



CAMERON STATION

BOARD OF DIRECTORS MEETING

HYBRID ZOOM MEETING – Henderson Room / Zoom

DRAFT AGENDA

Tuesday, October 25, 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 – September 27, 2022, | 7:02 PM |
| IV. | LT. LION – CITY OF ALEXANDRIA | 7:04 PM |
| V. | HOMEOWNERS' FORUM | 7:08 PM |
| VI. | TREASURER'S REPORT | 7:23 PM |
| VII. | COMMITTEE REPORTS (FAC, ARC, A&E, ComCom, CCFC, CAC) | 7:33 PM |
| VIII. | MATTERS FOR BOARD DECISION | 8:03 PM |
| | A. Comcast Bundled Business Services | Resolution 2022-1001 |
| | B. CAC New Member Application – Jeff Gathers | Resolution 2022-1002 |
| | C. Snow Removal Proposal | Resolution 2022-1003 |
| | D. Brickwork Proposal | Resolution 2022-1004 |
| | E. Amendment Fleet Fuel Surcharge | Resolution 2022-1005 |
| | F. Approval of the 2023 Draft Budget | Resolution 2022-1006 |
| | G. Pool Contract Proposal 2023-2025 | Resolution 2022-1007 |
| IX. | MATTERS FOR BOARD DISCUSSION | 8:37 PM |
| X. | MATTERS FOR BOARD INFORMATION | 8:44 PM |
| | A. Management Report | |
| | • Action Item list | |
| | • Fire Hydrant – Update | |
| | • Parking Enforcement Contract (ends 12/31/2022) | |
| | • Income Tax Letter from Auditor | |

**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.	NEW BUSINESS	8:57 PM
XII.	EXECUTIVE SESSION (see Executive Session agenda) <i>Not applicable for this meeting.</i>	8:58 PM
XVI:	ADJOURN	9:00 PM

DRAFT

**The timed agenda above is intended to guide the Board and may be subject to change without notice depending upon the length of conversation by Board members.*

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



CAMERON STATION

DRAFT MINUTES BOARD OF DIRECTORS MEETING Tuesday, September 27, 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
Joan Lampe, Treasurer
Mindy Lyle, Secretary
Brendan Hanlon, Director
Chris Alex, Director
Greg Hillson, Director

BOARD MEMBERS ABSENT:

Megan Christensen, Vice President

OTHERS PRESENT:

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

CALL TO ORDER:

Mr. Hill called the meeting to order at 7:03 pm.

APPROVAL OF AGENDA:

Motion: Mr. Alex moved, and Ms. Lyle seconded the motion to **APPROVE** the agenda.

Following discussion, an amended motion was made:

Amended Motion: Mr. Alex moved, and Ms. Lyle seconded the motion **APPROVE** the agenda with the following addition:

- Under Matters for Board Decision, add: Shuttle Fuel Surcharges. **The amended motion passed unanimously, 6/0.**

APPROVAL OF MINUTES:

Motion: Mr. Alex moved, and Mr. Hanlon seconded the motion to approve the August 30, 2022, Board meeting minutes as presented. **Following discussion, the motion passed, 5/0/1.**

In favor: Mr. Hill, Ms. Lampe, Mr. Hillson, Mr. Alex, Mr. Hanlon

Abstention: Ms. Lyle

LT. LION – CITY OF ALEXANDRIA:

Lt. Lion reported: there were seventy (70) calls for service for the month, no calls for service were viewed as criminal; there was an incident at the park that required police presence; there was an auto theft and Lt. Lion reminded everyone to lock their vehicles and remove valuables from their car, and there were only five (5) parking citations issued on South Pickett Street.

Ms. Lyle stated that residents have reported receiving higher-than-normal citations on Ferdinand Day Drive and inquired if there was a reason for that. Lt. Lion stated he will have to check the data and get back to her on that.

CAMERON STATION CIVIC ASSOCIATION:

No report.

HOMEOWNER'S FORUM:

Topics discussed were:

- Ray Celeste: thanked the management staff for their support in getting the paving project, the common area fence replaced, and locker room renovations completed.
- Bob: thanked the Board for approving the automatic door openers in the Clubhouse.

TREASURER'S REPORT:

Ms. Lampe delivered the following report:

- For the month of August income was ahead of budget by about \$19,000.
- Staying below expenses by around \$26,000.
- YTD revenues are ahead of expenses by almost \$46,000.
- Total receivables are below 2%.

COMMITTEE REPORTS:

1. Financial Advisory Committee

The Committee reported the budget meeting is on October 11, 2022, at 3 pm.

2. Architectural Review Committee

The Committee reported that they will be losing a member and will have a vacancy to fill.

3. Activities and Events Committee

The Committee reported upcoming events will be the fall yard sale, Meadow fest, Wine Tasting, and the Halloween event.

4. Communications Committee

The Committee reported they are working on the November/December newsletter and all articles for that edition are due by October 25th. They are welcoming fifteen (15) new residents this month. The committee engaged with a company to do a branding package/logo for Cameron Station.

5. Cameron Club Facilities Committee

The Committee reported that the Cameron Club continues to do well with attendance; for August the Club was used 7,620 times and the Committee recommends RMS Fitness Equipment Services to replace the rubber flooring in the gym.

6. Common Area Committee

The Committee reported that turf maintenance and picking up leaves will begin around the property, the Committee approved the proposal for repainting of fire hydrants, starting to get drainage and erosion comments from residents, and will revisit the requests next year.

ARC RESIDENT APPEALS:

A. ARC – Resident Appeal #1 – Door rescheduled from August 2022 meeting

Rebecca McCauley was present for her appeal. She stated that she submitted an application to paint her front door yellow to the ARC, which was denied. The denial was based on not selecting an approved front door color.

Motion: Ms. Lyle moved, and Mr. Hanlon seconded the motion to deny the appeal and have the owner work with the ARC to submit an application for an approvable color. **Following discussion, the motion passed unanimously, 6/0.**

MATTERS FOR BOARD DECISION:

A. CSCA Annual Meeting Electronic Voting Proposal

Motion: Mr. Hillson moved, and Ms. Lyle seconded to approve the electronic voting services proposal from Survey & Ballots for the total amount of \$ 6,002 to be expensed from Operating. **Following discussion, the motion passed unanimously, 6/0.**

B. Fire Hydrant (Clean and Repaint) Proposal

Motion: Ms. Lyle moved, and Ms. Lampe seconded the motion 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. **Following discussion, the motion passed, 5/1.**

In favor: Mr. Hill, Ms. Lampe, Mr. Hillson, Mr. Hanlon, Ms. Lyle
Opposed: Mr. Alex

C. Fitness Center Rubber Floor Replacement Proposal

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

Following discussion, an amended motion was made:

Amended Motion: Mr. Hanlon moved, and Mr. Alex seconded the motion to approve the not to exceed total amount of \$30,000. **Following discussion, the motion passed, 5/1.**

In favor: Mr. Hill, Ms. Lampe, Mr. Alex, Mr. Hanlon, Ms. Lyle
Opposed: Mr. Hillson

D. Amended A.R. No. 22-14 – FAC – Committee Charter

Motion: Mr. Alex moved, and Ms. Lampe seconded the motion to ADOPT the Amended Administrative Resolution No. 22-14 – Financial Advisory Committee Charter with the recommended changes by the FAC members. **Following discussion, an amended motion was made:**

Amended Motion: Ms. Lyle moved, and Ms. Lampe seconded the motion to amend the Charter with the addition of language added for virtual meetings. **Following discussion, the motion passed unanimously, 6/0.**

E. Amended A.R. No. 22-15 – ARC – Committee Charter

Motion: Mr. Alex moved, and Ms. Lyle seconded the motion to adopt the Amended Administrative Resolution No. 22-15 – Architectural Review Committee Charter with the recommended changes presented by the Architectural Committee members. **Following discussion, the motion passed, 5/1.**

In favor: Mr. Hill, Ms. Lampe, Mr. Alex, Mr. Hanlon, Ms. Lyle
Opposed: Mr. Hillson

F. Amended A.R. No. 22-16 – A&E – Committee Charter

Motion: Ms. Lyle moved, and Mr. Alex seconded the motion to adopt the Amended Administrative Resolution No. 22-16 – Activities and Events Planning Committee Charter with the recommended changes by the A&E members, with the addition of language added for virtual meetings. **Following discussion, the motion passed unanimously, 6/0.**

G. Amended A.R. No. 22-17 – CCFC – Committee Charter

Motion: Mr. Alex moved, and Ms. Lampe seconded the motion to adopt the Amended Administrative Resolution No. 22-17 – Cameron Club Facilities

Committee Charter with the recommended changes by the CCFC members.
Following discussion, the motion passed unanimously, 6/0.

H. Amended A.R. No. 22-18 – CAC – Committee Charter

Motion: Ms. Lyle moved, and Mr. Hanlon seconded the motion to adopt the Amended Administrative Resolution No. 22-18 – Common Area Committee Charter with the recommended changes by the CAC members. **Following discussion, the motion passed unanimously, 6/0.**

I. Amended P.R. No. 22-04 – Delivery of Assoc. Services to Sub-Associations/Agreement

Motion: Mr. Alex moved, and Ms. Lyle seconded the motion to ADOPT the Amended Policy Resolution No. 22-04 – Delivery of Association Services to Sub-Association, initial renewal term for five years and renewed for five-year successions. **Following discussion, an amended motion was made:**

Amended Motion: Ms. Lyle moved, and Mr. Hillson seconded the motion to amend the terms of the agreement and that it will renew automatically each subsequent year unless either party gives notice by August 1st. **Following discussion, the motion passed unanimously, 6/0.**

MATTERS FOR BOARD DISCUSSION:

1. Social Media Comments

Motion: Mr. Alex moved, and Mr. Hanlon seconded the motion to leave social media comments on. **Following discussion, the motion passed unanimously, 6/0.**

2. Fleet Fuel Surcharges

Mr. Hill reported that both parties gave ninety-day notice after the dispute over fuel surcharges. Management took the contract out for bid and the current shuttle bus contract was the lowest compared to the rest. The Board directed Management to request the shuttle bus company to remove the fuel surcharge from their proposal and add an addendum to the contract about additional charges and send the amended contract language to the Board for review.

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.

- Access System Update

Mr. Philbin reported that the association's legal counsel has reviewed the contract from Force Solutions and the representative from Force Solutions has signed the contract and

sent it back to Management. Management will move forward with the access update. The new system will require the residents to receive new credentials and Management will be sending out the paperwork to each resident for that soon.

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

NEW BUSINESS:

A. 2022 CSCA Draft Annual Meeting Schedule

Motion: Mr. Hillson moved, and Ms. Lyle seconded the motion to hold annual the meeting as a hybrid via zoom and in-person participants in the Great Room.

Following discussion, the motion passed, 5/1.

In favor: Mr. Hill, Ms. Lampe, Mr. Alex, Mr. Hillson, Ms. Lyle

Opposed: Mr. Hanlon

EXECUTIVE SESSION:

ADJOURNMENT:

Motion: Mr. Hillson moved, and Mr. Alex seconded the motion to adjourn the meeting. **The motion passed, 6/0, and the meeting was adjourned at 9:33 pm.**

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

Cameron Station Community Association
Financial Advisory Committee Meeting
September 26, 2022
FAC ZOOM Meeting
Meeting ID 92962353196 Passcode 007612

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 7:05 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg. Jeff Gathers, Wendell Anderson, Jodi Wittlin and Fred Blum were absent. Also present was Michael Whanslaw as an advisory member awaiting BOD confirmation.
- c. Others Present: Joan Lampe, Board Treasurer and Board Liaison, Steve Philbin community manager, CAMP, and Angel Robles, assistant community manager. CAMP.
- d. The meeting was conducted via a ZOOM due to the Covid19 meeting restrictions and the Cameron Club being closed.

The FAC decided to informally meet and review the financial results, even without a quorum. No decisions were made.

II. Approval of Agenda

Since there was no quorum, the agenda was informally approved.

III. Approval of Previous Month's Minutes

Since there was no quorum, the August 29, 2022, minutes were not voted on.

IV. Resident Open Forum

No residents were present.

V. Review of Financial Results

- a. August 31, 2022, Financial Variance Report & Revenue and Expense Statements

The Chair noted our cash position was in good shape and expenses are under budget.

Late payment charges waived, late fees for Woodland Hall and Main Street condo master associations were waived after going to ACH payments.

Electric service, this line is significantly under budget on a year-to-date basis at \$17,345 versus a budget of \$28,336. We think this due to converting to LED streetlights. This is separate from Club House utilities, which we discussed and are over budget. Bill Boos will investigate that variance and the related accruals.

Pool management. This is over budget due to extra hours, soft opening, and extension of season into September weekends. The 2023 budget will reflect these events and use a 9% increase for planning purposes.

Tree and shrub maintenance. Based on this year's expenses this line will be increased in 2023.

Fire suppression system required extensive repairs to identify and correct a ground fault problem.

Insurance expense for reimbursement. This line is for the up-front expenses incurred to repair the Duke street sign that was badly damaged in a car accident. We expect insurance to eventually re-imburse all expenses. This expense needs its own identity to separate it from other normal operating expenses.

b. Cameron Station Committee Spending and Committed Funds

CCFC- After a resident request, new automatic door open systems were installed to meet Americans with Disabilities Act (ADA) compliance requirements. This should be covered by reserves versus being treated as an operating expense.

The FAC also discussed the Paving & Concrete bills related to the phase 1 repaving project, which is now completed

c. Fund Investment- Morgan Stanley & Congressional

\$500,000 was moved from the Congressional ICS account to Morgan Stanley and most likely will be put in the CD ladder. Congressional is now paying 1.75%. New CD investments are paying over 3%.

d. Review of the CIRA accounting database. The FAC discussed registered ACH owner payments. Are actual rate is just over 50% of individual units, with 508 registered individual users, and condos are treated as one unit as they are "bulk" payments.

VI. Old Business

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

Perimeter Fence is done

Paving & Concrete

- b. Review 2022 Project Spreadsheet, this was not discussed.
- c. 2023 Budget schedule discussion. We scheduled a October 11, 2022 meeting with Heather Graham of CAMP on the budget.

VII. New Business

- a. Charter Modification, we accepted the proposed language.

VIII. Meeting Adjournment

Meeting was adjourned at 7:54 pm.

Cameron Station Community Association
Financial Advisory Committee Meeting
2023 Special Budget Meeting
FAC ZOOM at 3:00 pm on October 11, 2022
Meeting ID: 829 8717 1251 Passcode 910313

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 3:02 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Wendell Anderson, Mike Whanslaw and Fred Blum.
- c. Others Present: Joan Lampe, Board Treasurer and Board Liaison, and Heather Graham, Executive Vice President, Steve Philbin, Community Manager, Angel Robles, Assistant Community Manager, Bill Boos, Director Financial Services, all from CAMP.
- d. The meeting was conducted via a ZOOM call due.

II. Approval of Agenda

The agenda was approved unanimously.

III. Approval of Previous Minutes

There were no previous minutes on this subject to be approved.

IV. Resident Open Forum

Greg Hillson, BOD member was present as a resident.

V. Review of FY 2023 Proposed Budget

Joan Lampe opened the discussion with a request of the CAM personnel to use extra scrutiny of items that relate to the sub-associations considering past problems.

The FAC discussed the following items from the budget draft version 2.

Income Items

Late fees- \$8,500 projected income. There was one large settlement in early 2022 distorted the five-year average. This budget number is close to the five-year average.

Interest earned- Reserves- The increase reflects the current higher CD interest rate environment, which we are benefitting from.

Expense Items

Electricity- Reflects the increased use of energy efficient LED bulbs in the streetlights.

Flower Rotation & Pocket Park Enhancements- Includes Common Area Committee (CAC) request for the Donovan pocket park refurbishment. The budget for this item has always reflected refurbishment of one pocket park. Donovan pocket park is larger than the average park and this budget item was reduced from \$63K to \$42K with the 5 year average being closer to \$24K. Heather Graham will clarify the request.

General Repair- This is for small projects not done in-house and includes power washing.

Transportation Management Plan (TMP)- The fuel surcharge is budgeted for the entire year, at \$875 per month, but actual monthly charges are based on the price of diesel fuel.

TMP Offset- We still have about \$64,000 on the balance sheet and will use \$45,000 as an offset the current charges. The offset stems from money not spent during the COVID crisis but reserved to meet City funding requirements. The Chair thinks this is an appropriate use of funds

Linear Park- As a result of the new Memorandum of Understanding with the City and Cameron Station, utility savings will be reflected in those bills, as the City will now pay those costs.

Pest Control-There are more rat traps along the perimeter fence, thus more cost. This contract will be bid out next year, in part due to Terminix price increases.

Tree & Shrub Maintenance- This line is reduced to \$41K from \$81K and will not include funding for disasters, as originally requested. If an unexpected disaster happens to our trees, we will address with community funds (will take money out of owners equity to address)

Snow Removal- This line will be unchanged from the current amount of \$50,000.

Erosion Control- Will work with residents about redirecting downspouts and connecting to other drainage to help control this cost,

Access System- We are converting to a new clubhouse access starting in January. Residents will get new encrypted cards or phone access. This should be part of the reserve study, as this is a one-time expense. Ongoing resident card replacement is an annual expense.

Building Repair & Maintenance- Amount based on five-year average expenditures and covers small repairs. Americans with Disabilities Act (ACA) compliant door installation should have been a reserve item, so we will not budget for such items in the operating budget.

Health Club Management- The current contract has built-in 2% increase.

Pool Management- This line now includes the soft opening, extra weekends in September and lap swim that used to be separately approved by the BOD. This also has an inflation increase.

Uniforms- Small expense for maintenance technician uniforms.

Reserve Study- The current study will be updated to look at only the financials and to reflect completed projects and inflation.

Activities & Events- Amount is in-line with five-year average.

Insurance- The FAC discussed the level of cyber coverage and the proposed reduction in coverage from the current \$3,000,000 to \$1,000,000 with savings of approximately \$3,000 per year. Bill Blumberg thought the coverage should be unchanged to cover our entire balance sheet. The BOD should address this issue.

Administrative Salaries- Based on existing staff structure and includes a small increase. This has already been addressed by the BOD in early 2022.

IT Support-, which includes trouble shooting as needed. Also covers ProFit computers. This is a three-year fixed price contract.

Printing & Copying- Rebranding will create some extra costs, but we will use up existing letterhead. The number of BOD candidates affects the annual meeting printing and mailing cost.

Bundled Telecom-This includes all COMCAST services and VOIP and a projected rate increase.

Parking Enforcement- Covers a full year and a 9% inflation increase

Summary- Discussion lead by Heather Graham estimating roughly a 2,9% overall increase, after using the TMP offset, which is very good in the current inflationary environment.

VI. Old Business: None.

VII. New Business: None.

VIII. Meeting Adjournment: Meeting was adjourned at 4:32 pm.

DRAFT

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday October 4th, 2022**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday October 4th 2022. The meeting was called to order at 7:00 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

MEMBERS ABSENT

Brian Sundin – ARC Member

CHANGE OF ATTENDANCE

Sharon Wilkinson left at 8:08 PM

OTHERS IN ATTENDANCE VIA ZOOM

Cameron Station Residents
Greg Hillson, Board Liaison
Brandon Throckmorton, On-Site Covenants Administrator
Steve Philbin, General Manager

APPROVE AGENDA

MOVE TO: “Approve the agenda with the addition of two addresses: 5053 Minda Court and 5248 Bessley Place.”

Moved By: Tom Linton

Seconded By: Mara Francis

For: All

Against: None

Absent: Kevin Devaney

MOTION PASSED

HOMEOWNERS OPEN FORUM

DRAFT

This portion of the meeting is set aside for any Cameron Station residents that would like to make a statement to the committee but have not submitted exterior modification applications for review this month. No comments were made at this forum.

MATTERS FOR COMMITTEE DISCUSSION

B&B Security Hours of operation for 2023: Cameron Station Community Association General Manager attend the ARC meeting to obtain the ARC's opinion about whether the amount of time B&B Security is currently contracted to patrol the neighborhood needs to be increased, decreased, or are about right. Mr. Philbin was asking for the ARC's perspective ahead of a pending budget meeting that was due to take place the next week. Given that the latest revision to the Parking Policy was only approved by the board in late September, the ARC's consensus opinion was that there simply wasn't enough time under the latest policy revisions to make a recommendation one way or another regarding B&B hours. As a result, the ARC recommended maintaining the current amount of time B&B patrolled Cameron Station, but strongly suggested that the patrol days be scheduled as randomly as possible to improve patrol coverage over time.

New ARC Member Application: The ARC interviewed Ms. Trena Raines to be a member of the ARC. The ARC Chair noted that due to charter regulations, the ARC was required to advertise for the open position for 30 days. The first advertisement for the open position was 23 September and would close after 23 October. As a result, the ARC will be able to vote on Ms. Raines' candidacy at our 1 November meeting.

Owens Corning Approved Shingle Colors:

MOVE TO: "I move to approve the following Owens Corning shingle colors for Cameron Station: Slatestone Gray, Onyx Black, Estate Gray, and Teak."

Moved By: Mara Francis

Seconded By: Tom Linton

For: Stephen Pearson, Paula Caro

Against: None

Absent: Brian Sundin, Sharon Wilkinson

MOTION PASSED

REVIEW OF EXTERIOR MODIFICATION APPLICATIONS

Address	Proposed Modification	ARC Action / Vote
5053 Minda Court	Window Replacement	Returned for more information. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Brian Sundin MOTION PASSED
137 Cameron Station Blvd	Deck Replacement	Approved with the stipulation that current posts, rails, and balusters remain the same and there be no changes to the dimensions and design of the deck.

DRAFT

		Moved By: Mara Francis Seconded By: Paula Caro For: All Against: None Absent: Brian Sundin MOTION PASSED
174 Martin Ln	Roof Replacement	Approved as submitted. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Brian Sundin MOTION PASSED
323 Helmuth Ln	Deck Repair	Return for more information: scope of work. Moved By: Mara Francis Seconded By: Paula Caro For: All Against: None Absent: Brian Sundin MOTION PASSED
4901 Donovan Dr	Window Replacement	Approved as submitted. Moved By: Paula Caro Seconded By: Tom Linton For: All Against: None Absent: Brian Sundin MOTION PASSED
5007 Donovan Dr	Window Replacement	Approved with the stipulation that all windows are replaced like-for-like in size and grid pattern. Moved By: Paula Caro Seconded By: Mara Francis For: All Against: None Absent: Brian Sundin MOTION PASSED
5022 Gardner Dr	Roof Replacement	Approved as submitted. Moved By: Tom Linton Seconded By: Paula Caro For: All Against: None Absent: Brian Sundin MOTION PASSED
5036 Grimm Dr	Exterior Light Fixture Replacement	Approved as submitted. Moved By: Mara Francis Seconded By: Tom Linton

DRAFT

		For: Paula Caro, Sharon Wilkinson Against: None Absent: Brian Sundin Abstain: Stephen Pearson MOTION PASSED
5159 Brawner Pl	Awning Installation	Approved as submitted. Moved By: Mara Francis Seconded By: Paula Caro For: All Against: None Absent: Brian Sundin MOTION PASSED
5203 Brawner Pl	Roof Replacement	Approved as submitted. Moved By: Tom Linton Seconded By: Mara Francis For: All Against: None Absent: Brian Sundin MOTION PASSED
5228 Tancreti Ln	Window Replacement	Approved as submitted. Moved By: Tom Linton Seconded By: Mara Francis For: Stephen Pearson, Sharon Wilkinson Against: None Absent: Brian Sundin Abstain: Paula Caro MOTION PASSED
5239 Bessley Pl	Roof Replacement	Approved as submitted. Moved By: Mara Francis Seconded By: Paula Caro For: All Against: None Absent: Brian Sundin, Sharon Wilkinson MOTION PASSED
5245 Bessley Pl	Roof Replacement	Approved as submitted. Moved By: Mara Francis Seconded By: Tom Linton For: All Against: None Absent: Brian Sundin, Sharon Wilkinson MOTION PASSED
5247 Bessley Pl	Roof Replacement	Approved as submitted. Moved By: Mara Francis Seconded By: Tom Linton For: All Against: None Absent: Brian Sundin, Sharon Wilkinson

DRAFT

		MOTION PASSED
5249 Bessley Pl	Roof Replacement	Approved as submitted. Moved By: Mara Francis Seconded By: Tom Linton For: All Against: None Absent: Brian Sundin, Sharon Wilkinson MOTION PASSED
5250 Bessley Pl	Roof Replacement	Approved as submitted. Moved By: Mara Francis Seconded By: For: All Against: None Absent: Brian Sundin, Sharon Wilkinson MOTION PASSED
5251 Bessley Pl	Roof Replacement	Approved as submitted. Moved By: Mara Francis Seconded By: Tom Linton For: All Against: None Absent: Brian Sundin, Sharon Wilkinson MOTION PASSED
5248 Bessley Pl	Roof Replacement	Approved as submitted. Moved By: Mara Francis Seconded By: Paula Caro For: All Against: None Absent: Brian Sundin, Sharon Wilkinson MOTION PASSED

BOARD MEETING REPORT

ARC member Sharon Wilkinson attended the September Board meeting but was absent by this time in the meeting. Board liaison Greg Hillson gave a report of the Board's attempt to pass a revision to the ARC Charter. The ARC Chair noted that the Board had misinterpreted the ARC's requested changes and passed a revision to the eligibility standards that was diametrically opposed to the ARC's stated desire to strengthen eligibility requirements, rather than loosen them. The ARC Chair also noted that there was a critical typo in the altered ARC Charter that would limit members to **only** spouses of homeowners. Mr. Hillson noted that he was aware of a process to fix the issues but that as of our October meeting, he was unsure of that status of that course of action.

APPROVAL OF ARC MEETING MINUTES

MOVE TO: "Approve the ARC Meeting Minutes from the 13 September 2022 meeting as submitted."

Moved By: Mara Francis

Seconded By: Paula Caro

For: All

DRAFT

Against: None

Absent: Brian Sundin, Sharon Wilkinson

MOTION PASSED

COVENANTS REPORT

- **Annual Comprehensive Inspection Update:** The On-Site Covenants Administrator continued annual comprehensive inspections for 2022. Management has completed primary inspections for all single family / townhomes in the community and will now begin inspections for all condo building. During September, Management inspected Harold Secord and Ferdinand Day drive – follow up inspections will follow shortly. 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 7 resale inspections completed during the month of September.
- **Towing Report:** There were no vehicles towed during the month of September. With the approval of Parking Policy, Management will be focused on enforcement in the coming weeks. Management reported that it would be focusing on parking enforcement during October.
- **Violations Issued and Abatements:** Management issued 86 violations in September. 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 November 1st, 2022. Please note that applications for the next meeting are due by October 21st, 2022.

MOVE TO: “Adjourn the Meeting at 8:59 p.m.”

Moved By: Mara Francis

Seconded By: Paula Caro

For: All

Against: None

Absent: Brian Sundin, Sharon Wilkinson

MOTION PASSED

Minutes prepared by Stephen Pearson, ARC Chair.

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

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

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS ABSENT: Christina Damhuis, Jen Hurst

ALSO PRESENT: Chris Alex – Board Liaison

I. CALL TO ORDER

Motion: The meeting is called to order at 7:40 p.m.

II. APPROVAL OF MINUTES

Motion: Andy_____ **MOVED** and Jimmy___ **SECONDED** to approve the 9/7 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. Fall Yard Sale
 - a. Event went smoothly, will reuse white signs for next yard sale
2. Wine Tasting Event
 - a. About 40 people attended, 14 no-shows, food quantity and wine quantity enough

IV. NEW BUSINESS

1. Halloween Event (Saturday, October 29, 11 am – 1 pm)
 - a. 400 goodie bags, candy, trinkets (Oriental Trading), fake spider webs, snacks (goldfish, pretzels, Pirate’s Booty, etc.), signs – Sophia, budget not to exceed \$1000
 - b. Index cards, black tablecloths, streamers – Andy
 - c. Crafts – if budget allows
 - d. Drinks – juice boxes and water
 - e. Fog machine – Andy will research and probably purchase from Amazon
 - f. Dance Party in Great Room, Games in Gym
 - g. Costume Contest – best individual, group, pet, plus runner-up
 - h. Ask local businesses first for gift card prizes, Cameron Café, IndoChen, Pawsh – Jimmy?
 - i. Parade from Farmer’s Market parking lot to gazebo, like last year
 - j. Inquire about judges for costume contest
 - k. Decorate Gazebo Sunday, October 23, pending committee availability
 - l. Tables on side of Great Room for snacks
 - m. Slime, fake eye balls, other effects, etc.?
 - n. Pumpkin style beach balls for “Boo Bash” dance party in Great Room?
2. Holiday Party
 - a. Vote on Date with Committee (12/11, 12/17, 12/18)

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

- 44 b. Inquire about carriage rides and Santa
45 3. Shuttle Trip
46 a. Still have time to plan wine tour in November
47
48

49 **V. ADJOURNMENT**

50
51 **Motion:** Andy_____ **MOVED** and Sophia_____ **SECONDED** to adjourn the
52 meeting at 9:00 pm. The motion passed unanimously and the meeting was adjourned.
53
54
55

56 Respectfully Submitted,

57
58 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
Linda Taousakis
Jenny Patenaude
Susan Klejst

COMMITTEE MEMBERS ABSENT:

Gen Harrison-Doss—Newsletter Editor
Lenore Marema
Gwen Toops

ALSO PRESENT:

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

CALL TO ORDER

Tricia Hemel called the meeting to order at 7:01 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 September 14, 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 will be included in next meeting packet and voted on at November meeting.

V. MATTERS FOR COMMITTEE INFORMATION

Management Report: Juana Michel reported that the Annual Meeting preparation is underway. Social media followers: Facebook: 1,354; Instagram: 214; Twitter: 414.

Board Update: Megan Christensen reported that comments on social media were scheduled to end October 5; however, the Board voted to let comments continue. The next Board meeting will include budget. Meet the Candidates Night will be Wednesday, November 2, 2022. Annual Meeting will be Monday, November 14, 2022.

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

Committee Business

Newsletter Subcommittee: The November/December 2022 issue is underway.

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

Welcome Subcommittee: Susan Klejst reported that there were 7 new residents to be welcomed this past month. Members prefer continuing to welcome via email rather than in person for the immediate future. More members are needed, and a call for volunteers will run in the weekly eblast.

Social Media: Jenny Patenaude reported that there have been errors in the timing of posts. Brand was notified of these errors.

Website: Updates are still underway with changes to make the website easier to find information. Individual page content editing will take place in 2023.

Photography Subcommittee: Linda Taousakis reported that photos of the yard sale and wine tasting are available; new photos of Farmers Market will be taken, as well as Halloween door decorations. More members are needed, and a call for volunteers will continue to run in the weekly eblast.

Marketing & Public Relations Subcommittee: Work is underway on creating branding guidelines for the community.

Bulletins & Signage: Nothing to report.

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

OLD BUSINESS

The SOP will be reviewed. Subcommittees to provide list of current members with email addresses.

NEW BUSINESS

Next Board Meeting: October 25, 2022 – Tricia will attend.

Next Committee Meeting: November 16, 2022 (third Wednesday)

VI. ADJOURNMENT

Tricia Hemel adjourned the meeting at 8:12 pm

Respectfully Submitted,
Pat Sugrue

DRAFT MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
Thursday, October 13, 2022

The following individuals attended the meeting:

Ray Celeste, CCFC Chair
Dan Ogg, CCFC Vice Chair (via Zoom)
Tim Regan, CCFC Secretary (via Zoom)
Hans Estes, CCFC Member
Brendan Hanlon, BOD Liaison to CCFC (via Zoom)
Angel Robles, Assistant Community Manager, CAMP (via Zoom)
Rich Mandley, President ProFIT (via Zoom)
Jill Bakner, ProFIT (via Zoom)
Linda Taousakis, Resident (via phone)

Absent:

Susana Carrillo, CCFC Member

I. Call to Order/Establish Quorum

The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:03 p.m.

II. Approval of Agenda

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

III. Approval of Minutes

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

IV. Homeowners' Open Forum

No residents wished to speak during the open forum.

V. ProFIT Report

A. September Summary Report: Jill Bakner presented on behalf of ProFIT. There was a drop in usage, due to the pool closing. The most attended class was Total Body Weights and 2 out of the 10 classes saw increases in participation. The pads on the leg curl/extension machine have been replaced. ProFIT is aware of the issues related to the Peloton bikes and is currently waiting for the Peloton maintenance people to come out. The committee pointed out additional issues with equipment, which ProFIT will address.

VI. Matters for Committee Decision

- A. Pool Management Contract Proposals:** Angel Robles presented the proposals from the companies that responded to the RFP for pool management. *Dan Ogg moved to approve High Sierra Pool as the new pool management company for the 2023 pool season to be expensed from Operating Funds, contingent that the current contract with American Pool being terminated and the High Sierra contract be modified to strike or amend section 4(b) 13 to adhere to our community's guidelines. The motion was seconded by Tim Regan and passed unanimously.*

VII. Matters for Committee Discussion

- A. Fitness Center Rubber Floor Replacement Plan:** CAMP, ProFIT, and RMS will be meeting next week to discuss the replacement. RMS needs 5 consecutive days with no weekends to complete the project. The committee suggested November 14-18 or November 28 – December 2. ProFIT will continue to staff the front desk during this time. Classes will continue to be given and the multipurpose room (basketball court) will remain open to our residents.
- B. Clubhouse Improvements:** Linda Taousakis proposed the installation of new planters on each side of the main entrance of the Clubhouse for approximately \$400. The Committee agreed to take this proposal up during the December meeting so the funds can come from the 2023 Operating budget.

The Committee discussed the implementation of the new access system. The Committee requested that CAMP continue the notices in the weekly blasts every week in addition to having a notice placed in the *Compass*. CAMP will also be placing signage around the facility notifying residents of the change. The Committee also requested CAMP to have Saturday hours during the first weeks of the roll out to facilitate providing new badges to residents. The Committee also requested CAMP to finalize, publish, and post the new badging policy and implementation guidelines in a timely manner to insure seamless transition.

VIII. Management Report

- A. Board Update:** Brandon Hanlon presented the BOD update. There was a change to the CCFC charter that was recommended by the CCFC last month. The BOD approved adding 6-12 tiles of the rubber flooring to the order so there are replacement tiles on hand if needed. The annual meeting will be November 14 as a hybrid meeting. There is a meet the candidates' night on November 2nd.
- 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. Financial Committed Funds:**

E. 2023 Budget - Update: FAC had a special meeting earlier this month. Their comments from the meeting will be reviewed by the BOD at the next meeting. .

IX. New Business.

The CCFC will have a holiday party December 7 at La Casa.

X. Adjournment

Tim Regan made a motion that the Committee adjourn the meeting. Hans Estes seconded the motion and it passed unanimously. The meeting was adjourned at 8:15 pm.



Cameron Club Monthly Report

September 2022

Attendance and Usage

September – 4,565

- Average usage per day- 152

August – 7,620

- Average use per day- 245

Facility & Operations

Group Exercise Class Program

- The most attended class for this month was Total Body Weights. We saw an increase in attendance in 2 out 10 classes for this month.

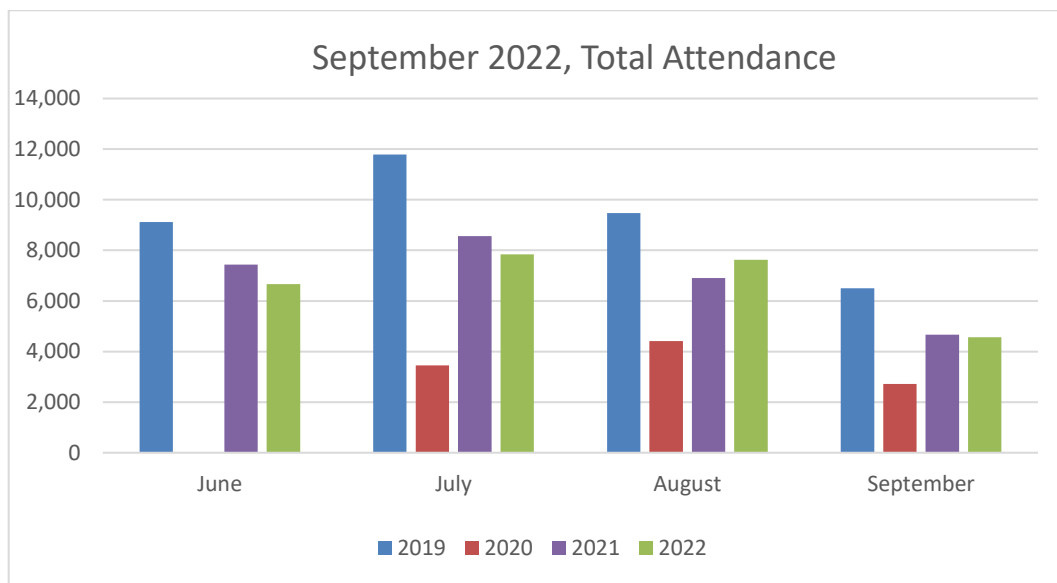
Exercise and Facilities Equipment

The pads have been replaced on the leg/curl extension, along with the seated row. Management was able to get a new amplifier. We now have music back in the fitness center. One of the Peloton bikes are down due to one of the pedals being broken. We are working with Peloton to get this matter resolved quickly.

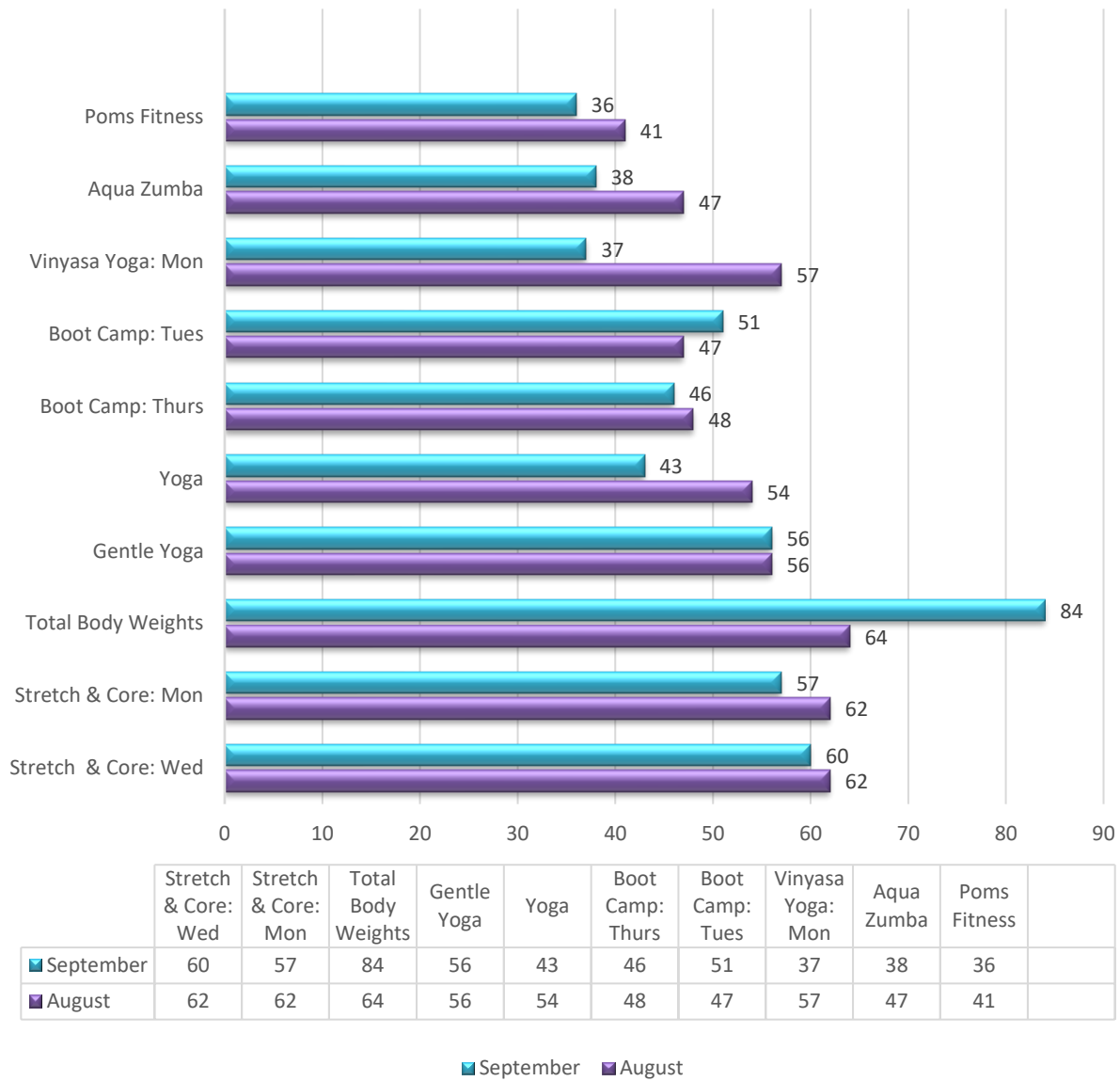
Programming

- We have a workshop schedule for October 15th. 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 August 2022/September 2022



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

Monday, October 10, 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

Others in Attendance: Steve Philbin, General Manager, CAMP, Angel Robles, CAMP

Adrienne Zaleski, Lancaster Landscape

Mindy Lyle, CSCA Board member

Jeff Gathers, resident, applicant for CAC vacancy

Motion to Approve the Agenda

Moved by Williams

Seconded by Markle

For: All

Against: None

Motion passed.

Motion to Approve the Minutes from September 12, 2022

Moved by Markle

Seconded by Williams

For: All

Against: None

Motion passed.

HOMEOWNERS FORUM

No homeowners requested to speak.

BOARD UPDATE

There was no board update.

LANCASTER REPORT

Zaleski reported that Lancaster completed aeration and overseeding of lawn areas. Leaf removal will begin prior to Halloween. As soon as brickwork is completed at the front entrance they will plant fall flowers.

MATTERS FOR COMMITTEE RECOMMENDATION

Resolution 2022-1001 to APPROVE the appointment of Jeff Gathers to the CAC Committee.

Gathers stated his interest in joining the CAC. He has previously served 12 years on the CS Finance Committee including 6 years as chair. He said that the common areas are an asset to the community and he would not like to see them decline. Gathers mentioned a particular interest in the need to address the brick sidewalks in areas where they are worn and uneven.

The resolution passed without objection by email vote following the meeting.

A motion to approve the Lancaster Landscape proposal to remove the remaining tree stump and install a river birch in the common area close to unit 5008 John Ticer for \$1,145.00 to be expensed from Operating and Reserve Funds. Resolution 2022-1002

Moved by Williams

Seconded by Markle

Management recommended tabling the motion until 2023 because the tree and shrub maintenance is significantly over budget. Lyle pointed out that only \$175 is to be expensed from that account while \$970.00 is from Reserve Funds – Diseased/Dead – Tree Shrubbery Replacement.

Motion passed.

Motion to approve the Lancaster Landscape proposal #31599 to remove one declining tree and the

stump located on the rear side of unit 5023 Waple Lane to be expensed from Operating Funds.
Resolution 2022-1003

Moved by Romans
Seconded by Williams

Management recommended tabling the motion until 2023 because the account tree and shrub maintenance is significantly over budget.

Motion passed.

Motion to accept the brickwork proposal from Lancaster Landscape to repair community sidewalk trip hazards to be expensed from Reserve Funds. Motion 2022-1004.

Moved by Williams
Seconded by Markle

Zaleski was excused for this portion of the meeting as it pertained to contracting discussions.

Motion passed.

Motion to approve the Lancaster proposal for snow removal services. Resolution 1022-1005.

Moved by Williams
Seconded by Romans

Management solicited bids for snow removal services from four companies. Two declined to submit proposals unless they were awarded contracts for all landscape services and one company was a no-show for two different appointments.

Motion passed.

MATTERS FOR COMMITTEE DISCUSSION:

McCollom presented the plan for fall flower planting at the Duke St. entrance, at Cameron Club, and the gazebo area.

McCollom requested a volunteer to host the December meeting which is usually a holiday potluck. Lyle said that she would.

MANAGEMENT REPORT

The Action Item List provides a list of tasks pending.

Philbin reported on the completion of the common area fence project and the paving project, and ongoing work on a new access system for the Cameron Club. He expects the repair work on the Duke St. entrance to be completed by Thanksgiving.

Philbin reported that the Board approved the proposal to repaint fire hydrants and instructed management to determine whose responsibility it is to repaint the fire hydrants on City of Alexandria streets. He recommended that the fire hydrant repainting begin with the areas that have recently been repaved.

NEW BUSINESS

The next meeting date is November 14; however, this is also the date for the annual meeting of the Board. After discussing various options the CAC agreed not to meet on the regularly scheduled November date and to call a special meeting if needed.

The meeting adjourned at 8:17 p.m.

Respectfully submitted,

Martha Romans



Cameron Station Community Association, Inc.
Board Decision Request
October 25, 2022

TOPIC: Comcast Bundled Business Services
Resolution 2022-1001

Motion:

"I move to APPROVE the Comcast Business service agreement for a two-year service term to be expensed from Operating Funds."

Motion: _____

2nd: _____

Summary:

The new Comcast Business service agreement will include an increase in the internet download speed from 400 to 500mbps, an upgrade on the smart tv remotes (cable boxes), and savings of approx. \$1,000 annually. See the attached. We are limited to options of service because fiber optic cables are not within Cameron Station.

CAMP Recommendation:

Management recommends the Board approve the two-year agreement with Comcast.

Budget Considerations:

To be expensed from Operating Funds – Bundle Telecom Services.



COMCAST BUSINESS SERVICE ORDER

Company Name: Cameron Station Community Association. Order # 32814867

Service Location:		Billing Location:	
Address 1	200 Cameron Station Blvd	Address 1	PO BOX 702348
Address 2		Address 2	.
City	Alexandria	City	Dallas
State	VA	State	TX
Zip	22304	Zip	75370
Primary Contact Name	Juana Michel	Billing Contact Name	Juana Michel
Primary Contact Phone	(703) 567-4881	Billing Contact Phone	(703) 567-4881
Primary Contact Email	jmichel@gocampmgmt.com	Billing Contact Email	jmichel@gocampmgmt.com
Service Term	24 Months	Tax Exempt	No
Package Code:	DataSEVoiceSol\$184BIAdv_MOBSE Pkg2yr	Promo Code:	

Package & Promotion Details	
<p>Data, SecurityEdge, Voice Package for discounted rate of \$184.99 for months 1-24, increasing to then regular rate in month 25. Package includes Business Internet Advanced (download speed up to 500 Mbps), 1 Mobility Line, and SecurityEdge. 2 year term agreement required. Additional services may be added to qualifying bundles: Connection Pro at \$20/mo., Basic Voice Lines \$15 each/mo., Two or more Mobility Lines \$20 each/mo. After 24 months, monthly service charge increases to regular rate for each additional service. Additional \$10 MRC discount with enrollment in EcoBill paperless billing and automatic payments through Comcast's self-service online tool via https://business.comcast.com/myaccount within 30 days of service installation. If either EcoBill paperless billing or automatic payment service is cancelled during the promo, the monthly service charge automatically increases by \$10.00. \$40 mobile discount limited to customers with BI Essential or higher. Discount applied to bill for 12 months with activation of one Comcast Business Mobile line within 90 days of Internet installation. After 12 months, or if any of the required services are cancelled/downgraded, the \$40.00 discount will be removed. Limit one discount per account regardless of number of lines activated. Mobile discount cannot be combined with EcoBill paperless billing and automatic payments discount. If enrolled in EcoBill and automatic payments and minimum one Comcast Business Mobile line is activated, \$40 Comcast Business Mobile discount will be applied for the first 12 months and EcoBill and automatic payment discount will be applied beginning in month 13 if still enrolled in Ecobill and automatic payments. Comcast Business Internet must be installed by 12/31/22 in order to qualify for \$40 Comcast Business Mobile discount. Equipment, install, taxes, fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other applicable charges extra and subject to change.</p>	<div>Customer Initials</div>

Package	Services Included	Qty	Package Monthly Service Charge ¹	Package Non-Recurring Charge ²
Data, SecurityEdge, Voice Package	Business Internet Advanced	1	\$ 184.99	\$ 0.00
	SecurityEdge	1		

Equipment and Additional Service(s)	Qty	Additional Monthly Service Charge ¹	Additional Non-Recurring Charge ²
Equipment Fee			
Package Equipment Fee	1	\$ 19.95	
Business Voice			
Mobility Lines	3	\$ 60.00	
4+ Mobility Voice Lines	4	\$ 80.00	
Voicemail	1	\$ 5.00	
Business Video			
TV Preferred	1	\$ 99.95	
Equipment - TV Box + Remote (STB)	10	\$ 99.50	



COMCAST BUSINESS SERVICE ORDER

Company Name: Cameron Station Community Association. Order # 32814867

Additional Fees			
Standard Installation Fee / Change of Service Fee	1	\$	69.95
Total Additional Charge		\$	364.40
		\$	69.95

	Monthly Service Charge ¹	Non-Recurring Charge ²
Total Charge for Service Order	\$ 549.39	\$ 69.95

¹ Charges identified in the Service Order Agreement are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, fees, surcharges and recoupments (however designated).

² Non-Recurring Charges in the Service Order Agreement reflect activation and installation fees for this order. This excludes any custom installation fees.

General Special Instructions

AGREEMENT

1. This Comcast Business Service Order Agreement ("Agreement") sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to the above-named customer ("Customer"). This Agreement consists of this document (this "SOA"), the Business Services Customer Terms and Conditions (the "Terms and Conditions"), and any jointly executed amendments ("Amendments") entered under the Agreement. In the event of inconsistency among these documents, the order of precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions. The Terms and Conditions are located at <https://business.comcast.com/terms-conditions-smb>. Capitalized terms not otherwise defined in this SOA shall have the meaning ascribed to them in the Terms and Conditions. Use of the Services is also subject to the then-current Acceptable Use Policy for High-Speed Internet Services (the "AUP") located at <https://business.comcast.com/customer-notifications/acceptable-use-policy> (or any successor URL), and the then-current Privacy Statement (the "Privacy Policy") located at <https://business.comcast.com/privacy-statement> (or any successor URL), both of
2. Each Comcast Business Service ("Service") carries a thirty (30) day money back guarantee. If within the first thirty (30) days following installation of a new Service, Customer is not completely satisfied, Customer may cancel the Service and Comcast will issue a refund for the monthly recurring charge paid for the first thirty (30) days of Service, excluding any custom installation fees, voice usage charges, fees, taxes, surcharges and optional service fees. Customer will be charged for any non-refundable fees and other charges. In order to be eligible for the refund, Customer must cancel the new Service within thirty (30) days of installation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00. If Customer uses the Service in the first thirty (30) days, Customer will be refunded its subscription fees, but charged the applicable one-time fee. For the avoidance of doubt, this money back guarantee does not apply to renewals of an existing Service.
- 3.To complete a Voice order, Customer must execute a Comcast Letter or Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.
4. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the install is complete.
5. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.
6. IF CUSTOMER IS SUBSCRIBING TO COMCAST'S BUSINESS DIGITAL VOICE SERVICE, CUSTOMER, BY SIGNING BELOW, ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THE FOLLOWING 911 NOTICE:

911 Notice

911 Email Notification- If 911 is dialed using the Voice Service, Comcast will send a notification to the Customer designated email address, unless the Customer has opted out of receiving such notifications. Each notification will include the telephone number from which 911 was dialed, location information, and the time the call was placed. After installation of the Voice Service, Customer may change the designated email address and/or decision to receive notifications by calling Comcast at 1-888-824-8104.

Your Comcast voice service (“Voice Service”) may have the following 911 limitations:



COMCAST BUSINESS SERVICE ORDER

Company Name: Cameron Station Community Association. Order # 32814867

- For 911 calls to be properly directed to emergency services using the Voice Service, Customer must provide the correct address information ("Registered Service Location") for each telephone number used by Customer. The Registered Service Location may also include information such as floor and office number.
- If the Voice Service or any Voice Service device is moved to a different location without Customer providing an updated Registered Service Location, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, and/or the Voice Service (including 911) may fail altogether. Customer's use of a telephone number not associated with its geographic location, or a failure to allot sufficient time for a Registered Service Location change to be processed, may increase these risks.
- If a Registered Service Location is deemed to be in an area that is not supported for 911 calls, Customer 911 calls will be sent to an emergency call center where a trained agent will ask for the caller's name, telephone number, and location, and then will contact the local emergency authority.
- The Voice Service uses electrical power in the Customer's premises. If there is an electrical power outage, 911 calling may be interrupted if back-up power is not installed, fails, or is exhausted. Voice Services that rely on a broadband connection may also be interrupted if the broadband service fails.
- Calls using the Voice Service, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network equipment, and/or power failure, a broadband connection failure, or another technical problem.

Registered Service Location Updates- The Registered Service Location will be provided to Public Safety Answering Points to assist in responding to a 911 call. Customer may update or otherwise customize the Registered Service Location by:

- Calling Comcast at 1-888-824-8104

BY SIGNING BELOW, CUSTOMER ACKNOWLEDGES THAT IT HAS READ AND UNDERSTANDS THE FOREGOING 911 NOTICE AND THE 911 LIMITATIONS OF THE VOICE SERVICE.

CUSTOMER SIGNATURE	
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at http://business.comcast.com/terms-conditions/index.aspx	
Signature	
Name	Angeḷ Robḷes
Title	
Date	

FOR COMCAST USE ONLY	
Sales Representative	Kristin Armstrong
Sales Representative Code	
Sales Manager Name	Victoria Croto
Sales Manager Approval	
Division	NorthEast

COMCAST
BUSINESS

COMCAST BUSINESS SERVICE ORDER

Company Name:

Cameron Station Community Association.

Order #

32814867

BUSINESS INTERNET CONFIGURATION DETAILS

Transfer Existing Comcast.net

No

Equipment

Comcast Owned

Number of Static Ips

0

Business Web

No

BUSINESS VIDEO CONFIGURATION DETAILS

Outlet Details	Location	Outlet Type
Outlet 1 - Primary	Outlet - 1	TV Box + Remote (STB)
Outlet 2 - Additional	Outlet - 2	TV Box + Remote (STB)
Outlet 3 - Additional	Outlet - 3	TV Box + Remote (STB)
Outlet 4 - Additional	Outlet - 4	TV Box + Remote (STB)
Outlet 5 - Additional	Outlet - 5	TV Box + Remote (STB)
Outlet 6 - Additional	Outlet - 6	TV Box + Remote (STB)
Outlet 7 - Additional	Outlet - 7	TV Box + Remote (STB)
Outlet 8 - Additional	Outlet - 8	TV Box + Remote (STB)

Service Location Occupancy*

* Occupancy required for public view

Additional Comments

OUTLETS 9 & UP	QUANTITY
TV Box + Remote	2

BUSINESS VOICE CONFIGURATION DETAILS

Directory Listing Details	
Directory Listing (Published, Non-Published, Unlisted)	Published
Directory Listing Phone Number	7035674881
Directory Listing Display Name	Cameron Station Comm
DA/DL Header Text Information	Condominium Management
DA/DL Header Code Information	00171387
Standard Industry Code	

Additional Voice Details	
Caller ID (Yes/No)	Yes
Caller ID Display Name(max 15 char.)	Cameron Sta Com
International Dialing (Yes/No)	No
Call Blocking (Yes/No)	No
Auto Attendant (Yes/No)	No

Hunt Group Configuration Details	
Hunt Group Features Requested	No
Hunt Group 1 Configuration Type	
Hunt Group 2 Configuration Type	
Hunt Group 1 Pilot Number	
Hunt Group 2 Pilot Number	



Cameron Station Community Association, Inc.
Board Decision Request
October 25, 2022

TOPIC: CAC New Member Application
Resolution 2022-1002

Motion:

"I move to APPROVE the appointment of Jeff Gathers to the CAC Committee."

Motion: _____

2nd: _____

Summary:

Member opening had been announced on the Weekly Email Blast – on September 30, 2022, as follows. Attached is Jeff Gather's application.

Common Area Committee: Member Opening!

The Common Area Committee has one (1) opening for an interested individual. Our committee leads upkeep and maintenance of common areas in conjunction with management, including green space, pocket parks, community roadways, and community sidewalks. Please [click here](#) for the committee charter and [click here](#) for the committee member registration form. If you are interested in joining, please email commonarea@cameronstation.org.

CAMP Recommendation:

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



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

Please submit the completed form to the Cameron Station Management office for review by the individual Committee Chairs and the Board of Directors:

Name: Jeff Gathers

Home Address: 5004 John Ticer Drive

Email Address: jeff.gathers@comcast.net

Telephone Number: 404-217-5625 (Cell) 404-217-5625 (Home)

Condominium Owners please check the appropriate box:

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

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

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

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

I am a retired 12-year resident of Cameron Station. I have just completed 12 years as
a member of the Financial Advisory Committee (6 years as Chair). I know and respect
the significance and challenges of committee membership.

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

As a daily walker in the community, I value the efforts of the Common Area
Committee in maintaining the health and appearance of our "out-of-doors." I would
enjoy contributing to how this is done from inside the responsible committee.

Thank you for your time and interest.



Cameron Station Community Association, Inc.
Board Decision Request
October 25, 2022

TOPIC: Snow Removal Proposal
Resolution 2022-1003

Motion:

"I move to APPROVE the snow removal service proposal from Lancaster Landscape to be expensed from Operating Funds."

Motion: _____

2nd: _____

Summary:

See the matrix below and the proposal attached.

Vendor	Bid Provided?
Lancaster Landscape	Yes
Advantage Landscape	No, they wouldn't provide a proposal unless they managed the landscaping contract.
BrightView	No, they wouldn't provide a proposal unless they managed the landscaping contract.
Elmer's Lawn and Garden	Interested in bidding. Management scheduled a meeting on 9/26 and the company "no-showed".

CAMP Recommendation:

Management does not have any issues with the proposal as presented and defers it to the committee for their review and consideration. A comparative analysis of the 2022 and 2023 snow removal services completed, seven out of the ten items/services increased not exceeding the 9% inflation rate.

Budget Considerations:

To be expensed from Operating Funds – Snow Removal.



WINTER MAINTENANCE SERVICE AGREEMENT
CAMERON STATION MASTER HOMEOWNERS ASSOCIATION
PROPERTY LOCATION: 200 CAMERON STATION BLVD. ALEXANDRIA, VA 22304
DATE OF SERVICE(S): NOVEMBER 15, 2022 THROUGH APRIL 15, 2023

Lancaster Landscapes, Inc., will provide the undersigned with all necessary labor, equipment and materials required to perform Winter Maintenance services throughout the above referenced Property, to include Common Streets, Walkways, Paved Areas, etc. as agreed upon with the managing agent. Customer is responsible for providing Contractor a property map detailing boundaries of service areas within the community.

EQUIPMENT USED	SERVICE TYPE	RATE	CUSTOMER INITIALS	SPECIAL INSTRUCTIONS
Truck with 8' plow, 2 hour minimum	Plowing	\$ 140.00 / hour		
Salt/Sand spreader, 2 hour minimum	Salt/Sand	\$ 140.00 / hour		
Bobcat/on-site; set up & delivery \$150.00, limited availability; 4 hr. minimum	Snow Piling	\$ 250.00 / hour		

MANUAL SERVICES, (With Hand-held Equipment & Material)	RATE	CUSTOMER INITIALS	SPECIAL INSTRUCTIONS
Hand Shoveling, 2 hour minimum	\$ 60.00 / hour		
Hand Application of Material, 2 hour minimum	\$ 60.00 / hour		
Snow Blower, 2 hour minimum	\$ 72.00 / hour		

MATERIALS	RATE	CUSTOMER INITIALS	SPECIAL INSTRUCTIONS
Sand Bulk	\$ 150.00 per ton		
Salt Bulk	\$240.00 per ton		
Salt Bag	\$ 23.00 per bag		
Sand/Salt Mix Bulk	\$220.00 per ton		
Ice Melt Compound/Bag Only (Urea, Safe-Step, Etc)	\$30.00 per bag		
Automatic Ice/Snow Follow-up Service	Billed according to time & materials Used		

DATE: 8.26.2022

CONTRACTING OFFICER:
REPRESENTATIVE FOR:

DATE: _____

BY: 
Adrienne Zaleski
LANCASTER LANDSCAPES, INC.

Condos at Cameron Station

BY: _____

Please sign both pages, keep one copy for your records and return a copy to Lancaster Landscapes, Inc. for our files.

* Winter Contract must accompany an executed landscape maintenance contract and will not be accepted as a standalone contract. Acceptance of snow removal contract automatically accepts or renews lawn maintenance agreement *



Winter Maintenance Service Agreement
Condominiums at Cameron Station Blvd
Date of Service(s): 11/15/2022 – 4/15/2023
Page 2 of 2

EXPLANATION OF SERVICES: Please initial all services requested and list any special instructions in the spaces provided or on second page of proposed agreement. Work will begin on either 2" accumulation, (as recorded by the National Weather Service at area Airports), or per Customer Call-out, (see G.C. No. 4). If call-out service is requested, response will be based on order in which email is received. All services and charges thereof will be based on a two-hour minimum.

General Conditions

1. **Snow Removal Contracts are valid only if accompanied and/or performed in conjunction with a signed/approved Landscape Maintenance Agreement encompassing the year 2022-2023. Terms of Agreement shall be valid beginning November 15, 2022 through and until April 15, 2023.**
2. Signed/Approved Snow Removal Contracts must be received within Thirty (30) days of the Date of the Agreement as stated above, to allow for scheduling, ordering and securing of necessary materials and equipment. **Invoicing will occur within five (5) business days of service and will be due in full within (30) days of Client's receipt of the invoice, or this contract will become null and void and all collection charges and legal fees (if necessary) will be added.**
3. Customer understands that plowing or application of ice melt of a particular location may not clear the area to 'bare pavement' and that slippery conditions may continue to prevail even after plowing or application of ice melt product. Customer understands that Lancaster Landscapes assumes no liability for this naturally occurring condition. Customer agrees to defend and hold harmless, Lancaster Landscapes, for any all trespasses or suits that may arise as a result of this naturally occurring condition.
4. Services performed will be recorded on forms similar to the one presented on the previous page, as presented as an attachment to this agreement, which will list: a) the name of the Lancaster representative performing the service; b) the Property where services were performed; c) the dates and times of services; and d) the type(s) of equipment and/or material quantities used during each particular service. **Note:** Sales Tax will be added for all materials used for services. Clients with Properties located in Washington, D.C. will need to add applicable D.C. Sales Tax to all equipment, labor, and material costs for services performed.
5. Due to the potential volatile price of fuel, a fuel surcharge may be added to the hourly plowing rate.
6. Lancaster Landscapes reserves the right to assess a surcharge and increase pricing by 20% on larger equipment for snowfall greater than 18 inches in any one event.
7. For those Winter Maintenance Services requested to be initiated by "Customer Call-Out – Only", the following applies:
 - a. Service(s) will be performed in order of the "Call-out" request.
 - b. No guarantee of crew arrival time can be made.
 - c. Under normal conditions – (snows not exceeding 3-4") – calls should be placed at least 4-6 hours before work is to begin. Larger equipment available within 72 hours from notification request.

SUBMITTED BY:

LANCASTER LANDSCAPES, INC.

DATE: 08.26.2022

BY: Adrienne Zaleski, President

ACCEPTED BY:

DATE: _____

Company Name

BY: _____
Contracting Officer/Rep.
(Printed Name and Signature)

Additional Instructions: _____

Please sign both pages, keep one copy for your records and return a copy to Lancaster Landscapes, Inc. for our files.

*** Winter Contract must accompany an executed landscape maintenance contract and will not be accepted as a standalone contract. Acceptance of snow removal contract automatically accepts or renews lawn maintenance agreement ***



Cameron Station Community Association, Inc.
Board Decision Request
October 25, 2022

TOPIC: Brickwork Proposals
Resolution 2022-1004

Motion:

"I move to ACCEPT the brickwork proposal from Lancaster Landscape for the amount of \$7,250.00 and an additional allowance of up to \$5,000 to repair community trip hazards to be expensed from Reserve Funds."

Motion: _____

2nd: _____

Summary:

This is currently budgeted in reserves. We located eleven (11) locations that we deemed to be trip hazards. See the matrix below and the proposals attached.

Vendor	Total Cost
Lancaster Landscape	\$7,250.00
Advantage Landscape	\$22,235.00
BrightView	\$53,545.78

CAMP Recommendation:

Management does not have any issues with the proposals as presented and defers them to the committee for their review and consideration. Management recommends moving forward on the completion of the project due to existing trip hazards within the community. Funds to cover the expense are available on reserve funds.

Budget Considerations:

To be expensed from Reserve Funds.



September 20, 2022

CUSTOMER # 229

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

Dear Steve and Angel,

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

PAVER REMOVAL & RESET

LOCATIONS:

- CORNER OF DONOVAN DR AND YARROW LN
- SIDE OF 213 MEDLOCK LN
- CAMERON STATION BOULEVARD GAZEBO.
- ACROSS 5014 A/B BARBOUR DR.
- CORNER OF 5034 GARDNER DR.
- IN FRONT OF MAILBOX NEXT TO 4904 WAPLE LN.
- THE PATH NEXT TO 5116 KNAPP.
- DONOVAN DRIVE MEETS CSB, NEAR 5009 DONOVAN, BY THE POCKET PARK, AT THE STOP SIGN.
- 4906 KILBURN NEXT TO THE MAILBOX.
- CORNER OF 5010 WAPLE LN.
- LAMP POST AND MAILBOX NEXT TO 5006 DONOVAN.

MATERIALS AND LABOR \$7,250.00

PROPOSAL TOTAL \$ 7,250.00

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

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

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

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

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

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____

Advantage Landscape
15200 Kapp Valley Way
Haymarket, VA 20169 US
fmurphy@advantagelandscape.com
www.advantagelandscape.com



ADDRESS

Cameron Station Community
Association, Inc.
200 Cameron Station Blvd
Alexandria, VA 22304

Estimate 2915

DATE 09/20/2022

SALES REP
FM

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Cameron Station Community Association: Brick Sidewalk Repair			
Enhancements	Brick Sidewalk Repair Scope of Work:	1	22,235.00	22,235.00
	1. Rip out all brick pavers from all the locations provided in the RFP that are unlevel or hazardous..			
	2. Lay stone dust/sand for the base to ensure existing brick pavers are level.			
	3. Reset bricks on the new level base.			
	4. Level bricks.			
	5. Sweep Poly Metric Sand to ensure all joints are sealed tightly / full with Plyometric sand			
	6. Spray/water on new Plyometric sand to ensure proper bonding.			
	7. Clean each location.			
	The price includes all labor, materials, site cleanup, and water for the bonding agent.			

Thank you for the opportunity.

- Advantage Landscape

TOTAL \$22,235.00

Accepted By

Accepted Date

Proposal for Extra Work at Paver Restoration Project for Cameron Station

Property Name	Paver Restoration Project for Cameron Station	Contact	Steve Philbin
Property Address	200 Cameron Station Blvd Alexandria , VA 22304	To	Cameron Station Community Association
		Billing Address	200 Cameron Station Blvd. Alexandria, VA 22304

Project Name Paver Restoration Project for Cameron Station

Project Description Paver Restoration Project for Cameron Station

Scope of Work

Proposal to reset pavers in designated areas. Service requires excavating down to create a more level area. Re-installing pavers to create a even walkway. Thereby removing trip hazards and creating a more aesthetically pleasing appearance with uniform paver walkways.

The corner of 5034 Gardner Dr, is to have 9 damaged Pavers removed and replaced with New.

Masonry Sand to be used in the resetting process.

All debris accumulated is to be removed from the property for disposal.

QTY	UoM/Size	Material/Description
1.00	LUMP SUM	Enhancement Labor
1.00	LUMP SUM	16 tons Masonry Sand
9.00	EACH	Replacement Bricks.-Dark Red
4.00	TON	DUMP Heavy Debris / Soil, Rock, Concrete - Dump by TON Dump Facility

For internal use only

SO# 7930506
JOB# 371600000
Service Line 130

Total Price \$53,545.78

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
, Fairfax, VA 22031 ph. (703) 591 7300 fax

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall indemnify the Customer and its agents and employees from and against any third-party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
7. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
9. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
10. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
11. Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
12. Assignment: The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
13. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

14. Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

15. Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
16. Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

General Manager

Signature _____ Title _____

Steve Philbin

September 22, 2022

Printed Name _____ Date _____

BrightView Landscape Services, Inc. "Contractor"

Account Manager

Signature _____ Title _____

Paul M Mechlin

September 22, 2022

Printed Name _____ Date _____

Job #: 371600000

SO #: 7930506

Proposed Price: \$53,545.78



Cameron Station Community Association, Inc.
Board Decision Request
October 25, 2022

TOPIC: Amendment Fleet Fuel Surcharge
Resolution 2022-1005

Motion:

"I move to APPROVE the eleventh addendum to the agreement of Fleet Transportation LLC."

Motion: _____

2nd: _____

Summary:

In April Fleet Transportation began charging \$875.00/month based on the price of diesel fuel which increased from \$4.0 to approx. \$5.166. Fleet Transportation has requested that we pay the fuel surcharge to assist with their expenses.

CAMP Recommendation:

Management recommends the Board approve the eleventh addendum to the agreement between CSCA and Fleet Transportation LLC.

Budget Considerations:

N/A

**ELEVENTH ADDENDUM TO THE AGREEMENT BETWEEN CAMERON STATION
COMMUNITY ASSOCIATION AND FLEET TRANSPORTATION LLC**

This ELEVENTH ADDENDUM, by and between the Cameron Station Community Association, Inc. (hereinafter referred to as “Association”), and Fleet Transportation, LLC, a Virginia Limited Liability Company (hereinafter referred to as the “Contractor”) (collectively, the “Parties”), supplements the Agreement between the parties that is dated April 25, 2018 (hereafter referred to as the “Contract”), and is attached hereto as Exhibit A and fully incorporated herein. The Contract, The Tenth Addendum and this Eleventh Addendum shall be referred to collectively as the “Agreement.” To the extent the Contract and this Addendum have inconsistent or different language, this Addendum shall control.

The Parties recognize that changes in the worldwide supply chain and fuel costs have created inflationary pressures on the transportation industry. Such fuel cost increases have caused the Contractor to request an increase in the fuel surcharge under the Agreement for such period of time that the cost of diesel fuel in the DC Metropolitan Area exceeds \$4.00 per gallon on average.

Accordingly, Contractor and Association agree to the following additional paragraph allowing for the imposition of a fuel surcharge for the period of time that the cost of diesel fuel in the DC Metropolitan Area exceeds \$4.00 per gallon on average, which shall be added to the end of Article XIX of the Contract:

1. Beginning April 1, 2022, Contractor shall be entitled to impose a fuel surcharge in the amount of \$875 per month (hereinafter “Fuel Surcharge”). Contractor shall be entitled to impose such Fuel Surcharge until such time as the average cost of diesel fuel in the Washington DC Metropolitan Area is less than \$4.00 per gallon.
2. There will be no other surcharges, expenses, or fees imposed for the remainder of this Contract.

IN WITNESS WHEREOF, the parties have signed this Eleventh Addendum on _____, 2022.

Cameron Station Community Association, Inc.

Fleet Transportation, LLC.

By: _____
(Signature)

By: _____
(Signature)

Print: _____

Print: _____

Title: _____

Title: _____

By: _____
(Signature)

Print: _____

Title: _____



Cameron Station Community Association, Inc.
Board Decision Request
October 25, 2022

TOPIC: Approval of the 2023 Draft Budget
Resolution 2022-1006

Motion:

"I move to APPROVE the FY2023 fiscal year draft budget with _____% average increase."

Motion: _____

2nd: _____

Summary:

Management and FAC members present the current draft budget for comment and approval.

CAMP Recommendation:

Management recommends the Board approve the FY2023 fiscal year draft budget.

Budget Considerations:

N/A

Cameron Community Association, Inc.

2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
<u>Assessment Revenue</u>										
Assessments - SFD/TH	\$ 1,440,775	\$ 1,445,410	\$ 1,612,707	\$ 1,649,746	\$ 1,236,233	\$ 1,649,746	\$ 1,649,746	\$ -	\$ 1,460,702	
TMP Assessments	\$ 150,656	\$ 207,039	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129,870	Eliminated 2021 Budget and combined with General Assessment
Bad Debt Adjustment	\$ 2,031	\$ (2,078)	\$ (1,941)	\$ (7,500)	\$ 2,436	\$ (7,500)	\$ (7,200)	\$ 300	\$ (3,579)	Based on current delinquencies - 25% of those accounts at the attorney stage, 100% of Foreclosures and Bankruptcies
Total Assessment Revenue	\$ 1,593,462	\$ 1,650,371	\$ 1,610,766	\$ 1,642,246	\$ 1,238,669	\$ 1,642,246	\$ 1,642,546	\$ 300	\$ 1,586,992	
<u>Commercial Assessments</u>										
Commercial Assessments	\$ 27,925	\$ 33,109	\$ 34,052	\$ 34,152	\$ 25,614	\$ 34,152	\$ 34,152	\$ -	\$ 30,039	Should be based upon 80% of the Regular Assessment
Total Commercial Assessments	\$ 27,925	\$ 33,109	\$ 34,052	\$ 34,152	\$ 25,614	\$ 34,152	\$ 34,152	\$ -	\$ 30,039	
<u>Condo Assessment</u>										
Condo Assessment	\$ 872,179	\$ 874,657	\$ 976,308	\$ 998,694	\$ 749,018	\$ 998,694	\$ 998,694	\$ -	\$ 884,187	
Total Condo Assessment	\$ 872,179	\$ 874,657	\$ 976,308	\$ 998,694	\$ 749,018	\$ 998,694	\$ 998,694	\$ -	\$ 884,187	
Total Assessments	\$ 2,493,566	\$ 2,558,137	\$ 2,621,126	\$ 2,675,092	\$ 2,013,301	\$ 2,675,092	\$ 2,675,392	\$ 300	\$ 2,501,219	
<u>Other Income</u>										
Late Fees & Interest	\$ 6,922	\$ 8,814	\$ 11,324	\$ 7,000	\$ 8,030	\$ 10,916	\$ 8,500	\$ 1,500	\$ 8,457	2021: Year-end projection based on operating history through June. 2022: Increased from 2021 due to a 4-year avg. 2023: Increased based on 2022 4-year operating history and 2022 actual amount. The amount was reduced from \$15,000 to \$8,500 during draft budget v2 due to the sub-association late fee and waiver during 2022. They are both currently on ACH payment.
Legal Reimbursements	\$ 9,225	\$ 8,768	\$ 14,528	\$ 8,000	\$ 15,481	\$ 15,000	\$ 10,500	\$ 2,500	\$ 10,750	2021: Year-end projection based on operating history through June. 2022: Maintained the same amount as 2021. 2023: Increased based on a 5-year average
Newsletter Advertising	\$ 3,960	\$ 3,720	\$ 3,740	\$ 5,500	\$ 1,850	\$ 3,000	\$ 3,000	\$ (2,500)	\$ 4,760	Based upon operating history with 6 newsletter publications. 2021: 2022: Maintained the same amount as 2021. 2023: Based on 2022 operating history.
Sponsorship Income	\$ 11,000	\$ 4,300	\$ 2,500	\$ 7,000	\$ 3,000	\$ 4,000	\$ 4,000	\$ (3,000)	\$ 6,504	Income received from donations to offset Social events.

Cameron Community Association, Inc.
2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Club Cleaning Fees	\$ 6,000	\$ 1,875	\$ -	\$ 8,000	\$ 3,733	\$ 4,050	\$ 4,800	\$ (3,200)	\$ 3,895	Cleaning Fees related to the rental of the Great Room. 2020 and 2021: low rate due to COVID. 2022: Maintained the same rate as in prior years. 2023: 2023: Room Rental Fee = \$4,800 based on 32 rentals x \$150 and matches the Room Rental Fee income.
Website Income	\$ 1,025	\$ 600	\$ 900	\$ 1,200	\$ 600	\$ 1,200	\$ 1,200	\$ -	\$ 1,085	Advertising Income - including Google Ads. 2021: based upon operating history and 4-year avg to be reclassified - \$600 from Newsletter to Website - will be reflected in the August statement. Williams is paying \$100 per month. YTD will reconcile with projections.
Returned Payment Fees	\$ -	\$ -	\$ 475	\$ -	\$ 125	\$ 150	\$ -	\$ -	\$ 95	minimal amount - not included in the budget for 2022.
HOA Compliance Fees	\$ 6,757	\$ (4,320)	\$ 1,171	\$ 2,500	\$ -	\$ 1,200	\$ 1,200	\$ (1,300)	\$ 1,393	Pertains to fines imposed for arch issues. 2022: Maintained same amount as 2021.
Interest Earned - Operating	\$ 12,711	\$ 39,196	\$ 1,668	\$ 815	\$ 1,065	\$ 800	\$ 800	\$ (15)	\$ 22,053	Interest earned off of Operating Account. 2022: Projection uses \$271,000 at a rate of .3%
Interest Earned - Reserves	\$ 37,043	\$ 1	\$ 24,456	\$ 12,140	\$ 17,153	\$ 22,800	\$ 36,584	\$ 24,444	\$ 12,300	Interest earned from Reserve Account. 2022: Projection uses \$1,862,431 at a rate of .3% 2023: Based upon 1.1% with Congressional MM, avg interest rate for 6 CDs maturing in 2022 and 2023 at 2% plus the remaining CDs maturing in 2024 and 2025 at an avg interest rate of 1.84%
Room Rental Fees	\$ 8,080	\$ 2,420	\$ 3,015	\$ 8,000	\$ 3,773	\$ 4,050	\$ 4,800	\$ (3,200)	\$ 5,593	Fees related to the use of the Great Room. 2021: Projection is low due to COVID. 2022: Maintained the same amount as in 2020. 2023: Room Rental Fee = \$4,800 based on 32 rentals x \$150 and matches the Club Cleaning Fee income. 2023: Based on increased rental after COVID years.
Facilities passes/Guest Fees	\$ 1,275	\$ 515	\$ -	\$ 800	\$ -	\$ 400	\$ 650	\$ (150)	\$ 652	Replacement for facility ID cards. 2022: Based upon a 5-year avg. 2023: Based on 5-year avg
Resale Processing Fees	\$ 12,089	\$ 6,190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,973	Resale inspection income from the prior management company.
Miscellaneous Income	\$ 20	\$ 1,789	\$ 2,276	\$ -	\$ 3,531	\$ 8,442	\$ -	\$ -	\$ 1,253	2022: Projection includes 2020 tax refund of \$3,531; Refunds from 2021 Taxes in 2022 Fed = \$4,248 + State = \$663. Total = \$4911 to be received in September 2022.
Total Other Income	\$ 116,107	\$ 73,869	\$ 66,053	\$ 60,955	\$ 58,340	\$ 76,008	\$ 76,034	\$ 15,079	\$ 84,763	
Reserve Contributions										

Cameron Community Association, Inc.

2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Repair & Replacement Expenses										Contribution is based upon the 2022 Reserve Study approved by the Board.
	\$ (333,600)	\$ (368,482)	\$ (382,488)	\$ (388,290)	\$ (226,505)	\$ (388,290)	\$ (395,010)	\$ (6,720)	\$ (342,773)	
Capital Improvement Expenses										Eliminated as the Reserve contribution is based on the contribution including capital expend.
	\$ (24,000)	\$ (24,000)	\$ (24,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (24,000)	
Total Reserve Contributions	\$ (357,600)	\$ (392,482)	\$ (406,488)	\$ (388,290)	\$ (226,505)	\$ (388,290)	\$ (395,010)	\$ (6,720)	\$ (366,773)	
Total Revenue	\$ 2,252,073	\$ 2,239,524	\$ 2,280,691	\$ 2,347,757	\$ 1,845,137	\$ 2,362,810	\$ 2,356,416	\$ 8,659	\$ 2,219,208	
Expenses										
Operating Expenses										
Common Area Maintenance & Services										
Electricity										2022: Based on operating a history/4-year average. 2023: The last increase was in July 2022 from 2.0048/kw hr to 3.5379/kw hr. As of now, no anticipated increase for 2023: Reduced electric expense from \$42,500 based on current electricity expenses.
	\$ 42,368	\$ 41,181	\$ 34,121	\$ 42,500	\$ 19,751	\$ 30,000	\$ 35,000	\$ (7,500)	\$ 40,831	
Irrigation Water										2021 expense included a meter not originally accounted for operational. 2022: Based on operating history and the 4-year average. 2023: Remain the same. The irrigation bills for Linear Park are being transferred to the City of Alexandria in August 2022. This will reduce the total water irrigation bill. Va American Water did have an increase in May 2022. This increase impacted the purchase water charge from .20/unit (per 100 gallons) to .22/unit (per 100 gallons). There is no anticipated increase during 2023.
	\$ 23,447	\$ 23,287	\$ 31,987	\$ 20,000	\$ 22,408	\$ 20,466	\$ 20,000	\$ -	\$ 22,254	

Cameron Community Association, Inc.
2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Grounds & Landscape Contract										2022: Based upon contract with Lancaster Landscapes which is to expire 12/23. Renewed in 1/2021. Includes all turf areas throughout the property. 2023: Per contract - Total of \$162,240 / 12 mos = \$13,520. per month. Additional Common Area (condominium property at \$21,706 . Total = \$183,946 (Recently received the sub-association additional landscaping maintenance responsibility costs of \$8,980 for 2023. Added to the budget after FAC reviewed the budget. This is included in the \$183,946.)
	\$ 160,800	\$ 157,307	\$ 159,060	\$ 172,250	\$ 128,201	\$ 173,367	\$ 183,946	\$ 11,696	\$ 157,526	
Flower Rotation & Pocket Park Enhancements										2021 projection assumes the entire amount will be spent. 2022: Maintained the same amount as requested CAC recommendation. 2023: Increase based on CAC recommendation; includes an allowance of \$15,500 for flowers at main entrances. CAC is requesting to complete a Donovan DR park enhancement with a proposal received for \$24,262.
	\$ 22,606	\$ 20,814	\$ 36,791	\$ 39,000	\$ 21,310	\$ 39,000	\$ 42,000	\$ 3,000	\$ 24,417	
Turf Treatment & Enhancements										2021 projection assumes the use of full allowance. 2022: Increase this line item based upon CAC feedback by \$5-10K as trees age and decay. Pocket Parks are the focus of 2022. 2023: Maintained the same amount pending CAC recommendation.
	\$ 21,811	\$ 17,120	\$ 23,375	\$ 25,000	\$ 23,375	\$ 25,000	\$ 25,000	\$ -	\$ 19,918	
General Repair & Maintenance										Allowance for maintenance projects in a common area that is not completed in-house. No changes have been made to the 2022 budget allocation. 2023: includes power washing of approximately \$6,000 plus misc projects as necessary for common areas. During the 2023 draft budget v2, CAMP increased the budget amount from \$20k to \$23k. Overall, the 2022 budget amount of \$29,200 was reduced to \$23,000.
	\$ 22,632	\$ 5,514	\$ 22,889	\$ 29,200	\$ 14,260	\$ 18,000	\$ 23,000	\$ (6,200)	\$ 16,983	
General Maintenance Supplies										Allowance for small maintenance items, golf cart supplies, etc. 2022: Reduced by \$1,500 based on 2021 operating history. 2023: Maintained the same amount
	\$ 4,989	\$ 2,898	\$ 2,637	\$ 4,000	\$ 2,074	\$ 4,000	\$ 4,000	\$ -	\$ 5,358	

Cameron Community Association, Inc.
2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Irrigation System Contract	\$ 12,472	\$ 19,770	\$ 16,731	\$ 14,000	\$ 7,993	\$ 13,186	\$ 14,420	\$ 420	\$ 15,494	Allowance for irrigation contract maintenance - Spring start-up and Fall winterization. Any major repairs to be taken from Reserves. 2022: Based on the current Lancaster contract which includes spring/winter - \$5193 plus summer inspection of \$2800. Minor repairs are accounted for in Irrigation Repair expenses. 2023: Irrigation Contract - Planning a 3% increase per Lancaster Landscape for 2023. Transferred Va American Water Acct: 1027-220035246538 - backflow preventer being transferred to City as part of Linear Park MOU. Savings \$1207 per year.
Irrigation Repairs	\$ 20,096	\$ 5,098	\$ 1,633	\$ 3,000	\$ 2,960	\$ 3,000	\$ 3,000	\$ -	\$ 5,365	Expenses over \$1,000 would be taken from Reserves as there is an allowance already included. The projection includes additional minor repairs as may be necessary. 2022: Maintain the same amount. 2023: Maintained the same amount
TMP Expenses	\$ 210,000	\$ 147,121	\$ 163,937	\$ 210,000	\$ 170,075	\$ 236,250	\$ 220,500	\$ 10,500	\$ 189,628	2022: Based upon the contract with Fleet that expires 5/23 with a monthly fee of \$17,500. Covid contract extension until 4/24. 2023: The \$17,500 rate is in effect until April 2024, Fleet requested an additional \$875/month fuel surcharge. Amendment to the contract to pay the fuel surcharge is in front of the board on October 25th.
TMP Offset			\$ -	\$ (45,549)	\$ -	\$ (45,549)	\$ (45,000)	\$ 549	\$ -	\$45,549 could be used from Balance Sheet TMP allowance (2020) for offset of 2022 expenses at year end. 2023: Nothing allocated - pending Board conversation. As of June Balance Sheet, \$64,099 as a TMP payable.

Cameron Community Association, Inc.
2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Lighting Supplies/ Repair & Maintenance	\$ 35,356	\$ 35,628	\$ 24,944	\$ 15,000	\$ 1,103	\$ 5,000	\$ 8,000	\$ (7,000)	\$ 34,172	Major repairs to be taken from Reserves, effective 2021. Retrofitting LED bulbs is a Reserve expense. Minor base repairs and light bulbs are to be taken from this maintenance line item. 2023: Large majority of expenses are Reserves. Reduced amount from \$15k to \$8k.
Linear Park Landscape Maintenance	\$ 17,381	\$ 17,381	\$ 17,730	\$ 21,668	\$ 15,197	\$ 22,796	\$ 20,000	\$ (1,668)	\$ 17,551	Allowance for Linear Park landscape maintenance; includes leaf removal twice per year based upon prior year proposals. 2021: Assumes full allowance will be spent. 2022: Maintained the same amount based on the current contract with Lancaster Landscapes. 2023: Maintained budgeted at the same amount based upon current contract with Lancaster Landscapes \$2532.20 x 7 mos (April-October) = \$17,725.40 + Two leaf removals at \$1,055 x 2 = \$ 2,110. Total = \$19,835.40
Pest Control	\$ 2,214	\$ 2,800	\$ 4,844	\$ 3,500	\$ 3,622	\$ 4,800	\$ 5,270	\$ 1,770	\$ 1,972	Allowance for common area pest control services. 2021: YTD Projection exceeds budget due to rat problem. 2022: Increased to \$3,500 based on 2021 operating history. 2023: Bidding out because of the significant increases with Terminix. The rat issues along the office building/car dealership/home depot fence continue and we have increased the number of bait stations from 50 to 65 as needed. Based on proposals received, we increased the potential costs to \$5270.
Pet Stations	\$ 10,139	\$ 13,235	\$ 5,611	\$ 12,500	\$ 4,254	\$ 10,250	\$ 11,000	\$ (1,500)	\$ 10,924	Allowance for 23 pet station supplies. 2022: Keep the same based on CAC feedback. 2023: Added 2 pet stations this year. Remain the same based on the current cost of supplies. Doody calls charge \$276/day for emptying 25 pet stations when Mark is on Vacation. They empty them Monday, Wednesday, and Friday during the week when he is out.

Cameron Community Association, Inc.
2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Tree & Shrub Maintenance	\$ 52,005	\$ 42,295	\$ 39,825	\$ 39,500	\$ 58,825	\$ 55,000	\$ 41,000	\$ 1,500	\$ 40,497	Tree trimming allowance. 2022: Maintained the same amount. There is an allowance of \$25,000 in the Reserve Study (pending update) for tree replacement. 2022 projection includes a significant tree expense of \$26k due to snow removal in Jan. 2023: Increased budget to the 5-yr avg of \$41,000 based on the need and maturity of the CSCA trees.
Street Repair & Maintenance	\$ 4,449	\$ 300	\$ 3,430	\$ 6,500	\$ 650	\$ 6,150	\$ 6,500	\$ -	\$ 2,724	2021: YTD projection anticipates the full amount being spent including the street sweeping (\$5,440), and minor striping/crosswalk lines. 2022: Maintained the same allowance based on CAC feedback. The 2022 Projection includes a Fall street sweeping of \$5,500. 2023: Maintain the same.
Fountain Maintenance	\$ 840	\$ -	\$ -	\$ 1,000	\$ 1,002	\$ 1,002	\$ 1,093	\$ 93	\$ 216	Allowance for fountain repairs. 2022: Maintained the same amount by CAC feedback. 2023: Harmony Pools sending the new maintenance contract for 2023. Budget based upon prior contract of \$1,002 x small increase (\$90) for the annual contract (\$spring set up and Fall Winterize).
Snow Removal Services	\$ 30,699	\$ 287	\$ 36,773	\$ 50,000	\$ 42,345	\$ 42,344	\$ 50,000	\$ -	\$ 22,035	2021: projection includes a small increase in anticipation of snow removal in Dec. 2022: Maintained the same amount by CAC feedback. 2023: Maintain the same amount. Reduced from \$54,400 to \$50,000 during FAC budget discussion.
Pride of Ownership Gift Cards	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,200	\$ 1,400	\$ 1,400	\$ -	\$ -	CAC requested this be included as a separate line item. 2023: Maintain the same amount based on CAC feedback.
Watering Supplies	\$ 3,965	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 793	2021: The projection anticipates possible supplemental watering for newly landscaped areas that are not irrigated. 2022: including a small allowance for supplemental watering as needed. 2023: In 2022 we had some backflow preventer issues where we had to water some areas on Cameron Station Blvd and new trees. Maintain the same amount.

Cameron Community Association, Inc.
2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Total Common Area Maintenance & Services	\$ 698,270	\$ 552,036	\$ 626,318	\$ 666,969	\$ 540,605	\$ 667,962	\$ 672,629	\$ 5,660	\$ 628,659	
Landscape Repair & Maintenance										
Erosion Control	\$ -	\$ 17,323	\$ 4,108	\$ 5,000	\$ 5,120	\$ 9,800	\$ 8,600	\$ 3,600	\$ 4,286	Major expenses come from Reserves. Only items in this expense are related to new, minor issues. Example: new swales created with mulch. 2023: Increased to current projection based on current usage and two proposals already received for 2023.
Storm Recover Repair & Maintenance	\$ 900	\$ 1,160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 412	Reserve expense - allowance is no longer needed for operations.
Total Landscaping Repair & Maintenance	\$ 900	\$ 18,483	\$ 4,108	\$ 5,000	\$ 5,120	\$ 9,800	\$ 8,600	\$ 3,600	\$ 4,698	
Cameron Club Maintenance & Operation										
Access System Repairs	\$ 877	\$ -	\$ 2,957	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 941	Allowance for the cost of repairs (service calls) to the pass and door access system. 2022: Maintained the same amount. 2023: Maintained the same amount.
Access System Supplies	\$ 1,554	\$ -	\$ 1,833	\$ 4,500	\$ -	\$ 4,500	\$ 4,500	\$ -	\$ 2,479	Allowance for fobs and ink cartridges for fitness badges. 2022: Maintained the same amount based on that a new system is currently being researched. The 2022 Projection reflects the full amount to be spent given that a new system is going to be implemented using the same cards but we need to update those from paper passes to card passes. 2023: The access system is currently being replaced - current access cards will not work with the new system. However, Access System mobile credentials (for iPhone and Android) are \$10 each. New cards/credentials in 2022 are paid via Reserves. Maintain the same amount for cards/credentials.

Cameron Community Association, Inc.
2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Building Repair & Maintenance	\$ 8,563	\$ 9,102	\$ 13,232	\$ 12,500	\$ 17,425	\$ 27,447	\$ 15,000	\$ 2,500	\$ 9,316	Allowance for small repairs to the clubhouse - roofing, plumbing, electrical, etc. 2022: Maintained the same amount. The 2022 Projection includes power washing (\$2112), and an average of \$915 per month on misc repairs. 2023: Includes power washing (\$2500), painting fitness room (\$8,000), and an avg of maint costs per month of \$1k. New ADA / HC doors installed in November 2022. Minimal increase based on current 2022 projections and potential repairs of the new mechanical equipment.
Clubhouse Utilities	\$ 39,967	\$ 30,779	\$ 32,760	\$ 35,400	\$ 28,107	\$ 36,115	\$ 38,425	\$ 3,025	\$ 36,784	Includes allowance for all utilities (ie. gas, elec, water). 2021: projection is slightly lower than budget - use of Great Room suspended due to COVID. 2022: maintained the same rate as 2021. Also consistent with 4-year avg. The 2022 projection includes a prior year invoice from Constellation of \$2,746. Management is checking into this further but to be conservative, we included it for year-end. 2023: Based on the lower 2022 usage, and the increase in electricity (July) and water (May), maintained the same amount.
Community Center Improvements	\$ 879	\$ 1,200	\$ 2,681	\$ 2,000	\$ 2,315	\$ 2,315	\$ 2,000	\$ -	\$ 1,317	Allowance for improvements to Community Center, misc purchases for small decorating, or refurbishments. 2021: projection assumes full allowance to be spent. 2022: Maintained the same amount. 2023: Maintained the same amount.
Elevator Services	\$ 5,157	\$ 5,011	\$ 4,861	\$ 4,700	\$ 4,877	\$ 4,877	\$ 4,250	\$ (450)	\$ 4,681	Allowance for quarterly payments for regular elevator maintenance service with Schindler. 2022: pending new contract, 5 years at a reduced rate of \$ 300-month same service. 2023: Currently paying \$185/month + \$1600 annual inspection + \$55.20 inspection fee + 9% increase (for 2023).
Fire Prevention & Protection	\$ 11,007	\$ 8,748	\$ 4,745	\$ 10,300	\$ 2,301	\$ 7,500	\$ 8,000	\$ (2,300)	\$ 5,419	Allowance for annual system testing and annual backflow test by Simplexx Grinnell. 2022: Maintained the same amount. 2023: Based on the contract with Johnson Controls for backflow (est \$1025), wet/dry sprinkler system (est \$5,112), and fire alarm system (\$719.40). Includes small allowance for minor repairs - major issues would be from Reserves.

Cameron Community Association, Inc.
2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Fire Suppression System	\$ 194	\$ 2,035	\$ 4,921	\$ 6,500	\$ 3,925	\$ 5,233	\$ 5,700	\$ (800)	\$ 4,162	Allowance for sprinkler fire suppression system testing, inspection, and minor repairs with Tyco/Johnson Control. 2022: Maintained the same amount. 2023: Based on current usage of \$436.11/month and allowance for minor increase.
Fitness Center Supplies	\$ 7,779	\$ 9,519	\$ 5,134	\$ 7,000	\$ 4,682	\$ 7,000	\$ 7,000	\$ -	\$ 7,677	Allowance for fitness center cleaning supplies. 2022: Maintained the same amount, specifically due to the rise in COVID. 2023: Remain the same amount based on current usage.
Fitness Equipment Repair & Maintenance	\$ 8,449	\$ 3,922	\$ 8,754	\$ 9,500	\$ 5,092	\$ 7,000	\$ 8,500	\$ (1,000)	\$ 8,430	Allowance for quarterly preventive maintenance service contract with Heartline. 2022: Maintained the same amount. The 2022 Projection includes the last quarter of Fitness PM, the Peloton interactive fee, and a small allowance for misc repairs. 2023: Based on Fitness PM with Heartline at \$3355, Peloton Interactive fee (4 *\$78) plus a small allowance for minor repairs. Based on 5-year avg.
Health Club Management/Staff	\$ 166,670	\$ 183,004	\$ 172,324	\$ 175,216	\$ 131,413	\$ 175,216	\$ 178,722	\$ 3,506	\$ 168,719	The 2021 projection reflects COVID operations for 1/2 of the year, and post-COVID operations for 2/2 of the year and reflects a credit received in the amount of \$18,637. 2022: based upon contract renewal with Profit and includes the noted 2% increase effective Jan 2022. 2023: Contract amount Jan to \$14,601.46 x 12 mos = \$178,722 for annual amount. 2% increase.
HVAC Services	\$ 4,473	\$ 5,770	\$ 5,796	\$ 6,180	\$ 3,021	\$ 4,000	\$ 5,000	\$ (1,180)	\$ 4,915	Allowance for quarterly payments for HVAC services with Trademasters. 2022: Maintained the same amount. 2023: Allowance for semi-annual payments for HVAC services with Trademasters at \$2,800 plus a small allowance for minor repairs consistent with a 5-year avg.
Janitorial Services	\$ 43,633	\$ 34,585	\$ 42,420	\$ 44,500	\$ 32,703	\$ 42,420	\$ 44,196	\$ (304)	\$ 40,880	Allowance for cleaning services with National. 2022 maintain same rate 2022: New contract signed effective May 1, 2022. 2023: Contract Amount is \$3,683/month x 12 months = \$44,196 for 2023 and 2024.

Cameron Community Association, Inc.
2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Miscellaneous Expense	\$ -	\$ 152	\$ 546	\$ 500	\$ -	\$ 250	\$ 500	\$ -	\$ 140	Small expenditures are not included in the listed categories. 2022: Maintained the same amount. 2023: Maintained the same amount
Pool Management	\$ 68,788	\$ 46,345	\$ 70,034	\$ 76,590	\$ 81,170	\$ 81,170	\$ 92,905	\$ 16,315	\$ 60,497	Allowance for pool management service with American Pools through 2023. 2022: Based upon the current contract rate and includes soft opening and two extended weekends. 2023: Based upon the current contract rate of \$58,695 and includes soft opening and three extended weekends, lap swim, and swim aerobics (\$26,539) and a 9% increase to allow for bid process - occurring in Sept 2022.
Pool Repair & Maintenance	\$ 3,540	\$ 5,437	\$ 827	\$ 4,000	\$ 4,754	\$ 6,500	\$ 6,500	\$ 2,500	\$ 2,803	Allowance for minor pool equipment repair. Major expenses are to be taken from Reserves. 2022: Maintained the same budget amount based on CCFC feedback. 2023: Based on current usage, and 9% increase. Includes power washing of the deck.
Pool Supplies	\$ 8,747	\$ 1,408	\$ 5,020	\$ 5,000	\$ 4,766	\$ 5,000	\$ 5,000	\$ -	\$ 4,818	Allowance for chemicals and other supplies needed for the pool. 2022: Maintained the same amount. 2023: Maintain the same amount.
Recreational Equipment	\$ 1,611	\$ 1,598	\$ 687	\$ 2,500	\$ 899	\$ 1,250	\$ 2,500	\$ -	\$ 1,724	Allowance for recreational supplies (ie. basketballs, nets, jump ropes, etc). 2022: Maintained the same amount. Reduced by \$1,500 based on CCFC feedback. 2023: Based on usage at the pool; maintained the same amount
Safety & Security	\$ 3,193	\$ 2,180	\$ 2,656	\$ 5,500	\$ 1,908	\$ 2,185	\$ 5,000	\$ (500)	\$ 2,890	Allowance for alarm monitoring with SETEC at \$170 per month and includes small repairs. 2021: Maintained the same amount based on the current contract with no increase. 2022: Maintained the same amount. 2023: Monitor costs \$412/month = \$4,994 Force Security Solutions contract amount.

Cameron Community Association, Inc.
2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Special Cleanings	\$ 8,700	\$ 2,400	\$ 2,200	\$ 8,000	\$ 3,650	\$ 4,550	\$ 5,800	\$ (2,200)	\$ 5,030	Allowance to clean meeting rooms after rentals/parties. Usage non existant in 2020 and 2021 due to COVID. 2022: Maintained the same amount as 2021. 2022 Projection includes additional services for water extraction unrelated to club room rental; therefore income will not match expense. 2023: Based on 32 rentals = \$4,800 based on at \$150 per event + misc cleanings within the building (water extraction, pool party clean up, etc.)
Uniforms	\$ 571	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ 800	\$ 550	\$ 132	Allowance for Maint Tech uniforms. 2021 anticipates new uniform order in the fall. 2022: Maintained the same rate. Reduced by \$550 based on CCFC feedback. 2023: \$800 budgeted to allow for winter uniforms.
Total Cameron Club Maintenance & Operations	\$ 394,352	\$ 353,193	\$ 384,388	\$ 421,636	\$ 333,007	\$ 425,528	\$ 441,298	\$ 19,662	\$ 373,754	
Trash & Recycling										
Trash & Recycling Services For 2022, Trash Pick-up Main Only	\$ 315,339	\$ 323,158	\$ 362,573	\$ 376,433	\$ 272,502	\$ 365,383	\$ 376,433	\$ -	\$ 318,533	Based on the contract with Bates for all sub-associations except Main Street - through 12/25 of \$312,797.16/\$26,066 per month. 2022 budget includes a 2% landfill increase on base contract effective July 1. Avg recycling fees: \$2700 per month/\$32,400 annual. Main Street uses Republic Services with an avg cost of \$15,956 plus 2% landfill increase = \$16,275 2023: Based on current (Bates) amount of \$29,300 (which includes 3% contract increase and includes recycling avg of \$2300) x 12 = \$351,600; Main Street Condos (Republic) \$1332.59 x 12 = \$15,991.08 x 3% increase = \$16,471; Landfill increase of 3% effective July for (\$4,600 per month)Grand total of \$372,678. This does not include \$2500 (per month since April) fuel surcharge which has not been approved. In discussion with FAC, increased budget from \$372,678 to \$376,433.
Recycle Services	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Trash - Main Street	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Trash & Recycling	\$ 315,339	\$ 323,158	\$ 362,573	\$ 376,433	\$ 272,502	\$ 365,383	\$ 376,433	\$ -	\$ 318,533	
Other Expenses										
Other Expenses	\$ -	\$ 2,603	\$ -	\$ -	\$ -			\$ -	\$ 521	

Cameron Community Association, Inc.
2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Sign Expenses										Allowance to replace various signs throughout the community. 2021: Projection includes anticipation of new signs for trash cans, visitor parking, and no parking. 2022: Maintained the same amount. 2023: Maintain the same amount. In discussion with FAC, reduced recommended amount of \$5,000 to \$2,500.
	\$ 696	\$ 2,481	\$ 273	\$ 2,500	\$ 2,253	\$ 2,500	\$ 2,500	\$ -	\$ 695	
Total Other Expenses	\$ 696	\$ 5,084	\$ 273	\$ 2,500	\$ 2,253	\$ 2,500	\$ 2,500	\$ -	\$ 1,215	
								\$ -		
Total Direct Operating Expenses	\$ 1,409,557	\$ 1,251,953	\$ 1,377,660	\$ 1,472,538	\$ 1,153,486	\$ 1,471,173	\$ 1,501,460	\$ 28,922	\$ 1,326,860	
General and Administrativbe Expenses										
Professional Services										
Audit & Tax Services										Allowance for completion of annual audit and tax and taxes. 2022: Based upon engagement letter pending Board approval (\$6,500 audit, \$550 taxes, and \$26 bank confirm). Changed from \$7,500 to \$7,200 which includes a small allowance for bank confirmations. 2023: New engagement signed for 2022/23 audits and taxes: 2022 annual audit is \$6700 + \$600 for tax return each + \$32/ account (7 accounts at this time) confirmed per year.
	\$ 6,700	\$ 12,456	\$ 7,153	\$ 7,200	\$ 7,274	\$ 7,274	\$ 7,525	\$ 325	\$ 7,882	
Reserve Studies										2021: Reserve Study being updated. No allowance is included for 2022 as another Update will not be necessary until 2023 or 2024. 2023: Reserve Study completed in 2022. Recommend financial update due to multiple project completion and inflation/materials increase during 2022. Cost based on the proposal received. 2023: Proposal received for FY2023 Level III Reserve Study Update - \$2,950
	\$ 4,820	\$ -	\$ 4,900	\$ -	\$ -		\$ 2,950	\$ 2,950	\$ 1,944	
Legal Services - General Counsel										Allowance for legal consultation. 2021: YTD exceeds the budget. Included remaining allowance of \$13k for the balance of 2021. 2022: Based on 4-year avg. 2023: Based on a 4-year average.
	\$ 52,448	\$ 64,520	\$ 70,700	\$ 40,000	\$ 32,459	\$ 47,196	\$ 45,000	\$ 5,000	\$ 45,908	

Cameron Community Association, Inc.
2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Legal Services	\$ 3,800	\$ 3,500	\$ 3,800	\$ 4,000	\$ 2,900	\$ 4,000	\$ 4,000	\$ -	\$ 4,283	Allowance for a legal retainer for a phone consultation at \$300 per month and includes Board training as well as an Annual Registered Agent fee of \$200. 2023: Maintain the same amount.
Legal Services - Collections	\$ 30,368	\$ 29,597	\$ 34,697	\$ 25,000	\$ 18,583	\$ 21,475	\$ 25,000	\$ -	\$ 28,982	Allowance for costs to pursue delinquencies. 2021: Projection is based on a mid-year average. 2022: Increased to \$25k taking into account the 4-year average and costs of 2021. 2023: Remain at \$25,000; collections have been less than the national average of 3-5%.
Consulting Services	\$ 2,610	\$ -	\$ -	\$ -	\$ -			\$ -	\$ 1,226	
Total Professional Services	\$ 100,745	\$ 110,073	\$ 121,250	\$ 76,200	\$ 61,216	\$ 79,945	\$ 84,475	\$ 8,275	\$ 90,225	
Activities										
Events and Awards	\$ 33,878	\$ 11,383	\$ 22,559	\$ 30,000	\$ 15,007	\$ 25,000	\$ 33,000	\$ 3,000	\$ 32,697	Does not include Pride of Ownership. 2023: Budget request received from Committee at \$37,500: Egg Hunt \$3000, Fourth of July \$4000, Pool Party \$11,000, Halloween \$3000, Holiday Party \$11,000. \$5500 for miscellaneous events, including wine tasting, happy hour, trivia night, movie night, and casino event. Reduced from \$37,500 to \$33,000 during budget draft v3 discussion with FAC.
Activity Charges	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	
Total Activities	\$ 33,878	\$ 11,383	\$ 22,559	\$ 30,000	\$ 15,007	\$ 25,000	\$ 33,000	\$ 3,000	\$ 32,697	
Communications										
Other Communications	\$ 3,544	\$ 961	\$ 4,900	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 2,557	Allowance for DMS updates, smaller mailings, postcards, and reminders. Also includes costs for monitoring Social Media of \$395 per month. 2021: Projection assumes the full amount to be spent. 2022: Includes the costs to get badges for volunteer Photographers and new photos for CamClub (we already have the frames). A small budget was added for the potential use of signage. Logo/branding package for community desired. 2023: Maintained the same amount based on Committee feedback.

Cameron Community Association, Inc.

2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Newsletter Services										Allowance for the bi-monthly newsletter at avg \$2618 per issue - 5 issues (no summer issue) in total and includes postage. Dropbox allowance of \$80 per month = \$960. 2022: Maintained the same amount. 2023: Maintained the same amount pending Committee feedback.
	\$ 8,659	\$ 14,259	\$ 13,647	\$ 15,300	\$ 4,693	\$ 15,300	\$ 15,300	\$ -	\$ 12,965	
Web Site Maintenance										Allowance for website maintenance, Constant Contact. 2021: Projection assumes the full amount to be spent. 2022: Maintained the same amount as 2021. Increased by \$1,400 based on Comm Com feedback. Includes allowance to update the website. 2023: Maintained the same amount pending Committee feedback.
	\$ 2,594	\$ 1,552	\$ 3,029	\$ 4,900	\$ 1,053	\$ 4,900	\$ 4,900	\$ -	\$ 1,783	
Social Media (new)										2023: Maintained same amount pending Committee feedback.
	\$ -	\$ -	\$ -	\$ 6,000	\$ 3,555	\$ 6,000	\$ 6,000	\$ -	\$ -	
Total Communications	\$ 14,798	\$ 16,772	\$ 21,576	\$ 29,200	\$ 9,301	\$ 29,200	\$ 29,200	\$ -	\$ 17,306	
<u>Insurance</u>										
D&O Premiums										2021 Projection: Policy exp 4/15/22, reflects monthly amortization of premium of \$4,765. 2022: Includes an increase of 5%. 2023: Spoke to Cascade Insurance and Agent recommended budgeting 7-9%.
	\$ 5,122	\$ 5,255	\$ 4,894	\$ 5,050	\$ 3,683	\$ 5,436	\$ 5,925	\$ 875	\$ 4,966	
General Liability Insurance										2021 Projection: Policy exp 4/15/22 and reflects monthly amortization of annual premium of \$8,914. 2021: Included a 5% increase. 2023: Spoke to Cascade Insurance and Agent recommended budgeting 7-9%.
	\$ 15,072	\$ 18,495	\$ 10,481	\$ 9,360	\$ 6,692	\$ 5,069	\$ 5,526	\$ (3,834)	\$ 13,409	
Umbrella Insurance										2021: Policy exp 4/15/22 and reflects the monthly amortization of the annual premium of \$4,644 2022: Includes an increase of 5%. 2023: Spoke to Cascade Insurance and Agent recommended budgeting 7-9%.
	\$ 10,161	\$ 14,898	\$ 7,371	\$ 4,900	\$ 2,971	\$ 5,111	\$ 5,571	\$ 671	\$ 10,304	
Worker's Compensation										2021: Policy exp 04/15/22 and reflects the monthly amortization of the annual premium of \$620. 2022: includes an increase of 5%. 2023: Spoke to Cascade Insurance and Agent recommended budgeting 7-9%.
	\$ 1,694	\$ 653	\$ 627	\$ 650	\$ 439	\$ 620	\$ 676	\$ 26	\$ 1,326	

Cameron Community Association, Inc.

2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Crime Protection Coverage	\$ -	\$ 3,600	\$ 3,600	\$ 3,780	\$ 2,420	\$ 4,626	\$ 5,042	\$ 1,262	\$ 1,440	2020 Projection: Policy exp 01/01/22 and reflects monthly amortization of annual premium of \$3600. 2022: Includes an increase of 5%. 2023: Spoke to Cascade Insurance and Agent recommended budgeting 7-9%.
Cyber Liability \$3 \$1 Million Coverage	\$ -	\$ 3,495	\$ 3,495	\$ 3,670	\$ 3,625	\$ 4,833	\$ 3,670	\$ -	\$ 1,398	2021 Projection; Policy exp 01/01/22 and reflects monthly amortization of annual premium of \$3,495. 2022: Includes an increase of 5%. 2023: Cascade recommends reducing Cyber liability coverage from \$3 million to \$1 million. This would drop the amount from almost \$4500 down to approximately \$1500 per year. Budget \$2000 for the year.
Insurance Expenses for Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ 9,918	\$ -	\$ -	\$ -	\$ -	Monument sign - current expenses will be offset by insurance proceeds check from Liberty Mutual in the amount of \$24,622.10. This new GL is not budgeted but only shows insurance expenses for the July 22, 2022 monument claim.
Total Insurance	\$ 32,049	\$ 46,396	\$ 30,468	\$ 27,410	\$ 29,747	\$ 25,695	\$ 26,410	\$ (1,000)	\$ 32,843	
<u>Management Services</u>										
Administrative Salaries	\$ 305,780	\$ 261,405	\$ 346,993	\$ 356,000	\$ 268,558	\$ 390,690	\$ 408,690	\$ 52,690	\$ 289,006	2021: Based on an existing salary structure. 2022: Includes a small allowance for annual increases. 2023: Based on existing staff structure as approved by the Board and includes annual increases
Payroll Taxes/Benefits/Costs	\$ 91,668	\$ 44,722	\$ 46,134	\$ 69,385	\$ 39,054	\$ 69,000	\$ 69,533	\$ 148	\$ 65,871	2021: Projection reflects taxes, etc in accordance with the management agreement. 2022: Same. 2023: Same as above.
Management Reimbursements	\$ 2,758	\$ 361	\$ (156)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,628	2021: Amounts incorporated into a management agreement. 2022: same 2023: Maintain the same amount.

Cameron Community Association, Inc.
2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Management Fees	\$ 160,679	\$ 116,622	\$ 147,798	\$ 149,984	\$ 112,167	\$ 149,984	\$ 151,272	\$ 1,288	\$ 149,274	2021: Projection reflects contracted amounts with CAMP and renewal rates effective August 1. 2021: Based upon approved management agreement. 2022: Based on approved management contract. 2023: Based on approved management contract.
Total Management Services	\$ 560,885	\$ 423,110	\$ 540,769	\$ 575,369	\$ 419,779	\$ 609,674	\$ 629,495	\$ 54,126	\$ 505,779	
Administration										
Bank Charges	\$ 282	\$ (637)	\$ 284	\$ 240	\$ 481	\$ 1,152	\$ 500	\$ 260	\$ 8	2021: Assumes the full amount to be spent. The projection includes fees from PMC due to the transition. 2022: Maintained the same amount. Includes monthly service charge from Congressional Bank. 2023: Forbright Bank (formerly Congressional Bank) is paying 1.1% on ICS Sweep Acct. Increase the budgeted amount to \$500
Meeting Expense	\$ 8,714	\$ 7,551	\$ 7,833	\$ 10,500	\$ 5,434	\$ 10,500	\$ 10,500	\$ -	\$ 8,479	Allowance for meeting expenses (ie. food - NTE \$75 per Committee, nameplates, board meetings minutes, etc). Include a small allowance of approximately \$250 - \$300 for staff appreciation lunches, as well as the description noted in column O. 2023: Maintain the same amount.
Acct Setup/DD/Coupons	\$ 9,874	\$ 6,523	\$ -	\$ -	\$ -			\$ -	\$ 7,198	2021: No expense anticipated due to change in Management Company.
Collection Charges	\$ 2,258	\$ 8,814	\$ 2,867	\$ 4,000	\$ 869	\$ 4,000	\$ 4,000	\$ -	\$ 4,184	Allowance for cost of collections, delinquency notices, etc. 2021: Projection is based on operating history. 2022: Based upon operating history. 2023: Based upon operating history.
IT SUPPORT Computers & Network	\$ 20,629	\$ 18,841	\$ 19,099	\$ 18,000	\$ 14,100	\$ 19,500	\$ 21,600	\$ 3,600	\$ 17,030	2021: The projection includes a new IT contract with GRS at \$1,500 per month. 2022: reflects annualized contract costs with GRS, including comprehensive coverage for small troubleshooting as needed. 2023: New three-year contract signed 8/1/22 - 7/31/25; Added two ProFIT computers to the IT Prev Maint /Services. \$1800/month for 3 years unless we add computers to this contract. \$1800 x 12 mos = \$21,600 per year.
Licenses and Permits	\$ 500	\$ 639	\$ 1,159	\$ 2,200	\$ 1,957	\$ 2,200	\$ 2,200	\$ -	\$ 1,303	Allowance for permits (elevator, fire, pool, registered agent fee, SCC, hydrant fee). 2021: Projection assumes the full amount to be spent. 2022: Maintained the same amount. 2023: Maintain the same amount.

Cameron Community Association, Inc.
2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Architectural Comprehensives	\$ 3,892		\$ -	\$ 4,000	\$ -	\$ -	\$ 3,000	\$ (1,000)	\$ 1,725	Allowance for ARC Comprehensive process to be completed. 2021: Projection does not reflect any expense as this will be handled internally with ARC Administrator 2022: Maintained small allowance for supplemental assistance if needed. 2023: All ARC handled internally; budget a small amount in case assistance is needed.
Office Supplies	\$ 10,722	\$ 5,256	\$ 4,717	\$ 5,500	\$ 6,196	\$ 6,800	\$ 7,000	\$ 1,500	\$ 5,873	Allowance for misc office supplies. 2021: Based on monthly operating history. 2022: Reduced based on 2021 operating history and 4-year avg. 2023: Based on 2022 operating history and 4-year avg
Postage	\$ 16,864	\$ 10,948	\$ 6,150	\$ 10,000	\$ 3,329	\$ 5,200	\$ 6,000	\$ (4,000)	\$ 10,591	Allowance for mass mailings and misc letters. 2021: Projection is based on year-to-date history and anticipation of a large annual meeting mailer. 2022: Maintained the same amount. 2023: Reduced postage from \$10,000 to \$6,000 based on current usage.
Printing & Copying	\$ 19,035	\$ 12,846	\$ 10,989	\$ 5,500	\$ 4,305	\$ 5,500	\$ 8,000	\$ 2,500	\$ 13,121	Allowance for Welcome Packages, stationary, business cards, gov doc booklets, etc. 2021: Projection assumes the full amount to be spent. 2022: Maintained the same amount. 2023: Based on current usage and adding in the election and budget printing/coping costs.
Office Equipment Lease	\$ 7,703	\$ 6,586	\$ 5,713	\$ 6,000	\$ 3,637	\$ 5,325	\$ 6,000	\$ -	\$ 6,483	Allowance for copier through Arrow Technology and postage meter through Pitney Bowes. 2021: Projection based on 2021 operating history and avg monthly costs. 2022: Reduced slightly based on 2021 operating costs. Also reflects a reduction in hard copy Board and Committee packages as all are electronic. 2023: Maintain the same amount based on usage and 5-year average.

Cameron Community Association, Inc.
2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Bundled Telecom Services										Allowance for Comcast services for \$750 plus \$118 for VOIP through GRS per month, which includes 5 office phone lines. Comcast includes internet, cable, TV equipment rentals, and all phone lines. The 2021 Projection reflects the recent change effective Aug 1. 2023: VOIP to \$220.00 per month. Comcast: \$700/month. Access System -- Shuttle bus cellular modem @ \$48/bus/month = \$96/month x 12 = 1,152.00 per year. Total Bundled Services for 2023 = \$12,192 As of 10-17-22, we are negotiating a new contract with a minimum of \$1,000 in savings for the year. This includes new cable boxes for the fitness center TVs, faster internet needed for new access systems, and removal of the fax telephone line.
	\$ 11,216	\$ 11,991	\$ 8,723	\$ 10,500	\$ 8,753	\$ 11,537	\$ 12,192	\$ 1,692	\$ 10,179	
Annual Meeting Expense										Allowance for costs related to Annual Meeting (ie. food, school reservations, etc). 2022: Increased by \$1500 to account for refreshments and increase in online voting expense. This does not include the cost of printing the first Annual Meeting notice or the Candidate Statements which are covered under Printing/Copying expenses. 2023: Maintain the same amount.
	\$ 750	\$ 3,341	\$ 6,484	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 2,886	
Temp Desk Coverage										Allowance for Saturday office coverage. 9 a.m. - 1 p.m. 2021: Half of the year is impacted by COVID limitations and it has not been necessary to add a person to Saturday at this time. 2022: Maintained the same amount to allow the Board flexibility to offer this if desired. 2023: Maintained the same amount to allow the Board flexibility to offer this if desired.
	\$ 4,780	\$ 4,336	\$ -	\$ 6,000	\$ -	\$ -	\$ 3,000	\$ (3,000)	\$ 3,489	

Cameron Community Association, Inc.
2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Parking Enforcement	\$ 9,113	\$ -	\$ 943	\$ 31,200	\$ 15,252	\$ 22,574	\$ 33,696	\$ 2,496	\$ 9,017	Allowance for parking enforcement. Based on proposal rec'd from B & B Security at \$25 per hour rate for 24 hours per WEEK (minimum) - 1,248 total hours annually. 2021: Assumes Board decides at September meeting to implement services with B & B Security which would cover 14 remaining weeks for a cost of \$9507. 2022: Based on an annual contract with B & B Security for 52 weeks per year. 2023: Annual contract ends 12/31/22 -- Proposal received January 2023 is \$27 x hr x 24 hrs per week x 52 weeks = \$33,696.
Courier Service	\$ 390	\$ 462	\$ 35	\$ 400	\$ 50	\$ 150	\$ 150	\$ (250)	\$ 455	Allowance for courier service as needed. 2022: Reduced amount from \$750 to \$400. 2023: Reduced to \$150 based on 2022 use of courier service.
Software Licenses	\$ -	\$ 422	\$ 259	\$ 500	\$ 963	\$ 1,200	\$ 1,900	\$ 1,400	\$ 136	Allowance for licenses as needed. Website Domain Renewal renewed in 9/2020 for 5 years for \$185. Host Gator renews in 5/22 for \$203.40 Includes renewal of google suite emails, adobe, etc. 2022: Maintained the same amount. 2023: Adobe Pro \$14.99/mo + Website Domain \$16.95/mo + Zoom - \$176.89 + Dropbox - \$79.95 per month + Microsoft - \$8.93/mo + Gator Host \$203.40 per year. Added services to ProFIT computer in the main lobby.
Decals & Parking Passes	\$ 3,745	\$ 2,179	\$ 9,227	\$ 7,500	\$ 9,498	\$ 10,355	\$ 7,500	\$ -	\$ 3,789	Allowance for parking passes, annual visitor passes, and annual decals. 2022: Maintain the same amount. 2023: Maintain the same number. During the budget review with FAC, CAMP reduced recommended amount from \$9,500 to \$7,500.
Miscellaneous	\$ 1,015		\$ 466	\$ -	\$ 100			\$ -	\$ 590	n/a
Total Administrative	\$ 131,480	\$ 100,097	\$ 84,948	\$ 127,040	\$ 74,925	\$ 110,993	\$ 132,238	\$ 5,198	\$ 106,537	
Total General and Administrative	\$ 873,835	\$ 707,831	\$ 821,570	\$ 865,219	\$ 609,976	\$ 880,507	\$ 934,818	\$ 69,599	\$ 785,388	
Income Taxes										

Cameron Community Association, Inc.

2023 Operating Budget- Draft V3

	2019	2020	2021	2022	2022	2022	2023	2022 vs 2023	5 Year Avg.	CAMP NOTES
	Actual	Actual	Actual	Budget	YTD	Projections	Budget	Net Change		
Income Tax										2021 projection based on estimated tax payments received from the auditor of \$2250 per quarter. 2022: Based on 21.6% of the interest income (\$24,500 + \$16k as noted above). 2023: Based on 21.6% of interest income of \$37,384, estimate is \$8,075.
	\$ 10,107	\$ 7,204	\$ 8,500	\$ 10,000	\$ 7,750	\$ 9,000	\$ 8,075	\$ (1,925)	\$ 6,978	
Total Income Taxes	\$ 10,107	\$ 7,204	\$ 8,500	\$ 10,000	\$ 7,750	\$ 1,250	\$ 8,075	\$ (1,925)	\$ 6,978	
Total Expenses	\$ 2,293,499	\$ 1,966,988	\$ 2,207,730	\$ 2,347,757	\$ 1,771,212	\$ 2,352,930	\$ 2,444,353	\$ 96,596	\$ 2,119,225	
NET SURPLUS (Deficit)	\$ (41,426)	\$ 272,537	\$ 72,961	\$ -	\$ 73,925	\$ 9,880	\$ (87,937)	\$ (87,937)	\$ 99,983	

#REF!

Investment Schedule

#REF!

Congressional Bank (Operating)

Description			Account Number		
Congressional Money Market			XXXXXX1029		
Congressional ISC			XX-XXX2-10-0		

Congressional Bank (Reserves)

Description			Account Number		
Congressional Money Market			XXXXXX5740		
Congressional ISC			XX-XXX2-57-1		

Morgan Stanley - Cash (Reserves)

Description	Bank Name		Account Number		
Money Market Account	Morgan Stanley		504-050071-531		

Morgan Stanley - CDs (Reserves)

Description	Bank Name	Original Investment Cost	CD Number	Issued Date	Term in Years
bmw Salt Lake	Morgan Stanley	105,000.00	05580AUA0	1/17/2020	2
MS Private Bank	Morgan Stanley	107,000.00	61760A4E6	12/12/2019	3
State Bank of India	Morgan Stanley	52,000.00	856283X50	1/27/2022	1
American Express	Morgan Stanley	101,000.00	02589AB50	3/31/2020	3
Capital One Glen Allen	Morgan Stanley	77,000.00	14042TDQ7	4/22/2020	3
Synchrony DRAPER	Morgan Stanley	54,000.00	87164YC93	10/8/2021	2
Goldman Sachs New York	Morgan Stanley	52,000.00	38149MV26	1/26/2022	2
Ally Bank	Morgan Stanley	101,000.00	02007GPD9	3/31/2022	2
Goldman Sachs New York	Morgan Stanley	54,000.00	38149MC76	10/13/2021	3
American Express	Morgan Stanley	40,000.00	02589AC34	4/6/2022	3
Capital One Bank	Morgan Stanley	40,000.00	14042TFC6	4/6/2022	3
American Express	Morgan Stanley	77,000.00	02589ACP5	5/11/2022	3

	Cash Balance as of 05/31/2022	June 2022 Cash Sweeps	Interest Posted in June 2022	Cash Balance as of 06/30/2022	
	120,050.47	(50.47)	64.11	120,064.11	1010-08
	122,852.83	50.47	56.57	122,959.87	1010-09

Combined Ending Cash Balance \$243,023.98

	Cash Balance as of 05/31/2022	June 2022 Cash Sweeps	Interest Posted in June 2022	Cash Balance as of 06/30/2022	
	125,052.56	(291.21)	448.69	125,210.04	1020-08
	1,813,467.79	291.21	834.90	1,814,593.90	1020-30

Combined Ending Cash Balance \$1,939,803.94

	Cash Balance as of 05/31/2022	June 2022 Wire, (P) & R	Earned Interest in June 2022	Cash Balance as of 06/30/2022	
	519.37	-	987.06	1,506.43	1020-20

Ending Cash Balance \$1,506.43

Term in Months	Maturity Date	APR	Investment Amount	Accrued Interest as of 06/30/2022	
24	7/18/2022	1.650%	105,000.00	784.89	1020-40
36	12/12/2022	1.850%	107,000.00	97.35	
12	1/27/2023	0.400%	52,000.00	87.76	
36	3/31/2023	1.450%	101,000.00	366.13	
36	4/24/2023	1.350%	77,000.00	195.97	
24	10/10/2023	0.400%	54,000.00	48.98	
24	1/26/2024	0.800%	52,000.00	178.12	364,000.00
24	3/28/2024	1.950%	101,000.00	489.68	
36	10/15/2024	0.650%	54,000.00	74.80	
36	4/7/2025	2.550%	40,000.00	236.89	
36	4/7/2025	2.550%	40,000.00	236.89	
36	5/12/2025	3.100%	77,000.00	324.32	

1.84167%

0.02 \$860,000.00 \$3,121.78

Ending Cash Balance \$1,506.43

Accrued Interest as of 06/30/2022 \$3,121.78

Total CDs @ Face Value \$860,000.00

Est 23 Interest Income

19,960.53

***Remember to change the interest subcat to Interest Income-Reserves**

9,920.00

6,703.67

36,584.20

Reserves Projects as Noted in the Reserve Study

INCOME

Assessment Allocation	\$388,290.00
-----------------------	--------------

EXPENSES

Clubhouse

Exercise equipment	\$35,100.00
Battery Backup/Light Fixtures	\$9,000.00

Pools

Whitecoat - Adult Pool	\$20,600.00
Whitecoat - Wading Pool	\$3,170.00
Pool Decking/Coping/Tiles	\$3,790.00

Pavements

Preventive Maintenance	\$64,400.00
Concrete/Sidewalk Pavers	\$45,000.00

Other Property Features

Ent Feature Walls/Signage	\$1,500.00
Tree Shrubbery - Disease/Dead	\$25,000.00
Property Line - Fences	\$160,000.00
Site Lighting	\$40,000.00
Storm Water Run Off	\$30,000.00
Irrigation System Upkeep	\$3,000.00
Site Items	\$2,500.00

Capital Components Added

Irrigation Upgrade	\$300,000.00
Security System Upgrade	\$25,000.00

TOTAL EXPENSES	\$768,060.00
----------------	--------------

*Based on the current Reserve Study - may not result in actual completion and projects may vary based on site conditions



Cameron Station Community Association, Inc.
Board Decision Request
October 25, 2022

TOPIC: Pool Management Contract Proposals
Resolution 2022-1007

Motion:

"I move to APPROVE High Sierra Pool as the new pool management company for the 2023 pool season to be expensed from Operating Funds with the caveat the American Pool contract is terminated, and that High Sierra Pool updates the language on the contract under Section 3; (b) 13."

Motion: _____

2nd: _____

Summary:

CSCA invited High Sierra Pool, Premier Pool Management, Premier Aquatics, and Paradise Pool Service to bid on the pool management contract for 2023. Attached find the proposals and Comparison Matrix.

CAMP Recommendation:

Management recommends High Sierra Pool services based on price and history of service at other communities. In addition, this company guarantees to have our swimming lessons issues resolved. Chemicals and Winterization products are included in the annual cost contract which results in savings to the community.

Budget Considerations:

To be expensed from Operating Funds – Pool Management.

10/5/22 Updated - Pool Management Contract - Comparison Matrix

2023

	<u>American Pool - 2022 Current Contract</u>	<u>American Pool</u>	<u>High Sierra Pool</u>	<u>Premier Pool Management</u>	<u>Premier Aquatics</u>	<u>Paradise Pool Service</u>
Contact	Austin Woodard, Regional Vice President, & Ben Rogers, Regional Manager		Uros Jelenkovic, Regional Manager	Nikola Pavlovic	Veliko Uzunangelov, Regional Manager	Edward Garcia, President
Annual Contract	\$55,895.00	\$58,695.00	\$92,000.00	\$106,200.00	\$107,960.00	\$91,850.00
Soft Opening (5/20 - 5/21)	\$25,274.57	13.3% estimated increase (\$28,636.08)	Included on annual contract	Included on annual contract	Included on annual contract	Included on annual contract
Lap Swimming (Weekdays only, 6 AM - 8 AM)					Included on annual contract	
Aqua Aerobics (Saturdays only, 9 AM - 10 AM)					Included on annual contract	
Extension of Pool (Weekends only after Labor Day weekend)					\$2,995 x 4 weekends = \$11,980	
Swimming Lessons offered?	No	No	Yes	No	No	Yes

Additional Guard hourly rate	\$27.25	\$28.60	\$25.00		\$30.00 (notice more than 48/hrs) - \$50.00 (notice less than 48/hrs)		\$45.00		\$25.00	
Disinfectant and PH Balancer (chemicals for opening and closing the pool)	not included (paid \$3,528.55)	Not included	Included on annual contract		Included on annual contract		Not included		Included on annual contract	
Winterization	\$3,254.43	12.2% estimated increase (\$3,651.47)	Included on annual contract		Included on annual contract		Not included		Included on annual contract	
Life Guards provided?	3 lifeguards on duty at all times, except one on duty during Lap Swimming and Aqua Aerobic hours.	3 lifeguards on duty at all times, except one on duty during Lap Swimming and Aqua Aerobic hours.	3 lifeguards on duty at all times, except one on duty during Lap Swimming and Aqua Aerobic hours.		3 lifeguards on duty at all times, except one on duty during Lap Swimming and Aqua Aerobic hours.		3 lifeguards on duty at all times, except one on duty during Lap Swimming and Aqua Aerobic hours.		3 lifeguards on duty at all times, except one on duty during Lap Swimming and Aqua Aerobic hours.	
Multi-Year options?	2023	2024	2024	2025	2024	2025	2024	2025	2024	2025
	\$58,695.00 (5%)	Did not request	\$97,000.00 (5.4%)	\$103,000.00 (6.2%)	\$110,000.00 (3.5%)	\$113,800.00 (3.4%)	\$111,750.00 (3.5%)	\$115,650.00 (3.5%)	\$96,440.00 (5%)	\$101,300.00 (5%)

Total	\$87,952.55	\$90,982.55	\$92,000.00	\$106,200.00	\$107,960.00	\$91,850.00
Comments	Not included in total cost: soft opening, lap swimming, aqua aerobics, extension of pool, chemicals, and winterization.	All-inclusive contract	All-inclusive contract	Not included in total cost: chemicals, and winterization.	All-inclusive contract	

SWIMMING POOL MANAGEMENT AGREEMENT

WHEREAS, High Sierra Pools Inc. (HSP) offers pool management services for the operation of commercial swimming pools and is an independent contractor; WHEREAS, Client wishes to hire HSP to perform certain specific pool management services for its swimming pool or swimming pools; WHEREAS, this Agreement supersedes any other prior agreements between the parties where those agreements or contracts conflict with the terms of this Agreement; WHEREAS, HSP desires that there be a mutual understanding of the scope and extent of its duties and that the overall relationship between the parties be clearly defined because of the potentially hazardous nature of a swimming pool and because of certain operating constraints; NOW THEREFORE, for good and valuable consideration and subject to the foregoing Recitals, the receipt and sufficiency of which are hereby acknowledged, HSP and Client agree as follows:

SECTION 1. GENERAL SPECIFICATIONS

OWNER / AGENT	PROPERTY NAME	SWIM FACILITY NAME
Community Management Corporation - VA 4840 Westfields Blvd Chantilly, VT 20151	Cameron Station Community 200 Cameron Station Blvd Alexandria, VA 22304	Cameron Station Community 200 Cameron Station Blvd Alexandria, VA 22304

SEASON DATES

Season 2023 (5/20/23 - 10/1/23)			Weekly Staff Hours
Pre Season: 5/20/23 - 5/26/23			60/week
Mon	Closed	Fri	Closed
Tue	Closed	Sat	10:30 AM - 8:30 PM
Wed	Closed	Sun	10:30 AM - 8:30 PM
Thu	Closed		
Main Season: 5/27/23 - 9/4/23			221/week
Mon	10:30 AM - 8:30 PM	Fri	10:30 AM - 8:30 PM
Tue	10:30 AM - 8:30 PM	Sat	10:30 AM - 8:30 PM
Wed	10:30 AM - 8:30 PM	Sun	10:30 AM - 8:30 PM
Thu	10:30 AM - 8:30 PM	Hol	10:30 AM - 8:30 PM
Extended Season: 9/5/23 - 10/1/23			60/week
Mon	Closed	Fri	Closed
Tue	Closed	Sat	10:30 AM - 8:30 PM
Wed	Closed	Sun	10:30 AM - 8:30 PM
Thu	Closed		

ADDITIONAL INFORMATION

This contract includes Disinfectant and PH Balancer, Area Supervisor, Spring Opening, Winterization.

PAYMENT SCHEDULE

Due on Mar 1st, 2023	\$9,200.00	Due on May 1st, 2023	\$18,400.00	Due on Jul 1st, 2023	\$18,400.00
Due on Apr 1st, 2023	\$9,200.00	Due on Jun 1st, 2023	\$18,400.00	Due on Aug 1st, 2023	\$18,400.00

Contract Price \$92,000.00

EXTRA SERVICES

OPTIONAL YEARS

2024 \$97,000.00

2025 \$103,000.00

* Initial to extend Swimming Pool Management Agreement at listed price

WHEREAS, High Sierra Pools, Inc. ("HSP") offers pool management services for the operation of commercial swimming pools and is an independent contractor.

WHEREAS, Client wishes to hire HSP to perform certain specific pool management services for its swimming pool or swimming pools; WHEREAS, this Agreement supersedes any other prior agreements or contracts between the parties where those agreements or contracts conflict with the terms of this Agreement and shall govern the relationship between HSP and Client;

WHEREAS, HSP desires that there be a mutual understanding of the scope and extent of its duties and that the overall relationship between the parties be clearly defined because of the potentially hazardous nature of a swimming pool and because of certain operating risks and constraints.

NOW THEREFORE, for good and valuable consideration and subject to the foregoing Recitals, the receipt and sufficiency of which are hereby acknowledged, **HSP and Client agree as follows:**

SECTION 2. SCOPE OF AGREEMENT:

Subject to the terms set forth herein in this Agreement, the Parties contemplate that HSP will provide certain pool management services which include the opening, operation of and management of Client's swimming pool or pools. HSP and Client will mutually agree upon and select a proposed opening date for the swimming pool or pools so long as the contemplated opening date is not delayed or prevented by unforeseen or unknown events, such as those identified in Section 14.6 and other reasons beyond the exclusive control of HSP.

SECTION 3. RESPONSIBILITIES OF CLIENT:

Client shall perform the following items in order for HSP to provide the primary and secondary responsibilities and services listed in Section 3 below:

1. Client shall ensure that the pool and that the pool equipment room is at all times available to HSP for it to perform its services while this Agreement is in effect and will provide HSP with full access to the pool on or before but no later than by May 1st of the first year of this Agreement in order for the pool to be drained and cleaned for the contemplated and mutually agreed upon date for the opening of the pool.
2. Client shall develop and provide a copy of the pool rules/regulations that it desires be applied to the pool operation and to the use of the pool. Client shall provide a mechanism to control or limit the use of the pool as required by law. Client is also responsible for communicating that pool users, members, and residents must refrain from distracting the lifeguarding staff when the lifeguarding staff is performing its lifeguarding duties and will ensure that HSP's lifeguards are not interrupted when providing their primary duties of lifeguarding and lifesaving. Client will distribute those pool rules among its users, members and residents before the start of the season. Client shall be solely responsible for the pass system to be utilized for Client's pool members, invitees, patrons, and guests.
3. Client is solely responsible for providing all of the security for the pool. At a minimum, Client shall provide working locks on all doors, gates and windows and shall maintain those locks. Client is solely responsible for providing and maintaining high quality and good condition fencing, walls, and other appropriate barrier to ensure a secure enclosure around the pool during the time that this Agreement is in effect. Client shall provide a security system or alarm system if necessary to secure the pool and pool area. Upon reasonable request by HSP, Client will provide security guards to protect HSP's personnel and to protect Client's members, invitees, patrons, and guests.
4. Client will notify HSP of any defects, deficiencies, and/or maintenance issues as to the pool and pool premises, including but not limited to any issues with the fencing, gates, doors, locks, windows, pool equipment, pump, chlorinator, vacuum, lifeguard stands, and/or other fixtures.
5. Client shall provide a minimum of three (3) sets of keys or key cards for the pool by no later than April 1st of this Agreement so that HSP and its personnel shall have access to any doors, gates, bathhouses, pool equipment room, lifeguard room/office, storage and/or any other areas that HSP needs for pre-opening services and for operation of the pool. If HSP is required to copy keys or key cards, Client agrees to pay for the costs of the duplicates so that HSP always has a minimum of three sets of keys or key cards.
6. Client will provide three large industrial sized trash cans with lids and one large industrial/commercial sized recycling bin with lid for use by HSP's personnel and for pool members, invitees, patrons, and guests. Client is responsible for providing and paying for any trash removal and sanitation services and for recycling services for the pool.
7. Client will provide copies of health department inspections and/or violations from prior seasons for operation of the pool and Client shall provide all the necessary documentation regarding the pool license.
8. Client will pay for the costs to apply for and to obtain any certificates or permits required by regulatory agencies to operate the pool and pool facility unless specified otherwise in Section 1 of this contract.
9. Client will provide an operational landline telephone connected and functional by no later than May 1st for 911 calls and other necessary, business-related local calls. The pool telephone must be blocked for long distance and international and collect calls. Client is responsible for any long distance, international and collect calls made from the pool telephone if Client fails to block the telephone use for any calls except for local and emergency telephone usage. In case a landline is not available, Client is required to provide 911 Call Box that is directly connected with emergency services.
10. Client shall at all times be responsible for compliance with any applicable building codes and health regulations. Client is responsible for maintenance and repair of the pool premises and the building premises, including the toilet and shower partitions, drywall, plumbing, and electrical systems, which must always be maintained in a safe and good working condition during this Agreement. Client shall promptly complete any and all necessary maintenance and repairs to the pool premises and pool equipment within the pool premises including but not limited to repair and maintenance of walls, drywall, plumbing, electric systems, windows, plumbing, decking, coping, tile, fencing, locking mechanisms, locks, security systems, area lights, and other items that HSP requires for a safe and successful operation

of the pool. Client shall also be responsible for the maintenance and repair of the pool premises, building premises, and any premises adjacent to the pool premises to ensure that there are no defects, deficiencies, or other unsafe conditions.

11. Client shall provide any fixtures for the pool or pools and Client shall solely be responsible for the repair or replacement of any fixtures for the pool as determined by HSP, including but not limited to diving boards, ladders, handrails, lifeguard stands, and other items.
12. HSP is not responsible for water damages caused by lack of waterproofed floors and walls in pump rooms and other rooms used by HSP personnel.
13. Client shall provide HSP with any equipment requested by HSP to maintain and to clean the pool premises, including but not limited to mops, hoses, brooms, leaf blowers, toilet plungers and hose nozzles that HSP shall need to clean and maintain the pool premises in the good condition provided by Client before start of the season unless Client and HSP have agreed otherwise, and Client pays HSP for providing those items.
14. Client shall provide HSP, at Client's sole expense, with any and all first aid and lifesaving equipment required by the local health department, Red Cross, or other regulatory agency, including but not limited to backboards with three straps and buckles and head immobilizer with two straps, rescue tubes (one per lifeguard), shepherd's (body) hooks attached to at least 12 feet non-telescopic poles and ring buoys, and AED if required by the county health code.
15. Client shall perform the initial cleaning of the bathhouses and bathrooms. Client shall also provide any additional cleaning and disinfection required by law or recommended to prevent disease exposure. Client shall provide soap, paper towels, tissues, toilet paper, cleaning supplies and other consumable supplies as needed throughout the pool season unless otherwise Client and HSP have agreed otherwise, and Client pays HSP for providing those items.
16. Client shall provide operational hot water heaters, mixing valves and scalding devices as required by local authorities in order to pass the pre-opening inspection for the pool to operate.
17. Client shall supply water and be responsible for water bills. If HSP determines that Client's swimming pool or pools need to be drained and refilled, Client will be responsible for any and all water costs. HSP is not responsible for any utility expenses.
18. Client shall provide any OSHA approved Personal Protective Equipment ("PPE") and devices, including, but not limited to hand washing stations, hand sanitizer, face masks, eye wash stations, chemical apron, goggles gloves and dust mask. Client shall also provide any special equipment and supplies because of COVID-19 or other epidemic, such as hand washing or hand sanitizer stations or other equipment recommended by the Centers for Disease Control or the American Red Cross or state and federal governments.
19. Client authorizes HSP to post a sign at the pool premises that identifies HSP as the pool management company for the pool.
20. Client shall post warning signs that indicate risk of use wading pool is assumed by the patrons and indicating that lifeguards do not perform lifeguarding services for the wading pools.
21. Client shall provide any furniture and/or equipment such as tables, chairs, loungers, and other items that Client wants to be available at the swimming pool or pools. Client shall provide each lifeguard station or stand with an umbrella.
22. Client shall give written notice thirty (30) days in advance of any change in the identity of the management company or the agent of Client with whom HSP communicates as to the services provided under this Agreement.
23. Client shall maintain proper ventilation of the pool, pump room, and pool facilities.
24. HSP strongly recommends that alcohol not be allowed at the swimming pool premises. If Client allows alcoholic beverages to be brought to the pool premises or to be consumed on the pool premises for special events and activities or if Client's members, invitees, patrons, and guests bring or consume alcohol on the pool premises, Client at all times is solely responsible and liable for any damages or consequential loss to any person or entity as a result of the use of alcohol. Client shall indemnify, defend and hold harmless HSP from any damages, injuries or consequential losses because of the consumption of alcohol at the swimming pool premises.

SECTION 4. TERMS OF SERVICE TO BE PROVIDED BY HSP:

HSP will provide the following pool management services:

(a) Pre-Season Services:

1. Prior to the opening of the pool for Client, HSP will perform an inspection of the pool equipment, bathhouse plumbing, filtration system, fixtures and freshwater plumbing system to determine if pool system is fully operational.
2. HSP will remove any pool cover(s) and will store on the premises of Client. For additional expense and at Client's request and approval of additional expense, HSP will store pool cover or pool covers off site for Client.
3. HSP will drain and clean the swimming pool at its discretion if HSP determines that cleaning is necessary.
4. HSP shall fill pool and start recirculation system as part of its pre-season services
5. HSP will install any of Client's fixtures for the pool, including but not limited to diving boards, ladders, handrails, lifeguard stands, and other items if applicable, so long as all such fixtures are in good condition and are not in need of any repair.
6. HSP will remove client's furniture and equipment that Client wants to be available at the swimming pool and arrange it as Client specifies. HSP is not responsible for the condition of any furniture and/or equipment.
7. HSP will order and store necessary chemicals for the operation of the pools or pools.
8. HSP shall use its reasonable best efforts to prepare Client's pool in a swim-ready condition at least five (5) business days prior to the opening date.
9. If not otherwise specified in Section 1, once Client pays fees and costs for applications and for permits, provides all necessary documentation, HSP will apply for all required permits and/or authorizations and lab testing required by local Health Department and regulatory agencies (unless otherwise specified in section 1) to operate the pool or pools and to have pool be in an operational condition and attend any required inspections. HSP will post all permits and certificates in Client's designated area. If certificates and/or permits for operating cannot be acquired by HSP due to any circumstance beyond the exclusive control of HSP, it shall be the responsibility of Client to secure certificates and permits for the opening of the swimming pool.

10. HSP will provide any required SDS required for chemicals to Client.

(b) Operational Services:

1. When the pool is open for the use of Client's members, invitees, patrons and guests, HSP will supply its lifeguard personnel for the opening, operation and closing of the main pool or pools. HSP's duties of lifeguarding and lifesaving are its primary responsibilities.
2. HSP will only provide limited services to a wading pool on the pool premises, which services include maintenance, repairs, cleaning and water testing and treatment under the same terms as the main pool, but which do not include any lifeguarding or monitoring of the wading pool use by HSP's personnel unless Client pays a separate fee to HSP for lifeguarding services for any wading pool. If Client does not pay for lifeguarding services for any wading pools, Client assumes all liability for any claims or damage that occurs in the wading pool or in the wading pool area. Client is responsible for the use of the wading pool and agrees to hold harmless, indemnify and defend HSP for any use of wading pool and any claims of injuries or damages from use or misuse of the wading pool.
3. If Client does not have a separate cleaning service, HSP may provide limited janitorial services for the bathhouse. However, HSP's personnel will only perform limited janitorial services for the bathhouse when HSP determines that such janitorial services do not affect the lifeguarding duties for the persons using the swimming pool. Such janitorial services are not meant to be a substitute for sanitization or disease prevention.
4. HSP will straighten and clean the Client's pool furniture and the pool area daily or as is needed.
5. HSP will brush, vacuum and skim pool(s) daily or as required at the beginning of their shifts. HSP will also provide extra, additional cleaning if Client requests same in advance and agrees to pay an additional fee.
6. HSP will clean skimmer baskets, backwash filter system and/or hand clean cartridge filters daily or as needed.
7. HSP will perform other cleaning functions as necessary to maintain pool deck and pool facilities.
8. HSP will check water purity, acidity, and disinfectant levels to comply with local Health Department standards and, in compliance with the local and state Health Department Codes, HSP will test disinfectant and pH levels hourly and adjust if needed. HSP may test for total alkalinity, calcium hardness and cyanuric acid will be conducted as required by local Health Department codes and regulations for swimming pools.
9. HSP will conduct two (2) written inspections per week or with such frequency as HSP and Client agree. HSP will meet with Client periodically to discuss pool operation at Client's reasonable request.
10. HSP shall have the exclusive right to decide when to close the pool or pools and the pool premises as a result of any event that HSP deems in its sole discretion to create an unsafe environment or which HSP exclusively determines impacts the opening and operation of the swimming pool premises, including but not limited to, any safety concern, utility service interruption, weather event or concern, security concern, health concern, mechanical failure, staffing concern, emergency situation, order by the local Health Department or other regulatory agency, permitting or licensing failure, Force Majeure, governmental action, unforeseen event, or any other causes outside of HSP's exclusive control, including any material adverse issue which excuses, impacts or delays HSP's performance. HSP shall close the pool or pools and the pool premises in the event of lightning or thunder and will reopen the pool premises forty-five (45) minutes after last occurrence of thunder or lightning or as the regulations of the local Health Department require. HSP shall not be in any way liable to Client or to Client's members, invitees, patrons and guests for any damages, delays in services, or any inconveniences because of the closing of the pool or pools or pool premises. Client shall also not be entitled to any reduction in the compensation due to HSP under this Agreement because HSP decides to close the pool or is unable to open the pool or pool facility for any of the reasons outlined in this paragraph.
11. HSP shall also close the pool and pool premises in accordance with local and applicable state regulations if control of disease is required or if vomit, human feces, animal feces, deceased animals, or other foreign or chemical agent is introduced into the pool water to perform additional maintenance and super-chlorination and cleaning if HSP determines such work is necessary for the health and safety of Client's members, invites, patrons and guests and for the use of the pool or pools. If additional chemicals are required, HSP will charge Client for the additional chemicals used and Client is responsible to pay the charges for the additional clients. Client shall also not be entitled to any reduction in the compensation due to HSP under this Agreement because HSP decides to close the pool or is unable to open the pool or pool facility.
12. If a holiday falls on a day that the pool is scheduled to be closed, HSP will open the pool for that holiday and close the pool on the following day instead, at the discretion of HSP.
13. HSP will schedule a ten (10) minute or fifteen (15) break each hour that the pool premises are open in order to allow its personnel to perform water testing, equipment checks, clean-up duties, and bathhouse and pool house inspections and to allow its lifeguard to have a break from lifeguarding duties and surveillance, at which time HSP shall order all persons to be out of the pool or pools and to be away from the water.
14. HSP's personnel are not ever responsible for any persons who use the wading pools and wading pool premises, including any minors with or without supervision by a parent or a legal guardian. Client will notify its members, invitees, patrons, and guests that all minors must be supervised at the pool premises by a parent or a legal guardian and that HSP assumes no responsibilities for the use of the wading pool.
15. After closing the pool for the day during this Agreement, HSP will lock and secure the pool premises. However, Client remains solely responsible for ensuring that adequate security measures exist and are functional. HSP shall have no responsibility or liability whatsoever for the pool premises after its personnel close the pool and pool premises or its personnel have left or exited the pool premises and/or pool facility, including but not limited to unauthorized or illegal usage of the pool by trespassers or if Client allows its members, invitees, patrons and guests to use the pool when HSP personnel are not present performing lifeguarding duties.

SECTION 5. POOL CHEMICALS, SUPPLIES AND MATERIALS:

1. HSP will obtain all required and necessary chemicals, test kit chemicals and other supplies to balance and maintain the chemistry, disinfectant and pH levels required by the local health department or regulatory agencies for the operation of the pool and shall pay for such chemicals as part of its services under this Agreement, unless HSP and Client otherwise agree in writing by addendum to this Agreement.
2. Client is responsible for the additional costs for treatment of unusual or abnormal water and pool conditions due to the presence of metals, high levels of phosphates, leaking swimming pool, inadequate filtration, any equipment or mechanical failures or other irregular conditions. HSP will notify Client of the additional costs, and Client shall promptly pay for the additional costs.

SECTION 6. HSP PERSONNEL:

1. All personnel employed by HSP to perform any services or work under this Agreement shall be employees of HSP for all purposes and not the employees of Client. HSP shall be solely responsible for all compensation paid to its employees and shall pay all payroll obligations, including Social Security and Medicare payments, FUTA, FICA, and taxes related to the work of its employees if applicable. HSP shall provide any legal benefits and shall provide worker's compensation benefits to its personnel. HSP shall ensure that its personnel hold required licenses and certifications. HSP will require its personnel to wear HSP's uniforms. HSP's personnel will have appropriate lifeguarding certification and pool operator's licenses and display such documentation as required by local and/or state law and regulations.
2. The number of HSP personnel is based upon the ratio that HSP requires for pool staffing and is based upon HSP's industry experience of the minimum number of personnel required for a potentially safe operation of the pool and pool premises. Consequently, if the number of pool patrons consistently varies from Client's estimate, the number of HSP's personnel will be adjusted as mutually determined by HSP and Client and the compensation due to HSP under this Agreement will be adjusted accordingly by Addendum to this Agreement executed by HSP and Client.
3. HSP has the exclusive right and sole discretion to increase the number of its lifeguarding personnel in order to maintain an acceptable ratio of lifeguards to pool users or to limit the number of pool users permitted at the pool premises as HSP determines in its sole discretion. In the unlikely event that Client will not agree to authorize and pay for the additional lifeguarding staff that HSP has determined is adequate, then and in that event, HSP may immediately terminate this Agreement without any notice to Client or may close the pool premises. Additional costs for lifeguard or for additional lifeguarding hours will be billed separately to Client at the price indicated within this Agreement or the Addendum if HSP increases its personnel because of its discretionary judgment that an increase is necessary to operate the pool.
4. HSP lifeguarding personnel shall hold nationally recognized lifeguarding certificates or other certification where required by the codes and local Health Department or regulatory agencies. HSP shall have the sole discretion as to the hours and days worked by its personnel for Client.
5. Client may request that HSP supply additional personnel for an additional fee of \$30 per hour for each partial hour or as otherwise specified by HSP per worker which fees are in addition to HSP's regular compensation set forth in this Agreement.
6. If Client is dissatisfied with any of HSP's personnel, Client shall provide HSP with a written statement of the reasons for its dissatisfaction and with the name of the worker. HSP will replace an employee if it determines that the Client's dissatisfaction is valid and reasonable within seventy-two (72) hours or no later than (3) business days, when possible, for HSP to do so.
7. If Client requires background checks or other specialized employment screening, Client must outline its requirement within thirty (30) days of full execution of this Agreement and provide the written policy or regulation that permits any specialized employment screening and shall pay any additional costs of HSP incurred by it for such screening and increased administrative costs for HSP, which will be billed as a separate fee to Client. HSP will provide documentation of the screening conducted when available to Client.
8. Client shall provide free parking for HSP's personnel.

SECTION 7. SPECIAL EVENTS AND SWIM TEAM EVENTS:

1. If Client allows pool or pools or pool premises to be used for special events and activities including but not limited to swim team practice, swim meets, aerobics classes, swim classes, pool parties, and other special use of the pool premises, either inside or outside the contracted hours for HSP personnel; HSP shall not be required to provide services for those special events and activities unless Client shall specifically hire HSP to provide personnel to perform services for those special events and activities. HSP has the right to refuse to provide services for any special events or activities. HSP shall provide advanced notice of its decision to refuse to provide services and shall not be liable or responsible for any damages or for any inconvenience to any person or entity or to Client for its decision to refuse to provide services for any special events or activities.
2. Upon Client's written request at least 10 days before any special events, HSP may provide personnel for special events and activities at a rate of twenty-five dollars (\$25.00) per hour per additional lifeguarding personnel and at a rate of thirty dollars (\$30.00) per pool manager or pool operator. Client must provide an estimated schedule and an estimate of the number of persons expected to participate and attend the special events and activities. Client must authorize and pay for a ratio of one lifeguard per twenty-five participants and attendees of any special events and activities.
3. HSP has the right and authority to eject any persons who do not comply with the pool rules or regulations or who engage in potentially unsafe conduct. If those persons who are asked to leave refuse to leave the pool premises, HSP may close the pool premises for the special events and activities upon notification to Client of its intent to close the pool premises. Client is at all times ultimately responsible for the conduct of its pool members, invitees, patrons, and guests and for the security of the pool premises and safety of HSP's personnel.

SECTION 8. SEASONAL CLOSING AND WINTERIZATION SERVICES:

HSP will perform the following services to winterize the pool facility after closing and on or before November 15th unless Client and HSP agree on a date certain:

1. HSP will backwash filtration system and remove drain plugs from filters that require draining and that are capable of draining.
2. HSP will drain recirculating and vacuum lines that require draining and are so constructed that they can be drained.
3. HSP will drain pumps and water lines that require draining.
4. HSP will unplug disinfectant feeders and chlorinator(s).
5. HSP will adjust water level.
6. If Client requests, HSP will install winterizing chemicals to control algae, at Client's cost for chemicals.
7. HSP will move and store diving boards, ladders, handrails, lifeguard chairs, pool fixtures, test equipment, first aid equipment, furniture, hoses, and other pool property within pool premises as requested by Client.
8. HSP will blow out skimmer line with compressor and add antifreeze.
9. HSP will install pool cover provided by Client so long as deck anchors and cover springs belonging to Client are functional and available. Client may have to replace deck anchors, cover springs and cover at Client's costs.
10. HSP will shut off main water supply, unless underground and within pool premises. Otherwise, HSP will notify Client of its responsibility to Water Authority if main water supply is located outside of pool enclosure or is underground.
11. HSP will provide OWNER with winterization report, lock pool premises and return all sets of keys and key cards to Client. When Client receives the winterization report as acknowledged by the Client's or HSP's signature, Client accepts the winterization as satisfactory and complete.
12. Client understands and releases HSP from any liability as to the winterization of the pool premises by HSP and acknowledges that HSP is not responsible for freeze damage, wear, tear and other problem and that winterization is not a guarantee that damage will not occur, due to the complicated nature of plumbing systems and water condensing within drained pipes and due to weather extremes except in the case of HSP's gross negligence.

SECTION 9. COMPENSATION TO HSP:

1. This Agreement presumes that certain costs remain fixed as of the date that HSP provides its services because of certain predictions made by HSP before services are provided as to HSP's expenses when the compensation that Client has agreed to pay HSP was negotiated. However, in the event that the minimum wage is increased by any federal, state or local government agency, then Client agrees to adjust and increase the total compensation paid to HSP to compensate it for the increase in the minimum hourly wages and other labor costs payable for HSP's personnel. Furthermore, HSP and Client recognize that Client may incur additional and extra charges because of increased costs incurred by HSP for providing its services, including but not limited to increased fuel expenses, increased costs for chemicals and supplies, and other price increases. Client agrees to pay any surcharges, which HSP calculates are due to it because of the actual expenses for providing its services.
2. At Client's request and for additional compensation, HSP may continue to perform services and to operate the pool or pools beyond the closing date set forth in Section 1. However, the date and times must be mutually agreeable to HSP and Owner and be set forth in a separate written addendum.
3. Client agrees to reimburse HSP membership fees paid to Compliance Depot, RMIS and other insurance verification vendors.
4. Any compensation owed by Client to HSP shall be paid in full within thirty (30) days of the invoice date or on the mandated date of payment above. Client shall pay HSP late fees of five percent (5 %) of the total owed for any payments that are not paid in full by the due date per month that Client owes HSP in addition to any other rights and remedies that HSP may have under this Agreement. HSP shall also be entitled to reasonable attorney's fees and costs for collection of any monies owed by Client to HSP.
5. HSP may suspend service temporarily or terminate this agreement with 5 days written notice in the event of non-compliance by Client or in the event payment is not received as outlined on the specification page.

SECTION 10. EQUIPMENT REPAIRS:

1. If Client hires HSP to perform repairs to the pool equipment and to the pool premises or to replace pool equipment to continue the operation of the pool or to maintain health and safety standards required for the pool to operate, those services will be extra and in addition to the services provided in Section 7. HSP will perform all such work in accordance with federal, state, county, local, and governmental codes and regulations.
2. HSP will notify Client of any repairs or replacement of equipment that HSP determines is needed to continue the operation of the pool or to maintain the health and safety standards required for the pool to operate. HSP will submit a written proposal of the estimated costs for equipment, applicable taxes, parts, and labor, which Client must approve before HSP is obligated to begin work. Once HSP begins the work approved by Client, Client is liable to pay HSP for its extra or additional services when completed.
3. It is understood and agreed to by Client that it shall pay all invoices for repair or replacement of equipment from thirty (30) days of the date of the invoice sent to Client by HSP unless HSP requests that Client pay in advance for replacement parts and equipment.
4. Any major service projects, for example but not limited to: pool resurfacing; deck, tile and coping replacement; pump room re-piping, pump and filter replacement – conducted by other than HSP vendors – those repairs need to be completed at least 3 weeks before scheduled opening day. If the deadline cannot be met, HSP cannot guarantee on-time opening.

SECTION 11. INSURANCE:

1. HSP shall maintain public liability insurance to cover accidents and injuries of pool users, including loss of life, directly due to the negligence of HSP and its personnel for accidents that occur within the pool premises during the contracted pool hours when HSP is providing services.

2. Client and HSP agree that Client shall also maintain public liability insurance to provide coverage for claims or injuries that may be sustained by any person while on the Client's premises, including the pool premises. Client shall maintain adequate public liability coverage for any special events or activities held at the pool premises (as detailed in Section 5) and to protect it from any liabilities occurring upon the swimming pool facility premises, regardless of whether HSP provides any lifeguarding services.
3. Client's public liability insurance shall be primary to the insurance of HSP unless HSP and Client agree in writing that HSP's insurance will be primary for any claims arising out of the alleged negligence of HSP and its employees. In the event that Client wishes to have it named as an additional insured or wishes another person or entity to be named as an additional insured on HSP's policy, Client will pay for the costs of such additional or extra coverage from HSP's insurer.

SECTION 12. RELEASE, INDEMNIFICATION AND LIMITATION OF LIABILITY:

1. Client expressly recognizes that the use of a swimming pool is a potentially dangerous activity and involves risks of injury and death. Consequently, Client agrees that HSP shall have no liability whatsoever for any claims, injuries, bodily injuries, deaths, losses, property damages, compensatory damages or any legal or financial responsibility by Client or by any person arising out of this Agreement and arising out of the services provided by HSP to Client. Client releases HSP and its personnel from any and all liabilities, claims, injuries, bodily injuries, deaths, losses, property damages, compensatory damages or any legal or financial responsibility arising out of this Agreement or for any reason other than the gross negligence or willful misconduct of HSP and its personnel, including but not limited to any claims of negligent performance of lifeguarding, of inadequate security, or any claims alleged to be due to mechanical failure of equipment, faulty or defective maintenance or construction of the swimming pool facility, or hydrostatic conditions.
2. Client acknowledges that the duties of lifeguarding take precedence over any other services provided by HSP. If Client permits its pool users, members and residents to distract or interfere with the lifeguarding duties of HSP's lifeguards, then Client shall indemnify, defend and hold harmless HSP and its personnel from any and all liabilities, claims, injuries and any legal or financial responsibility because Client permitted the distraction or interference.
3. Client releases HSP from any service interruption or any decisions by HSP to delay opening of the swimming pool facility or to close the swimming pool and the pool premises because of HSP's decision or HSP's concern about safety, utility service interruption, weather event or concern, security concern, health concern, mechanical failure, staffing adequacy, emergency situation, order by the local Health Department or other regulatory agency, permitting or licensing failure, Force Majeure, governmental action, unforeseen event, or any other causes outside of HSP's exclusive control, including any material adverse issue which adversely impacts, excuses or delays HSP's performance.
4. Client shall indemnify and hold harmless HSP and its personnel from any and all liabilities, claims, damages, losses, and expenses, including reasonable attorney's fees and costs, arising from and or related to any act, failure to act, or negligence on the part of the Client or arising out of the use of the pool premises for special events and activities or arising from any premises claim and from any claim about mechanical failure of equipment, faulty or defective maintenance or construction of the pool premises, or hydrostatic pressure.
5. Client shall indemnify and hold harmless HSP and its personnel from any and all liabilities, claims, damages, losses, and expenses, including reasonable attorney's fees and costs, arising from and or related to the use of alcohol at the swimming facility permitted or not prohibited by Client.
6. In no event, shall the indemnification and limitation of liability provision in this Section release either Client or HSP's insurers from those insurers' obligations to defend and to indemnify or any of their respective duties under the terms of any policy or policies of insurance.

SECTION 13. CLOSURES:

HSP reserves the right to close the pool for safety reasons, including any emergency situation, inclement weather, breakdown of equipment, inadequate security for the protection of the lifeguard at the facility, violation of local or state ordinance, or any other condition or circumstance which, in the sole judgment of HSP, endangers the health or safety of the lifeguard(s) or patrons, which shall not constitute a breach by HSP.

SECTION 14. TERMINATION OF AGREEMENT:

1. Time of the Essence for Execution of this Agreement: Client and HSP agree that HSP has the option to terminate and declare this Agreement void if it is not executed by Client and returned to HSP by February 1st or within 2 weeks if submitted after February 1st.
2. Notice Termination: Either Client or HSP may terminate this Agreement without cause and at any time after execution by providing the other party with Thirty (30) days written notice to other party of the intent to terminate the agreement. This Agreement will then terminate on the thirty-first date from the date of the notice. HSP is entitled to be paid for its services provided to Client, and termination of this Agreement will not affect Client's obligation of payment.
3. Client and HSP agree that HSP may in its sole and exclusive option terminate this Agreement with Thirty (30) days notice to Client if HSP determines that it cannot adequately staff Client's facility.
4. In the event that Client fails to make any of the payments required under this Agreement, fails to comply with any of the terms of this Agreement, or breaches any of the terms of this Agreement, HSP shall be entitled to terminate this Agreement for cause immediately. Upon written notice of termination sent by HSP to Client, HSP will have the right to cease all services to Client and will have the right to avail itself of any legal and equitable rights and remedies. Client agrees and shall pay HSP's reasonable attorney's fees and costs incurred because of Client's failure to pay timely HSP for its services.
5. In the event that Client believes that HSP has breached the terms of this Agreement, then Client shall give written notice of the alleged breach or non-compliance of the term of this Agreement and allow HSP seventy-two (72) hours from the date that HSP receives and acknowledges notification from Client to correct or cure the alleged breach or non-compliance. If Client does not agree that HSP has

corrected or cured the alleged breach after the seventy-two hours period of time, then this Agreement will terminate on the next business date that HSP is required to perform services for Client.

6. Client agrees that it is not a breach of this Agreement by HSP if HSP cannot provide its services under this Agreement by reason any unanticipated issues, circumstances, or acts beyond HSP's control, including but not limited to constraints on immigration and timely issuance of visas, strikes, labor dispute, labor shortage, lifeguard shortage, failure of utilities, change in immigration policies, changes or restrictions in or retroactive laws or regulations, pandemic, epidemic, war (declared or not), insurrection, riot, natural disaster, weather event, power failures, supply issues, unexpected increases in expenses incurred by HSP, act of God, force majeure or any other reason that unforeseeably delays or interferes with or negatively impacts HSP's performance of service under this Agreement. Any delay in HSP being able to provide services shall give Client no right to terminate this Agreement. HSP has a right to renegotiate contract price and/or charge and collect from Client extra compensation should any unanticipated issues, circumstances, or acts beyond HSP's control happen during the term of this Agreement.
7. In the event that Client or HSP shall become bankrupt, insolvent, or shall make a voluntary assignment for the benefit of creditors, either Client or HSP may terminate this agreement immediately by providing the other with written notice of termination.
8. The termination of this Agreement does not in any way release Client from its duties and obligations, including the obligation to pay HSP any monies owed to HSP for its services, including but not limited to the remaining compensation still owed to it under Section 1 and any extra charges. Additionally, the termination of this Agreement does not void Section 9 which continues in full force and effect forever. Furthermore, the termination of this Agreement does not affect the obligations or duties of Client's insurer or HSP's insurer.

SECTION 15. NON-COMPETITION PROTECTION:

Following the term of this Agreement, Client agrees not to hire or to contract with HSP's current or former employees to provide pool management services and agrees not to hire or to contract with any company in which HSP's current or former employees work in a management position for a period of two (2) years from the date that this Agreement terminates.

SECTION 16. GOVERNING LAW, INTERPRETATION, AND NO WAIVER:

This Agreement shall in all respects be interpreted, enforced, and governed under the laws of the Commonwealth of Virginia, without regard to its conflicts of law provisions. The provisions of this Agreement shall be deemed severable, and the validity or non-enforceability of any provision shall not affect the validity or enforceability of the other provisions of this Agreement. In the event of a dispute as to the meaning of any provision, this Agreement shall be interpreted in accordance with its fair meaning and shall not be interpreted either for or against either of the Parties hereto on the ground that such party drafted or caused to be drafted this Agreement or any part hereto. No provision of this Agreement may be waived except by a written agreement. A waiver of any term or provision shall not be construed as a waiver of any term or provision. The failure of any party to insist upon the strict performance of any understanding or term shall not be construed as a waiver or relinquishment of the right to insist upon the strict performance that understanding or term.

SECTION 17. ENTIRE AGREEMENT:

The Parties acknowledge that they have not relied on any representation or statement, written or oral, not set forth in this Agreement, and the provisions contained in this Agreement represent the entire agreement between the Parties and modify and supersede any and all prior agreements, correspondence, or communications concerning the subject matter of this Agreement.

SECTION 18. REVIEW AND UNDERSTANDING OF THIS AGREEMENT:

The Parties represent that, prior to signing this Agreement, they have read it, understood its terms and conditions voluntarily signed it.

SECTION 19: ACKNOWLEDGEMENT OF AUTHORITY:

Any individual signing this Agreement on behalf of any Party warrants and represents that he or she has all necessary and appropriate authority and approvals to bind and execute this Agreement on behalf of all entities and in all capacities for which they sign.

IN WITNESS, WHEREOF, the undersigned and authorized representatives of Client and HSP each duly execute this Agreement on the respective dates listed below, evidencing each of their binding agreement to this Agreement and its terms.

High Sierra Pools, Inc.

Client:

By: Radoslaw Kaczor 10/07/22
Signature of Authorized Agent Date

By: _____
Signature of Authorized Agent Date



"Where Customer Service is a Policy, Not a Department"

**COMMERCIAL SWIMMING POOL
MANAGEMENT AGREEMENT**

PROPOSAL #5228 A

**Cameron Station Community Association
200 Cameron Station Boulevard
Alexandria, VA 22304**

PREMIER POOL MANAGEMENT
12339 CARROLL AVENUE, SUITE B, ROCKVILLE, MD 20852 • Tel: (301) 989-2200 • Fax: (301) 989-2261
WWW.PREMIERSWIM.COM

PREMIER POOL MANAGEMENT, INC.
12339 CARROLL AVENUE, SUITE B, ROCKVILLE, MD 20852
MULTI-YEAR SWIMMING POOL MANAGEMENT AGREEMENT
Proposal # 5228 (Option A)—Year 1 of 3

SECTION I. PROPERTY INFORMATION

Facility Name and Address

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

Facility Owner/Agent

Cameron Station Community Association, Inc.
200 Cameron Station Boulevard
Alexandria, VA 22304

SECTION II. CONTRACT DURATION, OPERATING SCHEDULE AND PERSONNEL

The CONTRACTOR will maintain the aforementioned swimming pool between **May 27, 2023** and **September 4, 2023**.

Normal/Season Hours of Operation			School/Off Season Hours of Operation		
	Open	Close		Open	Close
Monday	10:30 AM	08:30 PM	Monday	10:30 AM	08:30 PM
Tuesday	10:30 AM	08:30 PM	Tuesday	10:30 AM	08:30 PM
Wednesday	10:30 AM	08:30 PM	Wednesday	10:30 AM	08:30 PM
Thursday	10:30 AM	08:30 PM	Thursday	10:30 AM	08:30 PM
Friday	10:30 AM	08:30 PM	Friday	10:30 AM	08:30 PM
Saturday	10:30 AM	08:30 PM	Saturday	10:30 AM	08:30 PM
Sunday	10:30 AM	08:30 PM	Sunday	10:30 AM	08:30 PM
Holiday	10:30 AM	08:30 PM	Holiday	10:30 AM	08:30 PM
Number of Lifeguards: 3 Lifeguard(s)			Number of Lifeguards: 3 Lifeguard(s)		
Hours per Lifeguard: 70 Hrs/week			Hours per Lifeguard: 70 Hrs/week		
Total Staff Hours: 210 Hrs/week			Total Staff Hours: 210 Hrs/week		

NOTE (only applies to properties with school hours): As of the date of this contract county public schools are scheduled to close on 6/15/23 and reopen on 8/21/23. If these dates change, additional charges may apply. The OWNER agrees to pay the additional charges.

SECTION III. ADDITIONAL COMMENTS

- A. This contract includes soft opening, pool season extension after Labor Day, aqua aerobics classes (Saturday) and lap swim (Monday-Friday). **See exhibit A for schedule specifics.**
- B. This contract includes janitorial supplies (including mops, brooms, sponges etc.), first aid kit supplies, and winterizing algaecide.
- C. Cost for additional lifeguard hours (**more** than 48 hours notice): **\$30/hr.**
- D. Cost for additional lifeguard hours (**less** than 48 hours notice): **\$50/hr.**
- E. Upon contract execution, the CONTRACTOR will conduct two service visits per month during the off-season.
- F. The CONTRACTOR will schedule and attend all health department inspections.
- G. Contract includes pool opening and closing. This contract will expire once the pool winterization has been completed.
- H. Contract includes chemicals necessary to maintain the disinfectant and pH levels as required by county Health Department.

SECTION IV. COMPENSATION SCHEDULE

Payment from the OWNER is to be received by the CONTRACTOR by the dates listed below.

Total Contract Price:	\$106,200.00	Note: In order for the "Early Bird Discount" to be honored the executed contract must be received by the CONTRACTOR no later than N/A. If applicable, the discount will be applied to the first Installment payment.	
"Early Bird Discount" Price:	N/A		
Due: January 1, 2023	\$0.00	Due: July 1, 2023	\$17,700.00
Due: February 1, 2023	\$0.00	Due: August 1, 2023	\$17,700.00
Due: March 1, 2023	\$0.00	Due: September 1, 2023	\$17,700.00
Due: April 1, 2023	\$17,700.00	Due: October 1, 2023	\$0.00
Due: May 1, 2023	\$17,700.00	Due: November 1, 2023	\$0.00
Due: June 1, 2023	\$17,700.00	Due: December 1, 2023	\$0.00

SECTION V. ACCEPTANCE OF PROPOSAL

This Contract consists of six (6) pages and nineteen (19) sections.

CONTRACTOR

Signature: _____

By: Vlad Chiscop, President Date: 10/07/2022

Owner's Initial(s) _____

OWNER

Signature: _____

By: _____ Date: _____

Please initial page(s) 2, 3, 4 and 5 of this contract where indicated.

PREMIER POOL MANAGEMENT, INC.
12339 CARROLL AVENUE, SUITE B, ROCKVILLE, MD 20852
MULTI-YEAR SWIMMING POOL MANAGEMENT AGREEMENT
Proposal # 5228 (Option A)—Year 2 of 3

SECTION I. PROPERTY INFORMATION

Facility Name and Address

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

Facility Owner/Agent

Cameron Station Community Association, Inc.
200 Cameron Station Boulevard
Alexandria, VA 22304

SECTION II. CONTRACT DURATION, OPERATING SCHEDULE AND PERSONNEL

The CONTRACTOR will maintain the aforementioned swimming pool between **May 25, 2024** and **September 2, 2024**.

Normal/Season Hours of Operation			School/Off Season Hours of Operation		
			<i>Note: Operating hours while county public schools are in session.</i>		
	Open	Close		Open	Close
Monday	10:30 AM	08:30 PM	Monday	10:30 AM	08:30 PM
Tuesday	10:30 AM	08:30 PM	Tuesday	10:30 AM	08:30 PM
Wednesday	10:30 AM	08:30 PM	Wednesday	10:30 AM	08:30 PM
Thursday	10:30 AM	08:30 PM	Thursday	10:30 AM	08:30 PM
Friday	10:30 AM	08:30 PM	Friday	10:30 AM	08:30 PM
Saturday	10:30 AM	08:30 PM	Saturday	10:30 AM	08:30 PM
Sunday	10:30 AM	08:30 PM	Sunday	10:30 AM	08:30 PM
Holiday	10:30 AM	08:30 PM	Holiday	10:30 AM	08:30 PM
Number of Lifeguards:	3 Lifeguard(s)		Number of Lifeguards:	3 Lifeguard(s)	
Hours per Lifeguard:	70 Hrs/week		Hours per Lifeguard:	70 Hrs/week	
Total Staff Hours:	210 Hrs/week		Total Staff Hours:	210 Hrs/week	

NOTE (only applies to properties with school hours): As of the date of this contract county public schools are scheduled to close on 6/15/24 and reopen on 8/21/24. If these dates change, additional charges may apply. The OWNER agrees to pay the additional charges.

SECTION III. ADDITIONAL COMMENTS

- A. This contract includes soft opening, pool season extension after Labor Day, aqua aerobics classes (Saturday) and lap swim (Monday-Friday). **See exhibit A for schedule specifics.**
- B. This contract includes janitorial supplies (including mops, brooms, sponges etc.), first aid kit supplies, and winterizing algaecide.
- C. Cost for additional lifeguard hours (**more** than 48 hours notice): **\$30/hr.**
- D. Cost for additional lifeguard hours (**less** than 48 hours notice): **\$50/hr.**
- E. Upon contract execution, the CONTRACTOR will conduct two service visits per month during the off-season.
- F. The CONTRACTOR will schedule and attend all health department inspections.
- G. Contract includes pool opening and closing. This contract will expire once the pool winterization has been completed.
- H. Contract includes chemicals necessary to maintain the disinfectant and pH levels as required by county Health Department.

SECTION IV. COMPENSATION SCHEDULE

Payment from the OWNER is to be received by the CONTRACTOR by the dates listed below.

Total Contract Price:	\$110,000.00	<i>Note: In order for the "Early Bird Discount" to be honored the executed contract must be received by the CONTRACTOR no later than N/A. If applicable, the discount will be applied to the first Installment payment.</i>	
"Early Bird Discount" Price:	N/A		
Due: January 1, 2024	\$0.00	Due: July 1, 2024	\$18,333.33
Due: February 1, 2024	\$0.00	Due: August 1, 2024	\$18,333.33
Due: March 1, 2024	\$18,333.33	Due: September 1, 2024	\$0.00
Due: April 1, 2024	\$18,333.33	Due: October 1, 2024	\$0.00
Due: May 1, 2024	\$18,333.33	Due: November 1, 2024	\$0.00
Due: June 1, 2024	\$18,333.33	Due: December 1, 2024	\$0.00

SECTION V. ACCEPTANCE OF PROPOSAL

This Contract consists of six (6) pages and nineteen (19) sections.

CONTRACTOR

Signature: _____

By: Vlad Chiscop, President Date: 10/07/2022

Owner's Initial(s) _____

OWNER

Signature: _____

By: _____ Date: _____

Please initial page(s) 2, 3, 4 and 5 of this contract where indicated.

PREMIER POOL MANAGEMENT, INC.
12339 CARROLL AVENUE, SUITE B, ROCKVILLE, MD 20852
MULTI-YEAR SWIMMING POOL MANAGEMENT AGREEMENT
Proposal # 5228 (Option A)—Year 3 of 3

SECTION I. PROPERTY INFORMATION

Facility Name and Address

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

Facility Owner/Agent

Cameron Station Community Association, Inc.
200 Cameron Station Boulevard
Alexandria, VA 22304

SECTION II. CONTRACT DURATION, OPERATING SCHEDULE AND PERSONNEL

The CONTRACTOR will maintain the aforementioned swimming pool between **May 24, 2025** and **September 1, 2025**.

Normal/Season Hours of Operation			School/Off Season Hours of Operation		
	Open	Close		Open	Close
Monday	10:30 AM	08:30 PM	Monday	10:30 AM	08:30 PM
Tuesday	10:30 AM	08:30 PM	Tuesday	10:30 AM	08:30 PM
Wednesday	10:30 AM	08:30 PM	Wednesday	10:30 AM	08:30 PM
Thursday	10:30 AM	08:30 PM	Thursday	10:30 AM	08:30 PM
Friday	10:30 AM	08:30 PM	Friday	10:30 AM	08:30 PM
Saturday	10:30 AM	08:30 PM	Saturday	10:30 AM	08:30 PM
Sunday	10:30 AM	08:30 PM	Sunday	10:30 AM	08:30 PM
Holiday	10:30 AM	08:30 PM	Holiday	10:30 AM	08:30 PM
Number of Lifeguards: 3 Lifeguard(s)			Number of Lifeguards: 3 Lifeguard(s)		
Hours per Lifeguard: 70 Hrs/week			Hours per Lifeguard: 70 Hrs/week		
Total Staff Hours: 210 Hrs/week			Total Staff Hours: 210 Hrs/week		

NOTE (only applies to properties with school hours): As of the date of this contract county public schools are scheduled to close on 6/15/25 and reopen on 8/21/25. If these dates change, additional charges may apply. The OWNER agrees to pay the additional charges.

SECTION III. ADDITIONAL COMMENTS

- A. This contract includes soft opening, pool season extension after Labor Day, aqua aerobics classes (Saturday) and lap swim (Monday-Friday). **See exhibit A for schedule specifics.**
- B. This contract includes janitorial supplies (including mops, brooms, sponges etc.), first aid kit supplies, and winterizing algaecide.
- C. Cost for additional lifeguard hours (**more** than 48 hours notice): **\$30/hr.**
- D. Cost for additional lifeguard hours (**less** than 48 hours notice): **\$50/hr.**
- E. Upon contract execution, the CONTRACTOR will conduct two service visits per month during the off-season.
- F. The CONTRACTOR will schedule and attend all health department inspections.
- G. Contract includes pool opening and closing. This contract will expire once the pool winterization has been completed.
- H. Contract includes chemicals necessary to maintain the disinfectant and pH levels as required by county Health Department.

SECTION IV. COMPENSATION SCHEDULE

Payment from the OWNER is to be received by the CONTRACTOR by the dates listed below.

Total Contract Price:	\$113,800.00	Note: In order for the "Early Bird Discount" to be honored the executed contract must be received by the CONTRACTOR no later than N/A. If applicable, the discount will be applied to the first installment payment.	
"Early Bird Discount" Price:	N/A		
Due: January 1, 2025	\$0.00	Due: July 1, 2025	\$18,966.67
Due: February 1, 2025	\$0.00	Due: August 1, 2025	\$18,966.67
Due: March 1, 2025	\$18,966.67	Due: September 1, 2025	\$0.00
Due: April 1, 2025	\$18,966.67	Due: October 1, 2025	\$0.00
Due: May 1, 2025	\$18,966.67	Due: November 1, 2025	\$0.00
Due: June 1, 2025	\$18,966.67	Due: December 1, 2025	\$0.00

SECTION V. ACCEPTANCE OF PROPOSAL

This Contract consists of six (6) pages and nineteen (19) sections.

CONTRACTOR

OWNER

Signature: _____

Signature: _____

Please initial page(s) 2, 3, 4 and 5 of this contract where indicated.

By: Vlad Chiscop, President Date: 10/07/2022

By: _____ Date: _____

Owner's Initial(s) _____

SECTION VI. GENERAL TERMS AND SPECIFICATIONS

- A. Premier Pool Management, INC will provide swimming pool management service, as described in this agreement in return for compensation as outlined in the Specification page of this contract. Throughout this agreement the Specification page will refer to page 1 of the contract, which includes Section I through Section V. The information contained on the Specification page takes precedence over the standard language in the contract body (Section VI through Section XIX).
- B. Throughout this contract "WE", "US", "OURS", and "CONTRACTOR" will refer to Premier Pool Management, INC. "YOU", "YOUR", and "OWNER" will refer to the FACILITY OWNER/REPRESENTATIVE as listed in the Specification page of this contract.

SECTION VII. PRE-SEASON POOL OPENING – OUTDOOR POOLS ONLY

- A. The CONTRACTOR will render the swimming pool operational by completing the following services:
 - 1. Conduct and submit to the OWNER a written inspection report consisting of repairs, equipment or services deemed necessary to render the pool and filter system operational. This report will include a price quotation by the CONTRACTOR for these additional services, repairs or equipment. This report, if approved in part or in total must be returned to the CONTRACTOR within seven calendar days from its date of submission. The CONTRACTOR will need up to three weeks after receiving the work approval to complete the repairs and schedule the Health Department inspection. If the OWNER elects to prepare the pool for opening by supplying any or all needed equipment or performing necessary repairs, said repairs must be completed and equipment must be provided by May 1st. If these provisions are not strictly adhered to, the CONTRACTOR will not be responsible for opening the pool on the date specified. There will be no pre-opening inspections planned the week before Memorial Day Weekend. The pre-opening Health Department inspections will resume the following week.
 - 2. The CONTRACTOR will, subject to the conditions stated in the preceding paragraph, prepare the swimming pool for opening by completing the following services:
 - a. Where it applies, remove, clean, fold, and neatly store pool cover(s) in designated storage area(s).
 - b. If needed, drain pool(s). The CONTRACTOR is not responsible for faulty hydrostatic valve and any damages, which may be directly related thereto.
 - c. Remove all debris from pool(s) interior.
 - d. If necessary, power wash and acid wash pool(s) interior with weakest concentration of acid possible.
 - e. Reassemble restroom(s) and pool fresh water system. Check for proper operation and advise the OWNER of needed repair(s).
 - f. Fill Pool. The OWNER is responsible for shutting the water off when pool is full.
 - g. Reassemble and start the filtration and chlorination systems and check for proper operation. The OWNER is responsible for the cost of any needed repair(s).
 - h. Obtain, store and utilize necessary chemicals.
 - i. Install ladder(s), handrail(s), lifeguard chair(s), skimmer lid(s), safety rope and diving board(s).
 - j. Clean restrooms and pool area.
 - k. Move all furniture from the storage area(s) to the pool deck. Clean pool furniture and arrange it in an orderly fashion.
 - l. If required, the CONTRACTOR will schedule and obtain Health Department operating permits if not obtained by the OWNER on or before April 15th. If the CONTRACTOR obtains these permits, the OWNER agrees to reimburse the CONTRACTOR for all permit related costs charged by the governing body.
 - m. Maintain proper filter operation and vacuum clean the pool prior to opening.
- B. The OWNER will be responsible for the following items by April 15th, unless otherwise noted, in order to prepare the pool for a timely opening:
 - 1. Provide the CONTRACTOR with a copy of any Health Department violation(s) within two (2) weeks of contract ratification or when received by the OWNER.
 - 2. Prepare restrooms and other pool facilities for use:
 - a. Remove all non-pool related items and trash.
 - b. Complete any necessary repairs to doors, windows, walls, plumbing fixtures, and any other building equipment that pertains to the pool use.
 - c. Provide soap, towel and tissue dispensers at all fixtures as needed.
 - d. Provide cleaning equipment such as a rubber hose, hose nozzle, mop, mop bucket, broom, dust pan, scrub brush, powder cleanser, sponges, toilet brush, toilet plunger, trash bags, etc.
 - e. Hot water heaters must be made operational in order to pass pre-opening inspection.
 - f. Inspect electrical system and repair if necessary. Supply and install light bulbs as needed.
 - g. Paint interior and exterior of restrooms if necessary.
 - h. Provide working locks on all doors, gates and windows and provide the CONTRACTOR three (3) complete sets of keys.
 - i. Provide a hardwired telephone and make it operational no later than April 15th. The telephone must directly reach 911 emergency service without the use of an internal switchboard as specified in the State and Local Codes. The CONTRACTOR will not be responsible for any phone charges, including but not limited to, long distance calls, 900 service calls, and any other operator assisted calls. It is the OWNER'S responsibility to contact the phone company and disable such futures.
 - j. Provide all utilities including water, electricity, and gas (if needed) for the operation of the pool.
 - 3. Provide the CONTRACTOR and the CONTRACTOR'S employees free and adequate parking.
 - 4. Insure that the swimming pool facility complies with all building codes and the local Health Regulations in effect.
 - 5. Agree to maintain on site (in good working condition), or purchase from the CONTRACTOR, all necessary equipment for the safe operation of the facility as required by the local Health Department. Such equipment includes, but is not limited to, one rescue tube per lifeguard on staff, backboard with straps, head immobilizer, elevated guard station(s), and any other first aid equipment.
 - 6. Complete any necessary repairs inside pool areas such as deck work, fencing and gates, caulking, area lights, drinking fountain, etc.
 - 7. Provide, at the pool, three (3) large trash containers for debris removed from the pool during cleaning. The OWNER is responsible for disposing of the trash after cleaning is completed.
 - 8. Provide the CONTRACTOR with a complete set of written pool rules for the community not later than May 1st.
 - 9. Perform or furnish within a reasonable time anything else necessary to the pool's opening which the CONTRACTOR has not agreed to provide.
 - 10. If water, electric, gas (where applicable), and keys are not supplied to the CONTRACTOR by May 1st, the OWNER will be billed for additional services.
 - 11. In the event the OWNER repairs are not completed at the time of scheduled Health Department Pre-opening Inspection and the pool does not pass as a result of incomplete or inadequate OWNER repairs, the OWNER will be responsible for any delays in opening the pool as well as any re-inspection fees charged by the Health Department.

SECTION VIII. STAFFING

- A. The OWNER may establish reasonable minimum criteria and qualifications for the CONTRACTOR'S staff assigned to the facility.
- B. Except as otherwise noted, all personnel employed by the CONTRACTOR for work under this agreement will be employees of the CONTRACTOR. The CONTRACTOR will be responsible for paying these employees and will pay all Workmen's Compensation, Social Security and other taxes incident to the work of said employees.
- C. All of the CONTRACTOR'S staff will be required to wear uniforms readily identifying them as the CONTRACTOR'S employees.
- D. The CONTRACTOR will provide a training program for each lifeguard, which will include instruction and review in at least the following areas:
 - 1. The OWNER'S Pool Rules and Regulations.
 - 2. Facilities and equipment operation and maintenance.
 - 3. Local jurisdiction requirements, including water quality standards and inclement weather closing criteria.
 - 4. Lifeguard standards of behavior and performance.
 - 5. Professional conduct and appearance.
 - 6. Blood Borne pathogen training.
 - 7. Chemical handling and safety, which include OSHA and HAZCOM training.
- E. All lifeguards employed by the CONTRACTOR will have current certifications in American Red Cross Lifeguarding, Community First Aid, CPR and AED or other state sanctioned certifications. The management personnel may, in addition, be certified or licensed pool operators. All lifeguard staff certifications will remain at the pool site (original or copies).
- F. Training sessions for CONTRACTOR'S employees are to be conducted prior to opening the pool, and periodically during the season to ensure safe and efficient operation. These training sessions may take place at the OWNER'S facility or at an off-site location.
- G. The OWNER agrees not to hire or contract the CONTRACTOR'S current or past employees to work at, service or be connected in any way with the pool. This policy shall be in effect for a period of two years from the date of termination of this person's employment with the CONTRACTOR, or two years from the date when this contract is terminated, whichever comes first. In the event that the OWNER violates this policy, the CONTRACTOR shall be entitled to a placement charge equal to 50% of the total price of this pool management contract.
- H. The policy concerning scheduled pool closing and holidays is as follows: If the pool schedule dictates that the pool is closed on a certain day of the week, and a holiday falls on that day, the pool will be open on the holiday and closed on the next day.
- I. In the event that only one lifeguard is contracted to operate the facility, a 10 minute break will occur each hour to accommodate for testing the water, checking the pump room, inspecting the bathrooms, etc. No swimming will be allowed in single guard facilities at that time.
- J. Additional temporary lifeguard services can be provided and will be billed to the OWNER for an additional fee.

SECTION IX. DAY TO DAY POOL OPERATION AND MAINTENANCE

Throughout the pool season, the CONTRACTOR will perform the following services:

- A. Ensure that all phases of the pool operation comply with local health department regulations.
- B. Backwash and clean filtration system to maintain proper filter operation.
- C. Test chlorine and pH levels and maintain chlorination system and chemical feeders by cleaning or adjusting them as needed.
- D. Maintain pool records as required by local health department, and any additional records reasonably required by the OWNER.
- E. Check and clean the restrooms and the pool office as needed.
- F. Clean and straighten the pool equipment as required to maintain a safe and orderly situation.
- G. Vacuum the pool bottom; clean the waterline tiles and the skimmer baskets as necessary.
- H. Sweep or rinse the pool deck as needed to maintain safe, healthy and attractive conditions.
- I. Arrange the pool furniture in an orderly fashion prior to closing.
- J. Perform closing duties to ensure security of facility and readiness for opening on the following day.
- K. Provide adequate, reasonable and mature enforcement of all the OWNER'S written pool rules.
- L. The CONTRACTOR reserves the right to prohibit admittance of children under the age of 13 unless accompanied by a responsible adult.
- M. The CONTRACTOR will not be responsible for wading pool safety and gate control unless the OWNER authorizes the CONTRACTOR to provide additional personnel specifically for these responsibilities.

SECTION X. WEEKLY INSPECTIONS

- A. The CONTRACTOR agrees to conduct a minimum of three (3) inspections per week during the regular pool season (Memorial Day-Labor Day), and two (2) inspections per week during the pre-season period. Such inspections will be conducted by the CONTRACTOR'S supervisory personnel and will cover all phases of the pool operation and other Contract compliances.
- B. At least once per week, the CONTRACTOR will meet with a representative of the OWNER to discuss the pool operation and any related problems. At such weekly meeting, the CONTRACTOR will make any recommendations to the OWNER to improve the pool operation.
- C. Additionally, the CONTRACTOR'S Lifeguard Instructors and Risk Management team will perform periodic safety audits.

SECTION XI. SUPPLIES AND CHEMICALS

- A. The CONTRACTOR will supply the appropriate chemicals to maintain the swimming pool chlorine/bromine level and pH level as required by the local health department for the duration of the Contract. Chemicals such as test kits and test kit reagents, balancing chemicals, algaecide, anti-stain, and indoor heated pool/spa specific chemicals are not included in the Contract.
- B. The OWNER is advised that the chemicals required for basic, standard pool maintenance used by the CONTRACTOR, and are the business standard, are likely to discolor, or otherwise negatively affect carpeted surfaces over which they may be transported, moved or stored. The OWNER is also advised that the CONTRACTOR disclaims responsibility of any damages caused by these necessary chemicals during the storage, use and delivery process.
- C. At the OWNER'S request, the CONTRACTOR may provide any or all supplies including brooms, brushes, mops, disinfectants, soap, paper products, first-aid equipment and stock, and other expendable items needed for pool operation. The OWNER maintains sole responsibility for the payment of these items within a thirty (30) day period from when the bills are received.
- D. If the pool is losing water due to structural or mechanical problems, the OWNER agrees to complete or approve the necessary repairs proposed by the CONTRACTOR to fix the leak, otherwise the OWNER will be charged \$200 per week for the cost of the additional chemicals needed to balance the pool.

SECTION XII. SUPPLEMENTAL SERVICES

- A. If requested by the OWNER, the CONTRACTOR will obtain all health permits for the pool operation required by local or state regulatory bodies. The OWNER will be responsible for all such permit and any applicable processing fees.
- B. The CONTRACTOR will advise the OWNER of any needed swimming pool repair(s) or equipment. If requested by the OWNER and with written authorization, the CONTRACTOR will provide the equipment and/or complete the repairs, and the cost for such services is in addition to amounts stated in this agreement and is the sole responsibility of the OWNER. Unless otherwise stated, the OWNER is responsible to pay all the authorized repair(s) and equipment bills within (30) days from the date received, regardless of any claim and dispute in relation to this Contract. Delinquent payments are covered by SECTION XVIII (B) of this Contract.
- C. The CONTRACTOR will obtain authorization before providing any supplies or completing any repairs unless such supplies and/or repairs are required by the Health Department to keep the facility in compliance with state and local jurisdictional regulations, or such supplies and/or repairs are necessary for the pool to remain open and operate safely.
- D. The CONTRACTOR, if requested by the OWNER, will operate the pool beyond the contract dates, with two (2) weeks prior notice, at a prorated cost based on hourly rates.
- E. Upon written request from the OWNER and with a minimum of forty-eight (48) hours notice, the CONTRACTOR, if available, will provide additional personnel for special functions which may occur during or outside the normal hours of operation. Fees will be quoted on an individual basis for such staff.
- F. The CONTRACTOR will complete the necessary paperwork to document any accidents that may occur at the facility during operation hours. Upon request, such documentation will be provided to both the OWNER and participating insurance companies.
- G. When appropriate personnel are available, the CONTRACTOR will conduct swimming lessons at the OWNER'S request and prior approval. Such lessons will be offered privately or in groups and will not interfere with regular pool operations. All lesson fees shall be collected and retained by the CONTRACTOR.
- H. The OWNER will provide the CONTRACTOR and the CONTRACTOR'S employees with adequate free parking.

SECTION XIII. EMERGENCY CLOSING OF THE POOL

- A. The OWNER and the CONTRACTOR reserve the right to close the pool in situations such as, but not limited to, inclement weather (rainfall, lightning, thunder and ambient temperature below 70 degrees Fahrenheit), breakdown of equipment, foreign objects present in swimming pool (fecal matter, vomit, glass, etc.), violation of local or state health codes, inadequate security for the protection of the lifeguards and patrons at the facility, or for any other condition or circumstance that, in the judgment of the CONTRACTOR, endangers the health or safety of the lifeguards or patrons at the facility. Whether the pool closure is caused by mechanical failure or inclement weather or by any other causes outside the CONTRACTOR'S control, there will be no change or adjustment in the compensation to the CONTRACTOR.
- B. If the pool is closed for a period of more than ten (10) consecutive days because of mechanical failure, the necessity of extensive repairs, or by order of any local or state regulatory body for any reason outside of the CONTRACTOR'S control and responsibility, the CONTRACTOR will refund the OWNER fifty percent (50%) of the hourly operating cost for each hour that the pool was scheduled to be open. The hourly operating cost is calculated by dividing the total contract price by the total number of hours that the pool is scheduled to open throughout the length of this agreement.
- C. The OWNER may terminate this agreement with or without cause provided written notice is delivered to the CONTRACTOR thirty (30) days prior to the premature Contract termination date. In the event this unlikely situation arises and because of the nature of the CONTRACTOR'S business and the costs associated with swimming pool management and repairs, the OWNER will be responsible for fifty percent (50%) of the hourly operating cost for each hour that the pool was scheduled to open. The hourly operating cost is calculated by dividing the total contract price by the total number of hours that the pool is scheduled to open throughout the length of this agreement.

SECTION XIV. POST-SEASON POOL CLOSING – OUTDOOR POOLS ONLY

The CONTRACTOR agrees to close the pool upon termination of the previously stated season and winterize the swimming pool facility by performing the following services:

- A. Clean and store all pool furniture in designated storage area(s).
- B. Shut off fresh water supply, disconnect piping at fixtures as required, and drain all piping which can be drained. If fresh water shut off is not accessible, or is in an unsecured area, and if the pipes are below drain points, or behind walls and in ceilings which are not visible, then the CONTRACTOR will not be held responsible for any freeze damage.
- C. Add anti-freeze to toilet bowls and tanks, urinals and sink traps as required.
- D. Clean, remove and store, if applicable, all lifeguard chair(s), pool ladder(s), handrail(s), skimmer lid(s) and basket(s), diving board(s) and other equipment in designated storage area(s).
- E. Drain pool to approximately 12 inches below the tile line. The OWNER is responsible during off-season to keep water level below the tile line.
- F. Open or close all valves in equipment room as required for proper winter storage.
- G. Backwash and drain filter tank and filter piping.
- H. Clean tanks, plumbing, and equipment and straighten the equipment room.
- I. Store chlorinator(s), chemical feeder(s) and flow meter(s), as necessary, on premises.
- J. Store pool maintenance, testing equipment and supplies.
- K. If applicable, secure pool cover to existing deck anchor system. Any missing or damaged deck anchors or springs will be replaced and invoiced separately to the OWNER.
- L. Submit to the OWNER a detailed inspection report covering condition of the pool facility and the related equipment.
- M. Submit to the OWNER a list of recommended repairs for the following season.
- N. It is the OWNER'S responsibility to maintain/winterize any self-chilling water fountains or soda machines.
- O. At the OWNER'S request, additional services such as, but not limited to, providing winter algacide and anti stain protection products, servicing pool motor(s), blowing out the water out of or draining skimmer lines and installing freeze proof devices may be completed. The cost for these additional services will be invoiced separately to the OWNER.
- P. Upon completion of winterization, the CONTRACTOR shall be relieved of any responsibility for freeze damage, damage to water meters or damage or loss of any equipment or supplies.

SECTION XV. NECESSARY UTILITIES

If applicable, the OWNER will provide and cover the cost of telephone service, water, electricity and gas for pool operation. The OWNER will provide pay telephone service and will be solely responsible for the payment of the previously mentioned services. If the OWNER elects to provide a non-coin operated telephone, the CONTRACTOR will not be responsible for any phone charges, including but not limited to, long distance calls, 900 service calls, and any other operator assisted calls. It is the OWNER'S responsibility to contact the phone company and disable such futures.

SECTION XVI. INSURANCE, LIABILITY AND EXCLUSIONS

- A. The CONTRACTOR will maintain General Liability Insurance coverage in the amount of at least \$1,000,000 and Excess/Umbrella Liability Insurance coverage in the amount of at least \$9,000,000 for a total of at least \$10,000,000. This insurance coverage will include liability to cover bodily injury and/or property damage directly due to the CONTRACTOR'S negligence, the CONTRACTOR'S agents or the CONTRACTOR'S employees, including loss of life which may be sustained by any patron or guest of the pool, within the enclosed area of the pool during normal hours of pool operation. The OWNER understands that except for situations directly involving the negligence of the CONTRACTOR, the CONTRACTOR'S agents, or the CONTRACTOR'S employees, the CONTRACTOR will not be held liable or responsible, in any way, to any person or firm as a result of the maintenance, operation, management or use of the pool due to faulty construction, defective workmanship, or other circumstances beyond the CONTRACTOR'S control, including but not limited to, the use of the facility in violation of this Agreement and the use of the facility by any individual while the facility is closed. The CONTRACTOR will not be responsible for any hydrostatic damage.
- B. The CONTRACTOR will provide Workers' Compensation insurance in accordance with state requirements.
- C. The CONTRACTOR will provide the OWNER with a certificate of insurance naming the OWNER as the insured. This certificate of insurance will be provided prior to the start of the period covered by this Contract.
- D. If the OWNER chooses to authorize the consumption of alcoholic beverages at or around the pool area, the OWNER agrees to and hereby indemnifies and holds the CONTRACTOR harmless for any action, claims, damages, accidents and incidents arising out of or resulting from such consumption and further agrees to pay the CONTRACTOR'S attorney fees and all other costs incurred defending such claims. Without written consent from the OWNER, the CONTRACTOR will strictly prohibit the consumption of alcoholic beverages at pool facility.

SECTION XVII. CONTRACT RATIFICATION AND EFFECTIVE DATE

- A. If the CONTRACTOR has executed and submitted this Contract to the OWNER as proposal or for approval by the OWNER and the OWNER delivers this Contract, fully executed, to the CONTRACTOR within thirty (30) days from the date shown next to the CONTRACTOR'S signature, this Contract will be fully effective and binding for both parties. If the OWNER fails to accept or deliver this Contract within thirty (30) days, but accepts this Contract at a later time, this Contract will be made void at the option of the CONTRACTOR. The CONTRACTOR may exercise his option to void the Contract by advising the OWNER via written notice within ten (10) days after the actual receipt of the OWNER'S delayed acceptance. Such written notice will void this Contract exempting both parties from any liability whatsoever. If the CONTRACTOR fails to exercise his option to void the Contract within the time set forth above, both parties will be fully bound by the Contract.
- B. This Contract will be effective when executed by both the CONTRACTOR and the OWNER as stipulated by conditions stated in the preceding paragraph.

SECTION XVIII. PAYMENT TO CONTRACTOR

- A. In the event that the local health department or the CONTRACTOR'S liability insurance provider, as a condition for insuring or continuing to provide such liability insurance, requires that the CONTRACTOR have more personnel on duty than the number described in Section II, the OWNER agrees to pay the CONTRACTOR all of the additional costs incurred by the employment of such extra personnel, lifeguards, pool operators, etc. and the OWNER further agrees that the total amount of compensation and the payment schedule described in Section IV will be amended accordingly.
- B. Invoices not paid within thirty (30) days from the date of the invoice will incur interest at the rate of 5% per month. In the event that this account is referred to an attorney for collection, the Owner agrees to pay those attorney's fees and costs incurred by the Contractor from the date of referral.
- C. The OWNER agrees and understands that the CONTRACTOR may terminate this Contract, upon five (5) days written notice, in the event that the OWNER fails to make any payment due to the CONTRACTOR in accordance with the provisions of this Contract.
- D. It is further agreed that the OWNER will pay any increases in payroll taxes or minimum wage costs which may be incurred by the CONTRACTOR after the signing of this Contract. If the minimum wage is increased after the signing of this Contract, the OWNER agrees to pay the CONTRACTOR the amount of the wage increase per hour.
- E. If after this Contract becomes effective the CONTRACTOR'S liability insurance rate increases, the parties agree that the OWNER will pay the additional cost.

SECTION XIX. ADDITIONAL CONDITIONS

This Contract embodies the entire understanding between the parties, and that there are no additional verbal agreements, representations or warranties made in connection herewith.



6184 Old Franconia Road Alexandria, Virginia 22310

Office: (703) 373-0350 Fax: (703) 373-0354 <http://www.premieraquatics.com>

2023 Swimming Pool Management Agreement

SECTION 1:

POOL NAME & ADDRESS:

Cameron Station Community Association - revised 10-6-22
200 Cameron Station Blvd
Alexandria, Virginia 22304

OWNER/AGENT:

Steven Philbin
Phone: 703-567-4881
sphilbin@gocampmgmt.com

SECTION 2:

SEASON DATES & FACILITY HOURS:

Season Opens: May 27, 2023
Season Closes: September 04, 2023
Monday: 10:30 am to 08:30 pm
Tuesday: 10:30 am to 08:30 pm
Wednesday: 10:30 am to 08:30 pm
Thursday: 10:30 am to 08:30 pm
Friday: 10:30 am to 08:30 pm
Saturday: 10:30 am to 08:30 pm
Sunday: 10:30 am to 08:30 pm
Holiday: 10:30 am to 08:30 pm
School: 10:30 am to 08:30 pm

PERSONNEL:

Regular Operation Schedule

Total Staff Hours: 236 hrs per week
Total Open Hours: 70 hrs per week

School Operation Schedule

Total Staff Hours: 236 hrs per week
Total Open Hours: 70 hrs per week

SECTION 3:

COMPENSATION TO CONTRACTOR & PAYMENT SCHEDULE:

OWNER agrees to pay CONTRACTOR the total amount of: **\$107,960.00**

OWNER agrees to pay CONTRACTOR **fifteen percent (15%)** upon execution of the contract (Pre-payment).

The payments shall be due on the following dates:

Pre-payment:	\$16,194.00		
1-Jan-2023	\$0.00	1-Jul-2023	\$21,592.00
1-Feb-2023	\$0.00	1-Aug-2023	\$10,796.00
1-Mar-2023	\$0.00	1-Sep-2023	\$0.00
1-Apr-2023	\$16,194.00	1-Oct-2023	\$0.00
1-May-2023	\$21,592.00	1-Nov-2023	\$0.00
1-Jun-2023	\$21,592.00	1-Dec-2023	\$0.00

SPECIAL NOTES:

Three fully certified lifeguards on duty at all times. One guard to arrive at 5:45am on weekdays [5/30/23-9/1/23] for early morning lap swim (6:00am-8:00am). One guard to arrive 8:45am Saturdays Only [5/27/23-9/2/23] for Aqua Aerobics (9:00am-10:00am). One guard to arrive 30 minutes prior to opening for start-up & cleaning purposes daily. Contract includes: Janitorial supplies (i.e. paper products & cleaning supplies); Off-season Monthly Inspections. In addition, the pool facility will be open the weekend of 5/20/23 & 5/21/23 (Soft Opening) from 10:30am to 8:30pm w/three lifeguards on duty at all times. Add'l hourly rate for lifeguards: \$45/man-hour. Contract does not include any chemicals & will be billed separately. Cost for additional weekends after Labor Day Weekend: \$2,995.00 per weekend & must be signed by 6/15/23 for staffing purposes. # of Wkends: _____ Signature: _____ Date: _____

Contract to automatically renew for 2024 Pool Season for: \$111,750.00 & for the 2025 Pool Season for:

\$115,650.00. Note: Any increase in the minimum wage for State, Local &/or Federal are not included in this pricing.

ACCEPTED: Owner/Agent	Premier Aquatics
By: _____	By: Jeff Gromada
Date: _____	Date: 10/06/2022
Signature: _____	Signature: <i>J. Gromada</i>

This agreement is only valid if accompanied by Section 4 through 19 of the Pool Management Agreement.

SECTION 4 – OPENING POOL & BASIC SERVICES

The CONTRACTOR (unless beyond its control) will prepare the swimming pool and facilities for summer operation by completing the following routine basic services:

- A. Inspect the pool(s), its premises, and plumbing
- B. Re-assemble bathhouse and pool fresh water system and advise OWNER of any needed repairs
- C. Drain the pool and remove the pool cover (If CONTRACTOR is asked to store the cover off-site, there will be a fee of \$700.00 to the OWNER)
- D. Remove debris from pool and acid clean (if required); Note: If water quality is poor from winter months there may be an additional cost to OWNER for additional chemicals needed to clean pool(s) at a cost up to \$500.00. Contractor is not responsible for damage to any swimming pool or deck that may arise from hydrostatic pressure.
- E. Check all equipment and facilities; advise OWNER of needed repair(s) prior to fill
- F. Fill pool, inspect circulation and filtration system
- G. Properly store and utilize required chemicals
- H. Install diving boards, ladders, guard chairs and safety ropes
 - I. Place filtration and chlorination system in operation
- J. Check system for proper operation and advise OWNER of needed repair(s)
- K. Prepare bathhouse facility for use
- L. Check previous year's inventory (if available)
- M. Cooperate with any contractors in preparing pool for operation
- N. Backwash and vacuum pool
- O. Schedule and be present for any required local or state Health Department Standard
- P. Arrange and clean pool furniture. OWNER to provide cleaning chemicals. If the storage location of the pool furniture is outside of pool premises, there will be an additional charge of \$600.00 to move the furniture to pool area.
- Q. Contractor will apply for and obtain all health permits, electrical permits and fire permits, excluding health permits for pools located in Washington, DC. If Owner prefers to obtain these permits, Owner must notify Contractor in writing by March 1st. Contractor will invoice Owner cost of health and fire permits plus a processing fee of \$125.00 unless these permit fees are included in this contract as stated in Section 3 of this contract. Electrical inspections will be invoiced at a cost of \$400.00 per main pool, and \$200.00 for each additional body of water (wading pool, spa, lap pool, etc.) unless permit fee is included in this contract as stated in Section 3 of this contract. Owner agrees to authorize repairs up to \$250.00 to pass electrical inspection to avoid a re-inspection fee. Any facility that needs extensive repairs to pass electrical inspection over the \$250.00 allowance will be subject to a re-inspection fee of \$225.00. Any electrical repairs over \$250.00 will be sent to owner for approval. Electrical inspections required in the city of Falls Church, City of Fairfax, and Town of Herndon are subject to additional fees up to \$1,200.00 to obtain electrical permits.

The OWNER will be responsible for the following items by March 1st:

- A. Provide CONTRACTOR with copies of any Health Department notices of violation(s) promptly when received by OWNER
- B. Provide CONTRACTOR with four (4) sets of keys to the pool enclosure and facilities (yearly). Keys cut by CONTRACTOR will be billed to the OWNER
- C. Provide CONTRACTOR with adequate receptacles at the pool to contain debris and have receptacles removed from the pool area after cleaning is completed
- D. Prepare the bathhouse for use:
 - a. Complete all building repairs: broken windows or doors, toilet partitions, drywall, etc.
 - b. Provide soap, towels, tissue and other consumable supplies as needed
 - c. Complete any needed plumbing repairs. Hot water heaters must be made operational to pass pre-opening inspection
 - d. Paint interior and exterior of bathhouse (if required)
 - e. Inspect the electrical system, repair the system as required; supply and install all light bulbs as needed
 - f. Provide working locks on all doors, gates and windows
 - g. Turn on fresh water to bathhouse

- E. Have telephone hooked up for use by April 1st (phone must be within enclosure and comply with Local Health Department swimming pool health code). If the owner does not supply a phone that can call non emergency, Premier Aquatics will supply a cell phone for the facility at a cost of \$500.00 for the summer.
- F. Hard wired telephone indemnity: A hard wired phone line must be at pool in order to ensure communications are available in the event of an emergency and 911 needs to be called. The use of cellular phones is subject to failure caused by poor signals and can be routed to the wrong 911 operator, which can cause delays. Portable non hard wired phones are subject to failure due to poor signals or malfunctioning batteries. If Owner fails to provide a hard wired telephone line, Owner will indemnify and save harmless the Contractor from liability for any damage or loss of any type which may arise as a result of any type of failure associated with the telephone provided or supplied by the owner. Owner agrees to defend Contractor against any claims brought or actions filed against the Contractor with respect to the subject of this indemnity.
- G. OWNER must place a block for long distance on all telephones in pool area. OWNER IS RESPONSIBLE FOR ANY AND ALL TELEPHONE CHARGES, FEE, TAXES, ETC)
- H. Complete any needed repairs inside pool enclosure, such as concrete deck, caulking, area lights, drinking fountains, etc.
- I. Supply adequate FREE parking for pool personnel
- J. Provide all members with a pool pass or an adequate method of entry to pool facility
- K. Provide CONTRACTOR with complete set of written rules by May 1st or four weeks prior to opening day
- L. Perform or furnish within a reasonable time anything else necessary to pool opening which CONTRACTOR has not agreed to provide

SECTION 5 – MAINTENANCE OF POOL

A daily inspection will be made of the pool to inspect and clean facilities. The CONTRACTOR will be responsible for the following:

- A. Maintaining water quality, in conformance with the Health Department required standards
- B. Maintain proper filter operation by backwashing, cleaning cartridges and/or cleaning pump strainer as required
- C. Operate pool in accordance with recognized safety rules and enforcement of OWNER's written rules
- D. Cooperate with OWNER in obtaining necessary permits from local Health Departments and other regulatory bodies, with OWNER responsible for securing permit and payment of all fees incurred
- E. Clean bathhouse, pool deck and pool office as required and if time is available
- F. Vacuum pool and general cleaning of surrounding pool area
- G. Secure facility nightly by performing duties required for closing and to ready pool for the following day
- H. CONTRACTOR is not responsible for any swimming pool(s) that overflow due to fill lines connected to filter system (in-line fill lines). This includes water bills, landscaping, rooms below, parking garages, etc.

SECTION 6 – CHEMICALS

The CONTRACTOR will order chemicals necessary to adjust the chlorine and pH levels in the pool. Payment for these chemicals shall be the sole responsibility of the OWNER (unless otherwise stated in Section 3 - Special Notes located on front page of contract). Any chemicals needed to adjust cyanuric acid level, total alkalinity and calcium hardness of the water (i.e. Sodium Bicarbonate, Cyanuric Acid and Calcium Chloride) or any reagents needed to test the water (i.e. DPD tablets/liquid, phenol red tablets/liquid) shall be the sole responsibility of the OWNER. The OWNER understands that the standard chemicals used by CONTRACTOR and most other pool operators are likely to discolor or otherwise adversely affect any carpeted surfaces over which they are delivered, moved or stored. CONTRACTOR disclaims all responsibility of damages to carpet caused by standard chemicals. OWNER will be billed monthly for chemicals. If chemicals are included in this contract (per Section 3 - Special note section) and if a significant leak is detected in a swimming pool and the Owner does not fix the leak, the Contractor may bill the following amounts per month: \$500.00 per month for all pools up to 100,000 gallons, \$750.00 per month for all pools 100,001 to 200,000 gallons, and \$1,000 per month for all pools 200,001 to 300,000 gallons. All wading pools and spas will be billed \$250.00 per month for additional chemicals if leaking.

SECTION 7 – SUPPLIES & MATERIALS

Supplies such as soap, brushes, paper products, cleaners, disinfectant, first-aid equipment/supplies, water test kit reagents, cleaning equipment and other expendable items needed the operation of the pool shall be the sole responsibility of the OWNER.

SECTION 8 – PERSONNEL

- A. All personnel, except as otherwise provided, employed by the CONTRACTOR for work under this agreement shall be employed solely by the CONTRACTOR and will be employees of the CONTRACTOR. The CONTRACTOR will be responsible for paying these employees and shall pay all Social Security, Workman's Compensation and other taxes incident to the work of said employees.
- B. All lifeguards employed by the CONTRACTOR shall have proper Red Cross Basic Lifeguarding, Lifeguard Training or equivalent certification, and CPR (if required). The management personnel shall, in addition, be certified or licensed pool operators. The CONTRACTOR will provide a training program for each employee, which will include instruction and review in the following areas: Swimming pool rules, facilities and equipment operation and maintenance, local Health Department requirements (including water quality standards), lifeguard standards, required conduct and professional techniques.
- C. In the event Premier Aquatics is not the pool management company, OWNER agrees to not hire or have any other Contractor hire, any personnel that are employed by Premier Aquatics for a period of three (3) years after the contract expires between OWNER and CONTRACTOR.
- D. The CONTRACTOR, if requested by the OWNER, shall supply additional personnel at a fee of \$40 per hour (per lifeguard) for Virginia facilities for each lifeguard. \$45.00 per hour (per lifeguard) will be billed for Maryland and DC facilities.
- E. If the pool is scheduled to close one day per week and in the event that a Holiday falls on that day, the pool will be opened for the Holiday and closed the following day. If the July 4th Holiday falls on a weekend day (Saturday or Sunday), the pool will be open the Holiday hours on that day. If the OWNER wants to extend the Holiday hours on the Friday prior to the Holiday or Monday following the Holiday, there is an additional cost to the OWNER if the daily hours are more than the regular contracted hours.
- F. OWNER agrees to inform CONTRACTOR of any activities conducted at the pool during non-operating hours. The OWNER shall be liable for payment of any lifeguards and/or insurance during such activities. The OWNER shall assume sole liability for any function held at the pool in which alcohol is available. CONTRACTOR is not responsible for and shall have a complete defense against any and all claims, damages, liability and judgments in connection with personal injury and/or damage to property arising from or out contractor and/or trespassers.'
- G. OWNER agrees to pay for a minimum of two (2) lifeguards on duty during all swim team meets, practices, pool parties, etc. CONTRACTOR must be notified two (2) weeks prior to any events outside of contract.
- H. For multi-guard facilities, Contractor reserves the right to adjust staffing coverage based on batherload, weather, and other factors that influence lifeguard coverage. If more man hours are needed as specified in Section 2 of the contract, Owner will be contacted for approval.
- I. During the hours of operation, the swimming pool(s) will be closed for 15 minutes per hour for a lifeguard break. This time will be used for maintaining water chemistry, filtration system maintenance, and cleaning of bathrooms.

SECTION 9 – POOL INSTRUCTION

The CONTRACTOR may conduct swimming and diving lessons, taught by qualified personnel, for a fee, subject to the approval of the OWNER. Such instruction may be offered privately or in groups and will not interfere with the regular pool operation. Fee for the above mentioned instruction shall be mutually agreeable to CONTRACTOR and OWNER.

SECTION 10 – SUPERVISORY AGREEMENT

The CONTRACTOR agrees to conduct a minimum of two (2) written inspections per week of the pool facility, the related equipment and facilities and the performance of CONTRACTOR provided personnel. Inspections will only completed between Memorial Day and Labor Day. The CONTRACTOR will act as a consultant with the OWNER representative and meet with him/her periodically to discuss pool operation and any related matters.

SECTION 11 – EMERGENCY CLOSING OF POOL



The OWNER and/or CONTRACTOR may close the pool in an emergency situation, whether the emergency is caused by breakdown of equipment, or by other causes outside the CONTRACTOR's control or during inclement weather; this shall not require any change or adjustment in any of the provisions of this agreement. Should the pool close for a period of more than ten (10) consecutive days because of mechanical failure, the necessity of extensive repairs, the elements by order of any local or state regulatory body for any reason outside of the CONTRACTOR's control and responsibility, the CONTRACTOR shall refund fifty percent (50%) of the daily operating cost from the tenth day of closure until the pool is re-opened for normal operation. The daily operating cost is to be computed at one percent (1%) of the total contract cost.

The swimming pool facility will be closed if the forecasted or actual ambient temperature is 69 degrees or less. If the swimming pool facility is not open by 4pm, due to inclement weather, the facility will remain closed for the rest of the day. In the event that inclement weather arrives 6pm or later, the facility will close for the remainder of the evening. Contractor will make attempt to notify owner of any pool closing, but Contractor reserves the right to close the pool. There is no credit or refund for a pool closing due to inclement weather.

Contractor shall have the right to reduce the number of personnel hours provided per day in the event of inclement weather, without any adjustment in compensation due to Contractor according to Section 3.

SECTION 12 – INSURANCE, LIABILITY & EXCLUSIONS

- A. The CONTRACTOR shall maintain Public Liability Insurance from an insurance company of national reputation in the amount of at least \$10,000,000.00. Liability to cover bodily and/or property damage directly due to the negligence of CONTRACTOR, his agents, or his employees, including loss of life that may be sustained by any patron or guest within the enclosed area of the pool during pool hours. It is understood that except for negligence of the CONTRACTOR, his agents, or his employees, the CONTRACTOR will not be liable or responsible to any person or firm as a result of the use of the pool within the enclosed area of the pool during pool hours. The CONTRACTOR will be exempt from liability due to mechanical failure of equipment, damage to the pool due to faulty construction, defective workmanship or circumstances beyond the CONTRACTOR's control. CONTRACTOR shall not be responsible for hydrostatic damage.
- B. A certificate of insurance will be sent to the OWNER prior to beginning of the period covered by this Agreement
- C. CONTRACTOR shall maintain Workmen's Compensation Insurance in accordance with State requirements
- D. CONTRACTOR WILL STRICTLY PROHIBIT CONSUMPTION OF ALL ALCOHOLIC BEVERAGES EXCEPT TO THE EXTENT SPECIFICALLY AUTHORIZED BY THE OWNER IN WRITING. OWNER SHALL BE RESPONSIBLE FOR MAKING POOL PATRONS AWARE OF ITS ALCOHOL POLICY BY POSTING PROMINENT SIGNS OR IN SOME OTHER REASONABLE FASHION. If OWNER authorizes consumption of alcohol beverages at or around the pool, the OWNER agrees to and does hereby indemnify and hold the CONTRACTOR harmless for any actions, claims, damages, accidents and incidents arising out or resulting from such consumption and further agrees to pay CONTRACTOR attorney fees and all other costs of defending such claims.
- E. This Agreement does not cover any pool use or operation authorized or permitted by the OWNER outside the hours of operation and management stated in Section 2. Should OWNER desire to authorize or permit use or operation of the pool or the holding of any function after hours of operation, Owner must inform Contractor for the dates and times of events so Contractor can schedule and staff adequate lifeguard coverage. If OWNER decides to not have lifeguard staff for any event or to hire Contractors employees directly, OWNER agrees to pay all such employees directly for their services and agrees to and does hereby indemnify and hold the CONTRACTOR harmless for all claims, injuries or damages of any kind whatsoever, arising out or result in from or connected in any way with such use, operation or function and to pay CONTRACTOR's attorney fees and all other costs of defending such claims.
- F. There will be an additional charge of \$450.00 per entity if Owner requires additionally insured to be added to the certificate of insurance.

SECTION 13 – UTILITIES

The OWNER shall provide water, electricity and gas (if required) for the operation of the pool. The OWNER shall provide a hard-wired telephone service and OWNER shall be solely responsible to pay any charges to such telephone service. CONTRACTOR shall not be responsible for any charges whatsoever, including but not limited to toll charges, long distance, directory assistance, return calls, etc.

SECTION 14 – ADDITIONAL SERVICES & OBLIGATIONS

- A. The CONTRACTOR, if requested by the OWNER, will operate the pool beyond the season opening and closing date if lifeguard staff is available. This request must be approved in writing by July 1st. A written proposal for additional lifeguard coverage will be sent to Owner for approval.
- B. The CONTRACTOR will be responsible for filling out accident report forms and will report such accidents to the OWNER and participating insurance companies within 24 hours of any such accident.
- C. The CONTRACTOR will advise the OWNER of any needed swimming pool repair(s) or equipment. If requested by the OWNER, the CONTRACTOR will supply equipment or effect repairs upon receiving authorization from further agreed and understood that such repairs are to be paid for without set off and regardless of any claim or dispute under the Contract and that notwithstanding alleged breach of any covenant under this contract that said repairs and equipment bills and invoices are due and payable by the OWNER within 15 days of presentment. OWNER agrees the provisions Section 16-A applies to any bills for such repairs or equipment.
- D. CONTRACTOR, if requested by the OWNER, will obtain all health permits for the pool operation required by local or state regulatory bodies with a \$125.00 processing fee per permit. Payment for permit fees will be the sole responsibility of the OWNER.
- E. Owner will provide CONTRACTOR and CONTRACTOR'S employees with adequate free parking.

SECTION 15 – CLOSING & WINTERIZATION OF POOL

The CONTRACTOR agrees that after the pool closing date as stated herein; it shall perform the following services in connection with closing and winterizing the pool facility.

- A. Drain all pumps that require draining (if possible)
- B. Un-cover and drain hair and lint strainer
- C. Drain all re-circulating and vacuum lines that require draining and are so constructed that they can be drained
- D. Backwash and drain filters (if possible)
- E. Fill all bathhouse fixtures with anti-freeze and drain drinking fountain. Property is responsible for winterizing all electrically powered drinking fountains.
- F. Store all first aid equipment, testing equipment and diving board(s)
- G. Open to ½ maximum all valves that are required to be opened
- H. Secure and store chlorinator
 - I. Drain and store hoses, guard chairs (if possible), ladders and pool furniture (if possible)
- J. Inspect all equipment, visible piping and machinery
- K. Notify OWNER/AGENT on completion of pool closing
- L. Secure and lock pool facility for off season
- M. Submit a list of repair recommendations for the following season
- N. CONTRACTOR will not be responsible for any freeze damage and recommends at Owner's expense to hire a certified plumbing company to inspect the winterization of all fresh water plumbing lines and winterization of water fountains.
- O. CONTRACTOR will not be responsible for any freeze damage when main water cut off is not readily accessible or in an unsecured area.
- P. Install pool cover. Install winter algacide and/or anti-stain at OWNER's request and expense
- Q. Store pool furniture (at location in pool enclosure); if pool furniture is stored off-site, there will be an additional cost of \$500.00 to the OWNER.

SECTION 16 – TIME CLAUSE

- A. This Agreement shall be effective when executed or ratified by both parties.
- B. The CONTRACTOR has the option to void this agreement if this contract is not signed by OWNER and sent to CONTRACTOR within 30 days from the date of this agreement.

SECTION 17 – COMPENSATION TO CONTRACTOR

- A. There will be a late penalty of five percent (5%) automatically imposed and assessed to OWNER on specified contract payments as stated in Section 3 of this agreement if received more than (5) days after the scheduled contract payment date or any other late invoices, plus Interest at the rate of two percent (2%) per month will be charged on all unpaid balances which are owing beginning thirty (30) days after the date which said payment is due hereunder. Although not required as part of this agreement, Contractor will send invoices out for all contract payments as a reminder that the payment is due. Contractor recommends that the Owner follows the payment schedule as specified in Section 3 to avoid any late fees.
- B. The prepayment of the contract, if applicable, is not refundable for any reason and payment is due upon signing. All prepayment invoices will be billed to Owner by January 1st or when the contract is signed if the contract is signed after January 1st.
- C. Owner agrees to pay all other invoices (repairs, products, chemicals, additional lifeguard services, etc.) within 30 days of the date on the invoice. Any invoice not paid with 30 day grace period will be subject to a 5% late fee.
- D. If it is necessary for CONTRACTOR to turn over collection to any attorney or to file suit against OWNER or OWNER's Agent for overdue amounts. OWNER agrees to pay all costs and reasonable attorney fees. If it is necessary or preferable for CONTRACTOR to refer overdue fees to a collection agency for collection, the OWNER agrees to reimburse CONTRACTOR for any fees or expenses charged by such collection agency.
- E. If paying any invoice by credit card, Owner will be charged a 4% credit card processing fee.
- F. Contractor will invoice Owner for any required membership fees, registration fees, or processing charges for invoices of 3rd party companies that the Owner requires the Contractor to join or use (i.e., Compliance Depot, RMIS, etc.). This amount billed to Owner will be the cost of the service plus \$95.00 processing fee.
- G. In the event the Federal or Local minimum wage is increased after the date the contract is created by Contractor, the OWNER will pay as additional compensation hereunder, that portion of CONTRACTOR's expenses attributable to the CONTRACTOR's employees at the OWNER's pool facility. This amount will be calculated and invoiced to the Owner at an amount calculated at 120% of the minimum wage increase multiplied by the number of man hours for the season. This calculation includes workman's compensation insurance and taxes. Unless otherwise specified in this contract in Section 3, minimum wage increases are not included in this contract and will be invoiced by June 1st payable within 30 days.
- H. In the event that between the effective date of this contract and the closing date of the pool, CONTRACTOR's liability insurance rate increases, the parties agree that the OWNER will pay the additional cost.
- I. The price for the service of CONTRACTOR which are set forth in Section 3 – compensation to contractor & payment schedule – was calculated based upon the number of personnel which OWNER requested be provide as per Section 2 – personnel. In the event the Local Health Department or the liability insurance, requires that CONTRACTOR have more personnel on duty than the number described in Section 2 – personnel, then and in that event, OWNER agrees to pay to CONTRACTOR all of the additional costs it incurs in the employment of such extra personnel, lifeguards, etc. and OWNER further agrees the total amount of compensation and the payment schedule set forth in Section 3 – will be amended accordingly.
- J. It is agreed and understood that CONTRACTOR may terminate this Agreement, upon seven (7) days written notice, in the event the OWNER fails to make any payment due to CONTRACTOR in accordance with the provisions of this Agreement.

SECTION 18 - OTHER PROVISIONS

- A. Owner agrees that it is not a breach of this agreement if Contractor cannot supply services under this agreement by any reason of unanticipated issues, circumstances, or acts beyond Contractor's control, such as immigration and visa issues, any infectious disease or virus (i.e. Covid-19), strike, labor dispute, labor shortage, war, changes in laws or regulations, acts of God, or any other reason that unforeseeably delays, interferes, or limits Contractor's performance of service under this Agreement. In the event the facility does not open, the Owner will receive a credit as specified in Section 11 of this agreement.
- B. Unless expressly noted in the special note section of this contract under Section 3, this contract has been calculated based upon a 101 day season from the Saturday before Memorial Day to Labor Day Monday. If within any calendar year of this agreement, the season calculates to a 108 day period, then the basic contract price set forth in Section 3 shall be increased by an additional 7%.
- C. Amendments, modifications, additions, or deletions to this contract shall only be valid if they are in writing and signed or initialed by authorized representatives of both parties.
- D. In the event that any part of this contract is found to be void, the remaining provisions of this contract shall nonetheless be binding with the same effect as though the void provisions were deleted.



- E. If the event that Owner changes management companies during the course of this agreement, Contractor shall not be encumbered to sign a new agreement with new management company. The original agreement as accepted by both Contractor and Owner shall prevail, and all monies previously agreed to be owed to Contractor for services rendered and to be rendered will still be owed to Contractor.
- F. During routine evaluations of the facility, safety inspectors or Contractor may determine there is a need for additional lifeguard coverage. Owner agrees to be billed at a rate of \$40.00 per man hour for Virginia facilities and \$45.00 per man hour for Maryland and DC facilities to supply additional lifeguard staff. Deferred payment arrangements may be available. If additional lifeguard coverage is not approved by Owner, Contractor may terminate this agreement immediately without notice or will limit the number of patrons and restrict usage in certain areas of the pool facility.
- G. Contractor will not be responsible for any damages to furniture or equipment due to wind, rain, inclement weather, or any acts of nature.
- H. If Owner has a cartridge filter system and the cartridges need to be cleaned more than once per week, Contractor reserves the right to charge an additional service call fee of \$75.00
- I. If a vendor agreement is required for the execution of this contract, the language in this contract body will supersede that of the vendor agreement.

SECTION 19 – MISCELLANEOUS

This Contract embodies the entire understanding between the parties, and there are no additional verbal agreements or representations made in connection herewith.



Paradise Pool Service, LLC

This agreement made and entered into this **October 6, 2022** between **Paradise Pool Service, LLC** hereinafter referred to as CONTRACTOR and **Cameron Station Community Association**, whose address is **200 Cameron Station Blvd, Alexandria, VA 22304**, hereinafter referred to as the OWNER, or as OWNER'S Agent to provide for the operation and management of the swimming pool facility by the CONTRACTOR.

SECTION I. GENERAL SPECIFICATIONS (SEE ATTACHED DOCUMENT)

Section I is included and made part of this swimming pool management agreement.

SECTION II. OPENING POOL

The CONTRACTOR will render the swimming pool operational by completing the following services:

- A. Conduct and submit to the owner a written inspection report of the pool condition and items needed to render the swimming pool and filter system operational. Owner is responsible for needed repairs and the costs thereof. The report if approved in part or in its entirety must be returned to the contractor immediately with an authorized signature.
- B. Drain and clean the pool if necessary. The contractor is not responsible for faulty hydrostatic valve and/or any damages which may be directly or indirectly related thereto.
- C. Start pool fill. Owners are responsible for turning off the pool when the pool is completely full and to the top of the waterline tile.
- D. Install diving boards, ladders, handrails, lifeguard chairs, skimmer lids, and safety rope.
- E. Place filtration and chlorination system in operation and check for proper operation. The owner is responsible for any needed repair.
- F. Clean bathhouse and pool area.
- G. Schedule and be present at any local or state health department pre-opening inspections that may be required. Obtain and pay for health department fees. Fees included in this agreement at no additional charge.
- H. Remove pool cover(s) and store at owner's facility. Any additional equipment or vehicle required to maneuver pool cover(s) will be charged back to the owner.

SECTION III. OWNERS RESPONSIBILITY

If the owner elects to ready pool by supplying any or all required equipment or performing needed repairs, said repairs must be completed and equipment must be provided by May 1.

The owner will be responsible for the following items by May 1, unless otherwise noted, to prepare and stage the swimming pool facility for opening:



Paradise Pool Service, LLC

- A. Provide contractor with a copy of any health department violations.
- B. Remove trash from the pool area after cleaning is completed.
- C. Provide contractor with three (3) set of keys to the pool facilities. Keys cut by contractor will be billed back to the owner.
- D. Prepare bathhouse for use:
 - i. Complete all building repairs such as broken windows or doors, toilet partitions, damaged tile or dry wall, etc. Provide soap, towel, and toilet tissue dispensers at all fixtures as needed.
 - ii. Complete any needed plumbing repairs. Hot water heaters must be operational to pass opening inspection.
 - iii. Paint interior and exterior of bathhouse if required.
 - iv. Inspect electrical system and repair as required. Supply and install light bulbs as required.
 - v. Provide working locks on all doors, gates, and windows; and provide contractor with keys.
 - vi. Ensure all fencing meets local codes and prevents unauthorized entry into the pool area. Repair and maintain as necessary.
- E. The owner shall provide in good working condition all necessary equipment for the safe operation of the facility, including but not limited to filtration equipment, pool ladders, rescue tubes, backboard with straps, head immobilizer, deep water dividing ropes, elevated guard station(s), first aid kit, and a lifeguard umbrella for each guard station.
- F. Complete any required repairs inside pool area such as concrete deck, caulking, area lights, drinking fountain, etc.
- G. In the event owners' repairs are not completed at the time of the scheduled health inspection and pool does not pass because of uncompleted owner repairs, the owner will then be responsible in re-scheduling the inspection and be present for any additional inspections and any related costs or fees.
- H. Supply free, adequate parking for pool personnel.
- I. Provide all members with a pool pass or adequate method of entry.
- J. Provide the contractor with a copy of its premise liability insurance policy providing coverage for the subject premises, including the pool area. The owners' liability insurance coverage shall be primary as between owner and contractor.
- K. Provide contractor with First Aid equipment including minimum requirements in accordance with the local health department requirements. First Aid supplies not provided and required shall be obtained by the contractor and billed back to the owners.
- L. Contractor cannot guarantee opening if this agreement is not signed by May 1.
- M. The owner will provide and pay for an operational telephone that must be available for the pool personnel to contact 911 in the event of an emergency.



Paradise Pool Service, LLC

- N. The owner will provide water, electricity, and gas (if required) for the operation of the swimming pool and facility.
- O. The owner will procure and provide hand sanitizer, disinfectant, towels, brushes, and sponges to clean and maintain surfaces clean and disinfected.
- P. The owner will provide pool patron and guest sign in sheets.
- Q. Owner will provide hand sanitizer and disinfectant for the sanitation periods.

SECTION IV. Lifeguard Personnel

Contractor represents and warrants that it has sufficient lifeguard staff to provide the services that OWNER has described are required for the 2023 season. All lifeguard and pool management personnel providing service under this agreement will be employed solely by contractor. Contractor will be responsible for paying all wages, employment taxes, workmen's compensation premiums and all other taxes associated with the employment of these personnel. Contractor will have the sole discretion as to the selection and working schedules of their employees.

Lifeguards are certified in accordance with industry standard lifeguarding guidelines. Contractor will ensure compliance with local and state regulatory requirements regarding personnel managing the pool. All staff will be trained by contractor regarding health department requirements, facilities and equipment operation, maintenance, and facility rules. All staff will be required by contractor to wear uniform swim attire with lifeguard identification.

When appropriate staff is available, contractor will conduct swimming lessons at the owner's request and prior approval. The instruction will be provided privately or in minimum groups of four students and will not interfere with normal pool operations. Additionally, where there is demand and adequate personnel, contractor will conduct approved lifeguarding courses.

When appropriate staff is available, contractor will provide proposals for personnel to work pool parties at the request of the owner. Such services will be billed separate to the owner at a preauthorized agreed price.

If requested by the owner, and staff is available, contractor will operate the pool for additional weeks or weekends outside the specified season under a separate agreement at a preauthorized agreed price.

SECTION V. SUPERVISION

Contractor agrees to conduct a minimum of three (3) pool inspections per week. Contractor will make any recommendations to owner that are deemed relevant and appropriate for a safer and more efficient or beneficial operation of the swimming pool.



Paradise Pool Service, LLC

SECTION VI. DAILY MAINTENANCE AND OPERATION

- A. Maintain proper filter operation by backwashing and/or cleaning pump strainer as required.
- B. Maintain water quality in conformance with required standards.
- C. Maintain required health department records.
- D. Clean bathrooms and pool office daily.
- E. Clean inside swimming pool area enclosure daily.
- F. Vacuum pool bottom, clean waterline tiles, and skimmer baskets daily.
- G. Owner and contractor agree that contractor is not responsible for any losses or damages caused when the swimming pool is not open, by those acts or omissions of third parties over whom the contractor has no control.

SECTION VII. CHEMICALS, SUPPLIES, AND MATERIALS

Contractor will order chlorine, muriatic acid, and soda ash necessary to maintain water quality standards as prescribed by local or state health departments. The cost for these chemicals will be the responsibility of the contractor.

Water balancing chemicals to maintain total alkalinity and calcium hardness are included in this swimming pool service agreement and the costs for these chemicals will be the responsibility of the contractor.

Special chemicals such as algaecide, enzyme stain control, phosphate free, foam out, clarifier, floc agent, granular chlorine, and/or other chemicals not directly associated with adjusting total alkalinity or calcium hardness are available and if used will be provided at no additional cost.

SECTION VIII. CLOSING AND WINTERIZATION

The contractor agrees to close pool upon termination of the previous stated operating season and to winterize the swimming pool facility by performing the following services:

- A. Disconnecting piping at fixtures as required and drain all piping which can be drained.
- B. Add anti-freeze to toilet bowls and tanks, urinals, and sink traps.
- C. Remove and store in compound the pool ladders, handrails, lifeguard chairs, safety rope, and diving board(s).
- D. Drain pool 12" to 18" below the waterline tile. Owner is responsible to make sure the water level is below the waterline tile during the winter months.
- E. Open all valves in filter room which require opening.
- F. Backwash and drain filter tank and filter piping.
- G. Uncover and drain the hair and lint strainer.
- H. Inspect all visible plumbing. Contractor is not responsible for any freeze damages.
- I. Owner is responsible for turning off the main water supply of the swimming pool facility.



Paradise Pool Service, LLC

- J. Store chlorinators, chemical feeders, and flow meters on premises.
- K. Store all pool deck furniture in the bathhouse.
- L. Store pool maintenance, testing equipment, and supplies on premises.
- M. On completion of pool closing, contractor will notify owner.
- N. Submit to the owner a detailed inspection report covering condition of pool facility and related equipment.
- O. Secure pool cover(s) if applicable.

SECTION IX. INSURANCE

The contractor shall, for itself and its subcontractors, agents, and employees carry liability and personal injury insurance with a reputable insurance company, licensed to do business in the Commonwealth of Virginia. The amount of such insurance liability coverage regarding liability for damage to property shall be at least \$1,000,000 and regarding liability due to injury or death of a person shall be at least \$3,000,000. The contractor shall furnish a valid certificate to the owner evidencing this insurance prior to commencing any work to be performed under the agreement. The insurance shall remain in effect during the entire term of the agreement and the certificate of insurance shall specify that the owner shall be immediately notified upon cancellation or other termination of said insurance. Insurance coverage will include liability to cover bodily injury and/or property damage directly due to our negligence or negligence by our agents or our employees, within the enclosed area of the pool, during pool hours. It is understood that except for our negligence, or negligence by our agents or employees, we will not be liable or responsible to any person or firm because of use of the pool or its facilities. Contractor will be exempt from liability due to faulty construction, defective workmanship by others, or circumstances beyond our control. We shall not be responsible for hydrostatic damage to pool structure.

Owner shall maintain general liability insurance policy evidencing property damage, bodily injury, products & completed operations, contractual liability and personal injury coverage for the subject premises including the pool area in amounts and coverage equal or greater than contractor's limits. Owner will provide to contractor a certificate of insurance evidencing the coverage naming contractor as an additional insured.

Owner agrees to inform contractor of any activities conducted at the pool during hours not listed in the specifications and organized activities during hours specified in the specifications. Unless expressly agreed otherwise, the owner shall be liable for insurance coverage during such activities. Owner agrees to and does hereby indemnify contractor and save it harmless and shall defend it from and against any and all claims, damages, liability and judgements in connection with personal injury and/or damage to property arising from or out of maintenance, operations or use by the owner and/or its agents, servants,



Paradise Pool Service, LLC

employees, invitee's and licenses 1) outside the hours listed in the specifications, 2) during any organized activities, and 3) brought forth by other contractors and/or trespassers, except those caused by the intentionally wrongful acts by contractor or its employees while on the owners premises.

SECTION X. TERMINATION AND SUSPENSION

A. By Contractor:

Contractor reserves the right to suspend service temporarily or to terminate this agreement for cause immediately in the event of:

- 1) Owner's non-compliance with the terms outlined in the agreement.
- 2) Owner's failure to pay monies owed to contractor when due.
- 3) Owner fails to maintain a safe environment for personnel and/or patrons.

Contractor may terminate this agreement without cause provided written notice is delivered to owner thirty (30) days prior to termination date. In this case, contractor will invoice owner for hours worked or pay a refund promptly for any pre-paid hours not worked.

B. By Owner:

Owner may terminate this agreement for cause provided written notice of the deficiency is delivered to contractor and contractor has failed to correct such deficiency to owner's satisfaction within a 72-hour cure period following the date of notification. Failure to correct the deficiencies within the cure period will result in immediate termination of this agreement. A repeated violation of any deficiency specified in such notice at any time following the said 72 – hour notice shall be grounds for immediate termination for cause without requiring a further notice and opportunity to correct. Owner shall be responsible to pay all remaining non-contract invoices in addition to a prorated portion of the "Compensation to Contractor" based upon the number of days services were provided.

Owner may terminate this agreement without cause provided written notice is delivered to contractor thirty (30) days prior to termination date. Contractor invests a significant amount of time and money to provide our clients with highly trained professional, technical and lifeguard staff. Our investment begins on the contract date as we launch a concerted recruiting effort to train and recruit the best possible staff to deliver a turn-key solution to meet our clients' needs during their pool operation season. In the case where our client chooses to prematurely terminate our agreement much of the costs associated with managing the facility have already been incurred by contractor. As a result, contractor requires our clients choosing to terminate the agreement without cause to pay the full remaining unpaid balance of "Compensation to Contractor" immediately upon providing termination notice to contractor. For multi-year agreements, the unpaid balance will only include amounts to have been paid in the current calendar year.



Paradise Pool Service, LLC

Upon termination or suspension by either party, owner agrees to assume all liability for damages resulting from the use of the pool or the enclosed area of the pool during, before or after pool hours during a suspension period or following termination.

SECTION XI. OTHER

1. When we provide supplies or services outside this agreement (such as equipment or repairs) it is understood that said services are separate from this agreement and that such items will be paid by owner upon presentation of an invoice.
2. Owner will provide parking at no cost to pool personnel.
3. Owner assumes full responsibility for administering and issuing pool passes to patrons and will indemnify contractor from any losses arising from improper issuance pool passes to under age or impaired patrons.
4. Owner is responsible for wastewater discharge filings if required by the state. Contractor will not be held liable for any discharge to state water in the case of system failure.
5. In the event minimum wage is increased by any federal or local government agency, then the contract price will be increased. Increase will be calculated as follows: 600 hours per guard times the increase in hourly wage times 112.5% (payroll taxes).
6. In the event fuel or chemical costs increase by more than 10% during the term of this agreement, contractor will have the option to include an additional surcharge on contract installment and service invoices. Owner is obligated to pay all surcharges not to exceed 1% of contract.
7. If the pool is not open by 4:00 PM due to inclement weather, including but not limited to cloud cover, temperatures below 65 degrees Fahrenheit, steady rain, thunder, lightning; the owner shall have the discretion to close the pool for the remainder of the day without credit, set-off, or deduction.
8. Owner agrees to indemnify, reimburse and hold the contractor, its officers, directors, employees, representatives, contractors, and agents harmless from and against any claims, expenses, and related costs, whether direct or indirect, including any attorney's fees and claims arising out of or related in any way to COVID – 19 or the Coronavirus from pool users' and or guests' use of the swimming pool facility.



Paradise Pool Service, LLC

SECTION XII. CONTRACT PROVISIONS

The owner and contractor have reviewed and agreed to the twelve (12) sections and nine (9) pages included in this swimming pool management agreement.

OWNER:

Print Name

Signature

Date

Address

CONTRACTOR:

Print Name

Signature

Date

Address



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
POOL MANAGEMENT SERVICES**

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
200 CAMERON STATION BLVD, ALEXANDRIA, VIRGINIA 22304**

September 21, 2022

EXHIBIT TWO

COST PROPOSAL

Project Name: Pool Management Services Contract

Date: October 5, 2022

Contractor: Paradise Pool Service, LLC

- For the aforementioned services, the Association agrees to pay the Contractor as noted below which includes labor and material for services described above.
- Payment of an invoice shall be made by the Association's Managing Agent for the month worked within thirty (30) days of invoice receipt so long as no contract dispute exists.
- The Contractor shall provide three (3) guards on duty at all times during pool hours. See Hours of Operation.

2023 POOL SEASON (Year One)

Monthly Rate: \$ \$4,592.50 Jan - Apr (each month) and \$18,370 May - August (each month)

Annual Contract Price: \$ 91,850

\$2,475
included in
2023 price

Hourly Rate for additional guard: \$ 25.00

Soft Opening (Saturday, May 20th and Sunday, May 21st) cost: \$ 2023 price

Extension of Pool Season (only weekends beyond Labor Day weekend) cost: \$ 7,430

Lap Swim cost per hour: \$ 25.00

Swim Lessons cost per hour: \$ 40.00

Aqua Aerobics cost per hour: \$ 25.00

2024 POOL SEASON (Year Two)

Increase: 5 %

Monthly Rate: \$ \$4,822 Jan - Apr (each month) and \$19,288 May - August (each month)

Annual Contract Price: \$ 96,440

Hourly Rate for additional guard: \$ 26.25

Soft Opening (Saturday, May 20th and Sunday, May 21st) cost: \$ 2,600

Extension of Pool Season (only weekends beyond Labor Day weekend) cost: \$ 7,800

Lap Swim cost per hour: \$ 26.25

Swim Lessons cost per hour: \$ 42.00

Aqua Aerobics cost per hour: \$ 26.25

2025 POOL SEASON (Optional – Year Three)

Increase: 5 %

Monthly Rate: \$ \$5,065 Jan - Apr (each month) and \$20,260 May - August (each month)

Annual Contract Price: \$ 101,300

Hourly Rate for additional guard: \$ 27.60

Soft Opening (Saturday, May 20th and Sunday, May 21st) cost: \$ 2,730

Extension of Pool Season (only weekends beyond Labor Day weekend) cost: \$ 8,190

Lap Swim cost per hour: \$ 27.60

Swim Lessons cost per hour: \$ 44.50

Aqua Aerobics cost per hour: \$ 27.60



2022 Action Item List						
Date	Committee	Item	Assigned To CM/ACM/Maintenance/A RC/AA	Status (pending, completedd)	Comments	Entered
3.2.22	-	Pitney Bowes invoice	ACM	completedd	2.20.22 invoice submitted for payment thru accountspayable@ciramail.com	
3.2.22	CAC	Concrete piece missing from apron	ACM	completedd	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	completedd	daily task	
3.7.22	-	Mail amended Parking Policy	ACM	completedd	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	completedd	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	completedd	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	completedd	Lancaster and Management meeting On-Site on Wednesday 10AM. Calendar invite sent.	
3.7.22	-	Resident required assistance with assessment payment	ACM	completedd	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	completedd	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	completedd	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	completedd	CAMP rep attended CCFC monthly meeting	
3.11.22	CAC	CAC packet for 3.14.22 meeting	CM/ACM	completedd	CAC packet for 3.14.22 meeting completedd, emailed to committee and posted on the Cameron Station website.	
3.11.22	-	3.8.22 GRS invoice 12864	ACM	completedd	invoice from GRS received via email and submitted for payment through Cira.	
3.11.22	CCFC	Email Austin Woodard from American Pool	ACM	completedd	Ask Austin who will be taking care of the deck work? Who is taking care of the pool rule signs? Austin response: 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 completedd I can send you proposals for both items. 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	completedd	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	completedd	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 completed; Painting is 90% completed; Light fixtures will be completedd today 4/26; They're making some repairs to existing electrical outlets they discovered some were not working properly and hope to have it completed 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 completedd next week. 5.2.22 management met with Manders; locker room renovations are almost completed. 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 completed 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	completedd	Fitness will be deep cleaned Saturday, March 19 after the gym close.	

3.14.22	CCFC	American Pool - Accounts Payable	ACM	completedd	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	completedd	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	completedd	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	completedd	invoice submitted for payment through Cira.
3.14.22	CAC	Emergency Pipe Break on Yarrow Ln	CM	completedd	1. Dug up the Yarrow Lane pipe --- it was a Cameron Station fire service valve. 2. Virginia American Water shut off two domestic water lines this morning for ALL Plumbing to completed their valve replacement on the fire service valve. 3. Work completedd 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	completedd	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	completedd	Meeting scheduled for Tuesday, March 15 at 3PM to meet Jill Bakner and Rich.
3.15.22		New Employee Training	CAMP	completedd	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	completedd	Letters prepared, emailed, and mailed to each of the residents affected.
3.15.22	-	Resident assistance with account fees	ACM	completedd	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	completedd	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	completedd	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	completedd	Invoice submitted to accounts payable; reference number ELV2019-00170
3.16.22		Spring Yard Sale confirmed with Activities and Event committee	AA	completedd	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/Maintenanc e	completedd	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	completedd	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	completedd	CCFC meeting minutes saved on server and added to next BoD meeting folder.
3.18.22	CCFC	Meeting with American Pool	ACM/CM	completedd	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	completedd	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	completedd	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	completedd	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	completedd	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	completedd	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	completedd	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	completedd	New 2022-2023 COI updated on Cira.
4.7.22	CCFC	Johnson Controls service work	Maintenance	completedd	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	completedd	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	completedd	American Pool was onsite, uncovered the pool and setup the furniture.
4.8.22	CommComm	Update CommComm committed fund report	AGM	completedd	Update CommComm committed fund report to be included on their April meeting.
4.9.22	CCFC	Work on CCFC April meeting packet	AGM	completedd	CCFC packet to be emailed and posted on the website Friday, April 8, 2022
4.10.22	CAC	Streetlight blocked	ARC	completedd	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	completedd	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	completedd	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	completedd	daily task
4.11.22	CAC	Tree behind 4950 Brenman Park Dr	Maintenance	completedd	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	completedd	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	completedd	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	completedd	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	completedd	3.29.22 draft BoD meeting minutes received and under Management review.
4.18.22	-	Call for Committee draft meeting minutes	AGM	completedd	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	completedd	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	completedd	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	completedd	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	completedd	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	completedd	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 completedd	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 completedd 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	completedd	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	completedd	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	completedd	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	completedd	A thank you email sent to Contractors who bid on the power washing and janitorial contract services.
5.2.22	-	Eyewash station	Maintenance	completedd	Eyewash station to be installed in the pool area on 5/3.
5.2.22	-	Meeting with Tucker Principal	AGM/GM	completedd	Management met with Principal Pascal to discuss parking for B&B security. It was agreed the B&B officer can park next to the school on Harold Secord St.
5.2.22	CAC	Trim tree on corner of 5110 Knapp Pl	Lancaster	completedd	Management had a friendly conversation with Mary Roach resident at 5110 Knapp Pl. She pointed out that the tree on the common area produces a saab. Update - Lancaster will be onsite Thursday, May 5, 2022, to assess and trim the tree.
5.2.22	CAC	John Ticers lamp post	Maintenance	completedd	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	completedd	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	completedd	Management to work on CAC 5.9.22 meeting packet.
5.6.22	CCFC	Follow-up with Todd on NSC cover contract	AGM	completedd	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	completedd	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	completedd	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	completedd	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	completedd	Management to draft a cigarette proper disposal reminder.
5.16.22	CAC	Trim tree next to 5111 Grimm Dr blocking sidewalk	Lancaster	completedd	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	completed	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	completedd	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	completedd	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	completedd	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	completedd	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	completedd	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	completedd	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	completedd	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	completedd	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	completedd	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	completedd	A request hass been submitted through the Pitney Bowes website acocunt 0016357809, case # 32561515 to remove a \$30 late fee on the 5.20.22 invoice. 5.27.22 - this morning through live chat Pitney Bowes was contacted to follow-up on the request. They had indicated the late fee of \$30 has been waived from the current invoice due on 6.16.22. The new invoice amount is \$312.27.
5.26.22		Community Letter - Asphalt / Concrete Intro Letter	GM/AGM	completedd	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	completedd	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 completed the apron	GM/AGM	completedd	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	completedd	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	completedd	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	completedd	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	completedd	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	completedd	Trees near Ferdinand Day 422, 430, 442
6.1.22	Alex 311	Tree Trimming	Landscaping	completedd	100 - 500 Cameron Station Blvd; Scheduled for 6/7/22 -- did not completed all work -- new ticket submitted below.

6.6.22	RPCA	Tree Trimming	Landscaping	completedd	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. Shrub between 5261 and 5263 on Colonel Johnson needs to be trimmed. Management emailed Lancaster requesting service. 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 completedd within 2 weeks
6.6.22	CAC	Shrub Trimming	Landscaping	completedd	
6.6.22	Critical Peake Alex 311	Quote 5695 \$2,024	Lightpoles Out	completedd	
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	The following areas have tree trimming needed around LED street lights: 1. 405 Cameron Station Blvd 2. 400 Cameron Station Blvd (North) across the street from 387 Cameron Station Blvd 3. 400 Cameron Station Blvd (South) across the street from 422 Ferdinand Day Dr. 4. 400 Cameron Station Blvd (South) across the street from 430 Ferdinand Day Dr. 5. 451 Cameron Station Blvd 6. 469 Cameron Station Blvd 7. 523 Cameron Station Blvd 8. 525 Cameron Station Blvd
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	
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	completedd	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	completedd	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	completedd	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	completedd	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.
6.22.22	CAC	Lamp post off centered	Maintenance	completedd	Uneven brick near 426 Waple Ln. 9.23.22 - under bidding process and to be presented at October Board meeting. 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	completedd	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	completedd	lamppost IV 40 between 5130 and 5128 Grimm Dr
6.28.22	CCFC	Items to completed per Ray's email	Maitnenace/AGM	completedd	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	completedd	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 large tree breanch to be removed from gate on the rear side of unit 236 Medlock 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. light out at 5244 Bessely Place Cartridrige installed at both men's toilets that allows more gallon per minute increased from 1.6 to 2.4 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. 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.
7.13.22	CAC	Branch removal	Landscaping	completedd	
7.14.22	311 Alexandria ticket	Streetlight head leaning to one side at 115 Cameron Station Blvd	City of Alexandria	closed	
7.25.22	CAC	Light out at 5244 Bessley Pl	Maintenance	completedd	
7.28.22	CCFC	Mens toilets	Matt Manders	completedd	
7.28.22	CCFC	Women's handicap shower seat	Matt Manders	completedd	
7.28.22	CCFC	Threshold addition in men's locker room	Matt Manders	completedd	
7.29.22	CAC	Drainage Issue close to 5275 Col Johnson Ln	Landscaping	pending	
8.4.22	CAC	150 and 151 CSB backflow preventer	Landscaping	completedd	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.

				to be scheduled	7/19/22: 3-1-1 ----- 100-500 Blocks of Cameron Station Blvd, 4800-4900 blocks of Brenman Park Drive, Somervelle 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. 8/5/22: Hi Steve, 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:	
8.5.22	Yon Lambert - City	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		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 completedd. 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		Place order for two (2) pool swim lane dividers - the pool is 25 meters	
8.5.22	CCFC	Order mirrors (2)	AGM		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		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		IV41 lamp head down	
8.8.22	CAC	371 Livermore sprinkler leaking	Landscaping/Irrigation		Management asked Lancaster to inspect the sprinkler in question	
8.11.22	CAC	Pooling of water 4922 Gardner	Maintenance		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		Common area next to 418 Ferdinand Day - light pole out	
9.1.22	CAC	Common Area next to 5001 Barbour	Landscape		Grass need treatment; brown patches in the area.	
9.7.22	CAC	Broken sprinkler head	Lancaster	ticket submitted	Broken sprinkler head on the median at CSB across the clubhouse entrance/ProFIT desk.	
10.4.22	CAC	311 ticket	Management		Hydrant Maintenance - request number: 22-00029441 - location: 4800 Brenman Park Dr - request submitted: 10/3/22 - estimated resolution: 10/17/22	
10.5.22	CCFC	Peloton bike missing pedal	ProFIT - Jill and Rick		Peloton bike missing a pedal. ProFIT response: I have contacted Peloton about the Pedal 2 days ago. Peloton has their own technicians. We are working with them to get a technician out here as soon as possible.	
10.11.22	Management	311 ticket 22-00014593	City of Alexandria		Request number: 22-00014593; Request type: Trees; Location: 200 CSB; Request Submitted: 5/25/22	
10.11.22	Management	311 ticket 22-00016044	City of Alexandria		Request number: 22-00016044; Request type: Trees; Location: 470 Ferdinand Day Dr; Request Submitted: 6/6/22	
10.12.22	Management	311 ticket 22-00030339	City of Alexandria		Request number: 22-00030339; Request type: Trees; Location: 150 Cameron Station Blvd; Request Submitted: 10/12/22	



Principals

Howard A. Goldklang, CPA, MBA
Donald E. Harris, CPA
Anne M. Sheehan, CPA
S. Gail Moore, CPA
Jeremy W. Powell, CPA
Renee L. Watson, CPA

1801 Robert Fulton Drive, Suite 200
Reston, VA 20191

Associate Principals

Matthew T. Stiefvater, CPA
Sheila M. Lewis, CPA

Manager

Andrew T. Plaughter, CPA

September 26, 2022

Cameron Station Community Association, Inc.

For Year Ending: December 31, 2022

PLEASE CONSIDER THIS FOR ACTION

Condominiums and Homeowner Associations:

Each year, we recommend that all of our clients pass a deferred assessment resolution. This resolution is intended to strengthen your income tax filing position. On an annual basis, condominiums and homeowner associations may choose to file using either one of these two available methods:

Corporate Method – Form 1120 – IRC Section 277
or
Exempt Method – Form 1120-H – IRC Section 528

Once the current fiscal year has ended and the audit and/or income tax preparation has been completed, we will recommend the best filing method. If the Association were to pass the following resolution before the fiscal year end, it would help to strengthen the position to use the Corporate Method. If the Corporate Method is not ultimately used, there is no negative impact to having passed this resolution. The resolution simply means that the Association will plan to use any surplus earned this year during the following year.

Suggested wording for the deferred assessment resolution:

The Association elects to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion.

We recommend that this resolution be passed on an annual basis prior to the end of the Association's fiscal year.

If you have any questions, please contact our office.

Goldklang Group CPAs, P.C.

GOLDKLANG GROUP CPAs, P.C.

CAMPS

Exclusively serving Homeowners, Condominiums and Cooperative Associations in MD, DC and VA since 1974.

phone 703 391 9003 fax 703 391 9004 www.GGroupCPAs.com