



CAMERON STATION

BOARD OF DIRECTORS MEETING

HYBRID ZOOM MEETING – Henderson Room / Zoom

DRAFT AGENDA

Tuesday, February 28, 2023 – 7:00 PM

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

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

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

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

- | | |
|--|------------------|
| I. CALL TO ORDER | 7:00 PM |
| II. APPROVAL OF AGENDA | 7:01 PM |
| III. APPROVAL OF MINUTES – BOD Meeting – January 31, 2023, | 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 | 7:37 PM |
| VIII. COMMITTEE REPORTS (FAC, ARC, A&E, ComCom, CCFC, CAC) | 7:43 PM |
| IX. MATTERS FOR BOARD DECISION | 8:03 PM |
| A. A&E New Member Application – Pamela Opiela and Joy Burwell | Motion 2023-0201 |
| B. CCFC New Member Applications – Dan McPhillips | Motion 2023-0202 |
| C. FAC New Member Applications - Sophia Lee | Motion 2023-0203 |
| D. Amended A.R. No. 23-01 – Investment Policy | Motion 2023-0204 |
| E. Amended P.R. No. 23-01 – Cameron Club Operating Rules
and Procedures | Motion 2023-0205 |
| F. Amended P.R. No. 23-02 – Access to Recreational Facilities | Motion 2023-0206 |
| G. Power Washing Proposals | Motion 2023-0207 |
| H. Insurance Renewal | Motion 2023-0208 |
| I. CSCA Logos | Motion 2023-0209 |
| X. MATTERS FOR BOARD DISCUSSION | 8:43 PM |

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

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

XI.	MATTERS FOR BOARD INFORMATION	8:50 PM
	A. Management Report <ul style="list-style-type: none"> • Action Item list • Summer 2023 Asphalt • Reserve Study Update • Bates Increase Update • Painting of Clubhouse • Access System Control Update • Watershed Cleanup Event – April 22, 2023 (Earth Day) 	
XII.	NEW BUSINESS	8:57 PM
	<ul style="list-style-type: none"> • Close all Forbright’s accounts and move this money to Morgan Stanley • Watershed donation 	
XIII.	EXECUTIVE SESSION (see Executive Session agenda) <i>(For the purpose of consulting with legal counsel)</i>	8:58 PM
XVI:	ADJOURN	9:00 PM

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



CAMERON STATION

MEETING MINUTES BOARD OF DIRECTORS MEETING Tuesday, January 31, 2023, 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:

Megan Christensen, Vice President
Joan Lampe, Treasurer
Brendan Hanlon, Director
Chris Alex, Director
Chris Mulder, Director

BOARD MEMBERS ABSENT

Andrew Hill, President
Mindy Lyle, Secretary

OTHERS PRESENT:

Heather Graham, CMCA®, PCAM®, Executive Vice President of Community Association Management Professionals (CAMP)
Steve Philbin, M ed., CMCA®, ARM® PCAM®, General Manager
Angel Robles, CMCA®, AMS®, Assistant General Manager
LT. Lion, City of Alexandria Police
Takis Taousakis, Chair, FAC
Stephen Pearson, Chair, ARC
Gen Harrison, Member, ComCom
Dan Ogg, Member, FAC
Kathleen McCollum, Chair, CAC

CALL TO ORDER:

Ms. Christensen called the meeting to order at 7:02 pm.

APPROVAL OF AGENDA:

Motion: Mr. Alex moved and Mr. Mulder seconded the motion to **APPROVE** the agenda as presented. **The motion passed, 5/0.**

APPROVAL OF MINUTES:

Motion: Mr. Alex moved and Mr. Mulder seconded the motion to **APPROVE** the December 13, 2022, meeting minutes as presented. **The motion passed, 5/0.**

LT. LION – CITY OF ALEXANDRIA:

Lt. Lion reported: there were sixty-one (61) calls for service for the month, mainly parking and traffic issues. There was a large uptick in larceny from auto and buildings. The condos on Brenman Park Drive had some reported theft from vehicles. And a shooting at 4600 Duke Street, the suspect was taken into custody and a homicide on Kenmore Ave.

CAMERON STATION CIVIC ASSOCIATION:

No report.

HOMEOWNER'S FORUM:

Topics discussed were:

None.

TREASURER'S REPORT:

Ms. Lampe delivered the following report:

- As of November, tracking a positive variance, continue to be ahead of budget by \$56,000.
- Accounts receivable aging report trends favorable.
- Approximately three million dollars in investment accounts.

COMMITTEE REPORTS:

1. Financial Advisory Committee

Mr. Takis reported as of December the actuals were better than budgeted by \$100,000; actuals being \$57,000 on revenues versus expenses; thanked the Management staff for all their efforts and thanked all the Committees for staying within their budgets.

2. Architectural Review Committee

Mr. Pearson stated the Committee reviewed five applications the majority were roofs and windows and processed two emergency applications.

3. Activities and Events Committee

Mr. Mulder reported that the holiday party was very successful; working on dates for activities for the upcoming year and holding an emergency preparedness meeting for residents.

4. Communications Committee

Ms. Harrison reported the Committee met to discuss the February/March edition of the newsletter; the Welcome Committee welcomed twenty-nine new residents; working on updates on the website and new logo.

5. Facilities Committee

Mr. Ogg reported that there are still problems with the peloton bikes, going to purchase new bikes from a different company and approved a new member.

6. Common Area Committee

Ms. McCollom reported that there is a proposal on the agenda for a drainage issue correction and the Committee will be looking at issues with turf erosion in the pocket parks.

ARC RESIDENT APPEAL:

A. ARC – Resident Appeal #1 – HVAC Placement

Mr. Jong was present for his hearing. He stated that the reason why he relocated his HVAC unit was because he had attended an ARC meeting where this was previously approved for another resident and his HVAC company recommended the unit be moved due to space constraints in the previous area. Mr. Jong also stated that he is amendable to different suggestions if the Board does not like the planters he is currently using for screening.

Mr. Pearson, ARC Committee, stated that an emergency application was submitted in October for the relocation of the first HVAC unit. The Committee rejected that request, but would have approved if the ARC was aware it was approved previously. The second request to relocate another HVAC unit was submitted in January, which was rejected and the Committee also disapproves of the current screening of that HVAC unit.

MATTERS FOR BOARD DECISION:

A. Ratify Email Vote – Replacement of Fire Hydrant Leaking Motion

Motion: Ms. Lampe moved and Mr. Mulder seconded the motion to RATIFY the unanimous email vote to approve the emergency replacement of a fire hydrant leaking outside 205 Martin Ln in the amount of \$6,338.80 to be expensed from Reserve Funds. **The motion passed, 5/0.**

B. Lancaster Landscape Proposal 31568

Motion: Mr. Alex moved and Mr. Mulder seconded the motion to APPROVE the Lancaster Landscape proposal for \$2,800.00 to regrade the ground to direct water to the nearest storm drain, install grass seed and cover with curlex blanket on the side and rear area of 5010 Waple & 5007 John Ticer to be expensed from Operating Funds. **Following discussion, the motion passed unanimously, 5/0.**

C. Matrix CXV Virtual Bike Proposal

Motion: Mr. Alex moved and Mr. Hanlon seconded the motion move to APPROVE the Matrix CXV Virtual Training Cycle for \$4,954.44 to be expensed from Reserve Funds. **Following discussion, an amended motion was made:**

Amended Motion: Mr. Hanlon moved and Mr. Alex seconded the motion to APPROVE the Matrix CXV Virtual Training Cycle for \$4,954.44 to be expensed from Reserve Funds contingent on Management receiving adequate language from legal counsel that protects the Association from the indemnification language in the contract.
The amended motion passed unanimously. 5/0

MATTERS FOR BOARD DISCUSSION:

A. Bates 2023 Price Increase

Ms. Graham stated that the Board may want to renegotiate the 2024 contract year, split the difference of the requested increase for 2023 and make them an offer toward the requested increase for 2022. Ms. Graham will contact Bates and have a discussion with them to get information to present to the Board so that they can make a final decision on the contract.

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.
- Summer 2023 Asphalt
Mr. Philbin reported there will be a meeting soon for the Ad Hoc Paving Project Committee.
- Monument Sign Reconciliation
Mr. Philbin reported the sign repairs should be complete by Monday and Management is still trying to recoup the costs from the previous company.
- Access System Control Update
Mr. Philbin stated Management is waiting on the new policy to be updated to reflect the proposed changes and then will send it to the Board for the final review.
- EV Charger Update
Mr. Philbin stated he has a company coming out to visit the community to see if they would be able to put EV Charging stations in the Community.

NEW BUSINESS:

Motion: Mr. Hanlon moved and Mr. Mulder seconded the motion to appoint Tim Condoff to the CCF Committee. **The motion passed, 5/0.**

EXECUTIVE SESSION:

Motion: Mr. Hanlon moved and Mr. Alex seconded the motion to move into an executive session for the purposes of discussing a Homeowner issue related to an architectural appeal. **The motion passed unanimously, 5/0, and the meeting was convened into executive session at 8:45 pm.**

Motion: Mr. Hanlon moved and Mr. Alex seconded to exit the executive session. **The motion passed unanimously, 5/0, and the meeting was reconvened into open session.**

Motion made in open session after Executive Session

Motion: Mr. Alex moved and Mr. Hanlon seconded the motion to deny the appeal to move the compressor at 311 Lannon Ct and uphold the ARC's original decision to not allow the unit to be moved to the side of the home. **The motion passed, 5/0.**

ADJOURNMENT:

Motion: Mr. Alex moved and Ms. Lampe seconded the motion to adjourn the meeting. **The motion passed, 5/0, and the meeting was adjourned at 9:00 pm.**

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

X

Mindy Lyle
Secretary

Cameron Station Community Association
Financial Advisory Committee Meeting
January 30, 2023
FAC ZOOM Meeting
Meeting ID 9296235196 Passcode 007612

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 7:07 pm.
Members Present; Chairman Takis Taousakis, Bill Blumberg, Wendell Anderson, Jodi Wittlin and Fred Blum. Mike Whanslaw was also present and will be confirmed by the BOD as a voting member, after some minor changes to our charter.
- b. Others Present: Joan Lampe, Board Treasurer and Board Liaison and Steve Philbin, Community Manager and Bill Boos Financial Services, both from CAMP.
- c. The meeting was conducted via a ZOOM.

II. Approval of Agenda

The agenda was approved unanimously.

III. Approval of Previous Month's Minutes

The November 28, 2022, minutes were approved unanimously.

IV. Resident Open Forum

There were no residents present.

V. Review of Financial Results

- a. November 30, 2022 results, Financial Statements & Variance Reports, Revenue and Expense Statements as well as the December 31, 2022 Financial Statements

November results and receivables looked good. Since the December results were available, we spent little time discussing November.

We ended the fiscal year 2022 under budget versus a projected loss. Both higher interest rates, which had a positive effect on income, and operating expenses that were under budget contributed to the positive results.

The December report had a slight change in the balance sheet format. Bill Blumberg, Wendell Anderson and Fred Blum all thought that the balance sheet items should be grouped differently to separate operating accounts from reserve accounts, thus grouping like items. Bill Boos stated this change will take place next month.

Steve Philbin led the discussion of the variance report.

Insurance expense for reimbursement. This account gives a separate identity to expenses incurred before insurance reimbursement when a driver hit the front gate on Duke St. The driver's insurance company, Liberty Mutual, only paid the policy limit of \$25,000. Extra expenses were incurred when the first masonry company work on the entrance pillars had to be redone. We are pursuing that company to reimburse that expense.

Tree & Shrub Maintenance was well over budget for the year, largely due to extra clean up expenses caused by the January 3, 2022, snowstorm.

Irrigation Water Expense was over budget for the year by \$9,355. This was driven by two rate increases and possible budgeting issues when some water zones were not billed in prior years, thus causing a distortion in actual expenses. There will be partially offset as the city will now pay for the water usage for the linear park.

Aged Receivables continue to be in good shape. This report also had a slight format change showing percentages for each age group.

b. Cameron Station Committee Spending & Committed Funds

All committees were under budget. The CCFC results included additions to extend pool hours. Common Area asphalt patchwork was paid for in full. New irrigation supply roughs-in under Martin Lane were a reserve expense.

Committed funds also show both paving patchwork and perimeter fence work.

c. Reserve Fund Investment

Congressional Bank is now Forbright, and is uncooperative to deal with, requiring many transactions to be done in person at a branch. Fred Blum recommended moving money from Forbright to Morgan Stanley. Also discussed was the level of FDIC protection we have at Morgan Stanley. Joan Lampe and our Chair will meet with them on this issue,. Fred Blum noted we have four accounts with Forbright.

The accounts related to capital improvements will be zeroed out, as those funds have been transferred to reserves. This also cleans up various small expenses.

There should be another Owners' Equity transfer of excess balances to reserves, as this account is over the auditor's recommended 20% target of total assessments. The BOD must approve.

We will again review our cash needs for various reserve projects, which impact our investment laddering strategy.

- d. Review of the CIRA accounting database- There are no significant changes to discuss.

VI. Old Business

- a. Review 2022.2023 Project Spreadsheets.

This was discussed as part of the reserve study financial update discussed in New Business.

VII. New Business

- a. Review update on Investment Policy

We will take one last look at the draft investment policy before sending it the BOD for approval. It was noted that many people suggested changes.

- b. Reserve Study Financial Update.

We will have a reserve study financial update versus a full study. Several projects were completed that were originally scheduled for 2023 or 2024. Other items were pushed back to 2023 or 2024, including several for the swimming pool. Steve Philbin will add the following items to the update:

- Fire hydrants, the City says we are responsible for replacing hydrants on community owned streets.

- Rubber floor mats in the exercise equipment room done in 2022,

- Asphalt patch work and perimeter fence work,

- Golf cart used for maintenance chores, and

- Automatic doors in the club house to improve accessibility.

The Chair noted that Steve Philbin has done a good job of managing the many projects that were completed in 2022.

VIII. Meeting Adjournment

The meeting was adjourned at 7:58 pm.

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**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday February 7th, 2023**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday February 7th, 2023. The meeting was called to order at 7:00 p.m. by ARC Chair Stephen Pearson with a quorum present. The meeting was conducted via Zoom in accordance with Administrative Resolution No. 2022-15 (Amended): ARC Charter.

ARC MEMBERS IN ATTENDANCE VIA ZOOM

Stephen Pearson – ARC Chair
Paula Caro – ARC Vice Chair
Sharon Wilkinson – ARC Member
Mara Francis – ARC Member
Brian Sundin – ARC Member
Trena Raines – ARC Member

MEMBERS ABSENT

Tom Linton – ARC Member

CHANGE OF ATTENDANCE

None

OTHERS IN ATTENDANCE VIA ZOOM

Cameron Station Residents
Brandon Throckmorton, On-Site Covenants Administrator
Chris Alex, Board liaison

APPROVE AGENDA

MOVE TO: “Approve the agenda as submitted”

Moved By: Sharon Wilkinson

Seconded By: Paula Caro

For: All

Against: None

Absent: Tom Linton

MOTION PASSED

HOMEOWNERS OPEN FORUM

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

REVIEW OF EXTERIOR MODIFICATION APPLICATIONS

Address	Proposed Modification	ARC Action / Vote
336 Cameron Station Blvd	Roof Replacement	Approved as submitted with the stipulation that the roof installer is not permitted to place a sign on the property after the project is completed. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Tom Linton Abstain: None MOTION PASSED
417 Cameron Station Blvd	Window Replacement	Approved as submitted. Moved By: Trena Raines Seconded By: Sharon Wilkinson For: All Against: None Absent: Tom Linton Abstain: None MOTION PASSED
529 Cameron Station Blvd	Window Replacement	Return for more information. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Tom Linton Abstain: None MOTION PASSED
4916 Waple Ln	Landscaping	Return for more information (application is missing a plat). Moved By: Sharon Wilkinson Seconded By: Paula Caro For: All Against: None Absent: Tom Linton Abstain: None MOTION PASSED
5233 Bessley Pl	Window Replacement	Return for more information. Moved By: Sharon Wilkinson Seconded By: Trena Raines For: All Against: None Absent: Tom Linton

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		Abstain: None MOTION PASSED
4916 Waple Ln	Landscaping	Approved as submitted. [*Note: The homeowner was able to locate a plat, scan it, and send it to Management for distribution to the ARC during the meeting] Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Tom Linton Abstain: None MOTION PASSED

MOVE TO: “I move to Ratify the applications for 4911 Barbour Dr – Roof Replacement (Approved) that were voted on electronically during the month of January.”

Moved By: Mara Francis

Seconded By: Trena Raines

For: All

Against: None

Absent: Tom Linton

Abstain: None

MOTION PASSED

APPROVAL OF ARC MEETING MINUTES

MOVE TO: “Approve the ARC Meeting Minutes from the 10 January 2023 meeting as submitted.”

Moved By: Mara Francis

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Tom Linton

Abstain: None

MOTION PASSED

BOARD MEETING REPORT

The December Board of Directors meeting was held on January 31st. Chair Stephen Pearson represented the ARC at the meeting. The homeowner at 311 Lannon Ct. appealed the ARC’s decision at our January meeting to deny the request to move a second HVAC compressor to the side of their home. As part of their appeal paperwork, the homeowners were able to prove that the ARC had approved the movement of a single HVAC compressor to the side of a home in 2019. However, the appeal before the Board at their meeting on the 31st only applied to their application to move the second HVAC compressor. At the Board meeting, the homeowners presented their case and Mr. Pearson presented the ARC’s case that

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while the ARC has historically allowed one HVAC compressor to be moved to the side of a home, it has never approved moving two compressors. The ARC ultimately denied the application to move the second compressor for two reasons: 1) the absence of the first compressor would have allowed the homeowner more space to install the second compressor in its original location (obviating proximity requirements), and 2) the homeowner's plan for hiding the two compressors behind some planters was an inadequate and unattractive solution. It should also be noted that in the time between the ARC's denial on 10 January and the 31 January Board meeting, the homeowner installed the second HVAC compressor on the side of their home without waiting for the Board's decision. Given these factors, the Board voted unanimously to reject the homeowner's appeal. There were no other issues at the Board meeting that concerned the ARC.

COVENANTS REPORT

- **Annual Comprehensive Inspection Update:** The On-Site Covenants Administrator continued their planning for 2023 comprehensive inspections and is expected to begin inspections about two weeks earlier than in 2022. The Covenants Administrator is also continuing to obtain samples for trim colors, for ARC review and approval.
- **Completed Resale Inspections:** Management completed 8 resale inspections during the month of January.
- **Towing Report:** There were three vehicles towed during the month of January. Management is beginning to see repeat offenders and is maintaining a tracking spreadsheet to monitor these repeat offenders. Management has flagged four repeat offender vehicles for additional attention.
- **Violations Issued and Abatements:** In January, Management issued 5 violations with most of these consisting of resale inspection violations. Management anticipates an increase in parking tickets in the coming months. Management continues to see residents parking in the street during evening after business hours and will be working with B&B security to document these issues.

MOVE TO: "Adjourn the Meeting at 8:28 p.m."

Moved By: Sharon Wilkinson

Seconded By: Mara Francis

For: All

Against: None

Absent: Tom Linton

Abstain: None

MOTION PASSED

Minutes prepared by Stephen Pearson, ARC Chair.

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

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

3
4 **COMMITTEE MEMBERS PRESENT:**

5 Andrew Yang - Chair
6 Jen Hurst – Committee Member
7 Christina Damhuis – Committee Member

8
9 **COMMITTEE MEMBERS ABSENT:**

10 Ritah Karera – Committee Member

11
12 **ALSO PRESENT:** Chris Mulder – Board Liaison, Joy Burwell – new member, Pam Opiela – new
13 member

14
15 **I. CALL TO ORDER**

16 **Motion:** The meeting is called to order at 7:33 p.m.

17
18 **II. APPROVAL OF MINUTES**

19 **Motion:** Andy _____ **MOVED** and Jen ___ **SECONDED** to approve the 1/4 meeting minutes as
20 submitted {/or with the following changes}: month/date

21
22 **III. ITEMS FOR RECOMMENDATION:**

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

- 24 1. Approved Joy Burwell and Pam Opiela

25 **IV. NEW BUSINESS**

- 26 1. Emergency Preparedness (Weds, Feb 8, 7:30 pm, \$500 total budget)
27 a. Jen will post in Cameron Station facebook pages
28 b. Andy will confirm with coordinator additional details included in training
29 c. Andy will ask CAMP about standalone email on Monday
30 2. Trivia Night (Friday, March 17, 7-9 pm)
31 a. Christina will generate 30 questions, six rounds (four misc + one St. Patrick's each round)
32 b. Andy will convert questions to PowerPoint and host on day of event
33 c. Jen will purchase gift card prizes (\$100, \$50, \$25) and research food choices
34 d. Christina will research drink options (budget \$150 for 40-50 people)
35 e. Andy will generate signup link before event

36 **V. ADJOURNMENT**

37
38 **Motion:** Andy _____ **MOVED** and Christina _____ **SECONDED** to adjourn the
39 meeting at 8:46 pm. The motion passed unanimously and the meeting was adjourned.

40
41
42 Respectfully Submitted,
43

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

44 Andrew Yang, Committee Chair

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
February 8, 2023

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
Susan Klejst
Jenny Patenaude
Linda Taousakis
Gwen Toops

COMMITTEE MEMBERS ABSENT:

Gen Harrison-Doss
Lenore Marema

ALSO PRESENT:

Megan Christensen – Board Liaison
Juana Michel – CAMP

CALL TO ORDER

Tricia Hemel called the meeting to order at 7:01pm. A quorum was present.

I. APPROVAL OF AGENDA

On a Motion, Moved and Seconded, the agenda was approved with the addition of a discussion of the LMK logo proposal to the Matters for Committee Information.

II. APPROVAL OF MINUTES

On a Motion, Moved and Seconded, the minutes from the Committee's January 11, 2023, meeting were approved.

III. RESIDENT OPEN FORUM

No residents attended the meeting.

IV. ITEMS FOR RECOMMENDATION/APPROVAL

On a Motion, Moved, and Seconded, the Committee approved the LMK logo proposal.

V. MATTERS FOR COMMITTEE INFORMATION

Management Report: Juana Michel reported that the staff is working on the transfer to a new system to access the fitness center, shuttle bus, and other Cameron Station amenities. Residents can pick up 2023 guest passes at the office, and CAMP mailed out visitor parking passes to new residents, valid 2022–2025.

Board Update: Megan Christensen reported that the Board will meet in late February.

Committee Business

Newsletter Subcommittee: The subcommittee met on February 6, 2023, to plan for the next issue.

E-blast: Nothing to report.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
February 8, 2023

Welcome Subcommittee: Susan Klejst reported that there were 11 new residents last month, and assignments will be made to contact them.

Social Media: Jenny Patenaude reported that she met with a Brand representative to discuss their work. The Committee agreed to solicit bids for a new vendor for our social media.

Website: Gwen Toops reported that LMK's work on our website is progressing with the new colors and logos added.

Photography Subcommittee: Linda Taousakis requested a photo of the new Board.

Marketing & Public Relations Subcommittee: Nothing to report.

Bulletins & Signage: Nothing to report.

Budget: Tricia Hemel reported that the 2023 Committee budget was on track.

OLD BUSINESS

The Committee has a goal to complete the SOP manual in 2023.

NEW BUSINESS

Next Board Meeting: February 28, 2023. Tricia Hemel will attend.

Next Committee Meeting: March 1, 2023.

VI. ADJOURNMENT

Tricia Hemel adjourned the meeting at 7:41 pm

Respectfully Submitted,
Gwen Toops

DRAFT MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
Thursday, February 9, 2023

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 (via Zoom)
Tim Condu, CCFC Member
Rich Mandley, President ProFIT
Jill Backner, ProFIT (via Zoom)
Steve Philbin, Community Manager, CAMP (via Zoom)
Angel Robles, Assistant Community Manager, CAMP (via Zoom)
Dan McPhillips, Resident (via Zoom)

I. Call to Order/Establish Quorum

The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:00 p.m.

II. Approval of Agenda

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

III. Approval of Minutes

Tim Regan made a motion to approve the January 12, 2023 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. January Summary Report: Jill Backner presented on behalf of ProFIT. Usage in January was higher than December. The most attended class was stretch and core and a surge in usage of classes was seen. The Rouge decline bench arrived and is in the fitness center. ProFIT is still waiting on Peloton parts, which they have been told have been ordered. A boxing class (non-sparring) will be introduced.

B. Cardio Equipment Inventory: Rich Mandley presented the cardio equipment inventory update.

C. Cameron Fitness Club 5-year Capital Equipment Plan 2023-2027: Rich Mandley presented the 5-year Capital Equipment Plan developed for the fitness center. It focuses on removing the oldest equipment first and replacing with newer

pieces. CCFC and CAMP discussed how implementing this plan would reconcile with the reserve study.

VI. Matters for Committee Decision

A. Amended P.R. No. 23-01 Cameron Club Operating Rules and Procedures –

Motion 2023-0201: Camp presented an amendment proposal for the Cameron Club Operating Rules and Procedures. The amendment was written by the attorney and will clarify that if a Cameron Station property owner rents their property out, they must choose either themselves or their renters to be able to obtain a Cameron Station ID card. *Tim Regan moved to approve the recommended changes in the Amended Policy Resolution No. 23-01 – Cameron Club Operating Rules and Procedures to be sent to the Board for final approval. The motion was seconded by Dan Ogg and approved unanimously.*

B. Amended P.R. No. 20-02 Gov. Access to Recreational Facilities and Shuttle Bus Service by Owners and Occupants of Non-Residential Units: CAMP presented an amendment proposal for Governing Access to Recreational Facilities and Shuttle Bus Service by Owners and Occupants of Non-Residential Units to clarify that either the owner or the renter may use the facilities and shuttle bus in Cameron Station. *Tim Regan moved to approve the recommended changes in the Amended Policy Resolution No. 23-02 – Governing Access to Recreation Facilities and Shuttle Bus Service by Owners and Occupants of Non-Residential Units to be sent to the Board for final approval. The motion was seconded by Hans Estes and passed unanimously.*

VII. Matters for Committee Discussion

A. Reserve Study Updates for CCFC: The CCFC and CAMP will sit down and thoroughly examine the portions of the reserve study that apply to the CCFC. A special CCFC meeting will be held in the near future.

B. Fitness Center Equipment Replacement: CCFC discussed the equipment replacement with ProFIT.

C. Status of the Pool Management Contract: American Pool refused to release Cameron Station from the current contract. The community notified them the contract will not be renewed after December 31, 2023. CAMP is implementing several new requirements and expectations to ensure the conditions laid out in the current contract are met, including providing swimming lessons.

D. ProFIT Recommendations for Painting the Fitness Center: ProFIT presented the committee with options for paint colors. Members of the committee will stop by the Clubhouse to view the color options and make a choice.

E. Discussion Option 2/Swimming Lessons: CAMP is going to work with American Pool to arrange for swim lessons.

F. Badging/Security Policy: CAMP management provided an update on the badging/security upgrade. Preparations for transitioning to the new system are ongoing.

VIII. Management Report

- A. Board Update:** The board approved Tim Condu's application to the CCFC and the purchase of the Matrix Virtual Training Cycle, pending an agreement between Cameron Station's attorney and theirs regarding indemnification language. The agreement was subsequently reached.
- B. Matrix CXV Virtual Training Cycle – Update:** The cycle has been ordered.
- C. Matrix Connexus Stability Step – Update:** The price quoted for the step discussed last meeting could not be improved. CAMP is going to see if they can get a better quote for the matrix step or something similar.
- D. Planters for Front of Fitness Center Entrance – Update:** Planters have been purchased and the shade/sun exposure has been analyzed by CAMP. They will be planted during planting season.
- E. Access System – Update:** CAMP is preparing to roll out the replacement of access cards.
- F. Action Items/Pending Tasks:** All of CCFC's action items have been completed.
- G. Financial Committed Funds:** CCFC remained within budget in Fiscal Year 2022.
- H. CAMP has taken actions to have the trees trimmed on the NE side of the pool.** They are also going to bury the cable that runs near the fence line on the northeast side of the pool. They are also coordinating with TERMINIX to ensure the traps they place have bait in them and are free and clear of debris.

IX. New Business.

The next meeting will be on March 9 at 7pm.

Tim Regan moved to approve the application from Dan McPhillips to join the CCFC, pending the approval of residential status from CAMP. The motion was seconded by Hans Estes and approved unanimously.

Hans Estes resigned from the CCFC effective at the end of the February meeting.

Steve Philbin brought some complaints about the lighting in the basketball court to the CCFC. The lights do not maintain a consistent brightness. CAMP will receive quotes to replace the lights and install a switch that has a timer to dim the lights after an hour if the court is not in use.

Tim Condu agreed to replace Tim Regan as the Secretary of the CCFC.

X. Adjournment

Hans Estes made a motion that the Committee adjourn the meeting. Tim Regan seconded the motion and it passed unanimously. The meeting was adjourned at 8:50 pm.



Cameron Club Monthly Report

January 2023

Attendance and Usage

January – 4,533

- Average usage per day- 146

December – 3,403 based on 31 days.

- Average use per day- 109 based on 31 days/141 based on 24 actual days open.

Facility & Operations

Group Exercise Class Program

- The most attended class for this month was Stretch & Core. We did see a slight surge in classes. We suspect that this is because of New Year resolutions.

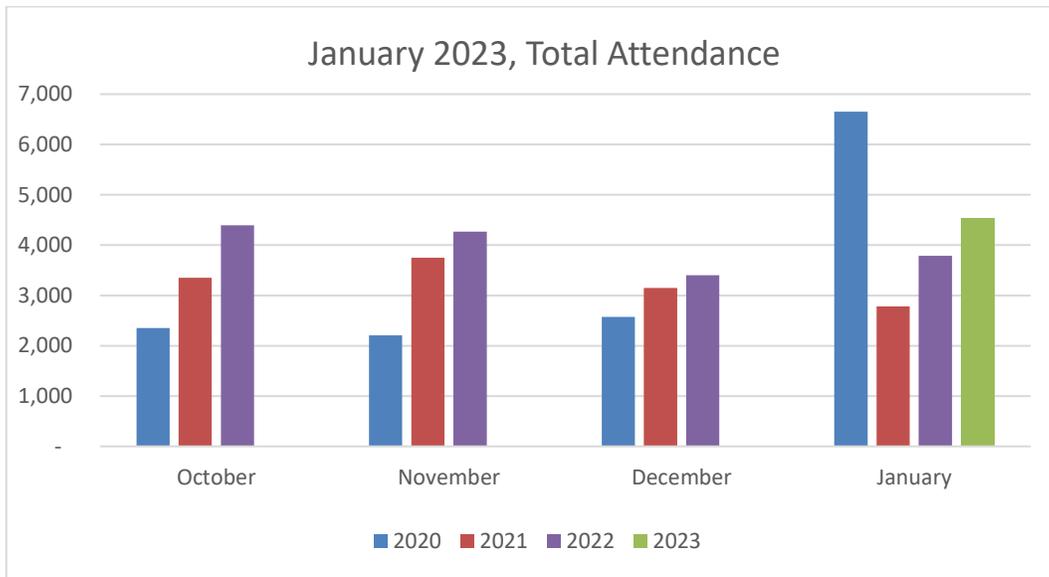
Exercise and Facilities Equipment

We have received the new Rouge decline ab bench. We have received positive feedback from residents with the Rouge equipment. We followed up with Peloton. They assured us that the parts have been ordered. At this time, and they cannot give us a date as to when the parts will be in. A request has been put in for Heartline for minor adjustment for the cable crossover and arm adjustment.

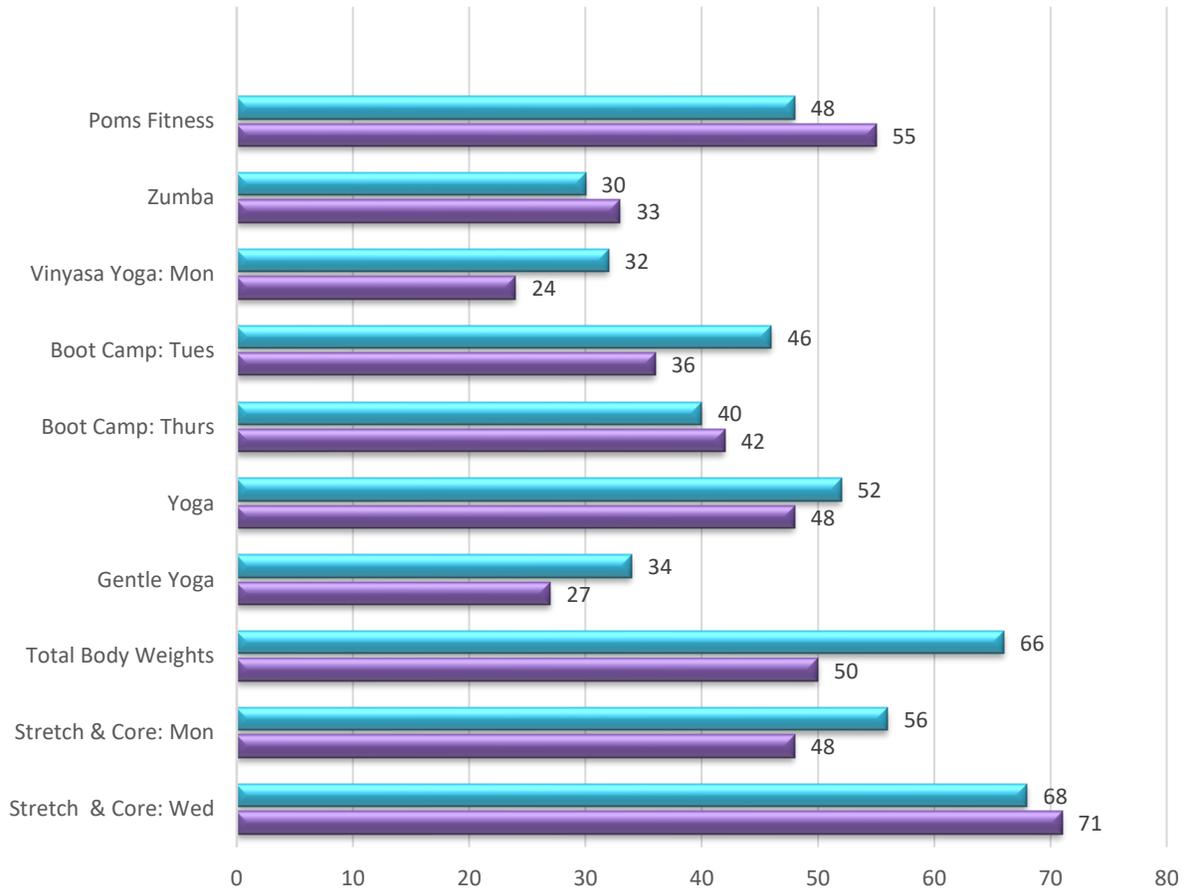
Programming

- We are looking to introduce Cameron residents to boxing. This would be a workshop on basic boxing techniques. When we have the date secured we will send out a post to residents.

Graphs



Class Attendance December 2022/January 2023



	Stretch & Core: Wed	Stretch & Core: Mon	Total Body Weights	Gentle Yoga	Yoga	Boot Camp: Thurs	Boot Camp: Tues	Vinyasa Yoga: Mon	Zumba	Poms Fitness	
January	68	56	66	34	52	40	46	32	30	48	
December	71	48	50	27	48	42	36	24	33	55	

■ January ■ December

MEETING MINUTES

CAMERON STATION COMMUNITY ASSOCIATION, INC.

COMMON AREA COMMITTEE (CAC)

Monday, February 13, 2023

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

Members present: Don Williams, Jeff Gathers, Sarah Markel, and Martha Romans

Members not present: Patrick Kairouz

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

Adrienne Zaleski, Lancaster Landscapes

Motion to Approve the Agenda

Moved by Williams, seconded by Markel

For: All

Against: None

Motion passed.

Motion to Approve the Minutes from January 9, 2023

Moved by Williams, seconded by Markel

For: All

Against: None

Motion passed.

HOMEOWNERS FORUM

Don Williams, speaking as a homeowner, expressed appreciation for the recent tree pruning near his home by Lancaster.

BOARD UPDATE

Kathy McCollom reported that the Board approved the one proposal from the CAC on their January agenda.

LANCASTER REPORT

Zaleski reported that they are beginning to cut back some perennials and will begin edging beds in preparation for spring mulching.

MATTERS FOR COMMITTEE RECOMMENDATION

There is an applicant for a vacant position on the CAC from Mr. Justin Newsome. Mr. Newsome was not available for tonight's meeting, so consideration of the motion to approve his appointment to the committee was postponed until he can be interviewed by the committee next month.

A motion to approve the Lancaster Landscape proposal #31654 for renovation of the turf in the Martin Lane Pocket Park #2023-0202.

No action was taken pending communication with the residents adjacent to the park about the need to restrict access to the park in order for turf renovations to be successful and to build community support.

MATTERS FOR COMMITTEE DISCUSSION

Lancaster Proposal #31659 to plant a Tuscarora crepe myrtle tree on Brawner Pl. near the visitor parking lot and to replace a declining dogwood near 418 Ferdinand Day with a Kousa dogwood tree for \$1,770.

Moved by Williams, seconded by Markel

For: All

Against: None

Motion passed.

Spring Cleanup

Angel Robles of CAMP reported that he is coordinating a spring watershed cleanup event targeting Holmes Run and Ben Brenman Park tentatively scheduled for Earth Day on April 22. Partners in the clean up will likely include the Community Associations Institute, Friends of

Holmes Run, Friends of Cameron Station Parks, Lancaster and the City of Alexandria. CAC members expressed support. Details will be disseminated via community email blasts and Kathy McCollom will mention it in her article in the Compass newsletter.

MANAGEMENT REPORT

The Action Item List provides a list of tasks pending. Work on the front entrance has been completed except for planting shrubs. Management is working with the City of Alexandria on the issue of trash adjacent to the common area fence near Home Depot.

Philbin reported that the Ad Hoc Paving Committee is beginning to plan for phase two of three phases of repaving Cameron Station private streets this summer. The City of Alexandria has budgeted to repave Cameron Station Blvd. in FY 2024 which begins July 1, 2023. There is no further information on when the work will be performed.

He mentioned work on the reserve study and the need to include items such as fire hydrants, benches, and mailbox clusters. He requested input on other items the CAC would like to have included.

NEW BUSINESS

The next meeting date is Monday, March 13, 2023.

The meeting adjourned at 8:16 p.m.

Respectfully submitted,

Martha Romans



**Cameron Station Community Association, Inc.
Board Decision Request
February 28, 2023**

**TOPIC: A&E New Member Application
Motion 2023 - 0201**

Motion:

“I move to **APPROVE** the appointment of Pamela Opiela and Joy Burwell to the A&E Committee.”

Motion: _____

2nd: _____

Summary:

A&E member opening had been announced on the Weekly Email Blast – on January 6, and February 3, 2023, as follows. Attached are Pamela Opiela, and Joy Burwell’s applications.

Activities and Events Committee: Member Opening!

The Activities and Events Committee has one (1) opening for any interested individual. The committee leads the social events of the community throughout the year. Please [click here](#) for the committee charter and [click here](#) for the committee member registration form. If you are interested in joining, please reach out to Andy Yang at events@camerystation.org.

CAMP Recommendation:

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



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

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

Name: Pamela Opiela
Home Address: 5103 Donovan Dr
Email Address: pam.opiela@gmail.com
Telephone Number: 512-507-8908 (Cell) _____ (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 *2nd choice*
- Activities & Events Planning Committee *1st choice*
- 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 chose to live in Cameron Station because it is a close knit and supportive community.

I have time to volunteer to support efforts in my community.

I am a licensed architect.

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

I chose to live in Cameron Station because it is a safe, relatively close-knit and supportive community.

I would like to join the Activities and Events Committee because it provides concrete ways to build and support the community.

If a seat opens on the Architectural Review Committee, I am an architect and would love to bring my expertise to the committee.

Thank you for your time and interest.



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: _____

Home Address: _____

Email Address: _____

Telephone Number: _____ (Cell) _____ (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):

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

Thank you for your time and interest.



**Cameron Station Community Association, Inc.
Board Decision Request
February 28, 2023**

**TOPIC: CCFC New Member Application
Motion 2023 - 0202**

Motion:

“I move to **APPROVE** the appointment of Dan McPhillips to the CCFC Committee.”

Motion: _____

2nd: _____

Summary:

CCFC member opening had been announced on the Weekly Email Blast – on January 27, 2023. Attached is Dan Phillip’s application.

Cameron Club Facilities Committee: Member Opening!

The Cameron Club Facilities Committee (CCFC) has one (1) opening for a volunteer. The CCFC advises the Board of Directors on issues, policy, and other matters regarding the use of the Cameron Club amenities (pool, fitness center, and use of the Cameron Club). Please [click here](#) for the committee charter and [click here](#) for the committee member registration form. If you have any questions about the position, please email facilities@cameronstation.org.

CAMP Recommendation:

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



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

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

Name: Dan McPhillips
Home Address: 400 Cameron Station Blvd, 325
Email Address: McPhillips.dan@gmail.com
Telephone Number: 484-274-9330 (Cell) _____ (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 spend on average 1.5 to 2 hours per day, six days per week at the fitness center. I am also a regular at the pool when it is open in the summer. I know many of the people that frequent both the fitness center and pool and could help craft solutions the community needs

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

The fitness center and pool are very important features of this community. They are a key reason I decided to purchase a home here. I would like the opportunity to improve these important features of our community.

Thank you for your time and interest.



**Cameron Station Community Association, Inc.
Board Decision Request
February 28, 2023**

**TOPIC: FAC New Member Application
Motion 2023 - 0203**

Motion:

“I move to **APPROVE** the appointment of Sophia Lee to the FAC Committee.”

Motion: _____

2nd: _____

Summary:

FAC member opening had been announced on the Weekly Email Blast – on February 17, 2023, as follows. Attached is Sophia Lee’s application.

Financial Advisory Committee: Member Opening!

The Financial Advisory Committee (FAC) has one (1) opening for any interested volunteer. The primary responsibility of the FAC is advising the Board of Directors, in a reasonable and productive manner, on issues affecting the financial position of the Association, as well as working with management to develop the annual budget. Our committee takes account of current and upcoming project finances and provides that information to our neighborhood and community. If numbers, data, and working together towards bettering the community interest you, please consider joining FAC! Please [click here](#) for the committee charter and [click here](#) for the committee member registration form. For more information, please email fac@cameronstation.org.

CAMP Recommendation:

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

VIRGINIA
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401



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: Sophia Lee

Home Address: 5085 Donovan Dr, Alexandria, VA 22304

Email Address: sophiasklee@yahoo.com

Telephone Number: (540) 514-0193 (Cell) _____ (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
- 2 Common Area Committee
- Communications Committee
- 1 Financial Advisory Committee

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

I am a student, majoring in Accounting.

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

Since moving to Cameron Station in 2021, I have been continually impressed by the management of the neighborhood, especially in regards to the community's changing needs. I feel fortunate to live in such a beautiful neighborhood with a strong sense of community. I would be delighted to contribute to the neighborhood, gain a deeper insight into its budget and balance sheet, and become more involved by offering my input to the Financial Advisory Committee or Common Area Committee.

Thank you for your time and interest.



**Cameron Station Community Association, Inc.
Board Decision Request
February 28, 2023**

**TOPIC: Amended A.R. No. 23-01 – Investment Policy
Motion 2023-0204**

Motion:

“I move to **APPROVE** the recommended changes in the Amended Administrative Resolution No. 23-01 – Investment Policy.”

Motion: _____

2nd: _____

Summary:

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.

CAMP Recommendation:

Management through the attorney is recommending the presented changes.

Budget Considerations: N/A

VIRGINIA
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401

**CAMERON STATION COMMUNITY ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. ~~20232-012~~
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

unappropriated equity or other operating expenses not explicitly included in the annual budget ~~and~~but specifically approved by the Board).

Commented [JL1]: Unbudgeted expenses

- 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 or as circumstances dictate, 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 or with the concurrence 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.

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Commented [JL2]: We have used Morgan Stanley for as long as I have known- Not certain if the contract has been bid out which the Board may be challenged on in the future.

Commented [HG3R2]: This type of relationship is not necessarily put out to bid given that there is no cost to the Association. However, an evaluation of services received should be completed - ie. prompt attention, reliable advice, options for investments, etc.

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.

Commented [JL4]: Can Fred advise whether we are in compliance?

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/her 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

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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 and Operating Reserve 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 and the Operating Reserve 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 or through validation of a Surety Bond specific to the banking institution.
 - 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, typically by way of the monthly statement. 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.

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Commented [JLS]: Is CAMP looking at other options to replace Fortbright Bank?

Commented [HG6R5]: Since the Association currently uses Morgan Stanley, perhaps the Committee would consider consolidating into one brokerage firm for ease of review with statements, etc.

VIII. ALLOCATION OF FUNDS

A. OPERATING ACCOUNTS AND OPERATING RESERVE ACCOUNT

Combined balances in the Operating Accounts and the Operating Reserve Account ~~shall will be reasonably consistent with the not exceed the total~~ forecasted ~~monthly annual~~ operating expenses in the Association's most recent

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approved annual budget. ~~The Operating Reserve balance will be evaluated once the annual audit is completed and, as approved by the Board and the balance will be compared to the unappropriated equity to determine if adjustments are necessary. Balances will be evaluated regularly and Excess Unappropriated Equity Funds exceeding 20%¹ will be considered for transfer by the FAC and Board of Directors will be transferred to the Repair and Replacement Reserve Fund, while taking into account other factors that may have an impact to the operations of the Association, including such as inflation.~~

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Commented [JL7]: What type of adjustments- due to audit?

Commented [HG8R7]: Underfunding and overfunding of the Equity. Ideally, the Operating Reserve would be equivalent to the Equity as noted in the audit but this may not always work depending on cash on hand. Equity takes into account all assets whereas the Operating Reserve is solely cash.

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, ~~will review with the~~ with the approval of the Treasurer, ~~to review the current allocations, and~~ 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 amounts included in 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:

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- 1) 100% of Expenditures ~~expected, by~~ the Reserve Study, to be incurred within said year shall be invested to allow maturity of CD's to coincide with estimated timeline of project completion. If project completion is delayed, funds will be invested in either short term CD's (30, 60, or 90 days) or deposited into the Repair and Replacement fund to be revaluated once further information is available regarding the timeline for completion. 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) Prior to the completion of the Reserve Study, the Operating Reserve and Repair and Replacement Reserve balances will be evaluated to determine if funds transfers are necessary to contribute to the starting balance of the Reserve Study. No later than 30 days from the Board's approval of any updates to the existing Reserve Study, Upon approval of the Board, 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

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¹ Industry guidelines issued by the Association's auditor state reserve amounts in excess of 20% may be considered for transfer to the Reserve and Replacement Fund, after review of other operating factors and environmental shifts in the marketplace that may impact the Association, such as inflation.

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 and/or FAC 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~~the meeting minutes of ~~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~~ January 1, 20~~23~~20.

This Resolution was adopted this ~~25~~ ___ day ~~August~~ ___ January 202~~30~~, by the Board of Directors.

CAMERON STATION COMMUNITY
ASSOCIATION

By: _____
President

RESOLUTION ACTION RECORD

**CAMERON STATION COMMUNITY ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. ~~230-012~~
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 YES NO ABSTAIN ABSENT X

[Sarah Walsh](#), Vice President YES NO ABSTAIN ABSENT

Joan Lampe, Treasurer YES NO ABSTAIN ABSENT

[Thomas Sugrue](#), Secretary YES NO ABSTAIN ABSENT

[Jon Dellaria](#), Director YES NO ABSTAIN ABSENT

[Kimberlee Canter](#), Director YES NO ABSTAIN ABSENT

[Andrew Hill](#), Director YES NO ABSTAIN ABSENT

ATTEST:

[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 ____ day of _____, 2020.

Managing Agent



Cameron Station Community Association, Inc.
Board Decision Request
February 28, 2023

TOPIC: Amended P.R. No. 23-01 – Cameron Club Operating Rules and Procedures
Motion 2023-0205

Motion:

“I move to APPROVE the recommended changes in the Amended Policy Resolution No. 23-01 – Cameron Club Operating Rules and Procedures.”

Motion: _____

2nd: _____

Summary:

WHEREAS Article III, Section 3.8(a) of the Declaration of Covenants, Conditions, and Restrictions (“the Declaration”) of the Cameron Station Community Association, Inc. (“the Association”) as recorded in the Land Records of the Circuit Court for the City of Alexandria at Deed Book 1630 at Page 0401, *et sq.*, as amended, provides that every member of the Association shall have a right and easement of enjoyments in and to the Common Area for their reasonably intended purposes, subject to any rules and regulations or policies which may be established by the Board of Directors (“the Board”); and

WHEREAS Article III, Section 3.4 of the Amended Bylaws (“the Bylaws”) provides that the Board shall have the power to adopt and publish rules and regulations governing the use of the Common Areas and facilities of the members and their guests thereon;

NOW, THEREFORE, BE IT RESOLVED that the Board duly adopts the following Cameron Club Operating Rules and Procedures.

CAMP Recommendation:

Management through the attorney is recommending the presented changes.

Budget Considerations: N/A

CAMERON STATION COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. 2023-_____

AMENDED CAMERON CLUB OPERATING RULES & PROCEDURES

Supersedes all prior Cameron Club Rules & Procedure and
Personal Trainer Policy Resolutions
Effective

Amended February 25, 2014, May 27, 2014, October 25, 2016, and May ____, 2022

WHEREAS Article III, Section 3.8(a) of the Declaration of Covenants, Conditions, and Restrictions ("the Declaration") of the Cameron Station Community Association, Inc. ("the Association") as recorded in the Land Records of the Circuit Court for the City of Alexandria at Deed Book 1630 at Page 0401, *et seq.*, as amended, provides that every member of the Association shall have a right and easement of enjoyments in and to the Common Area for their reasonably intended purposes, subject to any rules and regulations or policies which may be established by the Board of Directors ("the Board"); and

WHEREAS Article III, Section 3.4 of the Amended Bylaws ("the Bylaws") provides that the Board shall have the power to adopt and publish rules and regulations governing the use of the Common Areas and facilities of the members and their guests thereon;

NOW, THEREFORE, BE IT RESOLVED that the Board duly adopts the following Cameron Club Operating Rules and Procedures.

The Cameron Club is the social hub of our community and as such, is challenged to meet or exceed the highest standards of excellence. All aspects of the facility's operations are designed to foster community involvement and to the maximum extent possible meet the needs of Cameron Station Community Association, Inc. (CSCA) members.

As the centerpiece facility within Cameron Station, its capabilities and operations are intended to serve as a compelling selling point and major property value multiplier for current and future property owners.

The Cameron Club provides its members the following facilities:

- A community center offering a reception area, a great room with catering kitchen for events, a lounge, one meeting room, one conference room and CSCA staff offices and storage rooms.

- A Fitness Center offering a fitness room, a multi-purpose gym, locker rooms, staff office, and reception/sitting area.
- An outdoor swimming pool with children's wading pool, deck and loungers, tables and chairs.

The Association also provides shuttle bus service to and from the Metro station, Monday through Friday (excluding Federal holidays) during prime rush hour times.

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I. ELIGIBILITY FOR USE

All residents (resident owners, members of households living in Cameron Station, designated tenants, non-resident owners who have retained their right to use of the Cameron Station facilities, and persons who reside in Cameron Station continuously for 30 or more days), in good standing are entitled to use the facilities of the Cameron Club. Non-resident owners who have delegated the right to use the Cameron Club and its facilities to their tenant must provide the CSCA with a written authorization and listing of tenants. Tenants must provide a current lease, utility or telephone bill, or driver's license as proof of residence.

The Board of Directors of the Cameron Station Community Association, Inc. reserves the right to suspend use of the Cameron Club and its facilities as detailed below:

For tenants (defined as any non-owner resident assigned the right to use the Cameron Club and its facilities by their landlord owner):

- o If non-resident owners are delinquent in the payment of any assessments by more than 60 days and/or have outstanding violations of CSCA governing documents.
- o If tenants have outstanding violations of CSCA governing documents.

For owners:

- o If owners are delinquent in the payment of any assessments by more than 60 days and/or have outstanding violations of CSCA governing documents.

For a resident of an owner-occupied home:

- o If owners are delinquent in the payment of any assessments by more than 60 days.
- o If the resident or owner has an outstanding violation of CSCA governing documents.

In such cases, as provided in Article IV, Section 4.5(iii) and (iv) of the Declaration, the Board reserves the right to suspend the owners' and tenants' right to use the Cameron Club and its facilities if the owner is delinquent 60 days or more in his/her assessment payments and/or for any period during which the owner and/or tenant is in violation of CSCA rules and regulations; however, the Board must afford the owner the rights of due process set forth in Article VIII, Section 8.1 (i) of the Declaration and Section 55.1-1819(c) of the Virginia Property Owners Act before it may suspend an owners' or tenants' right to use the Cameron Club and its facilities.

The CSCA Management staff will issue encrypted access cards or mobile credentials using a QR code to provide access to the Cameron Club Facilities . All residents must return their non-encrypted passes to the management office in order to be registered for the new CSCA Access System. Residents using the shuttle bus must only use the mobile credential option for entry to the shuttle buses.

An encrypted access card or mobile credentials shall be given to CSCA Members, individuals residing in their home (including all children), and to tenants designated by non-resident owners

when they register with the Association. Residents must present a current photo ID to CSCA Management staff in order to pick up the encrypted access card or mobile credentials. Tenants must also present a copy of their current lease.

The CSCA Access System, including the encrypted access card and/or mobile credentials is the property of the Association and are non-transferable; Access to the Association facilities may be revoked or suspended if used by a person other than the one to whom it is issued.

Owners who rent out their homes transfer their right to use the Cameron Club Facilities and shuttle bus to their tenants, unless they provide written notice to the Association of their intent to retain the right to use the Cameron Club Facilities and shuttle bus. If an Owner provides such notice to the Association, then their tenants will not be permitted to use the Cameron Club Facilities and shuttle bus during the term of such tenant's lease. Owners who are renting their home are responsible for retrieving the encrypted access cards or mobile credentials from a tenant, nanny, caregiver, and/or guest, after that person is no longer residing within the Association. Any owner that fails to retrieve the encrypted access cards or mobile credentials shall be responsible for purchasing a replacement encrypted access card or mobile credentials. Upon sale of a home or the end of the lease term, all access to the CSCA Facilities associated with the home will be deactivated immediately. Lost or stolen encrypted access card or mobile credential must be reported immediately so that CSCA Management staff can deactivate the access card or mobile credentials to prevent unauthorized use. In the event that an encrypted access card or mobile credentials are not recognized by the CSCA Access System, owners are directed to visit the CSCA Management. If the CSCA Management is closed, owners will be permitted to enter the CSCA facilities with a valid photo ID. Cameron Club staff will provide a daily report to CSCA Management staff noting owners who do not have a recognized encrypted access card or mobile credentials and may be denied access to the CSCA facilities in a subsequent visit. Accordingly, owners are required to contact CSCA Management staff within 24 hours (the next business day) to resolve the matter. It is within CSCA Management's discretion to deactivate any encrypted access card or mobile credentials if they believe there is evidence of suspicious or non-authorized use. Any encrypted access card or mobile credentials which are inactive for 12 months will be deactivated by CSCA Management staff.

CSCA will issue the encrypted access card or mobile credentials to each owner at no charge. This does not include an additional encrypted access card or mobile credentials to a nanny, tenant, or guest of the owner. The owner of the Lot will be charged \$25 for the issuance of the initial encrypted access card or mobile credentials for a ~~nannienanny~~ or other caregiver. Such ~~nannienanny~~ or caregiver will be required to present photo identification prior to the issuance of the encrypted access card or mobile credentials.

Additional Encrypted Access Cards and/or Mobile Credentials

Additional or replacement encrypted access cards or mobile credentials may be obtained for a charge of \$25.00 for use of nannies, and caregivers, provided such ~~nannienanny~~ or caregiver will

be required to present photo identification. However, if a Facilities Access Pass is returned in exchange for the encrypted access card or mobile credentials, a credit will be issued on the owner's Association account. Non-functioning Passes will be replaced at no charge.

Guests must be accompanied by the individual who holds the encrypted access card or mobile credentials ("Facilities Pass Holder"), subject to age requirements for Fitness Center, pool, and gymnasium.

Each residence in the CSCA will receive a single guest pass that allows for sixteen (16) free Guest access uses each calendar year. These Passes will be single use Passes. Guest Passes will be marked with the year for use and may not be carried forward if unused.

All guests are required to abide by the Cameron Club Operating Rules and Procedures.

Residents may request an exception to the Guest Pass Policy requiring Facilities Pass holders to accompany their guest(s) as follows: (1) The request must be in writing and be submitted to the management office no later than 48 business hours prior to the date for which the exception is requested; and (2) the request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of visit. If granted, the exception will be for weekdays only (no weekends or holidays). Additionally, the same rules pertaining to guest pass use, age restrictions, numbers of guest, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities.

Nanny Passes

Residents wishing to obtain an additional encrypted access card or mobile credentials for a nanny ("Nanny Pass Holder") will be required to provide written authorization each calendar year with the names of any nanny or childcare provider that will escort Cameron Station Facilities Pass Holders under the age of 16. Nanny Pass Holders may not use the facilities without accompanying a Facilities Pass Holder. Nanny Pass Holders are not permitted to bring guests to the facility. All nannies/childcare providers are required to abide by the Cameron Club Operating Rules and Procedures.

Caregivers

Caregivers are eligible for a temporary encrypted access card or mobile credentials ("Caregiver Pass") for the duration of time that they reside with a Cameron Station resident in the Cameron Station Complex. A caregiver is a person who helps in identifying, preventing, or treating an illness or disability, and who is responsible for attending to the needs of a child or dependent adult, who lives with a Cameron Station resident, in the Cameron Station complex. Residents wishing to obtain a Caregiver Pass will be required to provide written authorization with the

name of their live-in Caregiver. All Caregivers are required to abide by the Cameron Club Operating Rules and Procedures.

II. ACCESS

Each Cameron Station member/designated tenant will be issued one form of the CSCA Access System.

All residents must be registered and have an updated photo taken for identification purposes. The CSCA Access System will be linked to personal data (name/address/telephone numbers-home, office, mobile), emergency contact names and telephone numbers, birth date (if under 16 years of age), and status of CSCA assessments and open violations maintained by the CSCA manager. Data collected will be used only for official/emergency purposes by CSCA or Fitness Center staff.

Each year, all Facilities Pass Holders must complete the combined Pool and Fitness Center Use Agreement (Exhibit A) to avoid their encrypted access card or mobile credentials from being suspended. A parent or legal guardian is required to complete and sign the Pool and Fitness Center Use Agreement for any Pass holder under the age of 18. Additionally, every person using a Guest, Nanny Pass Holder, or Caregiver Pass must complete and sign the Pool and Fitness Center Use Agreement. All complete Pool and Fitness Center Use Agreements will be kept on file with the Association.

Only upon presentation of a valid Cameron Station Facilities Pass with the required annual decal for the then current year shall persons be entitled to enter and use the facilities. For emergency purposes, individuals must maintain the Facilities Pass with them while using the Fitness Center.

Cameron Station Facilities Pass holders who permit or assist the entry of unauthorized persons into the Cameron Club may be suspended from use of the entire Cameron Club and its facilities (including the shuttle bus service) after the Board provides the person with notice of the violation and an opportunity to request a hearing.

III. HOURS OF OPERATION

Cameron Club Community Center and Association Management Office:

- Monday-Friday 9:00 a.m. to 5:00 p.m.
- Closed on Saturdays, Sundays, and Federal Holidays

Pools:

The pool hours of operation will be determined by the Board of Directors and hours will be announced each year prior to the pool season. Pool hours will be publicized in the Community newsletters and posted on the Cameron Station website.

Fitness Center and Multi-Purpose Court/Gymnasium:

- Monday-Friday 4:45 a.m. to 11:00 p.m.
- Saturday-Sunday 7:00 a.m. to 8:00 p.m. (8:30 p.m. during open pool season)
- Holiday hours will be posted at least one week in advance on Cameron Club bulletin boards and Cameron Station website.

IV. OCCUPANCY LIMITATIONS

- Entire Community Center Facility – 500 persons
- The Victoria Hebert Great Room – 71 persons
- Paul Henderson Meeting Room (second floor) – 41 persons
- Fitness Center – 91 persons
- Conference Room – 15 persons
- Multi-Purpose Gym – 30 persons
- Pools – 125 persons

V. GENERAL CLUB RULES

The CSCA staff and lifeguards are authorized to enforce the terms of these rules. Any concerns regarding the rules and regulations shall be addressed to the CSCA manager, who will, by email, bring the issue to the attention of the Board of Directors.

Safety is of primary concern to the CSCA. All persons using the Club facility do so at their own risk and agree to abide by the rules for use of the facility. The CSCA, its Board of Directors, agents, and employees assume no liability for or stemming from any accidents or injuries incurred in connection with the use of any of the Club's facilities or for loss or damage to personal property. All Cameron Station residents are responsible for their actions and the actions of their guests.

No person may use the Fitness Center or pools unless the facility is officially open. Unauthorized persons entering these facilities when closed may be suspended from use of the entire Cameron Club and its facilities (including the shuttle bus); provided, however, that if such unauthorized person is a resident, the Board will first provide such person with notice of the violation and an opportunity to request a hearing. In addition, all unauthorized persons entering these facilities when closed may be prosecuted for trespassing.

No person under the influence of alcohol or drugs will be permitted in the Cameron Club at any time.

MP3 players, radios, CD players or similar devices may be used inside the Cameron Club and pool area as long as headphones are used and played at a volume that does not disturb others.

All refuse must be placed in containers provided for this purpose. Keeping the Club clean is everyone's responsibility.

Children age six (6) and younger may use the locker room designated for gender of either parent or primary caregiver. If the child in question is disabled, then that child may be permitted to use their parent's or primary caregiver's locker room to the extent necessary to accommodate the child's disability.

Situations and issues not specifically covered by these rules and regulations will be referred to the CSCA Board of Directors.

Prohibited Activities

- Alcohol sales are not permitted within the Cameron Club.
- Consumption of alcohol is limited to authorized events approved by the Board of Directors. Persons under 21 years of age may not consume alcohol in the Cameron Club or on its grounds.
- Excessive noise is not permitted.
- The use of profanity or fighting is not permitted.
- Smoking is not permitted in the Cameron Club or on the pool deck.

VI. ENFORCEMENT OF RULES & CONDUCT VIOLATIONS

Please be aware that the CSCA must protect the rights and privileges of all residents, and that inappropriate behavior will not be tolerated. All users are responsible for compliance with the rules and regulations established for the safe operations of all the Club's facilities. Owners and individual charged with a violation of the rules and/or regulations will be afforded due process pursuant to the Association's due process policy.

VII. POOLS

Swimming Pool:

The pool manager and pool management contractor are responsible for the safe and orderly operation of the pool. The pool manager and lifeguards have been provided with copies of the Cameron Station Pool Rules and have also been instructed in the rules of the pool, by the CSCA Management Staff. Any questions/concerns about the rules or enforcement must be addressed to the CSCA manager. If concerns are not resolved, issues should be addressed to the Board of Directors.

For safety purposes, children under the age of 12 are not permitted in the swimming pool area unless accompanied by a Facilities Pass holder 18 years of age or older.

Residents ages 12 – 15 may use the pool unaccompanied after they have passed a swim test administered by a Cameron Station lifeguard.

Residents age 16 and older may use the pool unaccompanied.

Cameron Station Facilities Pass holders may bring only four (4) guests per household to use the pool area at any one time. Guests must be accompanied by at least one (1) Facilities Pass holder 18 years of age or older.

Residents may request an exception to the Guest Pass Policy requiring Facilities Pass Holders to accompany their guest(s) as follows: (1) The request must be in writing and be submitted to the management office no later than 48 business hours prior to the date for which the exception is requested; and (2) the request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of visit. If granted, the exception will be for weekdays only (no weekends or holidays). Additionally, the same rules pertaining to guest pass use, age restrictions, numbers of guest, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities.

~~Swim lessons are not permitted in the Cameron Club pools.~~

Swimming lessons are only to be provided by a pool management company who holds the proper credentials and insurance. If the current pool management company is not able to provide swimming instruction, residents in need of these services as well as private swimming instructors must work with and be approved by management and/or the Board of Directors to ensure proper documents, credentials, and insurance requirements are in place.

The pool will be cleared by the pool manager/lifeguard for a lap swim for the last 10 minutes of each hour. Children under 18 months of age shall be permitted into the pool with their parent or guardian during lap swimming.

Persons who have obvious infections (colds, lesions, open sores, inflamed eyes, nasal or ear discharge, communicable diseases, etc.) will not be allowed in the pool area. Sanitary habits are a responsibility of everyone, and anyone displaying improper behavior will be asked to leave the pool area by the pool manager. The decision to refuse access of a person to the pool shall be in the sole and reasonable discretion of the pool manager, lifeguard, and/or CSCA manager. The pool will be immediately closed upon the occurrence of any person vomiting, urinating, or defecating in or around the pool. The pool will remain closed until the incident is properly cleaned. Persons shall not be permitted to use the pool until the pool/lifeguard supervisor is satisfied, in their sole and reasonable discretion, that the problem has been remedied.

All swimmers must first shower before initially entering the pool.

The pool may be closed at any time due to breakdown or operational problems, and/or at the discretion of the pool manager, CSCA manager, and/or the Club manager on duty. The pool and pool area will be closed during electrical storms and/or when rain makes it difficult to see any part of the pool or pool bottom clearly. The pool will be closed at the first sound of thunder and/or sighting of lightning and will remain closed for thirty (30) minutes after the last sighting.

General Pool Area Rules

No person shall use the swimming and wading pools unless the pools are officially open. Unauthorized persons entering the swimming and wading pools when they are closed will risk prosecution for trespassing in addition to the suspension of privileges up to the legal maximum provided under Virginia law.

Parties are not permitted in the pool area.

Abusive, offensive, or profane language is prohibited. Loud noise disturbance is prohibited.

Smoking is not permitted in the pool, pool deck, or in locker rooms.

Breakable objects are not permitted in the pool or on the pool deck area.

Food and drink must be consumed at least 6 feet away from the pool water.

No gum is permitted in the pool or on the pool deck.

Users must wear proper swimming attire in the pools. Persons whose swim attire causes a safety hazard will be asked to change attire or leave the pool area. No cut-offs, dungarees or similar attire will be permitted in the pool.

Baby strollers must have operational brakes when parked on the pool deck. No diving is allowed, except for sanctioned swim team practices or events.

Running, pushing, wrestling, excessive splashing, standing or sitting on shoulders, or causing undue disturbance in/or around the pool area is prohibited.

Spitting of water or similar unhygienic actions is not allowed. No hanging or sitting on the lane markers is permitted.

Items that may be potentially hazardous or annoying to another swimmer are not permitted (i.e., hard balls, water guns, etc.). This excludes floating devices used by parents to contain and keep infants safe in the water.

Large rafts, oversized toys, or other floating objects used by children or adults over the age of 4 may not be permitted for use in the pool to be determined at the sole and reasonable discretion of the pool manager.

All children three (3) years and younger or those not yet potty trained must wear swimmer's diapers with waterproof diaper covers. Children will not be admitted without a swimmer's diaper, and the diaper must be worn at all times within the pool or pool area. Disposable diapers, cloth diapers, or plastic/rubber pants are not substitutes and will not be permitted. If a child has a hygienic accident in the pool, the pool manager should be notified immediately. The CSCA staff will generate a report of this incident if the incident results in the pool closure.

All children using inflatable armbands, water wings, or any approved Coast Guard flotation device must be supervised one-on-one by an adult who is in the water and is within arm's length of the child. At the pool manager's discretion, certain flotation devices may not be permitted.

Except for official helper dogs (seeing-eye, etc.), no pets are allowed in or around the pool.

Tables on the deck area may not be reserved by placing towels and/or personal belongings on them. The use of privately owned chairs and tables is prohibited.

Persons under the influence of alcohol will not be allowed in the pools.

Loud noise causing disturbance of the reasonable peace and enjoyment of other persons using the pool will be determined in the reasonable and sole discretion of the pool manager.

Wading Pool:

The pool staff does not supervise the wading pool; accordingly, the pool is to be used at the individual's own risk. CSCA is not responsible for any improper use or incidents that occur in or around the wading pool.

The wading pool is for children who are six (6) years of age and under and must always be supervised by a Facilities Pass Holder 18 years of age or older, who remains alert on the pool deck in the vicinity of the wading pool.

The gate to the wading pool shall remain closed at all times. All children must shower before entering the wading pool.

All safety rules that govern the swimming pool also apply to the wading pool.

VIII. FITNESS CENTER

The Fitness Center manager and Fitness Center Management contractor have complete authority and responsibility for the safe and orderly operation of the Fitness Center. Safety is of primary concern to the CSCA. All persons using the Fitness Center do so at their own risk and agree to abide by the posted rules for use of the facility. The CSCA, its Board of Directors, agents, and employees assume no liability for or stemming from an individual's use of the facility, or any accident or injury incurred in connection with the use of the Fitness Center or for any loss or damage to personal property. Residents are responsible for the actions of their children and guests.

Fitness Center staff will offer to collect basic health information that any member/designated tenant may take to his/her own personal physician to discuss to help them in their own evaluation of how they should or should not use the Fitness Center, the fitness equipment, and/or the pool. All members/designated tenants, prior to receiving their Facilities Pass, must sign the Pool and Fitness Center Use Agreement acknowledging that use of the fitness facility is solely at their own discretion and responsibility.

For safety reasons, residents under the age of 12 are not permitted in the Fitness Center.

Residents between the ages of 12 and 15 are permitted in the Fitness Center, if accompanied by a Facilities Pass Holder 18 years of age or older.

Residents age 16 and older may use the Fitness Center unaccompanied.

Guests must be accompanied by at least one Facilities Pass Holder 18 years of age or older.

Cameron Station Facilities Pass holders may bring only two (2) guests to use the Fitness Center at any one time.

Residents may request an exception to the Guest Pass Policy requiring Facilities Pass holders to accompany their guest(s) as follows: (1) The request must be in writing and be submitted to the management office no later than 48 business hours prior to the date for which the exception is requested; and (2) the request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of visit. If granted, the exception will be for weekdays only (no weekends or holidays). Additionally, the same rules pertaining to guest pass use, age restrictions, numbers of guest, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities.

Residents are entitled to bring a Personal Trainer to the Fitness Center for their own personal training services, provided the resident first complies with either of the two following requirements:

1. A resident's Personal Trainer must enter into an employment agreement with the company that is contracted by the Association to operate the Fitness Center; or
2. The resident must complete and submit to the HOA Management Office a Request for Authorization for Personal Trainer Form (Exhibit B) and a Personal Trainer Agreement (Exhibit C) completed and signed by his/her Personal Trainer. The resident must submit the signed Request to Use a Personal Trainer Form, all required insurance certifications, and the completed and signed Personal Trainer Agreement to the Association's Management Office (HOA Office) at 200 Cameron Station Boulevard, Alexandria, Virginia 22304. The Resident must agree to indemnify and hold harmless the Association against any liabilities, damages or causes of action arising out of their use of the Cameron Club while receiving personal training from their personal trainer.

Personal Trainers are prohibited from providing any services in the Cameron Club until all documentation is received and approved by Management, or in the alternative, a valid employment agreement with the company that is contracted by Association to operate the Fitness Center is received and approved by Management.

Personal Trainers are prohibited from advertising their services within the Cameron Club. A Personal Trainer, unless employed by the company that is contracted by the Association to operate the Fitness Center, is prohibited from providing personal training services to members of more than two (2) individual families in the Cameron Club in any single month, or to any persons who do not reside in Cameron Station. All Personal Trainers shall provide a Certificate of Insurance to the Association naming the Association as an additional named insured on the Personal Trainer's Liability Insurance Policy prior to providing personal training services in the Fitness Center and shall provide continued evidence of such insurance coverage on the first of each subsequent month.

A Facilities Pass Holder may not bring a guest acting in the capacity of a Personal Trainer into the Fitness Center.

No person shall use the Fitness Center unless it is officially open. The Fitness Center will not open without on-duty staff present. Unauthorized persons entering the Fitness Center when closed may be suspended from use of the entire Cameron Club and its facilities for up to one year, after the Cameron Station Board of Directors provides the person with notice of the violation and an opportunity to request a hearing and may be prosecuted for trespassing.

Persons under the influence of alcohol will not be allowed in the Fitness Center at any time.

Appropriate attire for the Fitness Center (shorts or warm-up suits, shirts or sports bra, tights or leotards) and appropriate athletic footwear must be worn. Bathing suits and bare feet are prohibited.

No food items will be brought into or consumed in the Fitness Center. Only beverages in non-breakable containers are permitted.

All refuse must be placed in containers provided for this purpose. Keeping the Fitness Center clean is everyone's responsibility.

MP3 players, radios, CD players or similar devices are permitted in the Fitness Center if used with headphones and played at a volume that does not disturb others.

Talking on cellular phones is not permitted in the Fitness Center. Loud grunts/screams are not allowed.

Weights will not be thrown or dropped and must be restacked after usage. Each user shall wipe off the equipment after each use with their towel.

All cardio equipment will have a 30-minute use time. Sign-up sheets will be maintained for each piece of equipment. Users must abide by the sign-up sheets and time limits when people are waiting. Cardio machines cannot be reserved by placing towels, keys, water bottles, etc. on the machine.

IX. GYMNASIUM

Children under the age of 12 must be supervised by an adult 18 years of age or older.

Guests must be accompanied by at least one Facilities Pass Holder 18 years of age or older.

Cameron Station Facilities Pass holders may bring only four (4) guests to use the gymnasium/multi-purpose court at any one time.

Residents may request an exception to the Guest Pass Policy requiring Facilities Pass holders to accompany their guest(s) as follows: (1) The request must be in writing and be submitted to the management office no later than 48 business hours prior to the date for which the exception is requested; and (2) the request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of visit. If granted, the exception will be for weekdays only (no weekends or holidays). Additionally, the same rules pertaining to guest pass use, age restrictions, numbers of guest, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities.

Only shoes that have non-scuffing soles are permitted. Shirts and shoes must be worn at all times.

No gum, food or drink (except water in non-breakable container) is allowed.

Balls may be checked out at the reception desk by leaving a current Cameron Station Facilities Pass. The cost of a ball (not to exceed \$40.00) will be assessed to the resident who does not return a ball belonging to the fitness facility.

Any structured program scheduled for the gym has priority over "open" gym activity. The structured programs schedule is available at the fitness center information desk.

The Cameron Club staff reserves the right to close the gym for any additional hours necessary to accommodate all programs and activities, or any reasonable cause to be determined by the Management or the Board of Directors.

X. EVENTS/MEETING ROOMS

The Victoria Hebert Great Room (without its catering facilities), the Paul Henderson Meeting Room, and the Conference Room on the second floor may be reserved without fee by residents or staff to support CSCA sponsored or recognized events and activities, including classes held in conjunction with the Fitness Center. Residents reserving any room are responsible for ensuring that the room is returned to its original condition after use.

Reservations

All reservations for the Cameron Club's event and meeting rooms (Victoria Hebert Great Room, Paul Henderson Meeting Room and the Conference Room) shall be made through the CSCA Management Office. Once a reservation is confirmed, CSCA staff will promptly post it on a 12-month calendar in the CSCA office.

Only residents/designated tenants 18 year of age or older and in good standing with the Association are eligible to reserve these rooms.

First priority for use will be given to the Board of Directors and CSCA Committees for regularly scheduled meetings and/or functions; otherwise, scheduling shall be on a first-come, first- served basis. Residents reserving a room must be in attendance for the duration of the reserved time.

At times which do not conflict or interfere with activities sponsored by the CSCA, the Cameron Club's event and meeting rooms may be reserved for private use by any CSCA resident for the use of that resident and his/her guests and invitees so long as the reserving resident is in good standing, and so long as the resident is in attendance for the full duration of the scheduled event. The resident is precluded from reserving the Center's event and meeting rooms on behalf of third party, non-residents.

Two weeks prior to the first of the year, Cameron Station members, tenants, and business tenants may contact the management office to make reservations for meeting rooms for the upcoming

year. Any dates not reserved prior to the beginning of the calendar year shall be available on a first-come/first-served basis, provided the facility is open at such times and provided such reservation does not interfere with an Association sponsored use of the facility.

Rental Information

The Club offers the Victoria Hebert Great Room, Paul Henderson Meeting Room and a Conference Room for rent to residents for private events. The Victoria Hebert Great Room has:

- A catering kitchen (sink, refrigerator, oven, stove, microwave, icemaker and dishwasher)
- Rectangular tables and upholstered chairs

Any other items needed must be provided by the renter from outside suppliers. The Paul Henderson Meeting Room has rectangular tables and upholstered chairs. The Conference Room has a conference table and swivel chairs.

The renter shall be legally responsible for the behavior of all guests, agents, employees, invitees and licensees on the premises of the Cameron Club during the period of the rental of any room and shall be responsible for the cost of repairs or damage, as well as for any violations that occur on the premises of the Cameron Club. The renter shall remain on the premises of the Cameron Club during the period of the rental of any room.

The renter is precluded from the transfer of any rental contract rights or responsibilities to any other individual or entity. Failure to abide by this provision shall provide the CSCA with the power to terminate the renter's contract and retain the sums paid in advance.

Renting of the meeting and event rooms requires completion and signature of the Cameron Club Room Rental Contract, as well as payment of associated fees as follows:

Victoria Hebert Great Room

- \$300 security deposit, refundable if there is no damage done to the facility or its equipment.
- \$125 cleaning fee, non-refundable for cleaning of the facility after each use, unless waived by the CSCA manager upon inspection of the facility after use.
- \$150 rental charge per four-hour period or part thereof.

Paul Henderson Meeting Room

- \$300 security deposit, refundable if there is no damage done to the facility or its equipment.
- \$125 cleaning fee, non-refundable for cleaning of the facility after each use, unless waived by the CSCA manager upon inspection of the facility after use.

- \$50 per four-hour period or part thereof.

Conference Room

- \$300 security deposit, refundable if there is no damage to the facility or its equipment.
- \$25 per four-hour period or part thereof.

The Association reserves the right to retain a security service to provide security at any event to be held in the Cameron Club. If the Association chooses to retain a security service to perform security services at a rental event, the renter shall be responsible for paying all costs associated with retaining the security service, which costs must be paid prior to the event.

The Victoria Hebert Great Room, Paul Henderson Meeting Room and the Conference Room shall be formally reserved when the renter delivers to the CSCA Management staff a signed contract, along with full payment of the security deposit and all other fees described above and has received a written confirmation and signed copy of the contract from the CSCA. All payments must be in the form of a personal check, certified check, or money order made payable to the CSCA. If and when the CSCA obtains the capability of receiving payments by credit card, renters may make payment by credit card.

The renter shall pay the CSCA twice the regular hourly rate for every hour, or portion thereof, for use beyond the time period specified in the signed contract, plus any other consequential damages, legal fees and other costs incurred by the CSCA, if the CSCA must enforce the renter's contract as a result of the renter's actions. The CSCA may deduct such sums from the security deposit or take any other appropriate course of action to enforce the contract and collect for any damages in excess of the security deposit.

If a renter wishes to cancel the contract, he/she must send written notice to CSCA Management staff at least one (1) business day prior to the scheduled event. The refund shall be processed within ten (10) business days following the date of receipt of the notice of cancellation.

XI. DISCLAIMER OF LIABILITY

All residents and guests using the Cameron Club facilities agree to abide by the Rules and Procedures for use of the facilities. Use of the facilities is at the user's risk and all persons using the facilities shall indemnify and hold harmless the Association and its officers, directors, agents, volunteers, contractors, and members from any claims or causes of action arising out of the use of the Cameron Club facilities. The Association assumes no liability for injury or damage to person or property arising from the use of the facilities.

XII. FORMS (Available at HOA Management Office or CSCA web-site)

- Committee Member Registration
- Common Area Improvements Application
- Common Area Pocket Park Use Application
- Exterior Modification Application
- New Resident Welcome Packets
- Owner/Resident Information Sheet
- Pool and Fitness Center Use Agreement
- Personal Trainer Agreement
- Rental Contract for Events/Meeting Rooms
- Request for Authorization for Personal Trainer
- Resident Vehicle Registration Form
- Unaccompanied Guest Pass Request Form
- Violation Complaint Form

This Resolution was amended and adopted and approved by the Board of Directors of Cameron Station Community Association, Inc. on this ____ day of _____, 2023.

CAMERON STATION COMMUNITY
ASSOCIATION, INC.

By: _____
Andrew Hill, CSCA President

CAMERON STATION COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. 2023-_____
AMENDED CAMERON CLUB OPERATING RULES & PROCEDURES

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

Motion by: _____ Seconded by: _____

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
_____ President	_____	_____	_____	_____
_____ Vice President	_____	_____	_____	_____
_____ Treasurer	_____	_____	_____	_____
_____ Secretary	_____	_____	_____	_____
_____ Director	_____	_____	_____	_____
_____ Director	_____	_____	_____	_____
_____ Director	_____	_____	_____	_____

ATTEST:

Secretary

Date

Resolution Effective _____

CAMERON STATION COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. 2023-____
AMENDED CAMERON CLUB OPERATING RULES & PROCEDURES

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

"I move to APPROVE to update the hours of operation under tab (3) of the resolution for the Cameron Club Center and Association Management Office, and the Fitness Center and Multi-Purpose Court/Gymnasium.

Motion by: _____

Seconded by: _____

VOTE:

YES NO ABSTAIN ABSENT

President

Vice President

Treasurer

Secretary

Director

Director

Director

ATTEST:

Secretary

Date

Resolution Effective _____

2833364



Cameron Station Community Association, Inc.
Board Decision Request
February 28, 2023

TOPIC: Amended P.R. No. 23-02 – Access to Recreational Facilities and Shuttle Bus Service by Owners and Occupants of Non-Residential Units
Motion 2023-0206

Motion:

“I move to APPROVE the recommended changes in the Amended Policy Resolution No. 23-02 – Access to Recreational Facilities and Shuttle Bus Service by Owners and Occupants of Non-Residential Units.”

Motion: _____

2nd: _____

Summary:

WHEREAS, Article III, Section 3.4 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, Article IV, Section 4.5(x) of the Declaration of Covenants, Conditions and Restrictions states the Association shall have the authority to establish rules and regulations that restrict or prohibit the owners of non-residential units from using the Association’s recreational facilities; and

WHEREAS, the Board of Directors believes that it is in the best interests of the Association to adopt rules and regulations governing non-residential unit owner’s and their tenants and employees’ access to the Association’s recreational facilities;

WHEREAS, the Special Use Permits for Cameron Station contemplate that employees of the commercial units within Cameron Station shall have the right to use the shuttle bus service operated by the Association; and

WHEREAS, the Board of Directors previously adopted a policy to provide the commercial units with passes to permit their owners and employees to use the Association’s shuttle bus service; and

WHEREAS, the Board of Directors has adopted modified procedures governing access to the shuttle bus, and has amended its previously-adopted procedures to eliminate unintended inconsistencies with those procedures governing resident access to the shuttle bus.

VIRGINIA
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401





NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors hereby adopts the following rules and regulations relating to the commercial units' rights relative to the use of the Association's recreational facilities and shuttle bus service:

CAMP Recommendation:

Management through the attorney is recommending the presented changes.

Budget Considerations: N/A

VIRGINIA
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401

CAMERON STATION COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. ~~1923~~-_____

AMENDED POLICY GOVERNING ACCESS TO RECREATIONAL FACILITIES AND SHUTTLE BUS SERVICE BY OWNERS AND OCCUPANTS OF NON-RESIDENTIAL UNITS

WHEREAS, Article III, Section 3.4 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, Article IV, Section 4.5(x) of the Declaration of Covenants, Conditions and Restrictions states the Association shall have the authority to establish rules and regulations that restrict or prohibit the owners of non-residential units from using the Association's recreational facilities; and

WHEREAS, the Board of Directors believes that it is in the best interests of the Association to adopt rules and regulations governing non-residential unit owner's and their tenants and employees' access to the Association's recreational facilities;

WHEREAS, the Special Use Permits for Cameron Station contemplate that employees of the commercial units within Cameron Station shall have the right to use the shuttle bus service operated by the Association; and

WHEREAS, the Board of Directors ~~previously adopted a policy~~~~has determined it is in the best interests of the Association to reduce traffic in and out of the Association~~ to provide the commercial units with passes to permit their owners and employees to use the Association's shuttle bus service; and

WHEREAS, the Board of Directors has adopted modified procedures governing access to the shuttle bus, and has amended its previously-adopted procedures to eliminate unintended inconsistencies with those procedures governing resident access to the shuttle bus.

NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors hereby adopts the following rules and regulations relating to the commercial units' rights relative to the use of the Association's recreational facilities and shuttle bus service:

1. Owners of a non-residential unit and the owners of businesses that are tenants of non-residential units are permitted to use the Association's recreational facilities, provided such Owners shall comply with all provisions of the Association's rules and regulations governing the use of the Cameron Club recreational facilities and other facilities within the Association.

2. No employee, guest, invitee or family member of an owner of a business occupying a non-residential unit within the Association is permitted to use any of the Association's recreational facilities.

3. Each commercial unit owner shall have the right to obtain shuttle bus passes for the use of any owner, tenant or employee of a business located within a commercial unit. In order to receive shuttle bus passes, each owner of a business within Cameron Station must submit a written request to the Association's management office listing the names of each owner, tenant or employee that will be assigned a shuttle bus pass in the form of mobile credentials as detailed in Article I of the Amended Cameron Club Operating Rules and Procedures. In the event an employee ceases their employment, the owner or tenant must ~~return the shuttle bus pass~~ notify to the management office of the change in employment, and management will disable such employee's mobile credentials. ~~If a shuttle bus pass is lost and must be replaced, the owner or tenant must pay the Association a \$25.00 replacement fee prior to receiving a replacement shuttle bus pass.~~

This Resolution was adopted and approved by the Board of Directors of Cameron Station Community Association on this ____ day of _____, 2012~~39~~.

CAMERON STATION COMMUNITY
ASSOCIATION, INC.

By: _____
~~Michael Johnson~~ Andrew Hill, President

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Policy Resolution was mailed or hand-delivered to the members of Cameron Station Community Association on this _____ day of _____, 20~~23~~¹⁹.

~~Judy Johnson~~ Steven P. Philbin, Community Manager

RESOLUTION ACTION RECORD

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

_____.

Motion by: _____ Seconded by: _____

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

ATTEST:

Secretary

Date

Resolution effective: _____,



**Cameron Station Community Association, Inc.
Board Decision Request
February 28, 2023**

**TOPIC: Power Washing Proposals
Motion 2023-0207**

Motion:

“I move to **APPROVE** the power washing proposal from _____ for the amount of \$ _____ to be expensed from Operating.”

Motion: _____ **2nd:** _____

Summary:

Management invited three vendors to bid and provide a proposal on the power washing around the clubhouse, pool deck and furniture, gazebo on Cameron Station Blvd, and Duke Street brick wall. See the matrix below.

	Clubhouse	Pool Deck	Pool Furniture	CSCA Gazebo plus Roof	Duke Street Brick wall	Total
EcoTek		\$4,503		\$350	\$1,936	\$7,196.34
Manfred Home Improvement		\$6,985		\$950	\$7,155	\$15,090
Exterior Medics		\$4,818		\$818	\$6,909	\$12,545

CAMP Recommendation:

Management has reviewed all proposals and they all provided comparative work. **EcoTek is the recommended contractor** based on an eco-friendly approach and CSCA has used this company successfully in the past.

Budget Considerations:

Maintenance service to be expensed from Operating.



Ecotek Soft Wash

Customer Testimonials

Safety Plan/ Job Hazard Analysis

Plant/ Property Protection

2 YEAR WARRANTY

Insurance

W9

Your Quote

Client Info

Terms and Conditions

Hi There Your Quote is Just Below!

Planning on getting cleaning done around your property this year? We've put together a complimentary budget for you!! All stains guaranteed to be removed without causing damage to surface with using our proprietary softwash technology. We have a 100% satisfaction guarantee on our work.

Building Washing

\$2,323

We herewith submit the following proposal to provide the necessary labor, material, and equipment to perform the following service: Provide access for our work. Soft wash (<250 PSI) the Brick exterior surfaces of Clubhouse . Exterior of buildings washed to remove all Algae, and Green Mildew stains (NO HIGH PRESSURE WASHING!). To include siding, trim, gutter exteriors, soffit, and fascia. A bio-degradable cleaner "Green Wash" along with outdoor bleach will be used following manufacturer's specifications. "Plant Wash" detergent applied to all plants and landscape for protection. 2 year (24 month) NO STAIN WARRANTY for black and green algae stains on vertical surfaces. SoftWash cleaning typically lasts 3-4x longer than a pressure wash and does not cause damage to surfaces. Price Not to exceed proposal amount. Includes all labor and equipment cost. line item does not include Balcony cleaning or area inside of balconies.

SoftWashing

\$1,430

We herewith submit the following proposal to provide the necessary labor, material, and equipment to perform the following service: Provide access for our work. Soft wash of the concrete pool deck



Customer Testimonials

Safety Plan/ Job Hazard Analysis

Plant/ Property Protection

2 YEAR WARRANTY

Insurance

W9

Your Quote

Client Info

Terms and Conditions

SoftWashing

We herewith submit the following proposal to provide the necessary labor, material, and equipment to perform the following service: Provide access for our work. Soft wash 50 pieces of pool furniture

\$750

SoftWashing

We herewith submit the following proposal to provide the necessary labor, material, and equipment to perform the following service: Provide access for our work. Soft wash of the painted wood Gazebo and concrete flooring inside

\$350

SoftWashing

We herewith submit the following proposal to provide the necessary labor, material, and equipment to perform the following service: Provide access for our work. Soft wash Interior and Exterior of the brick wall along Duke Street

\$1,936

One-off Total **\$6,789**
\$7,196.34 (inc Sales tax)

What is SoftWashing?

SoftWashing has revolutionized the exterior cleaning industry by allowing more carefully metered chemic solutions to be applied to building surfaces for the benefit of cleaning that surface chemically without press SoftWashing is a safer more effective way of cleaning that produces better and longer lasting results. Ask at our **Eco-Freindly** Products, and our **2 YEAR 24 MONTH WARRANTY!!** on all building wash projects.

Ready to Book...?



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

Estimate

Manfred Home Improvement.

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

Estimate No: 794
 Date: 01/31/2023

Description	Quantity	Rate	TAX	Amount
Area. Clubhouse. 1- power washing,front,right side, and back. 2- power washing, pool concrete deck. 3-power washing 100 pool chairs. 4- apply mold armor for more quality cleaning	6,985	\$1.00	0%	\$6,985.00
			Subtotal	\$6,985.00
Please make payment to:			TAX 0% (\$6,985.00)	\$0.00
Bank Account Number: 40630159224019219			Total	\$6,985.00
Routing Number: 121000248				
			Total	\$6,985.00



Manfred Home Improvement.
 Manfred Home Improvement.
 01/31/2023

Photo 1



Photo 2



Photo 3



Photo 4



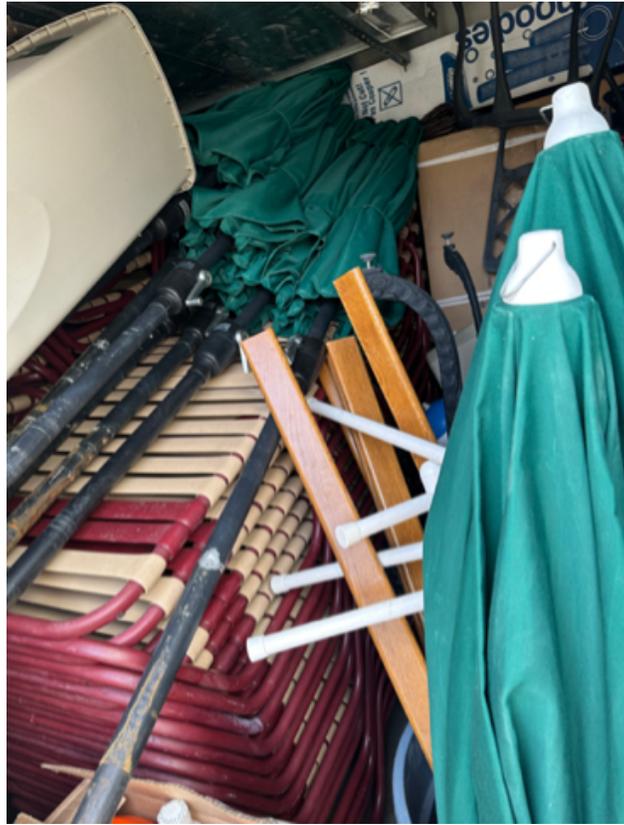
Photo 5



Photo 6



Photo 7





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

Estimate

Manfred Home Improvement.

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

Estimate No: 793
 Date: 01/31/2023

Description	Quantity	Rate	TAX	Amount
1- Power washing both sides.	7,155	\$1.00	0%	\$7,155.00
2- Brick wall,brick columns,and metal railings.				
3-Between Duke Street and Cameron Station.				
4- Apply mold armor for quality cleaning				
Subtotal				\$7,155.00
TAX 0% (\$7,155.00)				\$0.00
Total				\$7,155.00
Total				\$7,155.00

Please make payment to:

Bank Account Number: 40630159224019219
 Routing Number: 121000248



Manfred Home Improvement.
 Manfred Home Improvement.
 01/31/2023

Photo 1



Photo 2



Photo 3

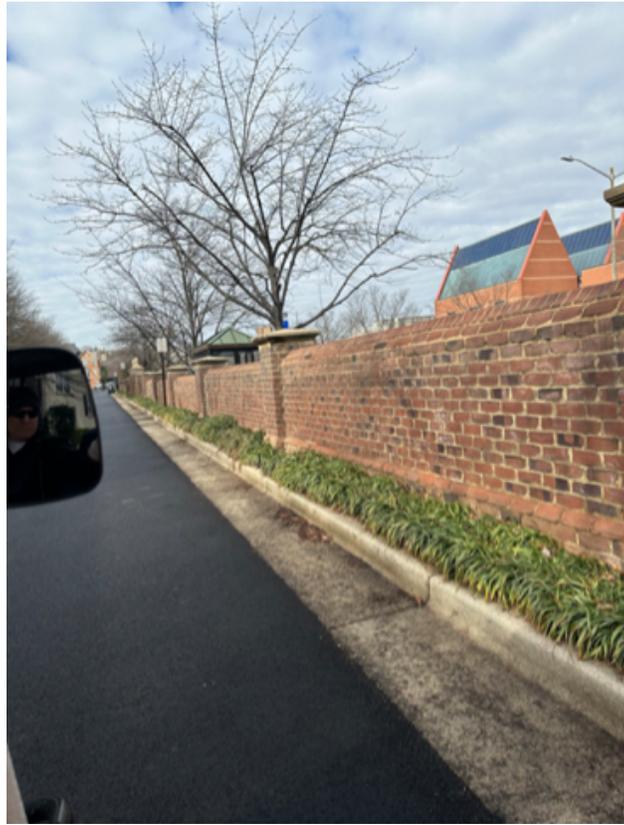


Photo 4

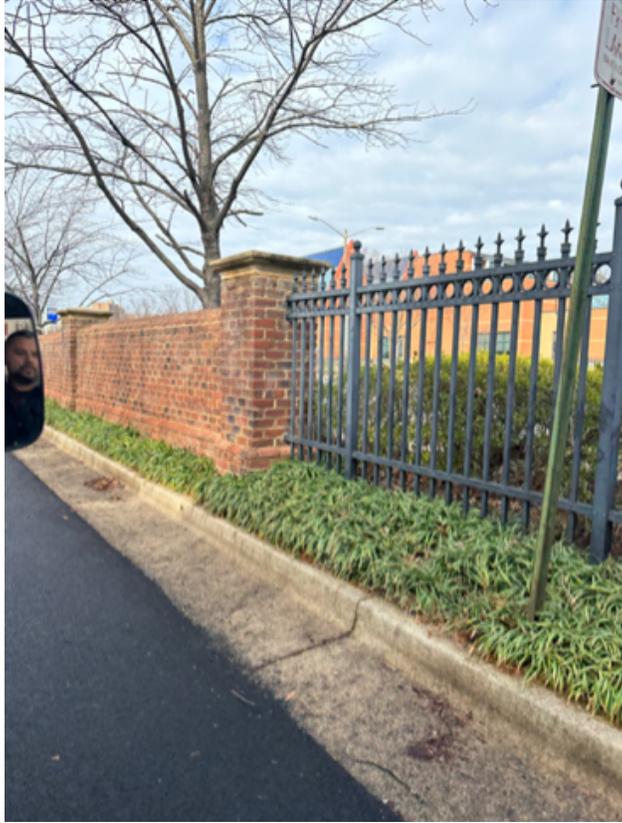


Photo 5



Photo 6





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

Estimate

Manfred Home Improvement.

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

Estimate No: 808
 Date: 02/17/2023

Description	Quantity	Rate	TAX	Amount
1- Exterior Gazebo.	1	\$950.00	0%	\$950.00
2- Power washing inside and outside				
3- Power washing inside concrete.				
4- Power washing sidewalk bricks around gazebo				
		Subtotal		\$950.00
		TAX 0% (\$950.00)		\$0.00
		Total		\$950.00
Total				\$950.00

Please make payment to:

Bank Account Number: 40630159224019219
 Routing Number: 121000248

Manfred Home Improvement.

Client's signature

Photo 1





Community Power Washing Proposal

Customer(s) Name	Date Submitted
Cameron Station Community Association	February 24 th , 2023
Customer(s) Job Location Street Address	Customer(s) Billing Street Address (If different)
200 Cameron Station Blvd	C/o CAMP - 200 Cameron Station Blvd
Customer(s) Job Location City, State, and Zip Code	Customer(s) Billing City, State, and Zip Code
Alexandria, VA 22304	Alexandria, VA 22304
Home Phone Number/ Daytime Phone Number	E-mail address
Steve Philbin 703-567-4881 ext. 201	SPhilbin@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

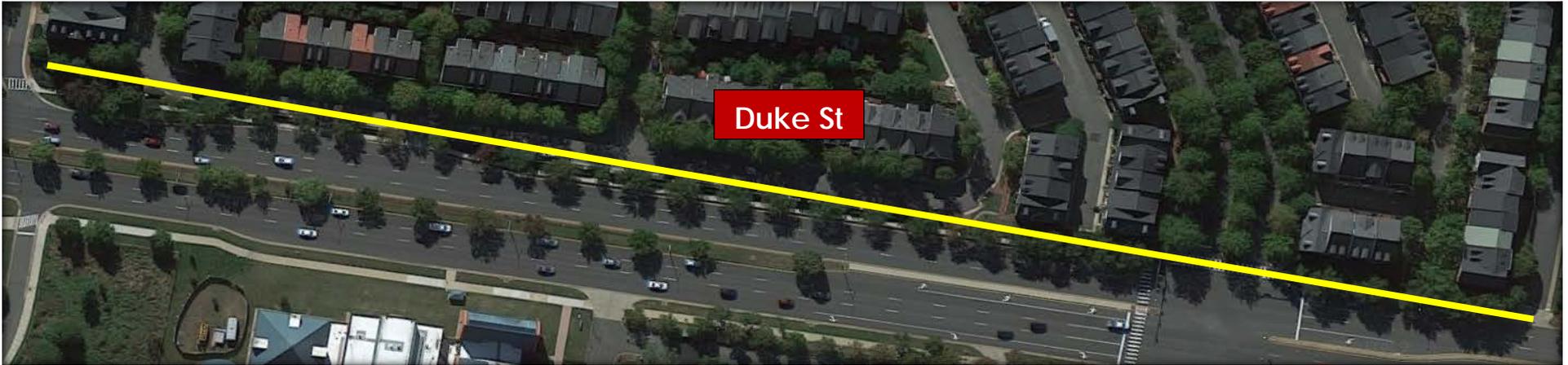
Areas of Work



Gazebo & Concrete Pad

Community Center & Outdoor Furniture

Areas of Work



Community Power Washing Specifications

All work will be performed in accordance with State and Local Building Codes, OSHA regulations, and abiding by the specifications and guidelines of any Manufacturer.

Pre-Construction Walk-through & Jobsite Preparation

- ✦ Review project with foreman assigned to job.
- ✦ Job foreman will oversee crew throughout the completion.
- ✦ Job foreman will direct homeowners and monitor safety measures during the job.
- ✦ Evaluate premises for optimal landscape and property protection.
- ✦ Designate debris removal location.

Power Washing Specifications

- ✦ Scope of work for the Community Center to include the brick, soffits, windows, fascia, and outdoor furniture.
- ✦ Scope of work for the Gazebo to include the structure and concrete pad inside.
- ✦ Scope of work for Duke St to include all brick walls and metal fencing adjacent to the road.
- ✦ The power washing process is detailed as follows: Removal of dirt, mildew, cobwebs, and other debris buildup in the areas identified above.
- ✦ The team will ensure proper water flow is being sprayed (from the top down, not from the ground up).
- ✦ A Simple Green cleaner with a wide nozzle and low pressure will be used throughout the project to ensure the safety of foliage and animals.

Specifications Continued ↗

Additional Notes

- ✦ Every effort will be made to clean the areas as gently as possible, but Exterior Medics will not be responsible for any repairs resulting from unintentional damage during the power washing process. Moreover, it is not guaranteed that all the stains, dirt or debris will be removed due to the amount of dirt that may be impacted on the areas.
- ✦ This proposal does not include permit fees that may be associated with the power washing process. If we identify that permits are required, the property manager will be notified, and additional costs will apply.
- ✦ This proposal includes three options for power washing. The community center and outdoor furniture, the gazebo and concrete pad inside, and the brick wall and fencing adjacent to Duke St.
- ✦ We will use the water sources located at the community center for that specific project. We will provide our own water for the power washing of the gazebo and Duke St.

Debris-Control, Clean Up, & Final Inspection

- ✦ Clean premises; haul away all job-related debris.
- ✦ Job foreman will inspect the entire job after completion to ensure all work is performed according to these specifications.



Project Summary

	Community Center	Gazebo	Duke St
COMMUNITY POWER WASHING TOTAL	\$4,818.00 Initial: _____	\$818.00 Initial: _____	\$6,909.00 Initial: _____
REQUESTED DEPOSIT (All Totals Incl)	\$6,272.50		
BALANCE DUE ON COMPLETION (All Totals Incl)	\$6,272.50		

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 Cancelation, 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: 1/2" CDX replacement \$155.00 per sheet, 3/4" CDX replacement \$163.00 per sheet, 1/2" 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(s) Signature: _____

Date: _____

Approved by Exterior Medics, Inc. _____

Date: _____





**Cameron Station Community Association, Inc.
Board Decision Request
February 28, 2023**

**TOPIC: Insurance Renewal
Motion 2023-0208**

Motion:

"I move to **APPROVE** the insurance proposal premium offered through Cascade Insurance Group to be expensed from the Insurance budget line."

Motion: _____

2nd: _____

Summary:

The Association's insurance premium and the cyber policy expire on April 15, 2023. Highlighted below are changes on the insurance renewal:

- This year the building and property coverage value increased from \$6,545,000 to \$7,048,000, a 7.68% increase. This insured value increase is driven by the increased cost of construction, and inflationary items such as wood, labor, and other construction inputs. This ensures the buildings are insured to 100% of the value as required by the association's bylaws.
- This proposal includes the cyber policy with coverage at 1M.

Attached is the proposal, and a comparison of the insurance from last year.

PREMIUM SUMMARY	2022 – 2023 (Current/Expired)	2023 – 2024 (New/Renewal)
Package Policy	\$9,755	\$10,147
Umbrella	\$3,950	\$3,950
Directors & Officers	\$5,436	\$5,863
Crime Coverage	\$3,600	\$3,600
Cyber Coverage	\$4,833 <i>Effective 1/1/22 – 1/1/23</i>	\$2,926
Workers Comp	\$620	\$620
Total	\$28,194	\$27,106

CAMP Recommendation:

Management recommends approval of the insurance premium with Cascade Insurance Group based on cost savings favorable to the Association.

Budget Considerations: Insurance expenses to be expensed from Operating - Insurance.

VIRGINIA
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401



**Cameron Station Community Association
Insurance Proposal 04-15-2023 to 04-15-2024**

The Board of Cameron Station Community Association

and

***Steve Philbin & Heather Graham
Community Association Management Professionals***

Presented By:

**David Dodero
Principal
Cascade Insurance Group
703-551-2000
David@Cascadeig.com**

PROPOSAL DISCUSSION

We are pleased to provide this proposal of insurance for your association. To follow is detailed information on the proposed insurance package.

Property and Umbrella Coverage – The package policy covering the property and liability as well as the umbrella policy remain with Erie Insurance. This year the building and property coverage value increased from \$6,545,000 to \$7,048,000, a 7.68% increase. Erie Insurance reviews the building and property coverage each year to ensure 100% replacement cost as required by the association's bylaws.

Crime and Directors & Officers Coverage - The Crime and D&O policies remain with Great American Insurance and Travelers Insurance respectively. Both carriers continue to provide excellent coverages for associations.

Cyber Coverage – This year the cyber coverage remains with Hiscox Insurance and has been lowered from \$3,000,000 to \$1,000,000 after request from the association. The cyber coverage annual premium went from \$4,833 to \$2,926, a savings of \$1,907.

This year the total premium went from \$28,194.00 to \$27,106.00, a decrease of 4%. When you factor in the building and property coverage increase of 7.68%, the net annual decrease is -11.68%.

With this renewal we now have all your insurance policies renewing together on 4-15-22. When we took the insurance over a year ago policies were renewing on multiple dates making it difficult to compare coverage and premium's year to year.

The following pages provide a detailed description of the coverage offered. We are always available to discuss our proposals in detail.

Thank you for the opportunity to provide this proposal.

Best regards,



David Dodero
Principal
Cascade Insurance Group
Office 703-551-2000
Email – David@Cascadeig.com
www.Cascadeig.com

SUMMARY DESCRIPTION OF COVERAGE

COVERAGE AMOUNT

Building Coverage & Contents	7,048,000	DED 5,000
*Building and Contents Coverage Blanketed		
Lights	Included	DED 5,000
Contents	Included	DED 5,000
Outdoor Property Value	Included	DED 5,000
Coverage	100% Replacement Cost	
Building Ordinance Coverage	Included	
Mechanical & Electrical Breakdown	Included	
Medical Payments	\$5,000	
General Liability – Each Occurrence	\$1,000,000	
Personal and Advertising Injury	\$1,000,000	
General Aggregate	\$2,000,000	
Directors and Officers Liability	\$1,000,000	DED 10,000
Hired and Non-Owned Auto	\$1,000,000	
Business Umbrella Coverage	\$10,000,000	DED -0-
Crime Coverage	\$3,000,000	DED 10,000
Cyber Coverage	\$1,000,000	DED 10,000
Terrorism	Included	
Workers Compensation	1,000,000/1,000,000/1,000,000	
Additional Insured	Community Association Management Professionals	

LIABILITY

Protects you when you are liable for bodily injury, property damage, or personal and advertising injury arising from your business operations.

This coverage includes:

- **Bodily Injury and Property Damage**
- **Personal and Advertising Injury including Libel, Slander, False Arrest, Wrongful Detention or Imprisonment, Defamation of Character, Malicious Prosecution, Wrongful Entry or Eviction, Invasion of Privacy, or Humiliation caused by any of the above**
- **Employees Covered as Additional Insured's**
- **Products and Completed Operations**
- **Medical Payments**
- **Fire Legal Liability**
- **Blanket Contractual**
- **Broad Form Property Damage**
- **Host Liquor Liability**
- **First Aid Expense**
- **Claims Expense**
- **Independent Contractors**

PREMIUM SUMMARY

Package Policy	10,147.00
Umbrella	3,950.00
Directors & Officers	5,863.00
Crime Coverage	3,600.00
Cyber Coverage	2,926.00
Workers Compensation	620.00
Total	27,106.00

INSURANCE CARRIER SUMMARY

Erie Insurance – Property & General Liability & Umbrella

Erie Insurance was started in 1925 in Erie, Pennsylvania.

- Over \$11.8 Billion In Assets
- Rated A+ Superior Rating from the AM Best
- Local Claims Adjusters on Call 24 Hours a Day for Large Losses
- Size XV - \$2 billion or more in capital and surplus and conditional reserves

Great American Insurance – Crime/Employee Dishonesty

- Rated A+ Superior by AM Best
- Specialize in D&O, Umbrella, and Crime Coverage for Associations
- Size Rating XIII

Travelers Insurance - Directors & Officers Coverage

- Rated A+ Superior by AM Best
- Specializes in Directors & Officers for Community Associations
- Size XV

Cascade Insurance Group

The principal of Cascade Insurance Group, David Dodero, has over 34 years' experience in the insurance industry. We insure properties in Virginia, Maryland, Washington DC, WVA and PA. David is a long-term member of Community Association Institute.

We're dedicated to serving the needs of our clients and always welcome the opportunity to discuss our proposals in detail.

Best regards,



David C Dodero

Office

1100 N Glebe RD, Suite 1010
Arlington, VA 22201
703-551-2000

For more information, visit www.Cascadeig.com





As we continue to communicate, the cyber insurance market has undergone significant changes in the past year. As a result, it is important that you thoroughly review your quote documents (INCLUDING endorsements), as there may be significant changes in policy terms and conditions, including but not limited to:

- ▶ The introduction of exclusions that may not have previously existed.
- ▶ The introduction of sublimits that may not have previously existed.
- ▶ The introduction of coinsurance that may not have previously existed.
- ▶ Higher retentions or longer waiting periods than in the expiring policy.
- ▶ Removal of coverage grants that were previously offered.
- ▶ New underwriting requirements for coverage eligibility.
- ▶ Carriers non-renewing coverage altogether.

**NO MULTI-FACTOR AUTHENTICATION (MFA) FOR REMOTE ACCESS = NO
RENEWAL TERMS FOR MOST INSURED
AND OTHER CYBER LIABILITY APPLICATION CHANGES**

When creating new and renewal cyber quotes, additional questions are being added in the following areas that will have a significant effect on coverage availability, limits and retentions, depending on the carrier and effective date of coverage.

Multi-Factor Authentication (MFA)

- Absence of MFA could result in a coverage declination or a lower aggregate limit available for Ransomware Events. See quote for details.

Recovery of business-critical data

- Inability to recover all business-critical data and systems within 10 days could affect availability of Business Income coverage and/or lower aggregate limit available for Ransomware Events. See quote for details.

Process controls for payment instructions to 3rd parties

- Absence of a call-back verification process when making changes to or setting up new payment instructions to third parties could result in a declination of Social Engineering/Cyber Deception coverage, higher retentions or lower sublimits. See quote for details.

Please be mindful of the new questions and the impact their answers may have.

Many cyber carriers are now requiring insureds to utilize Multi-Factor Authentication when accessing networks, email and other critical systems remotely.

For additional information on MFA, please see the following page or contact your insurance agent for further details

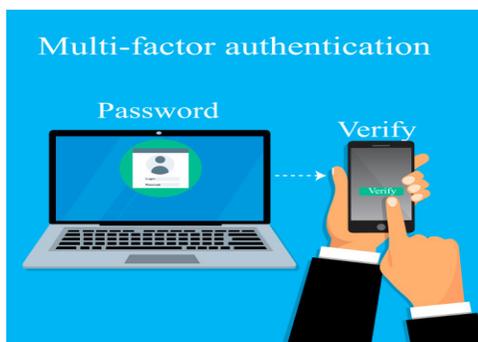
In today's rapidly changing cyber insurance market, insurance companies are increasingly asking in-depth questions about how organizations are protecting themselves from cyber threats, particularly with respect to ransomware prevention. This barrage of new acronyms can be daunting for those less familiar with information security policies and procedures. Here, we take a quick look at Multi-Factor Authentication, as MFA will have an impact on insureds in the RPSSmallBusiness.com portal.

Multi-Factor Authentication (MFA)ⁱ

MFA, sometimes referred to as two-factor authentication or 2FA, is a security enhancement that allows you to present two pieces of evidence – your credentials – when logging in to an account. Your credentials fall into any of these three categories: something you know (like a password or PIN), something you have (like a smart card), or something you are (like your fingerprint). Your credentials must come from two different categories to enhance security – so entering two different passwords would not be considered multi-factor.



Research from both [Microsoft](#) and [Google](#) suggests that MFA can block over 99% of account compromise attacks. However, [reports](#) suggest that only 57% of global businesses are using MFA. The May, 2021 [Colonial Pipeline ransomware attack](#) was [reported](#) to have occurred from a hack of an inactive Virtual Private Network (VPN) that did not use MFA. Vendors in the MFA space are making the process easier, less expensive and more flexible for businesses of all sizes to implement and users to access. MFA is not only easy and cost-effective to deploy, but intuitive and user-friendly for all employees, regardless of technical savvy.



What should be protected with MFA?

- Remote Network Access
- Privileged/Administrative Access
- Remote Access to Email

Essentially, any and all remote access to sensitive information should be protected via Multi-Factor Authentication. For MFA to be fully effective, protection should extend to all employees, regardless of role.

If insurers are requiring MFA, where can organizations get it and how much does it cost?

Often times, implementing MFA for an organization is free, depending on which vendors are used for which applications (for instance, Gmail, Outlook and others). For 3rd party applications, implementing MFA can be easy and cost-effective by engaging vendors such as [Duo Security](#), [Okta](#), [Google Authenticator](#), [LastPass](#), [Authy](#), [Ping Identity](#), [OneLogin](#), [Azure Active Directory](#), etc. The average cost to implement MFA can vary between free (if already included in the software configuration you have purchased), or generally between \$3.00 and \$9.00 on a per-user/per-month basis.

Risk Placement Services is not qualified to provide legal or information security related technical advice. As such, we cannot endorse vendors for MFA implementation or consultation. Sample vendors are provided herein as examples only. We recommend that insureds also consult with their existing IT vendors for advice on implementation, as capabilities such as these are often available through current IT configurations, often times at no additional cost. This material is for general informational purposes only. It is not intended as, nor does it constitute legal or professional advice, nor is it an endorsement of any source cited or information provided. This information does not amend, or otherwise affect, the terms, conditions or coverages of any insurance policy placed by Risk Placement Services, Inc.

ⁱSource: National Institute of Standards and Technology (NIST) Back to basics: Multi-factor authentication (MFA) | NIST

Data Breach and Privacy Security Liability

CERTAIN COVERAGES OFFERED ARE LIMITED TO LIABILITY FOR CLAIMS THAT ARE FIRST MADE AGAINST THE INSURED AND NOTIFIED TO US DURING THE POLICY PERIOD AS REQUIRED. CLAIM EXPENSES SHALL REDUCE THE APPLICABLE LIMITS OF LIABILITY AND ARE SUBJECT TO THE APPLICABLE RETENTION(S). PLEASE READ THE POLICY CAREFULLY.

You, Your Company, and Applicant mean all corporations, organizations or other entities, including subsidiaries, proposed for this insurance.

I. GENERAL INFORMATION

Name of Applicant	Cameron Station Community Association
Mailing Address	200 Cameron Station Blvd
City	Alexandria
State	Virginia
ZIP Code	22304-8684
Description of Applicant's Operations	Trade Associations / Unions
Applicant Contact Name	Steve Philbin
Applicant Contact Email Address	sphilbin@gocampmgmt.com
Applicant Website	www.cameronstation.org

II. REVENUES

Indicate the following as it relates to the Applicant's fiscal year end (FYE): **Total revenue**

Most Recent FYE \$2,438,683

Prior FYE \$6,368,400

* With respect to the information required to be disclosed in response to the questions above, the proposed insurance will not afford coverage for any claim arising from any fact, circumstance, situation, event or act about which any executive officer of the **Applicant** had knowledge prior to the issuance of the proposed policy, nor for any person or entity who knew of such fact, circumstance, situation, event or act prior to the issuance of the proposed policy.

FRAUD WARNING

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.



Signature of **Applicant's** Authorized
Representative

Name (Printed)

Title

Date

E9996.2 Policyholder Disclosure Notice of Terrorism Insurance Coverage

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act: The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury- in consultation with the Secretary of Homeland Security, and the Attorney General of the United States- to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES CAUSED BY CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GENERALLY REIMBURSES 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019 and 80% beginning on January 1, 2020 OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

X I hereby elect to purchase Terrorism coverage in consideration of one percent (1%) of the premium (for TRIA-applicable lines of business only) being allocated as "TRIA Premium"

 I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

Policyholder/Applicant's Signature: _____



Print Name: _____

Date: _____

Insurance Company: Hiscox Insurance Company Inc.

Policy No.: HCXCYB-Q-1115587/1

Insurance Proposal Comparison

Cameron Station Community Association
Current Insurance Program 04-15-22 to 04-15-23

Renewal Insurance Program 04-15-23 to 04-15-24

Agency Name:	Cascade Insurance Group	Cascade Insurance Group
Package Carrier:	Erie Insurance	Erie Insurance
A.M. Best Rating:	A+(Superior)	A+(Superior)
Building/Property Limits	6,005,000	6,486,000
Business Income	Actual Loss Sustained	Actual Loss Sustained
Contents	540,000	562,000
Ordinance or Law: Undamaged Portion	Included	Included
Demolition	Included	Included
Increased Cost of Construction	Included	Included
Sewer / Drain Backup	Included	Included
Equipment Breakdown	Included	Included
Property Deductible	5,000	5,000
General Liability Per Occurrence Limit	1M	1M
Aggregate Limit	2M	2M
Hired & Non-Owned Auto	Included	Included
Package Premium	\$9,755.00	\$10,147.00
Directors & Officers:	Travelers	Travelers
A.M. Best Rating:	A+ (Superior)	A+ (Superior)
Limit of Liability	\$1M	\$1M
Includes Non-Monetary Claims & Employment Practices Liability	Yes	Yes
Includes Discrimination Including Fair Housing Violations	Yes	Yes
Prior Acts / Retro	Full Prior Acts	Full Prior Acts
Defense Costs	Outside the Limit	Outside the Limit
Managing Agent Covered	Yes	Yes
Retention	10,000	10,000
Directors & Officers Premium	\$5,436.00	\$5,863.00
Fidelity/Crime Carrier:	Great American Insurance	Great American Insurance
A.M. Best Rating:	A+(Superior)	A+(Superior)
Employee Dishonesty	\$3M / DED: \$10,000	\$3M / DED: \$10,000
Forgery or Alteration	\$3M / DED: \$10,000	\$3M / DED: \$10,000
Inside the Premises	\$3M / DED: \$10,000	\$3M / DED: \$10,000
Outside the Premises	\$3M / DED: \$10,000	\$3M / DED: \$10,000
Computer Fraud	\$3M / DED: \$10,000	\$3M / DED: \$10,000
Money Orders & Counterfeit Money	\$3M / DED: \$10,000	\$3M / DED: \$10,000
Funds Transfer Fraud	\$3M / DED: \$10,000	\$3M / DED: \$10,000
Managing Agent Covered	Yes	Yes
Crime Premium	\$3,600.00	\$3,600.00
Cyber Coverage Carrier:	Hiscox	Hiscox
A.M. Best Rating:	A+(Superior)	A+(Superior)
Cyber Coverage Part	\$3M / DED: \$10,000	\$1M / DED: \$10,000
Digital Media Liability Coverage Part	\$3M / DED: \$10,000	\$1M / DED: \$10,000
Dependent Business Interruption	\$3M / DED: \$10,000	\$1M / DED: \$10,000
Dependent System Failure	\$3M / DED: \$10,000	\$1M / DED: \$10,000
Reputational Harm	\$3M / DED: \$10,000	\$1M / DED: \$10,000
System Failure	\$3M / DED: \$10,000	\$1M / DED: \$10,000
Ransomware Event	\$3M / DED: \$10,000	\$1M / DED: \$10,000
Cyber Premium	\$4,833.00	\$2,926.00
Umbrella Carrier:	Erie Insurance	Erie Insurance
A.M. Best Rating:	A+ (Superior)	A+ (Superior)
Limit	\$10M DED -0-	\$10M DED -0-
Umbrella Premium	\$3,950.00	\$3,950.00
Workers Comp Carrier:	Erie Insurance	Erie Insurance
Limits	A+(Superior)	A+(Superior)
Workers Comp Premium	500,000/500,000/500,000 \$620.00	500,000/500,000/500,000 \$620.00
TOTAL EXPIRING PREMIUM:	TOTAL RENEWAL PREMIUM:	TOTAL RENEWAL PREMIUM:
	\$28,194.00	\$27,106.00



**Cameron Station Community Association, Inc.
Board Decision Request
February 28, 2023**

**TOPIC: CSCA Logos
Motion 2023-0209**

Motion:

“I move to **APPROVE** the CSCA Logos based on the Communications Committee recommendation.”

Motion: _____

2nd: _____

Summary:

LMK sent updated logos for review, to be used in the new website, as well as in any branding for Cameron Station (letterhead, notepads, envelopes, etc.). The Committee voted to approve the logos and submit them to the Board.

CAMP Recommendation:

Management supports the recommendation as presented and defers it to the Board for their review and consideration.

Budget Considerations:

N/A

Cameron Station Logo Update

Posted by Andrea Maniaci-Hart – Frida, February 3, 2023

Attached you will find the logo updates that were requested, only in black and white for now to see the overall shape. Colors will be updated once the color palettes are presented and finalized.

To recap, there were two logos based on the logo files that were provided: a stacked version with the ornament, and a horizontal version we put together for the website. The logos that were requested included an option with the same framing/shape around Cameron Station as the sign, and a horizontal version with the ornament.

The first two logos were the ones previously in the branding guide. There are two versions with the frame: an outlined version and a filled version. The filled version will be all green later on and won't look as heavy as it does now in black and white. The horizontal version has the swirl at the beginning. I tried it at the beginning, middle, and directly above and the other options looked unbalanced because "Cameron" and "Station" aren't the same size visually.

I look forward to hearing your feedback! I'll be working on putting together different color palettes to review next. Once the logos and color palettes are finalized, I'll send you an updated copy of the brand guide as well as all the updated files of the brand for future use.

CameronStation – Main



CAMERON STATION

CameronStation – Horizontal

CAMERON STATION

CameronStation – Horizontal Scroll



CAMERON STATION

CameronStation - Frame



CameronStation – Black & White Frame





2023 Action Item List

Date	Committee or mgmt	Item	Assigned To MGMT/Maintenance/AR C/AA	Status (pending, completed)	Comments
1.1.23	CAC	Waple/Tull/John Ticer	mgmt	proposal approved 1/31/23	2022 concern and due to budget constraints it has been pushed over to this year 2023. The concern was brought to the CAC members at their September meeting and unanimously voted to revisit this item the following year. Er control project to direct water into the drain behind unit 5007 John Ticer Dr, Tull, and Waple. 2.2.23 - Next steps are to reach out to the Owners nearby to work on a plan to address their run off.
1.1.23	CCFC	Replace weight balls	mgmt	completed	CCFC is requesting the replacement of the weight balls
1.1.23	CCFC	Replace cushion seat of stationary cycle machine	mgmt	completed	CCFC is requesting the replacement of the worn-out stationary cycle machine seat. 1.4.23 ProFIT ordered the seat and is waiting for the parts to arrive.
1.4.23	CCFC	Rogue AB-3	mgmt	done	Rogue AB-3 machine ordered and in transit. This was approved by the CCFC at their 2022 December meeting.
1.4.23	CCFC	Digital clocks	mgmt	done	(4) Digital clocks ordred and in transit. This was approved by the CCFC at their 2022 December meeting.
1.10.23	CAC	Woodland Mulch	mgmt	pending Sub-Association signed agreement	435-500 CSB
1.10.23	CAC	Martin Ln Park	mgmt	proposal tabled at 2/13 meeting	The Martin Ln Pocket Park is currently facing heavy foot traffic causing areas to lose their green turning into mud. On 2.13.23 Landscape Lancaster proposal #31654 was presented to CAC members for their review and approval. members hold off from approving the proposal but to first survey the residents close to the park living ion Martin and Barrett. Management is working with CAC members on collecting the data in order to move approving th proposal.
1.10.23	CAC	Condos at CSB (6 trees vandalized)	mgmt	completed	Follow up with Gita (Condos at Cameron Station Blvd 200-300) 6 trees vandalized
1.10.23	CAC	Erosion Issue	mgmt	to be revisited closer to Spring and walkthroughs	168 CSB erosion issue in the common area brought by Adrienne Zaleski. 2/3/23 - Lancaster recommends we wait to start walkthroughs around May to inspect the area and come up with a definitive solution. A temporary solutio be to seed the area during spring at no cost.
1.19.23	CCFC	Hand grip for biceps	mgmt	delivered	CCFC is requesting the replacement of the hand grip for the biceps. A set of (3) three grips was ordered and is currently in transit for delivery.
1.19.23	CCFC	wall mount broken	Maintenance	completed	Side of the weight ball rack is broken and requires reinforcement. Mark used super glue to reinforce and will install a pipe clamp to secure to the wall.
1.20.23	CCFC	Install frames with locker instructions	Maintenance	completed	new frames installed in both men's and women's locker rooms with locker instructions
2.1.23	CCFC	Install mirrors	Maintenance	completed	new full body mirrors to be installed in the women's locker rooms
2.17.23	mgmt	follow up with City DTOP when Cameron Station Blvd is scheduled to be paved and the other 3 city streets.	mgmt	pending	
2.17.23	mgmt	Pool Contract vs. Swimming Lessons	mgmt	completed	American Pool informed us that their contract does not require them to provide swimming lessons. Todd confirmed that it does not. High Sierra has offered us swimming lessons even if American Pool is the pool managemel company. Todd indicated that we could use High Sierra for swimming lessons and there is no conflict of interest. There is nothing in the contract that addresses this matter and American Pool does not offer swimming lesson ser
2.17.23	CCFC	Swimming Lesson Backup Plan	mgmt	completed	CCFC is assessing the swimming lessons backup plan (Temporary Swimming Lesson Agreement – August 2022) that includes the application for a private swimming instructor.
2.17.23	CCFC	Revision of the P.R. Operating Rules and Procedures language on the times relating to swimming lessons	mgmt	pending to be reviewed and discussed at the next CCFC March meeting	CCFC will assess the swimming lesson permitted times in their March meeting.
2.17.23	mgmt	Shuttle Bus Survey	mgmt	open - Survey on-going	Survey sent out regarding the current shuttle bus schedule & customer service – requested a response by Sunday, February 26 th .
2.17.23	mgmt	Access System	mgmt	open - to be reviewed and approved at the next Ferbaury Board meeting	Sent Cameron Club Operating Rules and Procedures and the Access to Rec Facilities to Board to review redlined recommendations before the February Board meeting.
2.17.23	mgmt	City of Alexandria	mgmt	monitoring event	City of Alexandria inspected the West End Village as did management on Friday, February 10 th . Management sent multiple pictures of trash along the common area fence behind Woodland Hall and the side of Home Depot. Th spoke to Home Depot and Home Depot indicated they would assess the trash along the property line daily. The City also indicated that they would initiate fines for future trash issues. We will closely monitor this to keep the prc line clear of trash
2.17.23	mgmt	Ad Hoc Paving Committee meeting	mgmt	scheduled	Ad Hoc Paving Committee meeting with Gardener Engineering – the first meeting is scheduled for Thursday, March 2 nd at 6:30 pm.
2.17.23	mgmt	Trash Increase	mgmt	on-going	While we did receive some suggested “floor to ceiling” language for the trash cost increase, we are now setting up communications with Bates Trucking. Our preference, as we have with Fleet Transportation, is a flat amount un price of gas goes below \$4.00/gallon. In assessing the current amount on the Bates invoices, management believes that the recommended amount of increased costs should be at least half of what they are currently charging. W not attempting to commit the Association to anything but to determine a reasonable amount to protect the Association from future increases.

2.17.23

mgmt

Sub Association Agreement

mgmt

waiting on Woodland Hall signed agreement on-going

Received Main Street Condominium signature page this week. We are only waiting on the Woodland Hall Condominium signature page at this time. Steve Richter, the management representative for Woodland Hall Condominit unavailable to speak until next Tuesday.

2.22.23

mgmt

Access System Training

mgmt

Mgmt met with Force to start training the staff on the new access system. Future training sessions to occur.