



## CAMERON STATION

### BOARD OF DIRECTORS MEETING

HYBRID ZOOM MEETING – Henderson Room / Zoom

### DRAFT AGENDA

Tuesday, May 30, 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)

- |   |                  |
|---|------------------|
| <b>I. CALL TO ORDER</b>   | <b>7:00 PM</b>   |
| <b>II. APPROVAL OF AGENDA</b>   | <b>7:01 PM</b>   |
| <b>III. APPROVAL OF MINUTES – BOD Meeting – April 25, 2023,</b>                                   | <b>7:02 PM</b>   |
| <b>IV. LT. LION – CITY OF ALEXANDRIA</b>  | <b>7:03 PM</b>   |
| <b>V. ARTHUR IMPASTATO – CAMERON STATION CIVIC ASSOCIATION<br/>(Reported will not be present)</b> | <b>7:13 PM</b>   |
| <b>VI. HOMEOWNERS' FORUM</b>  | <b>7:23 PM</b>   |
| <b>VII. TREASURER'S REPORT</b>  | <b>7:33 PM</b>   |
| <b>VIII. COMMITTEE REPORTS (FAC, ARC, A&amp;E, ComCom, CCFC, CAC)</b>                             | <b>7:43 PM</b>   |
| <b>IX. ARC Resident Appeal</b>  |                  |
| A. ARC – Resident Appeal #1 – Exterior Door Replacement   |                  |
| <b>X. MATTERS FOR BOARD DECISION</b>  | <b>8:03 PM</b>   |
| A. Ratify Email Vote – 10/min of each hour  | Motion 2023-0501 |
| B. Asphalt Contract – Summer 2023 Proposal  | Motion 2023-0502 |
| C. Sewer Line – Donovan Dr. Belly Proposal  | Motion 2023-0503 |
| D. Lancaster Landscape Proposal #31711  | Motion 2023-0504 |
| E. Lancaster Landscape Proposal #31768  | Motion 2023-0505 |
| F. Brand Guide and Logo Proposal  | Motion 2023-0506 |
| G. Addition of Lap Lane   | Motion 2023-0507 |
| <b>XI. MATTERS FOR BOARD DISCUSSION</b>   | <b>8:43 PM</b>   |

*\*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

A. B&B Security

**XII. MATTERS FOR BOARD INFORMATION 8:50 PM**

- A. Management Report
- Action Item list
  - Project Updates

**XIII. NEW BUSINESS 8:57 PM**

**XIV. EXECUTIVE SESSION (see Executive Session agenda) 8:58 PM**

- A. Waiver Request – Account XXXX-9297 Motion 2023-0508

**XVI: ADJOURN 9:00 PM**

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*\*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



**MEETING MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**Tuesday, April 25, 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:**

Andrew Hill, President  
Megan Christensen, Vice President  
Mindy Lyle, Secretary (joined at 8:00 PM)  
Chris Mulder, Director  
Chris Alex, Director  
Brendan Hanlon, Director

**BOARD MEMBERS ABSENT**

Joan Lampe, Treasurer

**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  
Sasha Impastato, Civic Association  
Lenore Marema, ComCom  
Kathleen McCollum, Chair, CAC

**CALL TO ORDER:**

Mr. Hill called the meeting to order at 7:01 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. Hanlon moved, and Mr. Mulder seconded the motion to **APPROVE** the March 28, 2023, meeting minutes with the following amendments: change Mr. Mulder to Mr. Mulder. **Following discussion, the motion passed, 5/0.**

**LT. LION – CITY OF ALEXANDRIA:**

Lt. Lion reported the following: there were forty-nine (49) calls for service in the month of April, none of them reportable, and no formal offenses occurred. Eighteen new officers graduated from field training that are out into patrol.

**CAMERON STATION CIVIC ASSOCIATION:**

Mr. Impastato reported that the Duke Street in Motion decision goes before the City Council on June 27th; the Zoning for Housing proposals will not impact Cameron Station, and the Civic Association will meet on May 3<sup>rd</sup> to discuss transportation issues.

**HOMEOWNER'S FORUM:**

Topics discussed were:

- Becky: stated she is in support of the recommended swim hours from the Facilities Committee.
- Marty Menez: encouraged residents to attend the Civic Association meeting; thanked Facilities Committee for accommodating thoughts on the fitness center painting colors.
- Jennifer Hurst: thanked Mr. Hanlon for his concerns and for contacting parents regarding the swimming lesson hours.
- Greg Hillson: expressed his concerns about the disbursement to the parking enforcement officers and inquired under what authority Management had to pay B&B after the contract expired.
- Susan Smith: encouraged the Board to approve the swimming lessons.
- Melissa Stivaletti: also stated she is in support of swimming lessons.

**TREASURER'S REPORT:**

- No report.

**COMMITTEE REPORTS:****1. Financial Advisory Committee**

Mr. Takis was absent and submitted a report: as of the end of March, the Association is operating higher than budget by \$123,000, with significant variances for snow removal, trees, and repair and maintenance. The monies from Fore Bright Bank are being transferred to Morgan Stanley into CDs. And the Association's overall delinquency rate is 1.4%.

**2. Architectural Review Committee**

No report.

**3. Activities and Events Committee**



Mr. Mulder reported that the trivia night was well attended, and the Committee is considering doing it twice a year; the Committee also worked on the Easter egg hunt and community yard sale.

**4. Communications Committee**

Ms. Marema reported that they have a new member they would like the Board to approve, and in the branding packet, the Committee likes color option 1.

**5. Facilities Committee**

Mr. Hanlon reported that the fitness center is being painted; the fitness center had 136 users per day last month; the Committee discussed the swim lesson hours, and ProFit is coordinating a deal for a place called Body Frame that will have special offers for Cameron Station residents.

**6. Common Area Committee**

Ms. McCollom reported proposals in the Board packet for annual flowers and mulch near the Woodland Halls condos, turned the irrigation system on a week early, and they are starting the community walk-thru in May.

**MATTERS FOR BOARD DECISION:**

**A. ComCom New Member Application – Emma Watson**

**Motion:** Mr. Alex moved, and Mr. Mulder seconded the motion to **APPROVE** the appointment of Emma Watson to the ComCom Committee. **The motion passed, 5/0.**

**B. Lancaster Landscape Proposal #31729**

**Motion:** Mr. Hanlon moved, and Ms. Christensen seconded the motion to **APPROVE** the Lancaster Landscape proposal # 31729 for \$7,063.50 to install summer flowers in the following locations: Community Entrance at Duke St, Cameron Station Circle, and Cameron Station Clubhouse to be expensed from Operating Funds. **The motion passed, 5/0.**

**C. Lancaster Landscape Proposal #31699**

**Motion:** Mr. Hanlon moved, and Ms. Christensen seconded the motion to **APPROVE** the Lancaster Landscape proposal #31699 for \$7,320.00 to mulch the areas in front of Woodland Hall (401-491 Cameron Station Blvd) contingent on the placing mulch to the end of the building, to be expensed from Operating Funds. **Following discussion, the motion passed, 5/0.**

**D. PSE Quote #2016035**

**Motion:** Mr. Hanlon moved, and Mr. Alex seconded the motion to **APPROVE** the Power Systems Electric quote #2016035 for \$5,375.00 to remove 5ft of brick pavers to access an underground splice/box to locate wires for the poles circuit located at the corner of Waple Ln and Tull Pl to be expensed from Reserve Funds. **Following discussion, the motion passed, 5/0.**

**E. PM+ Reserve Study - Level III Update**

**Motion:** Mr. Alex moved, and Mr. Mulder seconded the motion to **APPROVE** the PM+ Reserve Study Level III Update for \$2,950.00 to complete a financial update of the Cameron Station reserve study to be expensed from Operating Funds. **Following discussion, the motion passed, 5/0.**

**F. Pool Swimming Lesson hours**

**Motion:** Mr. Hanlon moved, and Ms. Lyle seconded the motion to **APPROVE** the swimming lessons hours of Monday through Thursday, 10:30 am to 8:30 pm; Friday, 10:30 am to 5:00 pm, with no lessons on weekends or holidays, and all lessons scheduled through AquaMobile as the sole source, pending insurance and community-specific requirements; there shall be no more than four students and two instructors in the pool each hour. **Following discussion, the motion passed, 6/0.**

**G. ComCom Color Palette Proposal**

**Motion:** Ms. Christensen moved, and Mr. Alex seconded the motion to **APPROVE** the branding colors for Cameron Station, option 2, as recommended by the Communications Committee Members. **Following discussion, the motion passed, 6/0.**

**MATTERS FOR BOARD DISCUSSION:**

**Reserve Study Update**

The Board reviewed Management's list of updates/additions to the reserve study and items the Board may want to consider adding.

**MATTERS FOR BOARD INFORMATION:**

**1. Management Report**

- Action Item list  
Included in the Board packet for review.
- Project Updates  
Mr. Philbin reported that the clubhouse painting has begun; paving bids are due soon, and the Committee will meet to review them; waiting on printing and access system equipment to come in; all cameras and card readers are in place; and vehicle registration has begun.

**NEW BUSINESS:**

None.

**EXECUTIVE SESSION:**

No matters for Executive Session.

**ADJOURNMENT:**

Hearing no further business: the meeting was adjourned at 8:49 pm.

Respectfully Submitted,  
Minutes Services, LLC  
Dolly Sharma  
[dolly@minutesservices.com](mailto:dolly@minutesservices.com)

X

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Mindy Lyle  
Secretary

Cameron Station Community Association  
Financial Advisory Committee Meeting  
April 24, 2023  
FAC ZOOM Meeting  
Meeting ID 9296235196 Passcode 007612

**MEETING MINUTES**

**I. Call to Order**

- a. The meeting was called to order at 7:01 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Wendell Anderson, Mike Whanslaw, Jodi Wittlin, Fred Blum and Sophia Lee.
- c. Others Present: Steve Philbin, Community Manager and Bill Boos, Financial Manager, both from CAMP.
- d. The meeting was conducted via a ZOOM.

**II. Approval of Agenda**

The agenda was approved unanimously.

**III. Approval of Previous Month's Minutes**

The March 27, 2023, minutes were approved unanimously.

**IV. Resident Open Forum**

There were three people present, Brandon Hanlon, both as a BOD member and resident, Kathleen McCollom, Common Area Committee (CAC) and Dan Ogg, Cameron Club Facilities Committee (CCFC). All three were present to discuss various reserve study update issues.

**V. Review of Financial Results**

- a. April 30, 2023, Financial Statements & Variance Reports

The Chair started the discussion by commenting that we continue to have healthy operating results, \$123,676 under budget year-to-date. Expenses were significantly under budget and income over budget, thus both contributed to the positive results. Also aged receivables continue to be favorable at 1.4% of assessments.

Steve Philbin reviewed larger variance items:

--Snow Removal- Since we had a mild winter there was no snow removal, thus a \$45,000 positive variance.

--Street Repair & Maintenance (R&M) & Storm Clean up- Because there was no snow there was no related cleanup and street maintenance.

--Tree & Shrub- This was about \$4,900 under budget.

--Turf Treatment- This was over budget for the month but under budget YTD.

--Events & Awards- This was roughly \$7,400 under budget YTD.

--Management Services, the almost \$12,000 positive variance may be question of the number of pay periods in March. This includes both salaries and benefit costs.

--Trash & Recycling are slightly below budget.

Steve also discussed a collapsed sewer pipe on Donovan, near Sommerville, that may need replacement. This was discovered in preparing for the upcoming paving project. The pipe has been videoed and our engineer must evaluate what is happening. The worst-case scenario is having to dig up the street and replace about 60 feet of pipe and base gravel and is estimated at roughly \$50,000. It is not clear what is happening, and the city says it is our responsibility, which was news to us. This is also a new item for the reserve study.

We reviewed several balance sheet items. Bill Boos disclosed the eventual closing of all the Forbight accounts. However, we must be sure that we have collected all interest due. We also discussed how much to move from owners' equity to reserves. The final amount will be determined by the auditors.

Interest was about \$12,000 over budget, as the Federal Reserve continues to raise short term rates.

b. Cameron Station Committee Spending & Committed Funds

All the committees are currently under budget.

--Activities & Events- As noted above they are performing under budget.

--Comm-Comm- timing issues about when the next Compass issue will be published, but they are currently under budget and projected YTD performance.

--CCFC- Also under budget. The stop sign replacement is awaiting reimbursement.

--CAC- Under budget and several items were discussed as part of the variance report. As noted above, they were greatly aided by a mild winter.

c. Reserve Fund Investment

Forbright paid 4% interest in March, however all balances will be moved to Morgan Stanley, as discussed in prior months due to the difficulty of working with Forbright to transfer funds out as needed. This will be completed in April.

We discussed our liquidity needs for both the Operating and Replacement Reserve funds. The way we have structured the CD ladders, we have plenty of cash flow to pay our bills, including the upcoming paving project.

Specific discussion of account #6133 Operating Cash Account and #2344 Replacement Reserves where the top two accounts are the Morgan Stanley bank accounts meant to keep us under the FDIC \$250,000 insurance limit.

Fred Blum noted that at the present time it does not pay us to invest in CDs over about one year in maturity.

Also discussed was club house painting and the irrigation system plumbing upgrade spending relatively small amounts for conduit installation to be done as part of the paving project. This is best done when trenches can be cut after milling the streets and before paving.

- d. Review of the CIRA accounting database, there were no significant changes to discuss.

## VI. Old Business

- a. Review of 2023 Project Spreadsheet- This was done as part of both the variance and reserve fund investment due to the impact on our short-term liquidity needs.

## VII. New Business

### Reserve Study Financial Update

We are doing a Level 3 financial update, which does not include a site visit. We reviewed spending on various projects.

Steve Philbin gave a summary of various completed projects and outyear spending items and related adjustments to reserve spending. Key items were:

--Fitness center rubber floor was completed in 2023 and it was originally planned for 2024, so changes are needed to that year.

--Postponed some fitness center strength and cardio equipment spending. Dan Ogg gave the CCFC projections on the average number of pieces of equipment to be replaced each year, plus an inflation rate. This also reflects reduced usage levels affected by COVID related shutdowns.

--LED street light replacements were over budget in 2022. LEDs are installed when bulbs must be replaced. This also positively impacts electric bill expenses.

--Replacing fire hydrants is a new item for reserve study. The city says this is our responsibility on community owned streets. Also, maintenance is our responsibility in addition to Virginia American Water's flushing. Steve proposed funding one replacement unit per year in the reserve study.

--Painting fire hydrants, this is also a new item for us to cover.

--Automatic ADA doors need to be added to the reserve study and should not be paid from operating funds.

--Parks, Steve discussed that we have a total of 20 parks both large and small. Only two are covered in the reserve study, John Ticer and Cameron Station Blvd circle, the only ones having gazeboes. Kathleen McCollom of the CAC discussed what work needs to be done on both Bessley place and Donovan drive. Both Bessley and Donovan Parks have wooden pergolas that eventually will need replacement. There is also related to the replacement of mature trees.

--Bench slats also need to be added to the reserve study, as these are long-lived items.

--Interior door replacement in the club house also needs to be added to the reserve study.

--Golf cart replacement needs to be funded.

## **VIII. Meeting Adjournment**

The meeting was adjourned at 8:32 pm.

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**CAMERON STATION COMMUNITY ASSOCIATION, INC.  
ARCHITECTURAL REVIEW COMMITTEE  
Tuesday May 2<sup>nd</sup>, 2023**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday May 2<sup>nd</sup>, 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  
Tom Linton – ARC Member  
Trena Raines – ARC Member  
Mara Francis – ARC Member  
Brian Sundin – ARC Member

**MEMBERS ABSENT**

Sharon Wilkinson – 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 written with the addition of 5005 Donovan Drive [utter replacement] and a discussion of Oakland Hall Condominiums.”**

Moved By: Trena Raines

Seconded By: Mara Francis

For: All

Against: None

Absent: Sharon Wilkinson

**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



**DRAFT**

month. A homeowner inquired about the status of their application that was being handled via email due to the threat of imminent damage to their home. The issue was addressed, and the homeowner was informed of their status.

**REVIEW OF EXTERIOR MODIFICATION APPLICATIONS**

Address	Proposed Modification	ARC Action / Vote
131 Cameron Station Blvd	Landscaping	<b>Approved with the stipulation that the rock wall will extend from the neighbor's property line, in a half circle around the manhole cover, and extends to the homeowner's steps.</b> Moved By: Brian Sundin Seconded By: Paula Caro For: All Against: None Absent: Sharon Wilkinson Abstain: None <b>MOTION PASSED</b>
314 Cameron Station Blvd	Roof Replacement	<b>Approved with the stipulation that the shingle color is Timberline Charcoal.</b> Moved By: Trena Raines Seconded By: Mara Francis For: All Against: None Absent: Sharon Wilkinson Abstain: None <b>MOTION PASSED</b>
286 Murtha St	Roof Replacement	<b>Approved as submitted.</b> Moved By: Paula Caro Seconded By: Tom Linton For: All Against: None Absent: Sharon Wilkinson Abstain: None <b>MOTION PASSED</b>
403 Cameron Station Blvd	Window Replacement	<b>Approved as submitted.</b> Moved By: Trena Raines Seconded By: Brian Sundin For: All Against: None Absent: Sharon Wilkinson Abstain: None <b>MOTION PASSED</b>
5112 Donovan Dr Unit 401	Window Replacement	<b>Approved as submitted.</b> Moved By: Mara Francis Seconded By: Paula Caro

**DRAFT**

		For: All Against: None Absent: Sharon Wilkinson Abstain: None <b>MOTION PASSED</b>
<b>5235 Brawner Pl</b>	Exterior Door Replacement	<b>Disapproved as submitted.</b> Moved By: Paula Caro Seconded By: Trena Raines For: Stephen Pearson, Mara Francis, Tom Linton Against: None Absent: Sharon Wilkinson Abstain: Brian Sundin <b>MOTION PASSED</b>
<b>5005 Donovan Dr</b>	Gutter Replacement	<b>Approved as submitted.</b> Moved By: Paula Caro Seconded By: Tom Linton For: All Against: None Absent: Sharon Wilkinson Abstain: None <b>MOTION PASSED</b>

**MOVE TO: “I move to Ratify the applications for 271 Murtha St – Tree Replacement (Approved with stipulation), 383 Cameron Station Blvd – Roof Replacement (Approved with stipulation), 145 Cameron Station Blvd – Roof Replacement (Approved) that were voted on electronically during the month of April.”**

Moved By: Mara Francis  
Seconded By: Brian Sundin  
For: All  
Against: None  
Absent: Sharon Wilkinson  
**MOTION PASSED**

**APPROVAL OF ARC MEETING MINUTES**

**MOVE TO: “Approve the ARC Meeting Minutes from the 4 April 2023 meeting as submitted.”**

Moved By: Trena Raines  
Seconded By: Mara Francis  
For: Stephen Pearson, Tom Linton  
Against: None  
Absent: Sharon Wilkinson  
Abstain: Paula Caro, Brian Sundin  
**MOTION PASSED**

***DRAFT***

**MOVE TO: “Approve the ARC Meeting Minutes from the 7 March 2023 meeting as submitted.”**

Moved By: Tom Linton

Seconded By: Brian Sundin

For: Stephen Pearson, Paula Caro

Against: None

Absent: Sharon Wilkinson

Abstain: Mara Francis, Trena Raines

**MOTION PASSED**

**MOVE TO: “Approve the addition of ‘Aged White’ and ‘Extra White’ trim colors to the approved color list.”**

Moved By: Mara Francis

Seconded By: Tom Linton

For: All

Against: None

Absent: Sharon Wilkinson

**MOTION PASSED**

**BOARD MEETING REPORT**

The monthly Board of Directors meeting was held on April 25<sup>th</sup>. There was no ARC representation at the meeting. Board member and ARC Liaison Chris Alex reported that there were no Board discussions that affected the ARC.

**COVENANTS REPORT**

- **Annual Comprehensive Inspection Update:** The On-Site Covenants Administrator is continuing with the 2023 comprehensive inspections. Cameron Station Blvd, Tull Place, and Minda Court have been reinspected and hearing notices will be issued in May. Management has initially focused on landscaping and weed removal from front garden beds as well as AC units located to the rear of homes. Management has also noted that many homes need trim repainting, repair, and cleaning.
- **Completed Resale Inspections:** Management completed 5 resale inspections during the month of April.
- **Parking Enforcement and Towing Report:** In April, there were 10 vehicles towed and 112 tickets issued by B&B and Management. Management expects to see additional growth in tickets and towing in May due to increased enforcement efforts. Management continues to see repeat offenders and is maintaining a tracking spreadsheet to monitor these repeat offenders.
- **Violations Issued and Abatements:** In April, Management issued 315 violations as a result of the renewed inspections. Management continues to work with B&B Security to investigate parking violations.

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**MOVE TO: “Adjourn the Meeting at 8:29 p.m.”**

Moved By: Mara Francis

Seconded By: Trena Raines

For: All

Against: None

Absent: Sharon Wilkinson

**MOTION PASSED**

*Minutes prepared by Stephen Pearson, ARC Chair.*

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**ACTIVITIES AND EVENTS MEETING**  
**May 4, 2023**

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

**COMMITTEE MEMBERS PRESENT:**

Andrew Yang - Chair  
Christina Damhuis – Committee Member  
Pam Opiela – Committee Member  
Sarah Turkaly – Committee Member  
Joy Burwell – Committee Member

**COMMITTEE MEMBERS ABSENT:**

Jen Hurst – Committee Member  
Monica Stachowski - Committee Member

**ALSO PRESENT:** Chris Mulder – Board Liaison

**I. CALL TO ORDER**

**Motion:** The meeting is called to order at 8 p.m.

**II. APPROVAL OF MINUTES**

**Motion:** Andy \_\_\_\_\_ **MOVED** and Sarah \_\_\_\_\_ **SECONDED** to approve the 4/5 meeting minutes as submitted {/or with the following changes}: month/date

**III. ITEMS FOR RECOMMENDATION:**

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

1. Egg Hunt (Saturday, April 8)
  - a. Recommend earlier Easter Bunny arrival
  - b. More eggs for older age group
  - c. Recommend egg recycling only at event, as seldom used at the clubhouse
2. Yard Sale (Saturday, April 29)
  - a. Recommend signs at entrance
  - b. Coordinate with CAMP for placing signs

**IV. NEW BUSINESS**

1. Wine Tour (May)
  - a. Andy will confirm shuttle capacity (31 or 32)
  - b. Sarah will inquire about Barrel Oak and Arterra for accommodating shuttle buses
  - c. Need to confirm itinerary (10 am pickup to 4 pm drop off in the past)
2. Ice Cream Social (Sunday, May 21, 11 am – 1 pm)
  - a. May need volunteers for setup and cleanup, post flyer for email blast ASAP
3. Shred Truck (Saturday, June 10, 9 am – noon)
  - a. Will post the flyer as date approaches
4. Fourth of July (Tuesday)
  - a. Andy will check with Podolsky still sponsoring

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**ACTIVITIES AND EVENTS MEETING**  
**May 4, 2023**

b. Christina will research giveaways, about 250-300 items \$600-\$700

c. Andy will ask management about red, white, and blue bunting at gazebo

5. Food Trucks

a. Christina will check potential food trucks

**V. ADJOURNMENT**

**Motion:** Andy \_\_\_\_\_ **MOVED** and Pam \_\_\_\_\_ **SECONDED** to adjourn the meeting at 8:27 pm. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,

Andrew Yang, Committee Chair

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**COMMUNICATIONS COMMITTEE MEETING**  
**May 10, 2023**

The meeting was conducted by Zoom for scheduling flexibility.

**COMMITTEE MEMBERS PRESENT:**

Tricia Hemel–Chair  
Susan Klejst  
Linda Taousakis  
Gwen Toops

**COMMITTEE MEMBERS ABSENT:**

Gen Harrison-Doss  
Lenore Marema  
Emma Watson

**ALSO PRESENT:**

Megan Christensen–Board Liaison  
Juana Michel–CAMP  
Trena Raines–Photography Sub-committee Member

**CALL TO ORDER**

Tricia Hemel called the meeting to order at 7:06pm. A quorum was present.

**I. APPROVAL OF AGENDA**

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

**II. APPROVAL OF MINUTES**

On a Motion, Moved and Seconded, the minutes from the Committee's April 12, 2023, meeting were approved.

**III. RESIDENT OPEN FORUM**

No residents attended the meeting.

**IV. ITEMS FOR RECOMMENDATION/APPROVAL**

The Committee reviewed the brand guide proposed by LMK. The Committee recommended the Board approve the brand guide at the May 2023 Board meeting.

**V. MATTERS FOR COMMITTEE INFORMATION**

**Management Report:** Juana Michel reported that management released the registration form for the new system to access the fitness center, shuttle bus, and other Cameron Station amenities. Paving work begins soon, and management will communicate the schedule and locations in the e-blast and emails to residents. Social media numbers: Facebook, 1,397; Twitter, 425; and Instagram, 239.

**Board Update:** Megan Christensen reported that the Board approved Emma Watson's Committee membership and the color palette.

**Committee Business**

**Newsletter Subcommittee:** Tricia Hemel reported that edits are ongoing for the next newsletter.

**E-blast:** Tricia Hemel reported that she will manage the e-blast in June.

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**COMMUNICATIONS COMMITTEE MEETING**  
**May 10, 2023**

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

Social Media: Tricia Hemel reported that Emma Watson will be the Committee's social media point of contact.

Website: Gwen Toops reported that a local realtor will provide floor plans to post on the website. Since the Board approved the color palette, LMK will update the website with the approved colors.

Photography Subcommittee: Linda Taousakis reported that the subcommittee took photos of the Easter bunny event and yard sale.

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: May 30, 2023. Tricia Hemel will attend.

Next Committee Meeting: June 14, 2023.

**VI. ADJOURNMENT**

Tricia Hemel adjourned the meeting at 7:38 pm

Respectfully Submitted,  
Gwen Toops



DRAFT MEETING MINUTES  
CAMERON CLUB FACILITIES COMMITTEE (CCFC)  
Thursday, May 11, 2023

The following individuals attended the meeting:

Ray Celeste, CCFC Chair  
Dan Ogg, CCFC Vice Chair (via Zoom)  
Dan McPhillips, CCFC Member (via Zoom)  
Tim Regan, CCFC member (via Zoom)  
Rich Mandley, President, ProFIT  
Sandra Troutman, resident

The following individuals were absent:  
Brendan Hanlon, BOD liaison

**I. Call to Order/Establish Quorum**

The Cameron Club Facilities Committee (CCFC) meeting was called to order by Ray Celeste at 7:04 p.m.

**II. Approval of Agenda**

*Dan Ogg made a motion to approve the agenda with the addition of a discussion of the reserve study funding levels under item VIII.B. Dan McPhillips seconded the motion and it passed unanimously.*

**III. Approval of Minutes**

*Dan Ogg made a motion to approve the April 2023 CCFC meeting minutes, as written. Dan McPhillips seconded the motion and it passed unanimously.*

**IV. Homeowners' Open Forum**

Sandra Troutman, resident, noted that she and other residents had difficulty gaining access to the lap lane in the evenings last pool season (2022). Specifically, in the evenings, from about 5:30 – 7:30 pm, the pool was busy, and the single lap lane was often occupied. However, the overall use of the pool begins to dwindle after 6:30 or 7:00 pm. Ms. Troutman asked that the committee ~~to consider~~ **consider** adjusting the pool hours to allow adult lap swim, for the whole pool, after 7:00 pm until closing at 8:30 pm, one night per week.

- V. BOD update.** In a written update, Brendan Hanlon, BOD liaison to the CCFC, noted that the BOD approved the swim lesson hours recommended by the CCFC. The BOD was also informed of the painting project in the clubhouse, as well as the fact that the CCFC and the FAC had discussed and agreed to a funding recommendation for fitness center equipment replacement as part of the upcoming reserve study (see VIII.B. below).

- VI. **ProFIT Report.** Rich Mandley provided the ProFIT update. The painting project was completed in the fitness ~~center~~center, and everything was put back in place. ProFIT is aware of the Peloton recall (regarding bicycle ~~seatposts~~seat posts) and will check the serial numbers on the Peloton bikes in the fitness center to see if the recall applies to us.

Ray Celeste noted a few items to be addressed including seat cushion replacements, checking on basketball court light replacement, plyo box purchase, and removing a broken mini-basketball hoop. Ray also noted that Marty Menez requested that the CCFC consider adding a second rowing machine in the fitness center.

VII. **Matters for Committee Decision**

N/A for this meeting.

VIII. **Matters for Committee Discussion**

A. **Adult swim recommendation.** Based on a resident recommendation made to Ray Celeste, and reiterated by Sandra Troutman in the homeowners' forum, the CCFC discussed options for accommodating more lap swimming in the pool in the later part of the evenings during weekdays. One good option is to provide two lap lanes, marked by lane dividers, in the evenings. This would still allow plenty of space in the pool for recreational swim and swim lessons.

The CCFC members present suggested that the guards add one additional lap lane from 7:30 – 8:30 pm, Monday-Thursday each week. This suggestion will be passed on to the remaining CCFC members and the CCFC BOD liaison. Then the CCFC will offer an electronic motion, subject to an electronic vote to approve the motion (if unanimous).

B. **Reserve study funding discussion.** Dan Ogg stated that he addressed the FAC at the end of April regarding a funding recommendation for fitness center equipment replacement that would be used as a basis for completing the upcoming reserve study. Based on that discussion, CCFC and FAC recommended to the BOD that there be \$30,225.00 made available in 2023 for equipment replacement, and that the reserve specialist add an appropriate inflation factor each year thereafter to arrive at the funding levels in subsequent years.

IX. **Management Report**

Ray Celeste noted updates from CAMP Management, including that the painting project was ~~complete~~complete, and that the fitness center management contract will be expiring at the end of this year, so Management will be providing a new RFP to the CCFC for review.

X. **New Business.**

There was no new business.

XI. **Adjournment**

*Tim Regan made a motion to adjourn the meeting at 7:59 pm. The motion was seconded by Dan McPhillips and approved unanimously.*



## **Cameron Club Monthly Report**

April 2023

### **Attendance and Usage**

April – 4,896

Average usage per day- 163

March – 4,230

- Average use per day- 136

## **Facility & Operations**

### **Group Exercise Class Program**

- The most attended class for this month was Total Body Weights. We had an increase in attendance, 5 out of 10 classes.

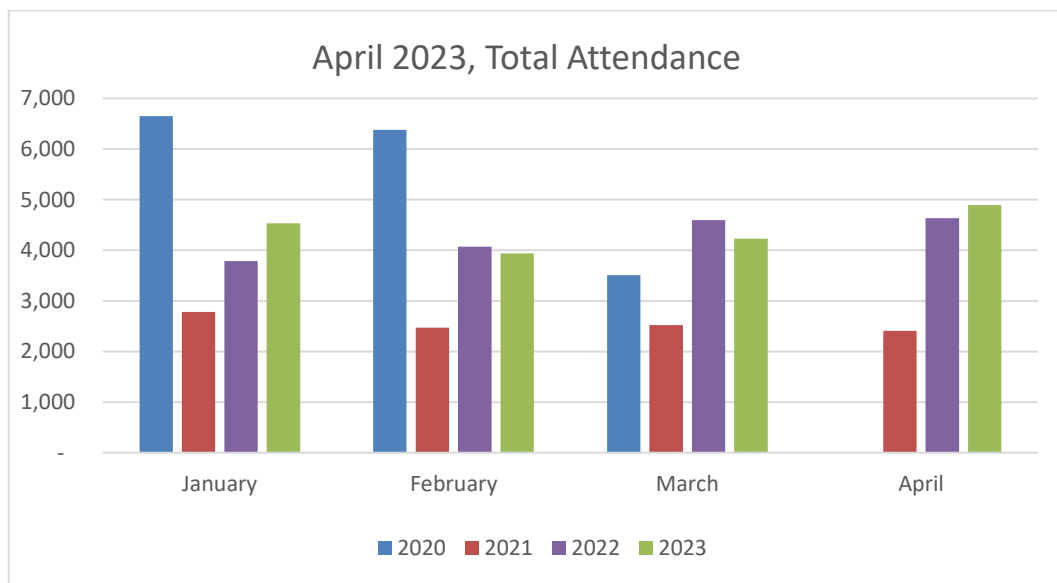
### **Exercise and Facilities Equipment**

As it stands the gym equipment is in good condition. There is one area that needs to be addressed and that is the rack for the stability balls. We are looking for solutions to replace or reinforce the PVC rack.

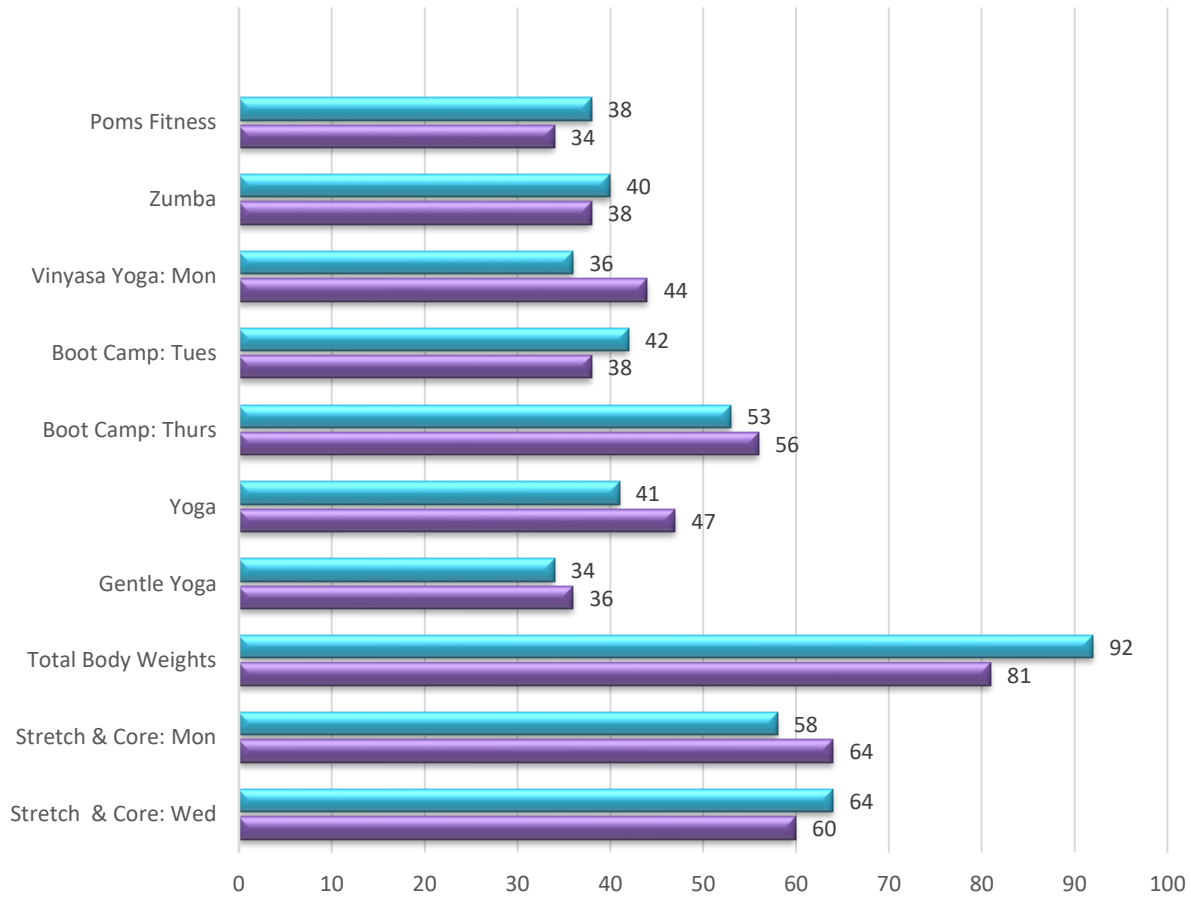
### **Programming**

- We are offering a basic self-defense workshop on May 27<sup>th</sup>. This workshop will be focusing on basic reads for punching, straight edge weapon attacks and street sense.

## Graphs



## Class Attendance March 2023/April 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	
April	64	58	92	34	41	53	42	36	40	38	
March	60	64	81	36	47	56	38	44	38	34	

April March

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

Monday, May 8, 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:** Sarah Markel, Patrick Kairouz, Jeff Gathers, and Martha Romans

**Members not present:** Justin Newsome and Don Williams

**Others in Attendance:** Steve Philbin and Angel Robles, CAMP, and Adrienne Zaleski, Lancaster Landscapes

**Motion to Approve the Agenda**

Moved by Romans, seconded by Gathers

For: All

Against: None

**Motion passed.**

**Motion to Approve the Minutes from February 13, 2023**

Moved by Kairouz, seconded by Markel

For: All

Against: None

**Motion passed.**

**HOMEOWNERS FORUM**

No homeowners requested to speak.

**BOARD UPDATE**

McCollom reported that the Board approved the proposals submitted by the CAC at their April meeting. The Board also discussed adding a category for improving the pocket parks to the Reserve Study.



## **LANCASTER REPORT**

Zaleski reported that mowing has begun. Mulching is expected to be complete by Mother's Day. Flowers have been installed at the front entrance and at the traffic circle on Cameron Station Boulevard. Application of weed killer to the sidewalks is nearly complete.

## **MATTERS FOR COMMITTEE RECOMMENDATION**

**Motion to to ratify the unanimous email vote to approve the Lancaster Landscapes proposal #31699 for \$7,320.00 to mulch the areas in front of Woodland Hall (401-491 Cameron Station Blvd) to be expensed from Operating Funds. Resolution 2023-0501**

Moved by Kairouz, seconded by Gathers

For: All

Against: None

**Motion passed.**

**Motion to approve the Lancaster Landscapes proposal # 31711 for \$2,865.00 to remove the existing fieldstone swale, regrade the swale, re-install the existing fieldstone along the fence behind #264-266 Medlock Ln, install (1) pop up drain, install stone dust, and a 12" metal edge to be expensed from Operating Funds. Resolution 2023-0502**

Moved by Romans, seconded by Gathers

For: All

Against: None

**Motion passed.**

**Motion to approve the Lancaster Landscapes proposal proposal #31766 for \$2,285.00 to regrade the walkway along the fence to Home Depot, remove and regrade approximately 6" below grade and backfill with #57 gravel and 1-3" river rock to allow water to drain from the walkway to be expensed from Operating Funds. Resolution 2023-0503**

Moved by Kairouz, seconded by Gathers

For: All

Against: None

**Motion passed.**

**Motion to approve the Lancaster Landscapes proposal #31768 for \$3,300.00 to remove (2) dead cherry trees, stumps included, and (1) arborvitae tree near the Home Depot walkway on Livermore. To be replaced with (2) florida dogwoods, (1) pink and (1) white, and (1) emerald green arborvitae to be expensed from Operating and Reserve Funds. Resolution 2023-0504**

Moved by Kairouz, seconded by Gathers

For: All

Against: None

**Motion passed.**

**Motion to approve the Lancaster Landscapes proposal #31780 for \$1,730.00 to install mulch at Woodland Hall mailboxes on the side of 435 Cameron Station Blvd and Ferdinand Day to be expensed from Operating Funds. Resolution 2023-0505**

Moved by Romans, seconded by Kairouz

For: All

Against: None

**Motion passed.**

**Motion to approve the Lancaster Landscapes proposal #31771 for \$1,490.00 to install mulch at Woodland Hall in the south entrance along the curb on Ferdinand Day Dr. (damaged turf approx. 400 sq. ft.) to be expensed from Operating Funds. Resolution 2023-0506**

Moved by Kairouz, seconded by Romans

For: All

Against: None

**Motion passed.**

## **MATTERS FOR COMMITTEE DISCUSSION**

Management reported that they had reviewed the association documents and there is nothing regarding popup drains; therefore, any recommendation that homeowners install them would be unenforceable.

## **MANAGEMENT REPORT**

Philbin reported that management is working on an RFP for the landscaping contract which expires 12/31/23. They will share a draft with the committee at a future meeting. He also reported on the recovery of funds to replace the entrance sign, the process of selecting an asphalt company for the repaving project, painting of the club house, and the turf improvement projects.

Robles reported that the Potomac Watershed Cleanup Day in Ben Brenman Park on April 22 was very successful; approximately 50 volunteers removed 375 lbs of trash.

**NEW BUSINESS**

There will be a walk though on Thursday May 18 at 8:30 a.m.

Members of the committee will be selecting the Pride of Ownership award recipients later this month.

The next meeting will be on Monday, June 12 in person.

The meeting adjourned at 8:03 p.m.

Respectfully submitted,

Martha Romans

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

Application # \_\_\_\_\_



Cameron Station Community Association, Inc.  
**EXTERIOR MODIFICATION APPLICATION**

*Complete separate application forms for each exterior modification being requested*

**SECTION I: CONTACT INFORMATION**

1. Homeowner(s) Name(s): \_\_\_\_\_
2. Lot: \_\_\_\_\_
3. Address: 5235 Browner Place, Alexandria VA
4. Phone: (h) \_\_\_\_\_ (cell) \_\_\_\_\_ (w) \_\_\_\_\_ (other) \_\_\_\_\_
5. Email Address: (h) \_\_\_\_\_

**SECTION II: EXTERIOR MODIFICATION BEING REQUESTED** ☐ Repair ☒ Replace ☐ Other  
☐ Building (only) ☐ Grounds (only) ☐ Building & Grounds - Use as many additional sheets as needed

a. Proposed Modification Subject:

b. Reference Page Number of Association Design Maintenance Standard:

c. Detailed Written Description of proposed modification: (include sketches, drawings, a Plat/Site Survey

Replace 3-panel patio doors on 1st and 2nd levels of Randolph  
model townhouse with Energy Star Pella sliding doors  
(250 series, information attached). Vinyl doors will be white  
inside and out, and have colonial grids that match the  
existing grid patterns.

Replacing 2nd level doors will taller sliding panels (eg extra  
window at top) rather than including a transom  
because of a massive cost difference (eg \$2000)  
but consistent with the architectural style of the community  
The doors are high quality, secure and durable.  
(See attached description.)

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

**SECTION III: APPLICATION CONDITIONS**

Nothing contained herein shall be construed to represent that any modifications to land or buildings performed in accordance these plans, shall be permitted to violate any of the provisions or Building or Zoning Codes of the City of Alexandria, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.

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

I understand and agree that no work shall commence on this requested project until I receive written approval of the ARC.

I understand that any construction or exterior modification undertaken by me or on my behalf before approval of this application is not allowed and that if modifications are made, I may be required to return the property to its former condition at my own expense if this application is

disapproved wholly or in part, and that I may be required to pay all legal expenses incurred by the Association in enforcing this should I object.

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

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

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

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

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

#### SECTION IV: ACKNOWLEDGEMENT AND SIGNATURE

I acknowledge with my signature below that I have read and understand the Application Conditions before submitting this application

Homeowner(s) Signature

*Alun Pence*

Date: 4/26/2023

Signature of Neighbor if applicable

Date:

Signature of Neighbor if applicable

Date:

#### SECTION V: DOCUMENTATION CHECKLIST

Please use the checklist below as a help to ensure all required materials and enclosures have been included in and/or with your application

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

#### SECTION VI: ARCHITECTURAL REVIEW COMMITTEE (ARC) ACTION

The ARC reviewed the application reviewed the application and took the following action"

- ☐ Approved
- ☐ Disapproved
- ☐ Request for Additional Information

Comments or Stipulations:

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#### Representative Acting on ARC's Behalf

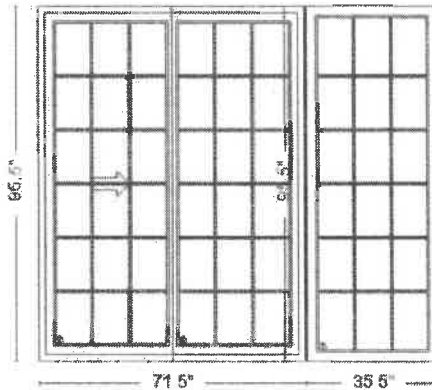
- Name (print): \_\_\_\_\_
- Title: \_\_\_\_\_
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### SECTION VII: APPEAL PROCESS

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

## Customer Approval Form:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Viewed from the Exterior

**Quote Number:** TBD

**Line Number:** 10

**Quote Qty:** 1

**Scaling:** 1/2" = 1'

**Description:** Pella 250 Series, Double Sliding Door, Pella 250 Series, Sliding Door Sidelight, 107.5 X 95.5, White

**Rough Opening:** 108" X 96"

**Performance Information:** U-Factor 0.30, SHGC 0.24, VLT 0.45, CPD PEL-N-251-00058-00001, Performance Class R, PG 35, Calculated Positive DP Rating 35, Calculated Negative DP Rating 35, Year Rated 11

**Performance Information:** U-Factor 0.29, SHGC 0.26, VLT 0.48, CPD PEL-N-252-00058-00001, Performance Class LC, PG 50, Calculated Positive DP Rating 50, Calculated Negative DP Rating 50, Year Rated 11

These drawings are based on our interpretation of the information provided to us. They are submitted for final approval of the individual\*\* responsible for the project and are not intended to create any warranty or other liability. The user\*\* is responsible for compliance with applicable building codes or other regulations and determining the suitability of the suggestions for the particular application, including the final design of reinforcement, flashing, and sealant systems for all window and door installations.

\*\* building owner, architect, contractor, installer and/or consumer



**Quote Name:** \*Anne Pence - 5235 Brawner Pl, **Project Name:** \*Anne Pence - 5235 Brawner Pl

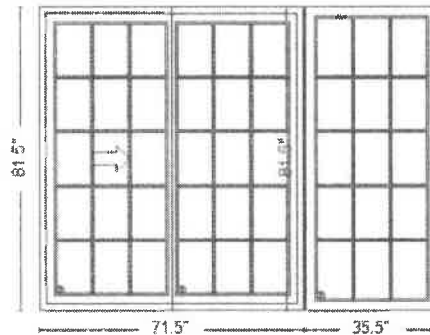
**Jobsite Location:** Alexandria, VA

**Room Location:** Kitchen

**Sales Branch Location:** 71700 Pella Mid-Atlantic, Inc.

## Customer Approval Form:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Viewed from the Exterior

**Quote Number:** TBD

**Line Number:** 15

**Quote Qty:** 1

**Scaling:** 1/2" = 1'

**Description:** Pella 250 Series, Double Sliding Door, Pella 250 Series, Sliding Door Sidelight, 107.5 X 81.5, White

**Rough Opening:** 108" X 82"

**Performance Information:** U-Factor 0.28, SHGC 0.25, VLT 0.46, CPD PEL-N-251-00047-00002, Performance Class R, PG 35, Calculated Positive DP Rating 35, Calculated Negative DP Rating 35, Year Rated 11

**Performance Information:** U-Factor 0.26, SHGC 0.26, VLT 0.49, CPD PEL-N-252-00047-00002, Performance Class LC, PG 50, Calculated Positive DP Rating 50, Calculated Negative DP Rating 50, Year Rated 11

These drawings are based on our interpretation of the information provided to us. They are submitted for final approval of the individual\*\* responsible for the project and are not intended to create any warranty or other liability. The user\*\* is responsible for compliance with applicable building codes or other regulations and determining the suitability of the suggestions for the particular application, including the final design of reinforcement, flashing, and sealant systems for all window and door installations.

\*\* building owner, architect, contractor, installer and/or consumer



**Quote Name:** \*Anne Pence - 5235 Brawner Pl, **Project Name:** \*Anne Pence - 5235 Brawner Pl

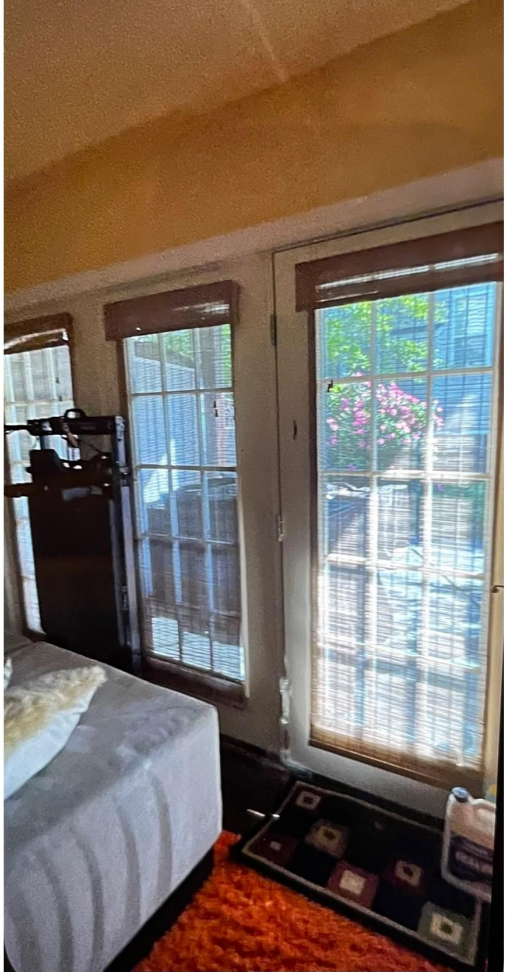
**Jobsite Location:** Alexandria, VA

**Room Location:** Basement

**Sales Branch Location:** 71700 Pella Mid-Atlantic, Inc.







Notice Date: 5/4/2023  
Account Number: R0627704L0508983  
Property Address: 5235 Brawner Pl  
**CERTIFIED MAIL – Return Receipt Requested**



Constance Anne Pence  
5235 Brawner Pl  
Alexandria, VA 22304

Dear Constance Anne Pence,

The Architectural Review Committee (ARC) of Cameron Station Community Association, Inc. (CSCA) at their regularly scheduled meeting on **May 2nd** disapproved your **exterior door replacement** on the basis that **the replacement doors are inconsistent with the architectural style within the community. The following details were also factors mentioned while reviewing this application:**

- Replacements should be like for like to the existing or as close as possible.**
- Removing the transom and adding an additional mullion to the door will significantly change the rear door. This would be inconsistent with the neighboring homes.**
- The replacement doors are sliding doors while the existing are swinging. Replacement doors shouldn't be a change in door type.**
- No other homes on the street share a similar style, therefore this would be precedent-setting.**

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

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

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

Sincerely,

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

May 12, 2023

**Response to ARC Denial of Patio Door Replacement Proposal**

Dear Board Members,

I would like to bring to your attention ambiguities in the current Covenants documents regarding exterior modifications, and inconsistencies these are creating in ARC decision-making. In my own case, the ambiguities, and associated ARC decision to deny my proposal, will add twenty to forty percent to the cost of replacing my patio doors, force me to resort to a smaller number of potential products and installers, and require me to use products that are less energy efficient than readily available alternatives. This also occurring despite that current materials and options that are visually similar to and “consistent with” the community style, and easier to install and more cost and energy efficient, are being precluded in favor of identical or near-identical options.

As someone with a city and regional planning background, I recognize and applaud the ARC’s efforts to respect the architectural style of our community. In so doing, they have pragmatically allowed homeowners to replace wood windows with vinyl and fiberglass, and to allow the exterior window colors and colonial grids to be white rather than tan/taupe. Today windows made with these materials can be durable, energy efficient and stylistically consistent, and there are many vendors who produce and install such windows competitively and expeditiously, even in the face of inflation and supply chain disruptions and delays.

The two large, heavy three-panel wood patio doors in my Randolph model home are in disrepair and must be replaced, in no small part because twenty years ago, they did not include what are today state of the art drainage systems. They have developed large gaps and substantial wood rot and are not in the least energy efficient.

I sought to replace them with highly energy efficient, low or zero maintenance sliding glass doors with state-of-the-art drainage and security, and colonial grid patterns like those on existing doors. Today, high-quality sliding door designs include options for the trim around the doors to look like that of French doors ([Before and After: Sliding French Doors Add Classic Flair | Pella](#) ; [Replacement Sliding French Doors | Infinity from Marvin \(infinitywindows.com\)](#)). There are far fewer options today for hinged patio doors – they are heavier, hard to get into our units, more labor intensive, more expensive for no added quality, and often less energy efficient – according to multiple installers.

Of the five door installation companies I have spoken to, none believes that sliding patio doors with colonial grids and a “French door” style of wider trim would be visually inconsistent, or even meaningfully noticeable, from the existing original, 20-plus year old wood patio doors.

I also asked the ARC whether I could simply install taller doors, rather than include the large 9-lite transom, which is a non-standard custom item that takes longer to produce and is quite expensive. They disapproved that as well. I understand, and am willing to incur that cost of a custom transom.

Respectfully, properly designed sliding patio doors (with colonial grids and wider, French style trim) appear very visually “consistent” with the architectural style of our homes, including my Randolph model townhome. (See pictures at links above and attached.) The potential benefits to Cameron Station homeowners of the ARC recognizing that it is indeed possible for sliding patio doors (vinyl, fiberglass, wood) to be architecturally “consistent” with the community (per the covenants) include:

- More homeowner options on both products and installers if appropriate sliding doors are approved, and hence more commercial competition and opportunities to repair/replace now 20-plus year old patio doors cost-effectively;
- Access to lighter 3-panel door packages that can be assembled on site and do not necessitate extra labor or extraordinary efforts to hoist the entire panel over back decks, rather than through doorways, as I have learned may well be required with hinged door packages;
- With more product/service options, greater likelihood of avoiding order delays – hinged doors often have longer lead times;
- Modern sliding glass patio doors involve no sacrifice of quality relative to hinged patio doors – in fact, on average, sliding door packages offer higher energy efficiency and often qualify for related energy tax credits, which provide both direct benefit to homeowners and to the community.

The language of our covenants requires architecturally “consistent” not “identical” exterior modifications. I am by no means trying to lower the architectural standards in Cameron Station; I have invested over \$50K already in upgrades to my home (floors, kitchen, bathrooms, patio). My/our property values are supported by quality renovations. It is simply that my research and analysis reveal that today high-quality sliding patio doors are readily available in styles “consistent with” the architecture of our community and which are often superior choices for homeowners, and the community. In that light, it does not seem necessary to require homeowners to incur thousands of dollars in additional expense when such architecturally “consistent” options exist.

Might the Board empower the ARC to now approve sliding patio doors with colonial grids and French style trim on properties with hinged patio doors? It would enable many homeowners to replace aging/deteriorating patio doors cost-effectively with no loss of design or quality.

Thanks for considering these issues. They have real practical and financial impact on homeowners.

Best,

A handwritten signature in dark ink, appearing to read "Anne Pence", with a large, stylized loop at the end.

C. Anne Pence  
7036254879  
cannepence@gmail.com

## Replacement Sliding French Door Options

Configurations

Finishes

Glass


Divided Lites

Hardware

### Explore Infinity's Replacement Fiberglass Sliding French Door Collection

Browse Infinity's Sliding French Door replacement projects and learn how Infinity fiberglass doors offer durability, style and strong performance.

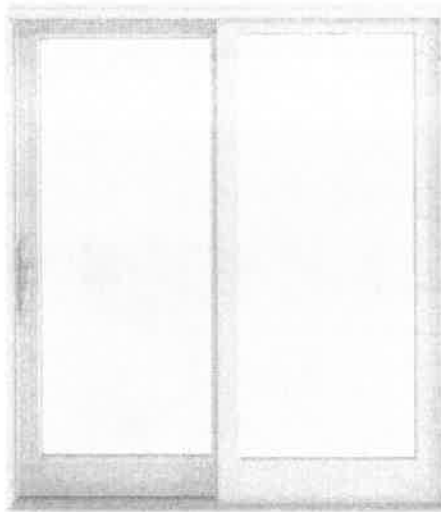


FIND INFINITY: 



## Replacement Sliding French Doors

Extend your home's livable space and invite the outdoors in with the Infinity Sliding French Door. The classic French door design combined with easy sliding operation provides for effortless living.



### SLIDING FRENCH

## Replacement Sliding French Door Features

- Carefully designed to offer the traditional wider profile of a classic French door
- Space-saving sliding operation won't interfere with your home's furniture or décor
- Customizable in 2, 3 or 4 panel configurations up to 16-feet wide for panoramic views
- Multiple-point locking system for added security
- Top-hung screen glides easily and won't get hung up on dirt or debris in the sill track
- Optional footbolt provides additional peace-of-mind when the door is locked or vented
- Engineered to keep the outdoors out and perform at light commercial performance grade ratings that exceed residential requirements

Replacement Sliding French Door | Infinity from Marvin





**Cameron Station Community Association, Inc.  
Board Decision Request  
May 30, 2023**

**TOPIC: Ratify Email Vote – 10/min of each hour  
Motion 2023-0501**

**Motion:**

"I motion to **RATIFY** the unanimous email vote taken on 5/11/23 that included the following swim lessons to be booked through AquaMobile, with AquaMobile covering insurance and liability and that instructions be required to have a current and valid CPR certification, remain in the pool with the student(s) at all times and that swim lessons will be allowed during the last 10 minutes of the hour during lap swim under those conditions, not to exceed the 3 instructors with a maximum of two children in the pool at any one time."

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

Concerns was brought that swim instructions should be allowed during the last 10 minutes of each hour during normal pool operating hours.

**CAMP Recommendation:**

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

**Budget Considerations:**

N/A





**Cameron Station Community Association, Inc.  
Board Decision Request  
May 30, 2023**

**TOPIC: Asphalt Contract – Summer 2023 Proposal  
Motion 2023-0502**

**Motion:**

"I move to **APPROVE Fairfax Paving** for section 2 of the asphalt paving project in the amount of **\$789,987.00** to be expensed from Reserve Funds."

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

This is the second of three years of asphalt work within Cameron Station. This section and summer of 2024 are larger than summer of 2022 and also the price has significantly increased since May of 2022.

**CAMP Recommendation:**

Management supports accepting Fairfax Paving's proposal to complete section 2 of the asphalt paving project.

**Budget Considerations:**

To be expensed from Reserve Funds.

**BID TABULATION****Cameron Station**

Pavement Remediation – Phase 2

Gardner Engineering Project 4666

April 28, 2023

	<b>Fairfax</b>	<b>Finley</b>	<b>Dominion</b>
<b>ITEM</b>			
<b>BASE BID PART I – Asphalt Remediation (includes \$60,000 allowance)</b>	\$789,987.00	\$818,707.00	\$848,071.00
<b>BREAKOUT COSTS</b>			
All Concrete Curb/Gutter (Priority 1)	\$43,735	\$33,400	\$46,800
All Concrete Curb/Gutter (Priority 2 and 3)	\$18,575	\$15,600	\$18,900
All work associated with Irrigation Conduit	\$20,825	\$24,778	\$27,500
<b>QUANTITIES – PART I</b>			
Square yards of full-depth patching	574	573	590
Square yards of milling and overlay	34,754	33,215	34,638
Linear feet of concrete curb and gutter	1,095	1,095	1,095
Square feet of brick paver to be reset	3,935	755	980
Water/utility lid corrections	18	18	18
Sewer/sanitary lid corrections	2	2	2
Linear feet of trenching for irrigation conduit	320	320	320
Liquid asphalt price per ton at time of bid submission	\$606.25	\$606.25	\$606.25
Total Tons of Asphalt included	4,260	3,770	4,094
<b>UNIT RATES – PART I</b>			
Cost per square yard for full-depth patching	\$71.75	\$83.25	\$118.00
Cost per square yard for milling and 2" overlay	\$16.30	\$15.45	\$16.51
Cost per square yard-inch for removal of soil in patch areas beyond specified depth, replace with graded subbase	\$4.00	\$6.00	\$10.52
Cost per square foot for concrete sidewalk replacement	\$12.50	\$8.00	\$9.50
Cost per linear foot for concrete curb/gutter	\$35.00	\$40.00	\$36.00
Cost to correct one water/utility top	\$125.00	\$50.00	\$500.00
Cost to correct one sewer/sanitary manhole cover	\$250.00	\$250.00	\$1,800.00
Cost per linear foot for irrigation conduit installation	\$60.00	\$75.00	\$86.00
Cost per square foot for brick paver resetting	\$6.50	\$8.00	\$36.00
Breakout cost for Bonds (included in Base Bid)	\$17,888.00	\$12,099.00	\$12,533.00

Angel Robles

From: Dave Gertz <dgertz@gardner-engineering.com>  
Sent: Friday, May 5, 2023 2:50 PM  
To: Steve Philbin  
Cc: Angel Robles  
Subject: Cost analysis  
Attachments: 4666 Cost analysis.pdf

Steve

Per our meeting last night I went back through the costs from last year and compared them to this years bid.

I used Fairfax cost only and adjusted all cost, for example, I took out the fabric cost from FY 22, since it was not installed.

I kept it simple, but this can be added to as necessary. Let me know if this works.

Thanks

David A. Gertz, P.E.  
Gardner Engineering, Inc.  
8335 Guilford Rd, Suite I  
Columbia, MD 21046

### Cameron Station Asphalt/Concrete Cost analysis

ITEM	FY 22	FY 23	% increase
Patch cost per SY	\$67.65	\$71.75	6%
2" Overlay cost per SY	\$15.81	\$16.30	4%
Concrete Sidewalk per sf	\$8.75	\$12.50	30%
Concrete curb/gutter per lf	\$30.00	\$35.00	15%
Total cost of ALL work per SY	\$19.80	\$20.50	4%

Cost for FY22 have been adjusted to reflect actual cost of items installed.



## Fairfax Paving & Concrete, Inc.

44235 Wade Drive  
Fairfax VA, 20152  
P: (703) 620-6767  
F: (703) 620-1747  
admin@fepcoinc.com

---

April 26<sup>th</sup> , 2023

Mr. David Gertz, PE  
Gardner Engineering, Inc.  
8335 Guilford Road  
Suite I  
Columbia, MD 21046

RE: *Asphalt Remediation at ~ Cameron Station Community Association, located in Alexandria, Virginia, Project # 4666.*

Dear Mr. Gertz,

The following pages contain our formal cost proposal for the Asphalt Remediation at Cameron Station Community Association.

*Thank you for the opportunity to bid this project and should you need anything further, please do not hesitate to give me a call at 703-620-6767.*

Sincerely,

*Marty Small*

Marty Small  
President

MS/jg

Gardner.CameronStation.AsphaltRemediation.042623.doc

**3.0 BID FORM**

Bidder will complete the work described in these documents for the prices indicated below.

**PART I – Asphalt Remediation**

**PART I shall include an allowance of \$60,000 for miscellaneous additional work. Additional work performed will be deducted from this allowance. Any allowance money remaining at the end of the project shall be credited to Owner in last pay request.**

All work as described in the Scope of Work for Asphalt Remediation performed in 2023; lump sum:

Seven Hundred Eighty Nine Thousand Nine Hundred Eighty Seven Dollars and Zero Cents

(use words)

\$ 789,987.00

(use figures)

Part I Base Bid price for asphalt remediation is based on the following quantities/conditions:

574 square yards of full-depth patching

34,754 square yards of mill/overlay

1,095 linear feet of concrete curb and gutter (See Table 1)

3,935 square feet of brick pavers to be temporarily removed and re-installed

18 water/utility lid corrections

2 sewer/sanitary manhole lid corrections

320 Linear feet of trenching for irrigation conduit installation (See Table 2)

\$606 liquid asphalt price per ton (State of VA) at the time of bid submission

4,260 Total Tons of asphalt included in the Base Bid

**PART II – Breakout Costs**

**Breakout Cost** (from the Base Bid noted above) for:

1. ALL Concrete Curb and Gutter Replacement **(Priority 1)**, including brick paver adjustment and re-installation

\$ 43,735.00  
(use figures)

2. ALL Concrete Curb and Gutter Replacement **(Priority 2 and 3)**, including brick paver adjustment and re-installation

\$ 18,575.00  
(use figures)

3. ALL Work Associated with Excavation (Asphalt and Turf) and Irrigation Conduit Installation

\$ 20,825.00  
(use figures)

**PART III**

Unit costs for labor and materials to be added to, or subtracted from the Scope of Work, for quantities that are different then shown in the project plans and specifications.

<b>UNIT RATE ITEM</b>	<b>ADD/UNIT COST</b>
Cost per square yard for full-depth patch at courts	\$ <b>71.75 SY</b>
Cost per square yard for 2" mill and 2" overlay	\$ <b>16.30 SY</b>
Cost per square yard-inch for removal of soil in patch areas beyond specified depth and replacement with graded aggregate subbase	\$ <b>4.00 SY/IN</b>
Cost per square foot for concrete sidewalk replacement (if necessary)	\$ <b>12.50 SF</b>
Cost per linear foot for concrete curb/gutter replacement	\$ <b>35.00 LF</b>
Cost to correct one water/utility top	\$ <b>125.00 EA</b>
Cost to correct one sewer/sanitary manhole cover	\$ <b>250.00 EA</b>
Cost per linear foot for irrigation conduit installation	\$ <b>60.00 LF</b>
Cost per square foot to temporarily remove brick pavers and re-install in sand bed to adjust for elevation changes in adjacent curb/gutter	\$ <b>6.50 SF</b>

**PART IV**

We hereby acknowledge receipt of:

Addendum N/A, dated N/A.

Addendum N/A, dated N/A.

**PART V**

Breakout cost for Performance and Payment bonds, **to be deducted from the Base Bid lump sum price**, at discretion of The Owner's Representative(s). Please note that the Base Bid price noted shall include the cost of the Bonds.

\$ 17,888.00, which is 2 1/2 % of the Contract amount.

**PART VI**

Communications concerning this Bid shall be addressed to bidder at the following address:

44235 Wade Drive, Chantilly Virginia 20152

SUBMITTED on April 26th, 20 23

BY Fairfax Paving & Concrete Co.  
(Corporation Name)

Virginia  
(State of Corporation)

BY Marty Small, President  
(Title)

Marty Small  
(Signature)

**SUBCONTRACTOR LISTING**

These subcontractors shall be licensed to perform in Virginia:

Portion of the Work:	Subcontractor name and address:
<u>No subcontractors will be used, all work will be done in house by</u>	
<u>Fairfax Paving &amp; Concrete employees.</u>	

USE ADDITIONAL SHEETS IF REQUIRED.

PROVIDE SIGNATURE IDENTICAL TO THAT SHOWN ON THE BID FORM

Bidder: Fairfax Paving & Concrete Co.  
By: Marty Small



**SUBSTITUTION LIST**

The Contract Sum proposed by the undersigned on the bid form is for the Work as shown on the Drawings, described in the Specifications, and otherwise defined in the Contract Documents. However, the undersigned proposes the following substitutions for the Owner's consideration. Should the Owner accept any or all of the proposed substitutions, the bidder's proposed Contract Sum will be reduced by the amount shown.

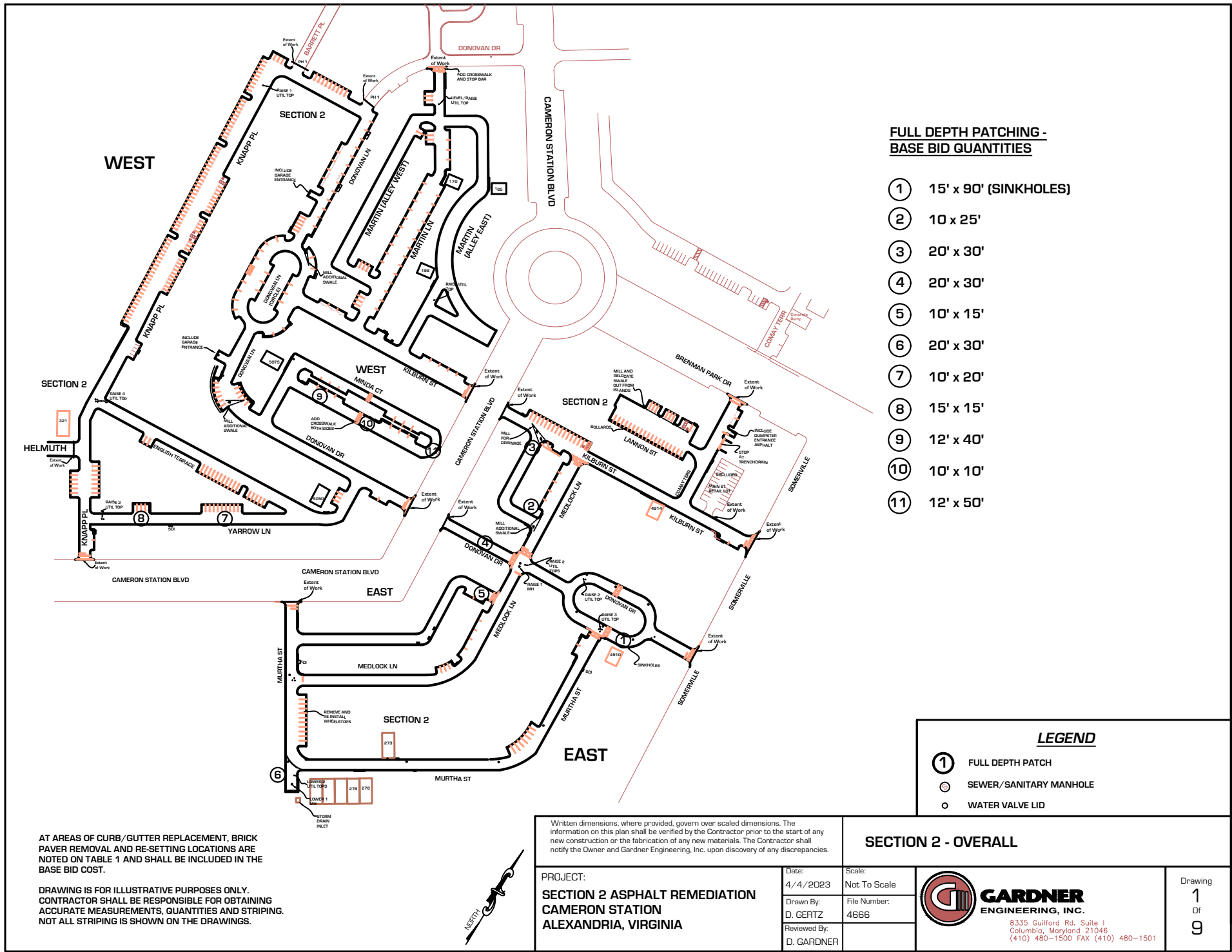
Specified product or material:	Drawing number or Spec. Section:	Proposed Substitution:	Proposed reduction in Contract Sum:
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
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<u> </u>	<u> </u>	<u> </u>	<u> </u>

Manufacturers who have provided unsatisfactory past installations will not be acceptable.

PROVIDE SIGNATURE IDENTICAL TO THAT SHOWN ON THE BID FORM

Bidder: Fairfax Paving & Concrete Co.

By: Marty Small



FULL DEPTH PATCHING -  
BASE BID QUANTITIES

- 1 15' x 90' (SINKHOLES)
- 2 10 x 25'
- 3 20' x 30'
- 4 20' x 30'
- 5 10' x 15'
- 6 20' x 30'
- 7 10' x 20'
- 8 15' x 15'
- 9 12' x 40'
- 10 10' x 10'
- 11 12' x 50'

LEGEND

- 1 FULL DEPTH PATCH
- SEWER/SANITARY MANHOLE
- WATER VALVE LID

AT AREAS OF CURB/GUTTER REPLACEMENT, BRICK  
PAVER REMOVAL AND RE-SETTING LOCATIONS ARE  
NOTED ON TABLE 1 AND SHALL BE INCLUDED IN THE  
BASE BID COST.

DRAWING IS FOR ILLUSTRATIVE PURPOSES ONLY.  
CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING  
ACCURATE MEASUREMENTS, QUANTITIES AND STRIPING.  
NOT ALL STRIPING IS SHOWN ON THE DRAWINGS.

Written dimensions, where provided, govern over scaled dimensions. The  
information on this plan shall be verified by the Contractor prior to the start of any  
new construction or the fabrication of any new materials. The Contractor shall  
notify the Owner and Gardner Engineering, Inc. upon discovery of any discrepancies.

PROJECT:  
SECTION 2 ASPHALT REMEDIATION  
CAMERON STATION  
ALEXANDRIA, VIRGINIA

Date:  
4/4/2023  
Drawn By:  
D. GERTZ  
Reviewed By:  
D. GARDNER

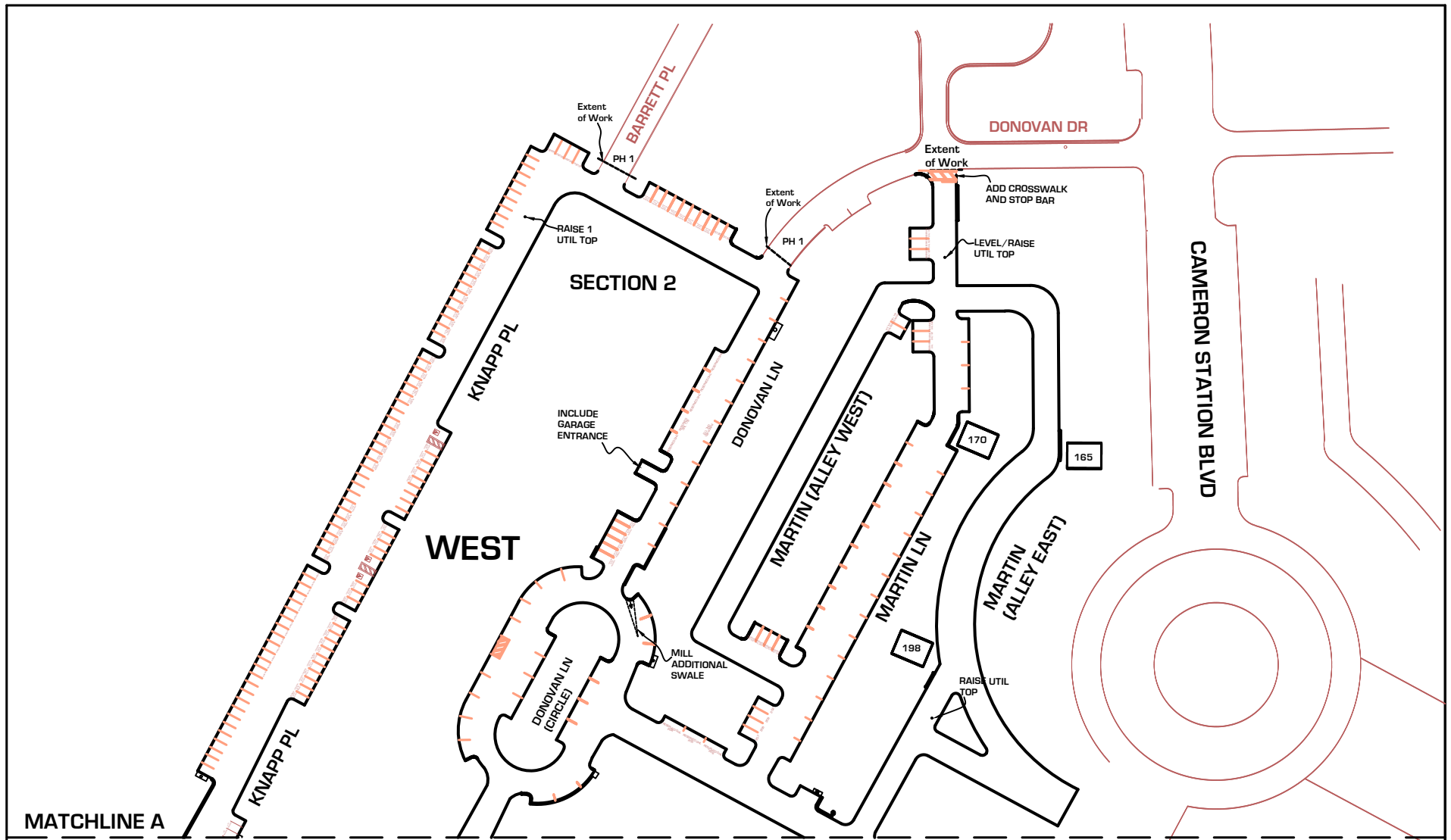
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File Number:  
4666



**GARDNER  
ENGINEERING, INC.**  
8335 Guilford Rd, Suite 1  
Columbia, Maryland 21046  
(410) 480-1500 FAX (410) 480-1501

SECTION 2 - OVERALL

Drawing  
1  
of  
9



**LEGEND**

- ① FULL DEPTH PATCH
- SEWER/SANITARY MANHOLE
- WATER VALVE LID

**SECTION 2 - CLOSE-UP AREA 1 (WEST)**

AT AREAS OF CURB/GUTTER REPLACEMENT, BRICK PAVER REMOVAL AND RE-SETTING LOCATIONS ARE NOTED ON TABLE 1 AND SHALL BE INCLUDED IN THE BASE BID COST.

DRAWING IS FOR ILLUSTRATIVE PURPOSES ONLY. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ACCURATE MEASUREMENTS, QUANTITIES AND STRIPING



Written dimensions, where provided, govern over scaled dimensions. The information on this plan shall be verified by the Contractor prior to the start of any new construction or the fabrication of any new materials. The Contractor shall notify the Owner and Gardner Engineering, Inc. upon discovery of any discrepancies.

PROJECT:  
**SECTION 2 ASPHALT REMEDIATION  
 CAMERON STATION  
 ALEXANDRIA, VIRGINIA**

Date:  
 4/4/2023  
 Drawn By:  
 D. GERTZ  
 Reviewed By:  
 D. GARDNER

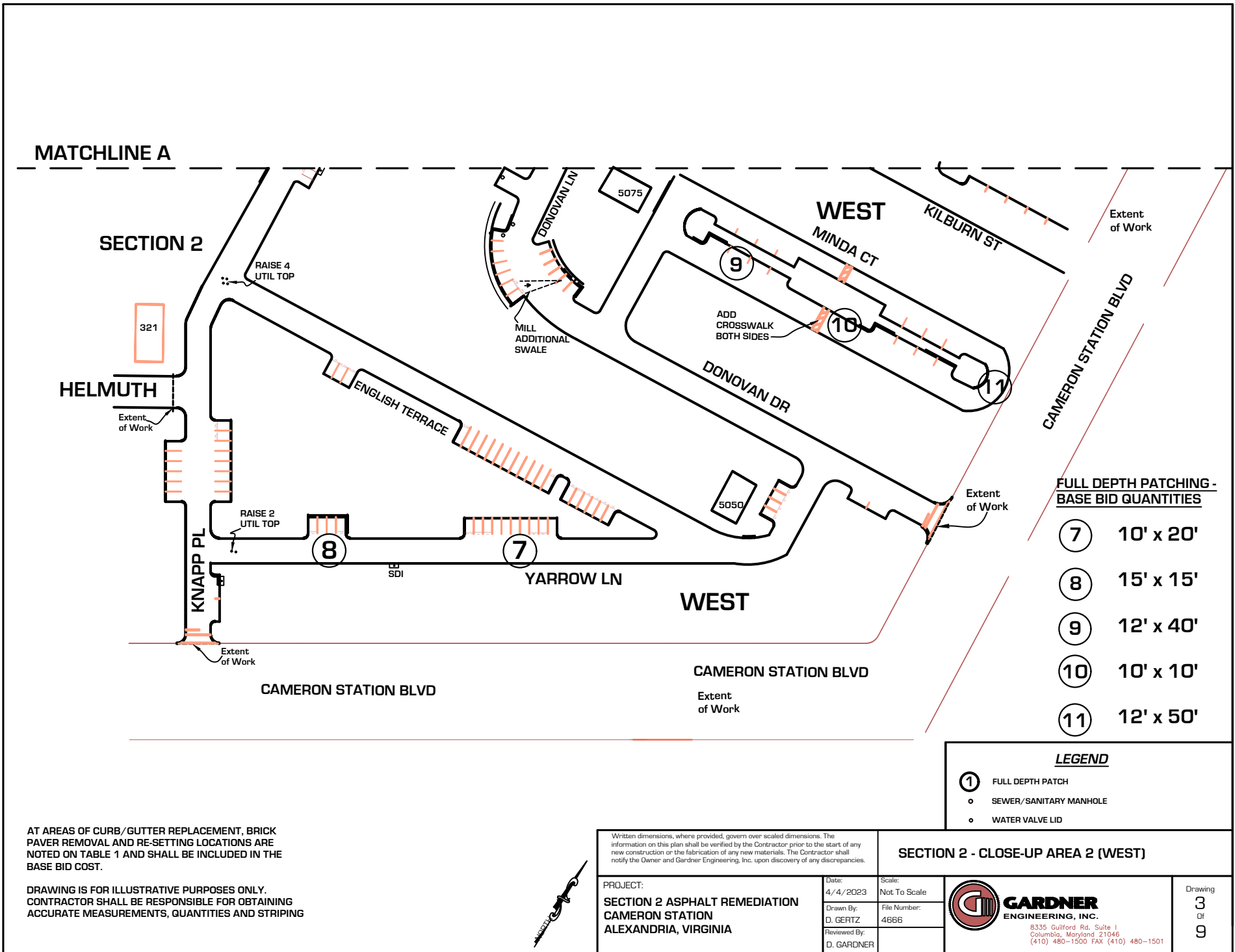
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**GARDNER  
 ENGINEERING, INC.**

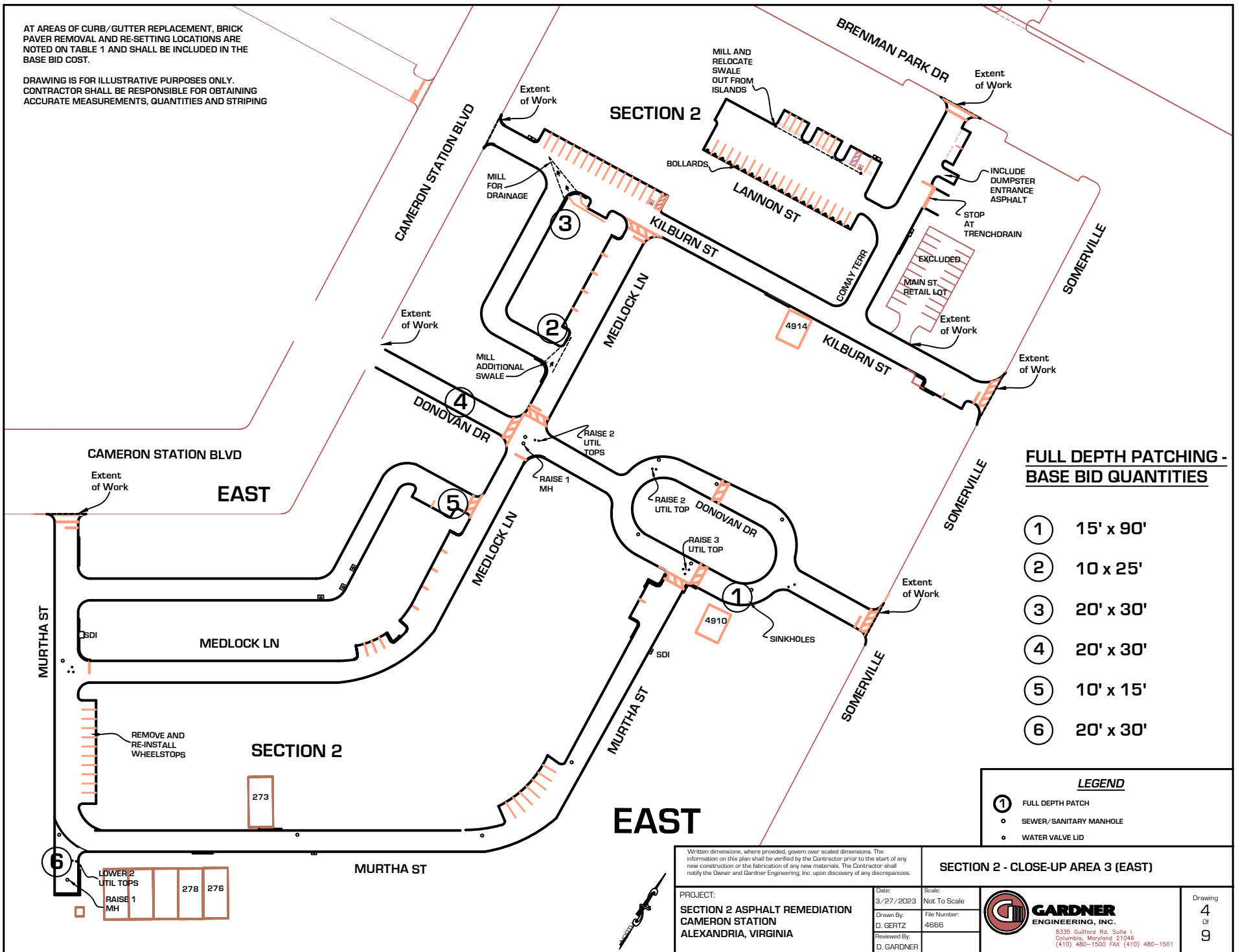
8335 Guilford Rd, Suite 1  
 Columbia, Maryland 21046  
 (410) 480-1500 FAX (410) 480-1501

Drawing  
 2  
 Of  
 9



AT AREAS OF CURB/GUTTER REPLACEMENT, BRICK PAVER REMOVAL AND RE-SETTING LOCATIONS ARE NOTED ON TABLE 1 AND SHALL BE INCLUDED IN THE BASE BID COST.


DRAWING IS FOR ILLUSTRATIVE PURPOSES ONLY. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ACCURATE MEASUREMENTS, QUANTITIES AND STRIPING



**FULL DEPTH PATCHING -  
BASE BID QUANTITIES**

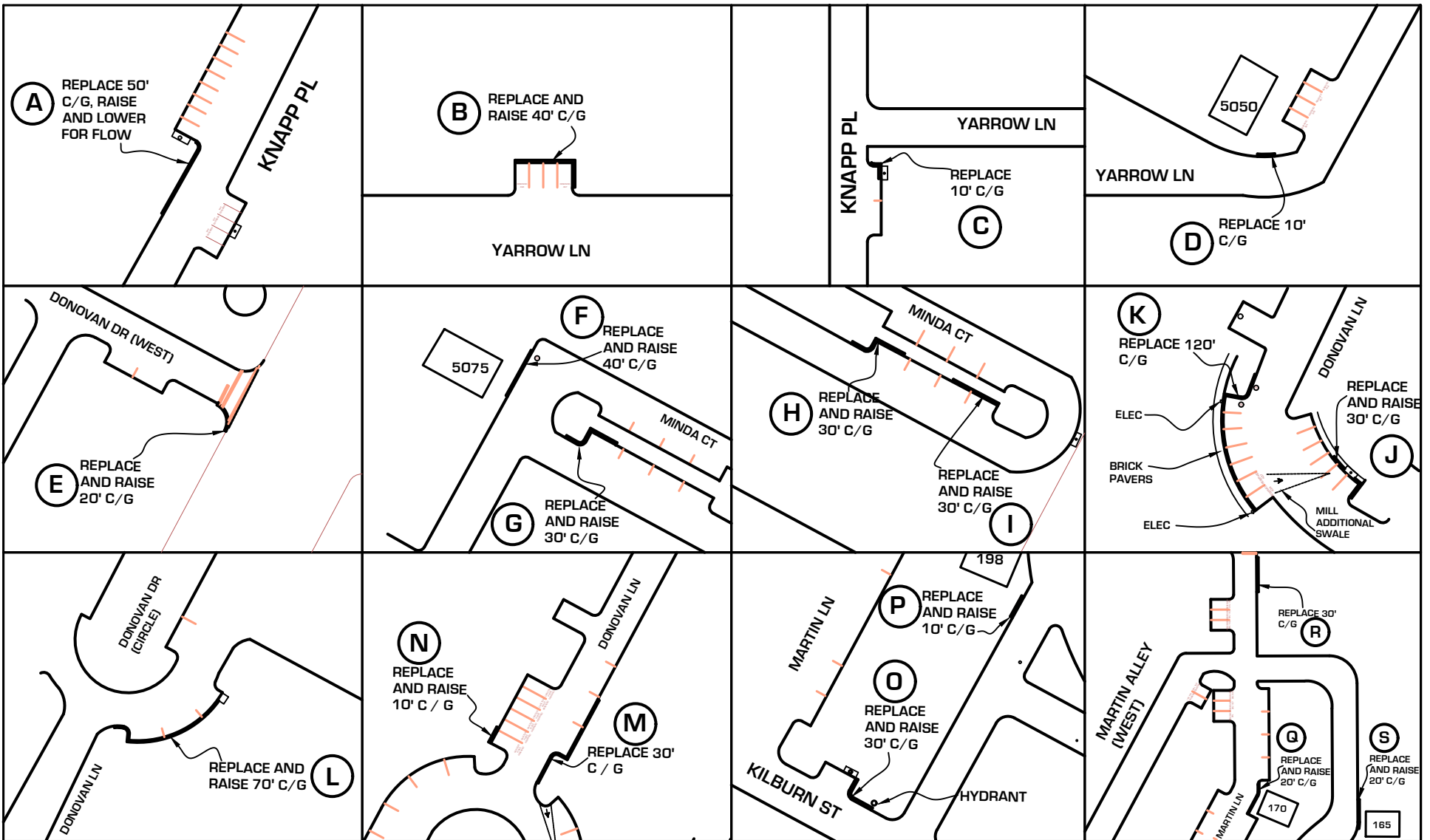
- ① 15' x 90'
- ② 10 x 25'
- ③ 20' x 30'
- ④ 20' x 30'
- ⑤ 10' x 15'
- ⑥ 20' x 30'

LEGEND	
①	FULL DEPTH PATCH
○	SEWER/SANITARY MANHOLE
●	WATER VALVE LID

Written dimensions, where provided, govern over scaled dimensions. The information on this plan shall be verified by the Contractor prior to the start of any new construction or the fabrication of any new materials. The Contractor shall notify the Owner and Gardner Engineering, Inc. upon discovery of any discrepancies.			SECTION 2 - CLOSE-UP AREA 3 (EAST)			
PROJECT: SECTION 2 ASPHALT REMEDIATION CAMERON STATION ALEXANDRIA, VIRGINIA	Date:	3/27/2023	Scale:	 <b>GARDNER ENGINEERING, INC.</b> 8335 Guilford Rd, Suite 1 Columbia, Maryland 21046 (410) 480-1500 FAX (410) 480-1501	Drawing 4 Of 9	
	Drawn By:	D. GERTZ	File Number:			4666
	Reviewed By:	D. GARDNER				







AT AREAS OF CURB/GUTTER REPLACEMENT, BRICK PAVER REMOVAL AND RE-SETTING LOCATIONS ARE NOTED ON TABLE 1 AND SHALL BE INCLUDED IN THE BASE BID COST.

DRAWING IS FOR ILLUSTRATIVE PURPOSES ONLY. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ACCURATE MEASUREMENTS, QUANTITIES AND STRIPING.

ALL DIMENSIONS SHALL BE VERIFIED IN THE FIELD BY THE CONTRACTOR.

Written dimensions, where provided, govern over scaled dimensions. The information on this plan shall be verified by the Contractor prior to the start of any new construction or the fabrication of any new materials. The Contractor shall notify the Owner and Gardner Engineering, Inc. upon discovery of any discrepancies.

## CONCRETE REPLACEMENT AND DRAINAGE CORRECTIONS - WEST (CLOSE UPS)

PROJECT:

**SECTION 2 ASPHALT REMEDIATION  
CAMERON STATION  
ALEXANDRIA, VIRGINIA**

Date:  
4/4/2023  
Drawn By:  
D. GERTZ  
Reviewed By:  
D. GARDNER

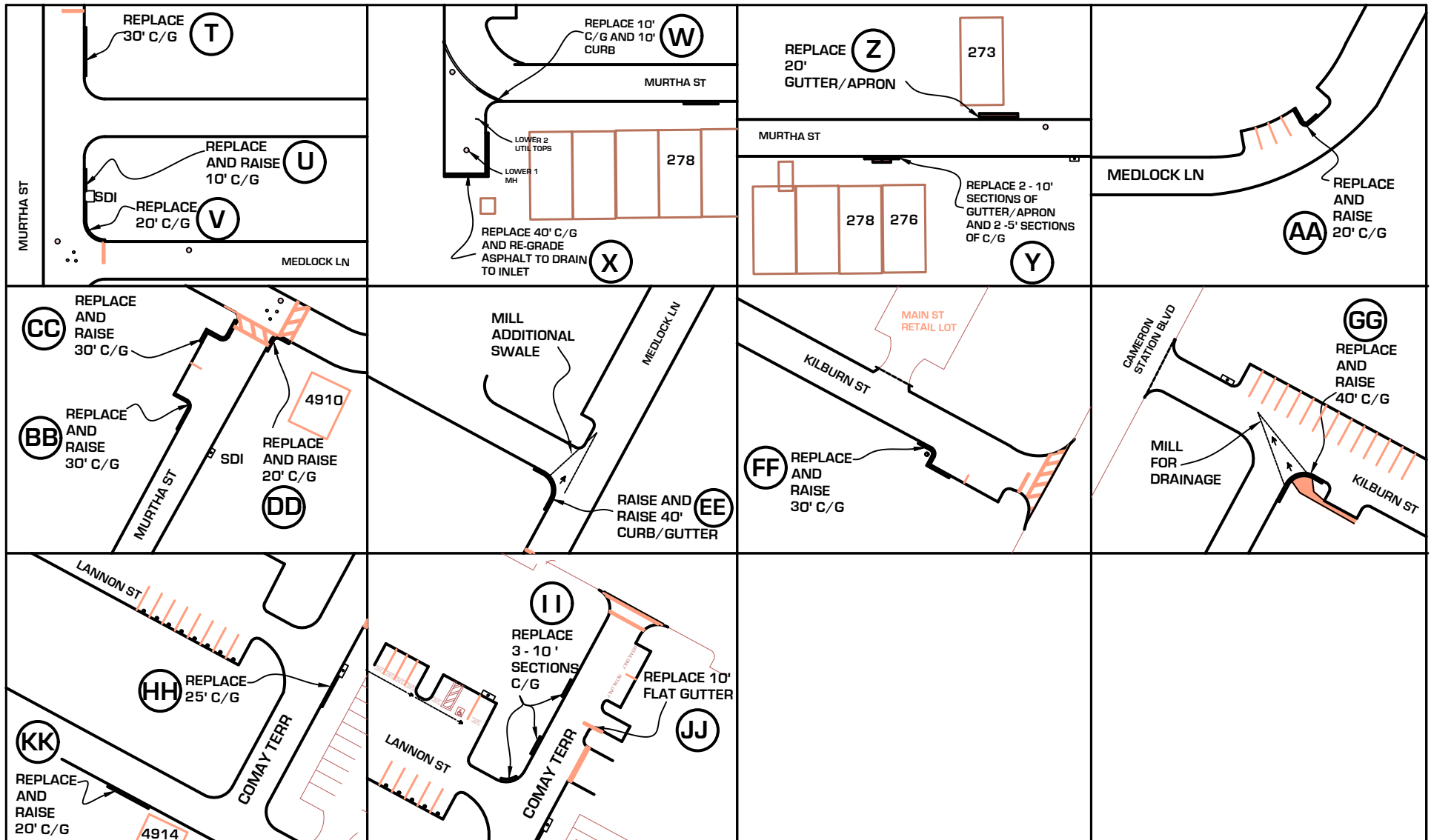
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File Number:  
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**GARDNER  
ENGINEERING, INC.**

8335 Guilford Rd. Suite 1  
Columbia, Maryland 21046  
(410) 480-1500 FAX (410) 480-1501

Drawing  
6  
Of  
9



AT AREAS OF CURB/GUTTER REPLACEMENT, BRICK PAVER REMOVAL AND RE-SETTING LOCATIONS ARE NOTED ON TABLE 1 AND SHALL BE INCLUDED IN THE BASE BID COST.

DRAWING IS FOR ILLUSTRATIVE PURPOSES ONLY. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ACCURATE MEASUREMENTS, QUANTITIES AND STRIPING

ALL DIMENSIONS SHALL BE VERIFIED IN THE FIELD BY THE CONTRACTOR

Written dimensions, where provided, govern over scaled dimensions. The information on this plan shall be verified by the Contractor prior to the start of any new construction or the fabrication of any new materials. The Contractor shall notify the Owner and Gardner Engineering, Inc. upon discovery of any discrepancies.

# CONCRETE REPLACEMENT AND DRAINAGE CORRECTIONS - EAST (CLOSE UPS)

PROJECT:  
SECTION 2 ASPHALT REMEDIATION  
CAMERON STATION  
ALEXANDRIA, VIRGINIA

Date:  
4/4/2023  
Drawn By:  
D. GERTZ  
Reviewed By:  
D. GARDNER

Scale:  
Not To Scale  
File Number:  
4666

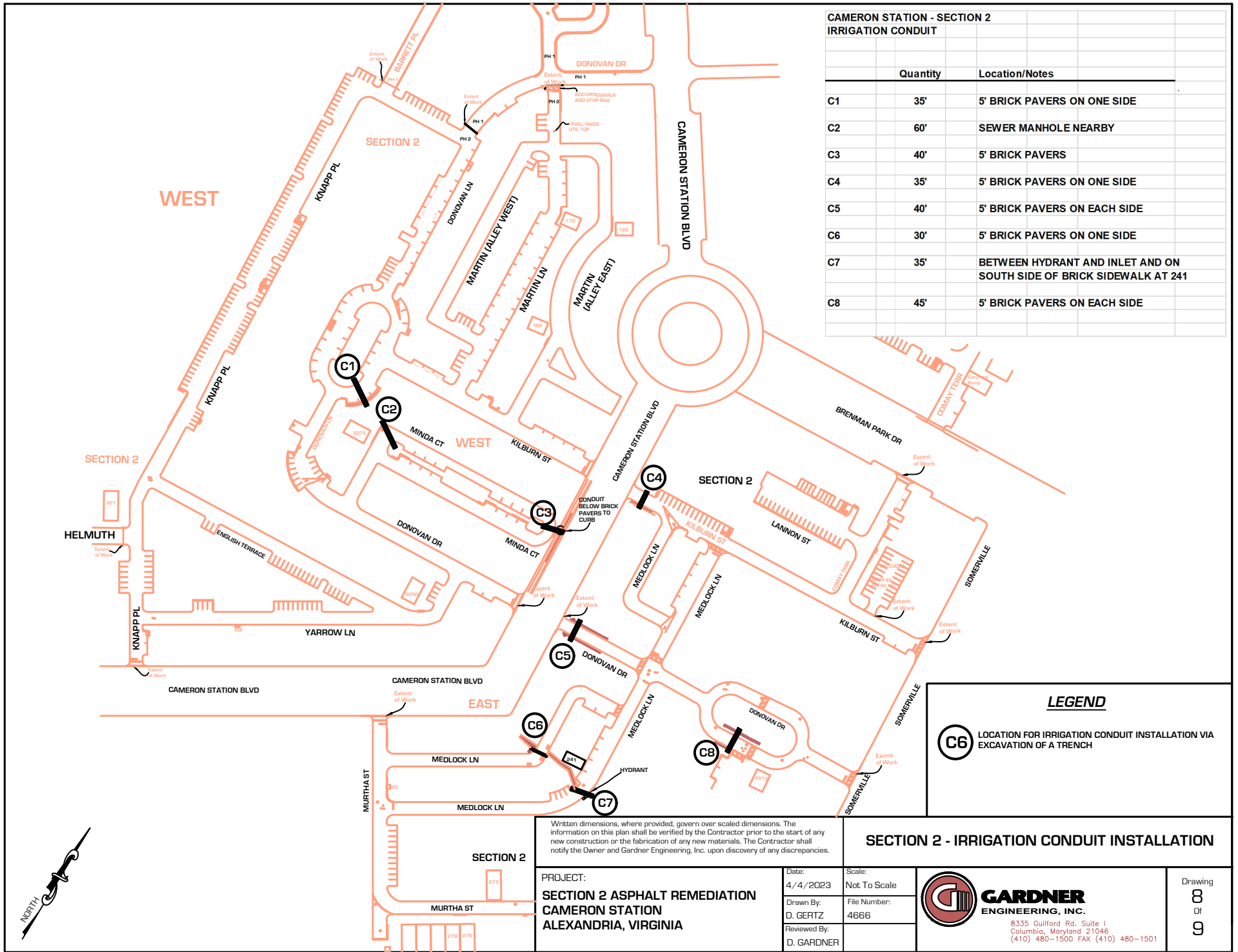


**GARDNER**  
ENGINEERING, INC.

8335 Guilford Rd, Suite 1  
Columbia, Maryland 21046  
(410) 480-1500 FAX (410) 480-1501

Drawing  
7  
Of  
9





NEW PAVING FABRIC

EXISTING TOP 2" SURFACE ASPHALT (MILLED 100%)

REMOVE BASE ASPHALT

WIDTH OF FULL-DEPTH PATCH

PLACE BACK 9" STONE,  
3" BASE ASPHALT AND  
2" SURFACE ASPHALT

12"  
EXCAVATION

REMOVE STONE

FABRIC IN BOTTOM  
OF PATCH

REMOVE SOIL

EXISTING SOIL TO REMAIN

DEPTH OF ASPHALT, STONE AND SOIL  
REMOVAL ARE ESTIMATED FROM  
PREVIOUS CORING

Written dimensions, where provided, govern over scaled dimensions. The information on this plan shall be verified by the Contractor prior to the start of any new construction or the fabrication of any new materials. The Contractor shall notify the Owner and Gardner Engineering, Inc. upon discovery of any discrepancies.

## SECTION 2 - TYPICAL PATCH SECTION

PROJECT:  
**SECTION 2 ASPHALT REMEDIATION  
CAMERON STATION  
ALEXANDRIA, VIRGINIA**

Date:  
3/27/2023  
Drawn By:  
D. GERTZ  
Reviewed By:  
D. GARDNER

Scale:  
Not To Scale

File Number:  
4866



**GARDNER  
ENGINEERING, INC.**

8335 Guilford Rd., Suite 1  
Columbia, Maryland 21046  
(410) 480-1500 FAX (410) 480-1501

Drawing  
9  
Of  
9

**TABLE 1**

CAMERON STATION - SECTION 2				Concrete Replacement				
CURB / GUTTER REPLACEMENT								
WEST								
		Quantity		Location/Notes			BRICK PAVERS	PRIORITY
A		50		KNAPP AT ENGLISH				2
B		40		YARROW - PARKING SPACES		X		1
C		10		END OF KNAPP AT YARROW		X		1
D		10		5050 YARROW				2
E		20		END OF DONOVAN		X		1
F		40		5075 MINDA		X		1
G		30		MINDA - INSIDE CORNER CURB				1
H		30		MINDA - INSIDE CORNER CURB				1
I		30		MINDA PARKING SPACES				1
J		30		DONOVAN INLET AT SPACE		X		1
K		120		DONOVAN PARKING SPACES		X		1
L		70		DONOVAN CIRCLE SPACES		X		1
M		30		DONOVAN SPACES		X		1
N		10		DONOVAN SPACES		X		1
O		30		KILBURN SPACES AT HYDRANT		X		1
P		10		198 MARTIN, NEXT TO DRIVEWAY				1
Q		20		170 MARTIN				3
R		30		MARTIN NEAR DONOVAN PH 1				3
S		20		165 MARTIN		X		3
EAST								
T		30		MURTHA				2
U		10		MURTHA AT MEDLOCK		X		2
V		20		MEDLOCK AT MURTHA		X		2
W		20		PIPESTEM OFF MURTHA		X		2
X		40		PIPESTEM OFF MURTHA				1
Y		30		276 / 278 MURTHA		X		2
Z		20		273 MURTHA		X		1
AA		20		MEDLOCK AT PARKING SPACES				1
BB		30		MURTHA				1
CC		30		MURTHA		X		1
DD		20		MURTHA AT 4910 DONOVAN CIRCLE		X		1
EE		40		MEDLOCK		X		1
FF		30		KILBURN PARKING SPACES		X		2
GG		40		KILBURN AT MEDLOCK		X		1
HH		25		COMAY TERRACE				2
II		30		3 - 10' SECTIONS ON COMAY		X		2
JJ		10		FLAT GUTTER				1
KK		20		KILBURN AT 4914		X		2

**TABLE 2**  
**Irrigation Conduit**

CAMERON STATION - SECTION 2						
IRRIGATION CONDUIT						
		Quantity		Location/Notes		
C1		35'		5' BRICK PAVERS ON ONE SIDE		
C2		60'		SEWER MANHOLE NEARBY		
C3		40'		5' BRICK PAVERS		
C4		35'		5' BRICK PAVERS ON ONE SIDE		
C5		40'		5' BRICK PAVERS ON EACH SIDE		
C6		30'		5' BRICK PAVERS ON ONE SIDE		
C7		35'		BETWEEN HYDRANT AND INLET AND ON SOUTH SIDE OF BRICK SIDEWALK AT 241		
C8		45'		5' BRICK PAVERS ON EACH SIDE		

### 3.0 BID FORM

Bidder will complete the work described in these documents for the prices indicated below.

#### PART I – Asphalt Remediation

**PART I shall include an allowance of \$60,000 for miscellaneous additional work. Additional work performed will be deducted from this allowance. Any allowance money remaining at the end of the project shall be credited to Owner in last pay request.**

All work as described in the Scope of Work for Asphalt Remediation performed in 2023; lump sum:

Eight Hundred Eighteen Thousand Seven Hundred and Seven Dollars 0/00

(use words)

\$ 818,707.00

(use figures)

Part I Base Bid price for asphalt remediation is based on the following quantities/conditions:

573 square yards of full-depth patching

33,215 square yards of mill/overlay

1,095 linear feet of concrete curb and gutter (See Table 1)

755 square feet of brick pavers to be temporarily removed and re-installed

18 water/utility lid corrections

2 sewer/sanitary manhole lid corrections

320 Linear feet of trenching for irrigation conduit installation (See Table 2)

606.25 liquid asphalt price per ton (State of VA) at the time of bid submission  
April 2023

**PART II – Breakout Costs****Breakout Cost** (from the Base Bid noted above) for:

1. ALL Concrete Curb and Gutter Replacement **(Priority 1)**, including brick paver adjustment and re-installation

\$ 33,400.00  
(use figures)

2. ALL Concrete Curb and Gutter Replacement **(Priority 2 and 3)**, including brick paver adjustment and re-installation

\$ 15,600.00  
(use figures)

3. ALL Work Associated with Excavation (Asphalt and Turf) and Irrigation Conduit Installation

\$ 24,778.00  
(use figures)

**PART III**

Unit costs for labor and materials to be added to, or subtracted from the Scope of Work, for quantities that are different than shown in the project plans and specifications.

<b>UNIT RATE ITEM</b>	<b>ADD/UNIT COST</b>
Cost per square yard for full-depth patch at courts	\$ 83.85
Cost per square yard for 2" mill and 2" overlay	\$ 15.45
Cost per square yard-inch for removal of soil in patch areas beyond specified depth and replacement with graded aggregate subbase	\$ 6.00
Cost per square foot for concrete sidewalk replacement (if necessary)	\$ 8.00
Cost per linear foot for concrete curb/gutter replacement	\$ 40.00
Cost to correct one water/utility top	\$ 50.00
Cost to correct one sewer/sanitary manhole cover	\$ 250.00
Cost per linear foot for irrigation conduit installation	\$ 75.00
Cost per square foot to temporarily remove brick pavers and re-install in sand bed to adjust for elevation changes in adjacent curb/gutter	\$ 8.00 / SF

**PART IV**

We hereby acknowledge receipt of:

Addendum \_\_\_\_\_, dated \_\_\_\_\_.

Addendum \_\_\_\_\_, dated \_\_\_\_\_.

**PART V**

Breakout cost for Performance and Payment bonds, **to be deducted from the Base Bid lump sum price**, at discretion of The Owner's Representative(s). Please note that the Base Bid price noted shall include the cost of the Bonds.

\$ 12,099.00, which is 1.5 % of the Contract amount.

**PART VI**

Communications concerning this Bid shall be addressed to bidder at the following address:

PO Box 1710  
Manassas VA 20108

SUBMITTED on Wednesday April 26, 20 23

BY Finley Asphalt & Concrete  
(Corporation Name)

Virginia  
(State of Corporation)

BY Joe Wolfrey - Project Manager  
(Title)

Joe Wolfrey (Digital Signature)  
(Signature)

### SUBCONTRACTOR LISTING

These subcontractors shall be licensed to perform in Virginia:

Portion of the Work:

Subcontractor name and address:

NONE

<hr/>	<hr/>
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USE ADDITIONAL SHEETS IF REQUIRED.

PROVIDE SIGNATURE IDENTICAL TO THAT SHOWN ON THE BID FORM

Bidder: Finley Asphalt & Concrete

By: Joe Wolfrey (Digital Signature)



**SUBSTITUTION LIST**

The Contract Sum proposed by the undersigned on the bid form is for the Work as shown on the Drawings, described in the Specifications, and otherwise defined in the Contract Documents. However, the undersigned proposes the following substitutions for the Owner's consideration. Should the Owner accept any or all of the proposed substitutions, the bidder's proposed Contract Sum will be reduced by the amount shown.

Specified product or material:	Drawing number or Spec. Section:	Proposed Substitution:	Proposed reduction in Contract Sum:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NONE

Manufacturers who have provided unsatisfactory past installations will not be acceptable.

PROVIDE SIGNATURE IDENTICAL TO THAT SHOWN ON THE BID FORM

Bidder: Finley Asphalt & Concrete

By: Joe Wolfrey (Digital Signature)

# DOMINION

19  82

## PAVING & SEALING

4/26/2023

## Project Proposal

Cameron Station - Section 2

Proposal Number

00250-1

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### Job Address

200 Cameron Station Blvd  
Alexandria, VA 22304

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### Client

Community Association Management  
Professionals (CAMP)  
4114 Legato Rd  
Fairfax, VA 22033

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### Contact

Steve Philbin  
sphilbin@gocampmgmt.com

---

## Contact

### Office Info

(800) 728-3312

---

### Project Manager

Brian Stewart  
brian.stewart@dompave.com  
(571) 437-0408

---

## Proposal Number

00250-1

Prepared for: Community Association  
Management Professionals (CAMP)



4/26/2023

# Preface

## **We Solve Problems & Make Pavement Maintenance Simple**

**Dominion Paving & Sealing** is a nationally recognized, full service asphalt and concrete maintenance and rehabilitation firm operating in the Northern Virginia and Washington – Metro areas. Dominion is now celebrating over 40 years of quality service to the region and for the 15th year, we have been recognized as one of the Top 75 Pavement Contractors in the country.

Our goal is to provide efficient, economical and orderly solutions for pavement maintenance, using state of the art equipment and the knowledge, skill and diversity of our staff. Our most valuable resources are the experience, skill and diversity of our management and field personnel. We recognize the importance of high quality work and take pride in striving to reach high standards in the paving industry!

Brian Stewart

Project Manager

Dominion Paving & Sealing

Cell: (571) 437-0408

Office: (800) 728-3312

<https://dominionpaving.com/>

## Proposal Number

00250-1

Prepared for: Community Association  
Management Professionals (CAMP)



4/26/2023

# Proposal

Cameron Station - Section 2 Base Bid

Price: \$848,071.00

- Please refer to attached completed Bid Form.

Proposal is based on RFP/Project Manual prepared by Gardner Engineering dated 4/4/2023.

The schedule/order of operations shall be:

1. Private utility location.
2. Concrete Flatwork/Brick Paver Repair/Irrigation Sleeve install throughout the community. Utility trenches to be backfilled with stone until paving occurs.
3. Milling/Full Depth Repairs/Overlay. Work to be completed in seven (7) phases. It is anticipated that each phase will take three days: Day 1 to mill the surface & identify full depth repairs, Day 2 to perform full depth repairs and crackseal base asphalt, Day 3 to surface overlay and install pavement markings.  
Note: Residents may be parked on the milled surfaces overnight between milling and paving days.

Dominion Paving & Sealing will provide phasing maps and associated notices to the community management to be distributed to the community. In addition to the maps/notices, signage will be placed in each work area several days prior to the work commencing to visually aid with the notification process to the residents.

## Schedule of Values

- Our proposed Schedule of Values:

Cameron Station - Section 2 Proposed Schedule of Values	
General Conditions	\$2,500.00
Private Utilities	\$2,400.00
Mill & Overlay	\$571,692.00
Full Depth Patching	\$69,358.00
Curb & Gutter	\$39,420.00
Brick Pavers	\$35,280.00
Water/Utility Lid Replacements	\$9,000.00
MH Adjustments	\$3,800.00
Irrigation Sleeve Install	\$27,520.00
Crackseal	\$3,500.00
Pavement Markings	\$11,068.00
Allowance	\$60,000.00
<b>Subtotal</b>	<b>\$835,538.00</b>
Bond	\$12,533.00
<b>TOTAL</b>	<b>\$848,071.00</b>

# Proposal Number

00250-1

Prepared for: Community Association  
Management Professionals (CAMP)



4/26/2023

## Assumptions & Clarifications

---

- - Proposal is based on asphalt work being completed in 7 phases of approximate equal size.
  - No yellow curb is included, as none is currently present within the work areas.
  - If there is a reduction in quantities resulting in a loss of economy of scale, unit prices provided on the bid form may increase.
  - The cost for water/utility lid corrections is based on replacement of the top section of sleeve/bell housing. If adjustment rings may be utilized, costs savings will be provided.
  - We include hauling permits for the City of Alexandria. No other permits, such as Right of Way or Excavation permits are included.
  - Proposal includes 5,000 LF of crackseal. If more crackseal is required, it may be added at the unit rate of \$0.65/LF.
  - Excavation to 24" below curb & gutter is excluded. We include nominal amounts of supplemental stone base for leveling/raising elevation as required.
  - The quantity/price for brick sidewalk adjustment is based on adjustment to 1' behind the back of curb at curb & gutter replacement areas. At irrigation conduit crossings, 5'x5' or 25 SF is included.
  - Any third party or density testing, if required, shall be provided by others.

---

Total Price of This Proposal as Presented:

\$848,071.00

# Proposal Number

00250-1

Prepared for: Community Association  
Management Professionals (CAMP)



4/26/2023

## Agreement

Dominion Paving & Sealing proposes to furnish material and labor to perform the work outlined herein for the sum of:

**EIGHT HUNDRED FORTY-EIGHT THOUSAND, SEVENTY-ONE DOLLARS AND ZERO CENTS: (\$848,071.00)**

PAYMENT TO BE MADE AS FOLLOWS: 50% DEPOSIT UPON ACCEPTANCE/SIGNATURE, 50% UPON COMPLETION

**This proposal is valid for thirty (30) days from the date written above. The proposal is subject to the terms and conditions enclosed, attached, and/or on the backside of the proposal.**

### Acceptance:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. (This proposal is subject to all terms and conditions included.) The scope of work as stated herein will be considered satisfactory at the completion of all work items unless the signing party notifies Dominion Paving in writing within five (5) days from the completion date of any alleged omissions or defects in the work.

Purchaser: \_\_\_\_\_ Contractor Signature: *Brian Stewart*

Printed Name: \_\_\_\_\_ Printed Name: Brian Stewart

Title: \_\_\_\_\_ Title: Project Manager

Date: \_\_\_\_\_

\*The information contained in this proposal is proprietary to **Dominion Paving & Sealing** and is provided only for the use of the individual or entity named above for internal evaluation purposes only. The distribution or disclosure of the information to any third party without the expressed written permission of **Dominion Paving** is prohibited.

# Proposal Number

00250-1

Prepared for: Community Association  
Management Professionals (CAMP)



4/26/2023

## Terms & Conditions

### Technical Requirements

1. All existing surfaces shall be placed in suitable condition to receive any works to be performed by Dominion.
2. All stone and asphalt depths indicated are to be interpreted as average depths.
3. Drainage is not guaranteed on paved areas having less than 2% grade.
4. Purchaser shall not subject Dominion's work to construction traffic or other loads in excess of the design capacity, or in a manner which may damage Dominion's work.

### Coordination of Work

1. Although Dominion will endeavor to cooperate fully with the progress of the work, reserves the right to delay the start of paving until the entire area of the job is ready to be paved or sealed. Unless otherwise noted, total price is based on one move-in/mobilization and complete access to work areas.
2. Dominion shall not be bound to any construction schedules unless agreed to in writing by Dominion. Minimum two weeks' notice to proceed is required. If no schedule is established, Dominion will undertake the work in the course of its normal operating schedule.
3. To the extent that Dominion's work is dependent upon work of other contractors or subcontractors, not hired by Dominion, Dominion shall not assume responsibility for any defect, deficiency, or non-compliance in such other work. If Dominion provides notice to the Purchaser of an undesirable subgrade, sub-base, base, or other conditions, and the Purchaser directs the installation of pavement without first authorizing corrective action, Dominion shall not be responsible for any pavement defect, deficiency or non-compliance.
4. Purchaser is responsible for all damage to existing structures and facilities, including underground facilities, caused by equipment necessary to carry out the work.

### Commercial Terms

1. Unless stated in this proposal all invoices shall be due and payable within 30 days of the invoice date. Work will be invoiced upon completion or via progress invoices in progress payments at Dominion's discretion.
2. All amounts unpaid by the due date shall bear interest at the rate of 1.5% per month until paid.
3. In the event that any amount is not paid when due, Dominion shall be excused from further performance of this contract, or any other contract with Purchaser, and all amounts when due and owing, including retainage, shall become payable immediately.
4. In the event Dominion retains an attorney to recover any amount due under this agreement, the Purchaser agrees to pay all attorney fees and court costs incurred by Dominion.

### Additional Terms

1. Unit prices, if specified, shall apply to all extra work performed beyond this original contract, if such work can be performed at the same time Dominion is working at the site on original contract. Dominion reserves the right to renegotiate if it must move any equipment back to the site to perform additional work. Dominion will be under no obligation to perform any extra work without prior price agreement.
2. Unless stated in writing on this proposal, all engineering and testing; subgrade stabilization (undercut), excavation, utilities, adjustment of underground facilities, manholes, water valves or underground structure, striping, curb and gutter, permits and government approvals shall be performed by Purchaser.
3. Warranties are as stated on this proposal. If there are no warranty statements, then none are offered, express or implied, in connection with any material or service furnished under this proposal. All consequential damages are excluded.
4. The scope of work contained herein is based on all work being complete within 60 days of the date of this proposal unless otherwise agreed in writing. The terms for doing any work after this date will be renegotiated prior to beginning the work. Dominion shall be compensated for all work done to date, including retainage, together with any costs incurred as a result of the termination. During periods of high material cost volatility, asphalt and sealcoat material costs may increase. Please refer to Asphalt Clarification and Exclusions, line item 1.

## Proposal Number

00250-1

Prepared for: Community Association  
Management Professionals (CAMP)



4/26/2023

5. Dominion will not be responsible for construction or material failures or delays in construction caused by any factor beyond its control, including, but not limited to, delays or failures caused by weather, acts of God, delays in transportation, acts of suppliers and subcontractors, acts of the Owner's or separate contractors, fuel or raw material shortages, plant failures, or any other cause beyond its control.

6. Purchaser agrees to indemnify, protect, and hold Dominion harmless from any and all damages, expenses and attorneys' fees suffered or incurred on account of Purchaser's breach of any obligation or covenant of the contract.



April 4, 2023

Dominion Paving & Sealing, Inc.  
Brian Stewart  
(571) 437-0408

Cameron Station 4666

### 3.0 BID FORM

Bidder will complete the work described in these documents for the prices indicated below.

#### PART I – Asphalt Remediation

**PART I shall include an allowance of \$60,000 for miscellaneous additional work. Additional work performed will be deducted from this allowance. Any allowance money remaining at the end of the project shall be credited to Owner in last pay request.**

All work as described in the Scope of Work for Asphalt Remediation performed in 2023; lump sum:

Eight hundred forty-eight thousand seventy-one and 00/100 dollars

(use words)

\$ 848,071.00

(use figures)

Part I Base Bid price for asphalt remediation is based on the following quantities/conditions:

590 square yards of full-depth patching

34,638 square yards of mill/overlay

1,095 linear feet of concrete curb and gutter (See Table 1)

980 square feet of brick pavers to be temporarily removed and re-installed

18 water/utility lid corrections Includes Replacement. Cost savings available where adjustment rings may be used.

2 sewer/sanitary manhole lid corrections

320 Linear feet of trenching for irrigation conduit installation (See Table 2)

\$606.25 liquid asphalt price per ton (State of VA) at the time of bid submission

3,984 Tons SM-9.5A Total Tons of asphalt included in the Base Bid

110 Tons BM-25.0A

## **PART II – Breakout Costs**

**Breakout Cost** (from the Base Bid noted above) for:

1. ALL Concrete Curb and Gutter Replacement **(Priority 1)**, including brick paver adjustment and re-installation

\$ 46,800.00  
 (use figures)

2. ALL Concrete Curb and Gutter Replacement **(Priority 2 and 3)**, including brick paver adjustment and re-installation

\$ 18,900.00  
 (use figures)

3. ALL Work Associated with Excavation (Asphalt and Turf) and Irrigation Conduit Installation

\$ 27,520.00  
 (use figures)

## **PART III**

Unit costs for labor and materials to be added to, or subtracted from the Scope of Work, for quantities that are different than shown in the project plans and specifications.

<b>UNIT RATE ITEM</b>	<b>ADD/UNIT COST</b>
Cost per square yard for full-depth patch at courts	\$118.00
Cost per square yard for 2" mill and 2" overlay	\$16.51
Cost per square yard-inch for removal of soil in patch areas beyond specified depth and replacement with graded aggregate subbase	\$10.52
Cost per square foot for concrete sidewalk replacement (if necessary)	\$9.50
Cost per linear foot for concrete curb/gutter replacement	\$36.00
Cost to correct one water/utility top	\$500.00
Cost to correct one sewer/sanitary manhole cover	\$1,800.00
Cost per linear foot for irrigation conduit installation	\$86.00
Cost per square foot to temporarily remove brick pavers and re-install in sand bed to adjust for elevation changes in adjacent curb/gutter	\$36.00

Note: A reduction in scope/quantities resulting in a loss of economy of scale may increase unit prices provided above.

## **PART IV**

We hereby acknowledge receipt of:

Addendum N/A, dated \_\_\_\_\_.

April 4, 2023

Dominion Paving & Sealing, Inc.  
Brian Stewart  
(571) 437-0408

Cameron Station 4666

Addendum \_\_\_\_\_, dated \_\_\_\_\_.

**PART V**

Breakout cost for Performance and Payment bonds, **to be deducted from the Base Bid lump sum price**, at discretion of The Owner's Representative(s). Please note that the Base Bid price noted shall include the cost of the Bonds.

\$ 12,533.00, which is 1.5 % of the Contract amount.

**PART VI**

Communications concerning this Bid shall be addressed to bidder at the following address:

290 N. Brewster Lane

Purcellville, VA 20132

SUBMITTED on April 26, 2023

BY Dominion Paving & Sealing, Inc.  
(Corporation Name)

Virginia  
(State of Corporation)

BY Brian Stewart / Project Manager  
(Title)



(Signature)



April 4, 2023

Dominion Paving & Sealing, Inc.  
Brian Stewart  
(571) 437-0408

Cameron Station 4666

### SUBCONTRACTOR LISTING

These subcontractors shall be licensed to perform in Virginia:

Portion of the Work:

Subcontractor name and address:

<u>Concrete Flatwork/Masonry/Conduit</u>	<u>Dominion Concrete</u>
	<u>Sterling, VA</u>
<u>Private Utility Location</u>	<u>Utilities Search</u>
	<u>Manassas, VA</u>

USE ADDITIONAL SHEETS IF REQUIRED.

PROVIDE SIGNATURE IDENTICAL TO THAT SHOWN ON THE BID FORM

Bidder: Dominion Paving & Sealing, Inc.

By: 





April 4, 2023

Dominion Paving & Sealing, Inc.  
Brian Stewart  
(571) 437-0408

Cameron Station 4666

### SUBSTITUTION LIST

The Contract Sum proposed by the undersigned on the bid form is for the Work as shown on the Drawings, described in the Specifications, and otherwise defined in the Contract Documents. However, the undersigned proposes the following substitutions for the Owner's consideration. Should the Owner accept any or all of the proposed substitutions, the bidder's proposed Contract Sum will be reduced by the amount shown.

Specified product or material:	Drawing number or Spec. Section:	Proposed Substitution:	Proposed reduction in Contract Sum:
<u>Paint</u>	<u>18.0.H</u>	<u>Franklin Hydrophast Traffic Paint</u>	<u>N/A</u>
<u>Crackseal</u>	<u>18.0.F</u>	<u>QPR NexGen</u>	<u>N/A</u>
<u>EC Blankets</u>	<u>18.0L</u>	<u>Loose Straw to be utilized</u>	<u>N/A</u>

Manufacturers who have provided unsatisfactory past installations will not be acceptable.

PROVIDE SIGNATURE IDENTICAL TO THAT SHOWN ON THE BID FORM

Bidder: Dominion Paving & Sealing, Inc.

By: 



## Concrete Clarifications & Exclusions

1. Dominion's standard concrete warranty is for one (1) year against faulty material and workmanship. This excludes base damage incurred by expansion, contracting, shifting of earth or any other natural causes. Hairline cracking is not covered under warranty.
2. Dominion cannot guarantee color matching of newly installed concrete to existing/remaining concrete. Concrete plant batch mixes may change aggregate sources and/or mineral filler mix, and older concrete discolors due to natural aging and wear.
3. Any newly installed concrete sidewalks, aprons, curb and gutter, and handicap ramps are subject to scaling and spalling when chemicals are applied for deicing. Please DO NOT use deicing salts such as calcium or sodium chloride or other salts such as ammonium sulfate or ammonium nitrate. Such chemicals can cause scaling as well as induce severe chemical attack on the concrete surface. Clean sand is recommended for traction if at all possible. Damage caused by deicing chemicals is not covered under warranty.
4. In the event that work needs to be performed where cars normally park, advance notification will be given of the specific location(s). It is the responsibility of management or owner to arrange and pay for towing of vehicles. Tow trucks need to be "on call" or on site at 7:00 a.m. Please provide the Dominion Paving Project Manager towing company information prior to the date of work. If needed, Dominion Paving can assist in towing coordination for management or owner on the morning of service, but towing costs and ordering are the responsibility of management or owner. All cars must be removed from the lot by 7:00 a.m..
5. Landscaping services should not be scheduled for the same day as concrete services.
6. Dominion cannot be held responsible for any damages to private utilities not marked by management/owner prior to construction (street lights, irrigation lines, piping, conduit, etc.). Utility lines installed through or in the subbase of the concrete structure being replaced may be damaged if improperly installed.
7. Dominion is not responsible for matching elevations to private lead walks unless arrangements have been made prior to start of construction.
8. Dominion Paving will not be held responsible for damages related to vandalism, vehicle tracks, or footprints that occur to concrete after it has been applied. Customer or homeowner is responsible for moving landscape borders and/or landscaping adjacent to common area work. Dominion is not responsible for damages or re-installation of private borders/landscaping that encroaches on Dominion's ability to provide service.
9. While Dominion will make every reasonable effort to avoid causing damage to surrounding landscape, due to the nature of the work, some damage may occur. Dominion will temporarily seed/straw disturbed areas; however, all final restoration and plantings should be completed by landscaping professionals during the appropriate planting season. Watering/maintenance of temporary seeded areas shall be the responsibility of others.
10. Exclusions: Engineering, testing, permits, adjustments/relocation of underground utilities, damage to unmarked private utilities, surveying, as-builts, existing rock formation removal, or any other items not noted above (unless otherwise quoted).
11. The removal and replacement of existing concrete involves the use of heavy trucks and equipment. Small scrapes, scuffs, and chips of the existing asphalt and concrete are expected

and considered normal practice. Dominion Paving will not be required to remove, replace, or repair any minor damage.

## **Asphalt Clarifications & Exclusions**

1. This proposal has been based on material costs at current market rates at the date of the proposal. Due to uncertain market conditions that are beyond our control and in the event of future material price increases, the responsible contracting party agrees to pay for the escalations of materials within the context of a signed change order. Price adjustments can be made at the time of performance of the contract based on changes in liquid asphalt prices currently at \$606.25 per ton for Virginia work. Any increases would be reflected in material costs only (i.e., no profit, administrative costs, mark-ups, etc.). Please note that liquid asphalt price indexes are established by the respective state government agencies.
2. Dominion's standard asphalt warranty is for two (2) years against faulty material and workmanship.
3. If unsuitable base conditions are found during repairs, additional costs may apply upon approval by management/owner. If recommended repairs are not completed, no warranty applies to the localized areas.
4. Excavated/milled material containing paving fabric or other foreign materials cannot be recycled at asphalt plants, requiring disposal at state certified dumping facilities. Dump fees of up to \$500.00 per load will apply.
5. All asphalt material used will be Virginia Department of Transportation approved.
6. Customer is responsible for turning off all irrigation systems 24 hours prior to asphalt work. Systems can be turned back on 24 hours after completion.
7. Landscaping services should not be scheduled for the same day as asphalt services.
8. Notify trash/recycling company to either re-schedule pick up the day(s) of asphalt work or have completed prior to 7:00 a.m. Dumpster and/or other obstructions on asphalt must be removed by owner prior to start date.
9. In the event that work needs to be performed where cars normally park, advance notification will be given of the specific location(s). It is the responsibility of management or owner to arrange and pay for towing of vehicles. Tow trucks need to be "on call" or on site at 7:00 a.m. Please provide the Dominion Paving Project Manager towing company information prior to the date of work. If needed, Dominion Paving can assist in towing coordination for management or owner on the morning of service, but towing costs and ordering are the responsibility of management or owner. All cars must be removed from the lot by 7:00 a.m..
10. Drainage is not guaranteed on paved areas having less than 2% grade. Dominion is not responsible for ponding water in areas where curb and gutter is low and was not replaced/raised prior to paving. Dominion will make every effort to secure positive drainage.
11. Dominion cannot be held responsible for any damages to private utilities not marked by management/owner prior to construction. For example, any wiring, piping, conduit, sprinkler lines, sprinkler heads or other unknown conditions which are within or below the specified work areas.
12. Dominion Paving will not be held responsible for damages related to vandalism, vehicle tracks, or footprints that occur to asphalt, crackfill, and sealer after it has been applied.
13. Dominion Paving will not be held responsible for damages to landscaping materials that are encroaching on Dominion's ability to provide service.



14. While Dominion will make every reasonable effort to avoid causing damage to surrounding landscape, due to the nature of the work, some damage may occur. Dominion will temporarily seed/straw disturbed areas; however, all final restoration and plantings should be completed by landscaping professionals during the appropriate planting season. Watering/maintenance of temporary seeded areas shall be the responsibility of others.

15. Exclusions: Engineering, testing, permits, adjustments/relocation of underground utilities, damage to unmarked private utilities, surveying, as-builts, or any other items not noted above (unless otherwise quoted).



**Cameron Station Community Association, Inc.  
Board Decision Request  
May 30, 2023**

**TOPIC: Sewer Line – Donovan Dr. Belly Proposal  
Motion 2023-0503**

**Motion:**

"I move to **APPROVE** the All Plumbing, Inc. proposal for **\$18,000.00** to complete repairs on Donovan Dr prior to the start of the asphalt project to be expensed from Reserves Funds."

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

During the inspection of the areas of the community that are to be asphalt replacement shall occur we located where the road had subsidized on Donovan Dr. During the investigation we had two companies assess the issue below ground. It was determined that the sewer line pvc pipe 8 ft below ground had a "belly" based on the poor installation of this pipe. The final determination was to replace 10 ft of the PVC sewer line. This must be completed prior to the asphalt replacement.

**CAMP Recommendation:**

Management contact different companies and the majority do complete this type of work. Management supports the Board to accept the All Plumbing, Inc. proposal to move forward with the replacement of the PVC in Donovan Dr.

**Budget Considerations:**

To be expensed from Reserve Funds.

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# PROJECT PROPOSAL

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Prepared for: Steven P. Philbin,

Prepared by: Kabir Shafik

Date: April 28, 2023

Proposal #: SANITARY SEWER REPAIRS/Replace Cameron station,4906,4098,4910 Donovan Drive/Murtha St. 15 feet 10" Main.

---





921 N. JACKSON STREET \* ARLINGTON, VA  
22201

PHONE: 703-525-7973 FAX: 703-  
525-9229

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

# PROPOSAL

PROPOSAL NO  
DATE: April 15, 2023

## PROPOSAL SUBMITTED TO:

**Steven P. Philbin, M ed., CMCA®,  
ARM® PCAM®**  
General Manager  
Cameron Station Community Association  
200 Cameron Station Boulevard  
Alexandria, VA 22304  
Main Line: [703-567-4881](tel:703-567-4881)  
Direct Line: [703-567-4881](tel:703-567-4881) Ext. 201  
[www.CameronStation.org](http://www.CameronStation.org)  
**Cameron Station**  
*welcome home*

**JOB NAME** Replacing 15 feet of 10" Sewer Main  
with New Turnkey.  
**SANITARY SEWER REPAIRS/Replace Cameron  
station,4906,4098,4910 Donovan Drive/Murtha St.**

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

## OBJECTIVE

We will pull proper State and County permits. We will prep, cover and protect site. We will contact Mrs. utility and locate identified utilities. The belly is approximately 15 feet long. Right below a sink hole located near or front of the master water meter. We will use a walk behind concrete saw to cut asphalt approximately 4 feet wide and approximately 15 feet long. We will remove and dispose. We will excavate down to the 10" sewer main and remove. We will remove soft load bearing. We will build new strong load bearing for the new sewer main schedule 40 PVC pipe. We will furnish and install 10" schedule 40 PVC sewer main. We install a test T. We will test for pressure/drainage and leaks. We will video inspect and provide a copy for management. Have project inspected at every phase by state and county authority. We will back fill and tamp every 6". We will put down new hot patch where asphalt was removed and seal joints. Clean up. Haul equipment and debris away.

Perform pre-construction survey to document existing damages to landscaping, building facades, site features, etc. prior to commencement of work

- Identify (mark) all existing private & public underground utilities within the work areas
- Field mark (spray paint) proposed layout of new underground piping for Owner's review
- Install protection measures around all trees within work areas
- Remove landscaping as needed to install new piping
- Install City required sediment & erosion control measures (i.e. silt fence) around work areas.
- Install chain link fence around working area.
- Remove concrete sidewalk panels and curbs as required to perform excavation operations
- Remove existing asphalt pavement across lot to allow for trench excavation
- Excavate soil to required depths.
- Install and monitor de-watering provisions within excavated trenches to manage water within excavated trenches
- Properly compact existing sub-grade (base of trench)
- Install and properly compact new bedding course
  - Install expansion padding at changes in direction
  - Install expansion loops (if needed)
- Perform air test of completed piping (prior to tie-in with existing system);
- Tie-in new piping into existing system
  - Tie-in (new piping for the buildings)
- Remove and replace existing defective sewer main
- Install new waterproofing membrane and protection board at and around pipe penetration
  - We will perform water spray test to confirm penetration is water tight
- Backfilling of trenches with existing salvaged soil;
  - Under roadways, we will use a 21A stone backfill material within the trench to provide a durable sub-base;
- Install new concrete sidewalk panels and curbs where removed
  - Concrete mix design will meet current Building Code requirements and ACI guidelines
- Install new asphalt pavement where removed
- Restore ground vegetation (i.e. top soil, mulch, sod, etc.).

Please see attached drawings for the scope location of the work to be proposed.

**We hereby propose to furnish labor and materials—complete in accordance with the above specifications, with payments to be made as follows: \$18,800 after completion**

## **YOUR RESPONSIBILITIES**

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

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

## **EXCLUSIONS**

### **None**

### **Proposed Scope of Work:**

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

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

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

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident or delays beyond our control. This proposal subject to acceptance within 30 days and it is void thereafter at the option of the undersigned.

Authorized Signature \_\_\_\_\_

## Terms and conditions

- Permit/Inspections/Zoning: The contractor shall comply with all local requirements for the building permits, inspections, and zoning.
- Modifications: Any modification to this contract such as changes to the cost, materials, work to be performed, or the Estimated completion date must be made in writing and signed by all parties.
- Cancellations: This contract is not subject to cancellation by the parties for any reason unless agreed to in writing and signed by all parties.
- Delays: Any delay caused by events beyond the control of the Contractor shall not constitute abandonment and shall not constitute abandonment and shall not be included in calculating timeframes for payment or performance.
- Warranty: All parts listed are warranted according to manufacturer specifications. The Contractor does not guarantee Other parts than those we supply. If repairs later become necessary due to other defective parts, they will be charged separately.

## ACCEPTANCE OF PROPOSAL

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

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

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

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

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

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

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

ACCEPTED BY:

Print Name

DATE \_\_\_\_\_ Signature \_\_\_\_\_

CONTRACTOR: ALL PLUMBING, INC

Print Name \_\_\_\_\_



DATE \_\_\_\_\_ Signature \_\_\_\_\_



**Cameron Station Community Association, Inc.  
Board Decision Request  
May 30, 2023**

**TOPIC: Landscape Drainage Control Revised Proposal # 31711  
Motion 2023-0504**

**Motion:**

"I move to **APPROVE** the Lancaster Landscape revised proposal # 31711 for **\$2,865.00** to remove the existing fieldstone swale, regrade the swale, re-install the existing fieldstone along the fence of #264-266 Medlock Ln, install (1) po up drain, install stone dust, and a 12" metal edge to be expensed from Operating Funds."

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

The Common Area Committee members unanimously voted to recommend the Lancaster Landscape proposal. Attached is the revised proposal # 31711 for **\$2,865.00** to remove the existing fieldstone swale, regrade the swale, re-install the existing fieldstone along the fence of #264-266 Medlock Ln, install (1) po up drain, install stone dust, and a 12" metal edge.

**CAMP Recommendation:**

There is \$8,600 in Erosion Control for the year. In addition, you have one proposal for a total of \$2,800.00 in committed funds. Management supports CAC's recommendations to approve this project.

**Budget Considerations:**

To be expensed from Operating Funds under Erosion Control.

LANCASTER LANDSCAPES, INC.  
5019-B Backlick Rd ♦ Annandale, VA 22003  
Phone: 703-846-0944 ♦ Fax: 703-846-0952



PROPOSAL NO.  
31711 (2)

April 28 , 2023

**CUSTOMER # 229**

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

Dear Steve and Angel,

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

**DRAINAGE CONTROL**

**264-266 MEDLOCK LANE (REAR):**

- REMOVE EXISTING FIELDSTONE FROM SWALE.
- REGRADE SWALE AND RE-INSTALL EXISTING FIELDSTONE ALONG FENCE OF #266, INSTALL 12" METAL FENCE.
- OUTSIDE OF FENCE OF #266, INSTALL (1) POP UP DRAIN.

**LABOR AND MATERIALS:**

LABOR .....	\$2,340.00
STONE DUST.....	\$225.00
12" METAL EDGE.....	\$300.00

**PROPOSAL TOTAL \$ 2,865.00**

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

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

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

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

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

**ACCEPTANCE OF PROPOSAL:**

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

DATE OF ACCEPTANCE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_





















**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**May 30, 2023**

**TOPIC: Landscape Drainage Control Proposal # 31768**  
**Motion 2023-0505**

**Motion:**

"I move to **APPROVE** the Lancaster Landscape proposal #31768 for **\$3,300.00** to remove (2) dead cherry trees, stumps included, and (1) arborvitae tree. To be replaced with (2) florida dogwoods, (1) pink and (1) white, and (1) emerald green arborvitae to be expensed from Operating and Reserve Funds."

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

The Common Area Committee members unanimously voted to recommend the Lancaster Landscape proposal. Attached is proposal #31768 for **\$3,300.00** to remove (2) dead cherry trees, stumps included, and (1) arborvitae tree. To be replaced with (2) florida dogwoods, (1) pink and (1) white, and (1) emerald green arborvitae.

**CAMP Recommendation:**

There is \$41,000 in Tree and Shrub Maintenance (Operating Funds) and \$25,430 in Tree Shrubbery/Deceased/Dead (Reserve Funds) for the year. In addition, you have a total of \$6,775 in committed operating funds and \$3,645 in committed reserve funds. Management supports CAC's recommendations to approve this project.

**Budget Considerations:**

The removal of the tree \$1,125 is to be expensed from Operating Funds under Tree and Shrub Maintenance. The installation of the tree \$2,175 is to be expensed from Reserves Funds under Tree Shrubbery/Deceased/Dead.



LANCASTER LANDSCAPES, INC.  
5019-B Backlick Rd ♦ Annandale, VA 22003  
Phone: 703-846-0944 ♦ Fax: 703-846-0952



PROPOSAL NO.  
31768

May 3, 2023

**CUSTOMER # 229**  
Steve Philbin/Angel Robles  
Cameron Station Community Association  
200 Cameron Station Blvd.  
Alexandria, VA 22304

Dear Steve and Angel,

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

**TREE REMOVAL AND INSTALLATION**

**HOME DEPOT WALKWAY AT LIVERMORE:**

- REMOVE (2) DEAD CHERRY TREES, INCLUDING THE STUMPS.....\$750.00
- REPLACE WITH (2) FLORIDA DOGWOODS (1) PINK AND (1) WHITE 6-7' \$750/EA.....\$1,500.00
- REMOVE (1) DEAD ARBORVITAE TREE AND DISPOSE OFF SITE.....\$375.00
- REPLACE WITH (1) EMERALD GREEN ARBORVITAE 6 -7'.....\$675.00

**PROPOSAL TOTAL \$ 3,300.00**

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

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

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

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

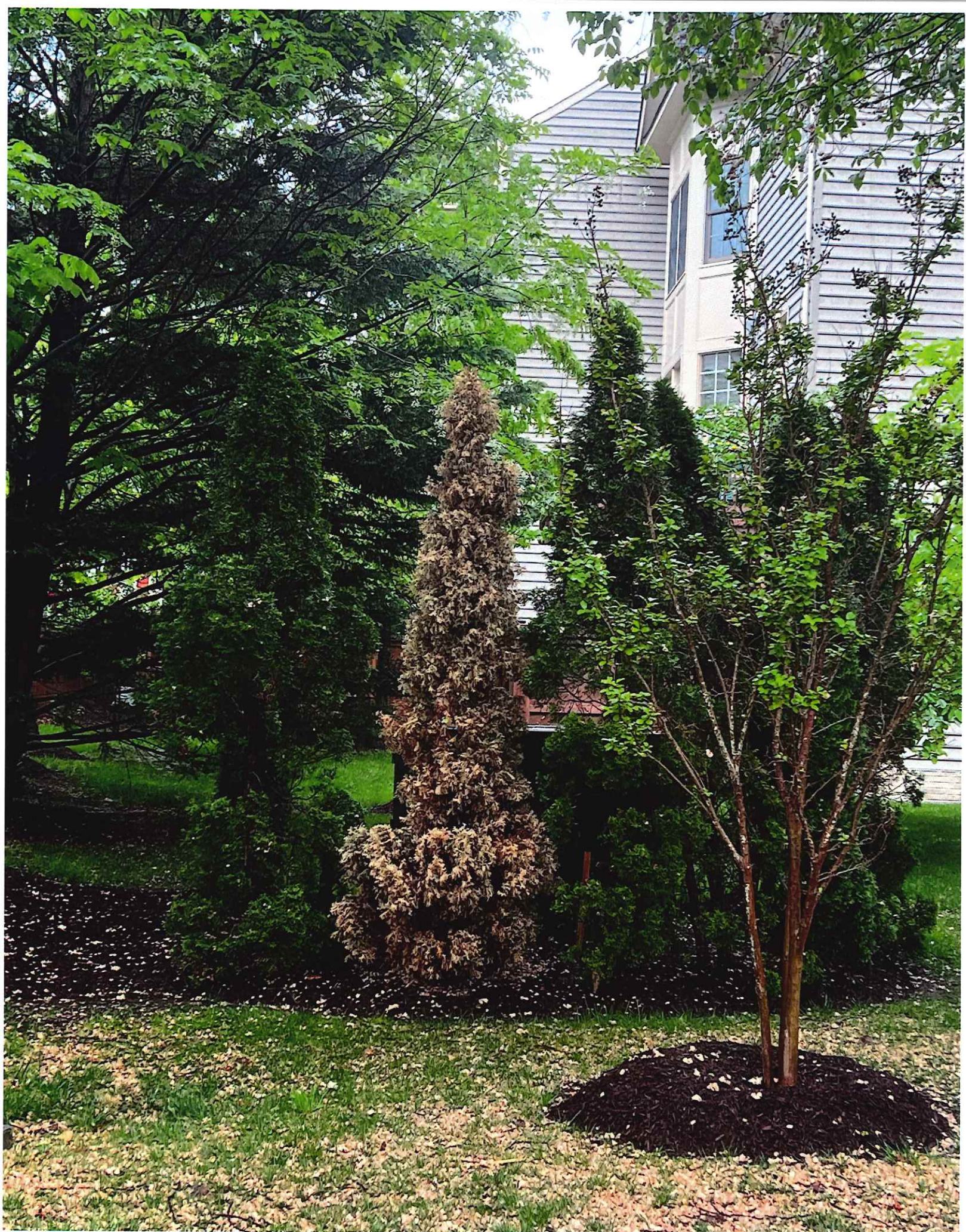
Authorized Signature: Carlos Rios  
This proposal may be withdrawn by us if not accepted within 30 Days.

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

DATE OF ACCEPTANCE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



























**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**May 30, 2023**

**TOPIC: Brand Guide and Logo Proposal**  
**Motion 2023-0506**

**Motion:**

"I move to **APPROVE** the LMK Brand Guide & Logos as recommended by the Communications Committee Members."

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

The committee has been working with LMK Web Design to make changes to the community's brand and logo for branding website purposes.

**CAMP Recommendation:**

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

**Budget Considerations:**

N/A



# Updated Brand Guide and Logo Files

Posted by Andrea Maniaci-Hart at 1:40 pm May 5, 2023

Attached you will find the updated brand guide as well as all of the new logo files.

In the brand guide, the colors have been changed to the new color palette, along with notes about the other logo variations we added and the website and social media samples. The typography recommendations are still the same and the use for everything is explained within this manual.

The zip file attached here contains all variations of the logo in pretty much any format you'd need now or in the future. In the main folder are the same png files also uploaded here, since these will be used most often. I also have different file formats within separate folders. These will be useful if you need something other than one of the main variations or if you have any future signs, apparel, banners, etc made.

This completes the brand update and from here we can work on updating the website to reflect the changes and get that back in motion.

If you have any questions on any part of the brand guide or logos that needs more clarification, please let me know and I'll do my best to help with that.

Thank you!



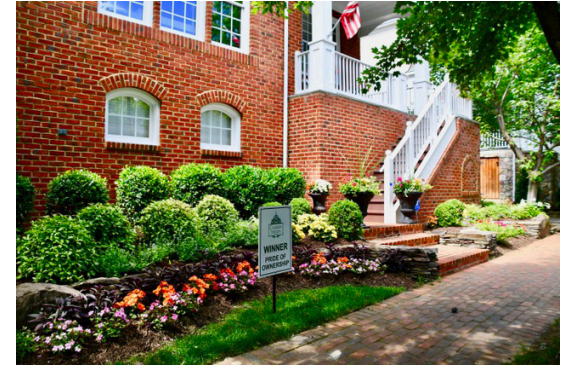
# CAMERON STATION

**BRAND**  
GUIDELINES

# Brand Images

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

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



## Primary Logo

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

### MAIN LOGO

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

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



## Secondary Logos

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

### FRAMED LOGO

For instances where the framed logo is preferred, an option for a solid color version, similar to the sign, is available. An alternative to this is the outlined version of the frame.



### HORIZONTAL LOGO

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

CAMERON STATION

### HORIZONTAL ORNAMENT LOGO

The horizontal logo with the ornament is available as an alternative to the horizontal logo, in places where the ornament is desired and won't look too busy.



## Incorrect Usage

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

### **SKEWED OR ROTATED LOGO**

When scaling the logo, make sure it scales proportionately.

### **FONT SUBSTITUTION**

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

### **BUSY BACKGROUND**

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

### **COLORLED BACKGROUND**

The approved background colors are any in the brand color palette. Do not use a different colored background beyond what is suggested.

### **DIFFERENT LOGO COLORS**

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



# Primary Color Palette

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

## GREEN

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

## GOLD

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

## GRAY

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



### GREEN

#### CMYK

C87 M45 Y78 K49

#### RGB

R17 G71 B52

#### PANTONE

3435

#### WEB

#114734



### GOLD

#### CMYK

C4 M27 Y83 K0

#### RGB

R243 G188 B71

#### PANTONE

142

#### WEB

#F3BC47



### GRAY

#### CMYK

C60 M52 Y52 K22

#### RGB

R99 G100 B98

#### PANTONE

NA

#### WEB

#636462



## Secondary Color Palette

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

### DARK NEUTRAL

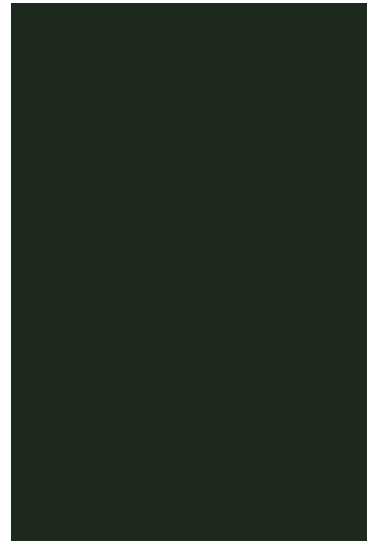
For instances, such as larger blocks of text, where more contrast would be preferred for legibility or cases where a dark color is needed, this dark neutral can be used.

### LIGHT NEUTRAL

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

### SECONDARY

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



### DARK NEUTRAL

#### CMYK

C74 M57 Y74 K70

#### RGB

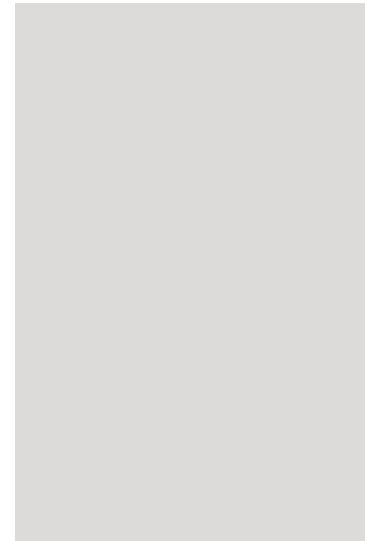
R32 G43 B32

#### PANTONE

NA

#### WEB

#202B20



### LIGHT NEUTRAL

#### CMYK

C13 M10 Y10 K0

#### RGB

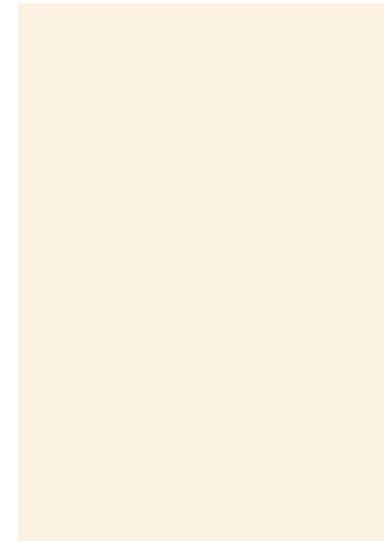
R220 G219 B219

#### PANTONE

NA

#### WEB

#DCDBDB



### SECONDARY

#### CMYK

C0 M4 Y9 K1

#### RGB

R251 G239 B226

#### PANTONE

NA

#### WEB

#FBEFE2



# Brand Typography

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

## HEADLINES: OPEN SANS BOLD

Used for headlines or important text.

## BODY TEXT: OPEN SANS STANDARD/REGULAR

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

## ACCENT: OLD STANDARD BOLD

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

### OPEN SANS BOLD

---

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

### OPEN SANS STANDARD/REGULAR

---

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

### OLD STANDARD BOLD

---

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

## Brand Typography Sample

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

### Labo et ariassuntia vellaccus rem eium venestium

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

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

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

# General Typography

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

## **HEADLINES: VERDANA BOLD**

Used for headlines or important text.

## **BODY TEXT: VERDANA REGULAR**

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

### VERDANA BOLD

---

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

### VERDANA REGULAR

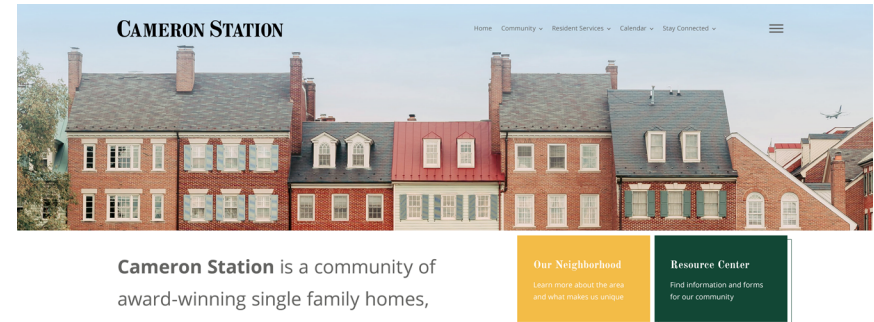
---

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

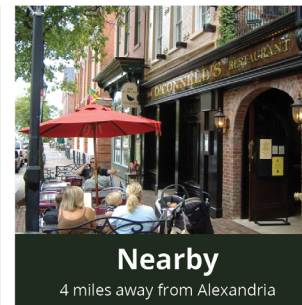
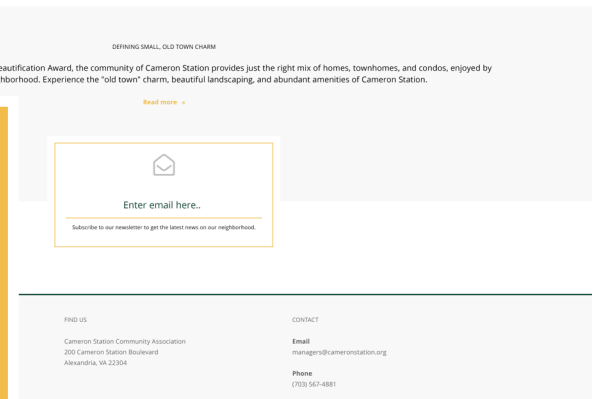
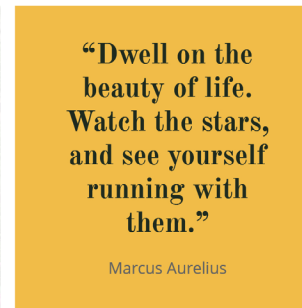
# Website and Social Media Samples

Shown is a sample of the website design with the brand logo, color palette, and typography together to capture the essence of the brand in use.

Also featured are some sample social media graphics, showcasing those brand elements together and how they can be used to present a cohesive and consistent brand image.



**Cameron Station** is a community of award-winning single family homes, townhouses and condominiums built according to the architectural styles of the 18th and 19th centuries.







**Cameron Station Community Association, Inc.  
Board Decision Request  
May 30, 2023**

**TOPIC: Addition of Lap Lane  
Motion 2023-0507**

**Motion:**

"I move to **APPROVE** the addition of a second lap lane to the community pool from 7:30 PM to 8:30 PM, Monday thru Thursday, each week the pool is open as recommended by the Cameron Club Facilities Committee Members."

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

The committee has been working with residents to recommend the addition of a second lap lane at the Cameron Club pool.

**CAMP Recommendation:**

Management supports the recommendation by CCFC.

**Budget Considerations:**

N/A

2023 Action Item List

Date	Committee or mgmt	Item	Assigned To	Status	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. Erosion 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	Martin Ln Park	AGM	approved	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. The members hold off from approving the proposal but first survey the residents close to the park living in Martin and Barrett. Management is working with CAC members on collecting the data in order to move to approve the proposal. 3/14 - during the 3.13.23 CAC meeting, proposal 31703 was recommended for approval to the Board to restore the turf in 1/3 of the pocket park.
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	in progress	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 solution will 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	Follow Up	2/17/23 - Update from the City - Staff inspected Cameron Station Boulevard and performed a pothole operation today. Next, Crews will shift over to Ben Brenman Park Drive next week to perform additional patching. We are proposing to mill and resurface Cameron Station Boulevard in the city's fiscal year 2024 plan (July 1, 2023 – June 30, 2024), which will be published in July. We appreciate your patience and support concerning this matter. As we plan, we will continue to keep our constituents updated through the city's webpage below. 3/3 - I located Mayor Wilson's newsletter indicating all of the City of Alexandria streets that are scheduled to be paved through FY2026. Cameron Station Blvd is on the list for FY2024. The remaining three City streets are not on the lists through FY2026. I am working with the Dept of Transportation (Mary Winston) to try to add Somervelle Street and Brenman Park Dr because these streets are utilized by Brenman Park fields and the farmers' market traffic is in rough condition.
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 management 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 services.

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	Board approved	CCFC will assess the swimming lesson permitted times in their March meeting. 2/28 - Board approved language on swimming lessons.
2.17.23	mgmt	Shuttle Bus Survey	mgmt	closed	Survey sent out regarding the current shuttle bus schedule & customer service – requested a response by Sunday, February 26 <sup>th</sup> . 2/28 - there have been 85 responses for the shuttle bus survey.
2.17.23	mgmt	Access System rules and regulations policy	mgmt	approved and adopted	Sent Cameron Club Operating Rules and Procedures and the Access to Rec Facilities to Board to review redlined recommendations before the February Board meeting. 2/28 policy resolution approved and adopted at the February Board meeting.
2.17.23	mgmt	Trash along fence line	mgmt	continuous - monitoring event every Friday	City of Alexandria inspected the West End Village as did management on Friday, February 10 <sup>th</sup> . Management sent multiple pictures of trash along the common area fence behind Woodland Hall and the side of Home Depot. The City 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 property line clear of the trash. 2/28 Inspected the CSCA property fence line for trash today. Home Depot area is clean but areas behind business address 378-386 continue to have trash along the fence line.
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 <sup>nd</sup> at 6:30 pm.
2.17.23	mgmt	Trash Fuel Surcharge	mgmt	as of 3/17 waiting on Bates response	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 until the 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. We are not attempting to commit the Association to anything but to determine a reasonable amount to protect the Association from future increases. 3/24 Bates Trucking. Heather spoke to Bruce Bates regarding fuel surcharges and increase trash costs above the 3% permitted in year #3 of the contract. Bruce informed her that he would respond in writing with his thoughts. We are waiting on a response. Currently, when I receive each invoice, I back out the fuel surcharge and anything over the approved 3% increase permitted for year #3 of the trash contract. The fuel surcharge balance (April 2022 – March 2023 = \$24,787.76) and the trash hauling increase amount January – March above the approved 3% = \$388.35 (Total = \$25,176.11)
2.17.23	mgmt	Sub Association Agreement	mgmt	done	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 Condominium, is unavailable to speak until next Tuesday. 3/24 Sub-association Agreement. Woodland Hall refused to sign the sub-association agreement. Response letter being approved by legal. Letter sent to Woodland Hall & Richter Management on 3-17-23. No response was received this week.
2.22.23	mgmt	Access System Training	mgmt	closed	Mgmt met with Force to start training the staff on the new access system (access card / mobile credential registration). Future training sessions to occur. Working on punch list items.
2.27.23	CCFC	Order bike seat	mgmt	delivered and installed	Delivery date March 2nd. Order #982744.
2.27.23	CCFC	Peloton bike inquiry	mgmt	closed	follow up with CCFC regarding the Peloton bike. We have a resident (jmencow@gmail.com) interested in the Peloton bike. 3/10 - the CCFC members will hold for a period of 30 days until they make a recommendation on getting rid of the Peloton bike.



2.28.23	ARC	Weekly summary (2/20-24)	Covenants	Summary	<p>1.Violations issued this week: 1 ARC.</p> <p>2.Violations issued 2023 YTD (ARC): 10 (per document archive in CIRA)</p> <p>3.ARC applications processed this week: 5.</p> <p>4.Follow-up inspections completed this week: B&amp;B reports – 16 vehicles ticketed (within the week) for management to follow up.</p> <p>5.Comprehensive inspections this week: n/a</p> <p>6.Comprehensives next week: n/a</p> <p>7.Brandon ticketed 8 cars this week with CSCA resident decals parked in visitor spaces this week.</p>
2.28.23	Ad HoC Committee Asphalt	Engineer Assessment Section #2 / Summer Paving Project	mgmt	Follow up	<p>During Section #2 paving assessment, Engineer located a sinkhole on Donovan Drive (by the fountain) in the middle of the street. Reached out to the City of Alexandria for assistance to see if they will assess the underground pipe with a camera. This needs to be resolved before we pave in June. 3/3 - Section #2 Paving issues: We are working with the City of Alexandria on a sinking pipe on Donovan Dr (by the fountain). We also reported three (3) small water shut-off leaks (2 on Donovan Drive near the fountain and 1 on Yarrow Lane) to Virginia American Water. The Yarrow Lane leak was reported last fall and when they assessed it, determined it was not an emergency. We stressed the need to fix these leaks based on the upcoming paving project. The engineer is coming out next Tuesday to finalize the curb and gutter, the necessary aprons to be replaced, and the ponding areas. The RFP will then be sent out to a minimum of four (4) companies. He does NOT believe the project will be completed by June 30, 2023. 3/10 mgmt reviewed all areas of section #2 with the engineer to determine all ponding, curb and gutter, and aprons to be replaced. RFP forthcoming. 4/14 Pre-bid meeting help with four contractors, engineer, management, and one member from the Ad Hoc Paving Committee. Bids due April 26th. Ad Hoc will review early May and make recommendations to the Board for the May meeting. Not sure yet, but it looks like the paving project might not start until July 5th. Will know as the bids come in but we will not be scheduled with any company until the contract is awarded. Last year, the 2022 paving contract was awarded in the fall of 2021.</p>
2.28.23	mgmt	Map of fire hydrants, park benches, and mailboxes	mgmt	completed	Mapped fire hydrants, park benches, and mailboxes for the entire community.
2.28.23	CCFC	Bidding painting of the clubhouse	mgmt	approved	Bidding out the painting of Cameron Club which is part of the reserve project for 2023. We would like the complete the project by May (the start of pool season). This will go to CCFC for review and contractor recommendation in March. 3/9 - at the CCFC March meeting the committee members unanimously voted CertaPro as their recommendation to the Board. Final approval will take place during the March Board meeting. 3/29 - at the BoD March meeting the members unanimously voted to approve CertaPro's proposal.
2.28.23	CCFC	Elevator certificate inspection renewal	mgmt	completed	Inspection is scheduled for 3/1/23 at 10 AM. 3/1 - first half of the inspection completed, waiting on second half.
3.6.23	CAC	Common Area behind 5233 Tancreti	mgmt	closed	Concern brought by Mindy to CAC, Lancaster, and mgmt. 3/8 Management received Lancaster proposal 31706 to extend the downspout from the rear side of 5233 Bessley and Tancreti. 3/13 during the March CAC meeting the committee tabled on the proposal. April - after the April CAC meeting, the proposal remained tabled indefinitely and members of the committee requested that management enforce the installation of pop-up drains. Management did some research and brought the ARC chair into the picture to provide feedback if the DMS address the topic. The pop-up drains discussion is going back into the May committee for discussion to update the members on the topic.
3.6.23	CCFC	Pool swimming lessons update	mgmt	completed	Received info from a pool mgmt company with potential swimming lesson options for CSCA. Calling condos and apartments locally to determine their swimming lesson hours. 3/17 the CCFC members will hold a special meeting on 3/22 to further discuss the swimming lessons schedule. CCFC will make their recommendation to the Board at their April meeting. 3/24 Based on CCFC request, management working with two pool companies regarding swim lesson hours. CCFC requests the following hours: Monday - Thursday: 10:30 am – 8:30 pm and Friday: 10:30 am – 5:00 pm . 4/14 Management is following up with Aqua Mobile next week on hours and expectations. Pool setup is moving forward and on schedule for the soft opening on Saturday, May 20th.
3.6.23	ARC	Weekly summary (2/27-3/3)	Covenants	Summary	<p>1.Violations issued this week: 0 ARC.</p> <p>2.Violations issued 2023 YTD (ARC): 10 (per document archive in CIRA)</p> <p>3.ARC applications processed this week: 2.</p> <p>4.Follow-up inspections completed this week: B&amp;B reports – 7 vehicles ticketed (within the week) for management to follow up.</p> <p>5.Comprehensive inspections this week: n/a</p> <p>6.Comprehensives next week: n/a</p> <p>7.Brandon ticketed 8 cars this week with CSCA resident decals parked in visitor spaces this week.</p> <p>NOTE: Two (2) cars were towed this week; B&amp;B and Henry's Wrecker have a list of nine (9) vehicles to tow if found to be located in the visitor parking on CSCA community streets. These cars all have a minimum of three (3) parking violations.</p>

3.6.23	CAC	Fire Hydrant Update	mgmt	completed	Met with Inspector Welch from the Alexandria Fire Department. There are 75 CSCA community fire hydrants (not including City fire hydrants) that require a flow test every five years. The last time the test was done was back in 2016. The City previously brought equipment to inspect our community hydrants, at no cost, with the Cameron Station Maintenance Technician. They no longer have the staffing to do this so it is a requirement for CSCA to complete the inspections with a sprinkler inspection company. He did say we could complete 25 per year (not complete all 75 at one time) as long as we fill out the proper inspection forms and send them to his office. The only mistake to date is the community fire hydrants we painted (Qty: 26 should have a yellow top. The City fire hydrants must have a white top.
3.9.23	CAC	Storm drain at 239 Somerville St reported to 311	mgmt	ticket submitted	Storm drain in front of 239 Somerville St needs to be reset. Mgmt submitted a ticket through the 311 City of Alexandria #23-00006138.
3.10.23	CCFC	Surveillance signs	mgmt	completed	Have signs made for each of the locker room doors that lead onto the pool deck stating something like: "Security Cameras in Operation On Pool Deck". 3/17 Management is in communication with Signs by Tomorrow to order (6) signs. 3/17 sample sign under CCFC review. 3/21 Signs By Tomorrow quote A46289 signed; order placed. 4/6 - surveillance signs in progress to be put up within the clubhouse building.
3.16.23	CAC	Received quote from Eastern Supply #9020116	mgmt	proposal received	Quote #9020116 to add galvanized inlet protection grate to add through the community received and saved on the srver under Projects folder. 3/16 pending on E&G Services to provide a proposal to supply materials and install grates over storm drains.
3.16.23	CAC	Fire Hydrants maintenance service	mgmt	proposal received	E&G to provide proposal to maintenance fire hydrants
3.17.23	CCFC	Cameron Club street clock repair	mgmt	completed	Proposal received from Lumichron Commercial Clocks to restore the Victorian Street Clock (Cameron Club street clock). Proposal saved on the server under Projects folder.
3.17.23	CAC	Monument Sign Damage	mgmt	completed	The \$25K check from Liberty Mutual arrived and has been deposited.
3.17.23	CCFC	Access System	mgmt	Follow Up	Setting up a meeting with Force Security to discuss the punch list. 3/24 Reviewed punch list with Force security. Determined that with special software on the printer, access cards will work on the shuttle bus. 4/14 Temporary help (Gussie Webb) starts 4-17-23 to process access system registration and cover Juana's leave. CCFC requested management to push back the "go live" date for the access system until June 15th so that the pool opening is smooth.
3.24.23	CAC	4 new grates to be installed	mgmt	completed	working on installing 4 drainage grates
3.24.23	ARC	Weekly Summary (3/6-24)	Covenants	Summary	1.Violations issued this week: 149 ARC. 2.Violations issued 2023 YTD (ARC): 159 (per document archive in CIRA). 3.ARC applications processed this week: 2. 4.Follow-up inspections completed this week: B&B reports – 10 vehicles ticketed (within the last three shifts) for management to follow up. 5.Comprehensive inspections this week: Cameron Station and Tull Place 6.Comprehensives next week: Cameron Station Blvd, Tull Place, Minda Court, and Comay Terrace 7.Brandon ticketed 0 cars with CSCA resident decals parked in visitor spaces this week. 0 vehicles were ticketed that were not displaying resident decals. These vehicles were noted as residing in the community longer than 30 days or parking in visitor spaces for longer than 24 hours without displaying a visitor's pass. 8.NOTE: B&B towed 3 cars this week on Brawner Place.
3.24.23	CAC	Linear Park credit	mgmt	letter received	City of Alexandria for the Linear Park – Adopt-A-Park Credits/Money owed to Cameron Station CA. --- The City has set up a meeting for Wednesday, March 29, 2023. 4.5.23 letter received from Lucresha.

3.24.23	ARC	HVAC Inventory	mgmt	completed	In the January meeting, management was requested to assess the HVACs that were moved within the community. Brandon located 7 units. Of these 7 units, 2 – As built, 3 - Applications approved, and 1- No application on file (and has not been able to reach via phone and email. 1 – Hearing from 311 Lannon Ct that was denied.
3.28.23	CAC	311 ticket	mgmt	completed	ticket submitted to City of Alexandria to put back in place the tilted streetlamp head. Ticket #23-00007455
3.28.23	CAC	Brick Repair RFP	mgmt	waiting on proposal	Mgmt emailed Lancaster an RFP for brick repair; waiting on proposal.
3.28.23	CAC	Update on proposals	mgmt	completed	Update on proposal 31685 and 31686 - both brick repairs are ongoing and should be completed by early next week (April 3-4)
3.29.23	CAC	Irrigation system	mgmt	completed	Irrigation system will be turned on within the next two weeks by Lancaster.
3.29.23	CCFC	Elevator Alarm ticket	mgmt	closed	Elevator alarm ticket #17806 created to help on track the issue of the alarm going off on 3.28.23 at 8:26 PM.
4.4.23	CAC	Fallen tree (Donovan Pocket Park)	mgmt	completed	Fallen tree at Donovan Pocket Park. Lancaster removed the tree.
4.4.23	CAC	Question about the Meadow off of Somerville	mgmt	completed	Resident at 4904 Waple Ln inquired about the Meadow off of Somerville since it was recently mowed. Mgmt submitted a 311 ticket per City Staff instructions .#23-00008607. 4.6.23 - City staff replied via email and a follow-up email was sent to the resident.
4.6.23	CAC	Donovan Drive - Robotic Camera Activity Summary 4-6-23	mgmt	completed	We requested the City of Alexandria to assess the sewer lines on Donovan Dr (south side of Donovan Dr Pocket Park) close to Murtha Street. The road, scheduled to be paved in June or July, has sunk and our engineer thought there might be a problem. The City responded that Donovan Dr is a community street and it was our responsibility. GPRS, a video pipe inspection company, used a VPI robotic crawler camera today on Donovan and located a breach in the PVC pipe 8 feet underground. There could be up to 60' of PVC pipe that will need to be replaced. While this is not an emergency now, it will need to be replaced prior to the paving project. This project will impact the water/sewer usage in 3 homes on Donovan Drive during the replacement. We are waiting on a report and video to use for the RFP. This could cost CSCA approx. \$10,000 - \$20,000 to replace the PVC pipe. We will obtain 3 bids to complete the work.
4.6.23	mgmt	Feedback and discussion meeting for ideas for an “ideal” schedule.	mgmt	pending to be scheduled	Meet with shuttle bus riders for feedback and discussion ideas for an “ideal” schedule.
4.14.23	mgmt	Landacaping	mgmt	completed	Mowing throughout the community started this week. TruGreen will apply the pre-emergent and fertilizer next week (info in weekly email blast). Mulch will be spread next week as well.
4.14.23	CCFC	Power washing	mgmt	completed	Power washing starts next week to include the Cameron Club building, pool deck, and furniture, Gazebo on CSB circle, Duke Street brick pillars and black metal pickets, Bessley Place Pergola and cement pad, and the Donovan Dr Pergola and cement pad.
4.14.23	mgmt	Clubhouse painting	mgmt	completed	Interior Painting Project will begin Monday, April 24 <sup>th</sup> with the tentative completion date of Friday, May 12 <sup>th</sup> . (a) Fitness Center will close for 2-3 days (info in weekly email blast). (b) Basketball court will be closed for 1-2 days (info in weekly email blast. (c) Great Room rentals – no reservations have been turned away; painting crew working around the schedule. (d) Painting crew may work on Saturdays. (e) Management Office will not be painted while the office is open (nighttime or weekend). (f) Air filtering equipment will be used to reduce or eliminate any potential complaints about the Volatile Organic Compounds (VOCs); Contractor indicated that there would not be an issue even without the air filter equipment but would make sure the equipment is in place because of the concern brought forth by management. Interior Painting Project – ongoing, no issues. If CCFC does not like the blue accent color in the fitness center and determines the wall will be repainted, an additional \$682 change order will occur.
4.14.23	mgmt	EV Charger Meeting	mgmt	Follow Up	EV Charger meeting next Friday at 10:00 am starting in the Henderson Room.

4.14.23	mgmt	Sewer Line repair ar Donovan Dr (4900 block)	mgmt	Follow Up	Bid process to repair the sewer line between two manhole covers (60' of pipe) on Donovan Dr (4900 block -- next to the pocket park with the fountain)
4.18.23	CAC	lock in 5122 Knapp Pl	mgmt	completed	meter with a lock at 5122 Knapp Pl.
4.18.23	mgmt	Vehicle Registration Form	mgmt	completed	Received approx. 150-200 vehicle registrations within the last two weeks.
4.18.23	mgmt	Reserve Study	mgmt	closed	Reserve Study – Level III – update. Management has been working with CCFC, CAC, and FAC regarding recommendations for updating the Reserve Study. A summary of the information will be prepared by management and should be ready next week. Committees have been notified that they will present their recommendations to FAC and the Board at the end of the month. This information will be forwarded to PM+ Reserves after being reviewed by the Board.
4.28.23	mgmt	Summer Paving Project – Section 2	mgmt	proposal to be presented to the board at the May meeting	(1) Bids received; Ad Hoc Committee will review bids with the engineer and management next week once we determine the meeting day/time. (2)Donovan Drive Infrastructure Update --- There is no pipe breach or break. It is a belly in the pipe that will need to be addressed. The issue occurred in the 1990s when the sewer line was installed. The PVC pipe was laid in the ground but there was a space below the PVC pipe (not flush against the ground) which eventually caused the soil and stone to push down on the pipe causing a belly. There have been no backups within the homes on Donovan Dr but there is a pool of sewage water laying in this area. It does need to be excavated and a small section of PVC pipe replaced. Bids forthcoming.
4.28.23	CCFC	Access System	mgmt	completed	Access System registration email was sent out today.
4.28.23	ARC	weekly summary 4/24-28	mgmt	completed	(1) Violations issued this week: <u>10</u> ARC. (28 Potential hearing notices to be issued.) (2) Violations issued 2023 YTD (ARC): 315 (per document archive in CIRA) (3) ARC applications processed this week: 7. (4) Follow-up inspections completed this week: B&B reports – 32 vehicles ticketed (within the last two shifts) for management to follow up. (5) Comprehensive inspections this week: N/A (6) Comprehensives next week: Reinspection of Minda Court and Comay Terrace. Start inspections on Somerville Street. (7) Brandon ticketed 10 cars with CSCA resident decals parked in visitor spaces this week. (8) NOTE: 2 cars were towed this week.
4.28.23	CAC	Median on Brenman Park Dr	mgmt	completed	Median on Brenman Park Dr (between 4950 & 4951 Brenman Park Dr) -- part of the park is fenced off for grass restoration.
5.5.23	CAC	Fire Hydrant - 151 CSB	mgmt	311 ticket submitted	Fire hydrant leaking at 151 CSB ticket #23-00011948
5.5.23	CCFC	Pool	mgmt	completed	All pool inspections are occurring next week.
5.5.23	Ad Hoc Paving Committee	Summer Paving Project – Section 2	mgmt	completed	Ad Hoc Paving Committee met last night and they are ready to provide a recommendation for a paving contractor for Summer 2023. Info in upcoming Board package.
5.5.23	CCFC	Access System	mgmt	completed	Temp employee entering access system data.
5.5.23	ARC	weekly summary 5/1-5	mgmt	completed	1. Violations issued this week: <u>19</u> ARC. 2.Violations issued 2023YTD (ARC): 428 (per document archive in CIRA)3.ARC applications processed this week: 3.4.Follow-up inspections completed this week: N/A5.B&B reports – 30 vehicles ticketed for management to follow up.6.Comprehensive inspections this week: Somerville St7.Comprehensives next week: John Ticer Dr, Barbour Dr8.Brandon ticketed 13 cars with CSCA resident decals parked in visitor spaces this week. 9.NOTE: 3 cars were towed this week.
5.5.23	CCFC	Cameron Club - Interior Painting Project	mgmt	completed	Cameron Club – Interior Painting Project – on schedule; attached pictures of the fitness center. Remaining areas to be painted – Henderson Room, Board Room; Mgt Office Hallway & Storage Room, and ProFIT Lob & Storage Room. Painters will be done Tuesday, May 9 <sup>th</sup> . 5.12.23 Cameron Club – Interior Painting Project – completed; We continue to assess items in storage closets. Window washing and deep cleaning of Cameron Club occurring Friday – Sunday of this weekend.
5.5.23	CAC	Donovan Drive - Sewer Line Project	mgmt	proposal to be presented to the board at the May meeting	Donovan Drive – Sewer Line Project – Everyone agrees that the 15' PVC pipe (with a belly) needs to be replaced. Bids coming in now are approx. \$18,800 to dig up and fix. This work must be completed before the street is milled and paved. 5.12.23 Sewer Line Project – no update; waiting on Board meeting for approval for a proposal to complete the work.
5.5.23	CAC	Towed vehicles	mgmt	completed	FYI... Two owners' cars on Martin Lane were towed Tuesday. They both were very upset about their car being towed. I sent them the parking resolution and indicated that if they felt they did not violate the parking policy to set up an appointment to meet with me. I have not heard more from them. One of the cars was the red Mini Cooper that you were copied on this week.
5.5.23	mgmt	Reserve Study	mgmt	in process	Reserve Study -- Information going to PM+ Reserves early next week to start the update. 5.12.23 Next step is to set up a meeting with PM+ and management to review the information presented to the Board.
5.5.23	mgmt	Water and soil samples	mgmt	completed	Back in December 2022, EA Engineering, Service, and Technology, Inc. completed water and soil samples throughout Cameron Station. The summary is attached for the Board to review. If you have any questions, I can forward them to my contact at EA EST, Inc.

5.5.23	CAC	Fire Hydrants	mgmt	closed	Two fire hydrants are of concern in Cameron Station. They are both City fire hydrants. The fire hydrant at 150 CSB has an out-of-service tag on it. Last night, I received a report that the fire hydrant across the street at 151 CSB is leaking. We put in a 3-1-1 ticket this morning. I stressed urgency because the two fire hydrants are close together. We did call Virginia American Water and we were told to contact the City of Alexandria.
5.9.23	CAC	Approved Lancaster Landscape proposal 31770	mgmt	approved	Mulch Installation - Woodland Hall mailboxes - side of 435 CSB and Ferdinand Day Dr
5.9.23	CAC	Approved Lancaster Landscape proposal 31766	mgmt	approved	Drainage control - walkway to home depot closest to steps and side of steps
5.9.23	CAC	Approved Lancaster Landscape proposal 31771	mgmt	approved	Mulch Installation - south entrance along curb damaged turf at the 400 Cameron Station "The Residences"
5.11.23	CAC	Sprinklers at Donovan and Martin Ln Pocket Park	mgmt	fixed	sprinklers leaking
5.12.23	CCFC	Pool	mgmt	completed	On schedule to open Saturday, May 20 <sup>th</sup> (Soft Opening)
5.12.23	CAC	Vehicle Registration Form	mgmt	completed	Vehicle registrations -- before April there were 1432 vehicles registered. As of this week, there are approximately 3500 vehicles registered.
5.12.23	CCFC	Access System	mgmt	completed	As of this week, we have 586 homes that have completed the registration. There are 37 homes that we need to place information at their doors regarding signing up for a new access card because we do not have email information for these homes. We are requesting they register their vehicles and provide information for the access system.
5.12.23	ARC	weekly summary 5/8-12	mgmt	completed	Violations issued this week: <u>20</u> .ARC. 2.Violations issued 2023 YTD (ARC): 448 (per document archive in CIRA)3.ARC applications processed this week: 4.4.Follow-up inspections completed this week: N/A5.B&B reports – 31 vehicles were ticketed for management to follow up.6.Comprehensive inspections this week: Finished Somerville7.Comprehensives next week: Finish John Ticer8.Brandon ticketed 10 cars with CSCA resident decals parked 9.NOTE: 1 car was towed this week.
5.12.23	mgmt	FY22 Draft Audit	mgmt	in progress	Close to being completed. It is very possible that the draft audit could be sent out to the Board before the May meeting.
5.12.23	Ad HOC	City of Alexandria - Paving contact	mgmt	completed	My paving contact from the City indicated that Somerville Street will be completed in FY27 (July 1, 2026 – June 30, 2027). There is no information on Brenman Park Dr and Ferdinand Day Dr.
5.23.23	CAC	Murtha Street hanging	mgmt	open	straighten sign
5.23.23	CAC	Irrigation valve dripping	mgmt	open	main irrigation valve next to 5174 Brawner dripping. Update - Union was loose. It will need to be replaced. 5.24.23 Curt Cummings aka "aquamen" to provide a proposal in a week or two
5.25.23	CAC	Irrigation leak	mgmt	open	I noticed what appears to be a slow leak around this sprinkler head. It's located across from 5162 Brawner in the small pocket park