting members on the Committee, quorum shall be three (3).
- If four (4) members on the Committee, quorum shall be three (3).
- If five (5) members on the Committee, quorum shall be three (3).

If the Committee is unable to convene a meeting due to lack of a quorum, the Committee Chair may do one of the following:

- 1) Reschedule the meeting provided that a minimum of three (3) business days notice can be provided to Committee members and interested parties;
- 2) Cancel the meeting, and hold the meeting on the next regularly scheduled date.

Voting: The vote of a majority of Committee members present at a meeting with a quorum shall constitute the decision of the Committee. All voting shall be conducted in open session, with no secret voting allowed.

Minutes: Minutes shall be taken at every meeting of the Committee. Minutes shall show attendance, issues raised, and all decisions of the Committee. Minutes shall be forwarded to the Community Manager for inclusion in the monthly report to the Board of Directors. Approved meeting minutes will be kept on file for review by owners.

VII. DUTIES OF THE CHAIR

The duties of the Chairperson shall include, but may not be limited to the following:

- Develop the annual meeting calendar;
- Prepare meeting agendas;
- Preside over meetings;
- Provide each Committee member an opportunity for input;
- Ensure Committee members and those attending the meeting are treated fairly and with respect;
- Assign tasks to Committee members as necessary;
- Submit meeting minutes to the Board of Directors as stipulated above;
- Serve as the liaison to the Board and represent the Committee to the Board on any matters;
- Maintain regular communications with the Board Liaison designated by the Board of Directors, if any, and with the Community Manager;
- Ensure Committee is performing duties as detailed in this resolution and requested by the Board of Directors.

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VIII. COMMITTEE OFFICERS

The Board shall appoint the Committee Chair. In the first year of Committee operation, the Board shall appoint an owner to serve as the Chair. In subsequent years following the first Chair appointment, at the first meeting of the Committee (in January), the Committee members shall select a nominee and recommend him/her to the Board of Directors for appointment as the Chair. The Board shall then review the nomination and appoint a Chair accordingly. The Board reserves the right to appoint the nominee or appoint another Committee member in lieu of the Committee's recommendation to serve as Chair. The sitting Committee Chair shall continue to serve as Chair until a new appointment is made.

At the first committee meeting of the year, the Committee shall select a nominee and recommend him/her to the Board of Directors for appointment as a Vice Chair who shall serve in the absence of the Chair or at the request of the Chair.

The effective date for this resolution shall be , ~~2022~~ January 27, 2015.

This Resolution was adopted and approved by the Board of Directors of Cameron Station Community Association on this 27 day of , ~~2022~~ January, 2015.

CAMERON STATION COMMUNITY ASSOCIATION, INC.



By: _____

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Duly adopted at a meeting of the Board of Directors held on Tuesday, January 27, 2015:
Motion by: Jon Dellaria Seconded by: Igor Dubinsky

	YES	NO	ABSTAIN	ABSENT	
Michael Johnson, President	<u>X</u>				Formatted: Indent: Left: -0.01", Space After: 0.55 pt, Line spacing: Multiple 1.04 li, Tab stops: 3", Centered + 6.5", Right
Igor Dubinsky, Vice President	<u>X</u>				Formatted: Indent: Left: -0.01", Space After: 0.55 pt, Line spacing: Multiple 1.04 li, Tab stops: 3", Centered + 6.5", Right
Paul Rocchio, Secretary	<u>X</u>				Formatted: Indent: Left: -0.01", Space After: 0.55 pt, Line spacing: Multiple 1.04 li, Tab stops: 3", Centered + 6.5", Right
Megan Brock, Treasurer	<u>X</u>				Formatted: Indent: Left: -0.01", Space After: 0.55 pt, Line spacing: Multiple 1.04 li, Tab stops: 3", Centered + 6.5", Right
Donna Kenley	<u>X</u>				Formatted: Indent: Left: -0.01", Space After: 0.55 pt, Line spacing: Multiple 1.04 li, Tab stops: 3", Centered + 6.5", Right
Brian Sundin				<u>X</u>	Formatted: Indent: Left: -0.01", Space After: 0.55 pt, Line spacing: Multiple 1.04 li, Tab stops: 3", Centered + 6.5", Right
Jon Dellaria	<u>X</u>				Formatted: Indent: Left: -0.01", Space After: 0.55 pt, Line spacing: Multiple 1.04 li, Tab stops: 3", Centered + 6.5", Right
Resolution effective: January 27, 2015					Formatted: Indent: Left: -0.01", Space After: 0.55 pt, Line spacing: Multiple 1.04 li, Tab stops: 3", Centered + 6.5", Right



Cameron Station Community Association, Inc.
Board Decision Request
September 27, 2022

TOPIC: Amended A.R. No. 22-18 – CAC – Committee Charter
Resolution 2022-0908

Motion:

"I move to ADOPT the Amended Administrative Resolution No. 22-18 – Common Area Committee Charter with the recommended changes by the CAC members."

Motion: _____

2nd: _____

Summary:

The Common Area Committee is recommending the Board approve changes to their charter under the eligibility and meeting section. Attached is a copy of the redline administrative resolution.

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

WHEREAS, the Board of Directors deems it desirable to establish a committee of homeowners to advise the Board of Directors, in a reasonable and productive manner, on issues affecting common area services and maintenance (excepting the Cameron Club).

CAMP Recommendation:

Management recommends the Board adopt the Amended A.R. No. 22-18 – Common Area Committee Charter.

Budget Considerations: N/A

**CAMERON STATION COMMUNITY ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 22**

AMENDED COMMON AREA COMMITTEE CHARTER

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

WHEREAS, the Board of Directors deems it desirable to establish a committee of homeowners to advise the Board of Directors, in a reasonable and productive manner, on issues affecting common area services and maintenance (excepting the Cameron Club).

NOW THEREFORE, be it resolved that a Common Area Committee shall be established, and that the following procedures for this committee be adopted and implemented herewith:

A. RESPONSIBILITIES

The primary responsibility of the Common Area Committee is to advise the Board of Directors, in a reasonable and productive manner, on issues affecting common area services and maintenance (excepting the Cameron Club). In accomplishing this goal, the Board of Directors shall assign the committee with tasks from time to time that may include but not be limited to:

Providing the Board of Directors with recommendations regarding:

- Specifications and proposals for common area services and maintenance such as snow removal, trash collection, landscape maintenance, transportation services, etc.
- Policies governing the use of common area
- The annual budget for common area management, maintenance, and enhancement

B. ELIGIBILITY

Committee candidates and members shall be property owners, spouses and/or partners of property owners, all of whom must be in good standing and reside permanently in a home within Cameron Station on a full-time basis. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with the Cameron Station Community Association.

A member shall not serve on more than one committee at a time. There shall not be more than one member of a household serving on the same committee at the same time.

C. APPOINTMENT AND TERMS

Available committee seats will be advertised at least thirty days prior to appointment. Recruitment of candidates may be done through the newsletter, posting in the community center, announcement at the Annual Meeting, or by any other means deemed appropriate by the Board. The Board of Directors will strive to ensure that members from varying house types and locations within the association are represented on its committees.

Interested homeowners must submit a written request for appointment to the Community Manager. Committee members in good standing are eligible for reappointment.

The Board of Directors will announce committee appointments each year at the Annual Meeting for terms beginning in January of the following year. The Board of Directors may make additional appointments throughout the year if vacancies occur.

Committee terms will be staggered so that approximately one half of the committee positions will become available each year. In order to appropriately stagger committee terms, the Board shall initially appoint three members for a one-year term and four members for a two-year term. Thereafter, committee members will be appointed for two-year terms. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the term of the committee member they are replacing.

D. REMOVAL

The Board of Directors may remove any committee member, including the chairperson, at any time.

The committee may make recommendations to the Board of Directors regarding the removal of committee members.

A committee member may be removed, upon written notice from the committee chairperson, for failure to attend three consecutive committee meetings without notice or explanation.

E. ELECTION OF OFFICERS

The Board shall appoint the Chairperson of the committee. In January of each year, members of the committee may make recommendations to the Board of Directors for the appointment of a Chairperson. Other officers of the committee may be elected by the committee membership. At a minimum, the committee shall elect a Secretary who shall be responsible for recording accurate minutes of the committee's meetings and submitting them to the Community Manager, in a timely manner, for inclusion in the monthly Board meeting package and for posting on the web site. Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of committee member attendance and all votes of the committee.

The Chairperson, or his or her designee, shall be responsible for chairing meetings of the committee. In addition, the Chairperson is responsible for responding in a timely manner to committee e-mail messages forwarded from the web site.

F. MEETINGS

Committee meetings shall be held in the community center or other recognized meeting place of the association. All committee meetings shall be open to the membership. In order for the membership to be reasonably informed of committee meetings, the committee Chairperson shall ensure that all regular committee meeting dates of the committee are listed in the newsletter, on the ~~web site~~website, posted in the community center and publicized through any other means of posting that the Board deems appropriate. If it is necessary for the committee to reschedule or cancel a meeting, the committee Chairperson shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. The committee Chairperson shall be responsible for contacting the members of the committee regarding rescheduled or canceled meetings. "Special" meetings or rescheduled meetings may be scheduled by the Chairperson upon five business days posted notice stating the reason for the meeting.

The committee Chairperson shall designate a time period on each meeting agenda for resident input.

A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. The total number of committee members is seven (7). A majority of the members shall be four (4). A majority vote of members while a quorum is present shall constitute a decision of the committee. All voting shall be conducted in an open session.

All committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

G. COMMUNICATIONS

In the interest of ensuring strong communications between the Board of Directors and the Committee, it is expected that the committee Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the Board of Directors. The committee representative will present committee recommendations, update the Board on the status of pending committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding committee assignments.

The committee is expected to maintain regular communications with the Board Liaison designated by the Board of Directors, if any, and with the Community Manager.

It is expected that the committee will provide accurate and timely information about its activities for publication in the newsletter, on the web site and other communication vehicles of the Association. It is the responsibility of the committee to ensure that this information is updated on a regular basis.

H. SUB-COMMITTEES

The committee may designate volunteer sub-committees to work on specific projects on behalf of, and at the direction of, the committee. Sub-committee volunteers are not voting members of the committee unless they have been appointed as such in accordance with Paragraphs B & C of this resolution.

RESOLUTION NO. ~~22~~, AMENDED COMMON AREA COMMITTEE CHARTER,
WAS DULY ADOPTED ~~BY A UNANIMOUS VOTE~~ AT THE _____, 2022
~~MARCH 19, 2002~~ MEETING OF THE BOARD OF DIRECTORS.

Andrew Hill~~Jim Duszynski~~, President
Date



Cameron Station Community Association, Inc.
Board Decision Request
September 27, 2022

TOPIC: Amended P.R. No. 22-04 – Delivery of Association Services to Sub-Associations
Resolution 2022-0909

Motion:

"I move to ADOPT the Amended Policy Resolution No. 22-04 – Delivery of Association Services to Sub-Associations."

Motion: _____

2nd.: _____

Summary:

WHEREAS, Article III, Section 3 of the Bylaws grants the Board of Directors with all the powers necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or Project Documents require the Association's membership to approve; and

WHEREAS, Article III, Section 3.1(a)(5) of the Declaration of Covenants, Conditions and Restrictions ("Declaration") provides that the Cameron Station Community Association ("CSCA") shall perform landscaping maintenance in certain areas of condominium subassociations, but that, through separate agreement, a condominium subassociation may be required to perform landscape maintenance within such condominium subassociation's common elements; and

WHEREAS, Article IV, Section 4.3 of the Declaration states that CSCA shall be responsible for the maintenance, management, operation and control of the Common Areas and all improvements; and

WHEREAS, Article IV, Section 4.3 of the Declaration of Covenants, Conditions and Restrictions and in accordance with the Architectural Design & Maintenance Standards, "the Association shall be responsible for the mowing of all grass within the Property in order to promote an attractive and uniform appearance, and for that purpose only, all unenclosed front, side and rear yards located within individual Single Family Lots and Cluster Lots, and common areas of Condominium Sections... at the option of the Association shall be considered as part of the Common Area."; and

WHEREAS, the master plan for Cameron Station allows for the creation of Condominium sections within CSCA; and

WHEREAS, the Community Association and the condominium associations both have obligations to provide certain services to their respective members; and,

WHEREAS, CSCA previously adopted a resolution defining those services and maintenance that CSCA shall provide for the benefit of the Condominium sections within CSCA; and



WHEREAS, the Board of Directors wishes to amend the previously-adopted policy to incorporate provisions in the Declaration related to the provision of certain services.

CAMP Recommendation

Management recommends the Board adopt the Amended P.R. 22-04 – Delivery of Association Services to Sub-Associations.

Budget Considerations: N/A

Cameron Station Community Association, Inc.

Policy Resolution ~~0322~~-_____

Amended Policy Relating to Delivery of Association Services to Sub-Associations

WHEREAS, Article III, Section 3 of the Bylaws grants the Board of Directors with all of the powers necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or Project Documents require the Association's membership to approve; and

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WHEREAS, Article III, Section 3.1(a)(5) of the Declaration of Covenants, Conditions and Restrictions ("Declaration") provides that the Cameron Station Community Association ("CSCA") shall perform landscaping maintenance in certain areas of condominium subassociations, but that, through separate agreement, a condominium subassociation may be required to perform landscape maintenance within such condominium subassociation's common elements; and

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WHEREAS, Article IV, Section 4.3 of the Declaration ~~of Covenants, Conditions and Restrictions~~ states ~~the Association~~ that CSCA shall be responsible for the maintenance, management, operation and control of the Common Areas and all improvements; and

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WHEREAS, Article IV, Section 4.3 of the Declaration of Covenants, Conditions and Restrictions and in accordance with the Architectural Design & Maintenance Standards, "the Association shall be responsible for the mowing of all grass within the Property in order to promote an attractive and uniform appearance, and for that purpose only, all unenclosed front, side and rear yards located within individual Single Family Lots and Cluster Lots, and common areas of Condominium Sections... at the option of the Association shall be considered as part of the Common Area."; and

WHEREAS, the master plan for ~~the~~ Cameron Station ~~Community Association~~ ("Community Association") allows for the creation of Condominium sections within ~~the Community Association~~ CSCA; and

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WHEREAS, the Community Association and the condominium associations ~~will~~ both have obligations to provide certain services to their respective members; and,

~~WHEREAS there may be confusion as to the responsible party for the delivery of these~~

WHEREAS, CSCA previously adopted a resolution defining those services and maintenance that CSCA shall provide for the benefit of the Condominium sections within CSCA; and

WHEREAS, the Board of Directors ~~sees~~ wishes to amend the need to clarify previously adopted policy to incorporate provisions in the delivery Declaration related to the provision of certain services for the members; and,

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~~WHEREAS, for the health, safety, welfare, comfort and convenience of all residents, the Board wishes to establish a resolution setting forth the delivery of these services.~~

NOW THEREFORE, BE IT RESOLVED THAT the following revised Delivery of Association Services Resolution to Sub-Associations Policy be adopted by the Board:

I. MANDATORY AGREEMENT

CSCA shall provide all of the services described in this Policy to a condominium subassociations located within Cameron Station only if the condominium subassociation enters into an Agreement with CSCA regarding the provision of such services, a copy of which is attached to this Policy as Exhibit A. If a Condominium subassociation does not enter such an Agreement with CSCA, then CSCA shall only provide the landscaping services provided for under Article III of this policy and shall not perform the Trash Services provided for under Article II of this policy or the Snow Plowing Services provided for under Article IV of this policy.

II. TRASH SERVICE

- A. Residential trash and recycling collection shall be a common service of the ~~Community Association~~CSCA, the cost of which will be included in the ~~Community Association's~~CSCA's annual operating budget.
- B. All trash and recycling collected by curb-side collection service shall be administered by the Community Association, regardless of location and style of housing.
- C. For the condominium associations using central collection through a dumpster, ~~the Community Association~~CSCA will be responsible for the payment for the collection of trash and recycling. However, the Board of Directors of such condominium associations shall be responsible for administering the contract for these services and such condominium associations, rather than ~~the Community Association~~CSCA, shall be the party to the contract. ~~The Community Association~~CSCA shall not pay for the cost of leasing dumpsters, dumpster repair, trash chute repair or maintenance (if applicable), or the cost of any services necessary for using a dumpster. Any special collection requests made by the condominium ~~association~~subassociation shall be paid for by the condominium ~~association~~subassociation.

Since ~~the Community Association~~CSCA shall be responsible for payment on trash service contracts for condominium ~~association~~subassociations using central collection through a dumpster, such condominium ~~association~~subassociations must provide ~~the Community Association~~CSCA with a copy of any trash service contract for review prior to execution, and ~~the Community Association~~CSCA shall have the sole discretion to veto or otherwise modify such trash service contracts.

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- D. ~~The Community Association~~CSCA shall not pay for any trash and recycling collection for commercial units, which shall include any shared trash or recycling bins. ~~for condominium units or lots which house retail or commercial businesses.~~

H.III. LANDSCAPE SERVICES

- A. ~~In accordance with Article IV, Section 4.3 of the Declaration of Covenants, Conditions and Restrictions and in accordance with the Architectural Design & Maintenance Standards, "the Association shall be responsible for the mowing of all grass within the Property in order to promote an attractive and uniform appearance, and for that purpose only, all unenclosed front, side and rear yards located within individual Single Family Lots and Cluster Lots, and common areas of Condominium Sections... at the option of the Association shall be considered as part of the Common Area."~~ Consequently, the Community Association will provide lawn mowing service for the Common Area and for all unenclosed front, side and rear yards located within individual Single Family Lots and Cluster Lots, and common areas of Condominium Sections.

- A. The Community AssociationCSCA shall perform the following maintenance on all grass areas within a condominium subassociation:
- i. Mowing;
 - ii. Aeration twice a year;
 - iii. Seeding twice a year.

If a condominium subassociation wishes for aeration and seeding services to be performed more frequently than twice a year, the condominium subassociation will be responsible for all costs associated with such additional aeration and seeding services. If, in the CSCA Board's sole discretion, it determines that grass cannot grow in an area, then the CSCA Board will have the sole authority to determine the appropriate steps to address the inability of grass to grow in such area.

- B. Leaf Removal – each condominium subassociation is responsible for raking leaves out from all planting beds onto a grassy area. CSCA will remove leaves from the grassy areas of each condominium sub association but will not remove leaves that have not been raked out of the planting areas away from the condominium buildings or other planting beds.

- B.C. CSCA shall not be responsible for maintaining mulch beds, trees, foundation plantings, or other non-grass improvements or landscape material located on the common element areas of condominiums.

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IV. SNOW PLOWING SERVICES

In accordance with the ~~Architectural~~ Design & Maintenance Standards, all owners ~~at Cameron Station~~ in ~~CSCA~~ are responsible for the removal of snow, ice, freezing rain, etc. from the driveways serving their home and any sidewalks fronting or bordering their home. ~~Condominium Associations subassociations~~ are responsible for removing snow and ice from the sidewalks bordering their condominiums or any condominium common ~~areaselements~~ at their own expense; however, ~~the Community Association~~ ~~CSCA~~ shall be responsible for removing snow from all private streets and parking areas located within a ~~Condominium Association condominium subassociation~~.

The Board of Directors of ~~the Community Association~~ ~~CSCA~~ reserves the right to remove snow, ice, or freezing rain from any and all sidewalks located within ~~the Community Association~~ ~~CSCA~~ if the Board deems that such walks must be kept clear for the general health, welfare and benefit of the members of ~~the Association~~ ~~CSCA~~ or public.

IV. ROAD, SIDEWALK, AND STREET LIGHT REPAIR

- A. The private streets in Cameron Station are common areas of ~~the Community Association~~ ~~CSCA~~. As such, ~~the Community Association~~ ~~CSCA~~ is responsible for all private street repair, maintenance, or replacement.
- B. Any street parking spaces on private streets designated as reserved for the use of a condominium ~~association subassociation~~ shall be repaired and maintained by ~~the Community Association~~ ~~CSCA~~. ~~CSCA shall restripe all parking spots as part of any overall repaving project for CSCA.~~ However, the condominium ~~association subassociations~~ shall be responsible for the cost of striping, marking or otherwise labeling such parking spaces as "reserved;" ~~if done during a period other than the performance of an overall repaving project for CSCA.~~
- C. ~~The Community Association~~ ~~CSCA~~ shall not be responsible for any repairs or maintenance for parking garages or non-street parking surfaces ~~associated with~~ ~~within~~ a condominium ~~subassociation~~.
- D. ~~The Community Association~~ ~~CSCA~~ is not responsible for administering or enforcing parking policies which from time to time may be established by condominium ~~association subassociations~~ for the enforcement of condominium parking restrictions. ~~However, CSCA has the right to enforce the provisions of the CSCA Declaration or duly adopted policies, rules and regulations on condominium subassociation property.~~
- E. ~~The Community Association~~ ~~CSCA~~ will maintain the brick sidewalks along the private streets serving Cameron Station. However, ~~the Community~~

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~~Association~~CSCA shall not be responsible for maintaining or repairing any sidewalks or other pedestrian walks located on the common ~~area~~elements of a condominium ~~subassociation~~ or that exclusively serve a condominium ~~subassociation~~.

- F. ~~The Community Association~~CSCA shall be responsible for maintaining all ~~street lights~~streetlights on private streets. -Decorative, accent, foundation, security, or other lights located on the common elements of a condominium shall be the responsibility of the condominium ~~association~~subassociation and not ~~the Community Association~~CSCA.

AMENDED AND ADOPTED by the Board of Directors this _____ day of _____, ~~2003~~2022.

CAMERON STATION COMMUNITY
ASSOCIATION

~~Victoria Hebert~~Andrew Hill, President

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Policy Resolution was mailed or hand-delivered to the members of the CAMERON STATION COMMUNITY ASSOCIATION on this _____ day of _____, ~~2003~~2022.

~~Victoria Hebert~~Andrew Hill, Managing Agent
Community Management Corporation

RESOLUTION ACTION RECORD

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

_____.

Motion by: _____ Seconded by: _____

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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ATTEST:

Secretary

Date

Resolution effective: _____,

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EXHIBIT A-EXHIBIT A

SHARED SERVICES AND COST ALLOCATION AGREEMENT

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(Delivery of Association Services to Sub-Associations)

THIS SHARED SERVICES AGREEMENT ("Agreement") is entered this _____ day of _____, 2022 between CAMERON STATION COMMUNITY ASSOCIATION, INC. ("CSCA") and _____ ("Condominium Sub-Association") (collectively the "Parties"), the purpose of which is to define the provision of services and the allocation of cost thereof between the Parties.

WHEREAS, Article III, Section 3.1(a)(5) of the Declaration of Covenants, Conditions and Restrictions ("Declaration") provides that the Cameron Station Community Association ("CSCA") shall perform landscaping maintenance in certain areas of condominium subassociations, but that, through separate agreement, a condominium subassociation may be required to perform landscape maintenance within such condominium subassociation's common elements; and

WHEREAS, Article IV, Section 4.3 of the Declaration states that CSCA shall be responsible for the maintenance, management, operation and control of the Common Areas and all improvements; and

WHEREAS, Article IV, Section 4.3 of the Declaration of Covenants, Conditions and Restrictions and in accordance with the Architectural Design & Maintenance Standards, "the Association shall be responsible for the mowing of all grass within the Property in order to promote an attractive and uniform appearance, and for that purpose only, all unenclosed front, side and rear yards located within individual Single Family Lots and Cluster Lots, and common areas of Condominium Sections... at the option of the Association shall be considered as part of the Common Area."; and

WHEREAS, the master plan for CSCA allows for the creation of Condominium sections within CSCA; and

WHEREAS, the CSCA and the condominium associations both have obligations to provide certain services to their respective members; and,

WHEREAS, the Board of Directors of the CSCA and the Board of Directors for the Condominium Sub-Association have determined it to be in the best interest for the Parties to enter into an agreement regarding the provision of services and the cost allocation thereof;

WHEREAS, in consideration of that agreement, Parties shall be bound by the terms and conditions of this Agreement.

NOW THEREFORE, in consideration of the foregoing recitals, which are incorporated herein and other good and valuable consideration, the receipt and sufficiency of which CSCA

and the Condominium Sub-Association expressly acknowledge, the parties hereby agree as follows:

I. DELIVERY OF SHARED SERVICES TO CONDOMINIUM SUB-ASSOCIATION

The responsibility for the provision of Shared Services shall be allocated as follows, with the costs thereof being allocated as specified in Policy Resolution 22-_____;

II. INDEMNIFICATION AND HOLD HARMLESS

It is mutually understood and agreed by and between the parties that the CSCA and its Manager and their respective employees, agents and contractors are exercising their respective duties under the Declaration and Architectural Design & Maintenance Standards as described herein. Accordingly, the Condominium Sub-Association, agrees to indemnify, defend, and hold harmless CSCA, and its officers, managers, agents and employees, from and against any and all, claims, suits, actions, causes of actions (whether judicial, nonjudicial or administrative), damages, losses, penalties, fines, costs and fees made or initiated by third parties, resulting from or relating to or arising from any act or omissions related to the performance and/or provision of any of the Shared Services as described in Section I of this Agreement.

In addition, the Members each agree to indemnify, defend, and hold harmless each other, and their respective officers, managers, agents and employees, from and against any and all, claims, suits, actions, causes of actions (whether judicial, nonjudicial or administrative), damages, losses, penalties, fines, costs and fees made or initiated by third parties, resulting from or relating to or arising from such Member's negligent acts or omissions related to the performance of maintenance, repair, replacement or upkeep of any component of the Common Area as that term is defined in the Declaration.

The obligation to indemnify shall survive the expiration or termination of this Agreement.

III. INITIAL TERM, RENEWALS, TERMINATION

This Agreement shall remain in full force and effect for _____ (_____) years (the "Initial Term") from the Effective Date. Thereafter, this Agreement shall automatically and continually renew for successive periods of _____ (_____) years, each (each a "Renewal Term"). After the Initial Term and any Renewal Term, either party may elect to terminate this Agreement, in such parties sole and absolute discretion by providing, prior to the expiration of the Initial Term or any Renewal Term, one hundred-twenty (120) days prior written notice of such termination to the other the party. Any termination of this Agreement shall be effective on January 1 of the year immediately following the date of delivery of notice of intent to terminate. In the event of such a termination of this Agreement, CSCA shall only provide the landscaping services provided for under Article III of Policy Resolution 22-_____ ("Policy Resolution") and shall not perform the Trash Services provided for under Article II of the Policy Resolution or the Snow Plowing Services provided for under Article IV of the Policy Resolution and this Agreement shall be of no further force and effect.

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IV. MISCELLANEOUS

A. The persons executing this Agreement on behalf of CSCA and the Condominium Sub-Association represent that they have the authority to enter into this Agreement and that the Agreement is fully binding upon the parties in accordance with its terms.

B. This Agreement shall be binding on the successors or assigns of CSCA and Condominium Sub-Association.

C. All written notices required herein shall be sent by certified mail, return receipt requested to the following addresses:

For the CSCA: Cameron Station Community Association, Inc. (CSCA)
200 Cameron Station Blvd.
Alexandria, VA 22304

With copy to: Todd A. Sinkins, Esquire
c/o Rees Broome, PC
1900 Gallows Road, Suite 700
Tysons Corner, VA 22182

For the Condominium
Sub-Association:

Should any party desire to change the address for notice, that party shall be required to deliver notice to the other parties of such request by certified mail, return receipt requested.

D. This Agreement constitutes the complete understanding of the parties hereto with respect to the subject matter hereof, and no statement, promises, or inducements made by either party or agent of either party that is not contained in this written Agreement shall be valid or binding.

E. All parties acknowledge the benefit of counsel in connection with the drafting and review of this Agreement. No party shall suffer any adverse interpretation of the Agreement on the grounds of the identity of the drafter if a court finds any ambiguity or lack of clarity in the Agreement.

F. This Agreement may only be amended by a written instrument executed by the parties hereto.

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G. The recitals set forth in CSCA Policy Resolution 22-_____ are hereby incorporated herein and made a part of this Agreement.

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H. The captions or titles provided in this agreement are solely for the sake of convenience, and in no way are intended to, nor shall, modify or limit the meaning of any term or provision of this Agreement.

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I. If any court of competent jurisdiction holds that any provision in this Agreement is invalid or unenforceable, the court shall construe and apply this Agreement without regard to such invalid or unenforceable provision and give effect to the remainder of this Agreement to the maximum extent permitted by law.

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J. This Agreement shall be interpreted and construed in accordance with the laws of the Commonwealth of Virginia. Any and all claims, controversies, and causes of action arising out of or relating to this Agreement, whether sounding in contract, tort, or statute, shall be governed by the laws of the Commonwealth of Virginia, including its statutes of limitations, without giving effect to any conflict-of-laws or other rule that would result in the application of the laws of a different jurisdiction.

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

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

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M. This Agreement is not assignable without the written consent of each party hereto.

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N. This Agreement may be executed in counterparts.

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WITNESS the following signatures:

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CAMERON STATION COMMUNITY ASSOCIATION,
INC

By: _____

Name: _____

Title: _____

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EXHIBIT B-1

CONDOMINIUM SUB-ASSOCIATION SIGNATURE

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WOODLAND HALL AT CAMERON STATION
CONDOMINIUM UNIT OWNERS ASSOCIATION

By: _____

Name: _____

Title: _____

EXHIBIT B-2

CONDOMINIUM SUB-ASSOCIATION SIGNATURE

THE UNIT OWNERS ASSOCIATION OF THE
CONDOMINIUMS AT CAMERON BOULEVARD

By: _____

Name:

Title:

EXHIBIT B-3

CONDOMINIUM SUB-ASSOCIATION SIGNATURE

THE UNIT OWNERS ASSOCIATION OF CAMERON
STATION CONDOMINIUM

By: _____

Name: _____

Title: _____

EXHIBIT B-4

CONDOMINIUM SUB-ASSOCIATION SIGNATURE

OAKLAND HALL AT CAMERON STATION
CONDOMINIUM UNIT OWNERS ASSOCIATION

By: _____

Name: _____

Title: _____

EXHIBIT B-6

CONDOMINIUM SUB-ASSOCIATION SIGNATURE

MAIN STREET CONDOMINIUM UNIT OWNERS
ASSOCIATION

By:

Name:

Title:

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Social Media Comments July 5 – October 5, 2022 (as of September 23, 2022):

Facebook: 21 Comments Total

Did You Know? #CameronStation #AlexandriaVA

3 reactions · 1 comment · Jul 14

- Regina Mayhew: My parents shopped at the exchange on the base.

CSCA Main Entrance Sign Damaged ... #CameronStation

22 reactions · 7 comments · Jul 22

- Kate Sal: Will Mngt be pursuing damages from the driver to cover the cost of repair?
 - Cameron Station Community Association, Inc.: Yes, management will be taking measures to attempt to recover damage costs.
 - Kate Sal: [Cameron Station Community Association, Inc.](#) great! Thank you
- John Alex: I guess it's better that he hit our sign and not another car or person....scary.
 - Kimberlee Spath Canter: [John Alex](#) exactly, but everyone all worried about who's paying for the sign
- Ellyn Lambert: The driver or his insurance needs to pay property damage
- Russell Bell: This breaks my heart but glad to know nobody was seriously hurt.... I remember the accident by Tucker years ago...

Cameron Station Facilities Passes Required ... #CameronStation #AlexandriaVA

1 reaction · 1 comment · Jul 27 (Hidden from Public View)

- Lindsey Colburn: These are also required for kids! I've been here for two years and am just learning this.

Management Contact ... #CameronStation #AlexandriaVA

1 comment · Jul 27 (Hidden from Public View)

- Sharon Madison Westmark: I called twice a couple of weeks ago. Left a message and no one ever returned my call. Also sent an email in January about ID stickers. No answer. What do we pay you for?

July 25, 2022 Hello Residents, Management has contacted Goodfynd ... #CameronStation #AlexandriaVA

2 reactions · 1 comment · Jul 26

- Regina Mayhew: Just FYI, no refund yet. I did reach out to Goodfynd, and they are "looking into it."

Cameron Station Pool Rules ... #CameronStation

1 reactions · 1 comment · Aug 11

- Ingrid Elizabeth: Can you specify/summarize what rules are not being followed and what concerns residents need to be aware of? The document posted is really long!

Dear Residents, The Cameron Cafe will be closed today for air conditioning maintenance and repair...

1 comment · Aug 15

- Cathy Crawford: Urgent? 😊

Congratulations YUKI, our Cameron Station August 2022 Pet of the Month! ... #CameronStation #CSAug22POTM

9 reactions · 1 comment · Aug 19

- Kate Sal: ❤️❤️Yuki

Major Metro Blue and Yellow Line Construction Next Month Starting Saturday, September 10, 2022 ... #CameronStation #AlexandriaVA

1 reaction · 2 comments · Aug 18

- Chung Lee: Will the community shuttle bus take riders to and from Reagan National metro?
 - Cameron Station Community Association, Inc.: [Chung Lee](#) Hello, a survey just went out of three possible shuttle schedules during the construction next month. Please click to review and leave feedback: <https://conta.cc/3KndMIE>

Cameron Station Wine Tasting Event ... #CameronStation #AlexandriaVA

1 reaction · 1 comment · Sep 13

- Angela George: Wow that filled up fast

Pentagon City Shuttle Click below for the Pentagon City Shuttle Schedule, which began on Monday, September 12, 2022 ... #CameronStation #AlexandriaVA

2 reactions · 1 comment · Sep 20

- Guinevere Que: Best picture ever. Whoever took this, thank you

Updated Parking Policy The CSCA Parking Policy ... #CameronStation #AlexandriaVA

1 reaction · 3 comments · Sep 22

- Andrea Camardella: Can you just bullet point (make clear) what the differences are between this version and the last several versions?
- John Alex: A 10 page document on our parking policy?
 - George Demetriades: [John Alex](#) the work-from-homers have nothing else to do but dream this stuff up.



2022 Action Item List						
Date	Committee	Item	Assigned To CM/ACM/Maintenance/A RC/AA	Status (pending, completed)	Comments	Entered
3.2.22	-	Pitney Bowes invoice	ACM	completed	2.20.22 invoice submitted for payment thru accountspayable@ciramail.com	
3.2.22	CAC	Concrete piece missing from apron	ACM	completed	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	completed	daily task	
3.7.22	-	Mail amended Parking Policy	ACM	completed	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	completed	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	completed	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	completed	Lancaster and Management meeting On-Site on Wednesday 10AM. Calendar invite sent.	
3.7.22	-	Resident required assistance with assessment payment	ACM	completed	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	completed	Management received email from Mr. Gagik who lives at 4924 Gardner Dr. regarding resale and settlement charges that required CAMP AP/AR managements attention. 3.11.22 conveyance charges adjusted; ACM provided and update to resident and issue has been resolved.	
3.10.22	-	Setting-up new vendor	CM/ACM	completed	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	completed	CAMP rep attended CCFC monthly meeting	
3.11.22	CAC	CAC packet for 3.14.22 meeting	CM/ACM	completed	CAC packet for 3.14.22 meeting completed, emailed to committee and posted on the Cameron Station website.	
3.11.22	-	3.8.22 GRS invoice 12864	ACM	completed	invoice from GRS received via email and submitted for payment through Cira.	
3.11.22	CCFC	Email Austin Woodard from American Pool	ACM	completed	Ask Austin who will be taking care of the deck work? Who is taking care of the pool rule signs? Austin response: <u>Both items are things we can take care of. We are in the process of updating the catalogue in our system, but as soon as this is completed I can send you proposals for both items.</u> 3.14.22 UPDATE - Management (Steve, Angel, Mark) will meet on-site with American Pool (Austin and Rogers).	
3.11.22	-	Email Heather 2.22.22 BoD draft meeting minutes	CM/ACM	completed	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.	
					Matt will stop by sometime next week March 14-18 to deliver the tile and carpet samples for the CCFC review. 3.14.22 UPDATE - carpet tile and bathroom partition samples arrived and were set up in the Henderson Room. Still waiting for tile samples. 3.15.22 UPDATE phone conversation:	
					1. Paint color for the walls – a light color is recommended (e.g. white w/gray tone) – Manders will provide a wheel of color samples for the committee to review. 2. Additional Carpet color options – the committee only selected the Cunning – 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.	
3.11.22	CCFC	LOCKER ROOM RENOVATIONS --- Matt Manders from Manders Companies/3.15.22 Summary of phone conversation	ACM	completed	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.	
3.14.22	CCFC	Fitness Center deep cleaning	National Service Contractors	completed	Fitness will be deep cleaned Saturday, March 19 after the gym close.	

3.14.22	CCFC	American Pool - Accounts Payable	ACM	completed	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	completed	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	completed	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	completed	invoice submitted for payment through Cira.
3.14.22	CAC	Emergency Pipe Break on Yarrow Ln	CM	completed	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	completed	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	completed	Meeting scheduled for Tuesday, March 15 at 3PM to meet Jill Bakner and Rich.
3.15.22		New Employee Training	CAMP	completed	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	completed	Letters prepared, emailed, and mailed to each of the residents affected.
3.15.22	-	Resident assistance with account fees	ACM	completed	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	completed	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	completed	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	completed	Invoice submitted to accounts payable; reference number ELV2019-00170
3.16.22		Spring Yard Sale confirmed with Activities and Event committee	AA	completed	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	completed	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	completed	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	completed	CCFC meeting minutes saved on server and added to next BoD meeting folder.
3.18.22	CCFC	Meeting with American Pool	ACM/CM	completed	Met with Austin and Ben from American Pool - we talked about the pool supplies, pool registration processes, pool contract addendum, pool maintenance, repainting safety stencils. Emailed Austin and Ben
3.21.22	FAC	Emailed FAC members requesting February and March 2022 draft minutes	ACM	completed	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	completed	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	completed	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	completed	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	completed	Emailed W9 to corporate, waiting for them to set up B&B as a new vendor. 4.8.22 - vendor setup and B&B contract uploaded to Cira.
4.4.22	-	City of Alexandria receipt	-	received	Receipt: REC-2022-00053274

4.6.22	CCFC	Swimming Lesson issues	AGM	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	completed	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	completed	New 2022-2023 COI updated on Cira.
4.7.22	CCFC	Johnson Controls service work	Maintenance	completed	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	completed	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	completed	American Pool was onsite, uncovered the pool and setup the furniture.
4.8.22	CommComm	Update CommComm committed fund report	AGM	completed	Update CommComm committed fund report to be included on their April meeting.
4.9.22	CCFC	Work on CCFC April meeting packet	AGM	completed	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	completed	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	completed	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	completed	daily task
4.11.22	CAC	Tree behind 4950 Brenman Park Dr	Maintenance	completed	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	completed	the water fountain in the Fitness Center is intermittent. Mark will be assigned to inspect it. 4.13.22 - Mark inspected the fountain and is working properly. He will periodically check on it to make sure is working.
4.12.22	CCFC	Pool Sings	AGM	completed	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	completed	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	completed	3.29.22 draft BoD meeting minutes received and under Management review.
4.18.22	-	Call for Committee draft meeting minutes	AGM	completed	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	completed	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	completed	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	completed	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	completed	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	completed	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 completed	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	completed	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 proposal. 4.29.22 proposal signed.
4.28.22	CCFC	GRS inquiry for Microsoft word and new computer	AGM	completed	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 #: NDJ00834v1 received for a new laptop.
4.29.22	-	Email vendors who bid on the power washing and janitorial services	AGM	completed	A thank you email sent to Contractors who bid on the power washing and janitorial contract services.
5.2.22	-	Eyewash station	Maintenance	completed	Eyewash station to be installed in the pool area on 5/3.
5.2.22	-	Meeting with Tucker Principal	AGM/GM	completed	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	completed	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 Tickers lamp post	Maintenance	completed	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	completed	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	completed	Management to work on CAC 5.9.22 meeting packet.
5.6.22	CCFC	Follow-up with Todd on NSC cover contract	AGM	completed	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	completed	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	completed	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	completed	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	completed	Management to draft a cigarette proper disposal reminder.
5.16.22	CAC	Trim tree next to 5111 Grimm Dr blocking sidewalk	Lancaster	completed	The tree is overgrown and blocking the sidewalk. Management emailed Lancaster to assess and trim the tree accorndigly.
5.16.22	CAC	Street lamps out	Maintenance	complete	Two street lamps are burnt out or not working. The first is at 305 Lannon Court. The second is nearby, right next to the USPS mailboxes at 311 Lannon Court.
5.16.22	CAC	Trim oak tree behind 218 Medlock Ln	Lancaster	completed	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	completed	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	completed	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	completed	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	completed	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	completed	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	Street Lights out	Maintenance	completed	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	completed	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	completed	A request hass been submitted through the Pitney Bowes website acount 0016357809, case # 32561515 to remove a \$30 late fee on the 5.20.22 invoice. 5.27.22 - 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	completed	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	completed	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	completed	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	completed	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	completed	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	completed	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	completed	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	completed	Trees near Ferdinand Day 422, 430, 442
6.1.22	Alex 311	Tree Trimming	Landscaping	completed	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	completed	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	completed	
6.6.22	Critical Peake	Quote 5695 \$2,024	Lightpoles Out	completed	
6.7.22	Alex 311				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	22-00016164	Tree Trimming Alex311	Landscaping	pending	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	completed	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	completed	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	under bidding porcess	Brick needs to be leveled in front of 5010 Waple Ln. Info emailed to Lancaster. 9.23.22 - under bidding process and to be presented at October Board meeting.
6.21.22	CAC	Brick Repair	Lancaster	under bidding process	Brick needs to be leveled in corner of Donovan Dr and Yarrow Ln. Info emailed to Lancaster. 9.23.22 - under bidding process and to be presented at October Board meeting.
6.21.22	CAC	Brick Repair	Lancaster	under bidding porcess	Uneven brick near 426 Waple Ln. 9.23.22 - under bidding process and to be presented at October Board meeting.
6.22.22	CAC	Lamp post off centered	Maintenance	completed	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	completed	Mark to reach out to Critical Peake to prepare a proposal including other street lights to be reapirod. 6.24.22 proposal is being provided, waiting on approval.
6.27.22	CAC	lamppost IV 40 between 5130 and 5128 Grimm Dr	Maintenace	completed	lamppost IV 40 between 5130 and 5128 Grimm Dr
6.28.22	CCFC	Items to complete per Ray's email	Maitnenace/AGM	completed	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	completed	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 at Comay Terr and Barbour Dr.	Maintenance	pending	Street Light Corner of Comay and Barbour - Hot by the paving company and will be paid for by the paving company. Total bill/estimate sent to Fairfax paving for \$5,990.00
7.13.22	CAC	Branch removal	Landscaping	completed	large tree breanch to be removed from gate on the rear side of unit 236 Medlock
7.14.22	311 Alexandria ticket	Streetlight head leaning to one side at 115 Cameron Station Blvd	City of Alexandria	closed	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. 8.29.22 - 311 City of Alexandria request addressed and closed.
7.25.22	CAC	Light out at 5244 Bessley Pl	Maintenance	completed	light out at 5244 Bessely Place
7.28.22	CCFC	Mens toilets	Matt Manders	completed	Cartridrige installed at both men's toilets that allows more gallon per minute increased from 1.6 to 2.4
7.28.22	CCFC	Women's handicap shower seat	Matt Manders	completed	Womens handicap shower seat broken and Manders will reinforce placed back. Currently waiting on tile materials before starting job. 8.4.22 Manders to start work on Monday, August 8.
7.28.22	CCFC	Threshold addition in men's locker room	Matt Manders	pending	Men's locker room threshold addition at handicap partition between shower and tile, and at tile partition close to toilets where it meets with carpet.
7.29.22	CAC	Drainage Issue close to 5275 Col Johnson Ln	Landscaping	pending	5275 Colonel Johnson nearest address
8.4.22	CAC	150 and 151 CSB backflow preventer	Landscaping	completed	City disagreed that it was their responsibility to repair irrigation and we paid the \$1,090 to fix the back flow preventer. We will continue to engage the City about this matter.

		Paving schedule, Striping, and stenciling request for the city streets	Note: This matter started with a 3-1-1 email on 7-16-22 and early August, Mindy directed me/introduced me to Yon Lambert for discussion.	City of Alexandria	to be scheduled	<p>7/19/22: 3-1-1 ----- 100-500 Blocks of Cameron Station Blvd, 4800-4900 blocks of Brenman Park Drive, Somerville Street, and 400 Block of Ferdinand Day Drive are city streets within Cameron Station CA. There are various potholes and this is asphalt from 1997-2000. 1. Can you cold patch the potholes on these streets? 2. Can you stripe the yellow and white lines, parking spaces and crosswalk locations? 3. When will these streets be paved? We just finished Sections 1 of 3 of our community streets. The remaining streets will be done during the Summers 2023, and 2024. It would be helpful to know where we are on the paving list for the City Streets. I have attached pictures.</p> <p>8/5/22: Hi Steve,</p> <p>I heard back from our team today. It appears we inadvertently closed your 311 request. However, staff reports we converted it to a work order and staff reports it performed pothole repairs upon receiving your request:</p> <ol style="list-style-type: none"> 1.Can you cold patch the potholes on these streets? Yes, city crews have investigated this location and recently performed pothole maintenance and will continue to monitor this location for future base repairs. 2.Can you stripe the yellow and white lines, parking spaces, and crosswalk locations? We will coordinate with the Traffic Operations sections for investigation and a plan of action, based on their assessment. 3.When will these streets be paved? We just finished Sections 1 of 3 of our community streets. The remaining community streets will be done during the Summers of 2023, and 2024. It would be helpful to know where we are on the paving schedule/list for the city At this time, Cameron Station Boulevard is not scheduled for milling and resurfacing. However, we are preparing for the city's upcoming pavement index scoring survey and will re-review once this has been completed. As we plan and strategize, we will continue to inform the community through the City's website: www.alexandriava.gov/potholes
8.5.22	CCFC	Order pool swim lane divider (2)	AGM		to buy	Place order for two (2) pool swim lane dividers - the pool is 25 meters
8.5.22	CCFC	Order mirrors (2)	AGM		to buy	Place order for two (2) mirrors to be installed in men's and women's locker room
8.5.22	CCFC	Order baby change liners	AGM		complete	Place order to order baby changing liners to be installed at men's and women's locker room
8.8.22	CAC	Lamp head down IV41 at	Maintenance		pending	IV41 lamp head down
8.8.22	CAC	371 Livermore sprinkler leaking	Landscaping/Irrigation		pending	Management asked Lancaster to inspect the sprinkler in question
8.11.22	CAC	Pooling of water 4922 Gardner	Maintenance		closed	Pooling of water in the street near 4922 Gardner. Mark assessed the area after the storm and no major issues to report. We will continue to monitor the area for possible pooling/ponding of water. We have had hard rains and the calls for this much rain are not something that was caused or missed from the paving project.
8.17.22	Management	Common area next to 418 Ferdinand Day - light pole out --- Pole #_____	Maintenance		pending	Common area next to 418 Ferdinand Day - light pole out
9.1.22	CAC	Common Area next to 5001 Barbour	Landscape		pending	Grass need treatment; brown patches in the area.
9.7.22	CAC	Broken sprinkler head	Lancaster		completed	Broken sprinkler head on the median at CSB across the clubhouse entrance/ProFIT desk.



CAMERON STATION

2022 Annual Meeting Schedule

- **1st Notice:** Monday, September 26th
 - GAM to do the mailing including the candidate nomination form to all 1,769 units.
- **Nominations Due:** Monday, October 17th at 5:00 PM
 - Responses to be sent to managers@cameronstation.org or delivered to the site office (200 Cameron Station Blvd.).
- **2nd Notice:** Friday, October 21st
 - Survey and Ballot Systems to do the mailing including candidate statements, double-sided ballot/proxy, and the links to “Meet the Candidates” and Annual meetings to all 1,769 units.
 - Virtual registration for both (“Meet the Candidates” and Annual Meeting) meetings is required.
- **Ballot/Proxy Window Opens Up for Residents to Vote:** Friday, October 21st
 - Ballot has candidates listed (with check marks) and has a username and password for online voting and instructions for mail-in/drop-off voting (**received** by noon day of the meeting).
 - Proxy used for quorum only (mail-in only). The ballot has check boxes next to the candidates listed and this gets mailed or dropped off at the office *along with the proxy* (no later than noon the day before the meeting).
- **Meet the Candidates:** Wednesday, November 2nd at 7:00 PM
 - If anyone has any questions for the candidates, please email managers@cameronstation.org no later than 4:00 PM, Monday, October 31st.
 - Each candidate will have two minutes (display timer) to voice their candidacy remarks.
 - Management announces residents’ questions; two candidates will be randomly chosen to answer the questions.
 - The Board will open the floor for additional questions. Management will call upon those who raise their hand via the Zoom function or ask to be added to the list (One minute limit per candidate to answer). The last question will be taken at 8:00 PM so that the candidates can state their closing remarks (two-minute limit per candidate) – strict 8:30 PM closing for the meeting.
- **Annual Meeting:** Monday, November 14th at 7:00 PM
 - Ballots/Proxies should be in by no later than noon on Monday, November 14th.
 - Meeting will be held in a hybrid format (Zoom and Great Room or Samuel W. Tucker Elementary School).



September 28, 2022

In accordance with the Cameron Station Community Association's Amended Bylaws, Article 2, Section 2.1. Annual Meetings, please be advised that the Annual Meeting of the Association will be held on Monday, November 14th at 7:00 p.m. The meeting will be held in a hybrid format (Zoom and In-Person), however, at this time, it has not yet been determined if the meeting will be held at Samuel W. Tucker Elementary School or in the Cameron Clubhouse Great Hall. The Board will determine the location of the Annual Meeting at the October 25th Board of Directors Meeting and evaluate the number of local COVID cases to see if the hybrid format should be switched to purely virtual. All voting will be conducted through the Survey and Ballot Systems consisting of both paper and online balloting options as was offered in 2021.

The purpose of the Annual Meeting is to elect three (3) new board members for a term of 2 years each as the terms currently held by Megan Christensen, Greg Hillson, and Brendan Hanlon will be expiring. If you are interested in serving on the Board, please complete the attached Candidate Statement form and email the document to managers@cameronstation.org or return it to the management office (200 Cameron Station Boulevard, 2nd floor) no later than 5:00 p.m. on Monday, October 17th, 2022.

In addition to the Board election, an update will be provided as to the current state of the Association and various accomplishments throughout the year.

"Meet the Candidates" night is tentatively scheduled for Wednesday, November 2nd, 2022, at 7:00 PM. You will receive a second notice with details concerning the meeting as well as the candidate statements, instructions on how to cast your vote online, and a ballot for those residents who prefer to complete a paper ballot.

This is also an opportunity for all residents of the CSCA to update their contact information through the Resident Portal. Please visit www.gocampmgmt.com and select the Resident Portal option from the drop-down "Logins" menu located at the top right corner of the page. Then click on "My Account" from the drop-down and select "Contact Information". You will need your account number if you have not previously logged on to the Resident Portal.

If we can be of further assistance or if you are interested in serving on the Board but have questions, please contact Steve Philbin at managers@cameronstation.org.

Sincerely,

Steven P. Philbin, M ed., CMCA®, ARM® PCAM®
Cameron Station CA – General Manager
200 Cameron Station Blvd, Alexandria, VA 22304

CAMERON STATION COMMUNITY ASSOCIATION, INC.
200 CAMERON STATION BOULEVARD, ALEXANDRIA, VIRGINIA 22304

BOARD OF DIRECTORS CANDIDATE NOMINATION FORM 2022 ELECTION

- ☐ I hereby wish to submit my name for consideration as a candidate for the Cameron Station Community Association, Inc, Board of Directors.

Name: _____

Address: _____

Phone: _____ Email: _____

- ☐ I wish to nominate the following homeowner as a candidate for the Cameron Station Community Association, Inc, Board of Directors. The below named individual is aware of the nomination and agrees to the nomination and further agrees to submit a statement of candidacy.

Name: _____

Address: _____

Phone: _____ Email: _____

STATEMENT OF CANDIDATE'S INTEREST IN AND QUALIFICATIONS FOR SERVING ON THE BOARD

If no statement of candidacy is received from the individual then this form will be considered void.

(may attach a separate sheet):

Interest In Serving/Candidate Statement:

Qualifications:

RETURN FORM BY **October 17, 2022 by 5:00PM** to Cameron Station, 200 Cameron Station Boulevard, Alexandria, VA 22304 by regular mail, hand delivery, or certified mail.