



CAMERON STATION

BOARD OF DIRECTORS MEETING

HYBRID ZOOM MEETING – Henderson Room / Zoom

DRAFT AGENDA

Tuesday, December 13, 2022 – 7:00 PM

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

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

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

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

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|-------|--|------------------|
| I. | CALL TO ORDER | 7:00 PM |
| II. | APPROVAL OF AGENDA | 7:01 PM |
| III. | APPROVAL OF MINUTES – BOD Meeting – October 25, 2022, | 7:02 PM |
| IV. | LT. LION – CITY OF ALEXANDRIA | 7:03 PM |
| V. | ARTHUR IMPASTATO – CAMERON STATION CIVIC ASSOCIATION | 7:13 PM |
| VI. | HOMEOWNERS' FORUM | 7:23 PM |
| VII. | TREASURER'S REPORT | 7:33 PM |
| VIII. | COMMITTEE REPORTS (FAC, ARC, A&E, ComCom, CCFC, CAC) | 7:43 PM |
| IX. | MATTERS FOR BOARD DECISION | 8:03 PM |
| | A. Ratify Email Vote – ARC New Member Application – Trena Raines | Motion 2022-1201 |
| | B. Ratify Email Vote – Volunteer of the Year and M.P. Awards | Motion 2022-1202 |
| | C. Ratify Email Vote – Snow Removal Contract Proposal | Motion 2022-1203 |
| | D. Amended A.R. No. 22-16 – A&E – Committee Charter | Motion 2022-1204 |
| | E. Amended A.R. No. 22-17 – ComCom – Committee Charter | Motion 2022-1205 |
| | F. Amended A.R. No. 22-19 – Use of Community Communications | Motion 2022-1206 |
| | G. Engineering Proposal for Asphalt Project – Summer 2023 | Motion 2022-1207 |
| | H. Fence Seal Coating Proposal | Motion 2022-1208 |
| | I. Monument Sign Duke St Entrance Proposal | Motion 2022-1209 |
| | J. Asphalt Repair Proposal | Motion 2022-1210 |

**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

- X. MATTERS FOR BOARD DISCUSSION 8:43 PM
- A. Cameron Station Logo and Branding
 - B. A.R. No. 20-02 – Investment Policy
 - C. Access Cards and Mobile Credentials Proposal
 - D. Gorove Slade – Visitor Parking Engineering Proposal
 - E. Shuttle Bus Schedule
- XI. MATTERS FOR BOARD INFORMATION 8:50 PM
- A. Management Report
 - Action Item list
 - Monument Sign Update
 - Access System Control Update
 - EV Charger Update
 - Visitor Parking – SUPs, Site plans, and Parking Management Plan Update
- XII. NEW BUSINESS 8:57 PM
- XIII. EXECUTIVE SESSION (see Executive Session agenda) 8:58 PM
Not applicable for this meeting.
- XVI: ADJOURN 9:00 PM

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



**DRAFT MINUTES
BOARD OF DIRECTORS MEETING
Tuesday, October 25, 2022, 7:00 P.M.**

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

BOARD MEMBERS PRESENT:

Andrew Hill, President
Megan Christensen, Vice President
Joan Lampe, Treasurer
Mindy Lyle, Secretary
Brendan Hanlon, Director
Chris Alex, Director
Greg Hillson, Director

OTHERS PRESENT:

Heather Graham, CMCA®, PCAM®, Executive Vice President of Community Association Management Professionals (CAMP)
Steve Philbin, M ed., CMCA®, ARM®, PCAM®, General Manager
LT. Lion, City of Alexandria Police
Takis Taousakis, Chair, FAC
Ray Celeste, Chair, CCFC
Stephen Pearson, Chair, ARC
Kathy McCollom, Chair, CAC
Andrew Yang, Chair, A&EC
Sasha Impastato

CALL TO ORDER:

Mr. Hill called the meeting to order at 7:02 pm.

APPROVAL OF AGENDA:

Motion: Ms. Lyle moved, and Ms. Christensen seconded the motion to APPROVE the agenda with the following amendments:

- Under Matters for Board Decision, remove item G: Pool Contract Proposal
- Add: Civic Association Update

Following discussion, the motion passed, 6/1.

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

Opposed: Mr. Hillson

APPROVAL OF MINUTES:

Motion: Mr. Alex moved, and Mr. Hanlon seconded the motion to APPROVE September 27, 2022, Board meeting minutes as presented. **Following discussion, the motion passed unanimously, 7/0.**

LT. LION – CITY OF ALEXANDRIA

Lt. Lion reported thirty-six (36) calls for service for the month. Additionally, there was a report of an individual breaking into vehicles on Cardinal Place and a vehicle pursuit near CVS and Veterans Park.

CAMERON STATION CIVIC ASSOCIATION:

Sasha Impastato reported that the City is performing a two-bridge study for pedestrian bridges from Landmark Mall; Advisory Committee is looking into the preferred transitway concept for the Duke Street Corridor, which will focus on the eastern and western segments of the corridor: Landmark Mall to Jordan Street and Roth Street to King Street Metro Station; and the Planning Committee, Zoning for Housing 2023 proposed to allow up to 70-foot buildings to accommodate affordable housing, but Committee does not support that change to the City zoning if there is no demonstrated need for the housing.

HOMEOWNER'S FORUM:

Topics discussed were:

- Martin Menez: stated that the audio sounds better for the Zoom meeting but on the video, it is hard to tell who is talking.
- Ray Celeste: thanked the Board and CAMP management team for a very productive year.

TREASURER'S REPORT:

Ms. Lampe delivered the following report:

- For the month of September YTD revenues are ahead of expenses by almost \$46,000.
- Total receivables are below 2%.
- Caught up on some reserve projects, and spent reserve funds but improved property values.
- The Association has investments with Morgan Stanley and Congressional Bank.

COMMITTEE REPORTS:

1. Financial Advisory Committee

The Committee reported they are looking at ways to maximize the return on the association's investments and have moved some monies into investments with Morgan Stanley for a better return. They also reviewed the draft budget.

2. Architectural Review Committee

The Committee reported that the Board had misinterpreted the ARC's requested changes and passed a revision to the eligibility standards that were opposed to their suggested revision.

3. Activities and Events Committee

The Committee reported the fall yard sale, and the wine-tasting event went well; the Halloween event will be held Saturday; October 29 and the Committee is deciding on a date for the Holiday party.

4. Communications Committee

The Committee reported they are working on the November/December newsletter and all article submissions are due by October 28. They are welcoming seven (7) new residents this month. They are currently working on re-formatting the website.

5. Facilities Committee

The Committee reported that there was a drop in usage for the Cameron Club due to the pool closing and an increase in participation for classes.

6. Common Area Committee

The Committee reported that there are two vacancies on the Committee; the fall leaf clean-up will begin soon and working on completing improvements to the Donovan pocket park.

MATTERS FOR BOARD DECISION:

A. Comcast Bundled Business Services

Motion: Mr. Hillson moved, and Mr. Alex seconded the motion to APPROVE the Comcast Business service agreement for a two-year service term to be expensed from Operating Funds. **Following discussion, the motion passed unanimously, 7/0.**

B. CAC New Member Application

Motion: Ms. Christensen moved, and Ms. Lyle seconded the motion to APPROVE the appointment of Jeff Gathers to the CAC Committee. **The motion passed, 6/1.**

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

Opposed: Mr. Hillson

C. Snow Removal Proposal

Motion: Ms. Christensen moved, and Ms. Lyle seconded the motion to TABLE a decision on snow removal for the purpose of seeking a cap on the fuel surcharges and negotiating the rates with Lancaster Landscapes. **Following discussion, the motion passed unanimously, 7/0.**

D. Brickwork Proposal

Motion: Ms. Christensen moved, and Ms. Lyle seconded the motion 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. **Following discussion, the motion passed unanimously, 7/0.**

E. Amendment Fleet Fuel Surcharge

Motion: Ms. Lampe moved, and Ms. Christensen seconded the motion to APPROVE the eleventh addendum to the agreement of Fleet Transportation LLC. **Following discussion, the motion passed unanimously, 7/0.**

F. Approval of 2023 Draft Budget

Motion: Ms. Lampe moved, and Ms. Christensen seconded the motion to APPROVE the FY2023 fiscal year draft budget with 3.83% average increase. **Following discussion, the motion passed, 6/1.**

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

The Board made the following changes to the budget:

1. Reduce cyber liability insurance coverage from 3 million to 1 million.
2. Reduce the Linear Park Landscape Maintenance by \$3,000.

MATTERS FOR BOARD DISCUSSION:

None.

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.
- Fire Hydrant Update
Management stated he has checked with the City and was told that money was taken out of the City budget for fire hydrant painting so the community is welcome to paint them so long as they paint them the approved colors.
- Parking Enforcement Contract
Management stated he will be taking the contract out for bid.
- Income Tax Letter from Auditor

The Board reviewed and accepted a letter from Goldklang Group CPAs with a recommendation related to deferred assessment which is intended to strengthen their tax filing position.

NEW BUSINESS:

None.

EXECUTIVE SESSION:

(Not applicable for this meeting).

ADJOURNMENT:

Motion: Ms. Christensen moved, and Ms. Lyle seconded the motion to adjourn the meeting. **The motion passed, 7/0, and the meeting was adjourned at 9:04 pm.**

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

X

Mindy Lyle
Secretary

12/13/22 Cameron Station Community Assoc. Board Meeting – Upcoming Events of Interest

*Update by Sash Impastato
President
Cameron Station Civic Association*

- 1. Bridge Studies**
- 2. Duke Street in Motion**
- 3. Zoning For Housing**

Bridge Studies

The City awarded a contract in September 2022 for a consultant to do a high-level transportation and traffic analysis and cost estimates for the Multimodal Bridge, the Farrington Connector, and widening/improvements to the Van Dorn so that they can compare the cost/benefits of each facility to help determine what to prioritize. City staff anticipates this study being done in early 2023. In addition, City Council in September 2022 also approved \$300,000 to study the feasibility of a bicycle and pedestrian bridge over I-395 to connect the Landmark Mall site to the neighborhoods west of I-395. This study is anticipated to begin in 2024.

The Cameron Station Civic Association(CA) is having meetings with City Council to ensure that the multimodal bridge takes a priority in funding over the pedestrian bridge since, without a multimodal bridge, many of the projects contemplated near our area are not feasible. No community meetings on these matters have been scheduled yet.

If anyone wants updates on either of these two studies, they must contact City staff. The person in charge of this high-level transportation and traffic analysis is Megan Oleynik at Megan.Oleynik@alexandriava.gov

Duke Street In Motion

The Duke Street in Motion project is what used to be called the Duke Street Transitway and its focus is on bus rapid transit (BRT) from the Landmark Mall area to the King Street Metro Station. In February 2023, there will be review of elements for inclusion in preferred alternative, followed by second round of public input in March and April. In June 2023 it is anticipated that there will be final endorsement by the City of a preferred alternative. Actual construction will begin in 2024.

The next meeting on this project is on December 15 at 6:30 PM at the DASH facility at 3000 Business Center Drive and electronically. The meeting can be accessed via Zoom by registering at the following link:
https://zoom.us/webinar/register/WN_mXAnVFaxSxO1qzc8G0cJWw.

This is another project that the CA is meeting with City Council so that (1) the option chosen for BRT works for buses and poses the least number of negative impacts for car traffic on Duke Street and (2) to ensure that a bike lane is not added in front of the intersection of Cameron Station Boulevard and Duke Street which would make entrance to and from Cameron Station extremely problematic. Currently, the City staff proposals do not provide for a bike lane on our portion of Duke Street.

For more information, go to: <<https://www.alexandriava.gov/HighCapacityTransit>> and <<https://www.alexandriava.gov/TES/INFO/DEFAULT.ASPX?id=116707>>.

Zoning For Housing

City Staff unveiled a “Zoning For Housing” plan to City Council on November 22, 2022, that could have severe impacts on density and current zoning. The “proposed components” of the Zoning For Housing package include: (1) “Evaluate the current limit of one household per lot in the City’s single-family zones and the potential benefits of allowing a greater number of households per lot in the zones”; (2) “remove from the Zoning Ordinance ... language regarding ‘impact on property values’ and ‘character of the neighborhood,’ and others.”; (3) reevaluate the bonus height density proposal; (4) “Staff will analyze expanded/targeted opportunities for RMF (Residential Multi-Family zone)”; (5) “review existing permitted densities within walking distance of existing and planned Metro stations and existing and planned High-Capacity Transit stations. The study will highlight transit-rich locations where existing zoning and/or plans tightly limit the densities of redevelopment.”; (6) “evaluate the potential for Industrially zoned land to be allowed to apply for RMF zoning and/or circumstances where affordable housing could be approved on industrially-zoned land without a rezoning.”; (7) “Staff will provide an analysis of how the issue of affordable housing has been addressed through CDDs and either confirm that the latest practice should be continued or recommend that further evolution for consideration.”; (8) “facilitate office-to-residential conversion”; (9) “This project will examine strategies to reconcile varying regulations (such as FAR and open space) within the City’s town house zones.”; (10) “Staff will identify a set of existing land use patterns, such as the mix of uses and building types found in sections of our historic districts ...”; (11) “Staff will summarize the current status of recent examinations of a potential Inclusionary Housing policy for the City...”

The CA is supportive of sensible plans to increase affordable housing and has been meeting with City Council to convince them that the City should be analyzing data (from Alexandria and/or from other cities) prior to engaging in this Zoning For Housing initiative. Among many issues that need further study are the following: (1) determine if the affordable housing initiatives are achieving the stated goals of allowing police, City workers,

teachers, firefighters and others who work in the City; (2) determine whether ramping up density and the affordable housing actually reduces prices since MIT academics, the Federal Reserve and historical evidence from Alexandria shows that increasing density drives the cost of land and housing up (Note: From 2013 to 2022, Alexandria's dense housing increased by 22% yet the Housing Price Index rose by 39%.); (3) determine whether or not ramping up density and affordable housing will increase real estate tax assessments; (4) determine whether or not ramping up density and affordable housing will result in the displacement of fixed-income senior and disabled homeowners.; (5) demonstrate that we have the infrastructure to handle any increased density such as having enough roads, schools, and first responders; (6) demonstrate that changing zoning and allowing increased density will not adversely affect the City's plans to combat climate change since it will inevitably result in reduction of much needed tree canopy as well as open space with permeable land; (7) demonstrate that changing zoning and allowing increased density will not adversely affect the health of children or those vulnerable due to increased degradation of the environment in City limits.; (8) demonstrate that changing zoning and allowing increased density will not adversely modify rainfall since case studies show that urbanization modifies rainfall so that precipitation is increased by 16% over a city; (9) determine the total dollar amount of investments that the City will have to make when developers like Wesley Housing use these proposals that change zoning. For example, the City will need to invest roughly \$43 million for the ParcView II affordable housing redevelopment.

Community meetings on this matter have yet to be scheduled.

For more information go to: < <https://www.alexandriava.gov/zoning/bonus-height>> See also: < <https://www.alexandriava.gov/zoning/land-use-and-zoning>>; < <https://www.alexandriava.gov/housing/housing-news-announcements>>; <https://www.alexandriava.gov/housing/2020-alexandria-housing-summit>..

Arthur "Sash" Impastato
President
Cameron Station Civic Association

We would love to have you join the Civic Association. To join, send a check made payable to the Cameron Station Civic Association for \$10 per person (ages 18 and older) with your name(s), address, phone number and email address to: Cameron Station Civic Association 200 Cameron Station Blvd, Alexandria, VA 22304. To contact the Civic Association please email cameronstacivic@gmail.com.

Cameron Station Community Association
Financial Advisory Committee Meeting
October 24, 2022
FAC ZOOM Meeting
Meeting ID 9296235196 Passcode 007612

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 7:04 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Wendell Anderson, and Jodi Wittlin.
- c. Others Present: Joan Lampe, Board Treasurer and Board Liaison and Steve Philbin, community manager and Bill Boos, director financial services, CAMP.
- d. The meeting was conducted via ZOOM

II. Approval of Agenda

The agenda was approved unanimously.

III. Approval of Previous Month's Minutes

The August 29, 2022, minutes were approved, September 26, 2022 informal meeting minutes were reviewed and October 11, 2022 budget meeting minutes were approved unanimously. The September FAC meeting did not have a quorum.

IV. Resident Open Forum

No residents were present.

V. Review of Financial Results

- a. September 30, 2022, Financial Variance Reports & Revenue and Expense Statements

Steve Philbin started the discussion with the repair and claim status of the Duke St entrance sign repair that was badly damaged by a drunk driver and the related insurance claim. The masonry pillars should be ready in November for metal fence fabrication and installation in January 2023.

Waiver of late charges was discussed September and driven by the condos using ACH payments for their assessments.

Tree & Shrub maintenance remains over budget due to unexpected expenses for cleanup from the January snowstorm and related extra tree trimming and removal

Bill Boos noted our positive cash position and that both income and expenses are positive. Receivables are also in good shape.

\$290,000 was transferred to the reserve account from Congressional to pay reserve project bills. This account was set-up to give some flexibility to increase earnings on excess reserve cash.

\$500,000 was transferred from Congressional Bank ICS to Morgan Stanley, which is paying over 3%. \$300,000 is yet to be placed in CDs, as we are waiting for the results of the next Federal Reserve meeting and the impact on interest rate. In the interim we are earning about 3% from Morgan Stanley. Fred Blum is watching the situation closely before buying any CDs.

Steve Philbin is still holding some money from Long Fence needed to repair damage behind Woodland Hall and Carlton Place from the fence installation when landscaping was not correctly restored to the original condition.

The FAC discussed several year-end items in analyzing our cash needs and related funds transfers:

- An estimated \$66,000 is needed to seal coat the new fence and is part of year-end funding needs.
- We will cold patch some of the potholes versus a more expensive repairs for areas that will be milled and repaved in the spring 2023 repaving project. This is also part of year end funding needs, estimated at approximately \$25,000.
- The clubhouse access system upgrade will require purchasing new cards etc, also part of year-end funding needs for \$10,000.
- Additional sidewalk repairs will also be funded.
- The fitness center equipment room will get a new rubber floor.
- The reserves will cover some additional engineering work.

Turf treatment is over budget due to the January 2022 snowstorm cleanup, the FAC increased the CAC budget in 2023, but not enough to cover a disaster, as requested.

Americans with Disabilities Act (ACA) compliant clubhouse doors will be included in reserve study update.

Insurance Expense for Reimbursement is \$24,622, A new GL line was requested by Steve Philbin to reflect insurance claims payments and related expense for the Duke St, entrance repair discussed above. Insurance proceeds will zero out, hopefully by year-end. This eliminates distortions in our finance related to this item.

Administrative Salaries are over budget as has been discussed in prior months. These are BOD approved changes.

Parking enforcement contract stated work in April, although it was budgeted for a full year. Thus, this item is under budget YTD.

We will transfer excess equity to reserves, as we are at roughly 20% of assessments, which is the high side of auditor recommendations for this item. We will be extra careful about the amount transferred due to our small projected surplus and year-end projects discussed above.

b. Cameron Station Committee Spending and Committed Funds

Activities and Events- They are projected to be under budget for the year, even after committed funds for both Halloween and the annual holiday party. This is also net of sponsorship contributions.

The Communications Committee (Com Com) is also projected to be under budget for the year.

Cameron Club Facilities Committee (CCFC)- small projected negative variance, this includes ADA door discussed above, includes contracted extra services on pool management contract, pool supplies were over budget.

Common Area Committee (CAC)- expected to be under budget for the year and includes irrigation repairs, linear park and multiple landscape, turf and drainage projects.

The Chair noted overall the committees are doing a good job of staying in budget.

c. Reserve Fund Investments Morgan Stanley Congressional Bank

Discussed above, the new Morgan Stanley cash account is paying 3%, reflecting the current interest rate environment. Congressional rate is slowing moving up, now 2%.

Heather Graham agrees with an equity transfer to reserve funding, as discussed above. This must take into consideration year-end projects to be funded.

d. Review of CIRA Accounting Database Charts

Cash position reflects changes to funding composition in accounts discussed above.

VI. Old Business

a. Review 2022/2023 Project Spreadsheet

Steve Philbin and Bill Boos reviewed several items:

\$28,000 for new exercise equipment, room flooring and equipment itself is under budget.

Paving: we will do the second of three phases of street repaving in 2023. This should include the plumbing rough-in needed for the irrigation system upgrade

b. 2023 CSCA Budget Version 3

The Chair will send out Version 3.

This includes lower cyber insurance premium due to a coverage reduction.

Communications bundle cost is reduced with our input into the budget process.

There will be a small assessment increase.

Bill Boos was pleased with our input.

VII. New Business

CSCA Annual Meeting, our next meeting will be on November 21st due to the holidays

VIII. Meeting Adjournment

Meeting was adjourned at 7:59 pm.

DRAFT

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday November 1st, 2022**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday November 1st 2022. The meeting was called to order at 7:02 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
Sharon Wilkinson – ARC Member
Mara Francis – ARC Member
Tom Linton – ARC Member
Brian Sundin – ARC Member

MEMBERS ABSENT

Paula Caro – ARC Vice Chair

CHANGE OF ATTENDANCE

Mara Francis joined at 7:05 PM

OTHERS IN ATTENDANCE VIA ZOOM

Cameron Station Residents
Brandon Throckmorton, On-Site Covenants Administrator

APPROVE AGENDA

MOVE TO: “Approve the agenda with the addition of one address: 5053 Minda Court.”

Moved By: Tom Linton

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Paula Caro, Mara Francis

MOTION PASSED

HOMEOWNERS OPEN FORUM

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

REVIEW OF EXTERIOR MODIFICATION APPLICATIONS

Address	Proposed Modification	ARC Action / Vote
5053 Minda Court	Window Replacement	Approved with the stipulation that all windows are replaced like for like with respect to mullions. Moved By: Tom Linton Seconded By: Sharon Wilkinson For: All Against: None Absent: Paula Caro Abstain: None MOTION PASSED
163 Somerville St	Exterior Trim Repaint	Approved with the stipulation the repainted white trim is color-matched to other homes on the same block. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Paula Caro Abstain: None MOTION PASSED
237 Medlock Ln	Landscaping	Retroactively approved as submitted. Moved By: Brian Sundin Seconded By: Mara Francis For: All Against: None Absent: Paula Caro Abstain: None MOTION PASSED
280 Murtha St	Roof Replacement	Approved as submitted. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Paula Caro Abstain: None MOTION PASSED
4951 Brenman Park Dr Unit: 110	Window Replacement	Approved with the stipulation that the homeowner select the single-hung window option in their application. Moved By: Sharon Wilkinson Seconded By: Tom Linton For: All Against: None Absent: Paula Caro

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		Abstain: None MOTION PASSED
5004 John Ticer Dr	Roof Replacement	Approved with the stipulation that the roof be replaced with CertainTeed Charcoal Black shingles. Moved By: Tom Linton Seconded By: Brian Sundin For: All Against: None Absent: Paula Caro Abstain: None MOTION PASSED
5024 Gardner Dr	Tree Removal	Retroactively approved with the stipulation that the tree is 6' tall when planted. Moved By: Mara Francis Seconded By: Tom Linton For: All Against: None Absent: Paula Caro Abstain: None MOTION PASSED
5099 Donovan Dr	Window Replacement	Return for more information. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Paula Caro Abstain: None MOTION PASSED
5120 Donovan Dr Unit: 401	Window Replacement	Approved with the stipulation that all windows and the screen door are replaced like for like with respect to grid pattern and color. Moved By: Tom Linton Seconded By: Brian Sundin For: Stephen Pearson, Mara Francis Against: None Absent: Paula Caro Abstain: Sharon Wilkinson MOTION PASSED
5246 Bessley Pl	Roof Replacement	Approved as submitted. Moved By: Sharon Wilkinson Seconded By: Mara Francis For: All Against: None Absent: Paula Caro

DRAFT

		Abstain: None MOTION PASSED
5250 Tancreti Ln	Front Door Repaint	Return for more information with additional color options. Moved By: Sharon Wilkinson Seconded By: Mara Francis For: All Against: None Absent: Paula Caro Abstain: None MOTION PASSED
5257 Pocosin Ln	Window Replacement	Disapproved as submitted: The proposed storm door does not meet DMS regulations. Moved By: Tom Linton Seconded By: Mara Francis For: Stephen Pearson, Sharon Wilkinson Against: None Absent: Paula Caro Abstain: Brian Sundin MOTION PASSED
5261 Pocosin Ln	Roof Replacement	Approved as submitted. Moved By: Mara Francis Seconded By: Brian Sundin For: All Against: None Absent: Paula Caro Abstain: None MOTION PASSED

MOVE TO: “I move to Ratify the approved application for 205 Martin Ln – Tree Replacement; the disapproved application for 311 Lannon Ct – AC Unit Relocation, and the approved application for Carlton Place Condominiums – Roof Replacement that were voted on electronically during the months over September and October.”

Moved By: Mara Francis
Seconded By: Tom Linton
For: All
Against: None
Absent: Paula Caro
MOTION PASSED

APPROVAL OF ARC MEETING MINUTES

MOVE TO: “Approve the ARC Meeting Minutes from the 4 October 2022 meeting as submitted.”

Moved By: Sharon Wilkinson
Seconded By: Mara Francis

DRAFT

For: Stephen Pearson, Tom Linton

Against: None

Absent: Paula Caro

Abstain: Brian Sundin

MOTION PASSED

MATTERS FOR COMMITTEE DISCUSSION

Management asked the ARC for a consensus opinion on whether to clear-coat the entirety of the Barrett Common Area Fence or allow the portions that back up to Cameron Station homes to be individually stained by homeowners. The ARC expressed the unanimous opinion that Management should clear-coat the entirety of the Barret Common Area Fence as that was the best solution for protecting the community's investment in the replacement fence as well as look the most uniform from an aesthetic perspective.

MOVE TO: "Approve the ARC membership application for Trena Raines."

Moved By: Mara Francis

Seconded By: Brian Sundin

For: All

Against: None

Absent: Paula Caro

Abstain: None

MOTION PASSED

BOARD MEETING REPORT

ARC Chair Stephen Pearson and member Mara Francis both attended the October Board meeting. The most concerning issue to the ARC was the Board's failure to respect the ARC's desire to tighten eligibility requirements for ARC membership as described in the ARC Charter. Instead, the Board voted to expand eligibility requirement and when informed of the issue, declined alter their votes. Board member Greg Hillson attempted to have a discussion of the issue added to the agenda but was voted down. During their committee report, ARC Chair Stephen Pearson expressed his dissatisfaction with the Board's decision and reminded the Board that their decision was being implemented over the unanimous objections of the ARC. Board Liaison Greg Hillson was absent from the November 1st ARC meeting.

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 is continuing inspections for all condo buildings. Woodland Hall condo was in late October and final inspections for Oakland Hall will be completed in early November. 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.

DRAFT

- **Completed Resale Inspections:** Management completed 10 resale inspections completed during the month of October.
- **Towing Report:** There were four vehicles towed during the month of October. Management remains focused on enforcement of the newly revised Parking Policy.
- **Violations Issued and Abatements:** In October, Management issued 17 violations. Abatement extensions have been granted by management to allow homeowners to remediate violations with the goal of increasing remediation throughout Cameron Station. 30 tickets were also issued to cars violating the Parking Policy.
- **Next Meeting Date:** The next meeting is scheduled for December 6th, 2022. Please note that applications for the next meeting are due by November 25th, 2022.

MOVE TO: “Adjourn the Meeting at 8:51 p.m.”

Moved By: Sharon Wilkinson

Seconded By: Mara Francis

For: All

Against: None

Absent: Paula Caro

MOTION PASSED

Minutes prepared by Stephen Pearson, ARC Chair.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
November 3, 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
Jen Hurst – Committee Member
Christina Damhuis – Committee Member

COMMITTEE MEMBERS ABSENT:

ALSO PRESENT: Chris Alex – Board Liaison

I. CALL TO ORDER

Motion: The meeting is called to order at 7:43 p.m.

II. APPROVAL OF MINUTES

Motion: Andy_____ **MOVED** and Christina____ **SECONDED** to approve the 10/6 meeting minutes as submitted {/or with the following changes}: month/date

III. ITEMS FOR RECOMMENDATION:

{The Committee reviewed the information and raised the following questions:}

1. Wine Tasting Event
 - a. Event went smoothly, note that Harris Teeter catering requires 24 hours in advance
2. Halloween Party
 - a. Could use music in gym, leftover goody bags (one box) and fruit from event
 - b. About 40-50 in costume contest, questions on how to enter costume contest at gazebo

IV. NEW BUSINESS

1. Holiday Party (Sunday, December 18, noon – 3 pm)
 - a. Santa and Carriage ride booked
 - b. Ask Juana about table use in Great Room, Andy
 - c. Holiday Market, request six vendors, place tables around grassy area near clubhouse
 - d. Call for volunteers to help set up using Signup Genius, Andy
 - e. Santa Chair, Sophia
 - f. Rent 20 tables, 115 chairs, Andy
 - g. Hot Chocolate from Cameron Café, Jimmy?
 - h. Cookies, can order from Harris Teeter using gift cards
 - i. \$500 budget for wine, Christina
 - j. Maggianos catering, Andy, other vendors, Christina
 - k. Music using bluetooth speaker in gym
2. Shuttle Trip
 - a. Zoo Lights (12/3, 12/4, 12/10, 12/11, pending shuttle availability)

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
November 3, 2022

b. Requires reservation/tickets this year

V. ADJOURNMENT

Motion: Andy _____ **MOVED** and Jenn _____ **SECONDED** to adjourn the meeting at 9:03 pm. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,

Andrew Yang, Committee Chair

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
November 16, 2022

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

COMMITTEE MEMBERS PRESENT:

Tricia Hemel—Chair
Lenore Marema
Linda Taousakis
Jenny Patenaude
Susan Klejst
Gwen Toops

COMMITTEE MEMBERS ABSENT:

Gen Harrison-Doss—Newsletter Editor

ALSO PRESENT:

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

CALL TO ORDER

Tricia Hemel called the meeting to order at 7:00 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 October 12, 2022, meeting were approved.

III. RESIDENT OPEN FORUM

No residents were in attendance.

IV. ITEMS FOR RECOMMENDATION

- a. Committee Charter Update: On a Motion, Moved and Seconded, the Committee recommended that its charter be amended so that a renter or tenant on a signed lease, in good standing, can be on this Committee.
- b. Newsletter Resolution: On a Motion, Moved and Seconded, the Committee recommended that no more than five newsletters would be published annually.
- c. Branding: On a Motion, Moved and Seconded, the Committee agreed to send the compilation and index of all the logos and colors used in Cameron Station to the Board for approval.

V. MATTERS FOR COMMITTEE INFORMATION

Management Report: Congratulations to Tricia Hemel on receiving the Mark Pillow Award at this year's Cameron Station Annual Meeting. Juana Michel reported that Facebook has 1,336 followers, Twitter has 412, and Instagram has 220.

Board Update: Congratulations to Megan Christensen for her re-election to the Cameron Station Board. She reported that she will remain the committee's Board Liaison. The board had a brief organizational meeting at

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
November 16, 2022

the end of the annual members meeting on November 14. The regular November meeting is being pushed to earlier in December, so there will probably not be a regular December board meeting.

Committee Business:

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

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

Welcome Subcommittee: Susan Klejst reported that there were 13 new residents last month and assignments will be made to contact them. A new person moving to Cameron Station has expressed an interest in joining the subcommittee.

Social Media: Jenny Patenaude reported that CAMP may change Zoom such that participants must have an access code and go through a waiting room. This process is needed to prevent others from getting into our meetings and otherwise being disruptive.

Website: Gwen Toops reported that updates are still underway with changes to make the website easier to find information. Currently, the work involves adding the pages in a new format.

Photography Subcommittee: Linda Taousakis reported that pictures were taken at the Cameron Station Halloween party and of the winners of the home decorating contest. Pictures will be needed of the Cameron Station holiday party and any holiday home decoration contest.

Marketing & Public Relations Subcommittee: Issues addressed above.

Bulletins & Signage: Nothing to report.

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

VI. OLD BUSINESS

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

VII. NEW BUSINESS

Next Board Meeting: TBD – Tricia will attend.

Next Committee Meeting: December 14, 2022, or may be postponed until

VIII. ADJOURNMENT

Tricia Hemel adjourned the meeting at 8:02 pm.

Respectfully Submitted,
Lenore S. Marema

DRAFT MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
Thursday, November 10, 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
Rich Mandley, President ProFIT (via Zoom)
Jill Bakner, ProFIT (via Zoom)
Tim Conduis (Resident)

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 7:01 p.m.

II. Approval of Agenda

Tim Regan made a motion to approve the agenda with an amendment to add an item under "Matters for Committee Decision" a recommendation from a resident to install digital clocks in the fitness center. The motion was seconded by Hans Estes and it passed unanimously.

III. Approval of Minutes

Tim Regan made a motion to approve the October 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. Attendance was down compared to September, which tracks with historical records. Classes are being well attended.

Heartline did the preventative maintenance visit and were able to correct most of the treadmill issues. There is a new power cord for a treadmill, seat for a bike, and pads for various machines on order, which will be installed by Heartline when they arrive.

The Pelotons have not been fixed due to a lack of response from Peloton. The Peloton bikes cannot be serviced by Heartline. ProFIT suggested that at least one of the Pelotons be replaced with a commercial bike (Matrix), which would resolve some of the wear and tear issues. The Committee will discuss the replacement in the December meeting.

ProFIT is going to update and submit to the CCFC the 5-yr capital improvement plan for the fitness center equipment, including recommendations for replacing aging and outdated equipment.

VI. Matters for Committee Decision

A. Digital Clock for the Fitness Center: A resident reached out to the Chair of the CCFC to propose replacing the analog clocks in the fitness center with digital clocks. The Committee asked ProFIT to source some examples and the CCFC will decide at the December meeting.

VII. Matters for Committee Discussion

The Chair of the CCFC will alert Cameron Club maintenance that the hot water in the men's locker room isn't working correctly.

The Committee would like examples of what types of planters for the front of the Clubhouse Linda Taousakis is recommending.

VIII. Management Report

A. Board Update: Brendan Hanlon presented the BOD update. The BOD is reviewing contracts with all of the vendors throughout the community. The BOD recognized the CCFC's push to educate the community about the transition to the new badging and access system. Brendan Hanlon suggests the CCFC takes the lead and prompt action from CAMP.

The board is still reviewing the 2023 budget and it will be completed at the next meeting.

B. Action Item/Pending Tasks: The Committee reviewed CAMP's pending task list. Regarding the new badging and access system, The CCFC asked CAMP to add more frequent communication to the community to include:

- a. Prominent and clear signage around the Cameron Station Clubhouse
- b. Notes in the weekly email blast
- c. Notes in the Compass newsletter, and
- d. Paper mailings to all residents.

The committee would also like CAMP to allow Saturday hours for the first weeks of the roll out to allow residents to pick up their new badges/credentials.

C. Project Timeline: The Committee reviewed the status of projects currently under way within the community.

D. Financial Committed Funds: The CCFC reviewed the spending from Operating Budget accounts and found no significant issues.

IX. New Business

The next meeting will be on December 8 at 7pm.

X. Adjournment

Tim Regan made a motion that the Committee adjourn the meeting. Dan Ogg seconded the motion and it passed unanimously. The meeting was adjourned at 7:47 pm.



Cameron Club Monthly Report

November 2022

Attendance and Usage

November – 4,268

- Average usage per day- 142

October – 3,936

- Average use per day- 126

Facility & Operations

Group Exercise Class Program

- The most attended class for this month was Stretch & Core. We saw an increase in attendance in 7 out 10 classes for this month.

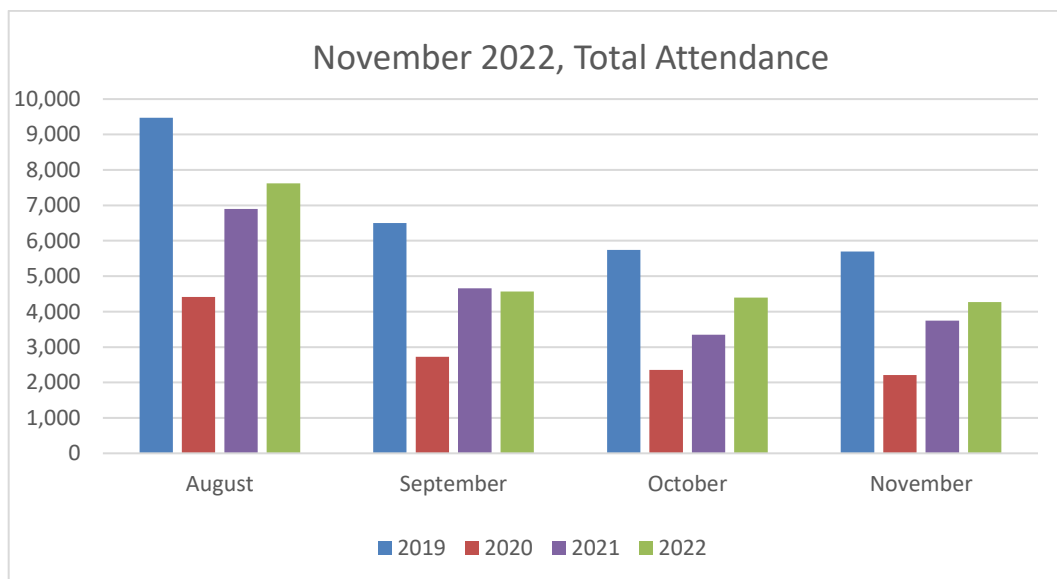
Exercise and Facilities Equipment

With our recent PM being completed parts are ordered for minor repairs. With the recent decline of Peloton, we have been having a difficult time with getting service from them. We have explored a viable option with getting a replacement bike. Unfortunately, this replacement will not be an option until the turn of the year, along with a replacement decline ab bench.

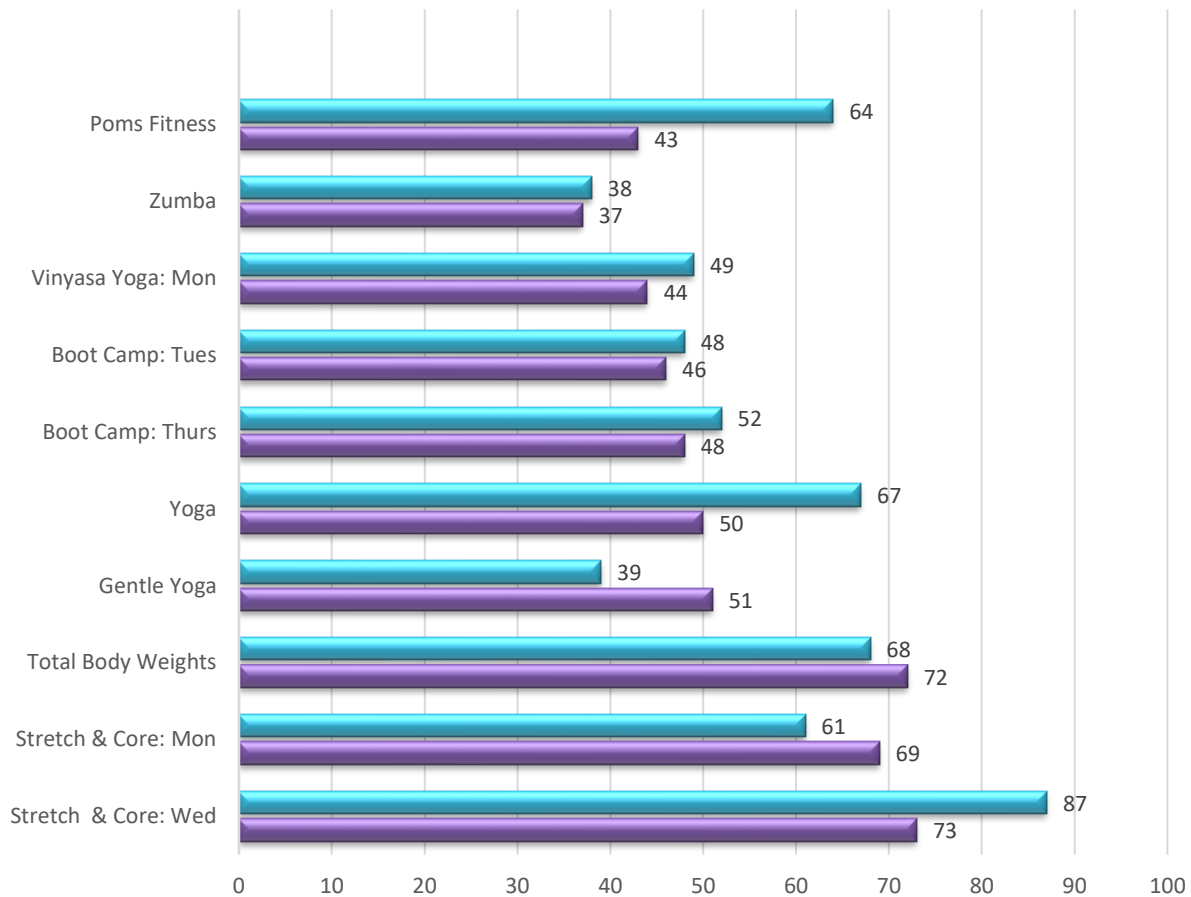
Programming

- Going into holidays, we know that this is the time where families get together the most. We also know that this is the season where eating becomes a big pastime. Therefore, we want to have a nutrition workshop with Inward-Out-Physiques, highlighting alternative ways to enjoy the holiday season. This workshop will be held on December 17th at 10 am.

Graphs



Class Attendance October 2022/November 2022



	Stretch & Core: Wed	Stretch & Core: Mon	Total Body Weights	Gentle Yoga	Yoga	Boot Camp: Thurs	Boot Camp: Tues	Vinyasa Yoga: Mon	Zumba	Poms Fitness	
■ November	87	61	68	39	67	52	48	49	38	64	
■ October	73	69	72	51	50	48	46	44	37	43	

■ November ■ October

Cameron Station Community Association, Inc.
Common Area Committee
November 2022 - No Meeting



Cameron Station Community Association, Inc.
Board Decision Request
December 13, 2022

TOPIC: Ratify Email Vote – ARC New Member Application – Trena Raines
Motion 2022-1201

Motion:

"I move to RATIFY the unanimous email vote to approve the appointment of Trena Raines to the ARC Committee."

Motion: _____

2nd: _____

Summary:

Member opening had been announced on the Weekly Email Blast – on October 27, 2022, as follows. Attached are the Board of Directors' email votes, and Trena Raines's application.

Architectural Review Committee: Member Opening!

The Architectural Review Committee (ARC) has one (1) opening for any interested volunteer. The primary responsibility of the ARC is to act on all applications for the approval of modifications or improvements to any lot as dictated by the Declaration of Covenants, Conditions and Restrictions. Please [click here](#) for the committee charter and [click here](#) for the committee member registration form. If you have any questions, would like more information, or would like to submit your name for consideration, please email managers@cameronstation.org.

CAMP Recommendation:

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

Angel Robles

From: chrisalex00@gmail.com
Sent: Saturday, December 3, 2022 2:26 PM
To: 'Mindy Lyle'
Cc: 'boardofdirectors'; Steve Philbin; Angel Robles
Subject: RE: ARC Committee Applicant

And an eye from me. Motion passes unanimously. Thanks all.

Steve, can you make that official on your end and I'll let ARC know they are good to go.

Chris Alex
chrisalex00@gmail.com

From: Mindy Lyle <mindylyle@comcast.net>
Sent: Saturday, December 3, 2022 2:19 PM
To: 'Chris Alex' <chrisalex00@gmail.com>
Cc: 'boardofdirectors' <boardofdirectors@camerystation.org>
Subject: RE: ARC Committee Applicant

yes

From: Chris Alex <chrisalex00@gmail.com>
Sent: Saturday, December 03, 2022 2:03 PM
To: Mindy Lyle (Neighbor) <mindylyle@comcast.net>
Subject: Fwd: ARC Committee Applicant

Chris Alex
Chrisalex00@gmail.com
202-815-5867

On Dec 2, 2022, at 7:07 PM, Chris Alex <chrisalex00@gmail.com> wrote:

Hello all, ARC would like us to approve the attached applicant for the committee. Their meeting is on the 6th and they would like to have to be candidate approved before then. With the board meeting being moved, and the normal board approval taking place after that, we'd like to vote via email. I move to approve Trena Teines be approved for the ARC Committee. Can someone second and all of you please vote via email asap?

Chris Alex
Chrisalex00@gmail.com
202-815-5867

Angel Robles

From: Andrew Hill <xrunnerhill@gmail.com>
Sent: Friday, December 2, 2022 7:30 PM
To: Chris Alex
Cc: boardofdirectors; Steve Philbin
Subject: Re: ARC Committee Applicant

I second and vote aye.

Andrew

On Fri, Dec 2, 2022, 7:12 PM Chris Alex <chrisalex00@gmail.com> wrote:

Hello all, ARC would like us to approve the attached applicant for the committee. Their meeting is on the 6th and they would like to have the candidate approved before then. With the board meeting being moved, and the normal board approval taking place after that, we'd like to vote via email. I move to approve Trena Teines be approved for the ARC Committee. Can someone second and all of you please vote via email asap?

Chris Alex
Chrisalex00@gmail.com
202-815-5867

Angel Robles

From: Mindy Lyle <mindylyle@comcast.net>
Sent: Saturday, December 3, 2022 2:19 PM
To: 'Chris Alex'
Cc: 'boardofdirectors'
Subject: RE: ARC Committee Applicant

yes

From: Chris Alex <chrisalex00@gmail.com>
Sent: Saturday, December 03, 2022 2:03 PM
To: Mindy Lyle (Neighbor) <mindylyle@comcast.net>
Subject: Fwd: ARC Committee Applicant

Chris Alex
[Chrisalex00@gmail.com](mailto:chrisalex00@gmail.com)
202-815-5867

On Dec 2, 2022, at 7:07 PM, Chris Alex <chrisalex00@gmail.com> wrote:

Hello all, ARC would like us to approve the attached applicant for the committee. Their meeting is on the 6th and they would like to have the candidate approved before then. With the board meeting being moved, and the normal board approval taking place after that, we'd like to vote via email. I move to approve Trena Teines be approved for the ARC Committee. Can someone second and all of you please vote via email asap?

Chris Alex
[Chrisalex00@gmail.com](mailto:chrisalex00@gmail.com)
202-815-5867

Angel Robles

From: Joan Lampe <joanflampe@gmail.com>
Sent: Friday, December 2, 2022 7:45 PM
To: Andrew Hill
Cc: Chris Alex; boardofdirectors; Steve Philbin
Subject: Re: ARC Committee Applicant

I vote aye.
Joan

On Fri, Dec 2, 2022 at 7:34 PM Andrew Hill <xrunnerhill@gmail.com> wrote:
I second and vote aye.

Andrew

On Fri, Dec 2, 2022, 7:12 PM Chris Alex <chrisalex00@gmail.com> wrote:

Hello all, ARC would like us to approve the attached applicant for the committee. Their meeting is on the 6th and they would like to have the candidate approved before then. With the board meeting being moved, and the normal board approval taking place after that, we'd like to vote via email. I move to approve Trena Teines be approved for the ARC Committee. Can someone second and all of you please vote via email asap?

Chris Alex
Chrisalex00@gmail.com
202-815-5867

From: Brendan Hanlon <brendanhanlon.csc@gmail.com>
Sent: Saturday, December 3, 2022 8:42 AM
To: Chris Alex
Cc: boardofdirectors; Steve Philbin; Brendan Hanlon
Subject: Re: ARC Committee Applicant

I vote Yes.

Trena's resume makes her a good fit for that committee.

Brendan

On Fri, Dec 2, 2022, 8:41 PM Chris Alex <chrisalex00@gmail.com> wrote:

Hello all, ARC would like us to approve the attached applicant for the committee. Their meeting is on the 6th and they would like to have the candidate approved before then. With the board meeting being moved, and the normal board approval taking place after that, we'd like to vote via email. I move to approve Trena Teines be approved for the ARC Committee. Can someone second and all of you please vote via email asap?

Chris Alex
Chrisalex00@gmail.com
202-815-5867

From: Chris Mulder <chris.mulder5@gmail.com>
Sent: Friday, December 2, 2022 7:48 PM
To: Andrew Hill
Cc: Chris Alex; boardofdirectors; Steve Philbin
Subject: Re: ARC Committee Applicant

Aye

Sent from my iPhone

On Dec 2, 2022, at 7:41 PM, Andrew Hill <xrunnerhill@gmail.com> wrote:

I second and vote aye.

Andrew

On Fri, Dec 2, 2022, 7:12 PM Chris Alex <chrisalex00@gmail.com> wrote:

Hello all, ARC would like us to approve the attached applicant for the committee. Their meeting is on the 6th and they would like to have to be candidate approved before then. With the board meeting being moved, and the normal board approval taking place after that, we'd like to vote via email. I move to approve Trena Teines be approved for the ARC Committee. Can someone second and all of you please vote via email asap?

Chris Alex
Chrisalex00@gmail.com
202-815-5867

Angel Robles

From: Joan Lampe <joanflampe@gmail.com>
Sent: Saturday, December 3, 2022 8:44 AM
To: Chris Alex
Cc: Steve Philbin; boardofdirectors
Subject: Re: ARC Committee Applicant

I vote yes!
Thanks

On Sat, Dec 3, 2022 at 12:44 AM Chris Alex <chrisalex00@gmail.com> wrote:

Hello all, ARC would like us to approve the attached applicant for the committee. Their meeting is on the 6th and they would like to have the candidate approved before then. With the board meeting being moved, and the normal board approval taking place after that, we'd like to vote via email. I move to approve Trena Teines be approved for the ARC Committee. Can someone second and all of you please vote via email asap?

Chris Alex
Chrisalex00@gmail.com
202-815-5867

--

Joan F Lampe

From: Megan Christensen <cscadirectormac20@gmail.com>
Sent: Friday, December 2, 2022 7:36 PM
To: Andrew Hill
Cc: Chris Alex; Steve Philbin; boardofdirectors
Subject: Re: ARC Committee Applicant

I vote yes.

On Fri, Dec 2, 2022 at 7:34 PM Andrew Hill <xrunnerhill@gmail.com> wrote:
I second and vote aye.

Andrew

On Fri, Dec 2, 2022, 7:12 PM Chris Alex <chrisalex00@gmail.com> wrote:

Hello all, ARC would like us to approve the attached applicant for the committee. Their meeting is on the 6th and they would like to have the candidate approved before then. With the board meeting being moved, and the normal board approval taking place after that, we'd like to vote via email. I move to approve Trena Teines be approved for the ARC Committee. Can someone second and all of you please vote via email asap?

Chris Alex
Chrisalex00@gmail.com
202-815-5867



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: Trena Raines
Home Address: 262 Medlock Lane, Alexandria, VA 22304
Email Address: trena.raines@gmail.com
Telephone Number: 301 613 1513 (Cell) 703 823 8326 (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 received my Bachelors of Architecture from Virginia Tech in 2000. I currently work for the Federal Judiciary as a Facilities Program Manager.

I manage the design for construction and renovation of federal courthouses; the projects range in cost from several thousand to several million dollars.

I work closely with varied project teams to address historic preservation issues that require adherence to local design standards and must go through several rounds of design approvals.

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

My preferred choice is the ARC, but would also be excited to serve on the CAC. I have a passion for architectural design and am interested in maintaining a consistent design standard in Cameron Station.

I believe that the outward appearance of the private homes/grounds and common spaces not only affect property value, but also impact the lifestyle

and a sense of pride and satisfaction for our neighbors. I also love problem-solving and addressing potential design challenges while serving the community.

Thank you for your time and interest.

Cameron Station Community Association, Inc.
200 Cameron Station Boulevard, Alexandria, Virginia 22304
Phone (703) 567-4881 managers@cameronstation.org

Updated: January 31, 2022



Cameron Station Community Association, Inc.
Board Decision Request
December 13, 2022

TOPIC: Ratify Email Vote – Volunteer of the Year and Mark Pillow Awards
Motion 2022-1202

Motion:

"I move to RATIFY the unanimous email vote to approve the Volunteer of the Year Award to Andy Yang and the Mark Pillow Award to Tricia Hemel."

Motion: _____

2nd: _____

Summary:

Andy and Tricia were nominated by the Cameron Station residents to be awarded the Volunteer of the Year and Mark Pillow Awards, respectively. The Board of Directors unanimously voted to approve Andy Yang and Tricia Hemel's nominations via email on Monday, November 14th. Attached are the Board of Director's email votes, and Andy Yang and Tricia Hemel's nominations.

CAMP Recommendation:

Management recommends the Board of Directors to ratify the unanimous email vote for the record of the meeting minutes.

Budget Considerations:

N/A

Angel Robles

From: Andrew Hill <xrunnerhill@gmail.com>
Sent: Tuesday, November 15, 2022 1:22 PM
To: Heather Graham; Angel Robles; Steve Philbin
Subject: Fwd: Volunteer of the Year and Mark Pillow Awards

----- Forwarded message -----

From: mindyllyle <mindyllyle@comcast.net>
Date: Mon, Nov 14, 2022 at 8:24 PM
Subject: Re: Volunteer of the Year and Mark Pillow Awards
To: Brendan Hanlon <brendanhanlon.csc@gmail.com>, Megan Christensen <cscadirectormac20@gmail.com>
Cc: Andrew Hill <xrunnerhill@gmail.com>, Chris Alex <chrisalex00@gmail.com>, Joan Lampe <JFLCSCADirector@gmail.com>, <chris.mulder5@gmail.com>

Aye to Trisch and Andy

Sent via the Samsung Galaxy A10e, an AT&T 4G LTE smartphone

----- Original message -----

From: Brendan Hanlon <brendanhanlon.csc@gmail.com>
Date: 11/14/22 8:23 PM (GMT-05:00)
To: Megan Christensen <cscadirectormac20@gmail.com>
Cc: Andrew Hill <xrunnerhill@gmail.com>, Chris Alex <chrisalex00@gmail.com>, Joan Lampe <JFLCSCADirector@gmail.com>, MINDY LYLE <mindyllyle@comcast.net>, <chris.mulder5@gmail.com>
Subject: Re: Volunteer of the Year and Mark Pillow Awards

Aye to Trica and Andy.

On Mon, Nov 14, 2022, 8:21 PM Megan Christensen <cscadirectormac20@gmail.com> wrote:
Aye to Tricia and Andy

On Mon, Nov 14, 2022 at 8:20 PM Megan Christensen <cscadirectormac20@gmail.com> wrote:
Second

On Mon, Nov 14, 2022 at 8:18 PM Andrew Hill <xrunnerhill@gmail.com> wrote:
Good Evening All,

I'd like to make a motion that Tricia Hemmel and Andy Yang are awarded the Mark Pillow Award and Volunteer of the Year Award, respectively.

I'd like to call for a second, then feel free to cast your votes afterwards. As a reminder, a vote must be unanimous for it to pass when the Board votes electronically.

Regards,

Andrew Hill

Angel Robles

From: Andrew Hill <xrunnerhill@gmail.com>
Sent: Tuesday, November 15, 2022 1:21 PM
To: Heather Graham; Angel Robles; Steve Philbin
Subject: Fwd: Volunteer of the Year and Mark Pillow Awards

Original motion, and second plus vote by Chris. Sending over the rest right behind this.

Andrew

----- Forwarded message -----

From: Chris Alex <chrisalex00@gmail.com>
Date: Mon, Nov 14, 2022 at 8:20 PM
Subject: Re: Volunteer of the Year and Mark Pillow Awards
To: Andrew Hill (Cameron Station BOD) <xrunnerhill@gmail.com>
Cc: Brendan Hanlon <brendanhanlon.csc@gmail.com>, Megan Christensen (Cameron Station BOD) <cscadirectormac20@gmail.com>, MINDY LYLE <mindylyle@comcast.net>, Joan Lampe <jflcscadirector@gmail.com>, <chris.mulder5@gmail.com>

I second. I vote for Tricia and Andy

Chris Alex
Chrisalex00@gmail.com
202-815-5867

On Nov 14, 2022, at 8:18 PM, Andrew Hill <xrunnerhill@gmail.com> wrote:

Good Evening All,

I'd like to make a motion that Tricia Hemmel and Andy Yang are awarded the Mark Pillow Award and Volunteer of the Year Award, respectively.

I'd like to call for a second, then feel free to cast your votes afterwards. As a reminder, a vote must be unanimous for it to pass when the Board votes electronically.

Regards,

Andrew Hill
Board President

Angel Robles

From: Andrew Hill <xrunnerhill@gmail.com>
Sent: Monday, November 14, 2022 8:35 PM
To: Chris Mulder; Steve Philbin; Angel Robles; Heather Graham
Cc: Joan Lampe; mindyllyle; Brendan Hanlon; Chris Alex; Megan Christensen
Subject: Re: Volunteer of the Year and Mark Pillow Awards

I'm an aye for Tricia and Andy as well.

Steve - The motion has passed unanimously, so save this for our records.

Andrew

On Mon, Nov 14, 2022 at 8:33 PM Chris Mulder <chris.mulder5@gmail.com> wrote:
Aye Tricia and Andy

Sent from my iPhone

> On Nov 14, 2022, at 8:30 PM, Joan Lampe <JFLCSCADirector@gmail.com> wrote:
>
> Aye Tricia and Andy

From: chrisalex00@gmail.com
To: admin@cameronstation.org
Sent: 10/30/2022 11:14:01 AM
Subject: Nomination of Andy Yang for Mark Pillow or Volunteer of the Year

Property:	Community:	Domain - Category:
Christopher M Alex, 5228 Tancreti Ln	Cameron Station	Board Matter - Category Not Selected

Have you ever attended an event, a food truck, a pool party in Cameron Station? Then Andy Yang is a guy to thank, he has chaired the A& E committee for Cameron Station for the last few years. In addition to the monthly meetings, Andy helps plan, attends, coordinates and consistently does the heavy lifting for all of the events A&E committee puts on each year. This is not a stay at home, work on things when you can role. The events themselves require people to be there in person, set up, coordinate, and cleanup, it's a sacrifice of time, often full days, often weekends, and he is there for almost all of them. In addition to the events, Andy spends additional time, coordinating with food trucks, the pool, the CS retail outlets and various other local companies for food, goods, services and helps introduce and engage CS and the businesses in surrounding community.

Andy gives his time selflessly and dedicates himself to being where he needs to be and does so in person to help the community and I'd like to nominate him for the Mark Pillow and/or Volunteer of the year award.

Chris Alex
202-815-5867
chrisalex00@gmail.com

From: sugrue@comcast.net
To: board of directors ,Admin Sta
Cc: Steve Philbin ,Angel Robles ,juana michel
Sent: 10/20/2022 5:47:13 PM
Subject: Re: Pillow Nomination

Property:	Community:	Domain - Category:
Thomas J Sugrue, 5010 John Ticer Dr	Cameron Station	Resident - Category Not Selected

My apologies -- as I am proofing the blast I see there were specific directions for sending a nomination which I did not realize. I have added the admin address above. Sorry about that.
Pat

On 10/20/2022 4:41 PM sugrue@comcast.net wrote:

Good afternoon,

I would like to recommend Tricia Hemel for the 2022 Mark Pillow Community Spirit Award.

Tricia has been Chair of the Communications Committee (ComCom) since 2019, overseeing community communications during what I believe has been the busiest time for ComCom since the committee began. Tricia not only oversees the workings of ComCom, but also is involved in its many subcommittees – Newsletter, Website, Social Media, Welcome, Public Relations and Photography. Tricia involves herself in all of them, attending meetings and interacting with the members of ComCom and the subcommittees on any important issue...she never refuses a request for assistance or advice.

Despite her broad range of responsibilities, Tricia never complains about her heavy workload. She truly loves this community and is dedicated to doing whatever she can to ensure that Cameron Station remains a wonderful place to live. The meetings Tricia leads are well organized, well run and to the point, and during them everyone's ideas are welcome and respected.

Tricia has a generous spirit and never hesitates to share her time and talents with our community. She is smart, creative, loyal and dedicated...not only a wonderful leader but also a kind and caring neighbor and friend. Tricia has all the attributes a Pillow Award winner should have. The neighbors listed below agree with me that Tricia is truly deserving of the 2022 Mark Pillow Community Spirit Award.

Thank you for your consideration.
Pat Sugrue

Carla Besosa
Ava Avila
Donna Gathers
Marian Cavanaugh
Art "Sash" Impastato
Andy Yang
Tom Sugrue
Ray Celeste
Linda Taousakis
Christine Fisher
Lenore Marema
Tom Sugrue
Susan Klejst
Amber Kelly-Herard
Takis Taousakis
Oscar Fisher
Jill Page
Pat McCombie



Cameron Station Community Association, Inc.
Board Decision Request
December 13, 2022

TOPIC: Ratify Email Vote - Snow Removal Proposal
Motion 2022-1203

Motion:

"I move to RATIFY the unanimous email vote to approve the snow removal service proposal from Lancaster Landscape to be expensed from Operating Funds."

Motion: _____

2nd: _____

Summary:

A comparative analysis of the 2022 and 2023 snow removal services completed. In the last Board meeting, the Board of Directors requested management to negotiate the contract amounts with Lancaster Landscape. Due to potential weather-related concerns, the contract was presented to the Board and approved unanimously via email.

CAMP Recommendation:

Management recommends the Board of Directors to ratify the unanimous email vote for the record of the meeting minutes.

Budget Considerations:

To be expensed from Operating Funds – Snow Removal.

Angel Robles

From: Andrew Hill <xrunnerhill@gmail.com>
Sent: Tuesday, November 29, 2022 9:29 AM
To: Chris Mulder
Cc: Megan Christensen; Joan Lampe; Brendan Hanlon; boardofdirectors; chrisalex00@gmail.com;
Subject: Angel Robles; Steve Philbin
Re: Snow Contract - Updated Proposal

I received Mindy's affirmative vote on the snow contract. I'm voting aye for it as well, so the motion passes unanimously.

Thanks,

Andrew

On Tue, Nov 22, 2022 at 4:45 PM **Chris Mulder** <chris.mulder5@gmail.com> wrote:
Aye to snow contract.

13 Dec works well.

Thanks
Chris M

Sent from my iPhone

On Nov 22, 2022, at 4:06 PM, **Megan Christensen** <cscadirectormac20@gmail.com> wrote:

Aye to the snow contract.

I agree on moving the meeting. I don't think that actually requires a vote, and if it does it seems like we're not going to get unanimous approval anyway.

On Tue, Nov 22, 2022 at 3:36 PM **Joan Lampe** <joanflampe@gmail.com> wrote:

All-

I am in favor of the meeting to be held on Tuesday, December 13th.

In addition, I also vote aye for the snow contract.

Joan

On Tue, Nov 22, 2022 at 3:11 PM <chrisalex00@gmail.com> wrote:

Also aye to snow contract

Chris Alex

chrisalex00@gmail.com

From: chrisalex00@gmail.com <chrisalex00@gmail.com>
Sent: Tuesday, November 22, 2022 2:45 PM
To: 'Andrew Hill' <xrunnerhill@gmail.com>; 'Chris Mulder' <chris.mulder5@gmail.com>
Cc: 'Brendan Hanlon' <brendanhanlon.csc@gmail.com>; 'Megan Christensen' <cscadirectormac20@gmail.com>; 'boardofdirectors' <boardofdirectors@cameronstation.org>
Subject: RE: Snow Contract - Updated Proposal

I second. Aye for Tuesday the 13th.

Chris Alex

chrisalex00@gmail.com

From: **Andrew Hill** <xrunnerhill@gmail.com>
Sent: Tuesday, November 22, 2022 2:04 PM
To: Chris Mulder <chris.mulder5@gmail.com>
Cc: Brendan Hanlon <brendanhanlon.csc@gmail.com>; Megan Christensen <cscadirectormac20@gmail.com>; boardofdirectors <boardofdirectors@cameronstation.org>
Subject: Re: Snow Contract - Updated Proposal

Looks like the majority of the Board is in agreement that we should postpone the Tuesday, November 29 meeting to the week of December 12. Any objections to making it Tuesday, December 13?

We'll also not have a meeting at the end of December. Chris A. you may have been right that there isn't normally one, but I couldn't find the original approved schedule, so I just said there was one to be safe and get everyone's opinion.

As we're postponing the meeting until December, I motion that we approve the snow contract as presented. Do I have a second? Probably best to vote on it via email, in case there is snow before this.

Regards,

Andrew

On Fri, Nov 18, 2022 at 8:01 PM Chris Mulder <chris.mulder5@gmail.com> wrote:

Makes sense to me as well. I only have a conflict on 14 Dec.

Thanks,

Chris

Sent from my iPhone

On Nov 18, 2022, at 5:50 PM, Brendan Hanlon <brendanhanlon.csc@gmail.com> wrote:

I think I can make all the dates work, but I agree....push Nov 29th to Dec 11 and cancel the late December meeting. If anything urgent comes up over the holidays we can always schedule a new meeting.

Brendan

On Fri, Nov 18, 2022 at 9:13 AM Andrew Hill <xrunnerhill@gmail.com> wrote:

It's dependent on moving the meeting date. If we have the meeting the week of December 11, then I'd ask that we call for an electronic vote on this matter as I'm not sure if there will be snow before then. However, if the majority prefer to have the meeting on Tuesday, November 29 then we'll just have it on the agenda, as I don't see snow in the forecast for the next 10 days.

Andrew

On Fri, Nov 18, 2022 at 9:01 AM Megan Christensen <cscadirectormac20@gmail.com> wrote:

Thanks Andrew. I will review the revised snow contract proposal. Will this be on the next agenda or are you going to call for an electronic vote on this? Is that dependent on moving the meeting date? I agree with moving the meeting to the week of December 11.

On Fri, Nov 18, 2022 at 8:44 AM Andrew Hill <xrunnerhill@gmail.com> wrote:

Good Morning All,

At our October meeting, we had asked Management to reach back out to Lancaster concerning the snow contract, specifically the fuel surcharge and negotiating on the price increases. Lancaster Landscape reviewed the proposal and came back with four (4) cost reductions that are in green below.

In addition, within the proposal, in #5, they addressed the fuel surcharge: The fuel surcharge is based on a floor of \$4.00 and a ceiling of \$5.50. A 3% fuel surcharge will be applied to the hourly plowing rate should pricing go above \$4.00. If the cost of regular fuel exceeds \$5.50, the surcharge would be renegotiated and an additional 3% will be added.

<u>Equipment Used</u>	<u>Service</u>	<u>Current Proposal</u>		<u>Initial Proposal</u>
Truck with 8' plow, 2-hour minimum	Plowing	\$135/hr.		\$140/hr.
Salt/Sand spreader, 2-hour minimum	Salt/Sand	\$135/hr.		\$140/hr.
Bobcat/on-site; set up & delivery \$150.00, limited availability; 4 hr. minimum	Snow Piling	\$250/hr.		\$250/hr.
MANUAL SERVICES,				
<u>(With Hand-held Equipment & Material)</u>	<u>Rate:</u>			
Hand Shoveling, 2-hour minimum		\$ 57.00/hr.		\$ 60.00/hr.
Hand Application of Material, 2-hour minimum		\$ 57.00/hr.		\$ 60.00/hr.
Snow Blower, 2-hour minimum		\$ 72.00/hr.		\$ 72.00/hr.
<u>MATERIALS</u>	<u>Rate:</u>			
Sand Bulk		\$150/ton		\$150/ton
Salt Bulk		\$240/ton		\$240/ton
Salt Bag		\$23/bag		\$23/bag
Sand/Salt Mix Bulk		\$220/ton		\$220/ton
Ice Melt Compound/Bag Only		\$30/bag		\$30/bag
(Urea, Safe-Step, Etc)				
Automatic Ice/Snow Follow up Service		Billed according to time and materials used		Billed according to time and materials used

See #5 -- in the proposal -- addresses the fuel surcharge floor/ceiling.				

Our next Board meeting is currently scheduled for Tuesday, November 29. Due to the proximity of Thanksgiving and the potential for people to still be traveling I wanted to see if people wanted to push our meeting until the week of December 11? This way we could also cancel the Board meeting that is currently scheduled for Tuesday, December 27, as I'd imagine most of us will be busy with the holidays.

Regards,

Andrew

Angel Robles

From: Steve Philbin
Sent: Tuesday, November 29, 2022 12:34 PM
To: Angel Robles
Subject: FW: Snow Contract - Updated Proposal

Brendan approval of snow contract below.

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

General Manager

Cameron Station Community Association

200 Cameron Station Boulevard

Alexandria, VA 22304

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

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

www.CameronStation.org

Cameron Station
welcome home

From: **Brendan Hanlon** <brendanhanlon.csc@gmail.com>

Sent: Tuesday, November 22, 2022 8:15 PM

To: Andrew Hill <xrunnerhill@gmail.com>

Cc: Chris Mulder <chris.mulder5@gmail.com>; Megan Christensen <cscadirectormac20@gmail.com>; boardofdirectors <boardofdirectors@cameronstation.org>; Brendan Hanlon <brendanhanlon.csc@gmail.com>

Subject: Re: Snow Contract - Updated Proposal

I'm good with Tuesday, December 13th. And I am a yes for the snow contract.

Brendan

On Tue, Nov 22, 2022, 2:04 PM Andrew Hill <xrunnerhill@gmail.com> wrote:

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(With Hand-held Equipment & Material)	<u>Rate:</u>			
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Regards,

Andrew

Angel Robles

From: Andrew Hill <xrunnerhill@gmail.com>
Sent: Tuesday, November 29, 2022 9:25 AM
To: Angel Robles; Steve Philbin
Subject: Fwd: snow contract

For our records. Sending the rest over shortly.

Andrew

----- Forwarded message -----

From: Mindy Lyle <mindylyle@comcast.net>
Date: Tue, Nov 29, 2022 at 7:17 AM
Subject: snow contract
To: Andrew Hill <xrunnerhill@gmail.com>

I'm a yes and had already voted, evidently it didn't get to you

Mindy Lyle

5235 Tancreti Lane

Alexandria, VA 22304

571-212-4735

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**Agreement between
Lancaster Landscapes and
Cameron Station Community Association**

Lancaster Landscapes, hereinafter referred to as the "Contractor" and Cameron Station Community Association, hereinafter referred to as the "Association," do hereby enter into an Agreement for the following services, according to the following terms, conditions, specifications, and purposes:

I. CONTRACTOR QUALIFICATIONS

- A. The Contractor hereby affirms that it is in the business of providing snow removal services as an independent contractor, that it has the necessary equipment, staff, and resources to perform such services; further, that it is familiar with and does and will conduct its services in full compliance with all Federal, State, and local regulations as regards to occupational health and safety insurance and tax laws, and is authorized to do business in the State of Virginia.
- B. The Contractor affirms that it carries workmen's compensation coverage for its employees. Commercial General liability insurance in the amount of \$ 1,000,000 for each occurrence and umbrella liability in the amount of \$10,000,000 per occurrence. The policy number for such insurance is Q61-0221234 and Q33-0170938, respectively, underwritten by Erie Insurance, (insurer) through Foundation Insurance Group (broker). The Contractor agrees to notify the Association immediately in the event of any occurrence of accident harming either life, limb, or property caused by its actions. The above mentioned insurance is to remain in force throughout the duration of this Agreement.

Contractor's insurance shall name the Association and its managing agent as additional insureds. Contractor shall provide the Association with a certificate of insurance confirming the insurance required herein before the commencement date of this Agreement. Such certificate shall include a provision requiring the insurer to provide thirty-(30) days written notice prior to cancellation, non-renewal or reduction in coverage or limits for any reason. The Association may at any time inspect and copy any and all insurance policies required by this Agreement.

In the event the contractor fails to obtain, maintain and/or pay for the insurance required herein the Association shall have the right but not the obligation to obtain such insurance and/or pay the premium for such insurance in which event the contractor shall repay the Association immediately upon demand by the Association together with interest and any costs or expenses incurred by the Association without prejudice to any rights or remedies of the Association under this Agreement. At the Association's option, all sums due the Association may be deducted from payments due to the contractor under this Agreement.

Contractor's insurance policies shall include a waiver by the insurer of all rights of subrogation against the Association and its directors, officers, members, employees or agents.

Each policy carried by the contractor as required herein shall be primary with respect to any insurance carried by the Association and any coverage carried by the Association shall be excess insurance.

II. CONTRACTOR RESPONSIBILITIES

A. Labor and Material

Contractor agrees to furnish all labor, machinery, equipment, etc., which are necessary to perform the snow removal services in accordance with the specifications in Exhibit One of this Agreement which are incorporated by reference herein. All machines and materials shall be of such types and quality as to do the job without damage to any and all property. Any damages to Association property will be corrected by Contractor to its original condition at the Contractor's expense. All personnel are to be properly trained, licensed, certified (if necessary), and conduct work in a professional manner.

Contractor shall furnish duly qualified personnel and experienced employees and foremen or supervisors to carry out the work to be performed by Contractor under this Agreement. Persons hired by Contractor shall be and remain Contractor's employees. All personnel hired by the Contractor shall be thoroughly screened, including police clearance, as permissible by law. Contractor shall comply with the instructions pertaining to conduct and building regulations, issued by the building manager, property manager, the Association, or other duly appointed official designated by the Association. Contractor shall at all times enforce strict discipline and maintain good order among the workmen engaged in the work and shall cause such workmen to observe all reasonable fire prevention, security and safety rules and regulations in force at the work site.

Contractor shall provide adequate supervision at all times of the work which Contractor's employees are performing under this Agreement to insure its completion and satisfactory performance in accordance with the terms of this Agreement. In the performance of the work herein contemplated, Contractor is an independent contractor with the authority to control and direct the performance and the details of the work. However, the work contemplated herein must meet the approval of and shall be subject to the general right of inspection and supervision of the Association to secure the satisfactory completion thereof.

B. Additional Contractor Responsibilities

Contractor agrees to adhere to the specifications as outlined Exhibit One in performing work required, using his best expertise and initiative to enhance the appearance of the community. He shall, at his cost and expense, maintain during the term of this Agreement, amounts of insurance agreed to by both contracting parties and as set forth above in Section One. A certificate or copy of the insurance contract and proof of workman's compensation

coverage shall be delivered by Contractor to the Management Agent (CAMP) prior to startup of work.

If for any reason the Contractor becomes aware that its insurance coverage has lapsed or will be or has been canceled, he shall immediately notify the Management Agent and the Association. Notwithstanding any provision herein to the contrary, lapse or cancellation of insurance shall be grounds for immediate cancellation of this Agreement.

The Contractor shall provide the Management Agent, upon request, whether oral or written, all information requested concerning insurance coverage within 72 hours of the request and additional certificates of insurance, if requested during the term of this Agreement.

C. Non-assignment

This Agreement is intended to be an agreement solely between the above-named parties and is not assignable without the express written consent of the Association.

D. Services

The services required are set forth in Exhibit One to this Agreement. Such services are to be performed in good workmanlike manner.

III. CHARGES AND PAYMENTS

In return for the satisfactory delivery of services by the Contractor in accordance with this Agreement, the Association agrees to pay the Contractor upon receipt of invoices pursuant to the payment schedules as stated in Exhibit One attached to this Agreement. Invoices shall be presented for payment in accordance with the payment schedules in Exhibit Two, attached to this Agreement. Payment: All payments are due within 30 days of invoice date. There will be a 2% per month late charge for payments not made within 30 days of their due date. 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 attorney fees involved in such collection efforts.

Back charges and Credits: No back charges or credits by the Client for services shall be valid except by written agreement signed by the Contractor. (No invoice deductions). As a precondition to seeking a credit for nonconforming work, the Client must first notify the Contractor of such a failure in writing and allow the Contractor a reasonable time to correct any deficiency.

IV. DURATION OF AGREEMENT AND TERMINATION

This Agreement shall benefit both parties to the Agreement and shall be in effect from November 15, 2022, through April 15, 2023. This Agreement may be terminated with or without cause by the Association or Contractor upon thirty (30) days written notice.

There will be no termination fee charged by either party if the Agreement is terminated by either party.

V. CONTRACT ADMINISTRATION

Notwithstanding termination provisions contained above in Section IV of the Agreement, if in the Association's opinion the Contractor's performance is unsatisfactory either in terms of materials or labor, the Association reserves the right to withhold all or partial payment after notification to the Contractor of the deficiencies, and allowing the Contractor ten (10) days to correct same. In the event of withholding of payment, an administration charge of ten percent (10% pro-rata withholding will be deducted from the payment withheld should the Contractor not correct deficiencies within the ten (10) day period. The administration charge is not reimbursable to the Contractor, even after correction of the same.

Inspections of work progress will be made by Contractor's senior representative, representative of Management, and any other inspector that the Association may deem desirable. The Association's inspector shall have access to the work place at all times.

VI. RESTORATION OF PROPERTY

In the event that the Contractor, including its employees or subcontractors causes damage during the course of work performed under the terms of the Agreements to property of the Association or that of its owners, residents, guests, employees or agents, the Contractor shall promptly remedy such damages and repair and/or restore such damaged property to the condition in which the property existed before the damage was caused. In the event the Contractor fails to do so in a timely manner after ten (10) days written notice, the Association may proceed to repair the damage and hold the Contractor responsible for the amount of such repair, and may withhold an amount equal to the cost of repair or restoration from any payments due the Contractor under the terms of the Agreements. The parties hereby agree that the members and occupants of the Association are intended third party beneficiaries of this provision and may institute legal action in their own name against the Contractor for damage to person or property.

VII. SUBCONTRACTORS

The Contractor shall not subcontract for any portion of the work or services associated with this Agreement without the prior written consent of the Association.

Even if a subcontract is approved, the Contractor shall not contract with a proposed person or entity to whom the Association has made reasonable and timely objection. The Contractor may change a subcontractor, person or entity previously selected if the Association does not make reasonable objection and the Contractor obtains the written approval of the Association.

VIII. INDEMNIFICATION

Contractor shall indemnify and defend and hold harmless the Association, its officers, directors, members, guests, invitees and the Management Agent from and against all claims, liabilities, damages, losses and expenses (including reasonable attorney's fees) of every kind and character resulting from or relating to or arising out of (a) the inaccuracy, nonfulfillment or breach of any representation, warranty, covenant or agreement made by Contractor herein, or (b) claims, causes of action or actions of third parties that result from or relate to or arise out of the operation by or conduct of, or obligations incurred by, or on behalf of, the Contractor.

IX. NOTICE PROVISION

In the event notice is required in connection with this Agreement, said notice shall be deemed given when delivered personally in writing or when mailed postage prepaid certified return receipt requested as follows:

If the Contractor:

Lancaster Landscapes
Adrienne Zaleski
5019 – B Backlick Road
Annandale, VA 22003

If the Association:

Heather Graham, CMCA, PCAM – Executive Vice President
Community Association Management Professionals (CAMP)
Agent for Cameron Station Community Association
4114 Legato Road, Suite 200
Fairfax, VA 22033

X. ENTIRE AGREEMENT

The parties agree that this Agreement with Exhibit One and Two is the entire Agreement between the parties, and that any change to the provisions of the Agreement must be made in writing and signed by both parties. The Agreements shall inure to the benefit of and bind the parties hereto, as well as their respective successors and assigns;

The Agreement shall not be assigned without the Association's prior written consent.

XI. SEVERABILITY

In the event that any provision of the Agreements shall be judged unlawful or be unenforceable under the law of Virginia, the remainder of the Agreements shall survive and remain in full force and effect.

XII. DEFAULT

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

XIII. INTERPRETATION

The Laws of the State of Virginia shall govern the interpretation and all matters relating to this contract. Both parties hereby expressly agree that if legal action is required to interpret or enforce the Agreements, said action shall be filed in Alexandria, Virginia.

In witness whereof; Cameron Station Community Association Association), has caused its name to be signed by its President, all pursuant to due and proper authority duly heretofore had and Lancaster Landscapes which is Contractor, has caused its name to be signed by its President, all pursuant to due and proper authority, all as of the date first written above.

Andrew T Hill

Association Representative Signature

11/29/2022

Date

Shirley Zimin

Contractor Signature

11/29/2022

Date



WINTER MAINTENANCE SERVICE AGREEMENT
CAMERON STATION COMMUNITY 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, including Common Streets, Walkways, Paved Areas, etc. as agreed upon with the managing agent.

Customer is responsible for providing the Contractor with a property map detailing the boundaries of service areas within the community.

EQUIPMENT USED	SERVICE TYPE	RATE	CUSTOMER INITIALS	SPECIAL INSTRUCTIONS
Truck with 8' plow, 2-hour minimum	Plowing	\$ 135.00 / hour		
Salt/Sand spreader, 2-hour minimum	Salt/Sand	\$ 135.00 / 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	\$ 57.00 / hour		
Hand Application of Material, 2-hour minimum	\$ 57.00 / 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:

DATE: 11/29/2022

REPRESENTATIVE FOR:

BY: Adrienne Zaleski

Cameron Station HOA

BY: Andrew T Hill

Adrienne Zaleski
LANCASTER LANDSCAPES, INC.

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

Cameron Station HOA

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 the second page of the 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, the response will be based on the 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 years 2022-2023. Terms of the 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 and 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. The fuel surcharge is based on a floor of \$4.00 and a ceiling of \$5.50. A 3% fuel surcharge will be applied to the hourly plowing rate should pricing go above \$4.00. If the cost of regular fuel exceeds \$5.50, the surcharge would be renegotiated and an additional 3% will be added.
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 is available within 72 hours from notification request.

SUBMITTED BY:

LANCASTER LANDSCAPES, INC.

DATE: 08.26.2022

BY: 
Adrienne Zaleski, President

ACCEPTED BY:

DATE: 11/29/2022

Company Name
Andrew T Hill
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 ***

CSA
Plan

CSA
Plan

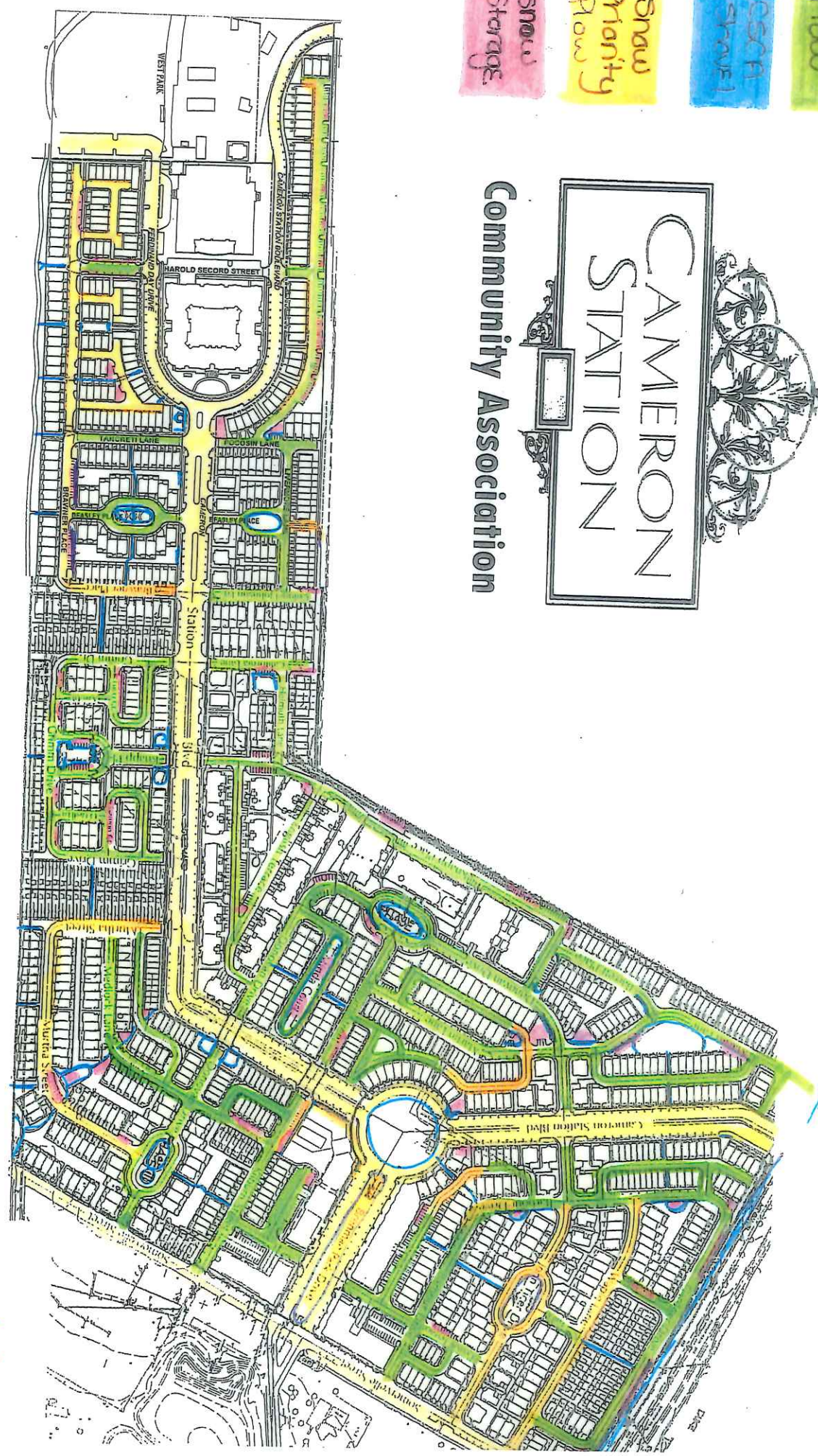
CSA
Plan

Snow
Priority
Plan

Snow
Storage

CAMERON STATION

Community Association



12/7/2016



Cameron Station Community Association, Inc.
Board Decision Request
December 13, 2022

TOPIC: Amended A.R. No. 22-16 – A&E – Committee Charter
Motion 2022-1204

Motion:

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

Motion: _____

2nd: _____

Summary:

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

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

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

CAMP Recommendation:

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

Budget Considerations: N/A

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION NO. 2022-16 (AMENDED)**

ACTIVITIES & EVENTS PLANNING COMMITTEE CHARTER

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

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

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

I. RESPONSIBILITIES

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

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

- Complete and submit to the Board of Directors an annual budget (as described below). Monitor the implementation of the budget;
- Complete annual priorities assigned by the Board of Directors; Perform other duties as assigned by the Board of Directors.

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

II. **BUDGET**

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

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

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

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

III. **ELIGIBILITY**

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

IV. **NUMBER OF MEMBERS & LENGTH OF TERM**

The total number of the Committee shall be seven (7). The Committee shall not operate with less than three (3) members. Members will be limited to one (1) member per Cameron

Station household for each committee. This provision is not intended to limit the number of volunteers the Committee may recruit to assist with an approved community event.

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

Committee terms will be staggered so that approximately one-half of the committee positions will become available each year. In order to appropriately stagger committee terms, the Board shall initially appoint three (3) members for a one-year term and four (4) members for a two-year term.

Thereafter, committee members will be appointed for two-year terms. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the term of the committee member they are replacing.

V. **APPOINTMENT & REMOVAL**

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

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

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

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

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

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

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

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

VI. MEETINGS

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

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

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

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

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

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

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

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

VII. DUTIES OF THE CHAIR

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

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

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

VIII. COMMITTEE OFFICERS

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

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

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

The effective date for this resolution shall be December 13, 2022.

RESOLUTION NO. 2022-16, AMENDED ACTIVITIES AND EVENTS PLANNING COMMITTEE CHARTER, WAS DULY ADOPTED BY A UNANIMOUS VOTE AT THE DECEMBER 13, 2022, MEETING OF THE BOARD OF DIRECTORS.

Andrew Hill, President

Date

RESOLUTION ACTION RECORD
ADMINISTRATIVE RESOLUTION NO. 2022-16 (AMENDED)

Duly adopted at a meeting of the Board of Directors held on Tuesday, December 13, 2022.

Motion by: _____

Seconded by: _____

VOTE:

	YES	NO	ABSTAIN	ABSENT
Andrew Hill, President	_____	_____	_____	_____
Megan Christensen, Vice President	_____	_____	_____	_____
Mindy Lyle, Secretary	_____	_____	_____	_____
Joan Lampe, Treasurer	_____	_____	_____	_____
Brendan Hanlon, Director	_____	_____	_____	_____
Chris Mulder, Director	_____	_____	_____	_____
Chris Alex, Director	_____	_____	_____	_____

Resolution Effective: December 13, 2022



Cameron Station Community Association, Inc.
Board Decision Request
December 13, 2022

TOPIC: Amended A.R. No. 22-17 – ComCom – Committee Charter
Motion 2022-1205

Motion:

"I move to ADOPT the Amended Administrative Resolution No. 22-17 – Communications Committee Charter with the recommended changes by the CommComm members."

Motion: _____

2nd: _____

Summary:

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

WHEREAS, Article III, Section 3.4 of the Bylaws grants the Board of Directors ("Board") of the Cameron Station Community Association (the "Association") with all the powers necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or the Project Documents require the Association's membership to approve; and

WHEREAS, the Board deems it desirable to establish a Committee of homeowners to advise the Board, in a reasonable and productive manner, on issues related to communications.

NOW THEREFORE, be it resolved that a Communications Committee (the "Committee") shall be established, and that the following procedures for this Committee be adopted and implemented herewith:

CAMP Recommendation:

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

Budget Considerations: N/A

**CAMERON STATION COMMUNITY ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 2022 – 17 (AMENDED)**

COMMUNICATIONS COMMITTEE CHARTER

WHEREAS, Article III, Section 3.4 of the Bylaws grants the Board of Directors (“Board”) of the Cameron Station Community Association (the “Association”) with all the powers necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or the Project Documents require the Association’s membership to approve; and

WHEREAS, the Board deems it desirable to establish a Committee of homeowners to advise the Board, in a reasonable and productive manner, on issues related to communications.

NOW THEREFORE, be it resolved that a Communications Committee (the “Committee”) shall be established, and that the following procedures for this Committee be adopted and implemented herewith:

A. RESPONSIBILITIES

The primary responsibility of the Committee is to advise the Board, in a reasonable and productive manner, on issues affecting communications. In accomplishing this goal, the Board shall assign the Committee with tasks from time to time that may include but not be limited to providing the Board with recommendations regarding:

- Specifications and proposals for services related to Association communication needs such as newsletters, electronic communications, social media, website, welcome packages, photography, community bulletins, signage, Association marketing materials, public relations, etc.;
- Policies related to Association communication vehicles such as newsletters, electronic communications, social media, website, welcome packages, photography, community bulletins, signage, Association marketing materials, public relations, etc.;
- Design, size, production, frequency, preparation, distribution, etc. of the newsletter, electronic communications, social media, website, welcome packages, photography, community bulletins, signage, Association marketing materials, etc.;
- Technology such as the acquisition/maintenance of Association hardware and software, or other technologies that improve communications or result in efficiencies or cost savings to the Association;
- Distribution of information pertaining to city, state, or regional issues impacting Cameron Station (planning, zoning, transportation, etc.);

- Development of positive communications/relationships with community civic association and local media outlets;
- The annual budget for communications; and
- Other items as directed by the Board.

B. ELIGIBILITY

Committee candidates and members shall be property owners in good standing or spouses, partners, or renters of property owners in good standing, all of whom must reside in a home within Cameron Station on a full-time basis. A renter shall be defined as tenants on a signed lease or rental agreement. A property owner in good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with the Association.

No member of the Committee shall be a member of any other committee of the Association. No more than one member of a household, as described above, may be a member of this Committee.

C. APPOINTMENTS AND TERMS

The total number of Committee members shall be seven (7). The Committee may make recommendations to the Board on the appointment of Committee members.

Available Committee seats shall be advertised at least thirty (30) days prior to appointment. Recruitment of candidates may be done through electronic communications, social media, the website, community bulletins, an announcement at the monthly Board meeting, or by any other means deemed appropriate by the Board. The Board will strive to ensure that members from varying types of homes and locations within the Association are represented on the Committee.

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

The Board will announce Committee appointments and the respective Chairperson at the January Board meeting. The Board may make additional appointments throughout the year if vacancies occur.

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

D. REMOVAL

The Board may remove any Committee member, including the Chairperson, whose performance has been determined by the Board as unsatisfactory, at any time.

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

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

E. ELECTION OF OFFICERS

In January of each year, members of the Committee may make recommendations to the Board for the appointment of a Chairperson. The Board shall appoint the Chairperson of the Committee. Other officers of the Committee may be elected by the Committee membership. The Chairperson shall appoint a Secretary who shall be responsible for recording accurate minutes of the Committee's meetings.

The Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee. In addition, the Chairperson is responsible for responding to all Committee emails in a timely manner.

F. MEETINGS

Committee meetings shall be held in the community center, other recognized meeting places of the association, or by video conferencing. All Committee meetings shall be open to the residents and owners of the Association. The Committee Chairperson shall ensure that all regular meeting dates of the Committee are posted via electronic communication, social media, website, or through any other means of posting that the Board deems appropriate. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee Chairperson shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. The Committee Chairperson shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings. "Special" meetings or rescheduled meetings may be scheduled by the Chairperson upon three (3) days' posted notice stating the reason for the meeting.

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

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

- If seven (7) sitting members on the Committee, quorum shall be four (4);
- If six (6) sitting members on the Committee, quorum shall be four (4);
- If five (5) sitting members on the Committee, quorum shall be three (3);
- If four (4) sitting members on the Committee, quorum shall be three (3); and.
- If three (3) sitting members on the Committee, quorum shall be two (2).

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

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

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

Minutes: Minutes shall be taken at every meeting of the Committee and are official meeting notes. Minutes shall:

- include a record of the date, time, and place of each meeting;
- include a record of Committee member attendance and all votes of the Committee; and
- be forwarded to the Community Manager for inclusion in the monthly Board meeting package and posting on the website.

The Committee is responsible for approving minutes. Approved meeting minutes will be kept on file for review by homeowners.

G. COMMUNICATIONS

In the interest of ensuring strong communication between the Board and the Committee, the Committee Chairperson, or their designee, will attend each regularly scheduled business meeting of the Board. The Committee representative will present Committee recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding Committee assignments.

The Committee is expected to maintain regular communications with the Board liaison assigned to the Committee by the Board, the Association manager, and other Association committees.

The Committee will provide accurate and timely information about its activities regarding newsletters, electronic communications, social media, website, welcome packages, photography, community bulletins, signage, Association marketing materials, public

relations, and other communication vehicles of the Association. It is the responsibility of the Committee to ensure that this information is updated on a regular basis.

The Committee operations shall be outlined in a *Communications Committee Standard Operations and Policy Manual* (“SOP Manual”). The SOP Manual shall outline specific procedures regarding newsletters, electronic communications, social media, website, welcome packages, photography, community bulletins, signage, Association marketing materials, and public relations. The SOP Manual shall outline duties of subcommittees. The Committee shall update the SOP Manual from time to time as needed.

H. SUBCOMMITTEES

The Committee may designate volunteer subcommittees to work on specific projects on behalf of, and at the direction of, the Committee. Subcommittee volunteers are not voting members of the Committee unless they have been appointed as such in accordance with Paragraphs B & C of this Charter.

This Resolution is effective this 13 day of December 2022.

Cameron Station Community Association

By: _____
Andrew Hill, President

RESOLUTION ACTION RECORD
ADMINISTRATIVE RESOLUTION NO. 2022-17 (AMENDED)

Duly adopted at a meeting of the Board of Directors held on Tuesday, December 13, 2022.

Motion by: _____

Seconded by: _____

VOTE:	YES	NO	ABSTAIN	ABSENT
_____ Andrew Hill, President	_____	_____	_____	_____
_____ Megan Christensen, Vice President	_____	_____	_____	_____
_____ Mindy Lyle, Secretary	_____	_____	_____	_____
_____ Joan Lampe, Treasurer	_____	_____	_____	_____
_____ Chris Mulder, Director	_____	_____	_____	_____
_____ Brendan Hanlon, Director	_____	_____	_____	_____
_____ Chris Alex, Director	_____	_____	_____	_____

Resolution Effective: December 13, 2022



Cameron Station Community Association, Inc.
Board Decision Request
December 13, 2022

TOPIC: Amended A.R. No. 22-19 – Use of Community Communications
Motion 2022-1206

Motion:

"I move to ADOPT the Amended Administrative Resolution No. 22-19 – Use of Community Communications with the recommended changes by the CommComm members."

Motion: _____

2nd: _____

Summary:

The Communications Committee is recommending the Board approve changes to their charter under the newsletter frequency section. Attached administrative resolution with all proposed changes in red.

WHEREAS, Article III, Section 3.4 of the Bylaws grants the Board of Directors ("Board") with all of the powers necessary for the administration of the affairs of the Cameron Station Community Association ("Association") in accordance with applicable law and the Project Documents, except for those matters which the applicable law or the Project Documents require the Association's membership to approve;

WHEREAS, Article III, Section 3.4 of the Bylaws provides the Board with the power to enact and amend rules and regulations not inconsistent with the Association Documents; and

WHEREAS, the Board previously adopted Administrative Resolution 2021-05 to implement guidelines and criteria for the Board, its Committees, Community Manager, third party sources, and the residents of the Association as to how, where, and when the Association communication resources are to be used; and

WHEREAS, the Board desires to amend the standards and guidelines established by Administrative Resolution 2021-05 to implement new standards governing the use of the Association's social media platforms.

NOW THEREFORE, be it resolved that the Board shall assign the Communications Committee (the "Committee") with tasks that may include but not be limited to items outlined below or otherwise outlined in the Committee Charter:

CAMP Recommendation:

Management recommends the Board adopt the Amended A.R. No. 22-19 – Use of Community Communications.

Budget Considerations: N/A

NEWSLETTER RESOLUTION UPDATE

CURRENT LANGUAGE:

- a. Frequency – There shall be no less than four (4) newsletters published a year.

PROPOSED LANGUAGE:

- a. Frequency – There shall be no *more than five (5)* newsletters published a year.

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION NO. 2022-19**

(Amended Policy Concerning the Use of Community Communications)

WHEREAS, Article III, Section 3.4 of the Bylaws grants the Board of Directors (“Board”) with all of the powers necessary for the administration of the affairs of the Cameron Station Community Association (“Association”) in accordance with applicable law and the Project Documents, except for those matters which the applicable law or the Project Documents require the Association’s membership to approve;

WHEREAS, Article III, Section 3.4 of the Bylaws provides the Board with the power to enact and amend rules and regulations not inconsistent with the Association Documents; and

WHEREAS, the Board previously adopted Administrative Resolution 2021-05 to implement guidelines and criteria for the Board, its Committees, Community Manager, third party sources, and the residents of the Association as to how, where, and when the Association communication resources are to be used; and

WHEREAS, the Board desires to amend the standards and guidelines established by Administrative Resolution 2021-05 to implement new standards governing the use of the Association’s social media platforms.

NOW THEREFORE, be it resolved that the Board shall assign the Communications Committee (the “Committee”) with tasks that may include but not be limited to items outlined below or otherwise outlined in the Committee Charter:

I. General Expectations for all Cameron Station Communications

- a. Communications should be professional in terms of spelling, grammar, punctuation, and clarity of message/content.
- b. Communications should follow processes and procedures as outlined in the *Communications Committee Standard Operations and Procedures Manual* (SOP Manual).
- c. Communications shall not contain materials that can be reasonably considered offensive, inflammatory, or illegal.
- d. Materials that might infringe on intellectual property rights, privacy rights, rights of publicity, or other proprietary rights shall not be permitted. The Association shall not distribute information from unverified sources or that the Association deems to be inaccurate.

II. Newsletter - *The Compass* (adopted name of the Newsletter of the Cameron Station Community Association, Inc.)

- a. Purpose - The newsletter provides Association members a structured reading piece that includes news about events, Association activities, and various information that may be of interest to the community.
- b. Frequency - There shall be no less than ~~five~~^{four} (54) newsletters published a year.
- c. Distribution - The newsletter shall be distributed community-wide electronically and/or by standard mail. As of March 1, 2021, the newsletter shall be emailed to residents and owners of the Association unless a written (email) request or other documentation has been received requesting a hard copy be mailed. Hard copies of the newsletter shall be printed and distributed in Cameron Station businesses and management office.
- d. Staffing - The Committee shall nominate a newsletter Editor whose appointment shall be approved by the Board. The Editor must be a voting member of the Committee and will work with the Committee, the Newsletter Subcommittee, and designated third party printing, formatting, and mailing companies, to compile the contents and layout of the publication. The Editor is responsible for creating and managing the publication of the newsletter on behalf of the Board. The Newsletter Subcommittee consists of volunteers of writers, editors, and proofreaders. There is no limit to how many volunteers may serve on this subcommittee. All volunteers report directly to the Editor.
- e. Editorial License - Except as otherwise provided herein, the Editor has full control on issues of design, layout, deadlines, training, and newsletter content. The Editor reserves the right to reject, edit, add, or delete material as needed, with the exception of newsletter content requested by the Board. The Editor will also determine the newsletter to be “full” at their discretion. The Editor is responsible for responding to newsletter related inquiries in a timely manner. Decisions related to advertising rates, software/hardware formatting and needs, and vendor sourcing are the responsibility of the Editor and Committee.
- f. Format - The newsletter shall be sent electronically in an easy to read format or printed to be mailed. The Editor decides on size, style, and editorial content of the newsletter, as outlined in the SOP Manual.
- g. Funding - The newsletter is financially supported by the Association to include designing, postage, and printing. Advertising revenue shall offset the expenses of the Newsletter and will be captured in a separate income line item on the annual budget.
- h. Advertisements - Advertising space will be filled on a first-come, first-served basis, and the number of ads in each issue is at the discretion of the Editor and Committee. Advertising rates, deadlines, size, and formats are decided by the Editor and Committee and described in the SOP Manual. Management is

responsible for managing payments from advertisers. Only one per advertiser per issue is permitted.

- i. Content - The Editor, Newsletter Subcommittee, Committee, or Committee Board Liaison reserve the right to edit submissions for typos, length, tone, and content. If there are major edits, the author must be notified. Articles are to be factual and of Association interest.

Editorial content may be deemed inappropriate at the discretion of the Editor, Newsletter Subcommittee, Committee, or Committee Board Liaison.

Article and photograph submissions shall follow all procedures as outlined in the SOP Manual. All submissions must include writer's name, address, and phone number.

Prior to publication, a draft of the newsletter shall be shared with the Committee Board Liaison for comments. All comments must be received within three (3) days of receipt.

Article or photography submissions, comments, questions, or suggestions regarding the newsletter may be sent to thecompass@cameronstation.org.

III. Electronic Communications

Cameron Station Community Association E-Blast (CSCA E-Blast or E-Blast)

- a. Purpose - The CSCA E-Blast functions as a regular community-wide e-mail to keep the Association members advised of time-sensitive information including but not limited to information on the Board, Association Committees, Community Manager, or community-wide events along with Association news such as announcements of meetings, promotions, staff changes, and maintenance items.
- b. Frequency - CSCA E-Blast is sent at a minimum once a week. Special E-Blasts may be sent on specific topics as needed and determined by the Community Manager or at the request of the Board.
- c. Distribution - The CSCA E-Blast is sent to all registered e-mail accounts of the Association members. To be included or removed from the E-Blast residents and owners of the Association shall notify the Community Manager: admin@cameronstation.org.
- d. Staffing - The Community Manager is responsible for the creation and distribution of the CSCA E-Blast. The Committee and/or Committee Board Liaison may provide oversight to assist in editing, formatting, and content.
- e. Editorial License - The Community Manager has full control on issues of design, layout, deadlines, software/hardware formatting and needs, training, vendor sourcing, and CSCA E-Blast content. The Community Manager reserves the right to reject, edit, add or delete material in accordance with their professional judgment and as noted in (h) below as needed or as requested by

the Committee Board Liaison. The Community Manager will also determine the E-Blast to be “full” at their discretion. The Community Manager is responsible for responding to all CSCA E-Blast related inquiries in a timely manner.

- f. Format - The CSCA E-Blast shall be sent electronically in an easy to read format. The Community Manager decides on size, style, and editorial content as outlined in the SOP Manual.
- g. Funding - The CSCA E-Blast is financially supported by the Association to include the subscription to a third-party emailing service.
- h. Content - Content may be submitted by the Members of the Board, Committees, Community Manager, neighboring affiliates such as the Cameron Station Civic Association, residents, and owners of the Cameron Station Community Association. To submit information to be included in the CSCA E-Blast, please email admin@cameronstation.org.

IV. Social Media

Cameron Station Community Association Social Media Sites (CSCA Social Media)

- a. Purpose - At the Board of Directors’ discretion the Association may choose to use various social media (online communication boards) outlets to convey information of interest to the community. This includes, but not limited to, decisions by the Board, rules and guidelines concerning the availability and use of community facilities, and Association events and activities.
- b. Frequency - As needed.
- c. Distribution - Association members will be asked to ‘like’ and/or ‘follow’ CSCA Social Media pages/accounts.
- d. Staffing - The Committee primarily manages the content posted on social media. They may retain the service of a third-party social media managing company to assist in the creation and day-to-day management of any social media platforms. Management may provide information on relevant topics, meeting dates, and times as necessary but does not have oversight for any social media platforms.
- e. Editorial License — The Committee has full control on issues of design, layout, deadlines, software/hardware formatting and needs, training, vendor sourcing and CSCA Social Media content, as appropriate. If using a third-party vendor for Social Media management, the Committee Chair and/or Board Liaison may work collaboratively to determine the appropriate display of content, as needed. The Committee is responsible for responding to all social media related inquiries in a timely manner.

- f. Format - CSCA Social Media pages shall use the official Cameron Station logo, colors and community photographs as approved by the Committee. Posts shall be easy to read.
- g. Funding - CSCA Social Media is financially supported by the Association which may include the use of a third-party social media managing company service to assist in the creation and day-to-day management of any social media platforms.
- h. Process for Original Post

Content to be submitted as “Cameron Station Community Association” may be submitted by the members of the Board, Committees, Subcommittees, and Community Manager. To submit information to be included on any CSCA Social Media page, please email admin@cameronstation.org.

Please allow up to one (1) business day (M-F) for posting. All content is subject to approval. When submitting please include contact information and limit the request to 30 words or less and no more than five (5) images.

The Community Manager, Committee, or Committee Board Liaison reserves the right to edit post submissions for typos, length, tone, and content. If there are major edits, the author must be notified. Posts are to be factual and of Association interest.

The public is welcome to post messages on the CSCA Social Media. Messages that are defamatory towards the Association, Cameron Station Community, or its assigned agents will be promptly removed.

Content may be deemed inappropriate at the discretion of the Community Manager, Committee, Committee Board Liaison, or Board. Messages should be in accordance with the content Guidelines outlined in Section j, below.

- i. Replies to Post

The public is welcome to respond to posted messages. Messages that are defamatory towards the Association, Cameron Station Community, or its assigned agents will be promptly removed. Messages should be in accordance with the content Guidelines outlined in Section j, below.

Official “Cameron Station Community Association” responses to posts can be submitted by the members of the Board, Committees, and Subcommittees. To submit information to be included as a response to a post on any CSCA Social Media page, please email admin@cameronstation.org.

Replies to posts are to be factual and of Association interest.

If Members of the Board, Committees, and Subcommittee volunteers reply to posts from their personal account, they must identify their positions within the

Association. All replies by members of the Association must be factual and of Association interest.

j. Guidelines for Content of Posts

Postings and comments shall not contain or link to language or illustrations that:

- i. Are libelous, defamatory, obscene, vulgar, threatening, offensive, demeaning, derogatory, abusive, ad hominem, or off-topic;
- ii. Contains content that is confidential or proprietary to the Association, its contributors, or affiliates;
- iii. Is directed at a single individual or group of individuals in a negative manner;
- iv. Are solely for commercial or promotional purposes that do not relate to the Association;
- v. Endorses any candidate or officeholder or partisan political position;
- vi. Promotes any religion and/or religious activity that do not relate to the Association;
- vii. Includes spam or chain letters;
- viii. Violates third party's right to privacy or any other applicable local, state, national, or international law; or
- ix. Degrades others on the basis of gender, race, class, ethnicity, national origin, religion, sexual preference, disability or other classification;
 - x. No photos are allowed unless expressly solicited by the Association;
 - xi. Contains inappropriate images, such as, but not limited to, pornography;
 - xii. Comments or content that promotes or perpetuates discrimination;
 - xiii. Advocates for illegal activity;
 - xiv. Contains information that may compromise the safety, security, or proceedings of any legal action pertaining to the Association.

This policy supersedes and replaces Administrative Resolution 2022-13. The effective date of this Resolution shall be December 13, 2022.

Cameron Station Community Association

By: _____
Andrew Hill, President

FOR ASSOCIATION RECORDS

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

Steve Philbin, General Manager

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. 2022-19 (AMENDED)

Duly adopted at a meeting of the Board of Directors held Tuesday, December 13, 2022.

Motion by: _____ Seconded by: _____

VOTE:

	YES	NO	ABSTAIN	ABSENT
_____ Andrew Hill, President	_____	_____	_____	_____
_____ Megan Christensen, Vice President	_____	_____	_____	_____
_____ Joan Lampe, Treasurer	_____	_____	_____	_____
_____ Mindy Lyle, Secretary	_____	_____	_____	_____
_____ Brendan Hanlon, Director	_____	_____	_____	_____
_____ Chris Mulder, Director	_____	_____	_____	_____
_____ Chris Alex, Director	_____	_____	_____	_____

ATTEST:

Mindy Lyle, Secretary

Date

Resolution Effective: December 13, 2022



Cameron Station Community Association, Inc.
Board Decision Request
December 13, 2022

TOPIC: Engineering Proposal for Asphalt Project – Summer 2023
Motion 2022-1207

Motion:

"I move to APPROVE Gardner's Engineering proposal for engineering consulting services for asphalt pavement remediation (Phase 2 -2023) to be expensed from Reserves Funds."

Motion: _____

2nd: _____

Summary:

Gardner engineering has completed the summer 2022 paving project and management recommends that we utilize the same engineer to continue next summer. There is no price increase from summer 2022 to summer 2023. See the proposal attached.

CAMP Recommendation:

Management is to be consistent with the same engineer based on pricing and relationship.

Budget Considerations:

To be expensed from Reserves Funds.



November 7, 2022

Mr. Steve Philbin
Community Association Management Professionals (CAMP)
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

SUBJECT: Proposal For Engineering Consulting Services
Asphalt Pavement Remediation – (Phase 2 – 2023)
Cameron Station Community Association
Alexandria, Virginia
Gardner Engineering Proposal 4666

INTRODUCTION

Gardner Engineering, Inc. appreciates the opportunity to submit this proposal for asphalt pavement consulting services at Cameron Station located in Alexandria, Virginia. Included in this proposal is a brief discussion of project information, our proposed scope of services, proposed fee, and schedule.

Cameron Station Community Association (CSCA) consists of townhomes and garden-style buildings with mixed use retail and commercial offices. Asphalt pavement is present throughout the community. Concrete curb and gutters are present at the perimeter of the asphalt paved areas.

The asphalt areas included are 30 streets and alleyways off of the county maintained roads. The county roads not included are Brenman Park Dr, Cameron Station Blvd, Ferdinand Day Drive and Somerville Street. Phase 1 asphalt remediation was performed in 2022 and included approximately 30% of the total asphalt at the property.

It is our understanding that the community intends to perform Phase 2 asphalt pavement remediation, with select replacement of concrete curb and gutter, in 2023.

PROPOSED SCOPE OF SERVICES

We propose to perform the following scope of work:

Phase I – Site Visit and Pre-Design Report (2023 – Phase 2)

- Visit the site to perform a visual assessment of all of the 2023 asphalt pavement areas. The visual assessment of the pavement will involve determining the quantity of repairs, such as medium and high severity alligator cracking. We will also visually survey for areas of apparent ponding and deteriorated concrete components at the perimeter of the

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asphalt paved areas including curb and gutter. We request the Owner convey areas of known ponding to us for evaluation prior to our survey.

- Provide a written report of our findings and recommendations, with an estimated opinion of cost for the remediation.

Optional Coring

- Obtain asphalt cores at representative locations (approximately 12) for the purpose of determining the condition of the asphalt surface course, the presence of previously installed paving fabric, the thickness and overall condition of the asphalt pavement/subbase and to obtain samples of the underlying subgrade soil materials. Each soil sample will be visually classified to estimate the California Bearing Ratio (CBR). The CBR value is a relative soil strength value used to design the thickness of pavement necessary for the traffic conditions. Each sample area will be filled with asphalt cold-patch material.

Phase II - Design/Construction Documents

- We will develop a written scope of work to outline asphalt repairs, milling, overlay and associated ponding and curb/gutter component replacement. The scope of work will also include any minor drainage modifications to be performed. The scope of work document will describe the materials to be used and the procedures to be employed.
- We will provide plan, detail or drainage modification drawings, as required.
- We will prepare design/construction document suitable for bidding, including:
 - Technical specifications
 - Plan and Detail drawings
 - Invitation to Bid
 - Instructions to Bidders
 - Bid Forms
 - Contract Agreement (AIA 104)
 - Safety Requirements
 - Administrative Provisions
 - Insurance Requirements
 - Warranty
 - Bonds

Phase III - Bidding

- We will provide a list of qualified Contractors for Owner approval.
- Mark the patches to be performed as part of the work to occur in 2023.
- Conduct a pre-bid meeting at the site with the Owner and at least three qualified contractors.

- Distribute bidding documents to Contractors.
- Prepare and distribute any required bid addenda.
- Review and tabulate the bids.
- Provide a spreadsheet containing Contractor's base and unit prices.
- Consult with Owner regarding selection of a Contractor.

Phase IV - Contract Administration

Gardner Engineering will provide contract administration services generally consisting of the following:

- Prepare the Owner/Contractor Agreement for execution (AIA A104).
- Conduct a pre-construction meeting.
- Review of Contractor submittals and pay requisitions. Pay request approval is based on our knowledge of the status of the project.
- Act as liaison between the Owner and Contractor.
- Provide engineering services, as necessary, to address changed or unforeseen conditions.
- Provide clarification of technical or contract issues.

Phase V - Construction Observation

- Perform periodic site visits during construction to observe the progress of the work, take photographs of the progress of the work, verify quantities of repair and determine if the work is being performed in general accordance with the project specifications.

FEE AND SCHEDULE

We will perform our services on a unit rate basis in accordance with our attached Fee Schedule.

ITEM	ESTIMATED FEE
Phase I – Pre design Survey and Report	\$1,800 - \$2,200*
<i>Optional Coring</i>	\$2,000*
Phase II – Design/Construction Documents	\$4,200 - \$4,600*
Phase III - Bidding	\$3,200*
Phase IV - Contract Administration	T&M**
Phase V - Construction Observation	T&M**

* Please note that our services will be billed on a Time and Materials basis in accordance with the attached Fee Schedule.

* * We will perform these services on a unit rate basis in accordance with our attached Fee Schedule. An estimated fee for Phases IV and V can be provided at a later date, after the selected Contractor provides a construction schedule.

AUTHORIZATION

If this proposal is acceptable, please sign the attached Proposal Acceptance Sheet and return it to us. That will make this proposal and the attached Terms and Conditions the agreement between us.

We appreciate your consideration of Gardner Engineering for this work and look forward to assisting you on this project.

Sincerely,
GARDNER ENGINEERING, INC.

David A. Gertz, P.E.
Senior Consultant

Douglas A. Gardner, P.E.
President

Attachments: Proposal Acceptance Sheet/Terms and Conditions (2 pages)
Fee Schedule (1 page)
Owner Addendum (8 pages)





**GARDNER
ENGINEERING, INC.**

PROPOSAL ACCEPTANCE SHEET

Gardner Engineering, Inc. is pleased to provide the services listed in **Proposal 4666**. The purpose of this acceptance sheet is to obtain your authorization for the scope of work and confirm the terms and conditions under which our agreement will be based. The terms and conditions are stated on the reverse side of the sheet. If you wish to make changes to the terms and conditions or the scope of work stated in the proposal, please note these changes on the space provided.

SUBJECT : **Proposal to Perform Engineering Consulting Services**

PROJECT LOCATION: **Cameron Station – Asphalt Pavement Remediation (Phase 2)
Alexandria, Virginia**

INVOICES TO BE SENT TO:

Firm _____

Contact Name: _____

Telephone No. _____ Fax No. _____

E-Mail _____ Cell No. _____

Mailing Address _____

City _____ State _____ Zip Code _____

WORK AUTHORIZED BY: _____
(Print Name & Title)

(Signature)

(Date)

CHANGES TO THE SCOPE OF SERVICES OR TERMS AND CONDITIONS (if any required):

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TERMS & CONDITIONS

- 1. SERVICES TO BE PROVIDED.** Gardner Engineering is an independent consultant and agrees to provide to the Client, for its sole benefit and exclusive use, consulting services described in our proposal.
- 2. PAYMENT TERMS.** Client agrees to pay our invoice within 21 days of invoice date. If payment is not received within 21 days from the invoice date, Gardner Engineering reserves the right to suspend services until payment is received. A service charge will accrue on all overdue amounts at the rate of 1 percent per month (simple) plus attorney's fees and court costs. Client consents to jurisdiction in the courts of Howard County, Maryland for any dispute arising hereunder.
- 3. TERMINATION.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. Further, either party may terminate this Agreement without cause upon 30 days written notice to the other party. In the event of any termination, Gardner Engineering will be paid for all services and expenses up to the time of termination, and any termination expenses.
- 4. STANDARD OF CARE.** Gardner Engineering agrees to perform the services described in this proposal using the degree of care and skill ordinarily exercised by reputable members of our profession practicing in the same or similar locality under similar conditions. Gardner Engineering makes no warranties, express or implied, under this Agreement or otherwise, in connection with our services.
- 5. INSURANCE.** Gardner Engineering maintains coverage in the following areas: (a) Worker's Compensation Insurance; (b) Professional Liability Insurance; (c) Comprehensive General Liability Insurance; and (d) Automobile Insurance.
- 6. SITE ACCESS.** The Client agrees to arrange for Right-of-Entry to the property for the purpose of performing studies, tests and evaluations in connection with the agreed services.
- 7. HAZARDS & OBSTRUCTIONS.** Gardner Engineering's field personnel typically initiate field testing and/or sampling within a reasonable distance of each designated location. Our field personnel will attempt to avoid hazards or utilities which are visible to them at the site. If we are advised or given data in writing that reveals the presence or potential presence of underground or aboveground obstructions, such as utilities, we will give instructions to our field personnel. Gardner Engineering is not responsible for any damage or losses due to undisclosed or unknown surface or subsurface conditions, owned by Client or third parties. Client agrees to indemnify us from any such claim, suits or losses, including reasonable attorney's fees, resulting therefrom.
- 8. SITE OBSERVATIONS.** During site visits or as a result of site observations of Contractor(s)' work in progress, Gardner Engineering will not supervise, direct or have control over Contractor(s)' work nor shall have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction employed by Contractor(s), for temporary construction installations or measures, for safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor(s) furnishing and performing their work. Gardner Engineering can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with their contract, or with the construction documents.
- 9. UNFORESEEN CONDITIONS OR OCCURRENCES.** It is possible that unforeseen conditions or hazardous substances may be encountered which could substantially alter the necessary services or the risks involved in completing our services. If this occurs, we will promptly notify and consult with the Client, but will act based on our sole judgment where risk to our personnel is involved.
- 10. SAMPLE DISPOSAL.** We will retain test specimens or samples for a period of 30 days. After that time, samples will be disposed of, unless prior arrangements have been made.
- 11. ENVIRONMENTAL INDEMNITY.** Our services do not include the identification of asbestos, lead paint, mold or any other hazardous or toxic substance, unless specifically stated in our proposed scope of work. If a third party brings suit or claim for damages against Gardner Engineering alleging personal injury or property damage from exposure to or release of toxic hazardous substances or constituents at or from the project site before, during or after the services of this Agreement, the Client agrees to the maximum extent permitted by law to defend us and pay on our behalf any judgment against us, including interest thereon, unless such damages are caused by our sole negligence.
- 12. LIABILITY.** Gardner Engineering's liability, in contract and tort, shall be limited to the amount of compensation paid to Gardner Engineering for the project services. The Client agrees that Gardner Engineering's employees and principals shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of Gardner Engineering's employees or principals in their personal capacity. The provisions of this article shall supersede any indemnification provision in other documents made part of our agreement for services. In no event shall client delay payment, or withhold fees or expense reimbursements, on account of claims or disputes unless Gardner Engineering has been adjudicated liable with respect to the claim or dispute. Gardner Engineering shall not be liable for misinterpretation, or lack of action, by others in relation to our conclusions, opinions and recommendations. Our services may provide assessment of existing conditions, and cannot predict if, or when, damage to, or failure of, building or property components may occur. Therefore, Gardner Engineering shall not be liable for any damage to, or failure of, any building or property components.
- 13. DOCUMENTS.** Gardner Engineering will provide up to 3 copies of deliverable documents. Additional copies can be provided and may be invoiced in accordance with our Fee Schedule. All documents including Drawings and Specifications prepared or furnished by Gardner Engineering pursuant to this Agreement are instruments of service in respect to the Project. Gardner Engineering shall retain ownership and property interest therein whether or not the Project is completed. The Client may make and retain copies for information and reference in connection with the use and occupancy of the Project by the Client and others; however, such documents are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project, or on other Projects. Any reuse without written verification or adaptation by Gardner Engineering for the specific purpose intended will be at Client's sole risk and without liability or legal exposure to Gardner Engineering. The Client shall indemnify and hold harmless Gardner Engineering from all claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Gardner Engineering to further compensation at rates to be agreed upon by the Client and Gardner Engineering.
- 14. SEVERABILITY.** In the event that any provision of this Agreement is found to be unenforceable, the other provisions shall remain in full force and effect.
- 15. SURVIVAL.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between Client and Gardner Engineering shall survive the completion of the services and the termination of this Agreement.
- 16. INTEGRATION.** This Agreement, the attached documents and those incorporated herein constitute the entire Agreement between the parties and cannot be changed except by a written instrument signed by both the parties.
- 17. GOVERNING LAW.** This Agreement shall be governed in all respects by the laws of the State of Maryland.



FEE SCHEDULE

Personnel	Rate
PRINCIPAL, per hour	\$280.00
SENIOR CONSULTANT, per hour	\$240.00
PROJECT CONSULTANT, per hour	\$225.00
SENIOR PROJECT MANAGER, per hour	\$205.00
PROJECT MANAGER, per hour	\$195.00
PROJECT ENGINEER, per hour	\$180.00
SENIOR BUILDING SPECIALIST, per hour	\$170.00
ENGINEER, per hour	\$160.00
DRAFTER, per hour	\$85.00
ADMINISTRATIVE SUPPORT, per hour	\$75.00
TECHNICIAN, per hour	\$75.00

Field Personnel - Services of field personnel or project site visits by engineering personnel will be invoiced from portal to portal. The hourly rate for field technical personnel will be increased to 1.5 times the indicated rate for work performed over eight hours per day or on Weekends or Holidays.

Litigation - Engineering services during Depositions and Expert Testimony will be billed at the standard unit rate times 1.5.

Expenses	Rate
MILEAGE, per mile.	\$0.75

Travel and Per Diem - Expenses for out-of-town travel will be invoiced at our direct cost plus 20 percent.

Other Expenses - Other expenses such as subcontractors, equipment rental, materials, or other project related expenses will be invoiced at our direct cost plus 20 percent.

Rates are subject to periodic adjustment.
Fee Schedule 2022

CONTRACT ADDENDUM

This ADDENDUM, by and between CAMERON STATION COMMUNITY ASSOCIATION, INC. (hereinafter referred to as “the Owner” or “the Association”), and **Gardner Engineering Inc.**, duly licensed to do business in the Commonwealth of Virginia (hereinafter referred to as “Gardner” or the “Contractor”), supplements a proposal and/or contract for services and/or goods, in proposal 4666 for asphalt consulting services dated November 7, 2022 (hereafter referred to as “the Proposal/Contract”). The Proposal/Contract and this Addendum shall be referred to collectively as “the Agreements.”

The parties hereby agree that the following provisions are attached to and become a part of the Proposal/Contract, attached hereto, and that the items herein modify and supersede any conflicting provisions contained in the Proposal/Contract. Further, upon execution of this Addendum, the Agreements are a binding and enforceable contract for services and/or goods, with an effective date that is the same as the execution date of this Addendum.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

I. WORK OR SERVICES TO BE PERFORMED

The duties and responsibilities to be performed by the Contractor under this Addendum are primarily detailed in the Proposal/Contract. In the event of a conflict between the Proposal/Contract and this Addendum, the provisions of this Addendum shall control and take precedence. The Contractor shall comply with and give notices required by laws, ordinances, rules, and lawful orders of public authorities bearing on performance of the work under the Proposal/Contract.

II. PERMITS AND LICENSES

Contractor shall, at its expense, procure all permits and licenses which may be required in the performance of the work, and pay all excise, license, occupation, and other taxes which may become payable to any authority in connection with the work, including all taxes upon the sale, use, storage, equipment, and other things furnished by Contractor. Contractor shall be solely liable for any damages resulting from his failure to meet this requirement, and shall indemnify, defend, and hold harmless the Association against any claims, suits, judgments, or liabilities arising from Contractor’s work hereunder. Furthermore, Contractor agrees to comply with all Virginia and City of Alexandria ordinances, statutes and provisions in the performance of its duties under the Proposal/Contract and shall indemnify and hold harmless the Association, its directors, officers and agents from any claims, damages, liabilities, suits, causes of actions, proceedings, costs and expenses related to any such failure to comply with applicable ordinances or provisions.

III. THE INDEPENDENT CONTRACTOR RELATIONSHIP

The parties hereby expressly agree that the Contractor shall be an independent Contractor and is not an employee of the Association. All workmen and laborers or subcontractors of the Contractor performing any of the work under the terms of the Agreements shall be employees of the Contractor and shall in no way be considered employees of the Association. The Contractor further agrees to screen all employees, supervise their work and obtain and pay for all required employee insurance including worker's compensation. All subcontractors shall be pre-approved by the Association.

IV. INDEMNIFICATION AND GUARANTEES

The Contractor shall be fully liable for, and hereby agrees to indemnify, defend and hold harmless the Association, its Board of Directors, officers, contractors, employees and/or agents, from any liabilities, injuries, damages, causes of actions, suits, judgments, claims or obligations, consequential and/or incidental damages, and/or costs (including attorney's fees) of defense arising out of or related to any negligent acts or omissions under the Agreements on the part of the Contractor, its agents, subcontractors, or employees or any person or firm under its control. Liability shall be limited to the amount of available insurance. Gardner principals and employees shall be exempt from personal liability. The Association may withhold payment on a disputed matter if the Association has provided the Contractor with a written summary of the dispute.

The Association shall not be liable for or indemnify Gardner/ Contractor in the event a third party brings suit or claim for damages, including, but not limited to, alleging personal injury or property damages from exposure to or release of toxic hazardous substances or constituents at or from the project site before, during or after the services provided. This provision shall apply only to the engineering services provided, not to construction services performed by another contractor. Gardner shall be solely liable for any claims, including, but not limited to those arising from negligence, and shall be solely responsible for any defenses, judgments, interest, attorneys' fees.

This indemnification provision expressly supersedes Sections 11 and 12 of the Terms and Conditions listed in the October 20, 2020 and February 12, 2021 Contract.

All machines and equipment used in the performance of duties under the Agreements will be of such type as to cause no hazard or reasonably foreseeable danger to any person or property.

V. RESTORATION OF PROPERTY

In the event that the Contractor, including its employees or subcontractors causes damage during the course of work performed under the terms of the Agreements to property of the Association or that of its owners, residents, guests, employees or agents, the Contractor shall promptly remedy such damages and repair and/or restore such damaged

property to the condition in which the property existed before the damage was caused. In the event the Contractor fails to do so in a timely manner after ten (10) days written notice, the Association may proceed to repair the damage and hold the Contractor responsible for the amount of such repair, and may withhold an amount equal to the cost of repair or restoration from any payments due the Contractor under the terms of the Agreements. The parties hereby agree that the members and occupants of the Association are intended third party beneficiaries of this provision and may institute legal action in their own name against the Contractor for damage to person or property.

VI. WAIVER AND BREACH

A waiver by the Association of any breach of any term or condition of the Agreements shall not be deemed a waiver of any other, or any subsequent breach.

VII. VIRGINIA LAW VENUE

The Agreements shall be interpreted and enforced in accordance with the laws of Virginia. Both parties hereby expressly agree that if legal action is required to interpret or enforce the Agreements, said action shall be filed in the City of Alexandria, Virginia.

VIII. BINDING OBLIGATION OF ENTIRE AGREEMENT COUNTERPARTS

The Agreements shall inure to the benefit of and bind the parties hereto, as well as their respective successors and assigns;

The Agreements shall constitute the entire agreement between the parties, and no variance or modification hereof shall be valid and enforceable except by another agreement, in writing, executed and approved in the same manner as this Addendum;

The Agreements shall not be assigned without the Association's prior written consent.

IX. SEVERABILITY

In the event that any provision of the Agreements shall be judged unlawful or be unenforceable under the law of Virginia, the remainder of the Agreements shall survive and remain in full force and effect.

X. NOTICE

Notices allowed or required under the Agreements shall be either hand delivered or sent by certified mail, return-receipt requested, postage prepaid, to the addresses of the parties set forth below:

A. To Association:

General Manager
Cameron Station Community Association, Inc.
200 Cameron Station Boulevard
Alexandria, Virginia 22304

Copy To:

Todd A. Sinkins
Rees Broome, PC
1900 Gallows Rd. 7th Floor
Tyson's Corner, VA 22181

B. To Contractor:

___ Douglas A. Gardner, P.E. _____
___ Gardner Engineering Inc _____
___ 8335 Guilford Road, Suite I,
___ Columbia, Maryland 21046 _____

XI. **DEFAULT**

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

XII. **TERMINATION**

The Agreements may be terminated by either party without cause upon thirty (30) days prior written notice. In the event of termination, no additional payments will be due and the account will be settled and adjusted through the date of termination. Neither party shall be entitled to any claim for damages arising from services not actually performed.

XIII. **INSURANCE**

Contractor shall obtain, pay the premiums for and keep in force during the term of this agreement insurance written by companies licensed and authorized to conduct business in the Commonwealth of Virginia and acceptable to the Association in dollar amounts hereinafter specified or as required by law, whichever is greater:

A. Workers Compensation and Employers Liability Insurance

Statutory: Amounts and coverage as required by law including employers liability with a policy limit of at least \$500,000 (or such other amount to comply with the

underlying requirement for the umbrella/excess liability policy) including a provision for extending the policy in accordance with the law of other jurisdictions.

B. Commercial General Liability:

Bodily Injury, Personal Injury and Property Damage: at least \$1,000,000 each occurrence and \$2,000,000 annual aggregate. Such coverage shall include bodily injury and property damage directly or indirectly related to hazardous chemicals.

C. Automobile Liability Insurance (Owned, Non-Owned and Hired Car):

Bodily Injury and Property Damage: at least \$1,000,000 each occurrence and \$1,000,000 annual aggregate.

D. Umbrella Liability Insurance:

Bodily Injury, Personal injury and Property Damage: at least \$2,000,000 each occurrence and \$2,000,000 annual aggregate. Coverage shall extend over the underlying commercial general liability, automobile liability and employers liability policies.

Contractor's insurance shall name the Association and its managing agent as additional insureds. Contractor shall provide the Association with a certificate of insurance confirming the insurance required herein before the commencement date of this Agreement. Such certificate shall include a provision requiring the insurer to provide thirty-(30) days written notice prior to cancellation, non-renewal or reduction in coverage or limits for any reason. The Association may at any time inspect and copy any and all insurance policies required by this Agreement.

In the event the contractor fails to obtain, maintain and/or pay for the insurance required herein the Association shall have the right but not the obligation to obtain such insurance and/or pay the premium for such insurance in which event the contractor shall repay the Association immediately upon demand by the Association together with interest and any costs or expenses incurred by the Association without prejudice to any rights or remedies of the Association under this Agreement. At the Association's option, all sums due the Association may be deducted from payments due to the contractor under this Agreement.

Contractor's insurance policies shall include a waiver by the insurer of all rights of subrogation against the Association and its directors, officers, members, employees or agents.

Each policy carried by the contractor as required herein shall be primary with respect to any insurance carried by the Association and any coverage carried by the Association shall be excess insurance.

Contractor shall provide the Association a copy of a loss run for the current policy periods including all claims paid and reserved to assure that any policy annual aggregate

limits are not in jeopardy of being exhausted. Nothing herein shall require the Association to carry insurance coverage of any type, kind or nature.

XIV. SUBCONTRACTORS

The Contractor shall not subcontract for any portion of the work or services associated with this Agreement without the prior written consent of the Association.

Even if a subcontract is approved, the Contractor shall not contract with a proposed person or entity to whom the Association has made reasonable and timely objection. The Contractor may change a subcontractor, person or entity previously selected if the Association does not make reasonable objection and the Contractor obtains the written approval of the Association.

Contractor shall furnish duly qualified personnel and experienced employees and foremen or supervisors to carry out the work to be performed by Contractor under this Agreement. Persons hired by Contractor shall be and remain Contractor's employees. All personnel hired by the Contractor shall be thoroughly screened, including police clearance, as permissible by law. Contractor shall comply with the instructions pertaining to conduct and building regulations, issued by the building manager, property manager, the Association, or other duly appointed official designated by the Association. Contractor shall at all times enforce strict discipline and maintain good order among the workmen engaged in the work and shall cause such workmen to observe all reasonable fire prevention, security and safety rules and regulations in force at the work site.

Contractor shall provide adequate supervision at all times of the work which Contractor's employees are performing under this Agreement to insure its completion and satisfactory performance in accordance with the terms of this Agreement. In the performance of the work herein contemplated, Contractor is an independent contractor with the authority to control and direct the performance and the details of the work. However, the work contemplated herein must meet the approval of and shall be subject to the general right of inspection and supervision of the Association to secure the satisfactory completion thereof.

If any arrangement, however informal and of whatever duration, is made whereby employees of the Association are used by Contractor, they shall, while engaged in such work, be considered for all purposes employees of the Contractor and not of the Association irrespective of the party paying them. Contractor shall indemnify the Association against any and all liability, loss, damages (including legal fees and costs) or expense, by reason of any act or omission of any such employee while he or she is being used by Contractor.

XV. MECHANIC'S LIEN

The Contractor shall provide the Association, a RELEASE OF LIENS signed by all subcontractors and materialmen, upon request and prior to any interim or final payment, or may, at the option of the Association, be required to either discharge or bond off any

such Mechanic's Liens within thirty (30) days after filing, all at Contractors' sole cost, risk and expense.

XVI. NONDISCRIMINATION

Contractor agrees not to discriminate on the basis of race, color, creed, sex or national origin against any employee or applicant for employment and to comply with the provisions of Executive Order 11246 and Title 24 CFR Part 130. Contractor agrees to comply with any applicable requirements of the Immigration Reform and Control Act of 1986, specifically with respect to employment eligibility verification, and further agrees to indemnify and hold harmless the Association from any liability, costs, judgments, fines, or expenses, including any attorneys' fees, which they may incur as a consequence, directly or indirectly, of Contractor's failure to comply with the requirements of said law.

XVII. NO HAZARDOUS MATERIALS

Neither the Contractor nor third parties shall permit Association's Property or any portion thereof to be used as a site for the storage, disposal, use, generation or manufacture of any "Hazardous Material", suffer or permit said Property to be contaminated by any Hazardous Materials or transport to or from said property any Hazardous Materials. For the purpose of this Addendum, Hazardous Materials shall include, but not be limited to:

A. flammable explosives, radioactive materials, hazardous wastes, toxic substances or related materials,

B. all substances defined as "hazardous substances", hazardous materials, or "toxic substances" in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 U.S.C. §9601, et seq.; and the Superfund Amendments and Reauthorization Act ("SARA") thereof; the Hazardous Materials Transportation Act 49 U.S.C. §1901, et seq.; the Toxic Substance Control Act, 15 U.S.C. §2601, et seq.; or the Resource Conservation and Recovery Act, 42 U.S.C. §6901, et seq., any similar applicable state or local statute, regulation or ordinance, and

C. any oil based petroleum products subject to regulation pursuant to 42 U.S.C. §6991(a), et seq., or applicable state law.

XVIII. WARRANTY

Contractor unconditionally warrants that he/it is fully competent and equipped to perform the work required in a professional manner, fully consistent with the goals and objectives of the subject of this Agreement, and the accepted standard of care, skill, and workmanship and service of other similar contractors. During the course of the work hereunder, if the Association notes improper work, the Contractor will cure the same, to the satisfaction of the Association, within 48 hours of notice.

XIX. HOURS OF WORK

Work, unless otherwise specified or requested, shall be performed (any day of the week) (Monday - Saturday) between the hours of 8:00 a.m. - 5:00 p.m., or in accordance with work specifications.

XX. AUTHORITY

The persons executing this Addendum on behalf of the Association and Contractor hereby covenant and warrant that they are duly authorized to do so.

This Addendum is entered into as of _____, 2021, and shall continue in full force and effect while the Agreements remain in effect. The provisions of this Addendum shall survive termination of the Agreements.

ASSOCIATION:

Cameron Station Community Association

By: _____
(Without Personal Recourse)

Title: _____
(Please Print)

CONTRACTOR:

Gardner Engineering, Inc.

By: _____
Authorized Representative

Title: _____
(Please Print)



Cameron Station Community Association, Inc.
Board Decision Request
December 13, 2022

TOPIC: Fence Seal Coat Proposal
Motion 2022-1208

Motion:

"I move to ACCEPT the fence seal coating proposal from Manfred Home Improvement for the amount of \$16,860.00 to seal coat the newly replaced common area fence to be expensed from Reserve Funds."

Motion: _____

2nd: _____

Summary:

Management met with each of the contractors and reviewed the details so that they fully understand the expectations of the proposal. We did this to ensure so no discrepancy within the work to be performed. This is currently budgeted in reserves. See the matrix below and the proposals attached.

Vendor	Total Cost
Manfred Home Improvement	\$16,860.00
Tyline.com	\$46,428.57
Lino's Contractor	\$61,500.00

CAMP Recommendation:

Management recommends moving forward with Manfred. This work is tentative to be completed in the month of December depending on weather cooperation.

Budget Considerations:

To be expensed from Reserve Funds.

Fence Seal Coat Comparison Matrix

	<u>Manfred Home Improvement</u>	<u>Tyline.com</u>	<u>Lino's Contractor</u>
Contact	Yuvinny Hernandez	Jake Phelix, Partner in TYL INC	Salvador Lino, Owner
Seal Coat Rounds	2 (excludes Livermore Lane private fences)	2 (excludes Livermore Lane private fences)	2 (excludes Livermore Lane private fences)
Front and back of the fence?	Yes	Yes	Yes
Water or Oil base?	Oil	Oil	Water
Warranty?	2-year	2-year	N/A
Materials and Labor included?	Yes	Yes	Yes
Total	\$ 16,860.00	\$ 46,428.57	\$ 61,500.00



1900 Juniper Dr
Culpeper, VA, 22701
(571) 482-0781
yuviny1979@hotmail.com
Manfred Drywall

Manfred Home Improvement.

Estimate

For: Cameron Station Community Association
arobles@gocampmngmt.com, sphilbin@gocampmngmt.com

Estimate No: 759
Date: 11/17/2022

Description	Quantity	Rate	TAX	Amount
1- Area. Exterior fence 2662x8.F.L. Cleaning any dirty spots before applying clear sealer. 2- applying clear coat of sealer both sides. 3- cover with plastic some areas before applying sealer.	1	\$0.00	0%	\$0.00
Materials	7,875	\$1.00	0%	\$7,875.00
Labor	8,985	\$1.00	0%	\$8,985.00
	Subtotal			\$16,860.00
	TAX 0% (\$16,860.00)			\$0.00
	Total			\$16,860.00
Total				\$16,860.00

Notes

Site Preparation/Clean-up:

- Install safety and protective measures around the work site.
- Remove safety and protective measures when the project is completed.
- Clean up the work site and remove all debris.

Project Scope: Seal Privacy Fence:

- Seal both sides of the entire new permitter privacy fencing (approximately 2,886 feet)
- Livermore Lane section of the fence is a private fence and is not to be seal coated (see management).
- The fence is of various heights but all greater than 6 feet.
- Seal with 2 coats of oil-based clear for maximum protection
- Supply own power source for machines
- Includes the price for all materials and labor

- Start within 1-2 weeks after approval (based on weather conditions)

Payment Amount Due:

1. Signing of contract: 1/3 of the contract amount
2. Completion of 50%: 1/3 of the contract amount
3. Completion of project: 1/3 of the contract amount

Warranty:

- Includes 2-year warranty

- 1- The sealer will be applying with spraying and back rolling, for more penetration and be even.

Manfred Home Improvement.

Client's signature

Photo 1



Photo 2



Photo 3



Photo 4



Photo 5





PROPOSAL

17428 CENTER DR., STE. E
RUTHER GLEN, VA 22546
TOLL FREE .877.895.1044
FAX540.427.7436
PROJECTS@TYLINC.COM

- CONSTRUCTION
- PROPERTY MANAGEMENT CONTRACTING
- INSURANCE RESTORATION
- EXPERT REMODELING
- CLASS "A" RESIDENTIAL
- FULLY INSURED
- SERVING VA • MD • DC

NOVEMBER 29, 2022

TO: CAMERON STATION

JOB: 200 CAMERON STATION
ALEXANDRIA, VA 22304

~ GENERAL CONDITIONS ~

SITE PREPARATION:

- INSTALL SAFETY AND PROTECTIVE MEASURES AROUND WORK SITE.
- INSTALL SAFETY AND PROTECTIVE MEASURES AROUND THE WORK SITE.
- REMOVE SAFETY AND PROTECTIVE MEASURES WHEN THE PROJECT IS COMPLETED.
- CLEAN UP THE WORK SITE AND REMOVE ALL DEBRIS

CLEAN-UP:

- REMOVE SAFETY AND PROTECTIVE MEASURES.
- CLEAN UP WORK SITE AND REMOVE ALL DEBRIS.

~ PROJECT ~

SCOPE:

SEAL PRIVACY FENCE:

- SEAL BOTH SIDES OF ENTIRE NEW PERMITTER PRIVACY FENCING.
(Approximately 2,886 feet)
- Livermore Lane section of the fence is a private fence and is not to be seal coated (see management).
- THE FENCE IS VARIOUS HEIGHTS BUT ALL GREATER THAN 6 FOOT.
- SEAL WITH 2 COAT OIL BASED CLEAR FOR MAXIMUM PROTECTION

- SUPPLY OWN POWER SOURCE FOR MACHINES
- Includes the price for all materials and labor
- Start within 1-2 weeks after approval (based on weather conditions)



EXCLUSIONS:

- ANY ADDITIONAL FINDINGS THAT WERE NOT VISIBLE DURING THE INITIAL SITE VISIT.

PAYMENT: CONTRACTOR PROPOSES TO PERFORM THE ABOVE WORK, (SUBJECT TO ANY ADDITIONS AND/OR DEDUCTIONS PURSUANT TO AUTHORIZED CHANGE ORDERS), **TOTAL OF: \$46,428.57**

PAYMENT DUE WHEN AMOUNT

Payment Amount Due:

1. Signing of contract: 1/3 of the contract amount
2. Completion of 50%: 1/3 of the contract amount
3. Completion of project: 1/3 of the contract amount

- START: WITHIN 1 TO 2 WEEK AFTER APPROVAL

- FINISHED: TBD

Warranty:

- Includes 2-year warranty

ADDITIONAL PROVISIONS- Unless otherwise specified herein, the following additional provisions are expressly incorporated into this contract:

1. Contract, Plans, Specifications, Permits & Fees. The work described in this contract shall be done according to the plans and the plan specifications (if any) except in the case of conflict when the provisions of this contract shall have control over both the plans and the plan specifications. All required building permits will be paid for by the Owner and obtained by the Contractor. All other charges, taxes, assessments, fees, etc., of any kind whatsoever, required by any government body, telephone or utility company, or the like shall be paid for by the Owner.

2. Property Lines. Owner is responsible to locate and inform the Contractor of the location of all property lines. At the discretion and direction of the Contractor, the Owner may be required to provide at the Owner's expense, a licensed surveyor's map of the property showing the property lines.

3. Subcontracting. Contractor has the right to subcontract any part of, or all of, the work herein as long it is agreed upon, in writing, by the Owner.

4. Change Orders. Should the Owner, construction lender, or any government body or inspector require any modification to the work covered under this contract, any the cost incurred by the Contractor shall be added to the contract price of the extra work, and the Owner agrees to pay the Contractor his normal selling price for such extra work. All extra work as well as any other modifications to the original contract shall be specified and approved by both parties in a written change order. All change orders shall become a part of this contract and shall be incorporated herein.

5. Delay. Contractor shall not be held responsible for any damage occasioned by delays resulting from work done by the Owner's subcontractors, extra work, acts of the Owner or the Owner's agent including failure of the owner to make timely progress payments or payments for extra work, shortages of material and/or labor, bad weather, or any other contingencies unforeseen by Contractor or beyond Contractor's reasonable control.

6. Surplus Materials & Salvage. Any surplus materials left over after this contract has been completed are the property of the Contractor. One can of the sealant must be presented to the Owner for future touch-ups to the fence. No credit is due Owner on returns for any surplus materials and all salvage resulting from work under this contract is the property the of Contractor.

7. Cleanup. Upon completion, and after removing all debris and surplus materials, wherever possible, the Contractor will leave the premises in a neat, broom-cleaned condition.

8. Right to Stop Work and to Withhold Payment on Labor & Materials. If any payment is not made to the Contractor as per this contract, the Contractor shall have the right to stop work and keep the job idle until all past due progress payments are current or excused by the Owner from paying any material, equipment, and/or labor suppliers (hereinafter collectively called “suppliers”), during the period that the Owner is in arrears in making payments to the Contractor for bills received during that same period. If these same “suppliers” make demand upon the Owner for payment, the Owner may make such payment on behalf of the Contractor and the Contractor shall reimburse

9. Collection & Legal Fees. Owner agrees to pay all collection fees that result should the Owner default in payment of this contract. Overdue accounts are subject to interest charged at 18% per annum or the highest rate allowed by law. In the event litigation or arbitration arises out of this contract, pre the vailing party(ies) are entitled to all legal, arbitration, and attorney fees.

10. Arbitration of Disputes. Any controversy or claim arising out of or relating to this proposal/contract, or the breach thereof, shall be settled by arbitration in accordance with the applicable Construction Industry Arbitration Rules of the American Arbitration Association which are in effect at the time the demand for arbitration is filed. A judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Any arbitration award shall be subject to correction and/or vacation for the reasons stated in the law. The arbitrator shall award reasonable attorney’s fees and expenses to the prevailing party. After being given due notice, should any party fail to appear at or participate in the arbitration proceedings, the arbitrator shall make an award based upon the evidence presented by the party(ies) who do (does) appear and participate. Notwithstanding

Contractor’s right to arbitrate. The venue for arbitration hearings shall be the project city unless otherwise agreed to by the parties.

I Agree to Arbitration: _____
(Initials of Owner) (Initials of Owner)

Acceptance:

This contract is approved and accepted. I (we) understand there are no oral agreements or understandings between the parties of this agreement. The written terms, provisions, plans (if any), and specifications in this contract are the entire agreement between the parties. Changes in this agreement shall be done by written change order only and with the express approval of both parties.

Cameron Station Authorized Representative

date

Contractor’s Authorized Representative

date

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR

TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.

NOTE: THIS CONTRACT MAY BE WITHDRAWN OR RENEGOTIATED AFTER 30 DAYS FROM 11/29/2022 IF NOT APPROVED AND SIGNED BY BOTH PARTIES.

ADDITIONAL PROVISIONS- UNLESS OTHERWISE SPECIFIED HEREIN, THE FOLLOWING ADDITIONAL PROVISIONS ARE EXPRESSLY INCORPORATED INTO THIS CONTRACT:

1. CONTRACT, PLANS, SPECIFICATIONS, PERMITS & FEES.

THE WORK DESCRIBED IN THIS CONTRACT SHALL BE DONE ACCORDING TO THE PLANS AND THE PLAN SPECIFICATIONS (IF ANY) EXCEPT IN THE CASE OF CONFLICT WHEN THE PROVISIONS OF THIS CONTRACT SHALL HAVE CONTROL OVER BOTH THE PLANS AND THE PLAN SPECIFICATIONS. ALL REQUIRED BUILDING PERMITS WILL BE PAID FOR BY OWNER AND OBTAINED BY CONTRACTOR. ALL OTHER CHARGES, TAXES, ASSESSMENTS, FEES ETC., OF ANY KIND WHATSOEVER, REQUIRED BY ANY GOVERNMENT BODY, TELEPHONE OR UTILITY COMPANY OR THE LIKE SHALL BE PAID FOR BY OWNER.

2. PROPERTY LINES.

OWNER IS RESPONSIBLE TO LOCATE AND INFORM CONTRACTOR OF THE LOCATION OF ALL PROPERTY LINES. AT THE DISCRETION AND DIRECTION OF CONTRACTOR, OWNER MAY BE REQUIRED TO PROVIDE AT OWNER'S EXPENSE, A LICENSED SURVEYOR'S MAP OF THE PROPERTY SHOWING THE PROPERTY LINES.

3. SUBCONTRACTING.

CONTRACTOR HAS THE RIGHT TO SUBCONTRACT ANY PART OF, OR ALL OF, THE WORK HEREIN.

4. CHANGE ORDERS.

SHOULD OWNER, CONSTRUCTION LENDER, OR ANY GOVERNMENT BODY OR INSPECTOR REQUIRE ANY MODIFICATION TO THE WORK COVERED UNDER THIS CONTRACT, ANY COST INCURRED BY CONTRACTOR SHALL BE ADDED TO THE CONTRACT PRICE AS EXTRA WORK AND OWNER AGREES TO PAY CONTRACTOR HIS NORMAL SELLING PRICE FOR SUCH EXTRA WORK. ALL EXTRA WORK AS WELL AS ANY OTHER MODIFICATIONS TO THE ORIGINAL CONTRACT SHALL BE SPECIFIED AND APPROVED BY BOTH PARTIES IN A WRITTEN CHANGE ORDER. ALL CHANGE ORDERS SHALL BECOME A PART OF THIS CONTRACT AND SHALL BE INCORPORATED HEREIN.

5. OWNER'S RESPONSIBILITY: INSURANCE ETC.

OWNER IS RESPONSIBLE FOR THE FOLLOWING: (1) TO SEE ALL NECESSARY WATER, ELECTRICAL POWER, ACCESS TO PREMISES, AND TOILET FACILITIES ARE PROVIDED ON THE PREMISES. (2) TO PROVIDE A STORAGE AREA ON THE PREMISES FOR EQUIPMENT & MATERIALS. (3) TO RELOCATE AND PROTECT ANY ITEM THAT PREVENTS CONTRACTOR FROM HAVING FREE ACCESS TO THE WORK AREAS SUCH AS BUT NOT LIMITED TO TV OR RADIO ANTENNAS, VEHICLES, TOOLS, CLOTHING, FURNITURE, DRAPERIES, OR GARDEN EQUIPMENT. IF OWNER FAILS TO RELOCATE SUCH ITEMS, CONTRACTOR MAY RELOCATE THESE ITEMS AS NEEDED BUT IN NO WAY IS CONTRACTOR RESPONSIBLE FOR DAMAGE TO THESE ITEMS DURING THEIR RELOCATION AND DURING THE PERFORMANCE OF THE WORK. (4) TO OBTAIN PERMISSION FROM THE OWNER(S) OF ADJACENT PROPERTY(IES) THAT CONTRACTOR MUST USE TO GAIN ACCESS TO WORK AREAS. OWNER AGREES TO BE RESPONSIBLE AND TO HOLD CONTRACTOR HARMLESS AND ACCEPT ANY RISKS RESULTING FROM THE USE OF ADJACENT PROPERTY(IES) BY CONTRACTOR. (5) TO CORRECT ANY EXISTING DEFECTS WHICH ARE RECOGNIZED DURING THE COURSE OF THE WORK. CONTRACTOR SHALL HAVE NO LIABILITY FOR CORRECTING EXISTING DEFECTS SUCH AS, BUT NOT LIMITED TO, DRY ROT,

STRUCTURAL DEFECTS, OR CODE VIOLATIONS. (6) TO MAINTAIN PROPERTY INSURANCE WITH FIRE, COURSE OF CONSTRUCTION, ALL PHYSICAL LOSS WITH VANDALISM AND MALICIOUS MISCHIEF CLAUSES ATTACHED, IN A SUM AT LEAST EQUAL TO THE CONTRACT PRICE, PRIOR TO AND DURING PERFORMANCE OF THIS CONTRACT. IF THE PROJECT IS DESTROYED OR DAMAGED BY ACCIDENT, DISASTER, CALAMITY, THEFT OR VANDALISM, WORK OR MATERIALS SUPPLIED BY CONTRACTOR IN RECONSTRUCTING OR RESTORING THE PROJECT SHALL BE PAID FOR BY OWNER AS EXTRA WORK.

6. DELAY.

CONTRACTOR SHALL NOT BE HELD RESPONSIBLE FOR ANY DAMAGE OCCASIONED BY DELAYS RESULTING FROM: WORK DONE BY OWNER'S SUBCONTRACTORS, EXTRA WORK, ACTS OF OWNER OR OWNER'S AGENT INCLUDING FAILURE OF OWNER TO MAKE TIMELY PROGRESS PAYMENTS OR PAYMENTS FOR EXTRA WORK, SHORTAGES OF MATERIAL AND/OR LABOR, BAD WEATHER, FIRE, STRIKE, WAR, GOVERNMENTAL REGULATIONS, OR ANY OTHER CONTINGENCIES UNFORESEEN BY CONTRACTOR OR BEYOND CONTRACTOR'S REASONABLE CONTROL.

7. SURPLUS MATERIALS & SALVAGE.

ANY SURPLUS MATERIALS LEFT OVER AFTER THIS CONTRACT HAS BEEN COMPLETED ARE THE PROPERTY OF CONTRACTOR. NO CREDIT IS DUE OWNER ON RETURNS FOR ANY SURPLUS MATERIALS AND ALL SALVAGE RESULTING FROM WORK UNDER THIS CONTRACT IS THE PROPERTY OF CONTRACTOR.

8. CLEANUP & ADVERTISING.

UPON COMPLETION, AND AFTER REMOVING ALL DEBRIS AND SURPLUS MATERIALS, WHEREVER POSSIBLE, CONTRACTOR WILL LEAVE PREMISES IN A NEAT, BROOM CLEAN CONDITION. OWNER HEREBY GRANTS TO CONTRACTOR THE RIGHT TO DISPLAY SIGNS AT THE JOB SITE FOR THE PERIOD OF TIME STARTING AT THE DATE OF SIGNING OF THIS CONTRACT AND CONTINUING UNINTERRUPTED UNTIL FOURTEEN (14) DAYS PAST THE DATE JOB IS COMPLETED AND PAYMENT IN FULL IS MADE. OWNER GRANTS CONTRACTOR THE RIGHT TO PUBLISH THE PROJECT STREET ADDRESS ON A "REFERENCES" LIST AND TO TAKE AND USE "BEFORE" AND "AFTER" PHOTOS WHICH MAY BE GIVEN TO PROSPECTIVE CUSTOMERS.

9. UNANTICIPATED CONDITIONS & CONCEALED DAMAGE.

EXPENSE INCURRED BECAUSE OF UNUSUAL OR UNANTICIPATED CONDITIONS SHALL BE PAID FOR BY OWNER AS EXTRA WORK (CONDITIONS SUCH AS, BUT NOT LIMITED TO, GROUND CONDITIONS THAT REQUIRE FILL, OR UNUSUALLY HARD SOIL, ROCKY SOIL, OR THE PRESENCE OF GROUND WATER). CONTRACTOR WILL INFORM OWNER OF ANY DRY ROT OR OTHER DETERIORATION OR UNANTICIPATED CONDITION WHICH IS CONCEALED AND IS DISCOVERED. CONTRACTOR IS NOT RESPONSIBLE TO REPAIR ANY SUCH DISCOVERED DETERIORATION OR CONDITION AND WORK DONE BY CONTRACTOR TO REMEDY SUCH WILL ONLY BE DONE AS EXTRA WORK IN A WRITTEN CHANGE ORDER.

10. HAZARDOUS SUBSTANCES.

OWNER UNDERSTANDS THAT CONTRACTOR IS NOT QUALIFIED AS A HAZARDOUS MATERIAL HANDLER OR INSPECTOR OR AS A HAZARDOUS MATERIAL ABATEMENT CONTRACTOR. SHOULD ANY HAZARDOUS SUBSTANCES AS DEFINED BY THE GOVERNMENT BE FOUND TO BE PRESENT ON THE PREMISES, IT IS THE OWNERS' RESPONSIBILITY TO ARRANGE AND PAY FOR ABATEMENT OF THESE SUBSTANCES.

11. RIGHT TO STOP WORK AND TO WITHHOLD PAYMENT ON LABOR & MATERIALS.

IF ANY PAYMENT IS NOT MADE TO CONTRACTOR AS PER THIS CONTRACT, CONTRACTOR SHALL HAVE THE RIGHT TO STOP WORK AND KEEP THE JOB IDLE UNTIL ALL PAST DUE PROGRESS PAYMENTS ARE RECEIVED. CONTRACTOR IS FURTHER EXCUSED BY OWNER FROM PAYING ANY MATERIAL, EQUIPMENT AND/OR LABOR SUPPLIERS OR ANY SUBCONTRACTORS (HEREINAFTER COLLECTIVELY CALLED "SUPPLIERS"), DURING THE PERIOD THAT OWNER IS IN ARREARS IN MAKING PAYMENTS TO CONTRACTOR FOR BILLS RECEIVED DURING THAT SAME PERIOD. IF THESE SAME "SUPPLIERS" MAKE DEMAND UPON OWNER FOR PAYMENT, OWNER MAY MAKE SUCH PAYMENT ON BEHALF OF CONTRACTOR AND CONTRACTOR SHALL REIMBURSE OWNER FOR THIS AMOUNT AT SUCH TIME THAT OWNER BECOMES CURRENT WITH CONTRACTOR FOR ALL PAST DUE PAYMENTS. OWNER IS RESPONSIBLE TO VERIFY THE TRUE AMOUNTS OWED BY CONTRACTOR TO THESE SAME "SUPPLIERS", PRIOR TO MAKING PAYMENT ON BEHALF OF CONTRACTOR. OWNER SHALL NOT BE ENTITLED, UNDER ANY CIRCUMSTANCES, TO COLLECT AS REIMBURSEMENT FROM CONTRACTOR ANY AMOUNT GREATER THAN THAT EXACT AMOUNT ACTUALLY AND TRULY OWED BY CONTRACTOR TO THESE SAME "SUPPLIERS", FOR WORK DONE OR MATERIALS SUPPLIED ON OWNER'S JOB.

12. COLLECTION & LEGAL FEES

OWNER AGREES TO PAY ALL COLLECTION FEES AND CHARGES THAT RESULT SHOULD OWNER DEFAULT IN PAYMENT OF THIS CONTRACT. OVERDUE ACCOUNTS ARE SUBJECT TO INTEREST CHARGED AT 18% PER ANNUM OR AT THE HIGHEST RATE ALLOWED BY LAW. IN THE EVENT LITIGATION OR ARBITRATION ARISES OUT OF THIS CONTRACT, PREVAILING PARTY(IES) ARE ENTITLED TO ALL LEGAL, ARBITRATION, AND ATTORNEY FEES.

13. ARBITRATION OF DISPUTES.

ANY CONTROVERSY OR CLAIM ARISING OUT OF OR RELATING TO THIS PROPOSAL/CONTRACT, OR THE BREACH THEREOF, SHALL BE SETTLED BY ARBITRATION IN ACCORDANCE WITH THE APPLICABLE CONSTRUCTION INDUSTRY ARBITRATION RULES OF THE AMERICAN ARBITRATION ASSOCIATION WHICH ARE IN EFFECT AT THE TIME THE DEMAND FOR ARBITRATION IS FILED. A JUDGMENT UPON THE AWARD RENDERED BY THE ARBITRATOR(S) MAY BE ENTERED IN ANY COURT HAVING JURISDICTION THEREOF. ANY ARBITRATION AWARD SHALL BE SUBJECT TO CORRECTION AND/OR VACATION FOR THE REASONS STATED IN THE LAW. THE ARBITRATOR SHALL AWARD REASONABLE ATTORNEY'S FEES AND EXPENSES TO THE PREVAILING PARTY. AFTER BEING GIVEN DUE NOTICE, SHOULD ANY PARTY FAIL TO APPEAR AT OR PARTICIPATE IN THE ARBITRATION PROCEEDINGS, THE ARBITRATOR SHALL MAKE AN AWARD BASED UPON THE EVIDENCE PRESENTED BY THE PARTY(IES) WHO DO (DOES) APPEAR AND PARTICIPATE. NOTWITHSTANDING CONTRACTOR'S RIGHT TO ARBITRATE, CONTRACTOR DOES NOT WAIVE ANY OF ITS LIEN RIGHTS. VENUE FOR ARBITRATION HEARINGS SHALL BE THE PROJECT COUNTY UNLESS OTHERWISE AGREED TO BY THE PARTIES.

I AGREE TO ARBITRATION: _____

(INITIALS OF OWNER) (INITIALS OF OWNER)

THE VIRGINIA CONTRACTOR TRANSACTION RECOVERY ACT

PROVIDES RELIEF TO ELIGIBLE CONSUMERS WHO HAVE INCURRED LOSSES THROUGH THE IMPROPER OR DISHONEST CONDUCT OF A LICENSED RESIDENTIAL CONTRACTOR. YOU MAY CONTACT THE BOARD FOR CONTRACTORS FOR ASSISTANCE AND TO FILE A CLAIM WITH THE VIRGINIA TRANSACTION RECOVERY FUND BY CALLING (804) 367-8504 OR WRITE TO THE FOLLOWING ADDRESS:

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION**VA CONTRACTOR TRANSACTION RECOVERY FUND**

9960 MAYLAND DRIVE; SUITE 400

RICHMOND, VA 23233-1485

E-MAIL: RECOVERYFUND@DPOR.VIRGINIA.GOV

PREPARED BY:

JAKE PHELIX

TYL RESTORATION AND REMODELING, INC.

JAKE@TYLINC.COM

877-895-104



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

Estimate 40636

ADDRESS

Cameron Station Community
Association
200 Cameron Station Blvd
Alexandria, Va 22304

DATE	TOTAL
11/15/2022	\$61,500.00

DATE	DESCRIPTION	AMOUNT
	Apply wood sealant to both front and back of new wood fence (roughly 2866 ft) in community Price is for materials and labor.	61,500.00

TOTAL	\$61,500.00
-------	-------------

THANK YOU.

Accepted By

Accepted Date



Cameron Station Community Association, Inc.
Board Decision Request
December 13, 2022

TOPIC: Monument Sign Duke St Entrance Proposal
Motion 2022-1209

Motion:

"I move to APPROVE Exterior Medics proposal to replace the column and base brickwork in the of \$12,985.00 to be expensed from Operating Funds."

Motion: _____

2nd: _____

Summary:

NOVA Paving LLC is in breach of contract and refuses to complete the project. While we previously received three bids, most of the bids were around \$32,000. We were referred to Exterior Medics which has a positive reputation within the property management industry. This is part of an insurance claim reimbursement from Liberty Mutual insurance claim.

CAMP Recommendation:

Management recommends the Board of Directors to approve the Exterior Medics proposal so that it can be completed by mid-January in cooperation with outside temperatures.

Budget Considerations:

To be expensed from Operating Funds – Insurance Claim Reimbursement Expense.



Retaining Wall Rebuild Proposal

Customer(s) Name	Date Submitted
Camp Management-Cameron Station-200 Cameron Station	November 17th, 2022
Customer(s) Job Location Street Address	Customer(s) Billing Street Address (If different)
200 Cameron Station Blvd	200 Cameron Station Blvd
Customer(s) Job Location City, State, and Zip Code	Customer(s) Billing City, State, and Zip Code
Alexandria, Virginia 22304	Alexandria, Virginia 22304
Home Phone Number/ Daytime Phone Number	E-mail address
Mark Bondurant 703-567-4881 x. 205	MBondurant@gocampmgmt.com

7540 Accotink Park Road, Springfield, VA, 22150

VA Class A (CIC/HIC) License # 2705 121264 DC License #410520000007 MHIC License #127518

Tel: (703) 942-6553

Fax: (703) 942-6554

Contact: EMSupport@exteriormedics.com

www.exteriormedics.com

Areas of Concern



Retaining Wall Rebuild Specifications

All work will be performed in accordance with State and Local Building Codes, OSHA regulations, EPA Lead Paint Guidelines and abiding by the specifications and guidelines of any material manufacturer.

Pre-Construction Walk-Thru & Job Site Preparation

- ✚ Review of project with foreman assigned to job.
- ✚ Job foreman will oversee crew throughout the completion.
- ✚ Job foreman will direct homeowners as needed, establish, and monitor safety measures during the job.
- ✚ Evaluate premises for optimal landscaping protection.
- ✚ Safety outline with caution tape and bright orange cones.
- ✚ Coordinate alternative entry methods with the community while we are working on the wall if necessary.
- ✚ Designate debris removal location and ensure all crew members are aware of this location.

Retaining Wall Rebuild Details: Installation of Brick

- ✚ Area of retaining wall rebuild is located at the intersection of Duke St and Cameron Station Blvd shown on page two (2).
- ✚ Install new matching brick in rebuild location with matching mortar color and tie-in with the brick wall as needed.
- ✚ New mortar and bricks will be matched as close as possible. Due to age and natural color change, there may be a slight difference in appearance.

Specifications Continued ↗

Retaining Wall Rebuild Details: Installation of Brick Continued

- ✚ If during the repair project we identify further repairs are needed, additional costs will apply.

Additional Note

- ✚ Wall will be constructed in exact style of the existing as identified on page two (2).
- ✚ This proposal does not include permitting or engineering fees as they are not anticipated.

Finishing, Clean-up, and Debris Control

- ✚ Continually clean premises throughout the day; haul away job-related debris.

Final Inspection

- ✚ Job foreman will inspect the entire job after completion to ensure all work is performed according to the specifications.



Project Summary

RETAINING WALL REBUILD TOTAL	\$12,985.00
1/3 REQUESTED DEPOSIT	\$4,285.00
BALANCE DUE ON COMPLETION	\$8,700.00

Project will be completed as soon as possible The Buyer(s) agrees to the specifications and pricing as listed above.

The Buyer(s) has reviewed and understands the specifications and pricing as listed above. The Buyer(s) hereby acknowledges receipt of Detailed Specifications for each Trade, Notice of Cancellation, BUYERS RIGHT TO CANCEL, and a copy of the pamphlet, "Protect Your Family from Lead in Your Home," informing Buyer(s) of the potential risk of lead hazard exposure from renovation. Buyer(s) received all information on the date of this proposal before the commencement of any work.

Please initial each page to ACCEPT this proposal as a contract to perform THE WORK AS SPECIFIED. If unserviceable deck material is found, the following charges apply: ½" CDX replacement \$155.00 per sheet, ¾" CDX replacement \$163.00 per sheet, ½" FRT replacement \$142.00 per sheet, 1x6 & 1x8 Plank Decking replacement per linear foot \$13.50, 1x10 & 1x12 Plank Decking replacement per linear foot \$15.50, 1x6 & 1x8 Fascia Board replacement \$15.50 per linear foot, 1x10 & 1x12 Fascia Board replacement \$16.50 per linear foot, carpentry and structural work uncovered during the repair and not listed above will be priced and agreed upon prior to moving forward with the project. Hourly carpentry is priced at \$85.00 per man, per hour, not including the price for materials. Unless noted otherwise, one layer of roofing/siding removal is included in base price. If additional layers of material are found, each layer will be removed at a per S.F. rate of \$0.30. If hazardous materials are discovered (asbestos, lead), the client will be notified of necessary additional costs and appropriate protocol will be followed.

Warranty does not cover damage relating to, or resulting from, personal repairs or alterations, misuse, abuse, vandalism, settlement or structure movement, damage or faulty design of structure, damage to interior walls and personal property, acts of God including, but not limited to hurricanes, tornadoes, floods, earthquakes, fires, snow or ice damming, or other natural phenomena, growth of mold or mildew, fungi, bacteria, or any organism on any surface of the exterior of the home or lack of proper maintenance of the home or products installed. This Warranty applies only to work performed by Exterior Medics, Inc.

Buyer(s) hereby acknowledge that they have read this proposal and have received a completed, signed, and dated copy of the proposal.

Buyer Signature: _____

Date: _____

Approved by Exterior Medics, Inc. _____

Date: _____



Cameron Station Community Association, Inc.
Board Decision Request
December 13, 2022

TOPIC: Asphalt Repair Proposal
Motion 2022-1210

Motion:

"I move to APPROVE Resurface Inc in the amount of \$18,000 to repair thirteen patches within the community to be expensed from Reserve Funds."

Motion: _____

2nd: _____

Summary:

Management located thirty-four asphalt repair locations. Based on the summer of 2023 asphalt replacement work management cold patched twenty-one of these locations. The remaining thirteen asphalt repair locations are mostly that will not be addressed until the summer of 2024.

CAMP Recommendation:

Management recommends the Board of Directors approve the Resurface Inc proposal for \$18,000. This will move forward in December based on the weather cooperation.

Budget Considerations:

To be expensed from Reserve Funds.



11517 Robertson Dr.
Manassas, VA 20109

Phone: (703) 335-1950

Fax: (703) 335-2002

WBE SWaM

October 21, 2022

JW22-0324

To: **Cameron Station Community Association**
200 Cameron Station Blvd.
Alexandria, VA 22304

703-567-4881 Ext. 201

Attn: Steve Philbin

We are pleased to submit the following in connection with:

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

We propose to furnish all labor, material and equipment for the installation of the below-mentioned work in accordance with the current specifications and standards of the appropriate jurisdictions at the following prices:

Proposal Details				
Code	Description	Quantity	Unit	Total
08	VIII. PAVING	1	LS	\$18,000.00
1	Asphalt patching in community. Estimated at 139 SQ YDS at a 2-3" . 13 patches			
a.	Mark all areas of repairs.			
b.	Mill asphalt to a 2-3" in marked areas and off haul debris.			
c.	Sweep areas clean/ Prep for new asphalt			
d.	Install surface asphalt at a 2-3" depth and compact			
TOTAL THIS PROPOSAL:				\$18,000.00

We acknowledge 0 addendums

EXCLUSIONS - UTILITIES

1. Engineering, stakeout, AS-built drawings, MOT plans
2. Bonds, permits, material testing, inspections
3. Erosion control, tree removal, root pruning, or tree protection services
4. Permanent seeding, sodding or mulching
5. Rock excavation
6. Relocation, removal, support or shielding of existing utilities
7. Removal of spoils generated by others

8. Water supply for equipment
9. Handling or disposal of asbestos or other toxic materials or additional work delays associated with same
10. Any operation not specifically outlined in the Schedule of Prices

EXCLUSIONS- ASPHALT WORK

1. Asphalt material prices included in this proposal are good through **(October 2022)**. In the event of the base index changing radically, the amount of adjustment applied will be based on the difference between this contract base index and the current index for the applicable calendar month during which the work is performed. The asphalt base index for **(October 2022)** is **(\$678.75)** per liquid ton.
2. Note: Prices indicated in this proposal are valid for 30 days from the date of the proposal. If this proposal is not accepted within 30 days prices are subject to change.
3. Payments shall be made in a timely manner. If monthly payments are not received within 30 days from the end of the payment period, Resurface, Inc. reserves the right to stop work immediately and file the necessary mechanics liens. Work shall resume and liens shall be released upon payment in full of outstanding amount. 100% no retainage.
4. This proposal assumes "third party inspections" shall be performed for sub grade, at the expense of others. If third party inspections are not provided all local jurisdictions are required, additional costs for waiting time will be charged.
5. Our price for asphalt milling is predicated upon the asphalt-supplying facility receiving and recycling the millings at their plant. If the asphalt-supplying facility cannot receive the millings, then additional hauling and disposal costs may be required.
6. We estimate () crew days for our work on this project. Should circumstances beyond Resurface, Inc.'s control require additional time on this project, a charge of \$7,500 per day for our paving crew and a charge of \$4,500.00 per day for our milling crew (if applicable) will be assessed.

TERMS AND CONDITIONS

This agreement is a valid and binding contract. The following terms and conditions apply and may be enforced in a court of law according to Virginia law.

1. SCOPE OF WORK: Resurface Inc. agrees to furnish all labor and materials to perform the job/project set forth on the other side of this form or the attached. Any work not set forth on the reverse shall be additional and accordingly shall have a separate and additional cost; Resurface Inc. will provide an estimate for any additional work contemplated by owner. Prices are based on ONE mobilization unless noted.
2. PAYMENT: The customer agrees to pay Resurface Inc. the amounts in this contract and any failure to pay upon completion of the work, or upon other terms agreed in writing beforehand, shall be considered a material breach of the contract and will trigger all rights and remedies for Resurface Inc. Those rights and remedies include but are not limited to: the rights to stop all work, file any liens allowable by law, and take all necessary steps towards collecting any due amounts well as any costs and overhead for the project. Additionally, the customer hereby agrees that he/she will pay costs of enforcements, including but not limited to, costs and reasonable attorney fees, as defined by judge's opinion.
3. DATES: The customer understands and agrees that dates (start/finish etc.) are dependent upon weather conditions, material availability, and the timely rendering of progress payments as set forth herein. Any delay caused by the events set forth herein, or other events considered unforeseeable by a reasonable person (beyond Resurface Inc.'s control or anticipation) shall not constitute a breach of the contract.
4. WARRANTY: Resurface Inc. warrants its work and the materials used in the project to be free from material defects and to be of good and sound workmanship for a period of One Year from the date of project completion. Minor discoloration, irregularities, and other minor aesthetic issues shall not be considered defects under this provision. Damage caused by natural disasters and/or others is specifically excluded from this warranty. Resurface Inc.'s sole responsibility shall be to repair or replace the defective material.

Resurface Inc. specifically disclaims any warranties whatsoever, expressed or implied, for any services, materials, or equipment supplied to this project by a subcontractor, if any. This warranty is non-transferable and is void if total sale price is not paid in full in ten days. Additionally, DRAINAGE IS NOT GUARANTEED ON ANY AREA NOT HAVING AT LEAST A 2% GRADE. Warranty is voided if sealer or other resurfacing material is applied by any party other than Resurface Inc. There is no warranty against damage caused by snow plows,

5. BASE AND OTHER ISSUES: The customer agrees that upon inspection by Resurface Inc., if any base is found to be defective, not of adequate depth, or otherwise unsuitable for any work considered herein, that upon notice from Resurface Inc., customer has the choice to either allow for corrective action to be taken at homeowner's expense or agrees to waive any warranties or claims as against Resurface Inc. Furthermore, should Resurface Inc. find any such conditions, it agrees to notify the customer promptly and to explain the issues presented. The customer agrees to pay for any and all work done at that point, whether or not the
6. OWNER RESPONSIBILITIES: Owner/Customer is responsible for the following:
 - a. Keeping all traffic off newly paved asphalt for a period of 5 days;
 - b. Damage to underground utility lines/facilities caused by equipment necessary to perform the contract if not marked by Miss Utility;
 - c. Adjustments of underground utility lines/facilities including but not limited to manhole covers, water valves, sprinklers, electronic fences, etc. unless otherwise stated in the contract;
 - d. Any damage to adjacent or nearby pavement, structures, vegetation, or other real or personal property including common areas; Resurface will take reasonable care to prevent any unnecessary damage.
 - e. Preventing work performed from being subjected to traffic or workloads in excess of design capacity;
 - f. Proper maintenance of surfaces; warranty is voidable if proper maintenance is not performed;
 - g. All required or recommended grading, back filling, re-seeding, planting, etc. after work is performed.
7. PROPERTY/FENCE LINE: The customer shall be solely responsible for the layout location of the project in relation to any fence or property line. The customer also agrees to indemnify and hold Resurface Inc.
8. ATTORNEYS' FEES: If legal proceedings are instituted by Resurface Inc. to enforce any provision of this Contract or to collect any money due under this Contract, then Resurface Inc. shall be entitled to recover all attorney fees plus court costs and ancillary expenses.
9. GOVERNING LAW: This Contract shall be construed and governed by the laws of the Commonwealth of Virginia, without regard to conflicts of law's provisions, and Resurface Inc. and customer agree that any disputes arising from this Contract and project shall be filed and litigated in either the Circuit Court or General District Court of Prince William County, Virginia regardless of where the Contract was signed or the project
10. UNENFORCEABILITY AND SURVIVAL OF TERMS: If any provision of this agreement shall be held invalid or unenforceable for any reason by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect, and the invalid or unenforceable provision shall be replaced by such valid provision as most closely approximates the intention underlying it. Those terms which by their nature and context are intended to survive termination or expiration of this Agreement shall so survive.
11. ENTIRE AGREEMENT: This Contract embodies the entire agreement between the parties, and supersedes all prior contracts and agreements, whether written or oral, relating to the subject matter herein. This agreement may not be modified or amended except by the mutual written agreement of the parties. This Contract is not binding upon Resurface Inc. until accepted and signed by a duly authorized officer of Resurface Inc.
12. Consumer is hereby notified of the existence of the Virginia Contractor Transaction Recovery Fund. The Virginia Contractor Transaction Recovery Fund provides relief to eligible consumers who have incurred losses through the improper and/or dishonest conduct of a licensed contractor. More information on the Fund or filing a claim can be obtained by visiting http://www.dpor.virginia.gov/Boards/Contractors_Recovery_Fund/ or by contacting the Board for claim information at the following address:

Recovery Fund Office | DPOR
9960 Mayland Drive, Suite 400
Richmond, VA 23233
(804) 367-1559

Resurface Incorporated
11517 Robertson Dr.
Manassas, VA 20109
Virginia Class A Contractors License # 2705114805
Classification: Paving

We propose, hereby to furnish materials and labor complete in accordance with the above specifications for the sum of **\$18,000.00**

NET 10 DAYS ON INVOICE

NO RETENTION TO BE HELD

Proposal may be withdrawn by us if not accepted within ten (10) days.

INVOICE DUE THIRTY (30) DAYS AFTER RECEIPT. IF NOT PAID WITHIN FORTY-FIVE (45) DAYS A MONTHLY INTEREST CHARGE OF 2% WILL BE ADDED TO THE OUTSTANDING BALANCE.

IN THE EVENT COLLECTION ACTION IS REQUIRED, AT ANY TIME, THE CUSTOMER AGREES TO BE LIABLE FOR ALL COST OF COLLECTION, PLUS REASONABLE ATTORNEY FEES.

Accepted:

Submitted:

By: _____
Print name and title

By: _____
Signature

Date: _____

Resurface, Inc.

By: _____
James Wiley
Resurface, Inc.
James@ResurfaceVA.com

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

Estimate 40632

ADDRESS	DATE	TOTAL	
Cameron Station Community Association	08/24/2022	\$75,000.00	
200 Cameron Station Blvd			
Alexandria, Va 22304			

DATE	DESCRIPTION	AMOUNT
	Milling and Paving around community.	75,000.00
	Patch work in different sections.	
	Mill approximately 3600 sq ft of damaged areas 2 inches in depth of existing asphalt and haul away all debris.	
	Leveling low area with hot mix asphalt compacted with roller equipment using vibratory thoroughly to maximum compaction.	
	Apply Tar EM-50-TT Tack coat on entire parking lot so new asphalt bonds to existing asphalt.	
	Install 2.5 inches of hot mix 9.5 SM V-DOT State approved asphalt compacted with roller equipment using vibratory thoroughly to maximum compaction.	
	Remove tree roots on 20x20 section.	

TOTAL \$75,000.00

LMK Web Design & Consulting

Logo & Branding Revamp Quote



Prepared for Cameron Station
November 1, 2022

DESCRIPTION	AMOUNT	COST
Finalized logo and color palette: Includes draft options & 2 rounds of revisions each for the shape and color palette + final files	1	\$400
Additional rounds of revisions		\$85
TOTAL		\$400

Deliverables: LMK will provide black and white versions of the following Cameron Station logo options with two rounds of revisions: (1) Current square shape as used on development website; (2) Horizontal layout with the addition of the brand ornament; (3) Square layout with border similar to Cameron Station signage.

After the shape decisions are finalized, LMK will present three different color palettes based on feedback and the existing brand colors. Once a single color palette has been chosen, up to two rounds of revisions will be available to make any adjustments needed while continuing to compliment that color palette and the overall brand image.

Following final approval of the color palette, LMK will provide the full set of logo files including web- and print-optimized versions using the brand colors, plus all-black and all-white versions.

Copyright: Any artwork, imagery, or text supplied by the Client for use in this project must be either created by the Client or the Client must attain appropriate copyright permissions to display and/or reproduce. LMK cannot be held responsible for copyright infringement claims involving materials supplied for use by the Client.

Payment and Cancellation: Payment is due upon receipt of draft proof. Final proof will not be released until full payment has been received. Late payments may be assessed a penalty. Invoices are sent via an online billing service to the email address on file. This quote is valid until December 1, 2022.

By signing below, I agree to the terms of this quote and wish to contract LMK's services as stated above:

Name

Company

Signature

Date



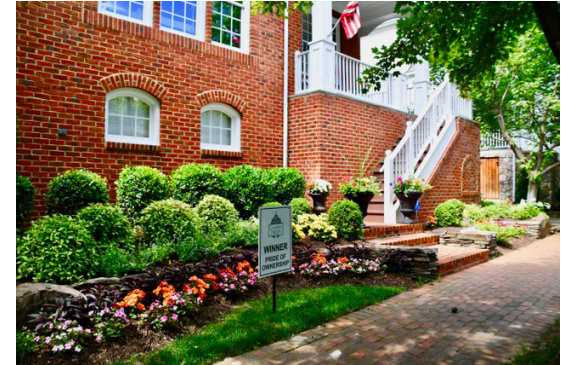
CAMERON STATION

BRAND
GUIDELINES

Brand Images

Images can help capture the essence of a brand and what the message is going to be, as well as the tone of voice, the energy, and can not only lay the foundation for the brand, but these beginning images can be used as a guide for what kinds of images to look for and use for marketing and other material after the brand is complete.

Included here are some images that capture the essence of the brand.



Primary Logo

The primary logo is what will become the main mark of your brand, to be used across the vast majority of your marketing and collateral. Consistent usage of this logo is key for establishing brand familiarity and trust with your primary audience.

MAIN LOGO

This is the primary logo and should be used the majority of the time.

Shown here in green but also usable in the gold accent and gray.



Secondary Logos

There will be times when it won't be possible or economical to use the primary logo, which is why there are some secondary logo variations available. These options will allow the branding to stay consistent through various applications.

GRADIENT MAIN LOGO

For instances where it's possible to print a gradient version of the logo, gold on green is the suggested variation.

HORIZONTAL LOGO

This logo is designed to only be used when the square version of the logo won't work and something horizontal is necessary. Available in the same colors as the primary logo.



CAMERON STATION

CAMERON STATION

CAMERON STATION

Incorrect Usage

In order to create a cohesive and consistent brand, the guidelines established in this manual should be applied consistently across the brand. Some of the logo treatments that should be avoided are:

SKEWED OR ROTATED LOGO

When scaling the logo, make sure it scales proportionately.

FONT SUBSTITUTION

Do not change the fonts within the logo. The fonts within the logo design were chosen to capture the essence of the brand.

BUSY BACKGROUND

Keep the backgrounds behind the logo clean and uncluttered to keep it legible.

COLORED BACKGROUND

The approved background colors are shown in this manual. Do not use a different colored background beyond what is suggested.

DIFFERENT LOGO COLORS

The brand colors need to be kept consistent in order to promote brand awareness and recognition. Please leave the logo colors as they are in order to maintain that cohesiveness.



Primary Color Palette

The primary color palette shows which colors your brand will become known for and will become recognized for, with consistent use. These should be the main colors used in all collateral, marketing, social media, promotions, and apparel.

GREEN

This will be the main color for most materials for the brand. Use this for blocks to feature the main brand color, a background color, and text.

GOLD

This color is meant to be used as an accent to the green color, as a lighter background, to add contrast to the main color, or to highlight text or highlight a call to action.

GREY

The purpose of this color is to give you a dark option that isn't black to use for text, solid blocks of color, or anything where black would be used.



GREEN

CMYK

C86 M40 Y91 K39

RGB

R26 G86 B50

PANTONE

357 C

WEB

#1A5632



GOLD

CMYK

C11 M26 Y75 K0

RGB

R227 G185 B94

PANTONE

NA

WEB

#E3B95E



GREY

CMYK

C66 M57 Y52 K29

RGB

R84 G86 B90

PANTONE

NA

WEB

#54565A

Secondary Color Palette

The secondary colors featured here are primarily used to divide up the different services offered but also as different accent colors throughout the brand in things like patterns, text, content blocks, etc. Use these colors together as a cohesive brand element or separate them to highlight each individual service.

DARK NEUTRAL

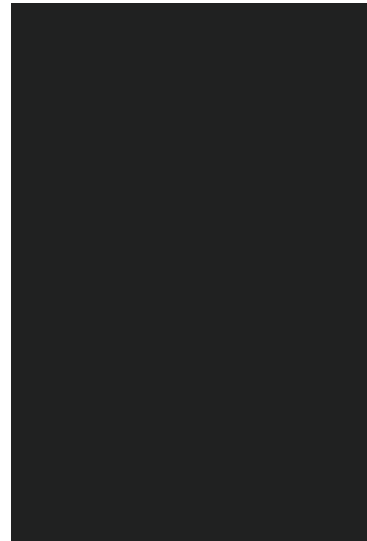
For instances, such as larger blocks of text, where more contrast would be preferred for legibility or cases where a dark color is needed, this dark neutral can be used.

LIGHT NEUTRAL

Much like the dark neutral can be used as an alternative to black, the light neutral can be used as an alternative to white. Useful for backgrounds or a text color on darker backgrounds.

SECONDARY

As an alternative to the light neutral to provide a base for text or a lighter accent than gold.



DARK NEUTRAL

CMYK

C73 M66 Y65 K73

RGB

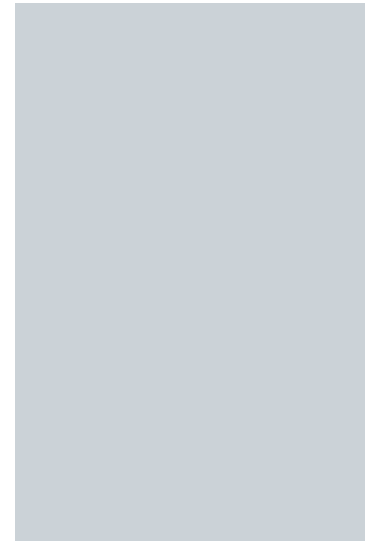
R32 G33 B33

PANTONE

NA

WEB

#202121



LIGHT NEUTRAL

CMYK

C19 M12 Y11 K0

RGB

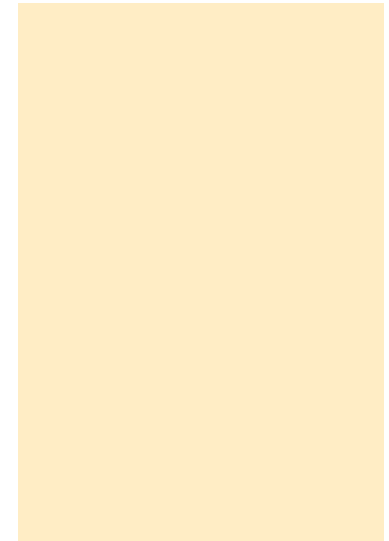
R203 G210 B215

PANTONE

NA

WEB

#CBD2D7



SECONDARY

CMYK

C0 M5 Y25 K0

RGB

R255 G237 B197

PANTONE

NA

WEB

#FFEDC5

Brand Typography

The typefaces here are the official recommended brand typefaces, to be used when possible.

HEADLINES: OPEN SANS BOLD

Used for headlines or important text.

BODY TEXT: OPEN SANS STANDARD/REGULAR

This will be used for body copy and paragraphs, that are easy to read.

ACCENT: OLD STANDARD BOLD

Primarily used as an accent typeface, this is a great option for quotes, notes, and other information.

OPEN SANS BOLD

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@#\$%&*!?

OPEN SANS STANDARD/REGULAR

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@#\$%&*!?

OLD STANDARD BOLD

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@#\$%&*!?

Brand Typography Sample

To the right is a sample of how your brand typography can work together to create a cohesive look. While the exact sizes and weights can vary from project to project, try to maintain the overall look across as much material as possible for consistency.

Labo et ariassuntia vellaccus rem eium venestium

Sed quiae. Lorruntion perspernam, eles eiciam faceper chillorem que qui omnis accullis moloria sam repta dolore el eium volores nam, venimin non nossus ea volo quaspis aut aut lat illacia aut mo con cor accat re voluptius eicipsun sunt et volupta tionessunt.

Id estius. Mo vent, sedipsapit, consequid que non consed ma dolest, que dellendae nullaut omnimus daectatem quam, cuptaspe voluptae versper uptamendae versperchil millorum ex excepe qui nobissi blab iumque veliberrum num quis maxim aut es erchillutet et ulpa diti re plabo. Nam aut es deniendis sint.

Dundis Itatios quo quas ducipid
eriorum rem fugit ut aut eumquia!

General Typography

In addition to the brand typefaces featured previously, these typefaces are an option in the event the brand typefaces are not available, such as collateral that may be shared (editable documents, presentations, etc) where one or more parties may not have access to the brand typefaces.

HEADLINES: VERDANA BOLD

Used for headlines or important text.

BODY TEXT: VERDANA REGULAR

This will be used for body copy and paragraphs, that are easy to read.

VERDANA BOLD

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@#\$%&*!?

VERDANA REGULAR

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@#\$%&*!?



**CAMERON STATION COMMUNITY ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 20-02
INVESTMENT POLICY**

(Supersedes all prior Cameron Station Community Association Investment Policy Resolutions)

WHEREAS, Article III, Section 3.4 of the Amended Bylaws of the Cameron Station Community Association, Inc. (the "Association") grants the Board of Directors all of the powers necessary to administer the affairs of the Association, in accordance with applicable law and the Project Documents, except for those matters which the applicable law or Project Documents require the Association's membership to approve; and

WHEREAS Section 13.1-826 of the Code of Virginia empowers the Association to ". . . invest and reinvest its funds . . .;" and

WHEREAS Section 26-40 of the Code of Virginia establishes presumed lawful investments for the funds of certain Virginia quasi-governmental agencies; and

WHEREAS, while Section 26-40 of the Code of Virginia is not directly binding on common interest communities, it may serve to provide guidance to the Board of Directors as to those investments that are appropriate and prudent; and

WHEREAS the Board of Directors deems it necessary and prudent to amend and supersede the previously adopted Investment Policy Administrative Resolution 04-01-14 that is needed to govern the management of the Association's funds;

NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors ("Board") of the Cameron Station Community Association, Inc. ("the Association") hereby adopts this Administrative Resolution for the purpose of administering the investment of Association funds.

I. PURPOSE

This Resolution outlines the investment objectives of the Association and provides operating guidelines for the Financial Advisory Committee ("FAC") and the Board of Directors responsible for overseeing the management of the Association's assets. This Resolution further documents a specific Investment Policy which governs how these objectives are to be achieved. This Policy:

- Defines an appropriate risk posture for the investment of the Association's assets;
- Establishes guidelines regarding the selection of Investment Managers, permissible securities, and the diversification of assets;
- Specifies a process and criteria for evaluating the performance of the Association's Investment Managers.

II. DEFINITIONS

- A. **OPERATING FUND:** Those Association funds expected to be spent in the normal course of business during the current annual budget cycle. This fund may be subdivided into Operating Accounts (for expenses enumerated in the current annual budget) and an Operating Reserve Account (ORA) (for operating

expenses not explicitly included in the annual budget and specifically approved by the Board).

- B. **RESERVE STUDY:** A periodic analysis of the Association's physical assets and infra-structure commissioned by the Management Agent and performed by a licensed professional engineer, with the purpose of estimating the future lifetime of each property element and its related repair or replacement cost over a 30 to 40 year period.
- C. **REPAIR AND REPLACEMENT (RR) RESERVE FUND:** Funds invested to meet the anticipated and unanticipated expenses of the Association's repair and replacement obligations consistent with the Association's reserve study, and for any identified capital improvement projects approved for implementation by the Board.
- D. **CAPITAL IMPROVEMENT PLAN:** The schedule of Board approved, planned expenditures not included in the Reserve Study intended to improve Cameron Station. Funding needed for the Plan will be drawn from the Operating Reserve Account (ORA).

III. INVESTMENT OBJECTIVES

The specific purpose of ALL funds described and covered by the policy herein is to fund all Board approved expenditures needed for: general ongoing operations, long term repairs and replacements, and enhancements of the Cameron Station Community.

The Association's primary objective is capital preservation, which is a strategy to protect invested assets from adverse changes in value. A second objective is to align liquidity consistent with the cash flow requirements implied by the Association's annual operating budget, the potential for operating expenses not anticipated in the annual budget, and the Repair and Replacement Reserve Plan as defined in Section II.D. A third, objective is to preserve the buying power of the invested funds and maximize investment returns, net of all expenses and fees borne by the Association, after the first two objectives are met.

IV. PROCEDURES

- A. This Investment Policy shall be reviewed by the FAC at least once in every four year period, or more frequently at the request of the Board, with the purpose of recommending any appropriate revisions for approval by the Board.
- B. The Association shall engage a registered securities firm ("Investment Manager") to provide professional management of all investment transactions involving the Association's Repair and Replacement Reserve Fund.
- C. The following procedure shall be followed to select, renew, or replace the Association's Investment Manager.
 - 1) At the request of the Board on a frequency requested therefrom, the FAC will oversee, facilitated by the Management Agent, a public solicitation of investment management service providers. The purpose of this periodic solicitation will be to secure and maintain the best value of comprehensive

investment services from a sound and reputable provider.

- 2) The FAC will select and recommend to the Board the appropriate investment manager to manage the portfolio assets. Investment manager(s) must meet the following minimum criteria:
 - a) Provide information on the key employees of the firm who would be involved in the management of the Association's Funds, the investment philosophy, and the process in determining investment opportunities.
 - b) Provide current descriptive documents required by securities regulators (ADV Parts 1 & 2).
 - c) Is an insurance company, bank, investment management company or investment advisor as defined by the Investment Advisors Act of 1940.
 - d) Provide historical quarterly performance numbers calculated on a time-weighted basis.
 - e) No simulated returns.
 - f) Performance reporting should comply with the Certified Financial Analyst (CFA) Institute's Global Investment Performance Standards (GIPS).
 - g) Minimum of five years performance history.
 - h) Firms should have Errors & Omission Insurance and Fiduciary Liability Insurance.
 - i) The investment managers must understand and be able to articulate the investment strategy that will be followed and document that the strategy has been successfully adhered to.
- 3) The FAC and the Treasurer will review the candidates' proposals and presentations and make a recommendation to the Board, which will have final approval authority. The FAC and the Treasurer shall review and approve any initial investment transactions proposed by the Investment Manager as part of the selection process.

v. ONGOING RESPONSIBILITIES OF THE BOARD, TREASURER, AND FAC

- A. The Board, with the advisory support of the FAC, is responsible to define, and update as appropriate, the specific investment objectives for the Association's assets, subject to the overall guidelines set forth in this Policy.
- B. The Treasurer, as the principal Board officer responsible for the Association's funds and securities, will serve as primary point of contact with the Investment Manager, either directly or through the FAC. If the Treasurer is not available, the Board President shall act in his capacity. Within the guidelines of this resolution, the Treasurer has the authority to act directly, or through the FAC, to instruct the Investment Manager to purchase or sell securities on behalf of the Association. The Treasurer further has the responsibility to report to the Board at its regular meetings on the status of these investments.

- C. The FAC is responsible for making recommendations to the Board concerning any change in this Investment Policy. To the extent the Board adopts any such changes the Treasurer will submit written authorization to the Investment Manager of any related adjustments to the portfolio of Investments.
- D. The Treasurer and the FAC, in consultation with the Investment Manager, shall develop and maintain a current securities allocation strategy aimed at optimizing performance against the three prioritized objectives described in Section III.
- E. The Board is ultimately responsible for all investment decisions regarding funds invested and will be fully accountable for adherence to the principles and guidelines described in this Policy.

VI. RESPONSIBILITIES OF THE INVESTMENT MANAGER

- A. The Investment Manager is expected to manage the selection of Repair and Replacement Reserve Fund investments consistent with the objectives, guidelines, and constraints outlined in this policy statement. The Investment Manager will monitor the performance of the portfolio and report quarterly to the Board, in writing through the Treasurer, on the investment performance for the quarter, including all fees incurred by the Association for the services provided.
- B. SECURITY SELECTION/ASSET ALLOCATION: The Repair and Replacement Reserve Fund portfolio shall be managed within an overall asset allocation strategy defined by the Board and advised by the FAC as set forth herein. The FAC is responsible, no less frequently than quarterly, for monitoring the aggregate asset allocation and maturity schedule of fixed-term investments to ensure consistency with the cash flow requirements defined by the Association's Operating Funds and Repair and Replacement Reserve Fund.
- C. ADDITIONAL DUTIES OF THE INVESTMENT MANAGER:
 - 1) Consult with the Treasurer in advance of any pending or proposed transaction.
 - 2) Be available promptly to answer questions posed by the Board via the Treasurer and/or the FAC by letter, e-mail, or telephone.
 - 3) Meet with the Board and the FAC to present a report on investment performance, no less than frequently than annually and at such other times as may be requested by the Treasurer or the FAC.
 - 4) Coordinate financial recordkeeping with the Management Agent, the Treasurer, and the Association's Auditor to ensure the timely inclusion of the schedule of investments and interest earnings in the Management Agent's monthly financial reports.
 - 5) Supply such information as needed by the auditing firm appointed to prepare the Association's annual audit report.

VII. INVESTMENT GUIDELINES

- A. The Board intends that Association funds be invested in only the following assets, denoted as "Permitted Investments":

- 1) Cash in FDIC-insured depository account(s), with balance(s) not to exceed the current maximum federal deposit insurance limit.
 - 2) U.S. Treasury Bills, Notes or Bonds.
 - 3) U.S. Treasury Inflation-Protected Securities ("TIPS")
 - 4) U.S. Government Agency debt obligations, including those of the Federal Home Loan Bank ("FHLB"), the Federal Farm Credit Bank ("FFCB"), the Federal Home Loan Mortgage Corporation ("FHLMC"), and the Federal National Mortgage Association ("FNMA")
 - 5) Certificates of Deposit (CD's) issued by FDIC insured US Issuers.
 - 6) Money Market funds which invest in short-term, high quality liquid assets.
 - 7) No single investment shall exceed five percent of the portfolio total and ten percent from any one issuer, other than direct issues of the United States Treasury or FDIC insured CD's.
 - 8) Derivative-type investments and transactions, index funds, synthetic securities and all other indirect investment forms are specifically excluded from the set of Permitted Investments.
- B. The Investment Manager will report monthly all investment transactions and net income to the FAC, Treasurer, and the Management Agent. The Investment Manager will propose to the Treasurer and the FAC in advance any changes in investment strategy within the standards defined in A. above. Investments in securities other than Permitted Investments represent a variance from this Investment Policy and must be approved by the Board.
- C. All investment accounts shall be in the name of the Cameron Station Community Association, with the President, Treasurer, and Managing Agent named as authorized co-signatories.
- D. Interest earned on Repair and Replacement Reserve Fund investments shall be reinvested by the Investment Manager following the principles and guidelines of this Investment Policy unless the Board directs the Investment Manager to apply such funds in some other way.

VIII. ALLOCATION OF FUNDS

A. OPERATING ACCOUNTS AND OPERATING RESERVE ACCOUNT

Combined balances in the Operating Accounts and the Operating Reserve Account shall not exceed the total forecasted annual operating expenses in the Association's most recent annual budget, as approved by the Board. Excess funds will be transferred to the Repair and Replacement Reserve Fund.

Funds deposited in the Operating Reserve Account shall be invested in Money Market funds or FDIC-insured Demand Deposits. At least quarterly, the Management Agent, with the approval of the Treasurer, shall carry out any required reallocation of the funds in the Operating Reserve Account within the guidelines of this resolution.

B. REPAIR AND REPLACEMENT RESERVE FUND

The Repair and Replacement Reserve Fund shall be invested in Permitted Investments with maturities that are consistent with the - the most recent Reserve Study and any capital improvement plans approved by the Board, The specific maturity allocation of funds shall be fulfilled in order of priority according to the following parameters:

- 1) 100% of Expenditures expected, by the Reserve Study, to be incurred within one (1) year of any date shall be invested following the allocation guidelines for funds in the Operating Reserve Account.
- 2) 50% of the Funds needed to pay for scheduled projects, defined in the Reserve Study and approved by the Board, shall be invested in Permitted Investments maturing no later than the date of estimated project initiation, and 50% upon scheduled completion.
- 3) No later than 30 days from the Board's approval of any updates to the existing Reserve Study, the Management Agent shall carry out any required reallocation of the funds deposited in the Operating Reserve Account within the guidelines of this resolution, as instructed by the Treasurer following the recommendations of the FAC and the Investment Manager.

C. PERFORMANCE EVALUATION

As specified in Section VII. B, the Investment Manager will provide monthly reports of the Repair and Replacement Reserve Fund's new investments and overall financial results to the FAC and the Treasurer. Based on the quarterly reports described in Section VI.A, the Board will monitor the fund's performance.

In order to assist in the evaluation of the portfolio's and hence the investment manager's performance, the FAC will use appropriate performance benchmark indices for short-term and long-term portfolios. The use of benchmarks will allow the FAC to measure its invested funds' returns against other investors in the same markets having similar investment objectives.

IX. APPROVAL

Deviations from the Policy must be authorized in writing as a change in the Policy by the Board of Directors.

If at any time the Investment Manager believes that such deviations constitute a risk to the goal of capital preservation, the Investment Manager shall within three business days notify the Treasurer and the President of the Board of this opinion and provide written communication for presentation to the full Board. By initial and continuing acceptance of these objectives and guidelines, the Investment Manager concurs with the provisions of this document effective as October 1, 2020.

This Resolution was adopted this 25 day August 2020, by the Board of Directors.

CAMERON STATION COMMUNITY
ASSOCIATION

By: 

President

RESOLUTION ACTION RECORD

CAMERON STATION COMMUNITY ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 20-02
INVESTMENT POLICY

Duly adopted at a meeting of the Board of Directors held August 25, 2020

Motion by: Tom Sugrue

Seconded by: Jon Dellaria

VOTE: YES NO ABSTAIN ABSENT

Michael Johnson, President

X

Sarah M. Walsh ✓

Sarah Walsh, Vice President

Jon Lampe ✓

Jon Lampe, Treasurer

Thomas Sugrue ✓

Thomas Sugrue, Secretary

X

Jon Dellaria ✓

Jon Dellaria, Director

X

Kimberlee Canter, Director

Andrew Hill ✓

Andrew Hill, Director

ATTEST:

Thomas Sugrue

Thomas Sugrue, Secretary

Date

Resolution effective: October 1, 2020.

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Administrative Resolution was mailed or hand-delivered to members of Cameron Station Community Association on this 22 day of October, 2020.

Heather Graham

Managing Agent



Cameron Station Community Association, Inc.
Board Decision Request
December 13, 2022

TOPIC: Access Cards and Mobile Credentials Proposal
Motion 2022-1208

Motion:

"I move to APPROVE the access cards and mobile credentials proposal from Force Security Solutions for the amount of \$12,160.00 to be expensed from Reserve Funds."

Motion: _____

2nd: _____

Summary:

Management negotiated the price with Force Security Solutions during the contract negotiation stage and the prices were lowered to meet its competitors.

CAMP Recommendation:

Management recommends moving forward with purchasing the access cards and mobile credentials based on previously negotiated pricing.

Budget Considerations:

To be expensed from Reserve Funds.

Force Security Solutions
P.O. Box 1253
Haymarket, VA 20168
(703)286-7205
billing@forcesecurity.com



INVOICE

BILL TO

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

SHIP TO

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

INVOICE # 27657**DATE** 11/14/2022**DUE DATE** 11/14/2022**TERMS** Due on receipt

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	(600) Secure Access Credential Cards	600	0.00	0.00
	(2000) Secure Access Credential Cards	2,000	5.00	10,000.00
	(2000) Mobile Credentials	2,000	1.08	2,160.00

ACH, Visa, Mastercard & American Express accepted
There will be a \$35.00 service charge for all returned checks. 10%
interest will be assessed on all unpaid balances after 30 days.
For billing inquiries call 877-656-3528 or email
billing@forcesecurity.com.

BALANCE DUE**\$12,160.00**



Cameron Station Community Association, Inc.
Board Decision Request
December 13, 2022

TOPIC: Gorove Slade – Visitor Parking Engineering Proposal
Motion 2022-1212

Motion:

"I move to APPROVE Gorove Slade proposal based on "the not to exceed costs listed" within the attached proposal to be expensed from Operating Funds."

Motion: _____

2nd: _____

Summary:

Management and CSCA legal counsel are working with the City to assess reducing the percentage of visitor parking throughout the community. The Associations' legal counsel referred management to Gorove Slade that has worked with them in other communities in the City of Alexandria. Management and legal counsel held a call with Gorove Slade that presented this proposal.

CAMP Recommendation:

Management recommends engaging Gorove Slade to amend the SUPs, site plans, and create a parking management plan that is required by the City of Alexandria.

Budget Considerations:

To be expensed from Operating Funds.

December 9, 2022

Steve Philbin
General Manager
Cameron Station Community Association
4114 Legato Road, Suite 200
Fairfax, VA 22033

Email: sphilbin@gocampmgmt.com

Re: Cameron Station Parking Management Plan

Dear Steve:

We are pleased to submit this proposal to provide professional transportation engineering and planning services in conjunction with the proposed special use permit and site plan amendments at the Cameron Station community in the City of Alexandria, Virginia. We have considerable experience working in the City, and we are proud of the great relationships we hold with City staff. We have also worked recently on nearby projects in the City at Tide Lock (Transpotomac Plaza), 1801 N Beauregard Street, 200 Stovall Street, Park Center and 515 N. Washington Street.

Based on our conversation and the information you provided, we understand that Cameron Station intends to obtain amendments to its special use permits and site plans to reallocate the visitor parking on-site to residential parking. We understand that the Cameron Station community is split into seven (7) phases, each with its own site plan, and that six (6) of these phases' site plans are intended to be amended; one phase is a condominium building with its own parking garage, for which the community will not be applying for a site plan amendment. It is anticipated that as part of that permitting process, a revised parking management plan will be required as part of the site plan amendment conditions.

Firm Overview & Experience

As you may be aware, Gorove Slade was founded in the District of Columbia, and we have been providing transportation engineering and planning services for more than 40 years to clients within the metropolitan area and beyond. We have significant experience working in the City of Alexandria. A sampling of recent Alexandria projects includes:

- **1033, 1055 & 1111 N Fairfax Street (TideLock)**, where we prepared a multimodal transportation study (MTS) and PMP to support the redevelopment of the existing office site into a mixed-use development that includes 234 residential dwelling units, 6,594 s.f. of retail, and 5,001 s.f. of arts/cultural uses.
- **Mt. Vernon Village Center**, where we provided professional engineering services in conjunction with the planning and redevelopment of the Arlandria Shopping Center located at 3809-3839 Mt. Vernon Avenue in Alexandria, Virginia. We supported the team through aspects of site design, performed the transportation study, developed signal modification plans, and a PMP.
- **Landmark Mall**, where we have been working with the Howard Hughes Corporation and in close coordination with City staff to plan the redevelopment of the mall into a mixed-use project. The plans will convert what was built as a regional shopping center into a walkable, bikeable and transit-oriented development at a critical western entry into the City.
- **The Spire**, where we worked with AHC Inc. on the redevelopment of the Church of the Resurrection site into a new residential building with 113 units and a new church space. We prepared a transportation study for the DSUP approval phase, and a PMP and signal design following DSUP approval.

- **1300 King Street**, where we prepared a trip generation assessment, parking and multimodal review, and Transportation Demand Management plan to support the redevelopment of the site from retail and surface parking to new residential with ground floor retail.
- **699 Prince Street**, where we prepared a trip generation assessment to support the redevelopment of the project from office to hotel. The parking needs for the project will be met offsite via valet arrangement.
- **515 N. Washington Street (The Mill)**, where we provided a parking study to support a parking reduction for the redevelopment of the previous office use to 34 residential units. We also provided a maintenance of traffic plan for the final site plan phase of the project.
- **Braddock Gateway**, where we prepared a trip generation assessment, a parking study and a PMP for the each phase of the project. The project is located within the Braddock Metro Small Area Plan and consists of a total of 811 residential units and 18,890 s.f. of retail.
- **Braddock Metro Place**, where we performed a trip generation analysis and parking study for this new 165 dwelling unit residential project located within the Braddock Metro Small Area Plan of the City.
- **Old Town North/The Kingsley**, where we handled the transportation aspects of this new 52,000 s.f. Harris Teeter store with 175 dwelling units located above through the City's approvals process. Along with performing the traffic impact study, we also prepared a parking study of on street space utilization and a study of comparable uses to help justify the parking supply for the project.
- **700 N Washington Street**, where we performed a parking study for the redevelopment of the Travelodge that was located at the corner of North Washington and Wythe Streets that will allow relief from City requirements. The mixed-use project includes 31 new dwelling units and ground floor retail.
- **2901 Eisenhower Avenue**, where we worked with Rushmark Properties on their project to redevelop the 9-acre property previously owned by VDOT into approximately 60 townhomes, 500 multi-family residential units and ground-floor retail. We prepared a transportation study for the DSUP approval phase, and a PMP and signal design following DSUP approval.
- **The Gateway at King and Beauregard**, where we were the transportation consultant supporting the redevelopment of the old Jefferson Hospital and surrounding parcels. The Transit-Oriented Development plan consisted of 453 dwelling units, a grocery store, 54,900 square feet of other retail, and 82,400 square feet of office. We prepared a traffic study and a parking reduction study for this project, and we worked with the team to help develop transportation demand management measures to accommodate and take advantage of the future transitway planned to run along Beauregard Street adjacent to the site.

Proposed Scope of Services

TASK 1 – Parking Management Plan

We will prepare a Parking Management Plan (PMP) suitable for submission to the City. The PMP will consist of narrative in memorandum form supported by illustrations. It is assumed that all six (6) phases with proposed site plan amendments would be packaged into one PMP document, with individual parking exhibits provided for each phase. For each phase, an existing and proposed parking exhibit will be provided. The illustrations will be developed on base plans prepared by others, or aerial imagery if base plans are not available, and will be used to indicate parking allocations within the project. The scope of this task does not include an analysis of current parking utilization. It is assumed that the proposed parking allocation scheme will be shown in the PMP based on input provided by you or others on the team.

Based on prior PMPs prepared in the City, the following items will be included in the PMP:

- Allocation of parking spaces by user type (i.e., short-term/visitor, tenants, etc.); note that spaces allocated to individual residents will be marked as reserved residential spaces – plans will not show how these spaces are individually allocated.
- Narrative related to the overall management of the parking facilities (hours of operation, staffing needs for peak, non-peak parking, etc.), any shared parking arrangements and intended rate structure (if any).
- Identification of the proposed changes to the allocation of existing surface parking spaces and on street adjacent spaces.

The information provided in the PMP will be based on parking inventories and plans prepared by others and will be developed working in coordination with Cameron Station Community Association, Rees Broome, and potentially other members of the project team.

We anticipate the development of the plan will be somewhat of an iterative effort with the team until the final is ready for submittal. We will prepare a draft for your review prior to submission to the City. We also expect that additional rounds of comments may be received from City Staff that will need to be addressed with a second submission for PMP approval. For this reason, we have proposed a budget of \$12,000 for the first PMP submission, and up to \$3,000 for additional submissions (if needed) on a time and materials basis. For the additional submittals, we will only use the budget as necessary working at your direction. If changes to the plan or City comments result in exceeding this amount, we will notify you to determine a mutually agreeable arrangement for proceeding.

TASK 2 – Meetings, Hearings, and Team Coordination

It may be necessary that we attend team meetings, or review/coordination meetings with City staff. We will assist the team with any questions and/or concerns regarding the submission of the study. We have provided a budget based on our past experiences with expended level of effort. We will expend time at your direction as required. If additional services are required, additional documentation for those services will be provided to receive authorization before proceeding.

TASK 3 – Reimbursable Expenses

Out of pocket expenses will be billed under this category as described in the tasks above. Reimbursable expenses include but are not limited to the following:

- Printing and copying fees
- Shipping, courier, or other delivery services
- Local travel and parking fees

Potential Additional Task(s)

- **Parking Demand Analysis** – If needed, we can assist with additional observations or parking occupancy counts to assess the current parking demand. Potential efforts under this task could include the collection of parking occupancy data (regular sweeps of parking facilities on a typical weekday), analysis of occupancy data and reporting of results in a memorandum with summary tables, charts, and figures.

Fee Summary and Schedule

Below is a fee proposal based on the anticipated scope of tasks outlined above. We will perform Tasks 1, 2 and 3 on a time and materials basis as directed and required. For these tasks you will only be billed for time expended plus reimbursement of out-of-pocket expenses incurred. We will request authorization from you before beginning any of the tasks so that you may be in control of the budget at all times.

Task 1 – Parking Management Plan		
1st Submittal	\$ 12,000	Not to Exceed Time & Materials
Additional Submittals (if needed)	\$ 3,000	Not to Exceed Time & Materials
Task 2 – Meetings, Hearings and Team Coordination	\$ 6,000	Not to Exceed Time & Materials
Task 3 – Reimbursable Expenses	\$ 500	Not to Exceed Time & Materials

We have the capacity to begin work immediately. Once authorized to proceed, and after receiving plans for the existing site, we will develop a draft Parking Management Plan (PMP). This would be expected to take approximately 4-6 weeks from when we receive base plans. Once comments are received by the team, we will deliver a final PMP within one (1) week. We will be available to attend meetings and hearings on your schedule and only at your direction.

If this budget proposal and the attached Terms and Conditions of Agreement meet with your approval, please return one signed copy of each for our files as authorization to proceed. We look forward to working with you on this assignment and appreciate the opportunity to join your team.

Sincerely,



Daniel B. VanPelt, P.E., PTOE
Vice President & Senior Principal



Felice Brychta, PE
Principal

APPROVED AND ACCEPTED BY: (Signature)

AUTHORIZED TO ACCEPT AND EXECUTE
AGREEMENTS FOR: (Company)

DATE:

INVOICES TO BE MAILED ____ AND/OR EMAILED ____ Email: _____

Mailing Address: _____ Attention of: _____

_____ Client Reference #: _____
(if applicable)

RETAINER REQUIRED: \$0,000

Gorove/Slade Corporate policy requires a retainer to begin any new contract work. The amount is equal to the first 30 days of work or the fee associated with the data collection services. The exact amount is determined by the Principal in Charge for each project.

PAYMENT

Gorove Slade prefers electronic payments via Wire or Automatic Clearing House (ACH) payment. Instructions for both are listed below:

Gorove/Slade Associates Inc. Operating Account

Beneficiary:	Gorove/Slade Associates, Inc
Beneficiary Address	4114 Legato Rd, Ste 650 Fairfax, VA 22033
Receiving Bank	Capital One Bank 10700 Capital One Way Glen Allen, VA 23060
ABA/Routing Number	065000090 (Wire) 255071981 (ACH)
Swift Code	HIBKUS44 (for international wire)
Account Number	00001360321726

Please include the invoice number in reference section of the payment. If additional space is required, you may email remittance information to invoicing@goroveslade.com

If ACH is not possible, checks can be mailed to

Gorove/Slade Associates, Inc.
4114 Legato Rd
Suite 650
Fairfax, VA 22033

ENCLOSURES

Terms and Conditions of Agreement
Hourly Billing Rates

GOROVE/SLADE ASSOCIATES, INC.

Terms and Conditions of Agreement

This AGREEMENT made and entered into this December 9, 2022 by and between Gorove/Slade Associates, Inc., with offices at 225 Reinekers Lane, Suite 750, Alexandria, VA, hereinafter referred to as "Gorove/Slade", and Cameron Station Community Association hereinafter referred to as "CLIENT".

WHEREAS, the CLIENT desires to engage the services of Gorove/Slade to furnish technical and professional assistance in the letter agreement dated **December 9, 2022** to which these TERMS AND CONDITIONS are attached; and

WHEREAS, Gorove/Slade has signified its willingness to provide the aforesaid services for the CLIENT.

NOW, THEREFORE, in consideration of the foregoing and in consideration of other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, intending to be bound legally, do hereby agree as follows:

A. Performance of Services

Gorove/Slade agrees to perform in a good and professional manner those services outlined in the letter agreement to which these TERMS AND CONDITIONS are attached.

Gorove/Slade will perform the work with a degree of skill and care that is required by generally accepted professional standards. Gorove/Slade makes no other warranty, representation or guarantee, expressed or implied, with respect to forecasts, recommendations, and analysis that may be based in whole or in part on assumptions that include predictions of future events.

If modifications become necessary during the performance of the work specified in the letter agreement, such modifications shall be valid, only when authorized by the CLIENT. In the event Gorove/Slade is authorized by the CLIENT to perform services in addition to those described in the letter agreement, such services shall be performed by Gorove/Slade at the then existing hourly rates charged by Gorove/Slade.

B. Services to be Provided by the Client

In the event that any information, data, reports, records and maps are existing and available, and are useful for carrying out the work on this assignment, the information shall be promptly furnished to Gorove/Slade by the CLIENT. Specific services and materials to be provided to Gorove/Slade, by the client, are outlined in the letter agreement to which these TERMS AND CONDITIONS are attached.

Gorove/Slade shall not be responsible for the accuracy or validity of information that it obtains from the CLIENT or from agents of the CLIENT in connection with the performances of the services for the CLIENT.

C. Limitations of Liabilities

Gorove/Slade shall not be liable for any damages caused by delays in the performance of its services to the CLIENT, which result from events that are beyond its reasonable control.

Gorove/Slade agrees, to the fullest extent permitted by law, to indemnify and hold the CLIENT harmless from any damage, liability or cost (including reasonable attorney's fees and costs of defense) to the extent caused by Gorove/Slade's negligent acts, errors or omissions in the performance of professional services under this Agreement and those of his or her sub-consultants or anyone for whom Gorove/Slade is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold Gorove/Slade harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the CLIENT'S negligent acts, errors or omissions and those of his or her contractors, subcontractors or consultants or anyone for whom the CLIENT is legally liable, and arising from the project that is the subject of this Agreement.

Gorove/Slade is not obligated to indemnify the CLIENT in any manner whatsoever for the Client's own negligence.

The validity, construction, interpretation, enforceability and performance of this AGREEMENT shall be governed by the substantive laws of the Commonwealth of Virginia, without regard to the principles of conflict of law. Any arbitration, litigation or other dispute between the parties hereto relating to this AGREEMENT shall take place in the Commonwealth of Virginia. By execution of this AGREEMENT, the CLIENT consents to the personal jurisdiction of, and venue in, the courts of the Commonwealth of Virginia. If diversity of citizenship exists between the CLIENT and Gorove/Slade, and a sufficient amount is in controversy (or if some other basis exists for the jurisdiction of the federal courts), the CLIENT consents to the personal jurisdiction of the United States District Court for the Eastern District of Virginia.

The provisions of this AGREEMENT shall be deemed servable, and the invalidity or enforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.

D. Prices - Payment Conditions

Gorove/Slade shall be reimbursed for services rendered in the performance of this assignment, in accordance with the hourly billing rates and fee structure attached. Any and all billing rates used by Gorove/Slade may be changed at any time without prior written notice to the CLIENT.

Gorove/Slade reserves the right to modify our standard hourly rates and/or fee structure for the services to be rendered as outlined in the letter agreement to which these TERMS AND CONDITIONS OF AGREEMENT are attached should the CLIENT not authorize Gorove/Slade to begin work on the services outlined in the attached letter agreement within a ninety (90) day period from the date which this AGREEMENT was transmitted from Gorove/Slade to the CLIENT.

All direct costs incurred by Gorove/Slade in connection with the performance of services for the CLIENT shall be billed at 110% of the amount of cost.

All invoices from Gorove/Slade to the CLIENT shall be paid within thirty (30) days after being received, and such payment shall not be contingent or dependent upon any conditions (including, without limitation, the approval by any governmental entity) of any action or undertaking of the CLIENT other than those conditions, if any, specifically set forth in the letter agreement.

It is hereby agreed that Gorove/Slade shall have the right to charge and receive interest at the rate of 1.5% per month on all amounts from the CLIENT that are overdue. In addition, in the event that any invoice remains unpaid for more than thirty, (30) days, Gorove/Slade reserves the right to cease performing services for the CLIENT and to retain all documentation prepared by Gorove/Slade for or on behalf of the CLIENT. Finally, in the event that Gorove/Slade retains counsel to collect sums owed to Gorove/Slade by the CLIENT, the CLIENT shall be liable for reasonable attorney's fees and paralegal's fees and court costs which are incurred by Gorove/Slade in connection with such collection; provided, that any such costs and fees shall bear interest at the rate set forth herein.

In the event that any invoice remains unpaid for more than sixty (60) days, Gorove/Slade reserves the right to file a mechanics' lien with respect to the property for which the services were provided by Gorove/Slade hereunder, and the CLIENT hereby acknowledges and agrees that Gorove/Slade shall have the right to file such lien.

The parties have made and entered into this AGREEMENT as of the date first above written.

GOROVE/SLADE ASSOCIATES, INC.

Cameron Station Community Association



December 9, 2022

Authorized Signature

Date

Daniel B. VanPelt, Vice President & Senior Principal

Authorized Signature

Date

Type/Print Name and Title

HOURLY BILLING RATES BY STAFF

Effective January 2022

STAFF TYPE:

Principal	\$215 - \$300
Project Manager.....	\$160 - \$210
Transportation Engineer	\$110 - \$175
Transportation Planner	\$110 - \$170
Technician.....	\$110 - \$170
Field Crew/Traffic Counter	\$40 - \$120
Clerical and Administration	\$75 - \$120

*Court and/or Protracted Hearing Testimony is subject to billing
at one and one-half times (1.5X) the individual hourly rate.*

COPY CHARGES

COPY/PRINT CHARGES:

8.5 X 11 B/W Copies.....	\$0.10 per page
8.5 X 11 Color Copies.....	\$0.89 per page
11 X 17 B/W Copies.....	\$0.98 per page
11 X 17 Color Copies.....	\$1.78 per page
24 X 36 B/W Prints of Design Plans.....	\$2.80 per page
24 X 36 Color Prints of Design Plans.....	\$5.00 per page
Report Binding	\$5.50 per report
Compact Disks.....	\$5.00 each
Flash Drives	\$15.00 each



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	completed	2.20.22 invoice submitted for payment thru accountspayable@ciramail.com	
3.2.22	CAC	Concrete piece missing from apron	ACM	completed	John Medina resident at 4913 Waple Lane reported piece of apron missing near the curb at the end of his driveway. This will be addressed during the paving maintenance project scheduled in June. Scheduled for June 13th-17th, 2022.	
3.3.22	-	Daily check and respond to emails	ACM	completed	daily task	
3.7.22	-	Mail amended Parking Policy	ACM	completed	emailed GAM copy of amended parking policy, cover letter and list of Owners mailing address.	
3.7.22	CAC	Light Pole damaged at 491 Cameron Station Blvd	Maintenance	completed	Lancaster crew damaged one of the poles at 491 Cameron Station Blvd. Mark received and responded to email. He has it as a pending item for completion.	
3.7.22	CAC	Virginia American Water - Irrigation past due bill notice	CM/ACM	completed	Past Due Bill notice received from V.A.W. for \$130.01. Management reached out to utility and found out two checks (\$122.47 and 128.40) were mailed (2/2) and cashed (2/16). Per V.A.W. account history, the one check for \$128.40 was not reflected on file and they are working to locate it.	
3.7.22	-	Schedule meeting with Lancaster and Management	ACM	completed	Lancaster and Management meeting On-Site on Wednesday 10AM. Calendar invite sent.	
3.7.22	-	Resident required assistance with assessment payment	ACM	completed	Resident at 5034 Gardner Dr was not able to submit payments. Management reached out to her over the phone and identified the issue. Assessment payments are now set-up as ACH.	
3.7.22	-	Owner request on account (resale and settlement charges)	ACM	completed	Management received email from Mr. Gagik who lives at 4924 Gardner Dr. regarding resale and settlement charges that required CAMP AP/AR managements attention. 3.11.22 conveyance charges adjusted; ACM provided and update to resident and issue has been resolved.	
3.10.22	-	Setting-up new vendor	CM/ACM	completed	Christina emailed Manders COI and W9 to accountspayable@ciramail.com to set-up Mander as a vendor.	
3.10.22	CCFC	Attendance to CCFC meeting	ACM	completed	CAMP rep attended CCFC monthly meeting	
3.11.22	CAC	CAC packet for 3.14.22 meeting	CM/ACM	completed	CAC packet for 3.14.22 meeting completedd, emailed to committee and posted on the Cameron Station website.	
3.11.22	-	3.8.22 GRS invoice 12864	ACM	completed	invoice from GRS received via email and submitted for payment through Cira.	
3.11.22	CCFC	Email Austin Woodard from American Pool	ACM	completed	Ask Austin who will be taking care of the deck work? Who is taking care of the pool rule signs? Austin response: 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	completed	Draft meeting minutes are under review by Steve and Angel. 3.18.22 - draft minutes reviewed and emailed to Minutes Services for a second review.	
					Matt will stop by sometime next week March 14-18 to deliver the tile and carpet samples for the CCFC review. 3.14.22 UPDATE - carpet tile and bathroom partition samples arrived and were set up in the Henderson Room. Still waiting for tile samples. 3.15.22 UPDATE phone conversation:	
					1. Paint color for the walls – a light color is recommended (e.g. white w/gray tone) – Manders will provide a wheel of color samples for the committee to review. 2. Additional Carpet color options – the committee only selected the Cunning – 00405. 3. Ceramic tile samples – Manders ordered and will deliver samples of the three (3) tile samples: 1. Anthem, 2. Toledo, 3. Wall tile (standard white tile). 4. Locker color and sample – Manders will provide a chain of samples for the committee to select. 5. Toilet partitions – the committee selected the Navy-Blue color based on the current partition color installed and to match the shower partitions as this will be kept. 6. Finish Metal – Manders will provide a color chart; (committee NOTE: the selection should match the current sink faucet finishing metal color). 7. Toilet Fixtures – the model and sample presented on the committee packet were the Kohler standard model toilet flush valve and its components. The committee agreed. 8. Shower Fixtures – the model and sample presented on the committee packet were the Moen Commercial standard model shower head and its components. The committee agreed.	
3.11.22	CCFC	LOCKER ROOM RENOVATIONS --- Matt Manders from Manders Companies/3.15.22 Summary of phone conversation	ACM	completed	Matt requested Angel to email pictures of the sink faucet to confirm the finished metal. Pictures attached. The remaining samples will be delivered soon this week and will be set up at the Henderson Room located at 200 Cameron Station Blvd. Alexandria, VA 22304. 3.30.22 - locker room renovation demolition began. 4.8.22 - wall tile to be put up on the shower area. 4.12.22 - Update from Manders - Shower tile installation, finish drywall, and start painting ceiling expected completion by the end of the week. 4.26.22 - 95% of tile work finished. They ran short of shower tile in the ladies' room and are expecting it to arrive Thursday 4/28 and install Friday 4/29; Plumbing fixture installation is 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	completed	Fitness will be deep cleaned Saturday, March 19 after the gym close.	

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

4.6.22	CCFC	Swimming Lesson issues	AGM	closed	Management was contacted by Let Swim, Tamara. Based on our conversation Let Swim was not aware of swimming lesson services to be provided at Cameron Station. Management invited Let Swim to meet onsite Tuesday, April 12, 2022, at 10:30 AM. Management reached out to American Pool to provide them with an update on the conversation with Let Swim. Minutes later management received a call from American Pool, VP of Management, which ended on a bad note. 4.12.22 - Management met with Let Swim and is willing to provide swimming lessons to the community during the 2022 Pool Season. Next Steps - Let Swim will provide us with a Facilities Use Agreement. 4.26.22 - facility use agreement received and had Todd, legal, revise it. The agreement is included in the Board packet for approval of the Board on 4.26.22. 4.28.22 - Let Swim is no longer able to meet and provide services to Cameron Station. Management reached out to High Sierra Pool and we are still pending on final confirmation, but it is guaranteed they will provide swimming lesson services.
4.7.22	-	New Committee members updated on Cira	AA	completed	Juana updated the new Committee members (Wendell Anderson, Amber Herard, Jennifer Hurst) on Cira.
4.7.22	-	Cameron Station 2022-2023 COI updated on Cira	AA	completed	New 2022-2023 COI updated on Cira.
4.7.22	CCFC	Johnson Controls service work	Maintenance	completed	SR#51564034 - Scope of Work - Technician to troubleshoot dry system - Locate air leak and repair leaks on the dry system - Failed to Operate.
4.7.22	CAC	Paving - Where to locate vehicles during the work...	GM/AGM	completed	4.7.22 -- Met with Mr. Pascual (Principal) and Rene Kelley (Asst Principal) today. They offered us use of their parking areas during the summer while we pave the 7 phases. We are also approaching the management of Home Depot plaza. 4.26.22 - Tucker Elementary school will allow the Association to make use of its spaces while the project is in progress. Management still communicating and waiting for approval from the City of Alexandria, Chris Watson, and Home Depot plaza, Rapaport. Samuel Tucker Elementary donated 20-30 spaces, Chris Watson gave us 15 spaces in Breneman Park, 5 spaces in Boothe Park, and Rapport gave us 30 spaces in West End Village behind the trampoline store. Signage for "temporary Parking" will be placed at each parking space.
4.7.22	CCFC	Pool Furniture setup	American Pool	completed	American Pool was onsite, uncovered the pool and setup the furniture.
4.8.22	CommComm	Update CommComm committed fund report	AGM	completed	Update CommComm committed fund report to be included on their April meeting.
4.9.22	CCFC	Work on CCFC April meeting packet	AGM	completed	CCFC packet to be emailed and posted on the website Friday, April 8, 2022
4.10.22	CAC	Streetlight blocked	ARC	completed	The streetlight between 5234 Harold Secord St and 452 Ferdinand Dr is blocked by an overgrown bush. Bush is on the side of the property. Mark and Adrienne are waiting for the resident's response.
4.11.22	-	Johnson Controls March Statement of Account	Maintenance	completed	Statement of Account received reflecting unpaid invoices (88581544 and 88611899) each for the amount of \$1106. Management emailed Johnson Control requesting a copy of the invoices, W9 and COI. Mark is handling the invoices and will reach out to the Vendor to inquire about charges.
4.11.22	-	Condo residents email address status	AA	completed	Management updated Condo residents' email addresses, although, some have not yet provided one and we will contact them for the purpose of paving project communication.
4.11.22	-	Imprest Card receipts - upload receipts and reclass	AGM	completed	daily task
4.11.22	CAC	Tree behind 4950 Brenman Park Dr	Maintenance	completed	The arborist assessed the tree and recommended giving it a little time. No signs of stress and hopefully the tree will recover.
4.11.22	CCFC	Fitness water fountain	Maintenance	completed	the water fountain in the Fitness Center is intermittent. Mark will be assigned to inspect it. 4.13.22 - Mark inspected the fountain and is working properly. He will periodically check on it to make sure is working.
4.12.22	CCFC	Pool Sings	AGM	completed	Pool signs delivered. Mark will remove old and install new ones.
4.13.22	CCFC	Janitorial/Cleaning Services	AGM	completed	Go out to bid on the janitorial/cleaning service contract. Our current NSC contract expires on April 30, 2022, after the date, the contract will continue every month until the official vendor is selected and awarded the service contract. 4.21.22 - Management put out a request to three vendors to bid on the janitorial/cleaning service contract. To the date, we received all three proposals: CIA, Bolana, and Clean Advantage. They were all included on the 4.26.22 Board packet for the Board review and approval. 4.26.22 - Board approved NSC proposal for a three year term.
4.13.22	CAC	TruGreen Lawn Maintenance application	AA	completed	Email blast notice to residents regarding the TruGreen application on Thursday, April 14, 2022.
4.13.22	-	3.29.22 Draft BoD meeting minutes received.	AGM	completed	3.29.22 draft BoD meeting minutes received and under Management review.
4.18.22	-	Call for Committee draft meeting minutes	AGM	completed	Emailed FAC, CAC, A&E committees asking for a copy of the last committee draft meeting minutes. Brandon to provide ARC minutes. Juana to provide CommComm minutes. CCFC received. UPDATE - FAC received. 4.21.22 - all draft committee meeting minutes received and included on the 4.26.22 board packet.
4.18.22	-	Unresolved comment on 2.22.22 BoD draft meeting minutes	AGM	completed	emailed Dolly, Minute Services, to retrieve her notes to get me an answer to a question made during the Owners forum. 4.22.22 - Dolly referenced her notes and mentioned that at the time of the meeting a question was not made, although, the conversation did reference a question made in the January meeting which was not disclosed.
4.22.22	CAC	Fence on Livermore Ln	GM/AGM	completed	Letters regarding the ownership of the fence were mailed and delivered to Owners.
4.26.22	CAC	Fence in general on Barrett Place and Martin Ln	GM/AGM	completed	Tentative date to start project is May 9 starting from Woodland Hall. 5.31.22 fence project started behind Woodland Hall. As of June 8, 2022, they continue to install the fence at Woodland Hall and behind 381 - 401 Cameron Station Blvd.
4.26.22	CAC	Concrete Project	GM/AGM	completed	Management will coordinate to have the AdHoc Committee and the engineer meet onsite to go over the details of the areas to be addressed. A request "to not exceed \$25k on concrete repairs" was included on the 4.26.22 Board meeting packet for the Board review and approval. 5.13.22 - Fairfax paving came back with a revised proposal for a total of \$31k on concrete and additional work that includes brick work. Ad HOC committee has been made aware of such proposal and agrees with the amount. Management to include the proposal in May's Board meeting packet for approval. 5.31.22 Board approved "not to exceed \$25k on concrete work".
4.26.22	CCFC	Addendum for an additional hour for Swimming Lessons	AGM	completed	Management is waiting for American Pool to draft an addendum to add an additional hour for swimming lessons. 4.28.22 addendum received.
4.26.22	CCFC	Access System	GM/AGM	completed	Management expects to have the final RFP draft by the next CCFC meeting and to be included at the next Board meeting in May. 4.28.22 Management met with CTSI, Anthony and Daniel. 5.31.22 RFP completedd and emailed to 8 vendors.
4.26.22	CCFC	2023 Elevator certificate	Maintenance	completed	Elevator certificate 2.28.23 received. Mark will post on the elevator.
4.27.22	CAC	Alex 311 - 21-00017144	Alexandria	completed	Requestor # 21-00017144; type: Trees; Location: 4917 Brenman Park Dr; Request Submitted: 7/13/2021; Estimated Resolution: 10/5/2021; Actual Resolution: 4/27/2022; Requestor Comments: In Brenman Park Dr. median there are few non London Plane trees that have dead limbs and need to be trimmed up / I am not sure of tree species on these.
4.27.22	CAC	Water Leak on Yarrow Lane	Maintenance	closed	A new water leak was identified on Yarrow Lane right in front of 5094, 5096, and 5098 houses. We are in contact with American Virginia Water. We requested them to come out and assess the matter. We have ALL Plumbing, Inc on stand-by for an immediate response if the water company fails to take control of the leak. As of June 7th, the leak still visible; VA American water put it on the back burner because it appears not to be a major leak.

4.28.22	CAC	Power Wash proposal	GM/AGM	completed	EcoTek power wash proposal approved at 4.26.22 BoD meeting. Emailed board president requesting to sign proposal. 4.29.22 proposal signed.
4.28.22	CCFC	GRS inquiry for Microsoft word and new computer	AGM	completed	Emailed GRS to inquire about the process to renew the Microsoft word license and fix the fitness center laptop computer. Ticket #866249. 4.29.22 licenses purchased and computers set up with Microsoft. A quote/proposal for a new laptop is pending to be received. 5.2.22 - Quote #: NDJ00834v1 received for a new laptop.
4.29.22	-	Email vendors who bid on the power washing and janitorial services	AGM	completed	A thank you email sent to Contractors who bid on the power washing and janitorial contract services.
5.2.22	-	Eyewash station	Maintenance	completed	Eyewash station to be installed in the pool area on 5/3.
5.2.22	-	Meeting with Tucker Principal	AGM/GM	completed	Management met with Principal Pascal to discuss parking for B&B security. It was agreed the B&B officer can park next to the school on Harold Secord St.
5.2.22	CAC	Trim tree on corner of 5110 Knapp Pl	Lancaster	completed	Management had a friendly conversation with Mary Roach resident at 5110 Knapp Pl. She pointed out that the tree on the common area produces a saab. Update - Lancaster will be onsite Thursday, May 5, 2022, to assess and trim the tree.
5.2.22	CAC	John Tickers lamp post	Maintenance	completed	Resident at 4914 John Ticer reported all lamp posts on John Ticer needs to be repainted.
5.3.22	CAC	John Ticer common area	Lancaster	completed	Owners email request/suggestion: Good morning, My name is Katie Bilek - I live at 5007 John Ticer Drive. I would like to request the installation of a french drain in what appears to be common area land between my house and the 5010 Waple Lane house. The walkway behind our house often gets very muddy when it rains. This stretch of land between our house and 5010 Waple is located between two concrete drainage boxes. The inlets are set within these drains at a level that is higher than the ground, often forcing the accumulation of water in this common area. Attached is a file of photos of the affected area. As a temporary solution, we have laid concrete pavers over the mud so that children have something to walk on white at play. We have noticed in other common areas of Cameron Station there are French drains, and believe this section of land would benefit from having that as well. Please let me know if we can help answer any questions. Thank you! Katie Bilek 832.767.8125. Update - Management shared a copy of the email with Mark and Lancaster. Update - Mark and Carlos to assess the area.
5.4.22	CAC	Work on CAC packet for 5.9.22 meeting	AGM	completed	Management to work on CAC 5.9.22 meeting packet.
5.6.22	CCFC	Follow-up with Todd on NSC cover contract	AGM	completed	Email sent to Todd to revise and update cover contract for NSC, included NSC agreement and COI.
5.9.22	CAC	Committee approvals	CAC	completed	CAC members during their 5.9.22 approved the following proposals: Lancaster Proposal #31445 and 31447. Management will present to the Board at the next May Board meeting for their review and approval.
5.10.22	CAC	Light poles out	GM/AGM	completed	Light poles out on Ferdinand Dr 458, 464, and between 468 - 472. Management put in a request for service through 311, ticket # 22-00012925. No light pole number available.
5.13.22	CCFC	Pool items to be addressed	Maintenance	completed	Mark to inspect pool furniture and re-adjust any loose strap, refill all hand and body soap, and return scales and steps to men's and women's rooms.
5.13.22	CCFC	Perform pool toys inventory	AGM	completed	Ray Celeste requested to perform a pool toy inventory. 5.25.22 - 3 baby floats ordered and delivered.
5.13.22	ComCom	Draft cigarette butts disposal reminder	AGM	completed	Management to draft a cigarette proper disposal reminder.
5.16.22	CAC	Trim tree next to 5111 Grimm Dr blocking sidewalk	Lancaster	completed	The tree is overgrown and blocking the sidewalk. Management emailed Lancaster to assess and trim the tree accorndigly.
5.16.22	CAC	Street lamps out	Maintenance	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	completed	Oak tree on common area behind 218 Medlock Ln lower branches needs to be trimmed.
5.17.22	CAC	Tree leaning over the path between Murtha and Linear Park	Lancaster	completed	A tree that is leaning precariously over the path between Murtha and the Linear Park. It is between 246 and 248 Murtha St.
5.17.22	CAC	Tree and branch trimming	Lancaster	completed	Large tree branch in the grassy common area next to home. Also, the tree is overgrown in front of John Ticer Dr. and needs trimming.
5.18.22	CAC	Tree trimming	Lancaster	completed	Tree on CS area behind unit 5266 Colonel Johnson Ln the branches are close and needs to be cut back.
5.18.22	CAC	Light poles out	Maintenace	completed	Both are at the corner of Barbour and Comay Terrace (to the right of the front door of 166 Comay Terrace). One is on the brick sidewalk on Barbour and the other is at the visitor parking in front of 4911 Barbour.
5.19.22	CAC	Submit ticket to 311	AGM	completed	Ticket #22-00013995 submitted to 311 on 5.19.22 to report observation monitoring well outside rim uneven with brick; trip hazard. Well is located on the Cameron Station Blvd circle east brick path side. 6.7.22 City of Alexandria was out and responded the sidewalk on the circle is the HOA responsibility.
5.19.22	CAC	wooden bird nest in a tree	Lancaster	completed	Wooden bird nest in a tree at 195 Martin Ln. Management forwarded the message to Lancaster for them to handle.
5.23.22	CAC	Overgrown Wisteria	Lancaster	closed	Can you please have the landscaping company come out and significantly cut back the Wisteria. It is so overgrown in the middle, you can barely see the sky through the growth. The overgrowth also serves as a bird sanctuary directly over the table and chairs. As you might imagine, anything below is covered in bird droppings and subsequently deemed unusable until cleaned off and sanitized. Bessley Pl South park.
5.23.22	CAC	Street Lights out	Maintenance	completed	Street light at 5112 Donovan (1), 5199 Brawner (1), and behind the community center (2). Information obtained from B&B's 5/21-5/22 reports.
5.26.22	-	Pitney Bowes duplicate payment	AGM	completed	A request has been submitted through the Pitney Bowes website account 0016357809, case # 32561375 to reimburse duplicate payment. 5.27.22 - this morning through live chat Pitney Bowes was contacted to follow-up on the request. They had indicated the account has been reimbursed with a credit of \$253.35.
5.26.22	-	Pitney Bowes late fee waive request	AGM	completed	A request hass been submitted through the Pitney Bowes website 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	completed	Letter written and will go out to community today, 5-26-22. Future letters/emails only to the streets impacted by the projects
5.26.22		3 Street Lights out - 400 block Ferdinand Day Dr - by Samuel Tucker Elementary	GM/AGM	completed	City and Dom Va refuse to accept that these are City lights; School used to replace bulbs but stopped ; call to principal pascal. If dead end, we will replace early June. These bulbs were replaced by ACPS.
5.26.22		5140 & 5142 Donovan Dr -- Driveways need to be repaired when we completed the apron	GM/AGM	completed	Called and emailed owners to discuss actions needed; 5140 is for sale as well. Driveways lifted from tree roots and cracked or broke apart. Both homes are rentals and I am working with the owners via email. Fairfax Paving is providing me with proposals for these concrete driveways.
5.26.22		Marty from Fairfax Paving and Dave Gertz (engineer) meeting on June 1st for Asphalt project logistical meeting	GM/AGM	completed	Great meeting. Received a great deal of info and a few follow-ups with Henry's Towing and Dom Va Power (vault issue on Barbour Dr).
5.26.22		Temporary Parking during asphalt work	GM/AGM	completed	Chris Watson (city) provided 15 parking spaces in Breneman Park and 5 spaces in Armistead Boothe Park; Principal Pascal authorized us to use 20-30 parking at the school and Rappaport authorized 22 parking behind "Get Air Trampoline" located in West End Village
5.31.22	CCFC	Buy pool trash bags	Maintenance	completed	Buy three Hefty Ultra Strong, Heavy Duty Liner 33 gallon boxes
6.1.22		Shuttle Bus --- Destination and Schedule Changes for Metro Infrastructure Work	GM/AGM	acknowledged	Shuttle Bus --- Bringing Potomac Yard Station online (Yellow and Blue Line Closure Sept 10 - Oct 20) and Yellow line bridge rebuilding for 8 mos starting Sept 10th.
6.2.22	CAC	Reported Outages	Maintenance	completed	305 Lannon Ct (IV-8), 311 Lannon Ct (IV-4), 166 Comay Terrace (I-71), 4911 Barbour Dr (I-144), 5017 Grimm Dr (IV-12), 250 CSB (III-70) pole in cut through, 5112 Donovan (II-51), 5199 Brawner (IV-64), 210 CSB, along side next to fire hydrant, 4931 Kilburn (III-22)
6.3.22	CAC	Trees to be trimmed on Ferdinand Day	City of Alexandria	completed	Trees near Ferdinand Day 422, 430, 442
6.1.22	Alex 311	Tree Trimming	Landscaping	completed	100 - 500 Cameron Station Blvd; Scheduled for 6/7/22 -- did not completed all work -- new ticket submitted below.

6.6.22	RPCA	Tree Trimming	Landscaping	completed	470-490 Ferdinand Day Dr -- LED street lights covered by tree branches. 311 Ticket #22-00016044 Mark Carlson of ACPS indicated this block is for RPCA to handle. Ticket created via 311 today.
6.6.22	CAC	Shrub Trimming	Landscaping	completed	
6.6.22	Critical Peake	Quote 5695 \$2,024	Lightpoles Out	completed	
6.7.22	Alex 311				Street Lightpoles out: 305 Lannon Ct, 311 Lannon Ct, 166 Comay Terr, 4911 Barbour Dr, 5017 Grimm Dr, 250 CSB, 5112 Doinovan, 210 CSB, 4931 Kilburn: will be completedd within 2 weeks
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	The following areas have tree trimming needed around LED street lights:
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	1. 405 Cameron Station Blvd
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	2. 400 Cameron Station Blvd (North) across the street from 387 Cameron Station Blvd
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	3. 400 Cameron Station Blvd (South) across the street from 422 Ferdinand Day Dr.
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	4. 400 Cameron Station Blvd (South) across the street from 430 Ferdinand Day Dr.
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	5. 451 Cameron Station Blvd
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	6. 469 Cameron Station Blvd
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	7. 523 Cameron Station Blvd
6.7.22	22-00016164	Tree Trimming Alex311	Landscaping	pending	8. 525 Cameron Station Blvd
6.8.22	Chris Watson	Irrigation Meter Leak at 247 Somerville St	City of Alexandria	closed	I received an email from an owner on Somerville Street that the irrigation meter at 247 Somerville Street is leaking. Mark shut it off. It is a small leak. 6.24.22 system has been turned back on, no visible leaks.
6.13.22	CAC	Street light out	Maintenance	completed	Street light out on the corner of Kilburn near the pool
6.15.22	Va American Water	2 Leaks (one old leak from May 6th)	Va American Water	completed	150 / 151 CSB Median Strip Flowing Water Leak -- Water Leak Confirmation 12:13pm Put in Emergency Ticket by Va American Water --- Follow up -- Yarrow Lane original leak reported May 6th / June 15th follow up / Added Notes that we called back for update. 6.24.22 system has been shut down, pending maintenance responsibility confirmation, is it the City or Association to maintain?
6.21.22	CAC	Brick Repair	Lancaster	completed	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	completed	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	completed	Uneven brick near 426 Waple Ln. 9.23.22 - under bidding process and to be presented at October Board meeting.
6.22.22	CAC	Street lights #61 and #63 out in Colonel Johnson Ln	Maintenace	completed	Lampo post # IV-40 in front of 5128 Grimm Dr is off centered. 6.24.22 proposal is being provided, waiting on approval.
6.27.22	CAC	lamppost IV 40 between 5130 and 5128 Grimm Dr	Maintenace	completed	Mark to reach out to Critical Peake to prepare a proposal including other street lights to be reaired. 6.24.22 proposal is being provided, waiting on approval.
6.28.22	CCFC	Items to completed per Ray's email	Maitnenace/AGM	completed	lamppost IV 40 between 5130 and 5128 Grimm Dr
7.8.22	Management	Water leak by mailboxes next to Ticer Dr	5007 John	completed	1. replace kitchen water filter; 2. umbrella in the pool has a bent metal support; 3. install signage in men's and women's bathroom that state lockers are for daily use only and items should be left overnight.
7.11.22	Management	Light pole knocked over by paving company at Comay Terr and Barbour Dr.	Maintenance	completed	Water leak by mailboxes next to 5007 John Ticer Dr. City of Alexandria came out and indicated it is NOT sewage; they took a sample with them. Monday, 7/11/22 -- Virginia American Water indicated it is not a water leak but irrigation or water run off. CSCA has no irrigation in the area and the owners at 5007 JTD indicate they have never used their irrigation since they moved in 3.5 yrs ago. Next step --- Lancaster Landscape may dig in the area for us.
7.13.22	CAC	Branch removal	Landscaping	completed	Street Light Corner of Comay and Barbour - Hot by the paving company and will be paid for by the paving company. Total bill/estimate sent to Fairfax paving for \$5,990.00
7.14.22	311 Alexandria ticket	Streetlight head leaning to one side at 115 Cameron Station Blvd	City of Alexandria	closed	large tree breanch to be removed from gate on the rear side of unit 236 Medlock
7.25.22	CAC	Light out at 5244 Bessley Pl	Maintenance	completed	Request number: 22-00020494; Request Type: traffic signals and street lights; Location: 115 Cameron Station Blvd; Request Submitted: 7/14/2022; Estimated Resolution Date: 8/4/2022. 8.29.22 - 311 City of Alexandria request addressed and closed.
7.28.22	CCFC	Mens toilets	Matt Manders	completed	light out at 5244 Bessely Place
7.28.22	CCFC	Women's handicap shower seat	Matt Manders	completed	Cartridrige installed at both men's toilets that allows more gallon per minute increased from 1.6 to 2.4
7.28.22	CCFC	Threshold addition in men's locker room	Matt Manders	completed	Womens handicap shower seat broken and Manders will reinforce placed back. Currently waiting on tile materials before starting job. 8.4.22 Manders to start work on Monday, August 8.
7.29.22	CAC	Drainage Issue close to 5275 Col Johnson Ln	Landscaping	pending	Men's locker room threshold addition at handicap partition between shower and tile, and at tile partition close to toilets where it meets with carpet.
8.4.22	CAC	150 and 151 CSB backflow preventer	Landscaping	completed	5275 Colonel Johnson nearest address
					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, Somerville Street, and 400 Block of Ferdinand Day Drive are city streets within Cameron Station CA. There are various potholes and this is asphalt from 1997-2000. 1. Can you cold patch the potholes on these streets? 2. Can you stripe the yellow and white lines, parking spaces and crosswalk locations? 3. When will these streets be paved? We just finished Sections 1 of 3 of our community streets. The remaining streets will be done during the Summers 2023, and 2024. It would be helpful to know where we are on the paving list for the City Streets. I have attached pictures. 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	completed	Broken sprinkler head on the median at CSB across the clubhouse entrance/ProFIT desk.	
10.4.22	CAC	311 ticket 22-00029441	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	ticket submitted	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	ticket submitted	Request number: 22-00030339; Request type: Trees; Location: 150 Cameron Station Blvd; Request Submitted: 10/12/22	
10.24.22	Management	311 ticket 22-00031530	City of Alexandria		Request number: 22-00031530; Request type: Brick; Location: 4910 Brenman Park Dr (across in the median); Request Submitted: 10/24/22	
12.5.22	Management	Stop sign hit in Donovan Dr	Maintenance	open	Resident Bob from Carlton Place witnessed the MVD Express truck hitting the pole/sign and driving away. He reached out to the company owner, Cinthia Molinari. 12.6.22 Steve Philbin reached out to Bob and is taking over the situation. He requested Mark to determine a temporary fix for the stop sign placement while we order a pole that matches the poles with the community.	