



CAMERON STATION

BOARD OF DIRECTORS MEETING

HYBRID ZOOM MEETING – Henderson Room / Zoom

DRAFT AGENDA

Tuesday, July 25, 2023 – 7:00 PM

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

Link: <https://zoom.us/j/97385179058?pwd=TUG1V1lvM011VStJS2k5b3NELOIRUT09>

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

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

- | | | |
|-------|--|------------------|
| I. | CALL TO ORDER | 7:00 PM |
| II. | APPROVAL OF AGENDA | 7:01 PM |
| III. | APPROVAL OF MINUTES – BOD Meeting – June 27, 2023, | 7:02 PM |
| IV. | LT. LION – CITY OF ALEXANDRIA | 7:03 PM |
| V. | ARTHUR IMPASTATO – CAMERON STATION CIVIC ASSOCIATION | 7:13 PM |
| VI. | HOMEOWNERS' FORUM | 7:23 PM |
| VII. | TREASURER'S REPORT | 7:33 PM |
| VIII. | COMMITTEE REPORTS (FAC, ARC, A&E, ComCom, CCFC, CAC) | 7:43 PM |
| IX. | ARC Resident Appeal | 7:53 PM |
| | A. ARC – Resident Appeal #1 – Tree Removal | |
| X. | MATTERS FOR BOARD DECISION | 8:03 PM |
| | A. PSE Proposal 2016375 – Waple/Tull Light pole | Motion 2023-0701 |
| | B. PSE Proposal 2016510 – 236 Murtha Light pole | Motion 2023-0702 |
| | C. PSE Proposal 2016457 – 253 Medlock Light pole | Motion 2023-0703 |
| | D. CCFC New Member Application – Michael Heard | Motion 2023-0704 |
| XI. | MATTERS FOR BOARD DISCUSSION | 8:43 PM |
| | A. Sub-Association Agreement | |
| | B. Speed Bumps | |
| XII. | MATTERS FOR BOARD INFORMATION | 8:50 PM |

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

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

A. Management Report

- Action Item list
- Project Updates

XIII. NEW BUSINESS

8:57 PM

XIV. EXECUTIVE SESSION (See Executive Session Agenda)

8:58 PM

Not applicable for this meeting

XVI. ADJOURN

9:00 PM

DRAFT

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

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



**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 4th 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 6th, and milling and paving will begin July 10th; 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

X

Mindy Lyle
Secretary

Cameron Station Community Association
Financial Advisory Committee Meeting
June 26, 2023
FAC ZOOM Meeting
Meeting ID 9296235196 Passcode 007612

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 7:05 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Mike Whanslaw Wendell Anderson, Jodi Wittlin, Fred Blum, and Sophia Lee. All were present.
- c. Others Present: Joan Lampe, Board Treasurer and Board Liaison and Steve Philbin, Community Manger and Bill Boos, Financial Services, both from CAMP.
- d. The meeting was conducted via a ZOOM.

II. Approval of Agenda

The agenda was approved unanimously.

III. Approval of April & May Minutes

The April 24, 2023, minutes and May 22, 2023 notes were approved unanimously. The May meeting did not have a quorum, but we briefly discussed our good financial results.

IV. Resident Open Forum

There were no residents present.

V. Review of Financial Results

- a. April 30, 2023 & May 31, 2023, Balance Sheet, Financial Revenue & Expense Statements & Variance Reports

Balance sheet items- PAC West ICS account protects us from financial troubles, as funds are held in different banks, all under the FDIC \$250,000 limit. PAC West has recently been in the news as a bank under financial pressure, but they look good going forward.

The Forbright Bank accounts have been closed and all funds have been transferred to Morgan Stanley before May 1st. The Morgan Stanley money market account is similar to a checking account.

Capital improvement funds have been transferred to the reserve fund.

The Chair noted that receivables continue to be in good shape.

Variance report, some items will level out by the year end--

--Donovan Drive sewer work was over \$24,000, paid from the operating fund versus reserves, as this was not in the reserve study. We will add sewers to future reserve studies. This expense will show up in the June financials under General Repairs.

--Natural gas bill about \$5,600, unbilled from prior years. Why the billing delays is unknown to us. For commercial users such as Cameron Station the gas supply itself is billed separately by the supplier with a separate bill for transmission. This is different than residential practice. Steve Philbin will also investigate finding a cheaper supplier.

--General Repair & Maintenance (R&M)

This item had an overall negative variance driven by several items--

--Replaced stop sign and trying to collect from the trucking company whose vehicle did the damage.

--Added grate/inlet guards on storm drains for safety reasons for \$2,460. This will appear in the June financials.

--Power washing for both the Bessley and Donovan pergolas.

Street R&M

--This is largely for street cleaning to clean up after storms and has \$6,500 budgeted.

This is currently under budget as we had no snow this past winter. The Treasurer noted that currently the streets have a lot of debris and would benefit from cleaning. Steve Philbin will check about cleaning, as money is available. He also noted possible storms and related spending late in the fiscal year.

Tree & Shrub Maintenance is under budget based less tree trimming than budgeted.

Turf Treatment & Enhancements, the negative YTD variance is driven by more unbudgeted mulching than expected.

Pool Management- The variance is largely an invoice timing issue that will level out by year end.

Electric Service is about \$3,300 under budget, as we are starting to see the impact LED light conversion for both street lights and Club House bills. The goal is to convert the Clubhouse to all LEDs. About 1/3 of the streetlights have been converted to LEDs/ by the end of the year.

Legal General Counsel is under budget, as we have needed less work from them.

Interest Income continues to be favorable and is currently more than \$17,000 above budget, as short-term rates are still favorable.

b. Cameron Station Committee Spending & Committed Funds

The Chair noted that all committees are in good shape with regards to spending.

Fred Blum asked about the worn cushion pad/covers on exercise equipment that need replacement, this is a longstanding issue and will be taken care of this summer.

c. Reserve Fund Investment

The discussion focused on short-term rates, mentioned above concerning positive interest income, and upcoming CD maturities and related cash needs to pay for reserve projects, especially paving.

We would lose money trying to sell older, low yielding CDs, it is better to wait until they mature and then reinvest at current rates.

We have heavy cash needs this summer, mainly to pay for the paving project at \$787,000. This will be paid in three installments, 30% at the start of work in early July, 55% progress payment about halfway through and 15% holdback to be paid at project completion.

The paving is far more than anticipated in the reserve study for the following:

- More area to be paved than phase 1. The split in area to be paved is larger in phases 2 and 3, than phase 1.
- Cost increases, particularly liquid asphalt,
- More complete bid specifications to cover brick work on sidewalks and
- Irrigation supply line upgrade rough-in best done before repaving.

Almost \$400,000 in reserve CDs maturing this summer, exactly when needed, and another \$200,000 maturing in September. \$800,000 has been transferred to the reserve checking account.

- d. Review of the CIRA accounting database. Everything remains largely unchanged with no issues to be addressed.

VI. Old Business

a. Review of 2023 Reserve Project Spreadsheet

We will add several long-life items to the reserve study that were paid from operating funds:

- Engineering services for asphalt.
- Bench slat replacement
- Fire hydrant replacement and
- Sewer line repairs/replacement and other infrastructure.

b. Reserve Study Financial

There was much discussion of reserve study estimates, which are based on the best available information at the time of the study.

VII. New Business

a. 2022 Audit Review

The Chair noted we had a clean audit to start our discussion, and he thanked the CAMP staff for their hard work on this issue. The only issue of substance was possibly changing the amount to be transferred from owner's equity to the reserve fund.

The auditors raised the issue of Prior Owner's Prepaid Balance Carried Forward, \$11,913, and the need to investigate the balances and to refund it to the prior owners. This is not a material issue on our balance sheet. We may need to discuss this with counsel and possibly turn these funds over to the state as unclaimed property.

We passed a motion to recommend to the BOD to accept the audit report, except to change the auditor's recommended amount to transfer from owner's equity to the reserve fund from \$150,000 to \$200,00. That will keep our owner's equity amount within industry guidelines.

b. July 24, 2023 Meeting Time or Date Change

Since our chairman will be traveling on that date, we discussed changing both the time and date of the next meeting. We agreed to change the time to 11:30 am July 24th. That way we will have sufficient financial data to conduct a meeting.

VIII. Meeting Adjournment

The meeting was adjourned at 8:22 pm.

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**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday July 11th, 2023**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday July 11th, 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
Mara Francis – ARC Member
Trena Raines – ARC Member
Sharon Wilkinson – ARC Member

MEMBERS ABSENT

Tom Linton – ARC Member
Brian Sundin – ARC Member

CHANGE OF ATTENDANCE

Trena Raines left at 7:48 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 213 Somerville St Tree replacement, 5032 Gardner Dr. Roof Replacement, 5103 Donovan Dr. Window Replacement, and 5235 Brawner Pl. Door Replacement.”

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

HOMEOWNERS OPEN FORUM

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

REVIEW OF EXTERIOR MODIFICATION APPLICATIONS

Address	Proposed Modification	ARC Action / Vote
235 Medlock Ln	Roof Replacement	Returned for more information. Moved By: Mara Francis Seconded By: Trena Raines For: All Against: None Absent: Tom Linton, Brian Sundin Abstain: None MOTION PASSED
262 Medlock Ln	Fence and Deck Replacement	Approved with the stipulation that the Trex color is “cabin”, the post caps will be copper colored, and that the fence is replaced like-for-like in size and style. Moved By: Sharon Wilkinson Seconded By: Mara Francis For: Stephen Pearson, Paula Caro Against: None Absent: Tom Linton, Brian Sundin Abstain: Trena Raines MOTION PASSED
4911 Barbour Dr	Tree Replacement	Disapproved as submitted. Moved By: Sharon Wilkinson Seconded By: Paula Caro For: All Against: None Absent: Tom Linton, Brian Sundin Abstain: None MOTION PASSED
4916A Barbour Dr	Door Replacement	Approved with the stipulation the doors and trim color are replaced like-for-like. Moved By: Mara Francis Seconded By: Trena Raines For: All Against: None Absent: Tom Linton, Brian Sundin Abstain: None MOTION PASSED
5011 John Ticer Dr	Front Step Resurfacing	Approved as submitted. Moved By: Trena Raines Seconded By: Sharon Wilkinson

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		For: Stephen Pearson, Paula Caro Against: None Absent: Tom Linton, Brian Sundin Abstain: Mara Francis MOTION PASSED
5237 Tancreti Ln	Roof Replacement	Approved as submitted Moved By: Sharon Wilkinson Seconded By: Trena Raines For: All Against: None Absent: Tom Linton, Brian Sundin Abstain: None MOTION PASSED
5002 Gardner Dr	Fence Replacement	Approved with the stipulation that the fence's stain color matches the home's deck and the fence is replaced like-for-like in size and style. Moved By: Sharon Wilkinson Seconded By: Mara Francis For: All Against: None Absent: Tom Linton, Brian Sundin Abstain: None MOTION PASSED
5006 Gardner Dr	Fence Replacement	Approved with the stipulation that the fence's stain color matches the home's deck and the fence is replaced like-for-like in size and style. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Tom Linton, Brian Sundin Abstain: None MOTION PASSED
5008 Gardner Dr	Fence Replacement	Approved with the stipulation that the fence's stain color matches the home's deck and the fence is replaced like-for-like in size and style. Moved By: Paula Caro Seconded By: Trena Raines For: All Against: None Absent: Tom Linton, Brian Sundin Abstain: None MOTION PASSED

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5010 Gardner Dr	Fence Replacement	Approved with the stipulation that the fence's stain color matches the home's deck and the fence is replaced like-for-like in size and style. Moved By: Trena Raines Seconded By: Sharon Wilkinson For: All Against: None Absent: Tom Linton, Brian Sundin Abstain: None MOTION PASSED
5012 Gardner Dr	Fence Replacement	Approved with the stipulation that the fence's stain color matches the home's deck and the fence is replaced like-for-like in size and style. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Tom Linton, Brian Sundin Abstain: None MOTION PASSED
213 Somerville St	Tree Replacement	Disapproved as submitted. Moved By: Paula Caro Seconded By: Sharon Wilkinson For: All Against: None Absent: Tom Linton, Brian Sundin, Trena Raines Abstain: None MOTION PASSED
5032 Gardner Dr	Roof Replacement	Approved as submitted. Moved By: Sharon Wilkinson Seconded By: Mara Francis For: All Against: None Absent: Tom Linton, Brian Sundin, Trena Raines Abstain: None MOTION PASSED
5103 Donovan Dr	Window Replacement	Approved with the stipulation that the windows and sliding glass door are replaced like-for-like. Moved By: Sharon Wilkinson Seconded By: Paula Caro For: All Against: None

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		Absent: Tom Linton, Brian Sundin, Trena Raines Abstain: None MOTION PASSED
5235 Brawner	Door Replacement	Approved as submitted. Moved By: Mara Francis Seconded By: Paula Caro For: All Against: None Absent: Tom Linton, Brian Sundin, Trena Raines Abstain: None MOTION PASSED

APPROVAL OF ELECTRONICALLY REVIEWED APPLICATIONS

MOVE TO: “I move to Ratify the applications for 241 Medlock Ln – Roof Replacement (Approved), 124 Cameron Station Blvd – Roof Replacement (Approved with stipulation), 5235 Brawner Pl – Window Replacement (Approved with stipulation) that were voted on electronically during the month of June.”

Moved By: Mara Francis

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Tom Linton, Brian Sundin, Trena Raines

Abstain: None

MOTION PASSED

BOARD MEETING REPORT

The monthly Board of Directors meeting was held on June 27th. ARC member Sharon Wilkinson represented the ARC at the meeting. The Board voted to hire a new security firm, Signal 88 to replace B&B Security which has gone out of business. The Board did not consult with the ARC on selecting Signal 88 because they felt this was simply a replacement vendor, rather than the broader decision to employ a security contractor which would necessitate soliciting the ARC’s opinion.

COVENANTS REPORT

- **Annual Comprehensive Inspection Update:** The On-Site Covenants Administrator is continuing with the 2023 comprehensive inspections. Due to personnel absences in the Management office, the onsite covenants administrator is behind on inspections. Management expects to catch up on inspections in July. Management continues to focus 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 June.
- **Parking Enforcement and Towing Report:** With B&B Security out of business, Management focused its time and resources training the temporary enforcement officer. In late June, Signal

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88 was selected as the new parking enforcement company. Management will be focusing on training the enforcement officers from Signal 88 once the contract is finalized and they begin work.

- **Violations Issued and Abatements:** After the inspections conducted in June, Management has issued 475 violations to date in 2023. After a lull due to personnel absences in the Management office required the onsite covenants administrator to perform more administrative duties in June, inspections are expected to resume in July.
- **Update on Addresses the ARC has highlighted as issues for Management attention:**
 - **5061 Donovan Dr.:** Management will be reaching out to the homeowner to ensure they submit an application.
 - **5171 Brawner Pl.:** Management was able to determine that the homeowner had paid a fine for the violation.
 - **5116 Grimm Dr.:** Management issued a violation letter in June.
 - **311 Lannon Ct.:** Management issued a violation letter in June.
 - **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.
 - **5205 Brawner:** Management will be reaching out to the homeowner to ensure they submit an application.

MOVE TO: "Adjourn the Meeting at 9:04 p.m."

Moved By: Sharon Wilkinson

Seconded By: Mara Francis

For: All

Against: None

Absent: Tom Linton, Brian Sundin, Trena Raines

Abstain: None

MOTION PASSED

Minutes prepared by Stephen Pearson, ARC Chair.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
July 5, 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
Pam Opiela – Committee Member

COMMITTEE MEMBERS ABSENT:

Jen Hurst – Committee Member
Christina Damhuis – Committee Member

ALSO PRESENT:

I. CALL TO ORDER

Motion: The meeting is called to order at 7:30 p.m.

II. APPROVAL OF MINUTES

Motion: Andy _____ **MOVED** and Sarah _____ **SECONDED** to approve the 6/1 meeting minutes as submitted {/or with the following changes}: month/date

III. ITEMS FOR RECOMMENDATION:

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

1. Wine Tour (Saturday, June 10)
 - a. Only eight out of 20 people attended
 - b. Possible options: consider only allowing 1-2 slots per person
 - c. Consider no show fee? Signup Genius charges extra for collecting money
 - d. Consider allowing 25-30 slots next time to account for no shows
 - e. Potential trip in September
2. Shred Day (Saturday, June 10)
 - a. Vehicles were still parked overnight, causing potential problems
 - b. Consider blocking off spaces as early as possible night before pool party
3. Patriotic Parade (Tuesday, July 4)
 - a. One full tray of chicken leftover, not enough sides and buns
 - b. Consider Food Truck? Unsure of costs
 - c. Right amount (300) of popsicles, less than one box left
 - d. Consider vegetarian options
 - e. Towels still available for giveaway next year

IV. NEW BUSINESS

1. Pool Party (Saturday, August 12, noon – 3 pm)
 - a. Mission BBQ, tattoo/balloon artist, furniture rental booked, \$1540 left of 10k budget

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
July 5, 2023

- b. Andy will check yelp and “the Bash” reviews for DJ, \$700 budget
- c. F45 fitness DJ?
- d. Still need to purchase plates, forks, drinks (300 soft drinks and water), ice cream (Aldi), ice
- e. Ice cream (about 300 pieces): crunch bars, fruit popsicles, cones, sandwiches
- f. Friday July 21 to post flyer and signup genius for volunteers

V. ADJOURNMENT

Motion: Andy _____ **MOVED** and Monica _____ **SECONDED** to adjourn the meeting at 7:58 pm. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,

Andrew Yang, Committee Chair

MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC)
Thursday, July 13, 2023

The following individuals attended the meeting:

Ray Celeste, CCFC Chair
Dan Ogg, CCFC Vice Chair (via Zoom)
Tim Regan, CCFC member (via Zoom)
Brendan Hanlon, BOD liaison (via Zoom)
Angel Robles, CAMP Assistant Community Manager (via Zoom)
Rich Mandley, President, ProFIT
Jill Bakner, ProFIT (via Zoom)
Michael Heard, Resident
Joyce Sullivan, Resident
Susan Lawrence, Resident
Jill Page, Resident

The following individuals were absent:
Dan McPhillips, CCFC Member

I. Call to Order/Establish Quorum

The Cameron Club Facilities Committee (CCFC) meeting was called to order by Ray Celeste at 7:01 p.m.

II. Approval of Agenda

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

III. Approval of Minutes

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

IV. Homeowners' Open Forum

Joyce Sullivan noted that the temperatures in the fitness center were consistently very low, in the 61F to 62F range, which is uncomfortable and is not energy efficient. She requested that the temperatures be adjusted higher. She also noted that, after rainstorms, the floor in the Great Room can be damp.

Jill Page noted that the Peloton bikes are popular with the residents, but the current bikes have been in disrepair and unavailable for use. She requested that the CCFC consider purchasing two new Peloton bikes.

Michael Heard noted that the fitness center equipment can be dirty at times and does not appear to be cleaned frequently. He suggested that the CCFC consider options

to ensure the equipment in the fitness center is cleaned more often, possibly by asking the ProFIT staff to do the cleaning.

V. BOD update. Brendan Hanlon, BOD liaison to the CCFC, provided the update:

- The Board approved the CCFC motion to replace and upgrade the lighting in the fitness center.
- The Board was informed about the lighting upgrade plans for the basketball court.
- Management provided an update to the BOD on the new Access System project. Resident registration is progressing well, and CAMP expects the system to go live near the end of July or early August.

VI. ProFIT Report. Rich Mandley provided the ProFIT update. For the month of June, the average usage was 208 residents per day, compared to 150 in May. One Peloton bike had been repaired and placed on the fitness center floor, but it failed again.

Rich Mandley also presented an updated equipment inventory list, showing new usage numbers, collected in June 2023, for the cardio equipment. Dan Ogg noted that one of the treadmills now has logged more than 50,000 miles and should be replaced. The CCFC requested that ProFIT obtain quotes for a new treadmill and any other equipment that ProFIT recommends for replacement.

Jill Bakner noted that all the stability balls are old and well beyond their useful life. The CCFC asked that ProFIT work with CAMP management to purchase new stability balls from operating funds. The total price is expected to be well below CAMP's spending authority of \$2,500.

Dan Ogg made a motion to direct ProFIT to purchase one new Peloton bike for a price not to exceed \$2,000, to be paid from Reserve funds. Tim Regan seconded the motion and it passed unanimously.

VII. Matters for Committee Decision

- A. Michael Heard introduced himself and explained why he applied for a position as a member of the CCFC.

Dan Ogg made a motion to approve the appointment of Michael Heard to the CCFC. Tim Regan seconded the motion and it passed unanimously.

- B. Joyce Sullivan withdrew her application to become a member of the CCFC.

VIII. Matters for Committee Discussion

- A. FY 2024 Operating Budget. Angel Robles, CAMP, noted that CAMP is working with their management to draft the FY 2024 operating budgets for each of the Cameron Station committees. He noted that an inflation rate of 3.0% is being applied to the operating budget line items unless contractual arrangements dictate a different

value. Angel requested that the CCFC provide their input to the FY 2024 operating budget before the end of July 2023.

IX. Management Report

- A. Action Item List/Pending Tasks. Angel Robles provided an update on the action item list. Several pool repair items were addressed. For the security system/badging project, 1211 households have been registered and the progress continues as expected. CAMP still expects the new security/badging system will “go live” in early August 2023.

Ray Celeste noted that last Sunday, after a rainstorm at about 4 pm, American Pool closed the pool and told the lifeguard to go home (the pool is normally open until 8:30 pm). However, the weather quickly cleared, and residents then showed up to use the pool, only to find it closed. Ray asked CAMP to contact American Pool and emphasize that the pool is expected to be open and staffed with lifeguards when the weather is good.

- B. Financial Committed Funds. Angel Robles noted that the CCFC operating budget was in good shape for FY 2023.

X. New Business.

There was no new business.

XI. Adjournment

Tim Regan had to leave the meeting for a work commitment and there was no longer a quorum. Ray Celeste adjourned the meeting at 8:17 pm.



Cameron Club Monthly Report

June 2023

Attendance and Usage

June – 6,242

Average usage per day- 208

May – 4,668

- Average use per day- 150

Facility & Operations

Group Exercise Class Program

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

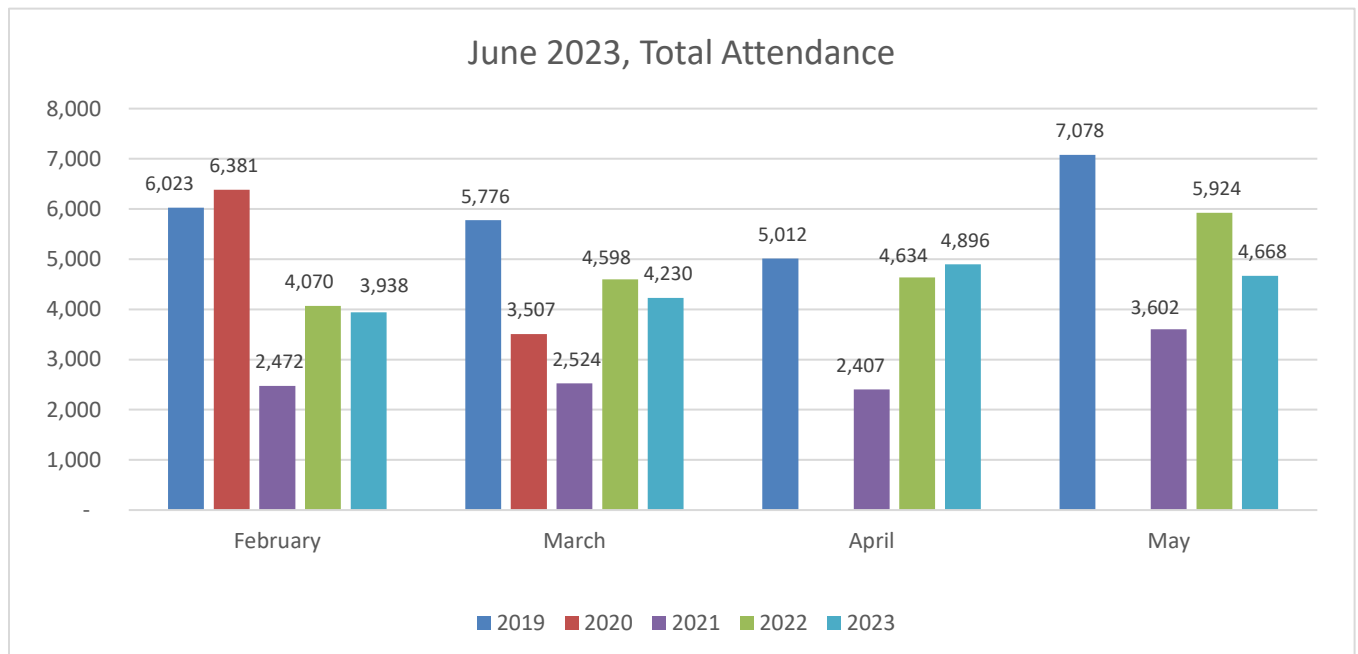
Exercise and Facilities Equipment

Heartline has repaired the Landmind and Preacher Curl machine. Currently we have 1 treadmill that is not operational. We have contacted heartline and are waiting on a quote for repairs. We have come up with a temporary solution to the cracking of the pads until the new pads arrive.

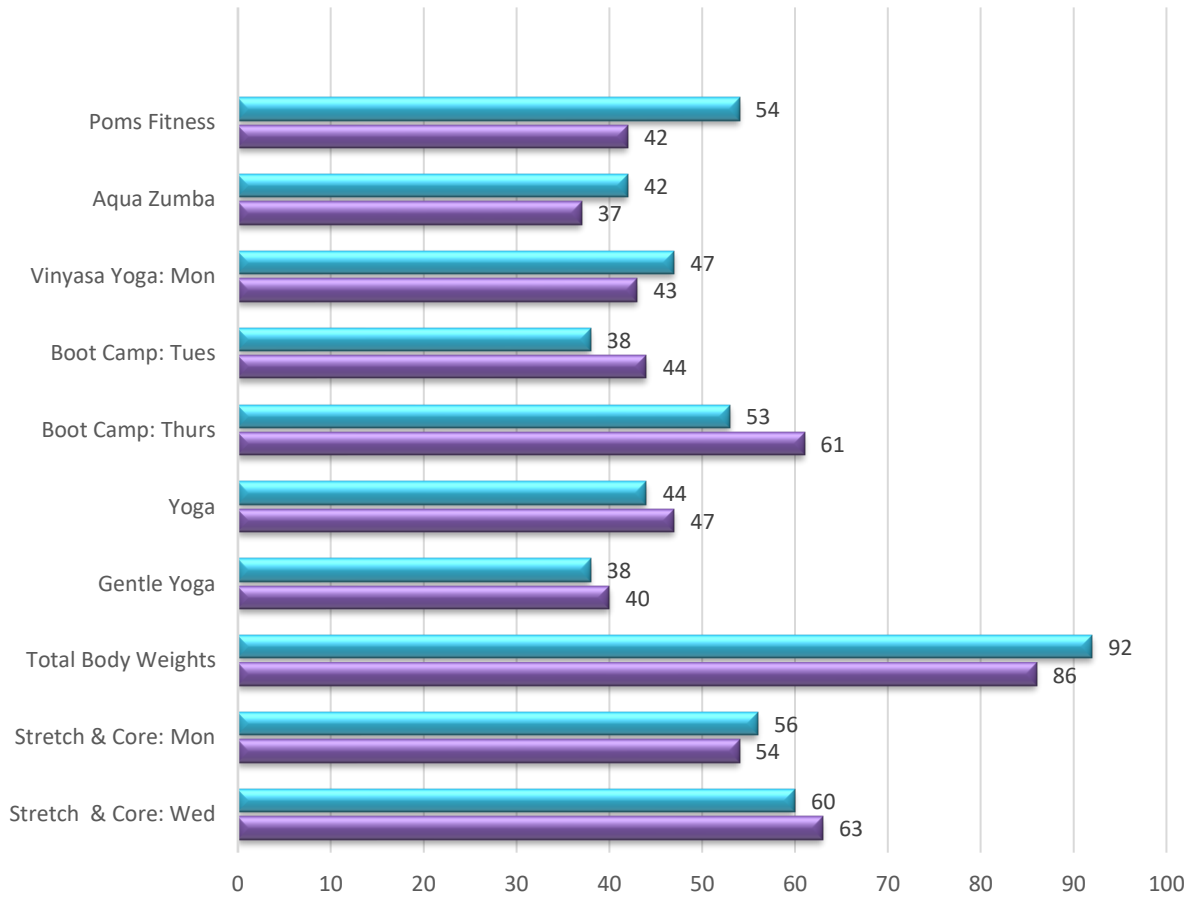
Programming

- We are offering a raffle for a free 30-minute personal training session, along with a mystery surprise that will be announced at the end of July.

Graphs



Class Attendance May 2023/June 2023



	Stretch & Core: Wed	Stretch & Core: Mon	Total Body Weights	Gentle Yoga	Yoga	Boot Camp: Thurs	Boot Camp: Tues	Vinyasa Yoga: Mon	Aqua Zumba	Poms Fitness	
June	60	56	92	38	44	53	38	47	42	54	
May	63	54	86	40	47	61	44	43	37	42	

■ June ■ May

Cameron Station Fitness Equipment
16-Jan-22

Cardio Equipment	Manufacturer	Model #	Serial #	Date Installed	Warranty	Date Manuf.	Aug-2018 Hours	Aug-2018 Mi./Reps	Aug-2021 Hours	Aug-2021 Mi./Reps	Apr-2022 Hours	Apr-2022 Mi./Reps	Oct 2022 Hours	Oct 2022 Mi./Reps	June 2023 Hours	June 2023 Mi./Reps	Notes/Est. replacement
(#s 1 - 3 not assigned)																	
<u>Treadmills</u>																	
#4	FreeMotion	FMTK74810.12	HH90029C00145	2016	No	2016	5,390		9,828	45,793	10,399	48,394	10,450	48,596	11,015	50,946	
#5	FreeMotion	FMTK74810.12	HH01029C00000	2016	No	2016			3,055	14,106	3,744	17,174	4,257	19,484	4,976	22,594	
#6	Star Trac	9-3581-MUSAP0	TRSC1802-L01026	2018	2021	2018			1,938	9,099	2,143	9,940	2,446	11,226	2,998	13,566	
#7	Star Trac	9-3581-MUSAP0	TRSC1802-L01067	2019	2021	2018			2,080	9,223	2,821	12,419	3,127	13,841	3,536	15,527	
#8	Star Trac	9-3581-MUSAP0	TRSC1701-L01050	2017	2019	2017	1,725		3,686	16,127	4,056	17,656	4,248	18,520	4,741	20,545	
#9	Star Trac	9-3581-MUSAP0	TRSC1701-L01050	2017	2019	2017	1,686		3,860	16,851	4,418	19,192	4,779	20,805	5,256	22,769	
#10	FreeMotion	FMTK742183	MM94029300177	2019	2022	2019			3,160	492	2,131						
#11	FreeMotion	FMTK74810.12	HH90029C00144	2016	No	2016			3,527	16,760	3,924	18,656	4,366	20,554	5,276	24,464	
<u>Step Mill</u>																	
#12	LifeFitness	PowerMill	DCP103500	2019	2020	2019			need USB	need USB							
<u>Cycles</u>																	
#13 (recumbent)	StarTrac	9-8110-MUNBP0	RBEB1508-L01124	2016	2019	2015	1,585		2,544		2,587		2,599		2,698		
#14 (recumbent)	StarTrac	9-8110-MUNBP0	RBEB1508-L01122	2016	2020	2015	996		1,151		1,291		1,306		1,395		
#15	StarTrac	9-3140-MINTP0	UBSX1609-L01042	2016	2019	2016	487		1,673		1,931		1,994		2,146		
#16	Peloton	Commercial	T1903PL007840	2019	2020	2019											
#17	Peloton	Commercial	R1804PL01007840	2018	2019	2018											
#18	Matrix	CXV	Unusure, will look when I get there	2023	2025	2022											
<u>Ellipticals & X-trainers</u>																	
#19	Precor	EFX885	ADFXH13140076	2018	2020	2014				64,580,096		68 million		70,273,536			refurbished
#20	Precor	EFX885	ADFXJ22140026	2018	2020	2014											refurbished
#21	Precor	EFX885	AXGE127080030	2018	2021	2014				63,603,200		67 million		68,989,184			refurbished
#22 (no moving arms)	Precor	EFX556i	AGRLLJ2319D004	2019	2020	2019				7,026,176				12,562,176			
#23	Octane	LX8000	F1308EZ03371-02	2013	no	2013			3,616		3,783						
#24	LifeFitness	Arc Trainer 625AT	LAT300713	2022	yes	2022											
#25	LifeFitness	Arc Trainer 630A	B10-04630A9504N5913	2010	no	2010			8,703	16,800							
#26	Octane	LX8000	F1308EZ03370-02	2013	no	2013			4,399		4,596						
<u>Rower</u>																	
	Concept 2	RowErg	530051738	2019	2020	2019											

Items in Red have been removed from floor

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

Monday, June 10, 2023

The meeting was called to order at 7:08 p.m. by Kathy McCollom, CAC Chair, with committee members in person and other attendees participating through Zoom.

Members present: Kathy McCollom, Sarah Markel, Patrick Kairouz, and Martha Romans

Members not present: Jeff Gathers, Justin Newsome and Don Williams

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

Motion to Approve the Agenda

Moved by Markel, seconded by Kairouz

For: All

Against: None

Motion passed.

Motion to Approve the Minutes from May, 2023

Moved by Markel, seconded by Kairouz

For: All

Against: None

Motion passed.

HOMEOWNERS FORUM

No homeowners requested to speak.

BOARD UPDATE

There was no board update.

LANCASTER REPORT

Zaleski reported that due to poor air quality, rain, and the July 4th holiday the mowing is off schedule. They are working to get back to a Thursday/Friday schedule so that everything looks crisp for the weekends. Other areas of focus are weeding, tree issues and other cleanup.

MATTERS FOR COMMITTEE RECOMMENDATION

Motion to approve Lancaster Landscapes proposal #30610 for \$16,675.00 to remove (14) Linden trees including stumps and install (10) Kwanzan Cherry 3" caliper in the Donovan pocket park to be expensed from Operating and Reserve Funds. 2023-0701

Management recommends postponing this expenditure in order to focus resources on completing the Martin Lane pocket park. McCollom confirmed that the enhancement of pocket parks is included in the reserve study. Postponing until next year would mean we could use reserve funds and replace the trees as well as add shrubs and flowers to the park.

The motion was tabled.

Motion to approve Lancaster Landscapes proposal #31824 for \$2,300.00 to remove 2 dead river birch trees, regrade the area, and install 2 Crape Myrtle trees at Donovan Dr/Martin Ln Pocket Park to be expensed from Operating and Reserve Funds. 2023-0702

Moved by Romans, seconded by Kairouz

For: All

Against: None

Motion passed.

MATTERS FOR COMMITTEE DISCUSSION

A. A homeowner has requested replacing a stepping stone pathway with a brick pathway in the common area between 381 and 377 Cameron Station Blvd. The path is heavily used and becomes soggy/muddy after rain storms.

Robles reported that the budget for brick maintenance and repair is insufficient to cover necessary repairs as well as installing new brick pathways. Zaleski suggested improving the path by installing a wider mulched bed and laying the pavers closer together similar to the path between 168-170 Martin Lane. The committee requested a proposal for the mulched bed approach.

B. Robles reported that proposals for the landscaping contract are due on July 21st. He will provide the committee with copies of the submissions and expects the committee to vote on the proposals at the August meeting.

MANAGEMENT REPORT

Robles provided updates on action items, pending tasks and committed funds. He said we are \$20,000 over budget for maintenance due to some unbudgeted expenses including power washing the pergolas, repainting fire hydrants, and making sewer repairs on Donovan St. Next year, the pergolas and fire hydrants will be in the budget.

The paving project is going well. Management has circulated a schedule to all affected residents.

There will be a meeting to review the reserve study via Zoom. Details to come.

NEW BUSINESS

The next community walk through will be on Thursday, July 20th at 8:30 AM to review the Duke St. West area. Meet in front of the Cameron Club.

The next CAC meeting will be on Monday, August 14, at 7 PM in person.

The meeting adjourned at 8:09 p.m.

Respectfully submitted,

Martha Romans

**DESIGN & MAINTENANCE STANDARDS (DMS)
EXHIBIT B – PRIVATE TREE REPLACEMENT APPLICATION**



**Cameron Station Community Association, Inc.
PRIVATE TREE REPLACEMENT APPLICATION**

APPLICATION SECTION

Homeowner(s) Name: William "Bill" Wren Lot: _____

Address: 213 Somerville St, Alexandria, VA

Phone: (h) 703-259-8463 (c) 703-259-8463 (w) _____

Email Address: willwren@gmail.com

Proposed Date of Removal: July 2023

Please provide a complete, detailed description of the species, location, and reason for requested replacement, including a written description substantiating that the tree has caused harm or poses an imminent danger of actual harm to the owner's lot or adjoining property.

Request the willow oak located in front of the property be declared a "nuisance" and approved for removal in accordance with "Private Tree Replacement Guidelines" of the Cameron Station HOA.

- The location of the tree in relation to water and sewer service lines is shown in the enclosure.
 - Driveway paver stones have been reset on multiple occasions due to root growth under the driveway, indicating that service lines (water and sewer) are already within the root system of the tree. Repair costs for water or sewer begin at \$10,000. Root intrusion already occurring in adjoining property drain line.
 - Intent is to professionally remove the tree, grind the stump and central root system away (to the greatest extent possible) and replace the tree in-kind. Removal is required to prevent imminent harm to the property.
-
-

APPLICATION CONDITIONS

I understand that any tree that is removed from the private lot will need to be replaced with the same species or an acceptable substitution as provided in the Design & Maintenance Standards (DMS) amendment within 30 days of the existing tree removal.

Nothing contained herein shall be construed to represent any modification to land or buildings in accordance these plans, shall not violate any of the provisions of the Building or Zoning Codes of the City of Alexandria, to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restriction.

I understand and agree that no work shall commence on this requested tree removal until written approval from the Board of Directors or designated representative has been received by me or the 45 day review period has expired without my having received any decision (or request for additional information) from CSCA Management or the ARC.

DESIGN & MAINTENANCE STANDARDS (DMS)
EXHIBIT B – PRIVATE TREE REPLACEMENT APPLICATION

I understand that any construction or modification on this requested tree removal undertaken by me or on my behalf before approval of this application is not allowed and that if modifications are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred by the Association in enforcing this requirement.

I understand that members of the Board of Directors or their designated representative are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed tree, the removal in progress, and the completed replacement. I understand that such entry does not constitute trespass.

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

The Board of Directors or their designated representative will render a decision on the Application within 45 business days of receiving the completed Application.

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

The modification authority granted by an application will be revoked automatically if the modification requested has not been completed within 30 days of the approval date of this application, and completed within 30 days from commencement of the work, unless expressly agreed otherwise by the Board of Directors.

I acknowledge I have read the Application Conditions in submitting this application.

Homeowner(s) Signature  Date: 28 June 2023

BOARD ACTION

The Board of Directors or designated representative reviewed this application and took the following action:

☐ **Approved** ☐ **Disapproved** ☐ **Request for more information**

Comments or Stipulations: _____

BOD Signature: _____ Approval/Disapproval Date: _____

If you disagree with the above decision, an appeals procedure is provided by the Cameron Station Community Association, Inc.'s Board of Directors. An applicant who wishes to appeal a decision of the ARC or CSCA Management has ten (10) calendar days from receipt of the notification of the decision to file a written request to the Board of Directors seeking an appeal on the decision. The entire appeal process is outlined in the DMS under Objectives & General Information, Section I.

Tree Removal Application

213 Somerville Street

213 Somerville

Tree (Willow Oak)

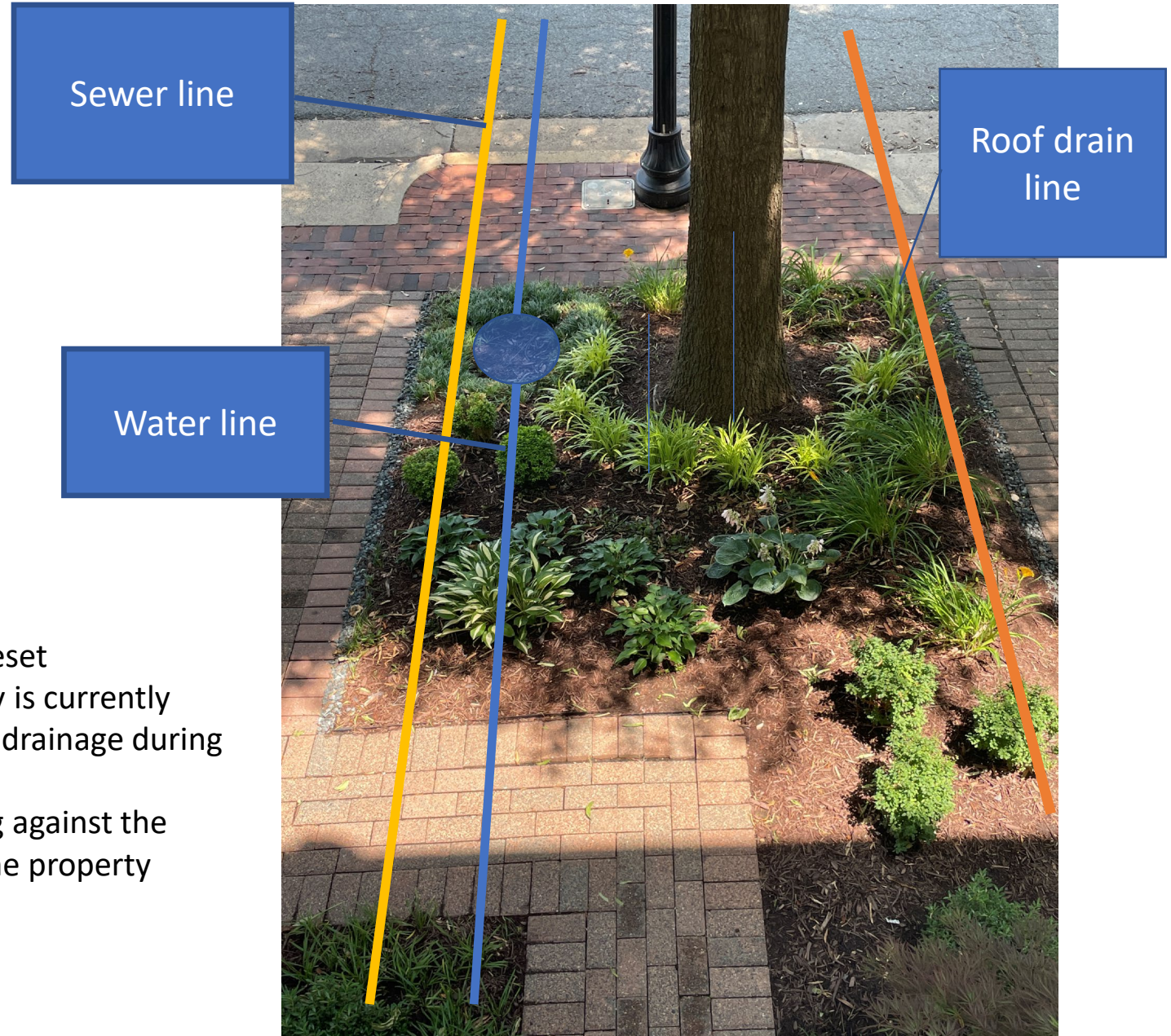
- 24" diameter (measured 1' above ground)
- 40' tall (based on survey measurement)

Location:

- 36" from water service (center to center)
- 20" from water service (edge to center)
- 40" from sewer service (center to center)
- 40" from roof drain line of adjacent property
- 14' from house foundation

Damage:

- Driveway – repeated root removal and paver reset
- Roof drain line – drain line of adjacent property is currently blocked by tree root system preventing proper drainage during rain
- Water meter – root system is currently growing against the water meter and main water valve supplying the property



Examples of Root Growth in Nearby Trees



Notice Date: 7/12/2023
Account Number: R0627920L0509205
Property Address: 213 Somerville St
CERTIFIED MAIL – Return Receipt Requested



William E Wren Jr
213 Somerville St
Alexandria, VA 22304

Dear William E Wren Jr,

The Architectural Review Committee (ARC) of Cameron Station Community Association, Inc. (CSCA) at their regularly scheduled meeting on **July 11th** disapproved your **private tree replacement** on the basis that **the Committee was not convinced that the tree falls under the Design and Maintenance Standards (DMS) definition of a nuisance tree. The committee was convinced this is a healthy tree that did not pose eminent danger/destruction of property.**

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

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

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

Sincerely,

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

Bill Wren
Alexandria, VA
Cell: 703-259-8463
willwren@gmail.com

Account Number: R0627920L0509205
Property Address: 213 Somerville St

21 July, 2023

To Cameron Station Board,

This letter serves as an official appeal in accordance with the Cameron Station Community Association (CSCA) Design and Maintenance Standards (DMS) and associated Architectural Review Committee (ARC) bylaws in the case of a controlled removal and replacement of the Willow Oak tree located in the front of my property.

Additionally, this appeal is being submitted based on email receipt of the ARC decision, not by official notification through certified mail as required by the DMS annex of the CSCA bylaws. As of July 21, 2023, official certified mail notification has not been received.

During the July 11 meeting of the CSCA ARC, I presented my case to cut down, stump grind, and replace in-kind the Willow Oak tree in my front, private area in accordance with ARC and the City of Alexandria laws. In 2009 the City of Alexandria permitted the CSCA to permit homeowners to replace nuisance trees on individual lots. In accordance with the CSCA DMA, “nuisance” is defined as “as trees which cause actual harm or pose imminent danger of actual harm to a structure, walkway or other property.” *Note, this definition does not include “aesthetic,” or beauty of the community – it emphasizes “imminent, or actual harm” to property.*

During said meeting, the following conversations applied (in accordance with DMS procedures):

1. Proper Procedures: Quorum was not met. Only 4 of the 7 members of the ARC, this includes 3 members and the chairman, were present for the vote. Only after repeated calls from the ARC Chairman was a procedural motion to vote “No” from other ARC members to motion a vote on my case took motion – this was after the Chairman called out members by first name to force them into motion.
2. Applicant was not afforded the opportunity to be heard or present pertinent information to the issue being considered: During the questioning portion of the meeting, my information presented included both aesthetic and damage viewpoints. I fully acknowledged the that tree in question was healthy, but the ARC dismissed current damage to my property and my neighbor’s property as “the cost of having a tree”. Further, the ARC dismissed any further damage my tree was causing as “let us talk about that in a few years when we see damage to the bricks in your drive and sidewalk.” ...they completely dismissed damage that was occurring to my sewage line, my water line, and to my neighbor’s roof drain line which will cost over \$20,000 to repair – as an additional note, this account only for the current damage, not the future damage that will occur due to this tree.
3. ARC decision was irrational and inconsistent:
 - a. This decision is inconsistent with the authorization given to 4924 Kilburn for exactly the same reason as I am requesting— abatement and prevention of current and future damage to property. Despite the tree at 4924 Kilburn being “healthy” the ARC voted to allow the owner to remove the existing tree and replace it in-kind to stop root

- intrusion into service lines. The same precedence was not applied to me since my tree was deemed “healthy and beautiful” by a member of the ARC.
- b. The ARC chairman stated that replacement of my tree in-kind was not possible since Appendix D of the DMS did not list my tree species as a suitable replacement. What the Chairman of the ARC did not acknowledge is that Section I. B. of the DMS states that “Any tree that is removed from the private lot is to be replaced with the same species or acceptable substitute as provided in the Private Tree Replacement List (Appendix D) of this DMS amendment.” I stated I was going to replace in-kind, the Chairman stated that “in-kind” was not allowed under Appendix D. The Chairman failed to note “in-kind” repeatedly stated in the DMS.
 - c. An ARC member who presented herself as an “arborist” repeatedly stated that she viewed my property in person and she saw no damage based on her expert opinion. Exhibits 1a and 1b were presented during the meeting, but she stated that “aesthetics took priority over “minor” damage”. NOTE: That is an opinion. It goes against the professional opinions that I have received from 4 companies specializing in tree service.
 - d. An ARC member told me that I have to contract a service to “trim tree roots”. This would focus on the “symptom”, not the “cure” of the issue. It would also undermine over 50% of the root structure of my tree making it structurally unstable.
 - e. Finally, when I asked the ARC to provide a detailed summary of “why” I my request was being denied so that I could have it on file for liability, the chairman of the ARC stated “good luck with that.” He insisted that I was trying to sue the ARC; this is not the case. I was, and am, trying to ensure I am protected from legal liability due to damage caused by this tree if I am not allowed by the CSCA HOA to remove the tree based on CSCA and City of Alexandria regulations.

As a homeowner in CS since 2014, and leader of efforts to beautify CS, I am 100% an agreement with keeping CS in premier community in the Alexandria area. However, I also acknowledge that planning of trees with 100 foot canopies (based on expert opinions on tree growth) and root systems that match the width of canopies; spaced 15 feet apart, while very pretty / aesthetically pleasing when young, I also know that such trees pose significant issues to property when mature. I am trying to protect my property by “resetting” the clock with respect to the tree in question. I have spent thousands of dollars trying to keep my tree healthy and beneficial to the community. However, I have reached a point, after 23 years of tree growth, where beneficial transitions to invasive, nuisance, and extraordinarily costly to a homeowner.

Again, I ask the board to countermand the decision of the ARC and allow me to proceed with my plans, not based on how pretty the tree is, but in consideration of what damage has already been done by this tree and what damage is to come to my property, and my neighbor’s.

Bill Wren



Exhibit 1a – Damage to Neighbor Roof Drain from Root Intrusion



Exhibit 1b – Damage to Driveway Due to Root Undermining





Cameron Station Community Association, Inc.
Board Decision Request
July 25, 2023

TOPIC: PSE Quote #2016375
Motion 2023-0701

Motion:

"I move to **APPROVE** the **Power Systems Electric** quote #2016375 for **\$3,175.00** to pull new feeders from the existing pole on Tull Pl to a new quizite box to pole further up Waple Ln and from to adjacent pole to be expensed from Reserve Funds."

Motion: _____

2nd: _____

Summary:

The Board at their April meeting approved the PSE quote 2016375 for \$5,375.00 to remove 5ft of brick pavers to access an underground splice/box to locate wires for the poles circuit located at the corner of Waple Ln and Tull Pl to be expensed from Reserve Funds.

From: William Tony Reynolds <servicetrade-noreply+Cct@servicetrade.com>

Sent: Thursday, July 20, 2023 12:47 PM

To: Angel Robles

Subject: Design at Cameron Station Community Association - ENTIRE

Good afternoon, Once we removed the pavers and accessed the wiring behind the current pole location, we found that at some point the pole was originally set back approximately 1' from current location and they left the original conductors in the old base and installed a jumper to the new pole location. The fault was located in the original base and burnt at entry to original base. Once we dug around the original location and removed the original base we checked the wiring going to the pole located at 135 Tull Place and 5016 Waple Lane. Both sets of conductors were faulted requiring replacement. We contacted Mark and showed him what was going on and sent quote (2016375) over for approval.

If you have any additional questions or concerns do not hesitate to contact me

Thanks Tony Reynolds - Project Manager

Job: Design #29372350

Technicians: Eric Robinson, Tyran Savage, William "Tony" Reynolds

Address: Cameron Station Blvd, Murtha St, Medlock Ln, Donovan Dr, Martin Ln . et al., Alexandria, VA 22304



CAMP Recommendation:

Management recommends approval of the quote to moving forward with the change order in addition to the previous signed proposal.

Budget Considerations:

To be expensed from Reserve Funds.



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

Quote No.	2016375
Type	Service Call
Prepared By	A04 Dept
Created On	06/12/2023
Valid Until	07/14/2023

Quote For	Cameron Station Community Association - c/o CAMP - Community Association Management Professionals
	Cameron Station Community Association - ENTIRE Cameron Station Blvd, Murtha St, Medlock Ln, Donovan Dr, Martin Ln . et al. Alexandria VA 22304 703-567-4881

Description of Work

Furnish necessary labor and material to perform the following electrical work

- Disconnect and remove existing faulted wiring at existing pole located to the left of 131 Tull Place going to existing pole base on right side of 131 Tull Place.
- Pull (3) legs of #10THHN approximately 70'each as direct replacement.
- Disconnect and remove existing faulted wiring at existing base located on right side of 131 Tull Place going to existing pole located further up Waple.
- Pull (3) legs of #10THHN approximately 160' each as direct replacement.
- Make final terminations and test for proper operation.

Price: \$3,175.00

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 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

Pull new feeders from existing pole on Tull Place to new Quizite box, quizite box to pole further up Waple and from Quizite to adjacent pole.

GRAND TOTAL	\$3,175.00
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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: _____



Cameron Station Community Association, Inc.
Board Decision Request
July 25, 2023

TOPIC: PSE Quote #2016510
Motion 2023-0702

Motion:

"I move to **APPROVE** the **Power Systems Electric** quote #2016510 for **\$5,900.00** to remove the existing anchor base, provide, and install (1) new pole and fixture globe at 236 Murtha St to be expensed from Reserve Funds."

Motion: _____

2nd: _____

Summary:

On July 10th management was notified that the light pole in front of 236 Murtha St was knocked down. Management located the individual who hit the pole and requested insurance information. The insurance company has been put on notice and now we are waiting on State Farm to respond to our claim. We will wait until we hear from State Farm acknowledging our request and attempt to pay PSE directly. However, this work needs to be done based on safety and lighting issues, and would like to have the approval to move forward if State Farm does not agree to pay PSE.

CAMP Recommendation:

Management recommends approval of the quote to move forward and address the safety issue.

Budget Considerations:

To be expensed from Reserve Funds.



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

Quote No. | **2016510**
Type | Survey
Prepared By | A04 Dept
Created On | 07/11/2023

Quote For | **Cameron Station Community Association - c/o CAMP - Community Association Management Professionals**
Cameron Station Community Assoc.
236 Murtha Street
Alexandria VA 22304

Description of Work

Furnish necessary labor and material to perform the following electrical work

- Remove existing anchor base
- Provide and install (1) new Pemco #PLB102-4-12-F-125-T300-N-BK pole and (1) new #FP4518-1/ FP110 fixture globe at 236 Murtha Street.
- Re-install existing fixture fitter with new mogul base socket, LED lamp and new globe.
- Test for proper operation.

Price: \$5,900.00

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 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 pole, fixture globe, mogul socket and install new LED lamp

GRAND TOTAL | **\$5,900.00**

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: _____



Cameron Station Community Association, Inc.
Board Decision Request
July 25, 2023

TOPIC: PSE Quote #2016457
Motion 2023-0703

Motion:

"I move to **APPROVE** the **Power Systems Electric** quote #2016457 for **\$5,800.00** to remove existing anchor base, provide, and install (1) new pole and fixture globe at 253 Medlock Ln to be expensed from Reserve Funds."

Motion: _____

2nd: _____

Summary:

On June 29th Management was notified that the light pole in front of 253 Medlock Ln Murtha St was knocked down. Management located the individual, Stanley Steemer, who hit the pole but had not yet received a response. However, this work needs to be done based on safety and lighting issues, and would like to have the approval to move forward if Stanley Steemer does not respond.

CAMP Recommendation:

Management recommends approval of the quote to move forward and address the safety issue.

Budget Considerations:

To be expensed from Reserve Funds.



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

Quote No. | **2016457**
Type | Service Call
Prepared By | A04 Dept
Created On | 06/27/2023

Quote For | **Cameron Station Community Association - c/o CAMP - Community Association Management Professionals**
Cameron Station Community Association
253 Medlock Lane
Alexandria VA 22304
(703) 567-4881

Description of Work

Furnish necessary labor and material to perform the following electrical work

- Remove existing anchor base
- Provide and install (1) new Pemco #PLB102-4-12-F-125-T300-N-BK pole and (1) new #FP4518-1/ FP110 fixture globe at 253 Medlock Lane.
- Re-install existing fixture fitter on new pole with new globe.
- Test for proper operation.

Price: \$5,800.00

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 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

[Wiring] Location - Building

Need to order new pole(PLB102-4-12-F-125-T300-N-BK

GRAND TOTAL | **\$5,800.00**

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.

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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: _____

Photo





Cameron Station Community Association, Inc.
Board Decision Request
July 25, 2023

TOPIC: CCFC New Member Application
Motion 2023-0704

Motion:

"I move to **APPROVE** the appointment of Michael Heard to the CCFC Committee."

Motion: _____

2nd: _____

Summary:

CCFC Member opening had been announced on the Weekly Email Blast – on June 23, 2023, as follows. Attached is Michael Heard's application.

Cameron Club Facilities Committee: Member Opening!

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

CAMP Recommendation:

Management supports the committee decision appointment.



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

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

Name: Michael Heard
Home Address: 5104 English Ter
Email Address: 04mike.r.h@gmail.com
Telephone Number: 618-334-6275 (Cell) _____ (Home)

Condominium Owners please check the appropriate box:

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

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

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

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

Cameron Club Facilities Committe

Previous Asst. Director of YMCA/ MS in Organizational Leadership/MA in International Commerce and Policy

PMP Certification/ Daily Gym user

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

I want to maintain current positive aspects of the operations and facility, but address some areas that could use improvement

After almost three years of living here, I think I have a good baseline understanding of the community and the needs of others in the community.

Thank you for your time and interest.

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 th . 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 th . 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 nd 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&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&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&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 th with the tentative completion date of Friday, May 12 th . (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 th . 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 th (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	completed	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 divider	mgmt	completed	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	completed	drain inlet close to 5237 Brawner is clogged with debris
6.16.23	CAC	broken wire	mgmt	proposal received and approved	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.
6.27.23	CAC	gate next to 414 Ferdinand Day Dr	mgmt	completed	The brick fence next to 414 Ferdinand Day has an iron gate. Some of the paint is peeling and the iron is rusting
6.27.23	CCFC	pool camera history request	mgmt	completed	ticket #18422, Pool Camera Video History for June 18 and 19. Residents drinking alcohol at pool
7.3.23	CCFC	Heartline work order	mgmt	back ordered	Quote #92657 Heartline Fitness - Repair and Replacement of parts. 7.5.23 The manufacturer has notified us that the parts needed for your repairs are currently on backorder. The expected delivery date is about 4 to 6 weeks. Once we receive your part(s): (1) A technician will contact you to schedule the repair. (2) We will continue to update you, if any changes occur. We apologize for any inconvenience, and appreciate your patience. As always, we thank you for choosing Heartline Fitness System as your fitness equipment service provider. 7.18.23 - Heartline email received parts backordered.
7.3.23	CAC	Donovan and Martin Ln Pocket Park	Lancaster	proposal approved 7/12/2023	It appears that we have lost two river birch trees in the community to the drought. Please place them on your list to replace. we are working on a proposal for the Donovan and Martin lane pocket park 2 dead river birch and 1 snow bell. 6.3.23 - proposal #31824 received and pending for CAC review and approval at their July meeting.
7.6.23	CCFC	Loose pool light	mgmt	completed	second pool light from the clubhouse on the east side of the pool is loose.
7.18.23	CAC	mulch and dirt	mgmt	311 ticket submitted	mulch and dirt wash into the sidewalk in front of 111 Cameron Station Blvd. 311 ticket submitted 23-00029508
7.18.23	CAC	reset brick	mgmt	311 ticket submitted	reset brick in the sidewalk close to 499 Cameron Station Blvd. 311 ticket submitted 23-00029512
7.18.23	CAC	Green Telecommunication Box	mgmt	in process	Management reached out to VA Verizon contract services local manager, Gary King and Walter Gorham. They will check on the terminal tomorrow 7/19/23 and follow up with a work order to repair the box.