



## CAMERON STATION

### BOARD OF DIRECTORS MEETING

HYBRID ZOOM MEETING – Henderson Room / Zoom

#### DRAFT AGENDA

Tuesday, June 27, 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 – May 30, 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</b><br>(Reported will not be present) | <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. MATTERS FOR BOARD DECISION</b>  | <b>8:03 PM</b>   |
| A. FY22 Draft Audit  | Motion 2023-0601 |
| B. Fitness Center Retrofit Lightning Proposal  | Motion 2023-0602 |
| C. Parking Enforcement and Safety Patrol Services Proposals                                      | Motion 2023-0603 |
| D. Transfer of funds   | Motion 2023-0604 |
| (Equity/Operating Reserves to Repair and Replacement Reserve Funds)                              |                  |
| <b>X. MATTERS FOR BOARD DISCUSSION</b>   | <b>8:43 PM</b>   |
| A. Sub-Association Agreement   |                  |
| B. Website Advertisements  |                  |
| C. Speeding  |                  |
| <b>XI. MATTERS FOR BOARD INFORMATION</b>   | <b>8:50 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. Management Report

- Action Item list
- Project Updates

**XII. NEW BUSINESS**

**8:57 PM**

A. Resale Disclosure Act – Resale Certificate Fees

Motion 2023-0605

**XIII. EXECUTIVE SESSION (See Executive Session Agenda)**

**8:58 PM**

A. Brawner Place Update

Motion 2023-0606

**XVI: ADJOURN**

**9:00 PM**

DRAFT

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



**MEETING MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**Tuesday, May 30, 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 7:02 PM)  
Joan Lampe, Treasurer  
Chris Mulder, Director  
Chris Alex, Director  
Brendan Hanlon, Director

**BOARD MEMBERS ABSENT**

None

**OTHERS PRESENT:**

Steve Philbin, M ed., CMCA®, ARM® PCAM®, General Manager  
Angel Robles, CMCA®, AMS®, Assistant General Manager  
Ray Celeste, Chair. CCFC  
Kathleen McCollum, Chair, CAC  
Steve Pearson, Chair, ARC  
Tricia Hemel, Chair, ComCom

**CALL TO ORDER:**

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

**APPROVAL OF AGENDA:**

**Motion:** Mr. Christensen moved, and Mr. Alex seconded the motion to the agenda as presented. **Following discussion, an amended motion was made:**

**Amended Motion:** Ms. Christensen moved, and Mr. Hanlon seconded the motion to APPROVE the agenda with the following additions:

- Under Matters for Board Discussion: Discuss Formal Legal Advice regarding the Ongoing situation with Residents on Brawner Place.

- Under Matters for Board Decision: Request for a Dumpster, 508 Gardner Drive.  
**The amended motion passed unanimously, 6/0.**

#### **APPROVAL OF MINUTES:**

**Motion:** Ms. Christensen moved, and Mr. Alex seconded the motion to **APPROVE** the April 25, 2023, meeting minutes with the following amendments: change Fore Bright to Forbright. **Following discussion, the motion passed, 6/0.**

#### **LT. LION – CITY OF ALEXANDRIA:**

Lt. Lion was not present for the meeting.

#### **CAMERON STATION CIVIC ASSOCIATION:**

Sash Impastato was not present for the meeting.

#### **HOMEOWNER'S FORUM:**

Topics discussed were:

- Mindy Lyle: stated there were two recent situations with a residence on Brawner Place, and the police have been called to this residence multiple times; also stated there are people smoking pot in the pocket parks and suggested restriction smoking in the parks.
- Bob: stated that the pocket parks are becoming open dog parks, and many residents let their dogs off-leash in the parks.
- Brandon Hanlon: stated his concern for the residents of Brawner Place due to the incidents from a residence on Brawner Place.

#### **TREASURER'S REPORT:**

Ms. Lampe reported as of the end of April; the Association is tending with a favorable variance; YTD income is ahead of budget; Committees are spending within budget; 3.3 million dollars in reserves; investments are in the form of short-term CDs with Morgan Stanley.

#### **COMMITTEE REPORTS:**

##### **1. Financial Advisory Committee**

No report.

##### **2. Architectural Review Committee**

Mr. Pearson reported the Committee reviewed six applications and stated regarding the resident's appeal; the Committee denied the application because their door would look different from their neighbors.

##### **3. Activities and Events Committee**

Mr. Mulder reported that the egg hunt, yard sale, and ice cream social went well; upcoming events include the wine tour trip and the 4<sup>th</sup> of July.



**4. Communications Committee**

Ms. Christensen reported that the official brand guide for Cameron Station is submitted in the Board packet for approval, and the final edits to the newsletter were done and should be published soon.

**5. Facilities Committee**

Mr. Celeste reported that there were 4,896 users of the Cameron Club in April; he thanked Management for getting the clubhouse painted, new fitness center flooring, and a new security access system.

**6. Common Area Committee**

Ms. McCollom reported that they picked two winners for the Pride of Ownership award; they are identifying trees and bushes that need to be replaced, looking at drainage issues throughout the community, and did the first community walk thru last month.

**ARC RESIDENT APPEAL**

**A. ARC –Resident Appeal #1 – Exterior Door Replacement**

**Motion:** Ms. Lyle moved, and Mr. Alex seconded the motion to send the application back to the Committee and have the resident work with the ARC to devise an alternative replacement and re-submit their application. **Following discussion, the motion passed, 7/0.**

**MATTERS FOR BOARD DECISION:**

**A. Ratify Email Vote – 10/min of each hour**

**Motion:** Mr. Alex moved, and Mr. Mulder seconded the 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 three instructors with a maximum of two children in the pool at any one time. **The motion passed, 7/0.**

**B. Asphalt Contract – Summer 2023 Proposal**

**Motion:** Ms. Lyle moved, and Ms. Lampe seconded the motion to **APPROVE** Fairfax Paving for section 2 of the asphalt paving project for \$789,987.00 to be expensed from Reserve Funds. **Following discussion, the motion passed, 7/0.**

**C. Sewer Line – Donovan Dr. Belly Proposal**

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

**D. Lancaster Landscape Proposal #31711**

**Motion:** Ms. Christensen moved, and Mr. Mulder seconded the motion 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) pop up drain, install stone dust, and a 12" metal edge to be expensed from Operating Funds. **Following discussion, the motion passed, 7/0.**

**E. Lancaster Landscape Proposal #31768**

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

**F. Brand Guide and Logo Proposal**

**Motion:** Mr. Alex moved, and Ms. Lyle seconded the motion to **APPROVE** the LMK Brand Guide & Logos as recommended by the Communications Committee Members. **Following discussion, the motion passed, 7/0.**

**G. Addition of Lap Lane**

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

**H. Request for a Dumpster, 508 Gardner Drive**

**Motion:** Mr. Hanlon moved, and Ms. Lyle seconded the motion to **APPROVE** the homeowner's request at 508 Gardner Drive to place a dumpster in the visitor parking contingent that samsonite or a similar product be placed on the pavement prior to the dumpster being placed. **Following discussion, the motion passed, 7/0.**

**MATTERS FOR BOARD DISCUSSION:**

**B&B Security**

Mr. Philbin reported that B&B Security is going out of business; in the meantime, Management has a temp agency doing the community patrol until a contractor can be found.

**Motion:** Mr. Alex moved, and Mr. Mulder seconded the motion to **APPROVE** the temp agency to perform parking enforcement until a contractor can be found. **Following discussion, the motion passed, 7/0.**

**Discuss Formal Legal Advice regarding the Ongoing situation with Residents on Brawner Place.**

Mr. Hanlon stated that the residence in question on Brawner Place is a rental unit, the current tenants moved in eighteen months ago, and there have been issues the whole time. Several residents have witnessed the residents of the rental unit engage in violent behavior. The police have been called to that location multiple times. Mr. Hanlon requested the Board reach out to their legal counsel in regards to can the Board take any action for this issue.

**Motion:** Mr. Hanlon moved, and Ms. Lyle seconded the motion to direct legal counsel to draft a letter to be issued to the Owner immediately, including a request that the Owner does not renew the current lease with the current tenant. **Following discussion, an amended motion was made:**

**Amended Motion:** Mr. Hanlon moved, and Ms. Christensen seconded the motion to contact legal counsel, seek advice, and take the attorney's advice. **The amended motion passed unanimously, 7/0.**

**MATTERS FOR BOARD INFORMATION:**

**1. Management Report**

- Action Item list  
Included in the Board packet for review.
- Project Updates  
Mr. Philbin reported that he met with the lifeguards for the pool opening; aqua mobile confirmed that families have signed up for swim lessons; the concrete project will start around July 6<sup>th</sup>, and milling and paving will begin July 10<sup>th</sup>; Management is doing vehicle registration; working with a company to put together a bid for the EV charging stations.

**NEW BUSINESS:**

None.

**EXECUTIVE SESSION:**

**Motion:** Ms. Christensen moved, and Mr. Alex seconded the motion to move into an executive session to review a waiver request. **The motion passed unanimously, 7/0, and the meeting was convened into executive session at 9:09 pm.**

**Motion:** Ms. Lyle moved, and Ms. Christensen seconded to exit the executive session. **The motion passed unanimously, 7/0, and the meeting was reconvened into an open session at 9:13 pm.**

**Motion:** Ms. Lyle moved, and Ms. Christensen seconded to deny waiving legal fees but to waive late fees. **The motion passed unanimously, 7/0**

**ADJOURNMENT:**

Hearing no further business: the meeting was adjourned at 9:14 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  
May 22, 2023  
FAC ZOOM Meeting  
Meeting ID 9296235196 Passcode 007612

**MEETING MINUTES**

**I. Call to Order**

The meeting was unexpectedly cancelled as we did not have a quorum. The April minutes will be approved at our next meeting. Since we continue to be in good financial condition with regards to income, expense and aged receivables there was no critical, time sensitive issue to be addressed.

**DRAFT**

**CAMERON STATION COMMUNITY ASSOCIATION, INC.  
ARCHITECTURAL REVIEW COMMITTEE  
Tuesday June 6<sup>th</sup>, 2023**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday June 6<sup>th</sup>, 2023. The meeting was called to order at 7:01 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  
Brian Sundin – ARC Member  
Sharon Wilkinson – ARC Member

**MEMBERS ABSENT**

Mara Francis – ARC Member

**CHANGE OF ATTENDANCE**

Trena Raines left at 8:17 PM

**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 5063 Minda Ct, Roof Replacement.”**

Moved By: Sharon Wilkinson

Seconded By: Paula Caro

For: All

Against: None

Absent: Mara Francis

**MOTION PASSED**

**HOMEOWNERS OPEN FORUM**

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

**DRAFT**

**REVIEW OF EXTERIOR MODIFICATION APPLICATIONS**

<b>Address</b>	<b>Proposed Modification</b>	<b>ARC Action / Vote</b>
<b>172 Barrett Pl</b>	Exterior Light Fixture Replacement	<b>Approved as submitted.</b> Moved By: Sharon Wilkinson Seconded By: Trena Raines For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>
<b>265 Murtha St</b>	Deck Resurfacing	<b>Returned for more information regarding the scope of work, picture of proposed color next to existing deck, and a signature on the application.</b> Moved By: Paula Caro Seconded By: Sharon Wilkinson For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>
<b>311 Lannon Ct</b>	HVAC Unit Replacement (Retroactive)	<b>Approved with the stipulation that one HVAC is approved to be moved to the side of the home.</b> Moved By: Tom Linton Seconded By: Brian Sundin For: Stephen Pearson, Trena Raines Against: Paula Caro Absent: Mara Francis Abstain: Sharon Wilkinson <b>MOTION PASSED</b>
<b>4919 Donovan Dr</b>	Roof Replacement	<b>Approved as submitted.</b> Moved By: Trena Raines Seconded By: Tom Linton For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>
<b>4951 Brenman Park Dr Unit 216</b>	Window Replacement	<b>Approved as submitted.</b> Moved By: Tom Linton Seconded By: Brian Sundin For: All Against: None Absent: Mara Francis

**DRAFT**

		Abstain: None <b>MOTION PASSED</b>
5016 Grimm Dr	Landscaping	<b>Approved with the stipulation that the walkway between the stoop and the common area brick pathway is not installed per the submitted plan.</b> Moved By: Trena Raines Seconded By: Sharon Wilkinson For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>
5030 Gardner Dr	Roof Replacement	<b>Approved with the stipulation</b> Moved By: Trena Raines Seconded By: Sharon Wilkinson For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>
5065 Minda Ct	Roof Replacement	<b>Approved provisionally pending a neighbor's signature.</b> Moved By: Sharon Wilkinson Seconded By: Trena Raines For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>
5084 Donovan Dr	Landscaping	<b>Approved with the stipulation that the downspout modification be included in the scope of work.</b> Moved By: Trena Raines Seconded By: Sharon Wilkinson For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>
5099 Donovan Dr	Deck Resurfacing	<b>Approved with the stipulation that the railings remain unchanged.</b> Moved By: Tom Linton Seconded By: Brian Sundin For: All Against: None Absent: Mara Francis, Trena Raines



**DRAFT**

		Abstain: None <b>MOTION PASSED</b>
<b>5116 Donovan Dr Unit 402</b>	Window Replacement	<b>Approved as submitted.</b> Moved By: Brian Sundin Seconded By: Paula Caro For: All Against: None Absent: Mara Francis, Trena Raines Abstain: None <b>MOTION PASSED</b>
<b>5063 Minda Ct</b>	Roof Replacement	<b>Approved provisionally pending a signature from the neighbor on the backside of the home.</b> Moved By: Tom Linton Seconded By: Brian Sundin For: All Against: None Absent: Mara Francis, Trena Raines Abstain: None <b>MOTION PASSED</b>

**APPROVAL OF ARC MEETING MINUTES**

**MOVE TO: “Approve the ARC Meeting Minutes from the 2 May 2023 meeting as submitted.”**

Moved By: Tom Linton

Seconded By: Paula Caro

For: Stephen Pearson, Brian Sundin

Against: None

Absent: Mara Francis, Trena Raines

Abstain: Sharon Wilkinson

**MOTION PASSED**

**BOARD MEETING REPORT**

The monthly Board of Directors meeting was held on May 30<sup>th</sup>. ARC Chair Stephen Pearson represented the ARC at the meeting. There was an appeal to a decision the ARC made at their May meeting regarding a homeowner’s application to replace their deck doors. The homeowner was not present to argue their case. ARC Chair Stephen Pearson argued that most of the changes proposed by the homeowner would represent an unacceptable precedent and should be rejected. Mr. Pearson did note that some of the homeowners arguments for their proposed changes were persuasive. Mr. Pearson argued that the Board should send the application back to the ARC so the committee could work with the homeowner to find a compromise. The Board unanimously returned the application to the ARC.

**COVENANTS REPORT**

- **Annual Comprehensive Inspection Update:** The On-Site Covenants Administrator is continuing with the 2023 comprehensive inspections. Phase 1 inspections and reinspections are complete.

**DRAFT**

Hearing notices have been issued and, to date, all have been mitigated. Management has initially focused on landscaping and weed removal from front garden beds as well as AC units located to the rear of homes.

- **Completed Resale Inspections:** Management completed 7 resale inspections during the month of May.
- **Parking Enforcement and Towing Report:** In May, there were 16 vehicles towed, 134 tickets issued by B&B, and 55 tickets issued by Management. Management continues to see repeat offenders and is maintaining a tracking spreadsheet to monitor these repeat offenders.
- **Violations Issued and Abatements:** After the inspections conducted in May, Management has issued 475 violations to date in 2023. Late in May, B&B Security declared bankruptcy and closed its doors. Management has hired a temporary parking enforcement agency for the month of June and the On-Site Covenants Administrator is training those personnel to enforce Cameron Station's parking policy. Management is collecting bids for a long-term parking enforcement solution and is planning on presenting those bids to the ARC at the 11 July 2023 meeting.
- **Update on Addresses the ARC has highlighted as issues for Management attention:**
  - **5061 Donovan Dr.:** The homeowner will be submitting an application for the July meeting.
  - **5171 Brawner Pl.:** Management was able to determine that the homeowner had paid a fine for the violation.
  - **5116 Grimm Dr.:** Management is planning to issue a violation letter when Grimm Drive is inspected during the months of June and July.
  - **311 Lannon Ct.:** Management is planning to issue a violation letter when Grimm Drive and Lannon Ct. is inspected during the months of June and July.
  - **334 Helmuth Ln.:** Management has worked with the homeowner to determine that the unpainted door was a builder-installed option when the home was constructed. The ARC was satisfied that this door isn't a violation and considers the matter closed. Management stated that they would put a note in the file for this address noting the results of the investigation so the homeowner isn't bothered going forward.
  - **4922 Kilburn:** The homeowner has been informed that an application is required for the replacement fence and will be submitting one in the near future.
  - **4924 Kilburn:** The homeowner has been informed that an application is required for the replacement fence and will be submitting one in the near future.
  - **5213 Brawner:** The homeowner has been informed that an application is required for the replacement fence and will be submitting one in the near future.
  - **5209 Brawner:** The homeowner has been informed that an application is required for the replacement fence and will be submitting one in the near future.
  - **5237 Brawner:** The homeowner has been informed that an application is required for the replacement fence and will be submitting one in the near future.

**MOVE TO: "Adjourn the Meeting at 9:19 p.m."**

Moved By: Sharon Wilkinson

Seconded By: Tom Linton

For: All

Against: None

Absent: Mara Francis, Trena Raines

Abstain: None

***DRAFT***

**MOTION PASSED**

*Minutes prepared by Stephen Pearson, ARC Chair.*

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**ACTIVITIES AND EVENTS MEETING**  
**June 1, 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  
Sarah Turkaly – Committee Member  
Joy Burwell – Committee Member  
Monica Stachowski - Committee Member

**COMMITTEE MEMBERS ABSENT:**

Jen Hurst – Committee Member  
Christina Damhuis – Committee Member  
Pam Opiela – Committee Member

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

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**Motion:** Andy \_\_\_\_\_ **MOVED** and Monica \_\_\_\_\_ **SECONDED** to approve the 5/4 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. Ice Cream Social (Sunday, May 21)
  - a. Event went smoothly and was well attended
  - b. Need to purchase new 4-10 trash bins for 33-gallon bags, not to exceed \$100

**IV. NEW BUSINESS**

1. Wine Tour (Saturday, June 10, 10 am – 4 pm)
  - a. Andy will add waitlist to Signup Genius and email final RSVP to Sarah
  - b. Sarah will take attendance on trip
  - c. Fleet Shuttle phone# 866-933-2600
2. Shred Truck (Saturday, June 10, 9 am – noon)
  - a. Flyer already posted in email blast
  - b. Andy will email management to note parking lot closure, request cones
3. Fourth of July (Tuesday, July 4, 11 am)
  - a. Andy confirmed Podolsky still sponsoring \$2000
  - b. Christina will research giveaways, cooling towel, white with black logo
  - c. Andy will ask management about red, white, and blue bunting at gazebo
  - d. Need to purchase trash bins (see above), food service gloves

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**ACTIVITIES AND EVENTS MEETING**  
**June 1, 2023**

- e. Need to purchase 300 “bomb pop” style popsicles (check Aldi), reorder lemonade mix, additional cups
  - f. Signup Genius for volunteers (note serving size)
  - g. Andy will investigate repeat order for Rocklands
  - h. Ask Aaron to start parade? Need volunteer to start parade near Tucker on Linear Park trail
  - i. Start setup at 8 am, need to decorate gazebo area, prepare equipment, pickup Rocklands
4. Pool Party (Saturday, August 12, noon – 3 pm)
- a. Andy will email Mission BBQ, DJ, balloon artist/tattoo artist, furniture rental

**V. ADJOURNMENT**

**Motion:** Andy \_\_\_\_\_ **MOVED** and Sarah \_\_\_\_\_ **SECONDED** to adjourn the meeting at 8:05 pm. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,

Andrew Yang, Committee Chair

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**COMMUNICATIONS COMMITTEE MEETING**  
**June 14, 2023**

The meeting was conducted by Zoom for scheduling flexibility.

**COMMITTEE MEMBERS PRESENT:**

Tricia Hemel–Chair  
Gen Harrison-Doss  
Gwen Toops  
Emma Watson

**COMMITTEE MEMBERS ABSENT:**

Lenore Marema  
Susan Klejst  
Linda Taousakis

**ALSO PRESENT:**

Megan Christensen–Board Liaison  
Juana Michel–CAMP

**CALL TO ORDER**

Tricia Hemel called the meeting to order at 7:12pm. 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 May 10, 2023, meeting were approved.

**III. RESIDENT OPEN FORUM**

No residents attended the meeting.

**IV. ITEM FOR DECISION**

The Committee decided to hire a photographer to update the community photos on the website.

**V. MATTERS FOR COMMITTEE INFORMATION**

**Management Report:** Juana Michel reported that management expects to provide new physical or electronic access cards next month. Management will communicate this information in weekly e-blast emails.

**Board Update:** Megan Christensen reported that the Board approved the brand guide and logo proposal.

**Committee Business**

**Newsletter Subcommittee:** Gen Harrison-Doss reported that final edits were sent to GAM on June 14, 2023. This issue has 24 pages of content, which was more than the usual 20 pages, and will be issued in late June. No newsletter will be published for July/August. The subcommittee is updating their standard operating procedures.

**E-blast:** Tricia Hemel is managing the e-blast in June.

**Welcome Subcommittee:** Tricia Hemel reported that there were 16 new residents last month, and assignments will be made to contact them. The subcommittee updated their standard operating procedures.

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**COMMUNICATIONS COMMITTEE MEETING**  
**June 14, 2023**

Social Media: Emma Watson reported that she met with Brand (social media contractor) to discuss social media updates.

Website: Gwen Toops reported LMK is updating the content map and will provide updated pages using the approved logo and color palette.

Photography Subcommittee: Nothing to report.

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: June 27, 2023. Tricia Hemel will attend.

Next Committee Meeting: July 12, 2023.

**VI. ADJOURNMENT**

Tricia Hemel adjourned the meeting at 8:17 pm.

Respectfully Submitted,  
Gwen Toops

MEETING MINUTES  
CAMERON CLUB FACILITIES COMMITTEE (CCFC)  
Thursday, June 8, 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)  
Steve Philbin, CAMP Community Manager (via Zoom)  
Angel Robles, CAMP Assistant Community Manager (via Zoom)  
Jill Bakner, ProFIT

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 7:02 p.m.

**II. Approval of Agenda**

*Tim Regan made a motion to approve the agenda as written. Dan McPhillips seconded the motion and it passed unanimously.*

**III. Approval of Minutes**

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

**IV. Homeowners' Open Forum**

There were no homeowners' present.

**V. BOD update.** In a written update, Brendan Hanlon, BOD liaison to the CCFC, noted the following:

- The Board ratified a previously taken (email) vote to approve the CCFC recommendation to allow swim lessons to be conducted during the last 10 minutes of each hour.
- The Board approved the CCFC recommendation to add a second lap lane from 7:30 PM to 8:30 PM, Monday thru Thursday,
- The Board was informed 17 students have signed up for swim lessons through the recently approved AquaMobile program.
- Management provided an update on the new Access System project. More than 950 homes have completed the registration process and work is continuing to get all homeowners registered. The new (special) printer that is required for the system was scheduled to be installed June 6<sup>th</sup> which will allow the provisioning of card credentials.



**VI. ProFIT Report.** Jill Bakner provided the ProFIT update. Six out of our ten classes showed increases. For the month of April, we averaged 150 residents using the fitness center. The Aqua aerobics class has started. The Plyo Box has arrived and is being used in the fitness center. All the pads on the machines that need to be replaced will eventually be replaced once the pads can be obtained. Another self-defense class will be scheduled. The 2019 numbers are now displayed on the usage graph. The Peloton bike has been recalled due to its seat stem breaking during use. So, the Peloton bike will be removed from the fitness center floor until the seat stem can be replaced. An access issue has been identified as to residents entering the fitness center without their community identification. Jill Bakner will look into this issue. Dan Ogg mentioned there should be an entry lane in the foyer.

**VII. Matters for Committee Decision**

- A. New basketball court lights/dimmer switch Proposal. *Tim Regan moved to approve the PSE proposal in the amount of \$2,032.50 to be expensed from Reserve funds - LED Lighting Retrofit project based upon adding a dimmer switch.” Dan Ogg seconded the motion and it passed unanimously. Motion 2023 - 0601*
- B. *Dan McPhillips moved to “approved the proposals from Capital Electric and PSE in the amount of \$9,705.06 to be expensed from Reserve Funds – LED Lighting Retrofit project.” Tim Regan seconded the motion and it passed unanimously. Motion 2023 - 0602*

**VIII. Matters for Committee Discussion**

- A. Status of swim lessons. Steve Philbin stated 17 families have signed up to take swim lessons from AquaMobile.
- B. Status of the implementation of the Access system. Steve Philbin noted 1100 households have signed up out of 1769. Community identification cards will start to be issued this month. 194 households have no vehicles registered. Full enforcement of the access system will go into effect 1 August 2023.
- C. FY2024 Operating Budget request. Discussion of the operating budget will take place at our next meeting provided CAMP is ready.
- D. Status of CCFC’s reserve study equipment items. CAMP is working on the Reserve Study with the Reserve Specialist. CAMP will have an update for the CCFC by August’s meeting. The CCFC requested that ProFIT provide an updated table showing the cardio equipment usage and that ProFIT send its recommendation for fitness center equipment replacements in 2023. Jill Bakner agreed to send these two items.

**IX. Management Report**

- A. Action Item List/Pending Tasks. The action item list is being diligently worked by Mark Bondurant.

B. Financial Committed Funds. The FY 2023 CCFC operating budget is well within our approved budget at this time.

**X. New Business.**

There was no new business.

**XI. Adjournment**

*Dan Ogg made a motion to adjourn the meeting at 8:10 pm. The motion was seconded by Dan McPhillips and it passed unanimously.*



## **Cameron Club Monthly Report**

May 2023

### **Attendance and Usage**

May – 4,668

Average usage per day- 150

April – 4,896

- Average use per day- 163

## **Facility & Operations**

### **Group Exercise Class Program**

- The most attended class for this month was Total Body Weights. We had an increase in attendance, 6 out of 10 classes.

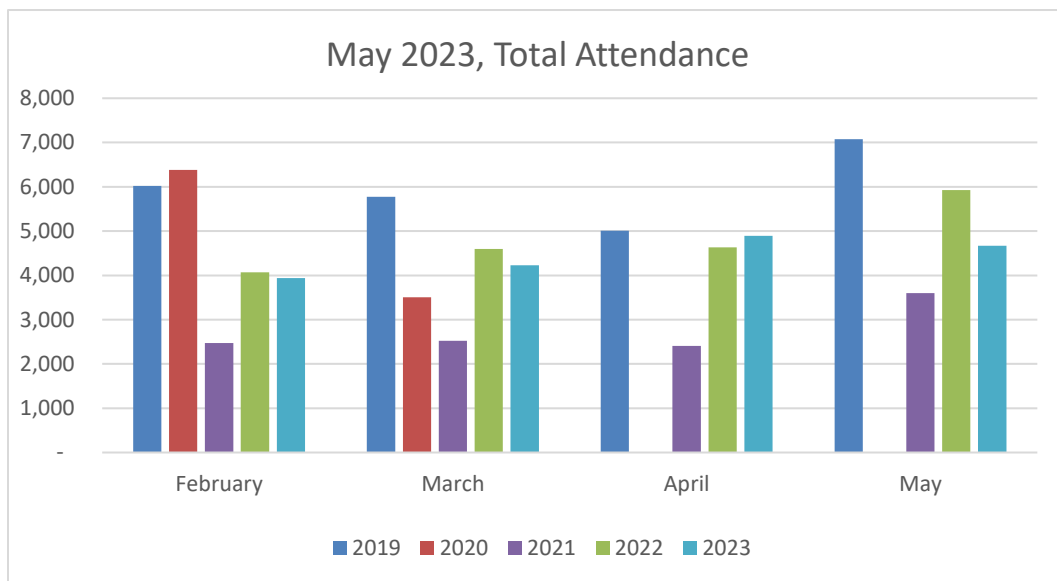
### **Exercise and Facilities Equipment**

The Plyo box has arrived, and we have received good feedback from residents. They are more comfortable with this version as it is softer and easier to manage. Heartline was contacted and did come out to look at the landmind and the preacher curl machine. Parts have been ordered. They still do not have any new info on the sleeves for the strength equipment. We are currently looking into other options.

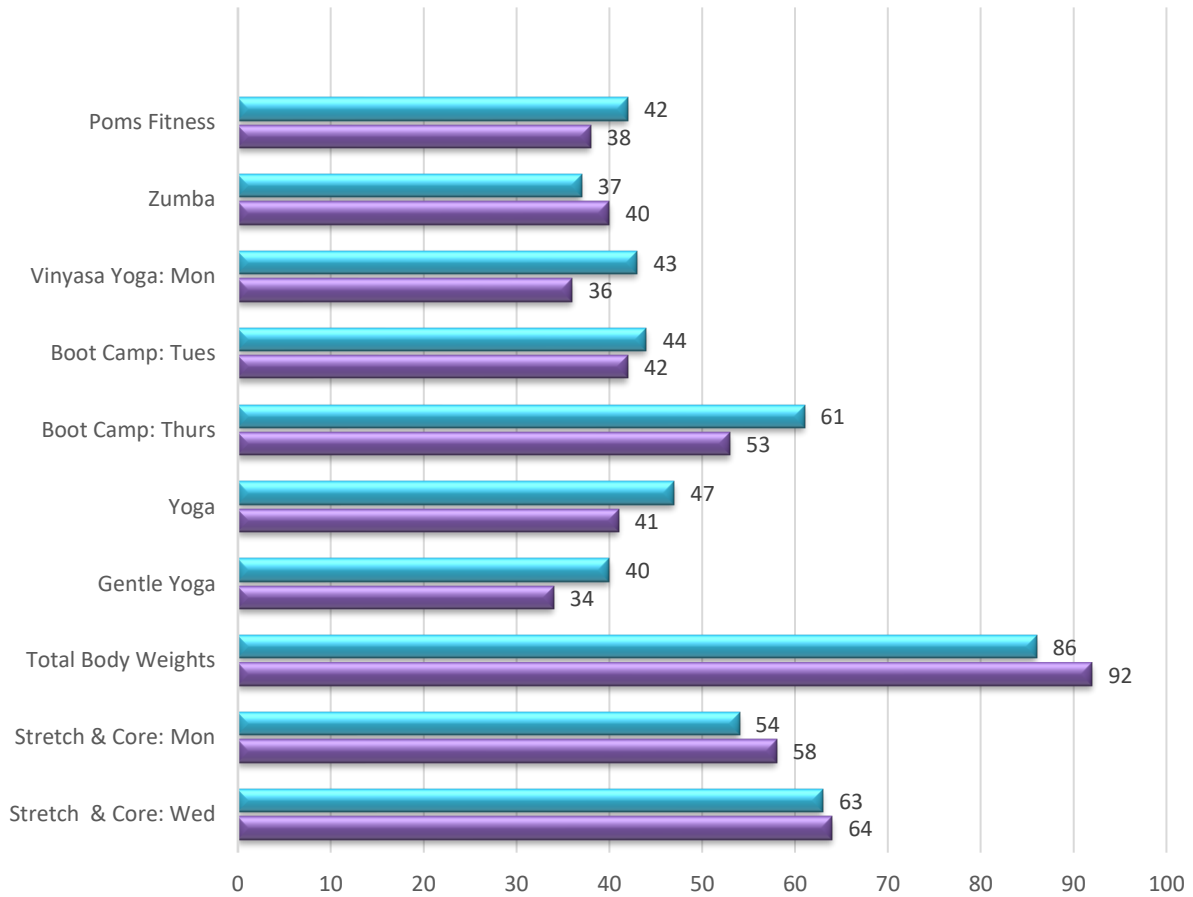
### **Programming**

- The self-defense workshop on May 27<sup>th</sup> had an attendance of 29 people. There were quite a few people out of town and we were asked to do this again. We have a tentative date of June 24<sup>th</sup>. We are also looking to have Miles Massage come in and do a workshop with Cameron residents. We are currently in negotiations to lock down a date.

## Graphs



## Class Attendance April 2023/May 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	
May	63	54	86	40	47	61	44	43	37	42	
April	64	58	92	34	41	53	42	36	40	38	

May April

**Cameron Station Community Association, Inc.**  
**Common Area Committee**  
**June 2023 - No Meeting**



**Cameron Station Community Association, Inc.  
Board Decision Request  
June 27, 2023**

**TOPIC: FY22 Draft Audit  
Motion 2023-0601**

**Motion:**

"I motion to **ACCEPT** the FY22 draft audit as presented."

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

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

**Summary:**

Goldklang Group CPA's prepared the FY22 audit and it is presented in draft form at this time.

**CAMP Recommendation:**

Management agrees with the draft audit and supports the Boards approving it.

**Budget Considerations:**

N/A



MEMORANDUM

TO: Cameron Station Finance Committee

FROM: CAMP, LLC – Heather Graham, Steve Philbin, Bill Boos

DATE: June 12, 2023

RE: 2022 Audit Draft

CC: Board of Directors

---

Attached is a copy of the 2022 draft audit as prepared by Goldklang and Associates. Overall, the audit is unqualified and represents the Association is in a healthy financial position with no specific issues of concern. A few points are noted below for the Board/Committee's reference:

- The Association ended the year with a surplus between income and expenses in the amount of \$55,378.
- Coupled with the surplus noted above, the year-end balance in Member's Equity of \$593,612, which represents 22% of the annual assessments. As you know, it is recommended that the Association maintain between 10 – 20% of annual assessments (ranging between \$268,151 - \$536,302). After further review, it is recommended that the Board consider a transfer from Equity/Operating Reserves to the Repair and Replacement Reserve fund in the amount of \$150,000 which would then place the Equity balance at approximately \$442,000 which would be 16.5%.
- There is a note that indicates the Association's actual year-end balances in the Reserve fund is less than the stated balance in the Reserve Study. This is because the Reserve Study is conducted several months in advance of the end of the fiscal year and the amounts provided for the purposes of the Reserve Study are estimates. The balance will be impacted as a result of: 1) more Reserve expenditures being needed than estimated prior to year-end, and 2) the actual costs of replacement are higher than estimated. The Association reviews and updates the Reserve Study regularly and continues to make contributions in line with the noted recommendations. The balance variations are typical given that the estimates are being provided at least 6 months prior to the end of the fiscal year.
- The Association's delinquency rate is at 1%, which is below the 3% industry average and considered very positive.
- As in prior audits, it continues to note that there are Prior Owner Prepaid Balances in the amount of \$11,913. As you may recall, upon reconciliation of all Prior Owner Delinquency Balances, any prepaid balances would need to be escheated to the state, which is not a function of management, nor does the auditor handle this responsibility. As a result, the credit balances remain on the Association's Balance Sheet.

At the next Committee meeting, it is requested that the FAC review and recommend approval of the audit as prepared along with the transfer of Equity to the Repair and Replacement fund. If you would like to meet with the auditor, please let us know and we will coordinate their attendance at the next Committee meeting, if possible.

Please let us know if you have any questions or concerns.



**Principals**

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

1801 Robert Fulton Drive, Suite 200  
Reston, VA 20191

**Associate Principals**

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

**Managers**

Andrew T. Plaugher, CPA  
Michele S. Lizama, CPA  
Jennifer L. Murray, CPA

May 22, 2023

Board of Directors  
Cameron Station Community Association, Inc.

Dear Board Members:

Enclosed, please find the draft audit for Cameron Station Community Association, Inc. for the year ended December 31, 2022.

- Please sign and date the enclosed representation letter. The letter should be signed by either the President or Treasurer of the Association and the management agent representative. **This letter needs to be returned to our office before the audit can be finalized.**
- Please send the Association's most recent financial statements (which should include the balance sheet and income statement) to our office with the signed representation letter. We are requesting this information to comply with auditing standards.
- **Please return the signed representation letter and most recent financial statements to our office within 60 days from the date of this letter.** This information can be mailed, faxed or emailed to our office. Our email address is [RLs@GGroupCPAs.com](mailto:RLs@GGroupCPAs.com).

If we do not receive the above information within 60 days from the date of this letter, we may need to perform additional audit procedures to satisfy ourselves that no material events have occurred from the date that we completed our audit fieldwork through the date that we receive the signed representation letter. These additional procedures would include examining the bank statements, minutes, financial statements, general ledger and would also include inquiries of management and the board of directors. **We will bill the Association for these additional audit procedures at our hourly rates.**

Please do not hesitate to contact us if there are any questions regarding the draft audit.

Sincerely,

***Goldklang Group CPAs, P.C.***

GOLDKLANG GROUP CPAs, P.C.

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### **INFORMATION INCLUDED WITH THE AUDIT**

**COVER LETTER** - The audit report is issued in draft for the Association to review. The cover letter explains what information must be returned to our office before the audit report (and other letters) can be finalized.

**INDEPENDENT AUDITOR'S REPORT** - This is our report on the Association's financial statements. Once finalized, the Association may distribute this document, along with the audited financial statements, notes to financial statements and any supplementary information in its entirety to members, potential members, etc.

**MANAGEMENT LETTER** - The management letter is not a required communication under auditing standards, but is a by-product of the audit. We generally issue a management letter to communicate our comments and recommendations. Use of this letter is restricted to the board of directors and management.

**COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE UNDER AU-C §260** - Under the Clarified Statements of Auditing Standards AU-C §260 we are required to communicate audit matters that, in our professional judgment, may be significant and relevant to those charged with governance of the Association. Use of this letter is restricted to the board of directors and management.

**COMMUNICATION OF SIGNIFICANT DEFICIENCIES AND/OR MATERIAL WEAKNESSES UNDER AU-C §265** - Under the Clarified Statements of Auditing Standards AU-C §265, we are required to communicate in writing any significant deficiencies and/or material weaknesses in the Association's internal controls. Use of this letter is restricted to the board of directors and management. If we did not note any significant deficiencies or material weaknesses, no letter will be issued.

**ADJUSTED TRIAL BALANCE AND ADJUSTING JOURNAL ENTRIES** - These are the proposed audit adjustments for the period under audit.

**REPRESENTATION LETTER (Separate Attachment)** - The representation letter is a letter from the Association to us confirming that to the best of your knowledge and belief all information was provided or disclosed to us. This letter needs to be signed by the President or Treasurer of the Association and the management agent representative. The letter needs to be returned to our office before the audit can be finalized.

**Principals**

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**Independent Auditor's Report**

To the Board of Directors of  
Cameron Station Community Association, Inc.

**Opinion**

We have audited the accompanying financial statements of Cameron Station Community Association, Inc., which comprise the balance sheet as of December 31, 2022, and the related statements of revenues, expenses and changes in fund balances, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cameron Station Community Association, Inc. as of December 31, 2022, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

**Report on Summarized Comparative Information**

We have previously audited the Cameron Station Community Association, Inc.'s December 31, 2021 financial statements, and our report dated July 25, 2022 expressed an unmodified opinion on those financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2021, is consistent, in all material respects, with the audited financial statements from which it has been derived.

**Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Cameron Station Community Association, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair

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presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Cameron Station Community Association, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### **Auditor's Responsibility for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Cameron Station Community Association, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Cameron Station Community Association, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

### **Disclaimer of Opinion on Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that information on future major repairs and replacements on page 12 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Financial Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required

supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Reston, Virginia

Draft

CAMERON STATION COMMUNITY ASSOCIATION, INC.  
BALANCE SHEET  
DECEMBER 31, 2022  
(with summarized financial information as of December 31, 2021)

	<u>Operating</u>	<u>Replacement Reserves</u>	<u>Capital Improvement Fund</u>	<u>Total 2022</u>	<u>Total 2021</u>
<u>ASSETS</u>					
Cash and Cash Equivalents	\$ 366,990	\$ 1,133,677	\$ 10	\$ 1,500,677	\$ 2,761,085
Interest-Bearing Deposits	537,000	810,000		1,347,000	752,000
Due to/from	(76,475)	25,869	50,606	-	-
Assessments Receivable - Net	29,317			29,317	28,371
Accounts Receivable - Other	25,717			25,717	1,783
Income Taxes Receivable	2,295			2,295	8,386
Accrued Interest	1,497	3,460		4,957	2,739
Prepaid Expenses	9,542			9,542	25,973
Total Assets	<u>\$ 895,883</u>	<u>\$ 1,973,006</u>	<u>\$ 50,616</u>	<u>\$ 2,919,505</u>	<u>\$ 3,580,337</u>
<u>LIABILITIES AND FUND BALANCES</u>					
Accounts Payable	\$ 110,795	\$ 41,588	\$ -	\$ 152,383	\$ 133,165
Income Taxes Payable	610			610	-
Prepaid Assessments	190,866			190,866	198,144
Total Liabilities	<u>\$ 302,271</u>	<u>\$ 41,588</u>	<u>\$ -</u>	<u>\$ 343,859</u>	<u>\$ 331,309</u>
Total Fund Balances	<u>\$ 593,612</u>	<u>\$ 1,931,418</u>	<u>\$ 50,616</u>	<u>\$ 2,575,646</u>	<u>\$ 3,249,028</u>
Total Liabilities and Fund Balances	<u>\$ 895,883</u>	<u>\$ 1,973,006</u>	<u>\$ 50,616</u>	<u>\$ 2,919,505</u>	<u>\$ 3,580,337</u>

See Accompanying Notes to Financial Statements

CAMERON STATION COMMUNITY ASSOCIATION, INC.  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED DECEMBER 31, 2022  
(with summarized financial information for the year ended December 31, 2021)

	<u>Operating</u>	<u>Replacement Reserves</u>	<u>Capital Improvement Fund</u>	<u>Total 2022</u>	<u>Total 2021</u>
<u>REVENUES:</u>					
Assessments	\$ 2,293,222	\$ 388,290	\$ -	\$ 2,681,512	\$ 2,623,067
Interest	40,701		36	40,737	26,142
Newsletter	2,150			2,150	3,740
Bad Debt Recovery	1,336			1,336	-
Other	43,321			43,321	34,519
Total Revenues	<u>\$ 2,380,730</u>	<u>\$ 388,290</u>	<u>\$ 36</u>	<u>\$ 2,769,056</u>	<u>\$ 2,687,468</u>
<u>EXPENSES:</u>					
Management Fees	\$ 149,985	\$ -	\$ -	\$ 149,985	\$ 147,798
Legal, Audit and Tax Preparation	73,328			73,328	116,350
Engineer/Consulting	-			-	4,900
Insurance	27,109			27,109	30,468
Community Activities	29,799			29,799	22,559
Reimbursed Payroll and Related Costs	441,115			441,115	393,127
Communications	13,798			13,798	20,287
Administrative	112,158			112,158	85,257
Trash Removal	362,803			362,803	362,573
Health Club	237,943			237,943	230,165
Shuttle Bus	210,690			210,690	163,937
Landscaping	324,796			324,796	299,253
Janitorial	51,302			51,302	44,020
Pool	94,268			94,268	75,881
Utilities	94,452			94,452	96,838
Common Area Maintenance	94,491			94,491	106,511
Bad Debt	-			-	1,941
Income Taxes	7,315			7,315	3,589
Reserve Expenditures	-	1,117,086		1,117,086	204,950
Total Expenses	<u>\$ 2,325,352</u>	<u>\$ 1,117,086</u>	<u>\$ -</u>	<u>\$ 3,442,438</u>	<u>\$ 2,410,404</u>
Excess (Deficiency) of Revenues Over Expenses	\$ 55,378	\$ (728,796)	\$ 36	\$ (673,382)	\$ 277,064
<u>FUND BALANCES:</u>					
Beginning of Year	<u>538,234</u>	<u>2,660,214</u>	<u>50,580</u>	<u>3,249,028</u>	<u>2,971,964</u>
End of Year	<u>\$ 593,612</u>	<u>\$ 1,931,418</u>	<u>\$ 50,616</u>	<u>\$ 2,575,646</u>	<u>\$ 3,249,028</u>

See Accompanying Notes to Financial Statements



CAMERON STATION COMMUNITY ASSOCIATION, INC.  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2022  
(with summarized financial information for the year ended December 31, 2021)

	<u>Operating</u>	<u>Replacement Reserves</u>	<u>Capital Improvement Fund</u>	<u>Total 2022</u>	<u>Total 2021</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>					
Excess (Deficiency) of Revenues Over Expenses	\$ 55,378	\$ (728,796)	\$ 36	\$ (673,382)	\$ 277,064
Adjustments to Reconcile Excess (Deficiency) of Revenues Over Expenses to Net Cash Provided by Operating Activities:					
Bad Debt Expense (Recovery)	(1,336)			(1,336)	1,941
Decrease (Increase) in:					
Due to/from	(81,470)	130,331	(48,861)	-	-
Assessments Receivable	390			390	1,064
Accounts Receivable - Other	(23,934)			(23,934)	11,978
Income Taxes Receivable	6,091			6,091	(3,241)
Accrued Interest	(1,497)	(721)		(2,218)	2,137
Prepaid Expenses	16,431			16,431	(6,318)
Increase (Decrease) in:					
Accounts Payable	(18,769)	37,987		19,218	(55,342)
Income Taxes Payable	610			610	-
Prepaid Assessments	(7,278)			(7,278)	26,781
Net Cash Flows from Operating Activities	<u>\$ (55,384)</u>	<u>\$ (561,199)</u>	<u>\$ (48,825)</u>	<u>\$ (665,408)</u>	<u>\$ 256,064</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>					
Received from Interest-Bearing Deposits/Investments	\$ -	\$ 466,000	\$ -	\$ 466,000	621,000
Disbursed for Interest-Bearing Deposits/Investments	<u>-</u>	<u>(1,061,000)</u>	<u>-</u>	<u>(1,061,000)</u>	<u>(108,000)</u>
Net Cash Flows from Investing Activities	<u>\$ -</u>	<u>\$ (595,000)</u>	<u>\$ -</u>	<u>\$ (595,000)</u>	<u>\$ 513,000</u>
Net Change in Cash and Cash Equivalents	\$ (55,384)	\$ (1,156,199)	\$ (48,825)	\$ (1,260,408)	\$ 769,064
Cash and Cash Equivalents at Beginning of Year	<u>422,374</u>	<u>2,289,876</u>	<u>48,835</u>	<u>2,761,085</u>	<u>1,992,021</u>
Cash and Cash Equivalents at End of Year	<u>\$ 366,990</u>	<u>\$ 1,133,677</u>	<u>\$ 10</u>	<u>\$ 1,500,677</u>	<u>\$ 2,761,085</u>
<u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:</u>					
Cash Paid for Income Taxes				<u>\$ 9,000</u>	<u>\$ 8,500</u>

See Accompanying Notes to Financial Statements

CAMERON STATION COMMUNITY ASSOCIATION, INC.  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2022

(with summarized comparative financial information for the year ended December 31, 2021)

NOTE 1 - NATURE OF OPERATIONS:

The Association is organized under the laws of the Commonwealth of Virginia for the purposes of maintaining and preserving the common property of the community. The Association is located in Alexandria, Virginia. The Association's Board of Directors administers the operations of the community. The Association consists of the following types of members:

Single-family and Townhomes	1,007 members
Cameron Station Condominium	120 members
Woodland Hall Condominium	60 members
Oakland Hall at Cameron Station	92 members
Carlton Place	144 members
Main Street Condominium	198 members
Residences at Cameron Station	148 members
Commercial Units	1 member

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES:

A) Method of Accounting - The financial statements are presented on the fund method of accounting in which financial resources are classified for accounting and reporting purposes in the following funds established according to their nature and purpose:

- Operating Fund - This fund is used to account for financial resources available for the general operations of the Association.
- Replacement Reserves - This fund is used to accumulate financial resources designated for future major repairs and replacements.
- Capital Improvement Fund - This fund is used to accumulate financial resources available for capital improvements.

The financial statements include certain prior-year summarized comparative information in total but not by fund. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Association's financial statements for the year ended December 31 of the prior year, from which the summarized information was derived.

B) Member Assessments - Association members are subject to annual assessments to provide funds for the Association's operating expenses and major repairs and replacements. Assessment revenue is recognized as the related performance obligations are satisfied at transaction amounts expected to be collected. The Association's performance obligations related to its assessments are satisfied over time on a daily pro-rata basis using the input

CAMERON STATION COMMUNITY ASSOCIATION, INC.  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2022  
(with summarized comparative financial information for the year ended December 31, 2021)  
(CONTINUED)

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

method. Assessments receivable at the balance sheet date are stated at the amounts expected to be collected from outstanding assessments from members. The Association's policy is to retain legal counsel and place liens on the properties of homeowners whose assessments are delinquent. Any excess assessments at year end are retained by the Association for use in the succeeding year. The Association treats uncollectible assessments as credit losses. Methods, inputs, and assumptions used to evaluate when assessments are considered uncollectible include consideration of past experience and susceptibility to factors outside the Association's control.

C) Common Property - Real property and common areas acquired from the declarant and related improvements to such property are not recorded in the Association's financial statements since the property cannot be disposed of at the discretion of the Board of Directors. Common property includes, but is not limited to, land, recreational facilities and site improvements.

D) Estimates - The preparation of financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

E) Cash Equivalents - For purposes of the statement of cash flows, the Association considers all highly liquid interest-bearing deposits and investments with an original maturity date of three months or less to be cash equivalents.

NOTE 3 - REPLACEMENT RESERVES:

The Association's governing documents require that funds be accumulated for future major repairs and replacements. Accumulated funds are generally not available for expenditures for normal operations.

The Association had a reserve study conducted by PM+ Reserves during 2021. The table included in the Supplementary Information on Future Major Repairs and Replacements is based on this study.

The study recommends a contribution to reserves of \$383,880 for 2022. For 2022, the Association budgeted for and contributed \$388,290 to replacement reserves.

CAMERON STATION COMMUNITY ASSOCIATION, INC.  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2022  
(with summarized comparative financial information for the year ended December 31, 2021)  
(CONTINUED)

NOTE 3 - REPLACEMENT RESERVES: (CONTINUED)

Funds are being accumulated in replacement reserves based on estimates of future needs for repair and replacement of common property components. Actual expenditures may vary from the estimated future expenditures and the variations may be material; therefore, amounts accumulated in the replacement reserves may or may not be adequate to meet all future needs for major repairs and replacements. If additional funds are needed, the Board of Directors, on behalf of the Association may increase regular assessments, pass special assessments, or delay major repairs and replacements until funds are available.

As of December 31, 2022 and 2021, the Association had designated \$1,931,418 and \$2,660,214, respectively, for replacement reserves. These designated reserves were funded by cash and interest-bearing deposits.

NOTE 4 - INCOME TAXES:

For income tax purposes, the Association may elect annually to file either as an exempt homeowners association or as an association taxable as a corporation. As an exempt homeowners association, the Association's net assessment income would be exempt from income tax, but its interest would be taxed. Electing to file as a corporation, the Association is taxed on its net income from all sources (to the extent not capitalized or deferred) at normal corporate rates after corporate exemption, subject to the limitation that operating expenses are deductible only to the extent of income from members. For 2022 and 2021, the income taxes were calculated using the corporate method.

The Association's policy is to recognize any tax penalties and interest as an expense when incurred. The Association's federal and state tax returns for the past three years remain subject to examination by the Internal Revenue Service and the Commonwealth of Virginia.

NOTE 5 - CASH AND INTEREST-BEARING DEPOSITS:

As of December 31, 2022, the Association maintained its funds in the following manner:

CAMERON STATION COMMUNITY ASSOCIATION, INC.  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2022  
(with summarized comparative financial information for the year ended December 31, 2021)  
(CONTINUED)

NOTE 5 - CASH AND INTEREST-BEARING DEPOSITS: (CONTINUED)

<u>Institution</u>	<u>Cash and Cash Equivalents*</u>	<u>Interest-Bearing Deposits</u>
Pacific Western Bank	\$ 265,425	\$ -
Forbright Bank		
(Various Institutions)	1,210,273	
Morgan Stanley		
(Various Institutions)	24,979	1,347,000
Totals	<u>\$ 1,500,677</u>	<u>\$ 1,347,000</u>

\*See Note 2(E) above.

Balances at banks are insured by the FDIC for up to \$250,000 per financial institution. Amounts in excess of the insured limits were \$306,654 and \$255,697 as of December 31, 2022 and 2021, respectively. The Association's management agent has obtained excess insurance coverage for the Pacific Western Bank accounts to cover the funds in excess of the FDIC insurance limit.

Cash and securities held at a SIPC member brokerage firm are insured by the SIPC for up to \$500,000, which includes \$250,000 limit for cash. The Association maintains funds in a brokerage account which are subject to SIPC limits.

NOTE 6 - ASSESSMENTS RECEIVABLE - NET:

The Association utilizes the allowance method of accounting for bad debt. Individual receivables are written off as a loss when a determination is made that they are non-collectible. Under the allowance method, collection efforts may continue and recoveries of amounts previously written off are recognized as income in the year of collection.

	<u>2022</u>	<u>2021</u>
Assessments Receivable	\$ 38,117	\$ 36,571
Less: Allowance for Doubtful Assessments	(8,800)	(8,200)
Assessments Receivable - Net	<u>\$ 29,317</u>	<u>\$ 28,371</u>

CAMERON STATION COMMUNITY ASSOCIATION, INC.  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2022  
(with summarized comparative financial information for the year ended December 31, 2021)  
(CONTINUED)

NOTE 7 - CAPITAL IMPROVEMENT FUND:

The Association has established a reserve for capital improvements. During 2021, the Association elected to contribute \$24,000 to this fund. The Association also contributed \$36 and \$19, respectively, of interest income to this fund in 2022 and 2021. As of December 31, 2022 and 2021, the balance in the capital improvement fund was \$50,616 and \$50,580, respectively. This fund was funded by cash and interest-bearing deposits.

NOTE 8 - PAYROLL AND RELATED COSTS:

The Association's management agent utilizes a central management payroll system, whereby payroll returns were filed under the management agent's name and federal identification number. In addition to the payment of management fees, the Association reimbursed management for wages, payroll taxes, workers' compensation and health insurance for employees that performed work for the Association.

NOTE 9 - SUBSEQUENT EVENTS:

In preparing these financial statements, the Association has evaluated events and transactions for potential recognition or disclosure through [date to be inserted upon finalization], the date the financial statements were available to be issued.

Subsequent to year-end, the Association incurred replacement reserve fund expenditures totaling approximately \$80,000.

CAMERON STATION COMMUNITY ASSOCIATION, INC.  
SUPPLEMENTARY INFORMATION ON FUTURE MAJOR  
REPAIRS AND REPLACEMENTS  
DECEMBER 31, 2021  
(UNAUDITED)

The Association had a replacement reserve study review conducted by PM+ Reserves during 2021 to estimate the remaining useful lives and the replacement costs of the components of common property. Replacement costs were based on the estimated costs to repair or replace the common property components at the date of the study. The estimated replacement costs presented below do not take into account the effects of inflation between the date of the study and the date the components will require repair or replacement; however, the Association's replacement reserve study does take inflation into consideration when evaluating future expenditures and recommended contribution to reserves.

The following has been extracted from the Association's replacement reserve study and presents significant information about the components of common property.

<u>Component</u>	<u>2021 Estimated Remaining Useful Life (Years)</u>	<u>2021 Estimated Replacement Cost</u>
<u>Community Center:</u>		
Exterior	3-24	\$ 209,530
Interior Decoration and Features	1-20	459,210
Mechanical/Plumbing/Electrical Systems	1-30	1,098,120
Pavements/Concrete	1-4	1,588,920
Other Property Features	1-20	503,910

**Principals**

Howard A. Goldklang, CPA, MBA  
Donald E. Harris, CPA  
Anne M. Sheehan, CPA  
S. Gail Moore, CPA  
Jeremy W. Powell, CPA  
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**Associate Principals**

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

**Managers**

Andrew T. Plaugher, CPA  
Michele S. Lizama, CPA  
Jennifer L. Murray, CPA

***Management Letter***

*This communication is intended solely for the information and use of management and the board of directors and is not intended to be and should not be used by anyone other than these specified parties.*

May 22, 2023

Board of Directors and Management  
Cameron Station Community Association, Inc.

Dear Board Members and Management:

In planning and performing our audit of the financial statements of Cameron Station Community Association, Inc. as of December 31, 2022 and for the year then ended, in accordance with auditing standards generally accepted in the United States of America, we considered the Association's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. Accordingly, we do not express an opinion on the effectiveness of the Association's internal control.

However, during our audit, we became aware of matters that are opportunities for strengthening internal controls and improving operating efficiency. This letter summarizes our comments and suggestions regarding those matters.

**Association Specific Comments**

**Financial Analysis**

Associations budget their income evenly over a twelve-month period. When assessments become delinquent, cash flow problems develop and the Association may have problems paying its monthly expenses. Assessments receivable at a level of 3% or less of annual assessments indicates good collection procedures and has a positive impact on cash flow, whereas a balance of more than 3% of annual assessments suggests the Association may have future cash flow problems. As of December 31, 2022, the Association's assessments receivable balance of \$38,117 (before deducting the allowance for doubtful assessments of \$8,800) was equal to 1% of annual assessments. We recommend the Association continue to aggressively pursue all delinquent accounts.



As of December 31, 2022, the Association had a surplus of \$593,612 in excess operating funds. This represents 22% of annual assessments. We recommend the Association maintain excess operating funds at a level of 10% to 20% of annual assessments. Any funds in excess of 20% may be transferred to replacement reserves.

The designated replacement reserves of \$1,931,418 as of December 31, 2022 were funded by cash and interest-bearing deposits.

### Income Taxes

For 2022, we recommend the Association file using the corporate method.

### Contribution to Reserves

According to the reserve study's recommendations, the Association's replacement reserve balance does not appear to be sufficient. The study recommends a balance at year-end of \$2,304,780. As of December 31, 2022, the Association had \$1,931,418 designated for replacement reserves. The Association needs to accumulate sufficient funds for replacement reserves or, when repairs or replacements are necessary, the funds will not be available. We recommend the Association consider whether an additional contribution is necessary.

### Prior Owner's Prepaid Balance Carried Forward

As of December 31, 2022, there was a prior owners prepaid balance of \$11,913. We continue to recommend the Association investigate this balance and refund the amounts. If the owners cannot be located, we recommend the Association discuss with its attorney whether the funds should be turned over to the State as unclaimed property.

### Leases

Accounting Standards Update No. 2016-02, *Leases (Topic 842)*, now requires all leases longer than 12 months to be recorded as assets and liabilities on the balance sheet. Previously, operating leases were not capitalized. The Association has a lease for a copier and a postage machine. The leases were not recorded on the balance sheet in the Association's financial statements. We did not propose an adjustment to record the leases because the amount of the leases or remaining lease payments was not material to the Association's financial statements.

### Industry Standard Comments

The comments below are industry standard recommendations that we believe provide important guidance to all associations, especially since the volunteers serving on the Association's Board of Directors change periodically. The comments listed below do not imply that the Association is not in compliance with these industry standard recommendations, but rather serve as reminders.

### Insurance

We recommend the Association meet with its insurance agent at least annually to discuss insurance coverage. The Association should make sure the insurance policies provide the necessary and appropriate protection. In addition to all of the standard coverage that is usually recommended, the Association should maintain appropriate crime and directors & officers (D&O) coverage. At a

minimum, the Association should maintain crime coverage that equals or exceeds the total of its funds or as required by state law. It should be structured to include a defalcation or misappropriation committed by a Board member, an employee of the Association, or employees of the management company, including principals.

### Investment Policy

The Association should have a conservative investment policy, which is structured around three elements, in order of importance 1) safety, 2) liquidity and 3) yield. Because safety and liquidity are of prime importance to any association, we recommend investments be limited to instruments of the federal government, which are backed by its full faith and credit, and money market accounts and certificates of deposit at insured institutions.

Periodically, the Association should monitor its accounts for FDIC and SIPC coverage. The FDIC insurance limit is \$250,000 per financial institution. Cash and securities held at a SIPC member brokerage firm are insured by the SIPC for up to \$500,000, which includes \$250,000 limit for cash. The Association should also periodically check the ratings for all financial institutions used by the Association.

### Monitoring Activities

The Board of Directors is an integral part of the Association's internal controls. Each month the individual board members should be performing monitoring activities. When performed routinely, these monitoring activities strengthen the Association's internal controls and are essential to ensuring the financial security of the Association's resources.

The Board of Directors should obtain and read the monthly financial statements as prepared and presented by management. At a minimum, the financial statements should include a balance sheet, income statement with budget to actual comparisons, a check register, a general ledger, and bank statements with reconciliations. Variances and unusual transactions should be discussed with management and resolved in a timely manner.

The Board of Directors should consider periodically reviewing randomly selected copies of paid invoices to ensure that the appropriate level of approval has occurred and that the approval is appropriately documented. The Board of Directors should also consider selecting invoices from vendors not recognized or not used on a regular basis.

We shall be pleased to discuss our comments and recommendations in greater detail and we are always available to give advice on any financial matter. Please do not hesitate to contact us if there are any questions regarding proper accounting procedures or the implementation of our suggested changes.

Very truly yours,

GOLDKLANG GROUP CPAs, P.C.

**Principals**

Howard A. Goldklang, CPA, MBA  
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***Communication with Those Charged with Governance under AU-C §260***

*This communication is intended solely for the information and use of management and the board of directors and is not intended to be and should not be used by anyone other than these specified parties.*

May 22, 2023

Board of Directors and Management  
Cameron Station Community Association, Inc.

Dear Board Members and Management:

We have audited the financial statements of Cameron Station Community Association, Inc. as of December 31, 2022 and for the year then ended and have issued our report thereon. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

**Our Responsibility under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility for the supplementary information required by the Financial Accounting Standards Board, as described by professional standards, is to apply certain limited procedures to the information about management's methods of preparing the information; however, we will not express an opinion or any assurance on the information.

**Planned Scope and Timing of the Audit, Significant Risks, and Other**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the Association and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association or to acts by management or employees acting on behalf of the Association. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning: cash, accounts receivable, other assets, accounts payable and other liabilities, income taxes, revenue, expenses, and equity.

### Significant Audit Matters

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Association are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Association during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no significant accounting estimates for the year under audit.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was the disclosure of subsequent events, if applicable.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The adjusting journal entries have been provided to the Association and will be posted to the Association's accounts, if appropriate. The journal entries are material, either individually or in the aggregate, but are

limited to individual account consolidations or reclassifications for financial statement presentation purposes only.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Association's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Association's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### *Required Supplementary Information*

With respect to the supplementary information required by the Financial Accounting Standards Board, we applied certain limited procedures to the information, including inquiring of management about their methods of preparing the information; comparing the information for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements; and obtaining certain representations from management, including about whether the required supplementary information is measured and presented in accordance with prescribed guidelines.

Very truly yours,

GOLDKLANG GROUP CPAs, P.C.

1619-A22

Cameron Station Community Association, Inc.

Prepared by\_\_\_\_\_

05/02/2023

Adjusted Trial Balance

Reviewed by\_\_\_\_\_

11:59 AM

for the period ended December 31, 2022

Page 1

Account # / Description		Prior Period (Adjusted) 12/31/2021	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
1010-00-00	Cash - Operating Fund	178,800.73	88,762.01	AJE-3	5,335.00	94,097.01	B-1
1010-05-00	Cash - Morgan Stanley MM - Operating Reserve		341.10			341.10	B-2
1010-06-00	Cash - Morgan Stanley Savings & Time Deposits		23,041.22			23,041.22	B-2
1010-08-00	Cash - Forbright Bank MM - Operating	120,035.67	120,346.68			120,346.68	B-6
1010-09-00	Cash - Forbright Bank ICS Operating	122,501.47	125,365.35			125,365.35	B-6
1010-20-00	Cash - Morgan Stanley CDs - Operating Reserve		537,000.00			537,000.00	B-2
1010-30-00	Onsite Petty Cash Acct	1,035.75	3,799.01			3,799.01	B-5
1020-00-01	Cash-Replacement Fund-Reserves	250,430.70	167,519.76			167,519.76	B-4
1020-08-01	Forbright Bank - MM Reserves	125,037.16	125,361.12			125,361.12	B-3
1020-20-01	Cash Morgan Stanley MM Reserves	103,744.86	1,596.45			1,596.45	B-2
1020-30-01	Cash Forbright Bank ICS Reserves	1,810,663.44	839,200.09			839,200.09	B-3
1020-35-02	Cash-Pacific Western Capital Improvement Fund	48,834.51	9.86			9.86	B-4
1020-40-01	Cash Replacement Fund CD Reserves	752,000.00	810,000.00			810,000.00	B-2
1210-00-00	A/R Residential Assessments	36,571.31	38,117.03			38,117.03	E-1
1210-10-00	A/R Other	1,783.17	717.17			717.17	
1210-15-00	A/R Taxes	8,386.00	3,392.04	AJE-4 AJE-5 AJE-12	(3,531.49) 139.45 2,295.00	2,295.00	T-1
1210-16-00	A/R - Insurance Claims		25,000.00			25,000.00	E-2
1210-20-00	Accrued Investment Interest - Operating		1,496.69			1,496.69	B-2
1210-20-01	Interest Receivable Reserves	2,738.99	3,460.04			3,460.04	B-2
1250-00-00	Allowance for Doubtful Accounts	(8,200.00)	(8,800.00)			(8,800.00)	F-1
1410-00-00	Prepaid Expense	15,378.25	3,702.37	AJE-9 AJE-9 AJE-9 AJE-9	(1,305.00) (224.73) (542.20) (266.30)	1,364.14	G-2
1410-10-00	Prepaid Insurance	10,594.80	8,178.37			8,178.37	G-1

Account # / Description		Prior Period (Adjusted) 12/31/2021	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
1530-00-00	Due from Operating Fund		13,524.97	AJE-1	(13,524.97)		
1530-00-01	Due from Operating Fund Reserves		(15,270.46)	AJE-1	15,270.46		
1530-00-02	Due From Operating Fund-Cap Improvement Fund		1,745.49	AJE-1	(1,745.49)		
2010-00-00	A/P Trade	(38,881.23)	(19,623.53)	AJE-3 AJE-9	(5,335.00) 2,338.23	(22,620.30)	N-1
2010-00-01	Accounts Payable Reserves	(3,600.79)	(36,634.45)			(36,634.45)	N-1
2100-00-00	Prepaid Residential Assessments	(198,143.87)	(190,865.92)			(190,865.92)	E-1
2510-00-00	Other Current Liabilities	(11,912.97)	(13,114.14)			(13,114.14)	E-1
2510-15-00	TMP Payable	(64,099.00)	(44,539.00)			(44,539.00)	N-3
2510-25-00	Accrued Payroll	(7,145.32)	(15,763.33)			(15,763.33)	N-2
2510-30-00	Accrued Expenses	(7,526.49)	(15,696.73)	AJE-10	937.33	(14,759.40)	N-1
2510-30-01	Accrued Expenses - Reserves		(4,954.44)			(4,954.44)	N-1
2510-35-00	A/P Income Taxes			AJE-12	(610.00)	(610.00)	T-1
3020-00-00	Funds Transfers Operating		(90,000.00)	AJE-1	90,000.00		
3020-00-01	Funds Transfers Reserves		41,139.50	AJE-1	(41,139.50)		
3020-00-02	Funds Transfers Capital Improvement Fund		48,860.50	AJE-1	(48,860.50)		
3060-00-00	Prior Years Surplus/Deficit Operating	(462,727.72)	(536,973.97)	AJE-6	(1,259.90)	(538,233.87)	***
3060-00-01	Prior Years Surplus/Deficit Reserves	(2,660,214.16)	(2,660,214.00)	AJE-6 AJE-7	(0.16) 728,796.39	(1,931,417.77)	R-1
3060-00-02	Capital Reserve Beg Balance	(50,579.11)	(50,580.00)	AJE-8	(35.85)	(50,615.85)	R-1
	(Profit) Loss	(75,506.15)	671,353.15		(726,730.77)	(55,377.62)	
		0.00	0.00		0.00	0.00	

1619-A22		Cameron Station Community Association, Inc.				Prepared by_____	
05/02/2023		Adjusted Trial Balance				Reviewed by_____	
11:59 AM		for the period ended December 31, 2022				Page	3
Account # / Description		Prior Period (Adjusted) 12/31/2021	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
4010-00-00	Residential Assessments - SFD/TH	(1,612,707.48)	(1,648,669.23)			(1,648,669.23)	Y-1
4050-00-00	Assessments - Commercial	(34,052.02)	(34,152.00)			(34,152.00)	Y-1
4060-00-00	Assessments - Condo	(976,307.93)	(998,691.24)			(998,691.24)	Y-1
4220-00-00	Assessment Allocation - Operating		388,290.00	AJE-1	(388,290.00)		
4220-00-01	Assessment Allocation - Reserves		(388,290.00)	AJE-1	388,290.00		
4265-00-00	Website Income	(900.00)	(1,200.00)			(1,200.00)	
4510-00-00	Late Fees	(13,444.37)	(18,630.78)			(18,630.78)	
4510-10-00	Collection Fees - Lien Filing	(14,527.69)	(17,022.57)			(17,022.57)	
4520-00-00	Late Payment Charges Waived	2,120.00	8,540.00	AJE-2	75.00	8,615.00	
4530-00-00	Miscellaneous Income	(598.59)	(4,867.88)	AJE-4 AJE-5	4,867.88 (1.00)	(1.00)	
4530-01-00	Club Cleaning Fees		(5,902.50)			(5,902.50)	
4530-05-00	Returned Check Fees	(475.00)	(275.00)			(275.00)	
4530-06-00	Newsletter Advertising	(3,740.00)	(2,150.00)			(2,150.00)	
4530-08-00	Sponsorship Income	(2,500.00)	(3,000.00)			(3,000.00)	
4530-30-00	Fines	(1,178.15)					
4530-50-00	Interest Income - Operating	(26,123.33)	(40,487.15)	AJE-2 AJE-5	(75.00) (138.45)	(40,700.60)	Y-2
4530-50-02	Interest Income - Capital Improvement Fund	(18.61)	(35.85)			(35.85)	Y-2
4540-10-00	Amenity Center Rental	(3,015.00)	(5,902.50)			(5,902.50)	
4560-10-00	Insurance Settlements		(25,000.00)	AJE-11	25,000.00		
4825-00-00	Bad Debt Recovery			AJE-4	(1,336.39)	(1,336.39)	F-1
5210-00-00	Electric Service	34,121.42	27,353.80			27,353.80	
5210-00-01	Common Area Maintenance & Services - Reserves		32,940.28	AJE-7	(32,940.28)		
5210-10-00	Irrigation Water	29,957.09	29,355.37			29,355.37	
5210-15-00	Grounds & Landscaping - Contract	159,060.00	172,965.07			172,965.07	X-1



1619-A22		Cameron Station Community Association, Inc.				Prepared by_____	
05/02/2023		Adjusted Trial Balance				Reviewed by_____	
11:59 AM		for the period ended December 31, 2022				Page	4
Account # / Description		Prior Period (Adjusted) 12/31/2021	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
5210-20-00	Flower Rotation & Landscape Enhancements	36,791.00	27,249.75			27,249.75	X-1
5210-25-00	Turf Treatment and Enhancements	23,375.00	23,375.00			23,375.00	
5210-30-00	General Repairs/Maint	22,889.23	21,301.96			21,301.96	
5210-35-00	General Maintenance Supplies	2,306.85	2,187.37			2,187.37	
5210-40-00	Irrigation System Contract	16,731.00	13,186.00			13,186.00	
5210-45-00	TMP Expenses	163,936.53	210,690.00			210,690.00	X-1
5210-50-00	Pest Control Contract	4,844.30	4,939.00			4,939.00	
5210-55-00	Lighting Supplies/Repair & Maintenance	24,943.91	1,712.03			1,712.03	
5210-60-00	Linear Park Landscape Maintenance	17,729.95	17,729.95			17,729.95	
5210-65-00	Pet Stations	5,610.56	8,886.13			8,886.13	
5210-70-00	Tree and Shrub Maintenance	39,825.00	64,500.00			64,500.00	X-1
5210-75-00	Street/Curb/Gutter Repair & Maint	8,869.98	650.00			650.00	
5210-80-00	Fountain/Pond/Lake Repair & Maintenance		1,002.00			1,002.00	
5210-85-00	Snow Removal Contract	36,773.00	42,344.50			42,344.50	X-1
5430-00-01	Repairs & Maint - Irrigation - Reserves		9,590.00	AJE-7	(9,590.00)		
5430-10-00	Erosion Control	4,107.50	2,830.00			2,830.00	
5430-20-00	Irrigation Repairs	1,633.00	2,960.00			2,960.00	
5440-00-00	Health Club Management/Staff	172,324.08	175,217.53			175,217.53	X-1
5440-00-01	Cameron Club Maint & Operation - Reserves		18,459.09	AJE-7	(18,459.09)		
5440-10-00	Clubhouse Utilities	32,759.72	37,742.52			37,742.52	X-1
5440-20-00	Elevator Contract	4,860.51	5,959.27			5,959.27	
5440-25-00	Fire Supression System	4,920.98	5,734.54	AJE-10	(937.33)	4,797.21	
5440-30-00	HVAC Contract	5,796.00	3,673.19			3,673.19	
5440-35-00	Janitorial Services	42,420.00	43,752.00			43,752.00	X-1
5440-36-00	Miscellaneous Expense	546.20					

1619-A22		Cameron Station Community Association, Inc.				Prepared by_____	
05/02/2023		Adjusted Trial Balance				Reviewed by_____	
11:59 AM		for the period ended December 31, 2022				Page	5
Account # / Description		Prior Period (Adjusted) 12/31/2021	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
5440-40-00	Special Cleanings	1,600.00	7,550.00			7,550.00	
5440-45-00	Pool Management Contract	70,033.93	81,169.51			81,169.51	X-1
5440-50-00	Safety & Security	2,656.18	2,417.50			2,417.50	
5440-55-00	Fire Prevention & Protection	4,745.31	3,133.46			3,133.46	
5440-60-00	Building Repair/Maint	13,231.75	26,202.82			26,202.82	X-1
5440-65-00	Community Center Improvement	2,264.51	2,314.90			2,314.90	
5440-70-00	Fintess Equipment Repair & Maintenance	8,754.41	6,561.40			6,561.40	
5440-75-00	Fitness Center Supplies	5,133.65	5,666.96			5,666.96	
5440-80-00	Access System Supplies	1,832.67					
5440-85-00	Access System Repairs	2,956.89	899.26			899.26	
5440-90-00	Pool Equipment Repair/Maint	826.84	6,929.69			6,929.69	
5440-95-00	Pool Supplies	5,019.50	6,167.93			6,167.93	
5440-96-00	Recreation Supplies/Equipment	687.09	1,100.39			1,100.39	
5610-10-00	Other Expenses - Signage	272.95	2,849.38			2,849.38	
5660-00-00	Trash and Recycling Service	362,572.99	362,802.83			362,802.83	X-1
6010-00-00	Audit/Tax Returns	7,153.00	7,274.00			7,274.00	X-1
6010-15-00	Reserve Study	4,900.00					
6010-20-00	Legal Services	3,800.00	3,800.00			3,800.00	X-1
6010-25-00	Legal Fees - Collections	34,697.16	23,232.87			23,232.87	X-1
6010-30-00	Legal Fees - General Counsel	70,699.62	39,021.32			39,021.32	X-1
6025-00-00	Bad Debt	1,941.12					
6110-00-00	CAC Events & Awards	22,559.31	28,599.30			28,599.30	
6110-10-00	Pride of Ownership Gifts		1,200.00			1,200.00	
6120-00-00	Other Communications	4,861.41					
6120-10-00	Newsletter	13,647.02	6,947.08			6,947.08	

Account # / Description		Prior Period (Adjusted) 12/31/2021	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
6120-15-00	Website Maintenance	1,778.90	2,111.04			2,111.04	
6120-20-00	Social Media		4,740.00			4,740.00	
6210-00-00	D & O Insurance	4,894.23	5,041.74			5,041.74	G-1
6210-10-00	Liability/Property Insurance	10,481.48	9,126.24			9,126.24	G-1
6210-15-00	Umbrella Insurance	7,370.63	3,958.99			3,958.99	G-1
6210-20-00	Fidelity/Workman's Comp	626.79	594.19			594.19	G-1
6210-25-00	Crime Protection Coverage	3,600.00	3,576.00			3,576.00	G-1
6210-30-00	Cyber Liability \$3 Million Coverage	3,495.00	4,811.85			4,811.85	G-1
6210-40-00	Insurance expenses for Reimbursement		33,619.10	AJE-11	(25,000.00)	8,619.10	E-2
6310-00-00	Administrative Payroll	346,993.08	385,438.58			385,438.58	X-2
6310-10-00	Payroll Taxes/Benefits/Costs	46,134.49	55,676.48			55,676.48	X-2
6310-15-00	Management Reimbursements	(156.03)					
6310-20-00	Management Fees	147,797.85	149,985.29			149,985.29	X-1
6410-00-00	Miscellaneous	466.09		AJE-6	1,260.06	1,260.06	
6410-05-00	Annual Meeting		7,096.85			7,096.85	
6410-10-00	Printing/Copying	10,988.87	5,399.70			5,399.70	
6410-15-00	Bank Charges	283.83	624.42			624.42	
6410-30-00	Cost of Collections	2,866.92	1,118.82			1,118.82	
6410-35-00	IT Support	19,099.41	19,500.00			19,500.00	
6410-36-00	Meeting Expenses	7,816.15	8,564.00			8,564.00	
6410-40-00	Software Licenses	259.00	1,110.47			1,110.47	
6410-50-00	Office Supplies	4,662.96	7,195.72			7,195.72	
6410-55-00	Postage	6,144.22	8,056.80			8,056.80	
6410-60-00	Office Equipment Lease	5,713.15	4,826.43			4,826.43	
6410-65-00	Bundled Telecom Services	8,722.87	11,920.23			11,920.23	

Account # / Description		Prior Period (Adjusted) 12/31/2021	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
6410-70-00	Annual Meeting Expenses	6,483.99					
6410-80-00	Parking Enforcement	942.50	23,571.52			23,571.52	
6410-85-00	Courier/Delivery Service	34.75	305.51			305.51	
6410-90-00	Decals & Parking Passes	9,226.30	9,498.42			9,498.42	
6410-95-00	Permits and Licenses	1,158.86	2,107.49			2,107.49	
7010-00-01	Capital Expenditures - Reserves		1,056,097.02	AJE-7	(1,056,097.02)		
8130-00-00	Income Taxes	3,589.00	9,000.00	AJE-12	(1,685.00)	7,315.00	T-1
9100-00-02	Capital Improvements Reserve	24,000.00					
9200-00-02	Capital Improvement Interest Contribution	18.61		AJE-8	35.85	35.85	R-1
9800-00-01	Repair/Repl Reserves	382,488.00		AJE-7	388,290.00	388,290.00	R-1
	(Profit) Loss	(75,506.15)	671,353.15		(726,730.77)	(55,377.62)	

Account #	Account Name / Description	Debits	Credits
12/31/2022	AJE 1		
1530-00-00	Due from Operating Fund		13,524.97
1530-00-01	Due from Operating Fund Reserves	15,270.46	
1530-00-02	Due From Operating Fund-Cap Improvement Fund		1,745.49
3020-00-00	Funds Transfers Operating	90,000.00	
3020-00-01	Funds Transfers Reserves		41,139.50
3020-00-02	Funds Transfers Capital Improvement Fund		48,860.50
4220-00-00	Assessment Allocation - Operating		388,290.00
4220-00-01	Assessment Allocation - Reserves	388,290.00	
To combine accounts for FS presentation.			
12/31/2022	AJE 2		
4520-00-00	Late Payment Charges Waived	75.00	
4530-50-00	Interest Income - Operating		75.00
To reclassify late fee removal.			
12/31/2022	AJE 3		
1010-00-00	Cash - Operating Fund	5,335.00	
2010-00-00	A/P Trade		5,335.00
To reverse outstanding checks that were voided after year-end and reissued in March 2023.			
12/31/2022	AJE 4		
4530-00-00	Miscellaneous Income	4,867.88	
1210-15-00	A/R Taxes		3,531.49
4825-00-00	Bad Debt Recovery		1,336.39
To reclassify tax refund and bad debt recovery.			
12/31/2022	AJE 5		
1210-15-00	A/R Taxes	139.45	
4530-50-00	Interest Income - Operating		138.45
4530-00-00	Miscellaneous Income		1.00
To reclassify interest income received with federal tax refunds.			

Account #	Account Name / Description	Debits	Credits
12/31/2022	AJE 6		
64100000	Miscellaneous Income	1,260.06	
3060-00-00	Prior Years Surplus/Deficit Operating		1,259.90
3060-00-01	Prior Years Surplus/Deficit Reserves		0.16
To reclassify write off of A/R other and adjust balances to PY audit.			
12/31/2022	AJE 7		
9800-00-01	Repair/Repl Reserves	388,290.00	
5210-00-01	Common Area Maintenance & Services - Reserves		32,940.28
5430-00-01	Repairs & Maint - Irrigation - Reserves		9,590.00
5440-00-01	Cameron Club Maint & Operation - Reserves		18,459.09
7010-00-01	Capital Expenditures - Reserves		1,056,097.02
3060-00-01	Prior Years Surplus/Deficit Reserves	728,796.39	
To record 2022 replacement reserve fund activity for FS presentation.			
12/31/2022	AJE 8		
9200-00-02	Capital Improvement Interest Contribution	35.85	
3060-00-02	Capital Reserve Beg Balance		35.85
To record 2022 capital improvement fund activity for FS presentation.			
12/31/2022	AJE 9		
2010-00-00	A/P Trade	2,338.23	
1410-00-00	Prepaid Expense		1,305.00
1410-00-00	Prepaid Expense		224.73
1410-00-00	Prepaid Expense		542.20
1410-00-00	Prepaid Expense		266.30
To reverse payable/prepaid expense for 2023 invoices paid in 2023.			
12/31/2022	AJE 10		
2510-30-00	Accrued Expenses	937.33	
5440-25-00	Fire Supression System		937.33
To reverse accruals per manager.			

Account #	Account Name / Description	Debits	Credits
12/31/2022	AJE 11		
4560-10-00	Insurance Settlements	25,000.00	
6210-40-00	Insurance expenses for Reimbursement		25,000.00
To combine accounts for FS presentation.			
12/31/2022	AJE 12		
1210-15-00	A/R Taxes	2,295.00	
2510-35-00	A/P Income Taxes		610.00
8130-00-00	Income Taxes		1,685.00
To record 2022 income tax expense, amount payable and amount receivable.			
Totals		1,652,930.65	1,652,930.65

### ***Representation Letter***

*This letter needs to be signed by the Board President or Treasurer and management representative, if applicable, and returned to our office within 60 days.*

#### **Cameron Station Community Association, Inc.**

GOLDKLANG GROUP CPAs, P.C.  
1801 Robert Fulton Drive, Suite 200  
Reston, Virginia 20191

Dear Auditors:

The representation letter is provided in connection with your audit of the financial statements of **Cameron Station Community Association, Inc.** which comprise the balance sheet as of **December 31, 2022**, and the related statements of revenues, expenses and changes in fund balances, and cash flows for the year then ended, and the related notes to the financial statements (collectively, the “financial statements”), for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, **to the best of our knowledge and belief**, the following representations made to you during your audit:

#### **Financial Statements**

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter, including our responsibility for the preparation and fair presentation of the financial statements. In regard to the non-attest services outlined in our engagement letter to be performed by you, we have –
  - Assumed all management responsibilities.
  - Designated an individual with suitable skill, knowledge, or experience to oversee the services.
  - Evaluated the adequacy and results of the services performed.
  - Accepted responsibility for the results of the services.
  - Ensured that the data and records are complete and we have sufficient information to oversee the services.
- The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.



- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the Association's accounts, if appropriate.
- Revenue from contracts with customers has been appropriately accounted for and disclosed in accordance with FASB ASC 606, *Revenue from Contracts with Customers*. All contracts underlying revenue recognized in the financial statements have commercial substance and have been approved by appropriate parties. We have considered side agreements, implied promises, and unstated customary business practices in identifying performance obligations in the contracts. We have sufficient and appropriate documentation supporting all estimates and judgements underlying the amount and timing of revenue recognized in the financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- Significant estimates and material concentrations have been properly disclosed in accordance with U.S. GAAP and are complete and accurate.
- Guarantees, whether written or oral, under which the Association is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.
- Transfers or designations of equity balance or inter-equity borrowings have been properly authorized and approved and have been properly recorded or disclosed in accordance with U.S. GAAP.
- Uncollectible inter-equity loans have been properly accounted for and disclosed in accordance with U.S. GAAP.

### **Information Provided**

- We have provided you with:
  - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
  - Additional information that you have requested from us for the purpose of the audit.
  - Unrestricted access to persons within the Association from whom you determined it necessary to obtain audit evidence.
- We have fully disclosed to you all terms of contracts that affect the amount and timing of revenue recognized in the financial statements, including price adjustments, side agreements, implicit provisions, unstated customary business practices, or other arrangements (written or oral).
- We have provided you with minutes of meetings of the Board of Directors.
- We have provided you with communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, if any.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements.

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the Association and involves:
  - Management,
  - Employees who have significant roles in internal control, or
  - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud or suspected fraud affecting the Association's financial statements communicated by employees, former employees, regulators, or others.
- We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- We have disclosed to you the identity of the Association's related parties and all the related party relationships and transactions of which we are aware.
- Except as made known to you and disclosed in the notes to the financial statements, the Association has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- If applicable, we have reviewed our long-lived assets for impairment whenever events or changes in circumstances have indicated that the carrying amount of assets might not be recoverable and have appropriately recorded the adjustment.
- Assessments receivable recorded in the financial statements represent valid claims against debtors for assessments or other charges arising on or before the balance sheet date and have been reduced to their estimated net realizable value.
- We have reviewed with our insurance agent the adequacy of our insurance coverage, including compliance with any statutory or documentary requirements.
- We acknowledge our responsibilities for presenting the required supplementary information (RSI) in accordance with U.S. GAAP. The RSI is measured and presented within prescribed guidelines, and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI. The board of directors is collecting fund for future major repairs and replacements in conformity with the Association's policy to fund for those needs based on a study conducted in 2021. The board of directors believes the funds will adequately provide for future major repairs and replacements. If additional funds are needed, the Board of Directors, on behalf of the Association may increase regular assessments, pass special assessments, or delay major repairs and replacements until funds are available.
- We understand that the Association is responsible for the choice of income tax filing method and the consequences thereof. The Association's allocation of expenses against membership and non-membership income conforms to IRS rules, which require that the allocation be made "on a reasonable and consistently applied basis." We have adequately documented such allocation. If the Association has excess membership income in the current year the Association, for tax purposes, has elected to either (a) offset it against next

year's assessments or (b) refund it to members. We have adequately documented such election in the current year.

- We have disclosed to you all material events, if any, that would require adjustments to, or disclosure in, the financial statements. In addition, we represent that no other material events have occurred since you completed your audit fieldwork on April 27, 2023 and through the date of this letter. Examples of material events include, but are not limited to, fraud, contracts for replacement reserve expenditures, losses due to a fire, changes in ongoing litigation or new litigation and approval of special assessments. Material events that have occurred are:

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**Cameron Station Community Association, Inc.**  
**December 31, 2022**

Management Representative:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

President/Treasurer:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Client ID# 1619



**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**June 27, 2023**

**TOPIC: Fitness Center Retrofit Lightning Proposal**  
**Motion 2023-0602**

**Motion:**

"I move to **APPROVE** the proposals from **Capital Electric and PSE** in the amount of **\$9,705.06** to be expensed from Reserve Funds – LED Lighting Retrofit project."

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

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

**Summary:**

The CCFC members at their June meeting unanimously approved to recommend the proposal to the Board for their review and approval. Management assessed the cost for the LED retrofit program in the fitness center per the CCFC request. See below attached the cost analysis.

2023 Retrofit Lightning - Fitness Center			
Install (34) LED including round and wraparound fixtures			
	Capital Electric / PSE	PSE	Manders
Contact	Zi Bhatti/Tony Reynolds	Tony Reynolds	Matt Manders
Total Materials	\$ 4,195.06	\$ 7,040.00	\$ 4,195.06
Total Labor	\$ 5,510.00	\$ 5,510.00	\$ 5,700.00
Total Cost	\$ 9,705.06	\$ 12,550.00	\$ 9,895.06

**CAMP Recommendation:**

Management recommends approving the upgrade of the lights to an LED retrofit. Based on FY22 in replacing streetlights there is a potential to go over in this line item in FY23.

**Budget Considerations:**

To be expensed from Reserve Funds under LED Retrofit.

**VIRGINIA**  
4114 Legato Road, Suite 200  
Fairfax, Virginia 22033

**MARYLAND**  
209 West Street, Suite 302  
Annapolis, Maryland 21401



**From** | **Power Systems Electric Corp**  
4709 Eisenhower Avenue  
Alexandria VA 22304  
7037782626

**Quote No.** | **2016346**  
Type | Service Call  
Prepared By | William "Tony" Reynolds  
Created On | 06/05/2023

**Quote For** | **Cameron Station  
Community Association -  
c/o CAMP - Community  
Association Management  
Professionals**  
Cameron Station Community  
Association - ONSITE  
OFFICE  
200 Cameron Station  
Boulevard  
Alexandria VA 22304  
703-567-4881

## Description of Work

Furnish necessary labor and material to perform the following electrical work

### Option #1 - Replace existing fixtures in Fitness Center

- Disconnect, remove, dispose and recycle existing (34) existing fluorescent fixtures in Fitness Center.
- Provide and install (9) HALO SMD12R209SWHE 12" round surface mount LED fixtures and (25) Sylvania WRAP2A/SO44UNVD8SC7 4' LED Wraparound fixture as direct replacement.
- Test for proper operation.

**Price: \$12,550.00**

### Option #1 - Replace existing fixtures in Fitness Center (LABOR ONLY)

- Disconnect, remove, dispose and recycle existing (34) existing fluorescent fixtures in Fitness Center.
- Provide and install (9) CUSTOMER PROVIDED - HALO SMD12R209SWHE 12" round surface mount LED fixtures and (25) CUSTOMER PROVIDED - Sylvania WRAP2A/SO44UNVD8SC7 4' LED Wraparound fixture as direct replacement.
- Test for proper operation.

**Price: \$5,510.00**

### Notes & Exclusions:

1. Our price does not include electrical permits and inspections or utility company charges of any kind.
2. Our price does not include repairs, additions or modifications (if any) to the existing circuit wiring.
3. Our price does not include repair or patching (if any) to drywall damage existing behind the existing fixtures.
4. Our price does not include painting or touch up (if any) due to footprints left behind from the existing fixtures.
5. Our price does not include patching or painting (if any) to drywall cut for fishing wiring through the walls/ceilings.
6. Our price is based on having access to the properties as needed to maintain job progress.

Terms: 1/3 Deposit Required & Progressive Billing at the Discretion of PSEC, Net Due Upon Receipt of Invoice.

I/we accept the above quotation including terms and conditions on back of quotation. A late payment charge of 2% per month (24% per year) will be charged on all invoices over 30 days.

Thank you for the opportunity to be of service!

**Tony Reynolds - Project Manager**

## Services to be completed

### [Planning] Location - Building

Provide quote to replace 34 fixture in fitness area.

**GRAND TOTAL                      \$5,510.00**

## Terms and Conditions

### TERMS AND CONDITIONS

1. Power Systems Electric Corporation (**PSEC**) is not responsible for any charges that could be made by the Utility Company in connection with this work. Customer will pay such charges, if any, directly to the appropriate Utility Company. Any special arrangements for appointments should be made directly between the **Customer** and the Utility Company. Therefore, payment of our invoice (s) shall not be delayed due to unfinished work related to Utility Company. Our contract shall be considered complete and final payment (s) and/or outstanding balances are due upon final electrical inspection of work. Final payment (s) shall not be withheld pending the Power Company scheduling of new service or connections.

2. **PSEC** is not responsible for restoration of any plaster, decorations, landscaping, grass area, blacktop, concrete or other materials, if any, damaged by us because of this installation or work.

3. Underground cable work and excavations if applicable and indicated in scope of work text; price includes necessary trench, back fill and grass seed with straw cover. However, final restoration of disturbed areas, if any, is not included in this scope of work.

4. Underground excavations; scope of work does not include excavation or removal of rock, if any. Additional charges will apply for work that involves excavation or removal of rock and customer agrees to any such additional charges.

5. In the event the party (**PSEC**) entitled to payments due under this agreement does not receive such payments when due, the party (**PSEC**) entitled to payment may terminate this agreement upon 10 days written notice. Such termination shall cause all amounts due or to become due under this Agreement to be immediately payable without further demand or notice, and the party (**PSEC**) entitled to payment may reduce such debt to judgment. Additionally, **Customer** understands and agrees to pay any reasonable costs incurred by **PSEC** in connection with enforcement of its rights and remedies, including, but not limited to reasonable attorneys fees, other collection costs plus interest on overdue amounts at the highest rate allowed by law.

6. This contract is based on **PSEC** installing the scope of work without changes. If **Customer** makes changes, we reserve the right to invoice the **Customer** for the entire installation on a time and materials basis and **Customer** agrees to pay such invoice.

7. The scope of work and contract is based on **PSEC** making the installation during normal **PSEC** working hours (Monday through Friday, 7:30 AM 4:00 PM), if **Customer** selects or desires work to be done at other times, it is understood and agreed by **Customer** that additional overtime charges may apply.

8. **Customer** understands and agrees that the scope of work is based on **PSEC** making the installation without waiting, should the **Customer** hold up mechanics in their work or cause them to lose time by waiting, the **Customer** is to pay for such time lost.

9. This contract is made directly between **PSEC** and the **Customer**. We therefore look directly to the **Customer** for prompt payment; hence, payment of our invoice (s) shall not be delayed pending payments to **Customer** by third parties, insurance company, etc.

10. Materials supplied by **PSEC** and delivered to and/or stored on the job site become the responsibility of the **Customer** or **Owner(s)** of that property, and/or the managing agent/company.

11. Materials and equipment, unless indicated otherwise on the front of this contract and approved by **PSEC** in writing, may become the property of **PSEC** in the event of **Customer** default in payment to **PSEC**.

12. Attention to the terms and conditions are printed on the front of this contract/quotation and it is **Customer's** responsibility to read and understand same before signing contract, failure of **Customer**, or person signing contract in behalf of **Customer**, to read same will not release them from full compliance with all the terms and conditions.

13. **PSEC IS NOT AN INSURER: DISCLAIMER OF WARRANTIES LIMITED LIABILITY**

13a. **Customer** agrees and understands; that **PSEC** shall maintain general liability, vehicle and workmans compensation insurance in force for **PSEC** employees and work as performed by **PSEC**; that **PSEC** is not an insurer and that insurance, if any, covering customers property, personal injury, including death, and real or personal property loss or damage in, about or to the premises shall be obtained by the **Customer**; that **PSEC MAKES NO GUARANTEE, REPRESENTATION OR WARRANTY, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE**; that the equipment or services are designed as improvements, but not to eliminate certain risks or loss and that the dollar amounts charged by **PSEC** are not sufficient to warrant or guarantee that no loss or damage will occur; that **PSEC** is not liable for any loss or damage which may occur even if due to the active or passive, joint or several negligence of **PSEC**, its agents, servants, employees, suppliers or sub-contractors. Any claim brought in product or strict liability and/or breach of warranty express or implied, and/or breach of contract express or implied, notwithstanding the above provisions, should there arise any liability on the part of **PSEC**. Such liability shall be limited to the maximum sum of \$2000.00, regardless of whether any loss or damage was caused by or contributed to by any conduct, act, or omission of **PSE**, its agents, servants, or employees, and this liability shall be exclusive. Some states do not allow the limitation or exclusion of incidental or consequential damages or limitation or exclusion of implied

warranties; therefore, the above limitations or exclusions may not apply.

**13b. LEGAL LIABILITY LIMITATIONS:** It is expressly understood and agreed between the client and PSE that in the event of any allegation(s) by the client of any breach of contract, breach of duty, error or omission against PSE, its officers, directors, employees, agents and/or contractors, the assertion of a claim arising from said allegation(s) shall be against PSE. Under no circumstances shall the client assert any allegation against an individual officer, director, employee, agent and/or contractor in any individual capacity. The remedy for any and all claims is expressly limited to PSE in its corporate capacity.

**14. PSEC** shall perform this scope of work in accordance to National Electric Code Requirements, in a quality and workman like manner.

**15. THIS Agreement** shall be deemed to have been in Rockville, Maryland and shall be governed by the laws of the State of Maryland. Any action commenced against **PSEC** arising out of this Agreement or any of their services shall be commenced in Montgomery County, MD. The parties expressly waive jury-by-jury trial. No suit or action shall be brought against **PSEC** more than one (1) year after the accrual of the cause of action therefore.

**16. THIS Agreement** and quotation contains the full understanding of the parties and can be modified only in writing and signed by the parties.

**17. Power Systems Electric Corporation**, for purposes of this contract shall be known as and referred to as **PSEC**.

**18. AUTHORITY:** The person signing this contract warrants that they have the authority to sign as, or on behalf of, the client for whom or for whose benefit the PSE services are rendered.

3/01, 7/01, 12/03,9/05, 05/06

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

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

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

**CAPITAL ELECTRIC**  
**5701 GENERAL WASHINGTON DRIVE**  
**SUITE 1**  
**ALEXANDRIA, VA 22312**  
**703-253-9780 Fax 703-370-5738**  
**zi.bhatti@capitalelectricsupply.com**

QUOTE TO:  
 CAMERON STATION COMMUNITY ASSOC  
 200 CAMERON STATION BLVD  
 , 22304-8684  
 703-567-4881

SHIP TO:  
 CAMERON STATION COMMUNITY ASSO  
 200 CAMERON STATION BLVD  
 , 22304-8684  
 703-567-4881

## Quotation

QUOTE DATE	QUOTE NUMBER
05/12/23	S051897910
PAGE NO.	
1 of 1	

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB NAME		QUOTED TO	
482185							
SALESPERSON		SHIP VIA		FREIGHT ALLOWED		EXPIRATION DATE	
ZI BHATTI		PK PICK UP		No		11:59pm ET 05/27/23	
ORDER QTY	UPC	DESCRIPTION			UNIT PRICE	U	EXT PRICE
9ea	08008313800	HALO SMD12R209SWHE 12IN ROUND SURFACE MOUNT FIXT. 2000 LUMEN COLOR SELCTABLE			70.090	e	630.81
25ea	04613562178	SYL WRAP2A/S044UNVD8SC7/48U/WH (62178) 4FT LED WRAPAROUND FIXTURE LUMEN/COLOR SELECT 22/28/34/44 WATTS 35/40/50K 120/277V			142.570	e	3564.25

### TERMS & CONDITIONS

OUR PRODUCTS AND SERVICES ARE SUBJECT TO, AND GOVERNED EXCLUSIVELY BY, OUR TERMS AND CONDITIONS OF SALE, WHICH ARE INCORPORATED HEREIN AND AVAILABLE AT [www.capitalelectricsupply.com/terms](http://www.capitalelectricsupply.com/terms). ADDITIONAL OR CONFLICTING TERMS ARE REJECTED, VOID, AND OF NO FORCE OR EFFECT. WIRE & PIPE PRICES ARE ONLY GOOD FOR THE CURRENT DAY.

### TAXES NOT INCLUDED

<b>Subtotal</b>	<b>4195.06</b>
<b>S&amp;H CHGS</b>	<b>0.00</b>
<b>Amount Due</b>	<b>4195.06</b>



Project		Catalog #		Type	
Prepared by		Notes		Date	



## HALO

### SMD12 Series

12" Round & Square  
Surface Mount Downlight  
SMD12R & SMD12S

**Typical Applications**  
Residential

#### Interactive Menu

- Order Information page 2
- Product Specifications page 2
- Energy Data page 3
- Photometric Data page 4
- Product Warranty
- Dimming Guide

#### Product Certification



Refer to ENERGY STAR® Certified Products List.  
Can be used to comply with 2019 Title 24 Part 6  
Certified to California Appliance Efficiency Database under JAB.

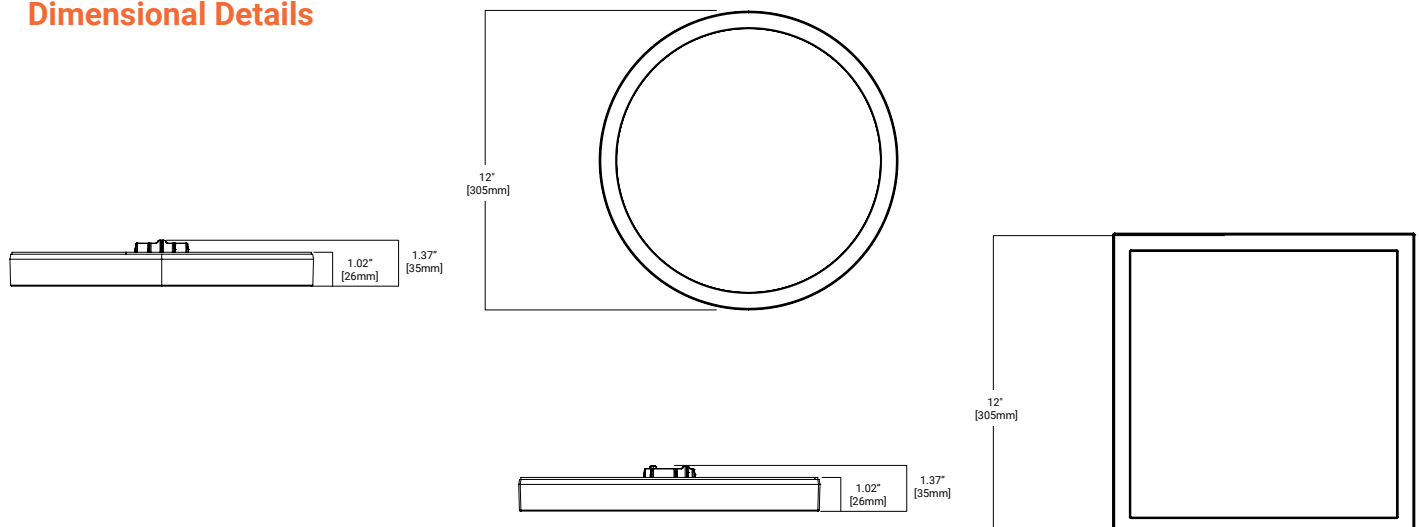
#### Product Features



#### Top Product Features

- Ultra-low profile surface luminaire with wide distribution
- Ceiling or wall mounting in compatible junction boxes
- 2000 lumen; Field Selectable 2700K, 3000K, 3500K, 4000K, or 5000K CCT ; 90CRI
- Universal Voltage 120V – 277V options
- Dimmable with 0-10V DC low voltage dimmers only

#### Dimensional Details






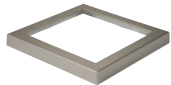




## Ordering Information

SAMPLE NUMBER: **SMD12R209SWHE** = 12" Round Surface Mount Downlight, 90CRI, 3000K

Junction Box Installation: Order junction box separately, as supplied by others, to complete installation.

Models	Lumens	CRI/CCT	Finish	Voltage
<b>SMD12R</b> = 12" Round Surface Mount Downlight <b>SMD12S</b> = 12" Square Surface Mount Downlight	<b>20</b> = 2000 lumen series	<b>9S</b> = 90 CRI, field selectable 2700K, 3000K, 3500K, 4000K or 5000K CCT	<b>WH</b> = Matte White	<b>E</b> = UNV Universal 120-277V

Accessories				
<b>SMD12RTRMSN</b> = 12" Round SMD Satin Nickel <b>SMD12RTRMTBZ</b> = 12" Round SMD Tuscan Bronze <b>SMD12RTRMWH</b> = 12" Round SMD White (paintable) <b>SMD12RTRMMB</b> = 12" Round SMD Matte Black <b>SMD12STRMSN</b> = 12" Square SMD Satin Nickel <b>SMD12STRMTBZ</b> = 12" Square SMD Tuscan Bronze <b>SMD12STRMWH</b> = 12" Square SMD White (paintable) <b>SMD12STRMMB</b> = 12" Square SMD Matte Black	 <b>SMD12RTRMWH</b> round, white (paintable)	 <b>SMD12RTRMSN</b> round, satin nickel	 <b>SMD12RTRMTBZ</b> round, tuscan bronze	 <b>SMD12RTRMMB</b> round, matte black
	 <b>SMD12STRMWH</b> square, white (paintable)	 <b>SMD12STRMSN</b> square, satin nickel	 <b>SMD12STRMTBZ</b> square, tuscan bronze	 <b>SMD12STRMMB</b> square, matte black

## Product Specifications

### Housing

- Non-electrically conductive polycarbonate frame.
- High impact diffuse polystyrene lens provides shielding to the light guide with no pixilation
- Stamped aluminum housing provides thermal cooling achieving L70 at 50,000 hours in IC and non-IC applications

### Gaskets

- Closed cell gasket achieves restrictive airflow and wet location requirements without additional caulking

### Optics

- Precision acrylic light guide organizes source flux into wide distribution with 1.2 – 1.4 spacing criteria useful for general area illumination

### LED

- Mid power LED array provide a uniform source with high efficiency and long life.
- Available in 90 CRI minimum, R9 greater than 50 and color accuracy within 3 SDCM provide color accuracy and uniformity

### Driver

- Integrated 120-277V 60Hz constant current driver provides noise free operation.
- SMD 12" is universal Voltage (120-277V) configurations are recommended for use with compatible 0-10V DC low voltage dimmers only.

### Mounting/Retention

- Adjustable spider plate allows for quick installation into junction boxes.

### Electrical Junction Box Mounting

- The SMD may be used in compatible electrical junction boxes in direct contact with insulation including spray foam insulation.
- Suitable for installation in many 3-1/2" and 4" square, octagon, and round electrical junction boxes.
- **Note:** SMD12 is only compatible with junction boxes that provide minimum depth of 2-1/8".
- Installer must ensure compatibility of fit, wiring and proper mounting in the electrical junction box. This includes all applicable national and local electrical and building coded

### Designer Skins (sold separately)

- SMD skins are accessory rings in both round and square. These skins attach to the SMD for a permanent finish. Refer to the SMD accessories specification sheet for details.
  - Matte White (Paintable)
  - Satin Nickel
  - Tuscan Bronze

### Compliance

- cULus Certified in US and Canada.
- Wet and Damp Location listed, airtight per ASTM-E283
- Suitable for use in closets, compliant with NFPA® 70, NEC® Section 410.16 (A)(3) and 410.16 (C)(5)
- EMI/RFI emissions per FCC 47CFR Part 15B
- Contains no mercury or lead and RoHS compliant.
- Photometric testing in accordance with IES LM-79-08
- Lumen maintenance projections in accordance with IES LM-80-08 and TM-21-11.
- Can be used for State of California Title 24 high efficacy luminaire compliance, reference the California Energy Commission Title 20 Appliance Efficiency Database for current listings.
- Can be used for International Energy Conservation Code (IECC) and high efficiency luminaire compliance
- ENERGY STAR® listed, reference database for current listings

### Warranty

- Five-year limited warranty

## Junction Box Compatibility

**\*Note:** SMD12 configuration is only compatible with junction boxes that provide a minimum depth of 2-1/8". Junction boxes meeting these requirements listed below.



**4" octagon light fixture/fan steel box**  
4" x 4" x 2-1/8"  
(102mm x 102mm x 54mm)



**4" square deep steel box**  
4" x 4" x 2-1/8"  
(102mm x 102mm x 54mm)



**TP316**  
for non-metallic cable  
4" x 4" x 2-1/8"  
(102mm x 102mm x 54mm)



**TP317**  
for metal clad cable  
4" x 4" x 2-1/8"  
(102mm x 102mm x 54mm)



**4" round new work non-metallic light fixture/fan box**  
4" diameter x 2-3/16"  
(102mm x 56mm)



**3-1/2" round new work non-metallic ceiling box**  
3-1/2" diameter x 2-3/4"  
(89mm x 70mm)



**3-1/2" round old work non-metallic box**  
4-1/4" O.D. flange, 3-1/2" I.D. x 2-5/8"  
(108mm O.D., 89mm I.D. x 67mm)



**4" round new work non-metallic box with hanger bar assembly**  
4" diameter x 2-3/16"  
(102mm x 56mm)

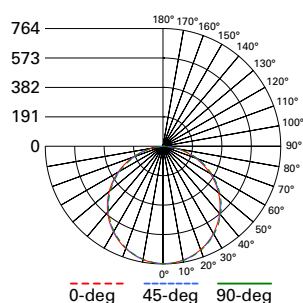
\*This is a representative list of compatible junction boxes only. Information contained in this literature about other manufacturers' products is from published information made available by the manufacturer and is deemed to be reliable, but has not been verified. Cooper Lighting Solutions makes no specific recommendation on product selection and there are no warranties of performance or compatibility implied. Installer must determine that site conditions are suitable to allow proper installation of the mounting bracket in the box.

## Energy Data

### SMD12R

	Round	
Lumens (5000K models)	2395 lumens	
Input Power	26.32 W	
Input Current	222.8 mA @ 120V	108 mA @ 277V
Efficiency	90 lm/W	
THD	< 20%	
Input Voltage	120V-277V	
Frequency	50/60 Hz	
CRI	93 CRI	
Power Factor	0.99	
T Ambient	-30 - +40°C	
Sound Rating	Class A	

## Photometric Data

 View IES files
**SMD12R09SWHE - 3000K**

Spacing criterion: (0-180) 1.27  
(90-270) 1.27  
(Diagonal) 1.39

Beam Angle: 114°

Lumens: 2242

Input Watts: 26.2 W

Efficacy: 85.6 LPW

UGR: 20

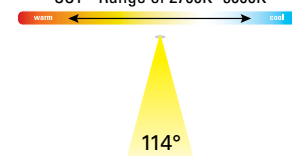
Test Report:

SMD12R09SWHE 3000K.IES

Zonal Lumen	Lumens	% Lumens
0-30	595	26.5
0-40	978	43.6
0-60	1743	77.7
0-90	2236	99.8


TM-30-15	Rf = 92
	Rg = 99
CRI/CIE	Ra = 95
	R9 = 68

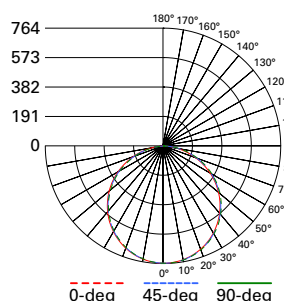
CCT - Range of 2700K- 5000K



SMD12R09SWHE*					
Nominal Lumens	CCT	Watts	lumens	LPW	CRI
2000LM	2700K	26.5	2179	82.2	92
	3000K	26.5	2232	84.2	94
	3500K	26.5	2286	86.3	95
	4000K	26.6	2329	87.6	95
	5000K	26.6	2395	90.0	93

**SMD12R09SWHE - 3000K**

PRODUCT SPECIFICATIONS			
Lumens	2232		
Watts	26.5		
Lumens Per Watt (Efficacy)	84.2		
Color Accuracy (CRI)	93		
Light Color (CCT)	3000K		
Correlated Color Temperature (CCT)			
			
2700K	3000K	4500K	6500K
warm white	soft white	bright white	

**SMD12S09SWHE - 3000K**

Spacing criterion: (0-180) 1.27  
(90-270) 1.27  
(Diagonal) 1.39

Beam Angle: 114°

Lumens: 2242

Input Watts: 26.2 W

Efficacy: 85.6 LPW

UGR: 20

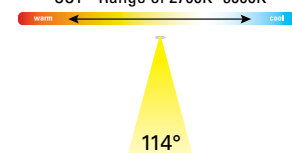
Test Report:

SMD12S09SWHE 3000K.IES

Zonal Lumen	Lumens	% Lumens
0-30	595	26.5
0-40	978	43.6
0-60	1743	77.7
0-90	2236	99.8


TM-30-15	Rf = 92
	Rg = 99
CRI/CIE	Ra = 95
	R9 = 68

CCT - Range of 2700K- 5000K



SMD12S09SWHE*					
Nominal Lumens	CCT	Watts	lumens	LPW	CRI
2000LM	2700K	26.5	2132	80.5	93
	3000K	26.5	2166	81.7	94
	3500K	26.5	2206	83.2	95
	4000K	26.5	2237	84.4	95
	5000K	26.6	2277	85.6	93

**SMD12S09SWHE - 3000K**

PRODUCT SPECIFICATIONS			
Lumens	2166		
Watts	26.5		
Lumens Per Watt (Efficacy)	81.7		
Color Accuracy (CRI)	94		
Light Color (CCT)	3000K		
Correlated Color Temperature (CCT)			
			
2700K	3000K	4500K	6500K
warm white	soft white	bright white	

# SYLVANIA Luminaires

## UltraLED™ CCT and Lumen Selectable Wrap

### Application

Offered in two high efficacy wattage packages and one lumen selectable package, these CCT selectable fixtures provide increased energy savings as well as greater design flexibility when compared to traditional sources. The UltraLED wrap luminaire is ideal in retail, manufacturing, warehouse, office, and educational environments.

### Benefits and Features

- Diffuse acrylic lens delivers smooth, even illumination
- CCT selectable (3500K, 4000K or 5000K color temperature)
- Lumen selectable (22, 28, 34 or 44 watt) or dedicated 22W and 68W versions available for rebate and high wattage opportunities
- Innovative lens design eliminates LED pixilation and light-leaks on all sides of the fixture while still enabling simple, toolless removal of the lens during installation
- Internally mounted motion/daylight sensor and battery back up options increase the versatility of this product line
- DLC Premium listing maximizes rebate opportunities
- Up to 130 LPW
- CRI >80
- Energy savings up to 43%
- Optional 8W battery back-up on 4' products provides 1000 lumens for 90 minutes

### Electrical

- 120-277V<sub>AC</sub>
- 12V auxiliary output
- Power factor >90%
- THD <20%
- 0-10V dimmable down to 10%
- UL damp rated

### Rated Life

- 100,000 hours (L<sub>70</sub>)

### Warranty

- 5-year
- NLB Trusted Warranty Program

### Ambient Operating Range

- -4°F to +104°F (-20°C to +40°C)

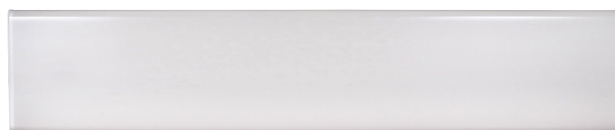
Item #

Type

Project

Notes

Date



### Wattage Comparison

Size	Traditional Source	Traditional System Wattage	LED System Wattage	Energy Savings
2'	1x32W Fluorescent	28	22	21%
4'	1x32W Fluorescent	28	22	21%
4'	2x28W Fluorescent	49	28	43%
4'	2x28W Fluorescent	49	34	31%
4'	2x32W Fluorescent	56	44	21%
4'	2x54W Fluorescent	87	68	22%

### Certifications and Listings

- cULus
- RoHS
- FCC
- DLC Premium

### Installation

- Luminaire can be surface mounted or suspended via included V-hook
- Optional joiner bracket facilitates end-to-end mounting



## Ordering Guide

WRAP	2A	/ X	XXX	UNV	D	8	SC7	/ XX	U	/ WH	/ XX
Product Name	Generation	Lumen	Wattage	Voltage	Dimming	CRI	Color Temp	Length	Mounting	Color/Finish	Options
WRAP = Wrap	2A = Generation	Selectability	022 = 22 Watts	UNV =	D = 0-10V	8 = >80	SC7 = Selectable	24 = 24"	U = Universal	WH = White	blank= No option
Luminaire	2A	S = Lumen selectable	044 = 44 Watts	120-277V	dimming		CCT of 3500K, 4000K or 5000K	48 = 48"	mounting		D = Motion/daylight sensor
		blank = Fixed wattage	068 = 68 Watts								E = Emergency battery back-up
											DE = Motion/daylight sensor + emergency battery back-up

## Ordering Information

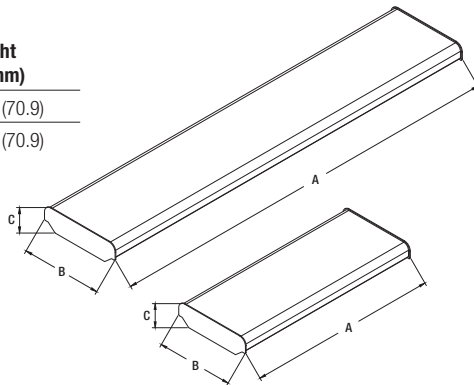
Item Number	Ordering Abbreviation	Power (W)	Input Voltage (V)	Dimming	CRI	Color Temp	Size	Total Fixture Lumens	LPW	DLC	Options	MTO*
62176	WRAP2A/022UNVD8SC7/24U/WH	22	120-277	0-10V	>80	3500K, 4000K or 5000K Selectable	2ft	2860	130	Prm	—	—
62177	WRAP2A/022UNVD8SC7/48U/WH	22	120-277	0-10V	>80	3500K, 4000K or 5000K Selectable	4ft	2860	130	Prm	—	—
62178	WRAP2A/S044UNVD8SC7/48U/WH	22, 28, 34, 44	120-277	0-10V	>80	3500K, 4000K or 5000K Selectable	4ft	2860/3640/4420/5720	130	Prm	—	—
62179	WRAP2A/068UNVD8SC7/48U/WH	68	120-277	0-10V	>80	3500K, 4000K or 5000K Selectable	4ft	8840	130	Prm	—	—
65603	WRAP2A/022UNVD8SC7/24U/WH/D	22	120-277	0-10V	>80	3500K, 4000K or 5000K Selectable	2ft	2860	130	Prm	Motion/Daylight Sensor	MTO
65604	WRAP2A/022UNVD8SC7/48U/WH/D	22	120-277	0-10V	>80	3500K, 4000K or 5000K Selectable	4ft	2860	130	Prm	Motion/Daylight Sensor	MTO
65605	WRAP2A/S044UNVD8SC7/48U/WH/D	22, 28, 34, 44	120-277	0-10V	>80	3500K, 4000K or 5000K Selectable	4ft	2860/3640/4420/5720	130	Prm	Motion/Daylight Sensor	MTO
65606	WRAP2A/068UNVD8SC7/48U/WH/D	68	120-277	0-10V	>80	3500K, 4000K or 5000K Selectable	4ft	8840	130	Prm	Motion/Daylight Sensor	MTO
65607	WRAP2A/022UNVD8SC7/48U/WH/E	22	120-277	0-10V	>80	3500K, 4000K or 5000K Selectable	4ft	2860	130	Prm	Emergency Battery Back-up**	MTO
65608	WRAP2A/S044UNVD8SC7/48U/WH/E	22, 28, 34, 44	120-277	0-10V	>80	3500K, 4000K or 5000K Selectable	4ft	2860/3640/4420/5720	130	Prm	Emergency Battery Back-up**	MTO
65609	WRAP2A/068UNVD8SC7/48U/WH/E	68	120-277	0-10V	>80	3500K, 4000K or 5000K Selectable	4ft	8840	130	Prm	Emergency Battery Back-up**	MTO
65610	WRAP2A/022UNVD8SC7/48U/WH/DE	22	120-277	0-10V	>80	3500K, 4000K or 5000K Selectable	4ft	2860	130	Prm	Motion/Daylight Sensor + Emergency Battery Back-up**	MTO
65611	WRAP2A/S044UNVD8SC7/48U/WH/DE	22, 28, 34, 44	120-277	0-10V	>80	3500K, 4000K or 5000K Selectable	4ft	2860/3640/4420/5720	130	Prm	Motion/Daylight Sensor + Emergency Battery Back-up**	MTO
65612	WRAP2A/068UNVD8SC7/48U/WH/DE	68	120-277	0-10V	>80	3500K, 4000K or 5000K Selectable	4ft	8840	130	Prm	Motion/Daylight Sensor + Emergency Battery Back-up**	MTO

\*Made To Order

\*\*Emergency Battery back-up provides 1000 lumens for a period of 90 minutes

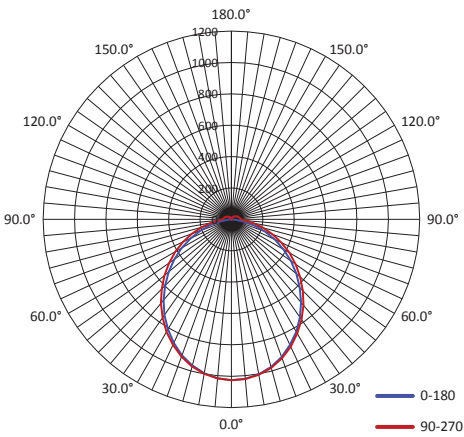
## Physical Information

Lamp Description	(A) Length in (mm)	(B) Width in (mm)	(C) Height in (mm)
2' Versions	23.9 (607)	9.37 (238)	2.79 (70.9)
4' Versions	47.9 (1216.7)	9.37 (238)	2.79 (70.9)

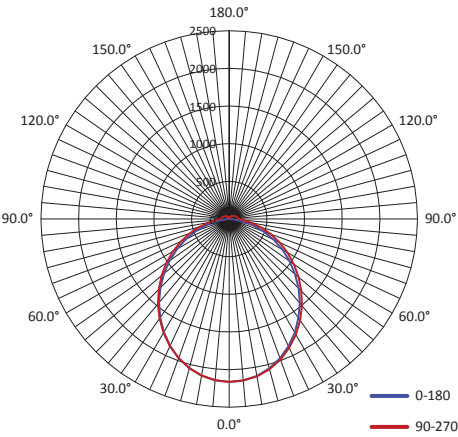


## Photometric Information

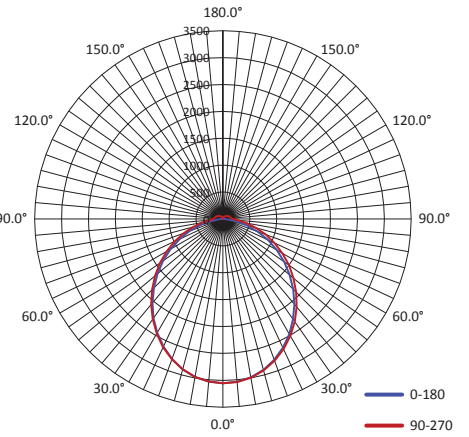
22W



44W

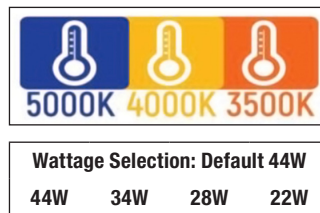


68W



## Selector Switches

- CCT Switch can be set to 3500K, 4000K or 5000K
  - Default setting is 4000K
- Wattage Selector can be set to 22, 28, 34 or 44 watts
  - Default setting is 44 watts



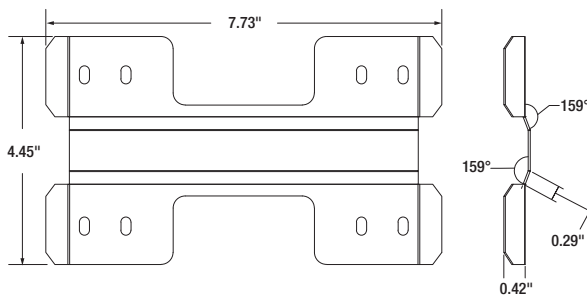
## Accessories

Item Number	Ordering Abbreviation	Item Description
62241	WRAP2A/JOINBRKT	End-to-End Joiner Bracket
60105	HIBAY2A/REMOTE	Standard Remote Control for Sensor
65305	STRIP2A/REMOTE	Remote Control with Digital Readout for Sensor
60573	LNHIBA2A/CHAINMT	Chain Mount (5 foot, 1 pair)
60574	LNHIBA2A/ACCABLEMT	Cable Mount (5 foot, 1 pair)

65305  
Sensor  
Remote



62241 Joiner Bracket



## DLC Product ID

Item Number	Ordering Abbreviation	Linear Ambient	Low Bay	Stairwell and Passageway
62176	WRAP2A/022UNVD8SC7/24U/WH	PLNZQA34E42B		
65603	WRAP2A/022UNVD8SC7/24U/WH/D	PLNZQA34E42B		PLSQPNYBALJ8
62177	WRAP2A/022UNVD8SC7/48U/WH	PLHHNC71KY5B		
65604	WRAP2A/022UNVD8SC7/48U/WH/D	PLHHNC71KY5B		PL6Z5YYNTNGH
65607	WRAP2A/022UNVD8SC7/48U/WH/E	PLHHNC71KY5B		
65610	WRAP2A/022UNVD8SC7/48U/WH/DE	PLHHNC71KY5B		PL6Z5YYNTNGH
62178	WRAP2A/S044UNVD8SC7/48U/WH	PLOBVWFNUWDS	PLFGMABHQ51T	
65605	WRAP2A/S044UNVD8SC7/48U/WH/D	PLOBVWFNUWDS	PLFGMABHQ51T	PLMWQ61EYIIN
65608	WRAP2A/S044UNVD8SC7/48U/WH/E	PLOBVWFNUWDS	PLFGMABHQ51T	
65611	WRAP2A/S044UNVD8SC7/48U/WH/DE	PLOBVWFNUWDS	PLFGMABHQ51T	PLMWQ61EYIIN
62179	WRAP2A/068UNVD8SC7/48U/WH	PL518WI9GZGT	PLA5D9IEW1VQ	
65606	WRAP2A/068UNVD8SC7/48U/WH/D	PL518WI9GZGT	PLA5D9IEW1VQ	PLIBJ40B8JLA
65609	WRAP2A/068UNVD8SC7/48U/WH/E	PL518WI9GZGT	PLA5D9IEW1VQ	
65612	WRAP2A/068UNVD8SC7/48U/WH/DE	PL518WI9GZGT	PLA5D9IEW1VQ	PLIBJ40B8JLA



## Sensor Options Information

### Default Sensor DIP Switch Settings

**Detection Area:** 100%

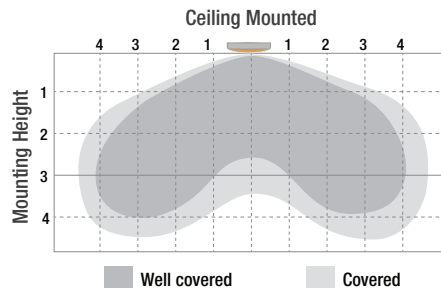
**Hold Time:** 5 minutes

**Daylight Threshold:** 50 Lux

**Stand-by Period:** 60 minutes

**Stand-by Dimming:** 30%

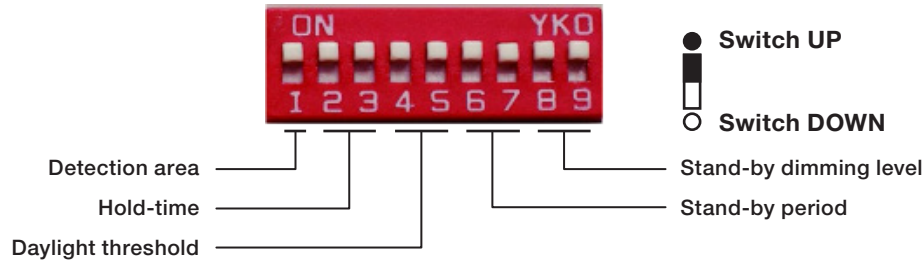
### Detection Range



Typical installation height 2.5-4m; units are shown in meters.

This figure indicates the maximum distance at the highest mounting height with 100% sensitivity.

## DIP Switch Settings



<input checked="" type="radio"/>	100%
<input type="radio"/>	50%

### Detection area

In this area, movement will be detected and able to trigger the sensor. 100% detection area is also known as the strong sensitivity.

<input checked="" type="radio"/>	<input checked="" type="radio"/>	10s
<input checked="" type="radio"/>	<input type="radio"/>	1min
<input type="radio"/>	<input checked="" type="radio"/>	5min
<input type="radio"/>	<input type="radio"/>	10min

### Hold-time

The period of light keeping 100% brightness after moving objects leave the detection area.

<input checked="" type="radio"/>	<input checked="" type="radio"/>	Disable
<input checked="" type="radio"/>	<input type="radio"/>	50lux
<input type="radio"/>	<input checked="" type="radio"/>	30lux
<input type="radio"/>	<input type="radio"/>	10lux

### Daylight threshold

Definition of the ambient brightness; only when the ambient brightness is lower than the preset specific lux amount, the sensor will work; when it's preset as "disable", the sensor works everytime it detects motion regardless the ambient brightness.

<input checked="" type="radio"/>	<input checked="" type="radio"/>	1min
<input checked="" type="radio"/>	<input type="radio"/>	30min
<input type="radio"/>	<input checked="" type="radio"/>	60min
<input type="radio"/>	<input type="radio"/>	+ ∞

### Stand-by period

The period of light keeping low output before it's completely switched off. When it's preset as "∞", the light always keep at low output if no movement in the detection area and doesn't turn off.

<input checked="" type="radio"/>	<input checked="" type="radio"/>	10%
<input checked="" type="radio"/>	<input type="radio"/>	20%
<input type="radio"/>	<input checked="" type="radio"/>	30%
<input type="radio"/>	<input type="radio"/>	50%

### Stand-by dimming level

The definition of low output in the standby period.

LEDVANCE LLC

200 Ballardvale Street

Wilmington, MA 01887 USA

Phone 1-800-LIGHTBULB (1-800-544-4828)

www.ledvanceUS.com

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All other trademarks are those of their respective owners.

Licensee of product trademark SYLVANIA in general lighting.

Specifications subject to change without notice.



Name:

Email:

Phone:





















9:54:42  
6. 2. 10 PM 11 65%

PLEASE DO NOT  
DROP WEIGHTS



# PROPOSAL

**MANDERS**  
COMPANIES  
— EST. 1890 —

**DATE**

June 5, 2023

**CLIENT**

Angel Robles  
Cameron Station  
200 Cameron Station Blvd  
Alexandria, VA 22304  
Tel: 703.567.4881  
[arobles@gocampmngmt.com](mailto:arobles@gocampmngmt.com)

**PROJECT**

Lighting Project – Fitness  
Center  
200 Cameron Station Blvd  
Alexandria, VA 22304

12280 Wilkins Avenue  
Suite 201  
Rockville, MD 20852

(301) 589-7600  
Fax (301) 589-2930  
[info@mandersco.com](mailto:info@mandersco.com)

[mandersco.com](http://mandersco.com)

*Pricing valid for only 30 days*

## Scope of Work

### Lighting Project – Fitness Center

- F/I protection over top of surrounding finishes
- Make-safe, remove and dispose of twenty-five (25) 2x4 and nine (9) decorative lights in the fitness center
- Receive and install twenty-five (25) and nine (9) decorative surface mount lights in the fitness center; price based on using existing junction boxes as we have not included costs to modify mounting hardware or boxes
- N/A to patching, repairing or painting any drywall ceilings after work; it's our assumption the lights are the same size. We've provided an add/alternate to patch and repaint existing fitness center ceiling after light replacement
- All work to be completed during normal business hours (M-F 6am to 3pm)

**Total: \$5,700.00**

*Add/Alt #01 – Repair & Paint Fitness Center Ceiling: \$4,600.00*



# PROPOSAL

## Qualifications

- Price includes specified items only
- Clean and remove trash from work areas daily

## Exclusions

Wage Scale, Bond, Wall Coverings, Paint Millwork, Stain Millwork and/ or Doors, Caulking Ceiling Grid, Paint Ceiling Grid & ACT Tiles, Perimeter Window Frames, Window Wall Mullions

We guarantee all work performed under this contract and the entire job will be handled in a neat workmanlike manner.

Thank you for your time and consideration and may we continue to be of service to you.



**Matt Manders**  
*Project Manager*

To indicate acceptance, please sign a copy of this contract and return to our office

**TERMS OF PAYMENT:** All invoices are payable upon receipt. For your convenience, we accept all major credit cards as payment with a 3% fee. A 1% monthly service charge is payable on all overdue balances. In the event your account is placed with an attorney for collection, you will be responsible for paying the attorney fees which shall be 25% of the amount placed for collection or \$100.00 whichever is greater plus court costs.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_



**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**June 27, 2023**

**TOPIC: Parking Enforcement and Safety Patrol Services Proposals**  
**Motion 2023-0603**

**Motion:**

"I move to **APPROVE** the \_\_\_\_\_ company proposal in the amount of \$\_\_\_\_\_ (\$\_\_\_\_\_/per hour) to provide parking enforcement and safety patrol services to be expensed from Operating."

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

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

**Summary:**

The B&B Security has gone out of business and management was required to bid out the parking enforcement contract. Attached are all bid proposals and Comparison Matrix.

## Parking Enforcement and Safety Patrol Comparison Matrix (3-days a week)

Bidders based their parking enforcement and safety patrol service proposal numbers according to the following scope:  
(\*) **3-days a week**, (\*) 8/hr shifts, (\*) vehicle patrol, (\*) unarmed staff, (\*) weekly reports.

	Former vendor - B&B Security - January to May 2023 contract (month-to-month)	DMV Protection LLC	Blue Raven	K17 Security	Signal 88
Hours per shift	8/hrs per shift (flexible)				
Total Shifts	3/days per week				
Total hours per week	24/hrs per week				
Hourly Rate	\$26.00	\$35.00	\$41.00	\$37.50	\$32.88

<b>Contract Term</b>	1yr				
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<b>Total Annual Cost</b>	\$32,448	\$43,680	\$51,168	\$46,800	\$41,034
--------------------------	----------	----------	----------	----------	----------

**VIRGINIA**  
4114 Legato Road, Suite 200  
Fairfax, Virginia 22033

**MARYLAND**  
209 West Street, Suite 302  
Annapolis, Maryland 21401



## Parking Enforcement and Safety Patrol Comparison Matrix (5-days a week)

Bidders based their parking enforcement and safety patrol service proposal numbers according to the following scope:  
 (\*) **5-days a week**, (\*) 8/hr shifts, (\*) vehicle patrol, (\*) unarmed staff, (\*) weekly reports.

	Former vendor - B&B Security - January to May 2023 contract (month-to-month)	DMV Protection LLC	Blue Raven	K17 Security	Signal 88
Hours per shift	8/hrs per shift (flexible)				
Total Shifts	5/days per week				
Total hours per week	40/hrs per week				
Hourly Rate	N/A	\$30.00	\$38.00	\$37.00	\$32.88

<b>Contract Term</b>	1yr				
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<b>Total Annual Cost</b>	N/A	\$62,400	\$79,040	\$76,960	\$68,390
--------------------------	-----	----------	----------	----------	----------

### CAMP Recommendation:

### Budget Considerations:

Parking Enforcement and Safety Patrol Services to be expensed from Operating – Parking Enforcement.

## Parking Enforcement and Safety Patrol Comparison Matrix - (3-days a week)

Bidders based their parking enforcement and safety patrol service proposal numbers according to the following scope: (\*) 3-days a week, (\*) 8/hr shifts, (\*) vehicle patrol, (\*) unarmed staff, (\*) weekly reports.

	Former vendor - B&B Security - January to May 2023 contract (month-to-month)	DMV Protection LLC	Blue Raven	K17 Security	Signal 88
Hours per shift	8/hrs per shift (flexible)				
Total Shifts	3/days per week				
Total hours per week	24/hrs per week				
Hourly Rate	\$26.00	\$35.00	\$41.00	\$37.50	\$32.88

Contract Term	1yr
---------------	-----

Total Annual Cost	\$32,448	\$43,680	\$51,168	\$46,800	\$41,034
-------------------	----------	----------	----------	----------	----------

## Parking Enforcement and Safety Patrol Comparison Matrix - (5-days a week)

Bidders based their parking enforcement and safety patrol service proposal numbers according to the following scope: (\*) 5-days a week, (\*) 8/hr shifts, (\*) vehicle patrol, (\*) unarmed staff, (\*) weekly reports.

	Former vendor - B&B Security - January to May 2023 contract (month-to-month)	DMV Protection LLC	Blue Raven	K17 Security	Signal 88
Hours per shift	8/hrs per shift (flexible)				
Total Shifts	5/days per week				
Total hours per week	40/hrs per week				
Hourly Rate	N/A	\$30.00	\$38.00	\$37.00	\$32.88

Contract Term	1yr
---------------	-----

Total Annual Cost	N/A	\$62,400	\$79,040	\$76,960	\$68,390
-------------------	-----	----------	----------	----------	----------

## DMV PROTECTION LLC

DC MD VA Security Service  
8460 Tyco Road, Unit G, Vienna VA, 22182  
(703) 991-3309

## PROPOSAL

**START DATE:** TBD  
**INVOICE #** TBD  
**FOR:** Security Services

**TO: Cameron Station**

200 Cameron Station Blvd, Alexandria, VA 22304

**INVOICE DATE:** TBD  
**SHIFT:** 8H  
**PERIOD:** 3 DAYS WEEKLY  
(1 YEAR CONTRACT)

DESCRIPTION	TOTAL SHIFTS	TOTAL HOURS	HOURS PER SHIFT	RATE PER SHIFT	RATE PER HOUR	AMOUNT
Parking Enforcement Patrol Officer w/ Patrol Vehicle	3	24.00	8.00	\$240.00	\$35.00	\$840.00
Parking Enforcement Patrol Officer w/ Patrol Vehicle - Holiday Rate	0	0.00	8.00	\$360.00	\$52.50	\$0.00
	0	0.00	0.00	\$0.00	\$0.00	\$0.00
	0	0.00	0.00	\$0.00	\$0.00	\$0.00
	0	0.00	0.00	\$0.00	\$0.00	\$0.00
	0	0.00	0.00	\$0.00	\$0.00	\$0.00
Late Arrival Deductions	0	0.00	0.00	\$0.00	\$0.00	\$0.00
<b>SUBTOTAL</b>	TBD	TBD				\$0.00
TAX RATE						0.00%
SALES TAX						\$ -
OTHER						\$ -
TOTAL						\$0.00

Make all checks payable to DMV PROTECTION LLC.

**THANK YOU FOR YOUR BUSINESS!**



**DMV PROTECTION LLC**

DC MD VA Security Service  
8460 Tyco Road, Unit G, Vienna VA, 22182  
(703) 991-3309

**PROPOSAL**

**START DATE:** TBD  
**INVOICE #** TBD  
**FOR:** Security Services

**TO: Cameron Station**

200 Cameron Station Blvd, Alexandria, VA 22304

**INVOICE DATE:** TBD  
**SHIFT:** 8H  
**PERIOD:** 5 DAYS WEEKLY  
(1 YEAR CONTRACT)

DESCRIPTION	TOTAL SHIFTS	TOTAL HOURS	HOURS PER SHIFT	RATE PER SHIFT	RATE PER HOUR	AMOUNT
Parking Enforcement Patrol Officer w/ Patrol Vechile	5	40.00	8.00	\$232.00	\$30.00	\$1,200.00
Parking Enforcement Patrol Officer w/ Patrol Vehicle - Holiday Rate	0	0.00	0.00	\$0.00	\$45.00	\$0.00
	0	0.00	0.00	\$0.00	\$0.00	\$0.00
	0	0.00	0.00	\$0.00	\$0.00	\$0.00
	0	0.00	0.00	\$0.00	\$0.00	\$0.00
	0	0.00	0.00	\$0.00	\$0.00	\$0.00
Late Arrival Deductions	0	0.00	0.00	\$0.00	\$0.00	\$0.00
<b>SUBTOTAL</b>	TBD	TBD				\$0.00
TAX RATE						0.00%
SALES TAX						\$ -
OTHER						\$ -
TOTAL						\$0.00

Make all checks payable to DMV PROTECTION LLC.

**THANK YOU FOR YOUR BUSINESS!**





**Blue Raven, Inc.**

**Date:** 6/23/2023

**Attn:** Angel Robles

**For:** Cameron Station Community Association

**Valid for:** 30-days from date of quote

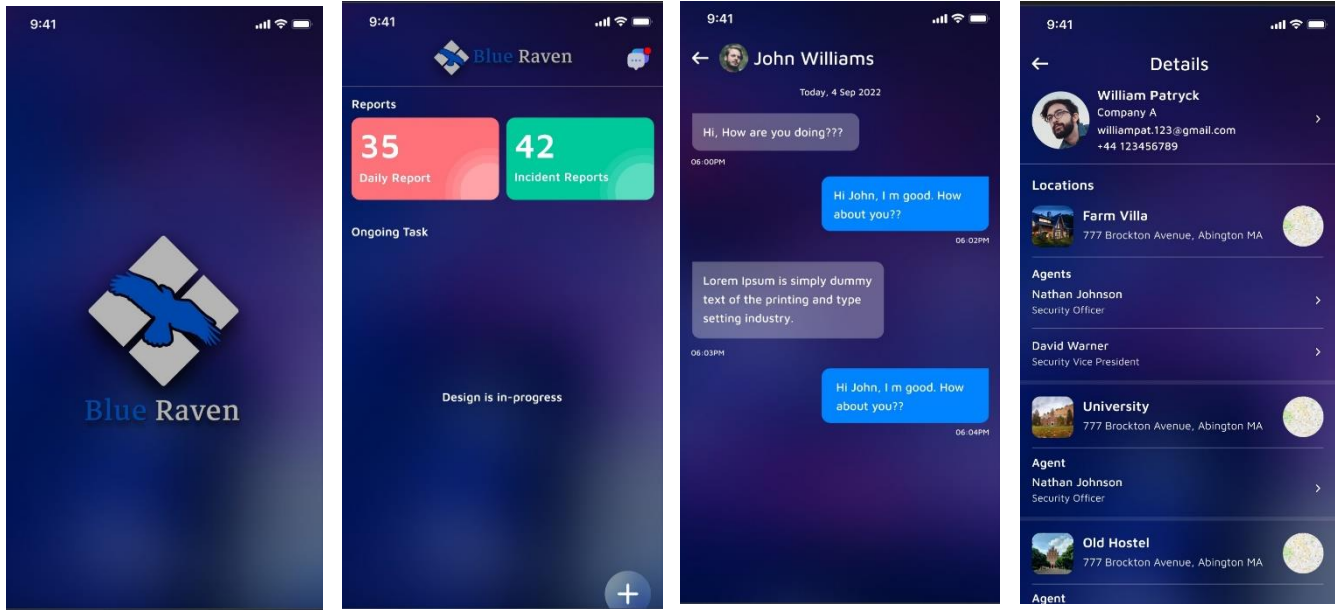
<b>Description:</b> 12-month service, 3-days per week	<b>Hrs. Yr.</b>	<b>Hourly Rate</b>	<b>Total</b>
<b>DCJS Registered Unarmed Security Officer</b> <i>3-days per week (Randomized)</i> <i>7p-3a, 8hr shifts.</i> All officers will have body cameras provide by Blue Raven	1,248	\$41.00	\$51,168
<b>Patrol Car</b>	156 days	\$65 per day	\$10,140
<b>Total (Est)</b>			\$61,308.

<b>Description:</b> 12-month service, 5-day per week	<b>Hrs. Yr.</b>	<b>Hourly Rate</b>	<b>Total</b>
<b>DCJS Registered Unarmed Security Officer</b> <i>5-days per week (Randomized)</i> <i>7p-3a, 8hr shifts.</i> All officers will have body cameras provide by Blue Raven	2080	\$38.00	\$79,040
<b>Patrol Car</b>	260 days	\$65 per day	\$16,900
<b>Total (Est)</b>			\$95,949.

1. **Holidays:** All Federal holidays shall be billed at 1 ½ times the regular rate for service
2. **Holidays Observed:** Christmas Eve, New Year's Eve, Day after Thanksgiving, shall be billed at 1 ½ times regular rate of service.
3. **Management Fee:** Included in rate of service.
4. **Employee Tracking:** Included in rate of service.
5. **Parking expenses:** Any Parking fees incurred shall be reimbursed by the Client "At Cost"
6. **Additional Insurance:** "At Cost"
7. **Deposit amount:** N/A
8. **Housing:** N/A
9. **Patrol Vehicle:** See above.
10. **Vendor processing and Compliance:** "At Cost"
11. **Tax:** Included in rate of service
12. **Cancellation:** 30-day no cause
13. **Payment terms:** Net 15
14. **Addendums and Cost of Service:** Change in the time, number of hours, Location, or short notice (24 hours) may increase the hourly rate of service at the discretion of Blue Raven, Inc. and must be presented to and approved by Client prior to commencement via phone call then followed up by email.

## Sneak Peak of our upcoming App

- Scheduling
- Reports
- Profiles of Officers and who's on duty
- Communications portal for Clients to send messages to on duty officers anytime!
- Clients added (1 per chat site group) so you can see what is occurring.





## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/17/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Campbell Group 4808 Broadmoor Ave SE Kentwood MI 49512		<b>CONTACT NAME:</b> Program Security <b>PHONE (A/C No. Ext):</b> 816-265-1548 <b>FAX (A/C No.):</b> 800-847-3129 <b>E-MAIL ADDRESS:</b> security@thecampbellgrp.com		
<b>INSURED</b> Blue Raven Inc 6969 Richmond Hwy, Ste 200-A PO Box 320112 Alexandria VA 22306		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		INSURER A: Conifer Insurance Company		29734
		INSURER B: Progressive Northern Insurance Company		38628
		INSURER C:		
		INSURER D:		
		INSURER E:		

### COVERAGES

CERTIFICATE NUMBER: 2038851161

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			CICP017141	10/15/2022	10/15/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 PROFESSIONAL E&O \$ Included
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			02985826-1	12/10/2021	12/10/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE  DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Hired Auto Liability Non-Owned Auto Liability			CICP017141	10/15/2022	10/15/2023	Combined Single Limit 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

### CANCELLATION

Verification of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ACORD 25 (2016/03)

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## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/24/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

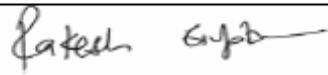
PRODUCER BIBERK P.O. Box 113247 Stamford, CT 06911	CONTACT NAME:		
	PHONE (A/C, No, Ext):	844-472-0967	FAX (A/C, No): 203-654-3613
	E-MAIL ADDRESS:	customerservice@biBERK.com	
INSURED Blue Raven Incorporated  6969 richmond hwy Alexandria, VA 22306	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: National Liability & Fire Insurance Company		20052
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 0	
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 0	
						MED EXP (Any one person) \$ 0	
						PERSONAL & ADV INJURY \$ 0	
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 0	
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMPROP AGG \$ 0	
	OTHER:					\$	
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$	
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$	
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$	
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$	
						\$	
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$	
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$	
	DED RETENTION \$					\$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A	N9WC526553	03/25/2022	03/25/2023	X PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input checked="" type="checkbox"/> N					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	Professional Liability (Errors & Omissions): Claims-Made						Per Occurrence/Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
Blue Raven Incorporated 6969 Richmond Hwy Alexandria, VA 22306	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ACORD 25 (2016/03)

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# Commonwealth of Virginia



**Department of Criminal Justice Services**  
certifies that

**BLUE RAVEN INC**  
**T/A: BLUE RAVEN INC**

has satisfied the licensing requirements for  
**Private Security Service Business**

To provide services for:

BU01 Security Officer Services, BU02 Private Investigation Services, BU03 Armored Car Services, BU04 Security Canine Handling Services,  
BU05 Personal Protection Services, BU06 Electronic Security Services, BU07 Detector Canine Handling Services

11-14895

License #

12/31/2023

Expiration Date

*Leon D. Baker, Jr.*

Director, Licensure and Regulatory Services

# SECURITY SERVICES PROPOSAL For CAMERON STATION COMMUNITY ASSOCIATION

*(3 Days per Week Service)*

Submitted by:



## K17 Security

*9710 Traville Gateway Dr #383*

*Rockville, MD 20850*

*866-989-5517      240-715-4299*

*INFO@K17SECURITY.COM*

*<http://www.k17security.com>*

**Submission Date: June 22, 2023**

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Mr. Philbin,

Thank you for the opportunity to submit this proposal. K17 Security has been providing security services since 2007. We have a proven model that works. Our approach to security continues to evolve to ensure we are providing the very best service. We are driven to ensure we always exceed expectations. We are rarely the least expensive security option; however, we are proof that investing in a higher end security firm can yield great rewards. How people feel about a community. The perception of how safe a community is, can often be priceless.

We have a vast amount of experience providing safety and security guidance for similar communities. We are familiar with the common quality of life and nuisance issues and draw from our experience of successful outcomes to assist our clients. Our approach to crime prevention and mitigating security weaknesses has been very successful. The safety of your residents and reputation of the community will always be our focus.

K17 Security is owned and operated by police officers. We are familiar with the relevant crime trends, local laws, typical police response and the unique challenges involved in protecting the people and property of your community. We will be actively looking for solutions and new approaches to any issues our team discovers while patrolling.

What truly sets our team apart, is we really do care. We care about our clients. We care about keeping people safe. We care about making a difference. Honesty and integrity guide everything we do.

The K17 Security team looks forward to the opportunity to prove how our knowledge and experience can be a truly valuable asset to your community.

Respectfully,  
Scott Zimmerman  
Founder and CEO

## How We Take Action

We will hold all of our team accountable and ensure they are all focused on the mission to keep the community safe and do our part to improve the quality of life for the residents. Our officers will provide an electronic Daily Activity Report at the completion of their shift. Which is automatically received by the supervisor. We can use this information to keep the Board updated and work together to formulate the best approaches to problems. This electronic report can be customized to assist with the 12 hour follow-up on parking violations.

We will conduct highly visible foot patrols of the community. Interacting with the residents and ensuring they know how to share information with us. The residents of the community are our biggest asset. We will form relationships, build confidence and learn from them about what concerns they have.

K17 Security is a thriving security firm with a hard-earned reputation for high quality service. Our work ethic, loyalty and dedication to excellence sets K17 Security apart. We pride ourselves on having outstanding customer service, with a commitment to exceed expectations. Additionally, the K17 Security owner and managers are accessible to our clients 24/7. No matter the need, we will do our best to accommodate. We have a vested interest in the success and safety of our clients and endeavor to provide the personal touch.

Our team is current and relevant on best practices within the security industry. We follow the ASIS and ATAP standards and guidelines and regularly attend conferences to meet and train with the appropriate subject matter experts.

We supplement our expertise and personal focus with technology that allows for real-time management of security staff, with customizable reporting tools to keep an up to date & accurate pulse on the security operation of your community.

## Local Based & Community Oriented

K17 Security is a local, independently-owned and operated small business with local ties, knowledge and expertise. We invest back into our community. We use local vendors, we employ local security professionals and veterans and keep our profits close to home instead of shipping them to an out-of-town headquarters. We understand the communities we are working in. As a police owned and operated company we have unique ties to local law enforcement and insight into the areas crime trends.

## Community Involvement and Charitable Donations

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Operation Second Chance  
Platoon 22  
Autism Speaks

The Special Olympics  
Wounded Warrior Project  
Patty Pollato's FUND  
Children's Miracle Network Hospitals



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**Special  
Olympics**



**★ PLATOON 22 ★**





## Key Management Team Members

The K17 management team, instructors and consultants are all highly skilled professionals. Their level of education, ongoing training and real-world experience are unique even when compared to other security professionals. The K17 owner and management team have various backgrounds and expertise. Many are current sworn police officers assigned to specialized roles within local departments. These include Special Operations Division, Special Investigative Division and roles specifically focused on proactively keeping people safe. This ensures that our management team is current and up to date on the latest security knowledge available and provides many practical opportunities for application of that knowledge. Additionally, we have non-police administrative staff to assist with any day-to-day needs and to ensure our clients receive the best customer service possible.

Additional certifications and experience among our team include:

- Conducting active shooter response training and consulting on behalf of and for several local law enforcement agencies.
- Conduct security assessments of police stations and on behalf of police departments.
- Conduct security assessments of embassies and other government buildings deemed high risk.
- Certified instructors knowledgeable on how adults learn.

As experts in the industry we are frequently interviewed by publications for our insights.



# The Washington Post



## Description of Hiring Process & Training Program

We rely heavily on the Standards & Guidelines from ASIS International to guide our training programs and ensure we are exceeding best practices and industry standards. For clients, we often evaluate other security firm vendors in the DMV. We review and assess post orders, training programs and the security guards themselves. This evaluation is often related to a liability issue, lawsuit or investigation related to an attorneys office. What we often find is that a huge disconnect exists between what training management for the security vendor says the guards receive and what they actually receive. Not to include the lack of ongoing training. Most security guards seem to be under trained, unmotivated and lack accountability. That is one reason why so much turnover exists in the industry.

We find that the post orders are often just a template document that do not differ much from one site to another. The post orders should be reflective of the specific location and guide the specific security officers to the unique patrol needs to each property.

Our approach to training begins with how we hire. Hiring is difficult right now for all industries. Especially for security and law enforcement. We actively recruit for talent and then train those individuals in security. We are highly focused on the mindset and motivation of those we offer to join our team. We have a strong track record of hiring individuals that are seeking full time careers in local, state and federal law enforcement. They are committed to this dream and we leverage this to support them and our clients. By hiring from this candidate pool, we find we are often providing our clients with highly motivated and skilled security personnel with higher levels of education and training. They will often work with us for 2 to 3 years before obtaining the sworn law enforcement position they were seeking.

We also employ security professionals dedicated to K17 as their career with no aspirations to transition to law enforcement. They are driven to advance within our firm and are relied on heavily to mentor new hires and those less experienced. We provide some clients with Executive and Dignitary Protection services. Within the security industry, this is a coveted assignment. We find we can also hire security professionals of high caliber that are seeking this type of position. They all begin as security officers with us and must prove themselves. This leads to a constant flow of security officers that stand out from what most people are use to interacting with when dealing with a security guard.



## A More Impactful Approach

We train our security officers in the most effective ways of requesting on-duty police assistance and interacting with the police. We find that most security companies and guards are viewed as "squirrelly" and/or a nuisance by responding police. We ensure our security team is trained on the correct words and language to use when placing the initial call. Often, the information passed along to the call taker initially will determine the type of police response you receive. Once law enforcement arrives, it is important that security is present and helpful when needed, while not hindering or distracting the police officers.

We deploy body worn cameras at some locations and are constantly seeking technology advancements that can enable us to be even more effective.

## Standards & Best Practices

Our team is current on best practices within the security industry. We are also active in reviewing daily updates, monthly newsletters, attending meetings and networking with industry leaders. We follow the ASIS, ATAP and IFPO standards and guidelines and regularly attend conferences to meet and train with the appropriate subject matter experts. We train our team specifically around these industry standards and what has found to work best.

## You Can Trust Our Team

Security personnel are trusted with full access and protection of your property. It is essential you can rely on and trust these security professionals. We run a thorough initial investigation on our security officers. More importantly, **we run an additional background check every month.** To ensure we are providing you with professionals that can be trusted.



## Uniform & Equipment

K17 Security is prepared to provide all required equipment for effective security operations throughout the community.

At this time we have two primary unarmed officer uniform options. These options include a more understated Grey Uniform Shirt and a Neon Yellow Polo option. Many of our sites have been shifting toward the neon uniforms as they allow for an easily visible & identifiable security presence. We are flexible and can adapt to any uniform options you may prefer.



K17 Security is also able to provide a marked vehicle for mobile patrol, that is equipped with emergency response supplies.



## **Patrol Options**

K17 Security can provide various options for patrol type based on what will be the best fit for the community. Foot patrol is always our preferred approach, however we have found that some communities require an alternative to patrol larger community areas. If vehicular patrol is required, the options are below:

### **Marked Security Golf Cart with Light**

The Marked Security Golf Cart is a great option to allow officers to patrol the whole property more effectively while clearly designated as security and in an approachable fashion to the residents and guests of the community. This is the best option for community engagement. A security golf cart will require a location within the community where it can be safely stored (parked) and charged.

### **Officer Personal Vehicles with K17 Temporary Marking**

This option allows officers to patrol in their own personal vehicles, with a visible magnet on the driver and passenger side front doors that designates the car as a security patrol. The vehicle will also have highly visible dashboard emergency lights. This is the most economical option for cost savings.

### **K17 Security Vehicle Patrol**

The final option is to utilize a K17 Security vehicle which would be stored on the property. This would be a marked car and consistently the same vehicle. In addition to a slightly higher rate for this option there is also an added expense of gas to fuel the vehicle. However, this provides greater community engagement as opposed to the Officers in Personal Vehicles & at an only moderately higher expense.

## Investment

The rates below represent a strong value for the services K17 Security will provide. These rates are inclusive of expenses related to the onsite marked vehicle & other required equipment.

Service	Patrol Vehicle if Applicable	Hourly Rate
Unarmed Security Officer	No Patrol Vehicle. Solely Foot Patrol.	\$36.00
Unarmed Security Officer	Patrol in personal vehicle with K17 Security Marking & Dash Light	\$37.50
Unarmed Security Officer	Patrol in K17 Security Owned & Marked Car	\$53.00

**Golf Cart** option is \$36 an hour plus the agreed upon price to rent a golf cart or purchase one.

## Return on Investment

Most importantly, the knowledge that you have taken effective steps to **really do something to keep your community and residents safe**. Selecting a team that will **partner with you and work together to meet your goals**. People who visit properties enhanced with our approach to security and customer service gain a very favorable impression, which ultimately leads to an improved perception of the community. Security Officers often serve as the first and last impression someone has when at the property. It is important that people **feel safe, secure and welcome**. Whereas a prospective criminal deems the property as an ill advised location to commit a criminal act. Our Security Officers understand the need for a careful balance when developing and maintaining a secure yet friendly environment.

**We are much more than just another security company.**

Additional ROI include:

- Liability Protection.
- Protect Brand / Reputation



# Additional Value Adds and Enhancement Options

K17 Security is a **full service Security Provider**. We can support your goals and objectives, even as those goals change and grow. We can assist as you add security enhancements to the properties. We can conduct training for your staff and contractors. We can coordinate with County resources to pull in additional support when relevant.

Should you ever require additional security services for a special event – K17 Security is equipped to accommodate any situation with our full suite of Security Services

## Additional Support Options

- An Array of Security Officer Levels, including unarmed, armed, off duty police, K-9 & Handler, and executive protection options
- Walk through metal detectors & wand metal detectors available for additional access control during special events
- Consulting Services to include, security survey/site assessment (to identify strengths & weaknesses of security posture and advise on realistic opportunities to improve), review & creation of emergency response plans, consulting on the basis of anticipated situations (hostile terminations, etc) as well as providing support during the situation
- Training Options for active shooter response, safety training for tenants, crisis response for leadership, immediate casualty care and more to prepare and empower your people







The currently proposed rates represent what we believe will best enable us to fit the priorities and goals of your community.

However, we are more than open to discussing any combination of services and hours that may better accommodate your operational or budgetary goals. K17 Security prides ourselves on our [ability to customize our solutions](#) to the exact needs of each client and [continue to stay in communication](#) to ensure those needs are always being met.





# THANK YOU!

On behalf of K17 Security, I want to thank you for the opportunity to present this proposal. Please feel free to call or email with any questions or if there is anything else we can do to be of assistance.

Thank you for your time and consideration.

Scott Zimmerman  
Founder and CEO of K17 Security

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*(5 Days per Week Service)*

Submitted by:



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★ **PLATOON 22** ★



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**Golf Cart** option is \$35 an hour plus the agreed upon price to rent a golf cart or purchase one.

## Return on Investment

Most importantly, the knowledge that you have taken effective steps to **really do something to keep your community and residents safe**. Selecting a team that will **partner with you and work together to meet your goals**. People who visit properties enhanced with our approach to security and customer service gain a very favorable impression, which ultimately leads to an improved perception of the community. Security Officers often serve as the first and last impression someone has when at the property. It is important that people **feel safe, secure and welcome**. Whereas a prospective criminal deems the property as an ill advised location to commit a criminal act. Our Security Officers understand the need for a careful balance when developing and maintaining a secure yet friendly environment.

**We are much more than just another security company.**

Additional ROI include:

- Liability Protection.
- Protect Brand / Reputation



# Additional Value Adds and Enhancement Options

K17 Security is a **full service Security Provider**. We can support your goals and objectives, even as those goals change and grow. We can assist as you add security enhancements to the properties. We can conduct training for your staff and contractors. We can coordinate with County resources to pull in additional support when relevant.

Should you ever require additional security services for a special event – K17 Security is equipped to accommodate any situation with our full suite of Security Services

## Additional Support Options

- An Array of Security Officer Levels, including unarmed, armed, off duty police, K-9 & Handler, and executive protection options
- Walk through metal detectors & wand metal detectors available for additional access control during special events
- Consulting Services to include, security survey/site assessment (to identify strengths & weaknesses of security posture and advise on realistic opportunities to improve), review & creation of emergency response plans, consulting on the basis of anticipated situations (hostile terminations, etc) as well as providing support during the situation
- Training Options for active shooter response, safety training for tenants, crisis response for leadership, immediate casualty care and more to prepare and empower your people





The currently proposed rates represent what we believe will best enable us to fit the priorities and goals of your community.

However, we are more than open to discussing any combination of services and hours that may better accommodate your operational or budgetary goals. K17 Security prides ourselves on our ability to customize our solutions to the exact needs of each client and continue to stay in communication to ensure those needs are always being met.





# THANK YOU!

On behalf of K17 Security, I want to thank you for the opportunity to present this proposal. Please feel free to call or email with any questions or if there is anything else we can do to be of assistance.

Thank you for your time and consideration.

Scott Zimmerman  
Founder and CEO of K17 Security





# PROPOSAL

**Signal, LLC**

3880 S 149th Street, Suite 102  
 Omaha, NE 68144  
 Phone: 877.498.8494  
 Fax: 402.502.2078

**Served By: FourFront, LLC dba Signal of Northern Virginia**

6709 Hanson Lane  
 Lorton, Virginia 22079  
 Matthew Quinn  
 Phone: 703-665-1263 x700  
 Fax: 703-665-1263  
 Email: mquinn@teamsignal.com

**Service Location:****Cameron Station**

Angel Robles, Assistant General Community Manager  
 200 Cameron Station Blvd  
 Alexandria, VA 22304  
 Phone: 703-567-4881 Ext. 202  
 Email: arobles@gocampmgmt.com

**Bill To:****Cameron Station**

Angel Robles, Assistant General Community Manager  
 200 Cameron Station Blvd  
 Alexandria, VA 22304  
 Phone: 703-567-4881 Ext. 202  
 Email: arobles@gocampmgmt.com

**Proposal Date:** 6/15/2023**Good Through:** 7/15/2023**Service Dates:**

Start: 7/1/2023

End: 6/30/2024

Fax:

Fax:

<b>Standard Services:</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>	<b>Week Total</b>	<b>Price Per Service</b>	<b>Total</b>
Vehicle Patrol	8		8		8			24	\$ 32.88	\$ 789.12
<b>Week Total</b>									<b>\$</b>	<b>789.12</b>

**Management Company:**

Cameron Station Community Association

**Payment Terms:**

Net 30

**Price Per Unit:**

\$ -

Monthly Total	\$	3,432.67
Fuel	0.00%	\$ -
Taxes	0.00%	\$ -
<b>Monthly</b>	<b>\$</b>	<b>3,432.67</b>

**Description of Services:**

Signal will provide an unarmed, uniformed officer wearing Signal-style gear with 3M Reflective lettering in a well-marked, GPS enabled SUV equipped with cellular and camera technology to conduct 24 vehicle and foot patrols focused on parking enforcement and safety between 6pm - 5am. Signal will conduct patrols on three different days each week; the management team will be informed in advance to the patrol schedule. Patrols will focus on providing a security presence, deterring non-resident use of private amenities, inspections of all community parking areas, and enforcement of HOA parking regulations. Officer will deter unsafe and unauthorized activity and report suspicious activity. Signal will provide real-time electronic reports at the conclusion of each patrol, full access to Signal's reporting portal, and updated assessments with recommendations as necessary. Additionally, during the hours of service, all residents are provided a non-emergency "Alarm Response Line" to report all non-emergency violations and suspicious activity. Inclusive in this cost are random, nightly supervisor checks to ensure officer quality, to maintain service consistency, and to provide officer assistance, as required. Additional dedicated officer (without vehicle) support is available for \$28/hour, \$33/hour for events, and \$40/hour for short/no-notice (such as Firewatch) service.

**Holidays: 1.5x Regular Rate**

New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve

**Agreement**

By signing this contract you are agreeing to the description of services herein and as listed in the attached "General Terms & Conditions," and promise to remit payment based upon the above listed terms. Quoted price good for 30 days.

Client: \_\_\_\_\_

Signal: MDQ

## **SECURITY-SERVICES AGREEMENT**

### **TERMS AND CONDITIONS**

1. **Services to Be Performed.** Contractor shall furnish the following Services, if such be indicated on the first page of this Agreement, subject to the terms and conditions herein.
  - a. **Community-Based Roving Patrol Tours.** If so indicated on the first page of this Agreement, Contractor shall perform Community-Based Roving Patrol Tours, which shall consist of roving vehicle patrols of Customer's Location(s), manned by unarmed uniformed security officers, performed in accordance with the times, Location(s), and frequencies specified on the first page of this Agreement. Officers performing such tours shall (i) evaluate the Location(s) for criminal activity, vandalism, disorderly conduct, loitering or other nuisance behavior, lighting conditions and sprinkler operations; (ii) enforce parking and other of Customer's regulations for use of the Location(s); and (iii) conduct random foot patrols to check gates, doors, windows, or lights at Customer's Location(s).
  - b. **Community-Based Dedicated Roving Patrol Tours.** If so indicated on the first page of this Agreement, Contractor shall provide Community-Based Dedicated Roving Patrol Tours, which shall consist of Community-Based Roving Patrol Tours described above, dedicated exclusively to the Location(s) specified on the first page of this Agreement.
  - c. **Armed Dedicated Roving Patrol Tours.** If so indicated on the first page of this Agreement, Contractor shall provide Armed Dedicated Roving Patrol Tours, which shall consist of the services described as Community-Based Dedicated Roving Patrol Tours above, but shall be performed by armed law enforcement personnel or licensed and trained armed civilian security officers.
  - d. **Dedicated Community-Based Security Services.** If so indicated on the first page of this Agreement, Contractor shall provide Dedicated Community-Based Security Services, which shall consist of having unarmed uniformed officers manning security desks designated by Customer and conducting camera patrols via closed circuit television, if applicable, and/or foot patrols, in order to monitor the perimeter of the Location(s). The officers shall also provide escorts for employees, tenants, and customers as requested; conduct interior and exterior lighting and sprinkler assessments; respond to alarms; enforce parking and other of Customer's regulations for use of the Location(s); and use reasonable efforts to ban and bar individuals from the premises as directed by Customer.
  - e. **Dedicated Armed Security Services.** If so indicated on the first page of this Agreement, Contractor shall provide Dedicated Armed Security Services, which shall consist of the Dedicated Community-Based Security Services described above, but shall be performed by armed law enforcement personnel or licensed and trained civilian security officers.
  - f. For all Services indicated on the first page of this Agreement, Contractor shall (i) regularly post activity reports, noting the name of the security guard posting the report, the time of the report, the Location(s) patrolled, and any unusual incidents or hazardous conditions observed; (ii) provide Customer with secure access to such reports; and (iii) cooperate with investigations concerning incidents of criminal activity, provided that Customer shall compensate Contractor for time spent by Contractor with respect to such investigations, at the rates on the first page of this Agreement. All posted activity reports will be kept on file with Contractor for at least five years, but may thereafter be destroyed. Customer may request copies of such reports at any time before the expiration of such period and may arrange the delivery of such reports, at Customer's sole cost and expense.
  - g. If an incident occurs requiring the Customer's immediate attention, Contractor shall notify Customer as soon as practicable after learning of the incident by calling the Emergency Contact listed on the first page of this Agreement or such other persons as Customer may from time to time designate in writing to Contractor.
2. **Delegation of Services.** Contractor may perform the Services itself or may delegate the performance of some or all of the Services to one or more of its franchisees, including without limitation the Service Provider(s) listed on the first page of this Agreement, or to subcontractors. Contractor's franchisees may likewise delegate the performance of Services to their subcontractors.
3. **Security Standards.** Contractor agrees that the Services covered by this Agreement shall be performed in accordance with generally accepted security practices and standards in the industry.
4. **Duties of Customer.** In support of the Services to be provided under this Agreement, Customer shall, at its expense, make adequate provision for the following: (i) advising Contractor of any and all hazards at the Location(s) and dangerous activities being conducted at the Location(s); (ii) maintaining the Location(s) free from unreasonable hazards and unreasonably dangerous activities; and (iii) providing training to all of Customer's employees and contractors as to the nature of Contractor's operations at the Location(s) and as to such other matters as may be reasonably requested by Contractor and/or necessary in order to allow Contractor to perform the Services.
5. **Payment.** For the Services Contractor provides hereunder, Customer agrees to pay Contractor according to the rates set forth on the first page of this Agreement. Contractor shall submit an invoice to Customer according to the schedule selected on the first page of this Agreement, but no less often than monthly. Customer shall remit payment in full for each invoice according to the payment terms agreed to in the contract. In the event that Customer should fail to make payment in full by the net payment due date, the unpaid amount due under such invoice shall bear interest at the rate of one percent (1.0%) per month compounded monthly, or the highest rate allowed by law, whichever is less. Customer shall be liable to Contractor for all costs of enforcing the terms of this Agreement, including but not limited to attorney's fees.
6. **Price Changes and Fuel Surcharges.** Contractor may increase prices for Services or impose a fuel surcharge from time to time by giving notice to the Customer either in writing or by notation on a statement of account. If it objects to the changed price or fuel surcharge, Customer shall notify the Contractor in writing within thirty (30) days after the date of first notification of the change or surcharge. In the absence of such objection, the price change shall be deemed accepted by the Customer and shall be considered by the parties as a binding modification to this Agreement, and this Agreement, as so modified, shall remain in full force and effect. If the Customer timely objects, then the Contractor reserves the right to continue this Agreement in full force and effect without any price changes or fuel surcharge.
7. **Term.** The term of this Agreement shall commence on the Start Date, and shall continue until the End Date, unless sooner terminated pursuant to Section 8 of this Agreement.
8. **Termination, Remedies.**
  - a. This Agreement may be terminated by either party at any time in the event of a breach or a failure to comply with any covenant, term, or condition of this Agreement, but only after the non-breaching party has provided written notice of such breach or failure to comply and the same remains uncured for (i) fifteen (15) days after the non-breaching party gives such notice in the event of nonpayment of amounts due hereunder, or (ii) thirty (30) days after non-breaching party gives such notice in the event of any other breach hereunder.
  - b. Either party may terminate this Agreement for any reason upon giving thirty (30) days' notice to Customer.
  - c. In the event that Customer (i) should breach Section 4 of this Agreement; (ii) should breach any other covenant or obligation hereunder (other than failure to pay amounts due hereunder) and should fail to cure any such breach within fifteen (15) days after the non-breaching party gives notice of said breach; or (iii) should fail to pay any amounts it owes Contractor within thirty (30) days after the applicable invoice date, then Contractor may, in addition to any other remedy it may have by contract, at law or in equity, immediately cease performing Services hereunder.
  - d. Upon Contractor's receipt of customer's written termination of agreement, contractor will verify receipt in writing. If the termination date is less than 30 days from the date of the written termination of agreement, the contractor will generate an invoice for the amount due for services provided for the 30 days following receipt of written termination of agreement and provide to the customer as a final invoice.
  - e. Contracts without agreed end dates (ongoing on P.I.) if customer breaches SEC 8b, and ends services in the middle of a service period. A partial invoice will not be generated, customer is responsible for full service period invoice amount. SEC 8e only applies to service agreements for section 1A services.
9. **Insurance.**
  - a. Contractor shall maintain at all times during the term of this Agreement general liability insurance in occurrence form covering its activities hereunder with an insurance company or companies qualified to write such insurance in the state of Service Provider, with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) in the aggregate. Customer shall be named as an additional insured under each such policy. Copies of all such policies of insurance (or Certificates therefore) maintained by Contractor shall be delivered to Customer upon Customer's request.
  - b. Customer shall maintain at all times during the term hereof general liability insurance in occurrence form with an insurance company or companies qualified to write such insurance in the state(s) where the Location or Locations, as the case may be, are located, with limits not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the aggregate. Contractor shall be named as an additional insured under each such policy. Copies of all such policies of insurance (or Certificates therefore) maintained by Customer hereunder shall be delivered to Contractor immediately upon issuance by the insurer.
  - c. All policies of insurance required to be maintained by a party hereunder shall be renewed (and policies or certificates, together with evidence of payment of premiums, delivered to the other party immediately upon issuance by the insurer) at least thirty (30) days prior to the respective expiration dates of such policies.
  - d. All of a party's policies of insurance described in Section 9 of this Agreement shall contain an endorsement requiring the insurer to give notice to the other party at least thirty (30) days prior to any cancellation, termination or amendment of the insurance policy.

10. **Cooperation in the Event of a Claim.** In the event that either party becomes aware of any alleged claim of injury or damage arising out of the performance of the Services, such party shall give the other party written notice within two (2) business days thereafter, stating the details of the incident sufficient to identify, if possible, the persons involved, the location and circumstances of the incident, and the names, addresses, and telephone numbers of available witnesses. Failure to provide such notice in a timely manner shall not result in liability to the party obligated to provide notice, except to the extent that such failure results in damage to the party entitled to receive such notice. The parties shall cooperate with one another in good faith in the handling of such claims, including any lawsuits or other proceedings, and in enforcing any right of contribution or indemnity.
11. **Limitation of Liability.** In no event shall either party be liable for any special, consequential, incidental, punitive, or exemplary damages or losses of any kind whatsoever arising out of this Agreement or the performance of the services, regardless of the theory of recovery, even if such party has been advised of the possibility of such loss or damage or if such loss could have been reasonably foreseen.
12. **Non-Solicitation.** During the term of this Agreement and for a period of one year thereafter, Customer shall not directly or indirectly entice, encourage or make any offer to employ, to hire, or to contract with: (i) any current employee, agent, franchisee, or employee or agent of any franchisee of Contractor; or (ii) any person who acted as an employee, agent, franchisee, or employee or agent of any franchisee of Contractor within the prior year.
13. **Confidentiality.** The parties acknowledge and agree that they may receive certain confidential information from the other party, including without limitation, the programs, protocols, business or strategic plans of the other party, and will also possess information relating to this Agreement, including but not limited to the compensation paid to Contractor hereunder (collectively, "Confidential Information"). The receiving party shall not at any time disclose the Confidential Information to any person, firm, partnership, corporation or other entity (other than employees, lenders, professional advisors, franchisees and subcontractors of the receiving party having a need to access the Confidential Information) for any reason whatsoever. Each party shall take actions necessary to ensure that its employees, lenders, professional advisors, franchisees and subcontractors having access to the Confidential Information do not disclose the Confidential Information. Confidential Information shall not include information which (i) was in the receiving party's possession prior to disclosure, (ii) is hereafter independently developed by the receiving party, (iii) lawfully comes into the possession of the receiving party, or (iv) is now or subsequently becomes, through no act or failure to act by the receiving party, part of the public domain. This Section 13 shall survive for a period of five (5) years from the expiration or termination of this Agreement.
14. **Representations and Warranties.** Each party covenants and warrants to the other that: (i) it is an entity duly formed, validly existing and in good standing under the laws of its jurisdiction of formation, (ii) it has the power and capacity to enter into, execute and perform its obligations under this Agreement in accordance with the terms and provisions hereof, and (iii) the execution and delivery of this Agreement have been duly authorized by all proper corporate action.
15. **Entire Agreement.** This Agreement shall constitute the entire agreement between the parties dealing with the subject matter hereof, and any prior understanding or representation of any kind preceding the date of this Agreement and dealing with the same subject matter shall not be binding upon either party, except to the extent incorporated in this Agreement.
16. **Modification of Agreement.** Except as provided in Section 6 herein, any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if placed in writing and signed by each party or an authorized representative of each party.
17. **No Waiver.** Waiver of any provision of this Agreement or the performance or enforcement thereof shall not constitute a continuing waiver of such provision or a waiver of any other provision of this Agreement. Any such waiver must be in writing duly signed by the waiving party to be effective.
18. **Independent Contractors.** The parties acknowledge that Contractor, its employees and subcontractors, and its franchisees and their employees and subcontractors are independent contractors providing Services to Customer, and nothing herein shall be deemed to constitute or be construed as making Contractor, its employees, or its franchisees or their employees to be agents or employees of the Customer.
19. **Binding Effect.** This Agreement shall bind and inure to the benefit of the respective heirs, personal representatives, successors, and assigns of the parties.
20. **Governing Law.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of Nebraska, without regard to its conflict of laws rules. Contractor and Customer agree that any cause of action or litigation arising out of this Agreement shall be filed exclusively in federal or state court in Douglas County, Nebraska, and Contractor and Customer irrevocably consent to the jurisdiction of such courts.
21. **Severability.** The invalidity of any portion of this Agreement will not and shall not be deemed to affect the validity of any other provision. If any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.
22. **Notices.** Any and all notices provided for herein shall be sufficient if given in writing and hand-delivered or sent by facsimile (with electronic confirmation), registered mail or certified mail to the address set forth for the applicable party on the first page of this Agreement, or such other address as a party may deliver to the other party in writing. Notice given by hand delivery shall be deemed given when delivered. Notice given by facsimile shall be deemed given on the next business day after such notice is sent. Notice given by registered or certified mail shall be deemed given on the third (3rd) day after such notice is sent.
23. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, however all of which together shall constitute but one and the same instrument.
24. **Survival.** Sections 5, 11, 12, 13, 14, 18, 19, 20, 21, 22, 23, and 25 shall survive the expiration or termination of this Agreement.
25. **Force Majeure.** No party shall be liable for delays, nor defaults due to Acts of God or the public enemy, acts of war or terrorism, riots, strikes, fires, explosions, accidents, governmental actions of any kind or any other causes of a similar character beyond its control and without its fault or negligence.
26. **Assignment.** Except as otherwise provided herein, the rights of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other party, which consent will not be unreasonably withheld.
27. **Headings.** The titles to the Sections of this Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.

#### **AGREEMENT**

By signing this contract you are agreeing to the terms herein, and promise to remit payment based upon the above listed terms.

#### **Client Signer Block**

I, \_\_\_\_\_ (Printed Name) have read and agree to the aforementioned terms and contract details.

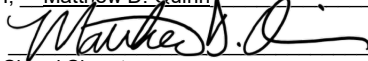
\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

#### **Signal Signer Block**

I, Matthew D. Quinn (Printed Name) have read and agree to the aforementioned terms and contract details.

  
Signal Signature

\_\_\_\_\_  
President  
Title

15 June 2023  
Date

Signal: *MDQ*



## **SECURITY-SERVICES AGREEMENT**

### **TERMS AND CONDITIONS**

1. **Services to Be Performed.** Contractor shall furnish the following Services, if such be indicated on the first page of this Agreement, subject to the terms and conditions herein.
  - a. **Community-Based Roving Patrol Tours.** If so indicated on the first page of this Agreement, Contractor shall perform Community-Based Roving Patrol Tours, which shall consist of roving vehicle patrols of Customer's Location(s), manned by unarmed uniformed security officers, performed in accordance with the times, Location(s), and frequencies specified on the first page of this Agreement. Officers performing such tours shall (i) evaluate the Location(s) for criminal activity, vandalism, disorderly conduct, loitering or other nuisance behavior, lighting conditions and sprinkler operations; (ii) enforce parking and other of Customer's regulations for use of the Location(s); and (iii) conduct random foot patrols to check gates, doors, windows, or lights at Customer's Location(s).
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  - c. **Armed Dedicated Roving Patrol Tours.** If so indicated on the first page of this Agreement, Contractor shall provide Armed Dedicated Roving Patrol Tours, which shall consist of the services described as Community-Based Dedicated Roving Patrol Tours above, but shall be performed by armed law enforcement personnel or licensed and trained armed civilian security officers.
  - d. **Dedicated Community-Based Security Services.** If so indicated on the first page of this Agreement, Contractor shall provide Dedicated Community-Based Security Services, which shall consist of having unarmed uniformed officers manning security desks designated by Customer and conducting camera patrols via closed circuit television, if applicable, and/or foot patrols, in order to monitor the perimeter of the Location(s). The officers shall also provide escorts for employees, tenants, and customers as requested; conduct interior and exterior lighting and sprinkler assessments; respond to alarms; enforce parking and other of Customer's regulations for use of the Location(s); and use reasonable efforts to ban and bar individuals from the premises as directed by Customer.
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  - f. For all Services indicated on the first page of this Agreement, Contractor shall (i) regularly post activity reports, noting the name of the security guard posting the report, the time of the report, the Location(s) patrolled, and any unusual incidents or hazardous conditions observed; (ii) provide Customer with secure access to such reports; and (iii) cooperate with investigations concerning incidents of criminal activity, provided that Customer shall compensate Contractor for time spent by Contractor with respect to such investigations, at the rates on the first page of this Agreement. All posted activity reports will be kept on file with Contractor for at least five years, but may thereafter be destroyed. Customer may request copies of such reports at any time before the expiration of such period and may arrange the delivery of such reports, at Customer's sole cost and expense.
  - g. If an incident occurs requiring the Customer's immediate attention, Contractor shall notify Customer as soon as practicable after learning of the incident by calling the Emergency Contact listed on the first page of this Agreement or such other persons as Customer may from time to time designate in writing to Contractor.
2. **Delegation of Services.** Contractor may perform the Services itself or may delegate the performance of some or all of the Services to one or more of its franchisees, including without limitation the Service Provider(s) listed on the first page of this Agreement, or to subcontractors. Contractor's franchisees may likewise delegate the performance of Services to their subcontractors.
3. **Security Standards.** Contractor agrees that the Services covered by this Agreement shall be performed in accordance with generally accepted security practices and standards in the industry.
4. **Duties of Customer.** In support of the Services to be provided under this Agreement, Customer shall, at its expense, make adequate provision for the following: (i) advising Contractor of any and all hazards at the Location(s) and dangerous activities being conducted at the Location(s); (ii) maintaining the Location(s) free from unreasonable hazards and unreasonably dangerous activities; and (iii) providing training to all of Customer's employees and contractors as to the nature of Contractor's operations at the Location(s) and as to such other matters as may be reasonably requested by Contractor and/or necessary in order to allow Contractor to perform the Services.
5. **Payment.** For the Services Contractor provides hereunder, Customer agrees to pay Contractor according to the rates set forth on the first page of this Agreement. Contractor shall submit an invoice to Customer according to the schedule selected on the first page of this Agreement, but no less often than monthly. Customer shall remit payment in full for each invoice according to the payment terms agreed to in the contract. In the event that Customer should fail to make payment in full by the net payment due date, the unpaid amount due under such invoice shall bear interest at the rate of one percent (1.0%) per month compounded monthly, or the highest rate allowed by law, whichever is less. Customer shall be liable to Contractor for all costs of enforcing the terms of this Agreement, including but not limited to attorney's fees.
6. **Price Changes and Fuel Surcharges.** Contractor may increase prices for Services or impose a fuel surcharge from time to time by giving notice to the Customer either in writing or by notation on a statement of account. If it objects to the changed price or fuel surcharge, Customer shall notify the Contractor in writing within thirty (30) days after the date of first notification of the change or surcharge. In the absence of such objection, the price change shall be deemed accepted by the Customer and shall be considered by the parties as a binding modification to this Agreement, and this Agreement, as so modified, shall remain in full force and effect. If the Customer timely objects, then the Contractor reserves the right to continue this Agreement in full force and effect without any price changes or fuel surcharge.
7. **Term.** The term of this Agreement shall commence on the Start Date, and shall continue until the End Date, unless sooner terminated pursuant to Section 8 of this Agreement.
8. **Termination, Remedies.**
  - a. This Agreement may be terminated by either party at any time in the event of a breach or a failure to comply with any covenant, term, or condition of this Agreement, but only after the non-breaching party has provided written notice of such breach or failure to comply and the same remains uncured for (i) fifteen (15) days after the non-breaching party gives such notice in the event of nonpayment of amounts due hereunder, or (ii) thirty (30) days after non-breaching party gives such notice in the event of any other breach hereunder.
  - b. Either party may terminate this Agreement for any reason upon giving thirty (30) days' notice to Customer.
  - c. In the event that Customer (i) should breach Section 4 of this Agreement; (ii) should breach any other covenant or obligation hereunder (other than failure to pay amounts due hereunder) and should fail to cure any such breach within fifteen (15) days after the non-breaching party gives notice of said breach; or (iii) should fail to pay any amounts it owes Contractor within thirty (30) days after the applicable invoice date, then Contractor may, in addition to any other remedy it may have by contract, at law or in equity, immediately cease performing Services hereunder.
  - d. Upon Contractor's receipt of customer's written termination of agreement, contractor will verify receipt in writing. If the termination date is less than 30 days from the date of the written termination of agreement, the contractor will generate an invoice for the amount due for services provided for the 30 days following receipt of written termination of agreement and provide to the customer as a final invoice.
  - e. Contracts without agreed end dates (ongoing on P.I.) if customer breaches SEC 8b, and ends services in the middle of a service period. A partial invoice will not be generated, customer is responsible for full service period invoice amount. SEC 8e only applies to service agreements for section 1A services.
9. **Insurance.**
  - a. Contractor shall maintain at all times during the term of this Agreement general liability insurance in occurrence form covering its activities hereunder with an insurance company or companies qualified to write such insurance in the state of Service Provider, with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) in the aggregate. Customer shall be named as an additional insured under each such policy. Copies of all such policies of insurance (or Certificates therefore) maintained by Contractor shall be delivered to Customer upon Customer's request.
  - b. Customer shall maintain at all times during the term hereof general liability insurance in occurrence form with an insurance company or companies qualified to write such insurance in the state(s) where the Location or Locations, as the case may be, are located, with limits not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the aggregate. Contractor shall be named as an additional insured under each such policy. Copies of all such policies of insurance (or Certificates therefore) maintained by Customer hereunder shall be delivered to Contractor immediately upon issuance by the insurer.
  - c. All policies of insurance required to be maintained by a party hereunder shall be renewed (and policies or certificates, together with evidence of payment of premiums, delivered to the other party immediately upon issuance by the insurer) at least thirty (30) days prior to the respective expiration dates of such policies.
  - d. All of a party's policies of insurance described in Section 9 of this Agreement shall contain an endorsement requiring the insurer to give notice to the other party at least thirty (30) days prior to any cancellation, termination or amendment of the insurance policy.

10. **Cooperation in the Event of a Claim.** In the event that either party becomes aware of any alleged claim of injury or damage arising out of the performance of the Services, such party shall give the other party written notice within two (2) business days thereafter, stating the details of the incident sufficient to identify, if possible, the persons involved, the location and circumstances of the incident, and the names, addresses, and telephone numbers of available witnesses. Failure to provide such notice in a timely manner shall not result in liability to the party obligated to provide notice, except to the extent that such failure results in damage to the party entitled to receive such notice. The parties shall cooperate with one another in good faith in the handling of such claims, including any lawsuits or other proceedings, and in enforcing any right of contribution or indemnity.
11. **Limitation of Liability.** In no event shall either party be liable for any special, consequential, incidental, punitive, or exemplary damages or losses of any kind whatsoever arising out of this Agreement or the performance of the services, regardless of the theory of recovery, even if such party has been advised of the possibility of such loss or damage or if such loss could have been reasonably foreseen.
12. **Non-Solicitation.** During the term of this Agreement and for a period of one year thereafter, Customer shall not directly or indirectly entice, encourage or make any offer to employ, to hire, or to contract with: (i) any current employee, agent, franchisee, or employee or agent of any franchisee of Contractor; or (ii) any person who acted as an employee, agent, franchisee, or employee or agent of any franchisee of Contractor within the prior year.
13. **Confidentiality.** The parties acknowledge and agree that they may receive certain confidential information from the other party, including without limitation, the programs, protocols, business or strategic plans of the other party, and will also possess information relating to this Agreement, including but not limited to the compensation paid to Contractor hereunder (collectively, "Confidential Information"). The receiving party shall not at any time disclose the Confidential Information to any person, firm, partnership, corporation or other entity (other than employees, lenders, professional advisors, franchisees and subcontractors of the receiving party having a need to access the Confidential Information) for any reason whatsoever. Each party shall take actions necessary to ensure that its employees, lenders, professional advisors, franchisees and subcontractors having access to the Confidential Information do not disclose the Confidential Information. Confidential Information shall not include information which (i) was in the receiving party's possession prior to disclosure, (ii) is hereafter independently developed by the receiving party, (iii) lawfully comes into the possession of the receiving party, or (iv) is now or subsequently becomes, through no act or failure to act by the receiving party, part of the public domain. This Section 13 shall survive for a period of five (5) years from the expiration or termination of this Agreement.
14. **Representations and Warranties.** Each party covenants and warrants to the other that: (i) it is an entity duly formed, validly existing and in good standing under the laws of its jurisdiction of formation, (ii) it has the power and capacity to enter into, execute and perform its obligations under this Agreement in accordance with the terms and provisions hereof, and (iii) the execution and delivery of this Agreement have been duly authorized by all proper corporate action.
15. **Entire Agreement.** This Agreement shall constitute the entire agreement between the parties dealing with the subject matter hereof, and any prior understanding or representation of any kind preceding the date of this Agreement and dealing with the same subject matter shall not be binding upon either party, except to the extent incorporated in this Agreement.
16. **Modification of Agreement.** Except as provided in Section 6 herein, any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if placed in writing and signed by each party or an authorized representative of each party.
17. **No Waiver.** Waiver of any provision of this Agreement or the performance or enforcement thereof shall not constitute a continuing waiver of such provision or a waiver of any other provision of this Agreement. Any such waiver must be in writing duly signed by the waiving party to be effective.
18. **Independent Contractors.** The parties acknowledge that Contractor, its employees and subcontractors, and its franchisees and their employees and subcontractors are independent contractors providing Services to Customer, and nothing herein shall be deemed to constitute or be construed as making Contractor, its employees, or its franchisees or their employees to be agents or employees of the Customer.
19. **Binding Effect.** This Agreement shall bind and inure to the benefit of the respective heirs, personal representatives, successors, and assigns of the parties.
20. **Governing Law.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of Nebraska, without regard to its conflict of laws rules. Contractor and Customer agree that any cause of action or litigation arising out of this Agreement shall be filed exclusively in federal or state court in Douglas County, Nebraska, and Contractor and Customer irrevocably consent to the jurisdiction of such courts.
21. **Severability.** The invalidity of any portion of this Agreement will not and shall not be deemed to affect the validity of any other provision. If any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.
22. **Notices.** Any and all notices provided for herein shall be sufficient if given in writing and hand-delivered or sent by facsimile (with electronic confirmation), registered mail or certified mail to the address set forth for the applicable party on the first page of this Agreement, or such other address as a party may deliver to the other party in writing. Notice given by hand delivery shall be deemed given when delivered. Notice given by facsimile shall be deemed given on the next business day after such notice is sent. Notice given by registered or certified mail shall be deemed given on the third (3rd) day after such notice is sent.
23. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, however all of which together shall constitute but one and the same instrument.
24. **Survival.** Sections 5, 11, 12, 13, 14, 18, 19, 20, 21, 22, 23, and 25 shall survive the expiration or termination of this Agreement.
25. **Force Majeure.** No party shall be liable for delays, nor defaults due to Acts of God or the public enemy, acts of war or terrorism, riots, strikes, fires, explosions, accidents, governmental actions of any kind or any other causes of a similar character beyond its control and without its fault or negligence.
26. **Assignment.** Except as otherwise provided herein, the rights of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other party, which consent will not be unreasonably withheld.
27. **Headings.** The titles to the Sections of this Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.

#### **AGREEMENT**

By signing this contract you are agreeing to the terms herein, and promise to remit payment based upon the above listed terms.

#### **Client Signer Block**

I, \_\_\_\_\_ (Printed Name) have read and agree to the aforementioned terms and contract details.

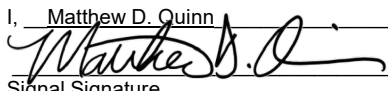
\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

#### **Signal Signer Block**

I, Matthew D. Quinn (Printed Name) have read and agree to the aforementioned terms and contract details.

  
Signal Signature

\_\_\_\_\_  
President  
Title

15 June 2023  
Date



**Cameron Station Community Association, Inc.  
Board Decision Request  
June 27, 2023**

**TOPIC: Movements of funds from Equity/Operating Reserves to Repair and Replacement Reserve Funds  
Motion 2023-0604**

**Motion:**

"I motion to **APPROVE** to move funds from Equity/Operating Reserves in the amount of \$200,000 to the Repair and Replacement Reserve Funds."

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

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

**Summary:**

The Financial Advisory Committee reviewed management's recommendation to move \$150,000 from Equity Operating Reserves and thought that based on current asphalt cost and other project costs it would be a good idea to move \$200,000 rather than the recommended amount of \$150,000.

**CAMP Recommendation:**

Management fully supports the decision to move \$200,000 to Repair and Replacement Reserve Funds.

**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	BoD approved	(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	BoD approved	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. 6.8.23 - Donovan Drive - Sewer Line PVC Pipe Replacement. The permit was received Wednesday 6.7.23 (two days late) and All Plumbing is about to start digging there today. They are waiting for Miss Utility to mark the area. This should be
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/A 5.B&B reports – 31 vehicles were ticketed for management to follow up. 6.Comprehensive inspections this week: Finished Somerville 7.Comprehensives next week: Finish John Ticer 8.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.
5.15.23	CCFC	Plyo Box	mgmt	completed	PlyoBox ordered and delivered
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
5.30.23	CAC	Lancaster Proposal #31711	mgmt	BoD approved	drainage control between 264-266 Medlock Ln (rear)
5.30.23	CAC	Lancaster Proposal #31768	mgmt	BoD approved	tree removal and installation - home depot walkway at livermore
6.7.23	CAC	Water leak behind 230/232 CSB	mgmt	completed	management placed an emergency ticket through American Water on 6.5.23. American Water placed an orange cone to identify the location. 6.8.23 - Management reported a water leak to Virginia American Water on Monday afternoon. The leak occurred next to a water shut-off valve in a garage alley between Medlock Lane and Cameron Station Blvd... behind the 230-240 block of Cameron Station. Virginia American Water came out Tuesday and placed a cone next to the shut-off valve. No other work was performed at that time. We provided cell phone numbers and ask them to provide us with an update. They did not. On Wednesday night, the leak became larger, and as you can see, by the attached picture, they will need to dig in this area. The positive scenario is the leak will be fixed before we pave this area in late July.
6.6.23	CAC	Removal of stumps per proposal 31477	mgmt	pending	proposal 31477 approved in June 2022 - removal of stumps not yet removed behind Donovan Dr and Kilburn St (between houses). 6.8.23 management emailed Lancaster to assess the area and complete the work by removing the stumps.
6.8.23	CAC	Loose railing	mgmt	pending	loose railing on the steps on the side of 122 CSB
6.8.23	CCFC	Peloton bike	mgmt	in progress - pending ProFit update	CCFC members requested that the Peloton bike is to be removed from the fitness center until a Peloton Rep assesses the machine due to a recent seat recall. ProFit was tasked to get in contact with Peloton.
6.8.23	CCFC	Cameron Club waiver	mgmt	completed	A new waiver form is in place at the front desk so that each CSCA guest sign in.
6.8.23	CCFC	Addition of stanchions	mgmt	completed	Per CCFC request stanchion line dividers placed in the Cameron Club entrance.
6.8.23	CCFC	Revise LED Basketball retrofit proposal	mgmt	completed	Management reached out to the contractor regarding the LED retrofit project and learned that a dimmer switch is not available for commercial-grade lights. Management is pending on CCFC direction on whether they move forward with the original proposal presented at the June CCFC meeting to be then presented to the Board.
6.8.23	CCFC	Reserve Study	mgmt	pending	Management will forward the Zoom meeting link to the CCFC members to attend a meeting with PM+ regarding the reserve study.

6.8.23	CCFC	Pool lane dividerd	mgmt	in progress	Per CCFC member request, management reached out to American Pool to assess the pool swimming lane dividers. American Pool is assessing the dividers and recommended to order additional pieces to replace the missing pieces.
6.15.23	CAC	drain inlet	mgmt	pending	drain inlet close to 5237 Brawner is clogged with debris
6.16.23	CAC	broken wire	mgmt	pending	There is a broken or worn wire that runs the last middle island at Ferdinand day. Wire is very old and it may be the outer coating causing short. We need to excavate to add another wire or repair. I will give you a not exceed as we may need to run wire through 2-3 islands to get there.
6.20.23	CAC	sprinkler head broken	mgmt	completed	sprinkler head at corner of Cameron Station Blvd. and Harold Secord is broken.