



BOARD OF DIRECTORS MEETING

HYBRID ZOOM MEETING – Henderson Room / Zoom

DRAFT AGENDA

Tuesday, August 29, 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 | 7:02 PM |
| A. BOD Meeting – July 25, 2023 | |
| B. Special Meeting – August 1, 2023 | |
| C. Special Meeting – August 15, 2023 | |
| IV. LT. LION – CITY OF ALEXANDRIA | 7:03 PM |
| V. ARTHUR IMPASTATO – CAMERON STATION CIVIC ASSOCIATION | 7:13 PM |
| <i>(Reported will not be present)</i> | |
| VI. HOMEOWNERS' FORUM | 7:23 PM |
| VII. TREASURER'S REPORT | 7:33 PM |
| VIII. COMMITTEE REPORTS (FAC, ARC, A&E, ComCom, CCFC, CAC) | 7:43 PM |
| IX. MATTERS FOR BOARD DECISION | 8:03 PM |
| A. Ad Hoc Paving Committee – Member Application | Motion 2023-0801 |
| B. Fitness Equipment – Freemotion quote #Q-34711 | Motion 2023-0802 |
| C. Landscape, Irrigation, and Snow Removal Contract | Motion 2023-0803 |
| D. Annual Meeting Electronic Voting Proposal | Motion 2023-0804 |
| E. American Pool Quote - Caulking | Motion 2023-0805 |
| X. MATTERS FOR BOARD DISCUSSION | 8:33 PM |
| A. Sub-Association Agreement follow-up | |

**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

B. Annual Meeting Calendar/Schedule

XI.	MATTERS FOR BOARD INFORMATION	8:50 PM
	A. Management Report <ul style="list-style-type: none">• Action Item list• Project Updates	
XII.	NEW BUSINESS	8:57 PM
XIII.	EXECUTIVE SESSION (See Executive Session Agenda) <i>(For the purpose and discussion of legal's opinion)</i>	8:58 PM
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, July 25, 2023, 7:00 P.M.

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

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT

OTHERS PRESENT:

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

CALL TO ORDER:

Mr. Hill called the meeting to order at 7:00 pm.

APPROVAL OF AGENDA:

Motion: Ms. Lampe moved, and Mr. Hanlon seconded the motion to **APPROVE** the agenda as presented. **The motion passed unanimously, 7/0.**

APPROVAL OF MINUTES:

Motion: Ms. Lampe moved, and Mr. Hanlon seconded the motion to **APPROVE** the June 27, 2023, meetings as presented. **Following discussion, an amended motion was made:**

Amended Motion: Ms. Lampe moved, and Mr. Hanlon seconded the amended motion to **APPROVE** the minutes with the following corrections:

- Under Others Present, change: member to chair for Tricia Hemel.
- Throughout the minutes change: Mr. Christensen to Ms. Christensen

Following discussion, the motion passed, 6/0/1.

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

Abstention: Mr. Alex

LT. LION – CITY OF ALEXANDRIA:

Lt. Lion reported that in the past 30 days, the police department deployed the Community Assistance Safety Team (C.A.S.T.); six patrol officers/sergeants go out into communities with high crime rates and actively address issues in the community. During June, there were 62 calls for service; most of them were parking or traffic related.

CAMERON STATION CIVIC ASSOCIATION:

Sash Impastato was not present for the meeting.

HOMEOWNER'S FORUM:

Topics discussed were:

- Bob Cox: Stated that at the Donovan pocket park, four ramps lead into the parking area, and sometimes cars park on the sides and block the ramps, so strollers or wheelchairs cannot enter, requesting hash marks on the street in those areas.
- Ray Celeste: Stated that on Cameron Station Blvd, residents walk or run in the street instead of the sidewalk.
- Greg Hillson: clarified his comment from June's meeting and stated his issue was not whether the Association should spend funds on compliance but whether the HOA can maintain Linear Park with Association funds.

TREASURER'S REPORT:

Ms. Lampe reported that any audit re-classifications are reflected on the June financials; the sewer expense on Donovan Drive and gas bill from the Constellation has resulted in a negative variance; however, the Association is still ahead YTD by \$11,000; the return for the Association's CDs are around 4.5%; over 3 million dollars in investments and the Association's receivable account is doing well.

COMMITTEE REPORTS:

1. Financial Advisory Committee

No report.

2. Architectural Review Committee

Mr. Pearson reported that the Committee approved fifteen applications at their last meeting; three emergency applications were approved via email, and the Committee dinner will be held in August.

3. Activities and Events Committee

Mr. Mulder reported that the Shred Day and Patriotic Parade went well, and the Committee is planning their next event, the pool party, on August 12th.

4. Communications Committee

Ms. Hemel reported that work on the September/October edition of the newsletter has begun; welcomed 22 new residents in June; did hire a professional photographer to take pictures of the community; found floor plans for the homes in the community and will put those on the website; sent branding guide to all Committee chairs and are asking them to use the new colors and logo to create signs or notices.

5. Facilities Committee

Mr. Celeste reported that the community center had an average of 208 residents a day in the month of June, and the Committee approved the purchase of a new Peloton bike.

6. Common Area Committee

Ms. McCollom reported that the Committee continues with their monthly walk-thru of the community.

ARC RESIDENT APPEAL-Resident Appeal #1-Tree Removal:

Mr. Bill Wren was present to discuss with the Board his request to remove the tree from his front yard and replace it in kind. Mr. Wren stated he submitted his request to the ARC to remove the tree from his front yard due to its current size and the damage the roots could cause to his water and sewer line and the roof and drainage system for the neighboring property. Mr. Wren stated that the pavers for the driveway had been reset multiple times due to root growth.

Mr. Pearson stated that the Committee denied Mr. Wren's request because the Committee did not find the tree to be a nuisance tree, the owner did not provide evidence of damages to his water/sewer lines, the Committee did not receive the current pictures that were provided in the Board packet and the Committee took into account the tree canopy agreement with the county.

Motion: Mr. Hanlon moved, and Ms. Lampe seconded the motion to open discussion for the ARC appeal. **The motion passed unanimously, 7/0.**

Motion: Mr. Hanlon moved, and Mr. Alex seconded the motion to request the ARC revisit the owner's request, and the Board requested the owner send the pictures and third-party opinion relating to the detriment of the tree roots. **The motion passed unanimously, 7/0.**

MATTERS FOR BOARD DECISION:

A. PSE Proposal #2016375-Waple/Tull Light Pole

Motion: Mr. Hanlon moved, and Mr. Mulder seconded the motion 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. **Following discussion, the motion passed, 7/0.**

B. PSE Proposal #2016510-236 Murtha Light Pole

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

C. PSE Proposal #2016457-253 Medlock Light Pole

Motion: Mr. Mulder moved, and Mr. Hanlon seconded the motion to **APPROVE** the Power Systems Electric quote #2016457 for \$5,800.00 to remove the existing anchor base, provide, and install (1) new pole and fixture globe at 253 Medlock Ln to be expensed from Reserve Funds. **Following discussion, the motion passed, 7/0.**

D. CCFC New Member Application-Michael Heard

Motion: Mr. Hanlon moved, and Mr. Mulder seconded the motion to **APPROVE** the appointment of Michael Heard to the CCFC Committee. **Following discussion, the motion passed, 7/0.**

MATTERS FOR BOARD DISCUSSION:

Sub-Association Agreement

Mr. Hill reported that they are waiting for the red-line version of the agreement from Woodland Hall.

Speed Bumps

Mr. Mulder stated that at the last meeting, there was a discussion regarding speed humps in the community; he completed some research and sent the information to the Board and Management for consideration. The Board discussed options to mitigate speeding on both community and city streets. One idea was to install temporary speed humps on community streets, and another was to go through the appropriate process to have the City install speed humps on city streets. However, the discussion was exploratory only and no motion was proposed, or further action was taken.

MATTERS FOR BOARD INFORMATION:

1. Management Report

- Action Item list
Included in the Board packet for review.
- Project Updates
Mr. Philbin reported the following:
 1. The paving project is still on schedule to be completed by August 11th.

2. Installation of LED lights in the basketball court and fitness center is soon to begin.
3. Working on getting information on EV Charging stations.
4. The Community Center does not have audible fire alarms and the Fire Marshal would approve up to two new of them, and PSE will provide a proposal for that.

NEW BUSINESS:

None.

EXECUTIVE SESSION:

No matters for Executive Session.

ADJOURNMENT:

Motion: Ms. Lampe moved, and Mr. Alex seconded the motion to adjourn the meeting. **The motion passed, 7/0, and the meeting was adjourned at 8:48 pm.**

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

X

Mindy Lyle
Secretary



MEETING MINUTES
BOARD OF DIRECTORS SPECIAL MEETING
Tuesday, August 1st, 2023, 7:00 PM

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

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT

OTHERS PRESENT:

Steve Philbin, M ed., CMCA®, ARM® PCAM®, General Manager
Todd Sinkins, Rees Broome, Legal Counsel

CALL TO ORDER:

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

APPROVAL OF AGENDA:

Motion: Mr. Alex moved, and Ms. Lampe seconded the motion to **APPROVE** the agenda as presented. **The motion passed unanimously, 7/0.**

HOMEOWNER'S FORUM:

No matters for the homeowner's forum.

HEARING

A. Resident Complaints – Brawner Place

A discussion relating to the reported violations of a resident within Cameron Station CA initiated the hearing and a motion was made to move into executive session.

EXECUTIVE SESSION:

Motion: Ms. Lampe moved, and Mr. Alex seconded the motion to move into an executive session to discuss account #xxxx-8939 and to consult with legal counsel. **The motion passed unanimously, 7/0, and the meeting was convened into executive session at 7:03 pm.**

Motion: Ms. Lyle moved, and Mr. Alex seconded to exit the executive session. **The motion passed unanimously, 7/0, and the meeting was reconvened into an open session at 7:41 pm.**

Motion made in open session after Executive Session

Motion: Ms. Lyle moved, and Mr. Alex seconded the motion to **APPROVE** legal recommendation to issue a violation letter to the resident of account #xxxx-8939 based on default of the declaration quiet and enjoyment (7.3) and default of lease under (7.8). **The motion passed, 7/0.**

ADJOURNMENT:

Motion: Ms. Lyle moved, and Ms. Christensen seconded the motion to adjourn the meeting. **The motion passed, 7/0, and the meeting was adjourned at 7:44 pm.**

Respectfully Submitted,
Steven P. Philbin
CSCA General Manager

X

Mindy Lyle
Secretary



MEETING MINUTES
BOARD OF DIRECTORS SPECIAL MEETING
Tuesday, August 15th, 2023, 2:00 PM

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

BOARD/COMMITTEE MEMBERS PRESENT:

Megan Christensen, Vice President, and Liaison to the Communications Committee
Joan Lampe, Treasurer and Liaison to the Financial Advisory Committee
William Blumberg, Financial Advisory Committee & Chair, Ad hoc Paving Committee
Fred Blum, Financial Advisory Committee
Kathy McCullom, Chair, Common Area Committee
Dan Ogg, Cameron Club Facilities Committee
Dan McPhillips, Cameron Club Facilities Committee

BOARD MEMBERS ABSENT:

Mindy Lyle, Secretary, and liaison to the Common Area Committee
Andrew Hill, President
Chris Mulder, Director and Liaison to the Activities and Events Committee
Chris Alex, Director and Liaison to the Architectural Review Committee

OTHERS PRESENT:

Steve Philbin, M ed., CMCA®, ARM® PCAM®, General Manager
Mario “Ben” Ginnetti, President, PM + Plus Reserves
Heather Graham, CMCA®, PCAM®, Executive Vice President of CAMP
Angel Robles, CMC®, AMS®, Assistant General Manager

CALL TO ORDER:

Mr. Philbin called the meeting to order at 2:03 pm.

AGENDA:

The agenda was specifically to review the reserve study Level III update and allow the Committee members who assisted in creating the update and Board members to review and ask questions regarding the update. Ben Ginnetti is the PM+ owner/representative who created the Level II update draft reserve study for FY2024.

HOMEOWNER'S FORUM:

One owner was present, but he did not request to speak during the homeowner's forum.

MATTERS FOR DISCUSSION

A. Reserve Study Level III Draft Update

ADJOURNMENT:

Motion: Mr. Philbin adjourned the meeting at 2:54 pm.

Respectfully Submitted,
Steve Philbin
CSCA General Manager

X

Megan Christensen
Vice President

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

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 11:32am.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Wendell Anderson, and Fred Blum. Mike Wanslaw, Jodi Wittlin and Sophia Lee were unable to attend.
- c. Others Present: Joan Lampe, Board Treasurer and Board Liaison, Steve Philbin, Community Manager, and Bill Boos, financial manager, both from CAMP.
- d. The meeting was conducted via a ZOOM.
- e. The meeting time was changed to accommodate the travel needs of our chairman.

II. Approval of Agenda

The agenda was approved unanimously.

III. Approval of Previous Month's Minutes

The June 26, 2023, minutes were approved unanimously.

IV. Resident Open Forum

There were no residents present.

V. Review of Financial Results

June 30, 2023, Financial Revenue & Expense Statements & Variance Reports

We started with a review of various balance sheet moves for cash flow purposes, largely to pay for the paving project. There are also other projects to be funded. Our cash position will improve with the start of the new quarter's assessment payments.

The BOD authorized a total of \$700,000 to be transferred to Pac West reserve checking account. CDs from Westgate and First Republic combined for \$398,000 matured in late June and early July and were transferred to Pac West with the \$302,000 coming from the MS savings.

The Capital Improvements section is closed out and the funds transferred to the Repair and Replacement reserve account.

Variance Report Discussion

Bill Boos noted we are in good shape, as did the Chair who also mentioned we are. about \$110,000 under budget year-to-date (YTD) positive variance. Operating expenses were more than \$23,300 over budget for the month for reasons discussed below, but year-to-date is still under budget.

Items discussed were:

- Turf treatment is over budget YTD but under budget for the month,
- Pool management, variance is largely an invoice timing issue that evens out by the year end.
- Legal counsel (general counsel) is under budget as there are not as many contracts to review at this point in the year and we generally need less work.
- General Repair & Maintenance, just over \$27,000 for the month, largely to pay for sewer line replacement due to a line collapse on Donovan, not covered in the current reserve study. This will be a new item for the study. Also, the city would not pay for it, as Donovan is not a city owned street.
- Club house utilities (gas bill) discussed last month and is driven by billing problems with gas supplier, Constellation, versus the gas distributor, WGL. Constellation will waive late fees. Steve is still checking gas suppliers to see if it is worthwhile changing and would prefer a fixed price supplier.
- Temp desk, use of temp employees to cover temporary workload largely driven by issuing new access cards and other short-term needs.
- Income tax expenses, both Federal and state, increases are driven by increased interest income.
- Irrigation water, increased use driven by a dry spring and generally drier weather this summer.

Cameron Station Committee Spending & Committed Funds

The Chair noted that committee spending is in good shape. Activities committee spending will pick up in the fall. CCFC has many fixed price contracts, which helps their performance.

Reserve and Operating Fund Investments

Largely discussed above including moving two CDs to Morgan Stanley. We are still in a favorable interest rate environment.

- a. Review of the CIRA accounting database. Everything still looks good.

VI. Old Business

a. Review 2023 Reserve Project Spreadsheet

Irrigation system upgrade, now estimated as high as \$800,000 instead of the \$400,000 currently estimated. The Chair noted we have no estimated Return on Investment (ROI) on this project. Part of this is to upgrade the controls. This can be fragmented over time versus being done at once, as we are doing with plumbing supply system.

LED lighting conversion of the clubhouse will take place the first week in August closing the fitness and basketball court for two or three days.

b. Reserve Study Financials

The consultant is currently working on updating the financials.

Will update existing items and add some new items including fire hydrant replacement, at an estimated two hydrants every ten years.

VII. New Business

No new business.

VIII. Meeting Adjournment

The meeting was adjourned at 12:28 pm.

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday August 1st, 2023**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday August 1st, 2023. The meeting was called to order at 7:00 p.m. by ARC Vice Chair Paula Caro 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

Paula Caro – ARC Vice Chair
Tom Linton – ARC Member
Brian Sundin – ARC Member
Mara Francis – ARC Member
Trena Raines – ARC Member
Sharon Wilkinson – ARC Member

MEMBERS ABSENT

Stephen Pearson – ARC Chair

CHANGE OF ATTENDANCE

None

OTHERS IN ATTENDANCE VIA ZOOM

Cameron Station Residents
Brandon Throckmorton, On-Site Covenants Administrator

APPROVE AGENDA

MOVE TO: “Approve the agenda as submitted”

Moved By: Sharon Wilkinson

Seconded By: Trena Raines

For: All

Against: None

Absent: Stephen Pearson

MOTION PASSED

HOMEOWNERS OPEN FORUM

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

REVIEW OF EXTERIOR MODIFICATION APPLICATIONS

Address	Proposed Modification	ARC Action / Vote
162 Comay Ter	Landscaping	Retroactively approved as submitted. Moved By: Tom Linton Seconded By: Trena Raines For: All Against: None Absent: Stephen Pearson Abstain: None MOTION PASSED
181 Cameron Station Blvd	Roof Replacement	Approved as submitted. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson Abstain: None MOTION PASSED
235 Medlock Ln	Roof Replacement	Approved with the stipulation that the roof color is “Charcoal”. Moved By: Trena Raines Seconded By: Brian Sundin For: All Against: None Absent: Stephen Pearson Abstain: None MOTION PASSED
240 Medlock Ln	Roof Replacement	Approved with the stipulation that the roof color is “Charcoal”. Moved By: Brian Sundin Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson Abstain: None MOTION PASSED
276 Murtha St	Fence Replacement	Returned for more information. regarding the scope of work. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson Abstain: None MOTION PASSED

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278 Murtha St	Fence Replacement	Returned for more information. regarding the scope of work. Moved By: Trena Raines Seconded By: Mara Francis For: All Against: None Absent: Stephen Pearson Abstain: None MOTION PASSED
4921 Kilburn St	Tree Replacement	Approved with the stipulation that the replacement tree is a "Trident Maple" and it is minimum 6 feet height when planted. Moved By: Mara Francis Seconded By: Trena Raines For: All Against: None Absent: Stephen Pearson Abstain: None MOTION PASSED
4924 Kilburn St	Fence Replacement	Retroactively approved as submitted. Moved By: Brian Sundin Seconded By: Tom Linton For: All Against: None Absent: Stephen Pearson Abstain: None MOTION PASSED
5053 Minda Ct	Roof Replacement	Approved as submitted. Moved By: Trena Raines Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson Abstain: None MOTION PASSED
5237 Brawner Pl	Proposed Modification	Retroactively approved with the stipulation that the fence stain color must match deck color. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson Abstain: None MOTION PASSED

APPROVAL OF ELECTRONICALLY REVIEWED APPLICATIONS

None.

APPROVAL OF ARC MEETING MINUTES

MOVE TO: "Approve the ARC Meeting Minutes from the 6 June 2023 meeting as submitted."

Moved By: Tom Linton

Seconded By: Brian Sundin

For: Paula Caro, Sharon Wilkinson, Trena Raines

Against: None

Absent: Stephen Pearson

Abstain: Mara Francis

MOTION PASSED.

MOVE TO: "Approve the ARC Meeting Minutes from the 11 July 2023 meeting as submitted."

Moved By: Trena Raines

Seconded By: Sharon Wilkinson

For: Paula Caro, Mara Francis

Against: None

Absent: Stephen Pearson

Abstain: Tom Linton, Brian Sundin

MOTION PASSED.

BOARD MEETING REPORT

There was an appeal to a decision the ARC made at their July meeting regarding a homeowner's application to replace their front tree. The homeowner was present to argue their case. ARC Chair Stephen Pearson argued 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. The Board voted to return the application to the ARC.

COVENANTS REPORT

- **Annual Comprehensive Inspection Update:** The On-site Covenants Administrator has nearly completed phase 1 of the community so far for inspections. Management is working on inspections of phase 4, focusing on landscaping and weed removal from the front garden beds as well as the AC Units in the rear of homes.
- **Completed Resale Inspections:** There were 8 Resale Inspections completed during the month of July.
- **Parking Enforcement and Towing Report:** In July Management met with the new parking enforcement company, did a full community walkthrough and went over exactly what is needed for enforcement. Because the paving is such a disruptive project, Management has shifted the

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enforcement efforts to accommodate those in need of parking spaces while their streets are being paved.

- **Violations Issued and Abatements:** After the inspections of Vos, Lannon, Grimm and part of Waple, Management has issued 530 Violations to date in 2023. Management is in the process of catching up on inspections for a couple of weeks. Currently, working on completing the remainder of Phase 1 and 2. Martin and Barrett being the next streets. These two streets are main focus areas for this inspection season as they have quite a bit of work that needs to be done.
- **Update on Addresses the ARC has highlighted as issues for Management attention:**
 - **5061 Donovan Dr.:** Management is still 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. Waiting on either a response from this owner or a hearing to continue with enforcement.
 - **311 Lannon Ct.:** Management issued a violation letter in June. A hearing notice has been issued for our September Meeting.

MOVE TO: "Adjourn the Meeting at 8:22 p.m."

Moved By: Sharon Wilkinson

Seconded By: Trena Raines

For: All

Against: None

Absent: Stephen Pearson

Abstain: None

MOTION PASSED

Minutes prepared by Paula Caro, ARC Vice Chair.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
August 2, 2023

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

COMMITTEE MEMBERS PRESENT:

Andrew Yang - Chair
Christina Damhuis – Committee Member
Monica Stachowski - Committee Member
Pam Opiela – Committee Member

COMMITTEE MEMBERS ABSENT:

Sarah Turkaly – Committee Member
Joy Burwell – Committee Member

ALSO PRESENT: Nadine Bacaj - resident

I. CALL TO ORDER

Motion: The meeting is called to order at 7:36 p.m.

II. APPROVAL OF MINUTES

Motion: Andy _____ **MOVED** and Monica _____ **SECONDED** to approve the 7/5 meeting minutes as submitted {/or with the following changes}: _____ month/date

III. ITEMS FOR RECOMMENDATION:

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

1. No Events Held

IV. NEW BUSINESS

1. Pool Party (Saturday, August 12, noon – 3 pm)
 - a. Follow up w/ vendors before event, DJ # of electrical outlets
 - b. Pool Parking lot paving, construction equipment? Reserve gym as backup
 - c. Andy will purchase popsicles and ice day of event in addition to ice cream
 - d. Label Styrofoam drink coolers as task for volunteers day of event
 - e. Lawn games in front of clubhouse
 - f. Continue monitoring signup genius for volunteers
2. Shuttle Trip (October)
 - a. Wine Tour, Brewery Tour, or orchard, max 30 people
3. Yard Sale (Saturday, September 23)
 - a. Usual advertisement sources, place signs in advance

V. ADJOURNMENT

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

Respectfully Submitted,

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
August 2, 2023

44

45 Andrew Yang, Committee Chair

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
August 9, 2023

The meeting was in person and on Zoom.

COMMITTEE MEMBERS PRESENT:

Tricia Hemel—Chair
Gwen Toops
Susan Klejst
Emma Watson

COMMITTEE MEMBERS ABSENT:

Gen Harrison-Doss
Linda Taousakis
Lenore Marema

ALSO PRESENT:

Megan Christensen – Board Liaison
Juana Michel—CAMP

CALL TO ORDER

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

I. APPROVAL OF AGENDA

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

II. APPROVAL OF MINUTES

On a Motion, Moved and Seconded, the minutes from the Committee's July 19, 2023, meeting were approved.

III. RESIDENT OPEN FORUM

No residents attended the meeting.

IV. ITEM FOR DECISION

V. MATTERS FOR COMMITTEE INFORMATION

Management Report: Juana Michel reported that management has begun printing access cards for the New Access System. Management will begin notifying residents when cards are ready for pickup and will begin emailing residents with access codes (for those who did not request physical cards). Juana Michel also reported that she will follow up with more updates on plans for the community photographer.

Board Update: No Board update.

Committee Business

Newsletter Subcommittee: Article submission due date for the next edition of *The Compass* is 8/30/2023. This will be included in the E-blast along with a Dropbox link for uploading article submissions. The committee is still considering how to digitize the newsletter. Next meeting is 8/15/2023.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
August 9, 2023

E-blast: Tricia Hemel discussed asking residents to submit photos to be used for the Eblast and Instagram. Tricia Hemel will provide a Dropbox folder link for submissions that can be included in the next newsletter. Tricia Hemel reported the Tucker PTA will have a food truck in the community in August; she will provide information to be included in this week's E-blast.

Welcome Subcommittee: Susan Klejst reported that there are 9 new residents and assignments to welcome them will be made.

Social Media: Emma Watson reported that Lenore Marema was connected with Brand to share positive local news stories that can be posted on the Cameron Station Facebook page. Emma discussed pending items including receiving a new quote from Brand for content calendar and performance metric services. Emma will also be collecting cost estimates for the development of a suite of social graphics; she will share the list of graphics to be developed with the committee for review.

Website: Gwen Toops reported work to date with LMK on webpage planning for the website. She noted there are items for review in Basecamp for Tricia.

Photography Subcommittee: Tricia Hemel reported we have two volunteers to take photos of the Pool Party.

Marketing & Public Relations Subcommittee: Nothing to report.

Bulletins & Signage: Nothing to report.

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

OLD BUSINESS

Nothing to report.

NEW BUSINESS

Upcoming meetings:

Newsletter Subcommittee Meeting: August 15, 2023.

Board Meeting: August 29, 2023. Emma Watson will attend.

Committee Meeting: September 13, 2023.

VI. ADJOURNMENT

Tricia Hemel adjourned the meeting at 7:51 pm.

Respectfully Submitted,
Emma Watson

DRAFT MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC)
Thursday, August 10, 2023

The following individuals attended the meeting:

Ray Celeste, CCFC Chair
Dan Ogg, CCFC Vice Chair (via Zoom)
Tim Regan, CCFC member (via Zoom)
Dan McPhillips, CCFC Member
Michael Heard, CCFC Member
Brendan Hanlon, BOD liaison (via Zoom)
Rich Mandley, President, ProFIT
Jill Bakner, ProFIT
Steve Philbin, Community Manager, CAMP (via Zoom)
Angel Robles, Assistant Community Manager, CAMP (via Zoom)

The following individuals were absent: n/a

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

Michael Heard made a motion to approve the agenda, as written. Dan McPhillips seconded the motion and it passed unanimously.

III. Approval of Minutes

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

IV. Homeowners' Open Forum

No homeowners had comments to make.

V. BOD update

The BOD approved Michael Heard to be a member of the CCFC.

VI. ProFIT Report

Jill Bakner provided the ProFIT update. Usage numbers were up in July, compared to June. The new Peloton bike is scheduled to be delivered on Friday, August 11. There are still some equipment pads that need to be replaced but the parts are on backorder; ProFIT is working to find an alternate supplier. They have found a tape that is working as an interim solution.

Ray Celeste noted a few items to be addressed. The first is that the stability ball rack is broken. ProFIT and CAMP will work to identify and purchase a replacement rack. The cost is expected to be approximately \$200; well below the threshold of CAMP's purchasing authority. The second item was a need for deep cleaning in the fitness center. CAMP management agreed to have the cleaning contractor perform more frequent deep cleanings in the fitness center, including using a vacuum crevice tool to clean hard-to-reach areas such as the free weights rack.

ProFIT noted that the Octane Lateral machines are not used much by the residents. The CCFC directed ProFIT to remove the oldest Octane Lateral machine (item #26 on the fitness center inventory) from the floor and then, sell it and apply the money to new purchases.

Dan Ogg noted that the usage numbers for some cardio equipment is missing from the fitness center inventory sheet. He asked CAMP to find out if there was a problem with accessing the affected machines to read the usage numbers. ProFIT committed to investigate.

VII. Matters for Committee Decision

A. Treadmill quotes. ProFIT noted that a few of our treadmills are old (installed in 2016) and have high mileage. ProFIT presented three different quotes for new treadmills and recommended a replacement that is similar to the existing treadmills.

Dan McPhillips made a motion to approve the purchase of two new Freemotion Incline Trainers, model i10.9b, (Freemotion Quote Q-34711), for \$14,180.72, to be expensed from Reserve funds. Dan Ogg seconded the motion and it passed unanimously.

VIII. Matters for Committee Discussion

A. FY 2024 Operating Budget. CAMP management explained the process for developing the annual operating budget and asked if CCFC had any input to offer at this time. Tim Regan noted that the management contracts for the fitness center and the pool are due for renewal in 2024 and we will have to plan for increased contract amounts. CAMP management stated they would draft the FY 2024 operating budget for the CCFC and send it out for comment.

B. Reserve Study Items for 2024. CAMP management noted that they are working with a reserve study contractor to develop an updated reserve study for the community. For CCFC-related items, Ray Celeste asked if items like the pool white-coating and wading pool cover are due for replacement. CAMP replied that the reserve study contractor will assess these items and then, make recommendations for replacement. CAMP notified the CCFC that there will be a special meeting to discuss the new reserve study on Tuesday, August 15, at 2:00 pm, EDT.

C. Fitness Center Management RFP. CAMP noted that the draft Request for Proposal (RFP) is included in the CCFC August meeting packet. The CCFC raised several questions about the RFP, including the duties and responsibilities of the desk

attendants, especially the need of the desk attendant to engage with members of the community as they arrive to check-in. CAMP management noted that they have been discussing this issue with ProFIT. The CCFC directed CAMP management to add a requirement to the RFP that the employees of the fitness center management company be trained and certified in CPR; CAMP agreed.

CAMP management stated that they would issue the RFP in the next day or two collect the bids, and then, set up a special meeting of the CCFC to consider the bids and interview the top candidates. The special meeting is expected to be scheduled for Thursday, September 21.

IX. Management Report

A. Action Item List/Pending Tasks. CAMP management noted that the basketball court lights and the fitness center lights have been replaced with LED lights. The intensity of the lights can be adjusted and CAMP asked for feedback.

Ray Celeste noted several items to be addressed in the pool area, including the presence of roaches. CAMP noted that the exterminator is due to treat the facility soon. Some residents were having trouble connecting to the clubhouse wi-fi network. Angel Robles stated that a new wi-fi extender has been installed.

B. Financial Committed Funds. CAMP noted that the CCFC operating budget is in good shape and on target for the remainder of the year.

X. New Business

There was no new business.

XI. Adjournment

Michael Heard made a motion to adjourn the meeting at 9:13 pm. The motion was seconded by Dan McPhillips and approved unanimously.



Cameron Club Monthly Report

July 2023

Attendance and Usage

July – 8,512

Average usage per day- 274

June – 6,242

- Average use per day- 208

Facility & Operations

Group Exercise Class Program

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

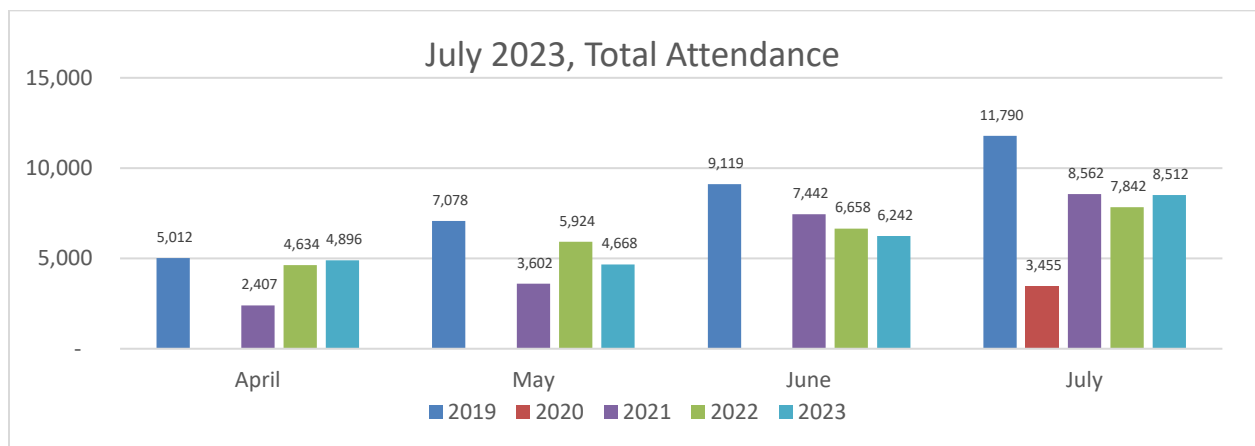
Exercise and Facilities Equipment

- We have temporarily found a solution to repairing the pads. Currently, Heartline has given us an update that the pads are still on backorder. We are due to receive a new Peloton on Friday August 11th.

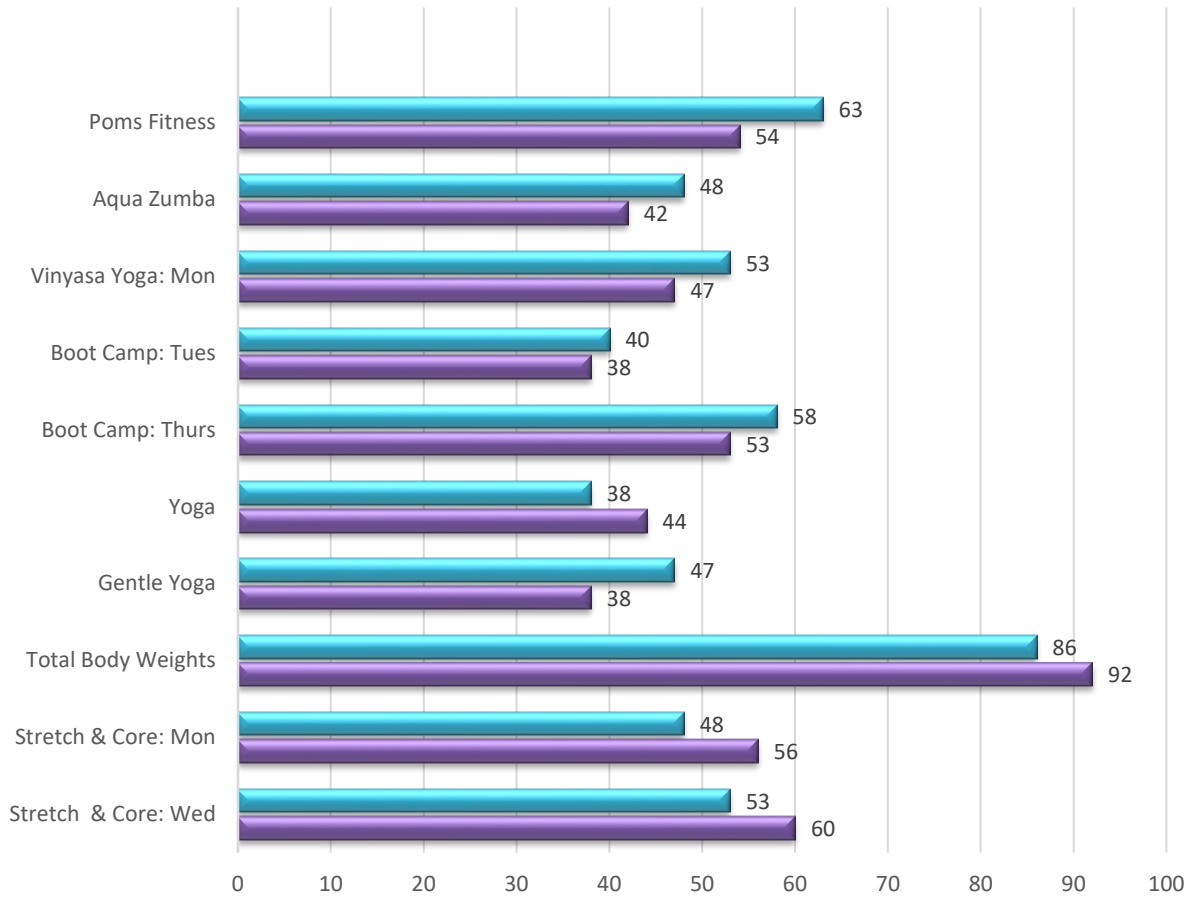
Programming

- Congratulations to Theano Kampani on winning the free personal training session. We will be giving a free 30-minute training session away for the months of August, September and November. We have the 3 pillars of health and wellness nutrition workshop scheduled with Inwardoutphysiques on September 16th.

Graphs



Class Attendance June 2023/July 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	
July	53	48	86	47	38	58	40	53	48	63	
June	60	56	92	38	44	53	38	47	42	54	

July June

Cameron Station Fitness Equipment

1-Jul-23

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)																	
Treadmills																	
#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	
Step Mill																	
#12	LifeFitness	PowerMill	DCP103500	2019	2020	2019				need USB	need USB						
Cycles																	
#13 (recumbent)	StarTrac	9-8110-MUNBP0	RBE81508-L01124	2016	2019	2015	1,585		2,544		2,587		2,599		2,698		
#14 (recumbent)	StarTrac	9-8110-MUNBP0	RBE81508-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	T1903P007840	2019	2020	2019											
#17	Peloton	Commercial	R1804PL01007840	2018	2019	2018											
#18	Matrix	CXV	Unusure, will look when I get there	2023	2025	2022											
Ellipticals & X-trainers																	
#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	AGRLJ2319D004	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	2020	no	2010			8,703	16,800							
#26	Octane	LX8000	F1308EZ03370-02	2013	no	2013			4,399		4,596						
Rower																	
	Concept 2	RowErg	530051738	2019	2020	2019											
Upright Bike	Matrix	CXV-C	N:CFC31220701889	2023	2023	2023											

Items in Red have been removed from floor

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

Monday, August 14, 2023

The meeting was called to order at 7:04 p.m. by Kathy McCollom, CAC Chair

Members present: Kathy McCollom, Jeff Gathers, Sarah Markel, Martha Romans, Justin Newsome (via Zoom), Martha Romans, and Don Williams

Members not present: Patrick Kairouz

Others in Attendance: Mindy Lyle, CSCA board, Steve Philbin, CAMP, Angel Robles, CAMP, and Theresa Hunter, resident Carlton Place

Motion to Approve the Agenda

Moved by Williams, seconded by Gathers

For: All

Against: None

Motion passed.

Motion to Approve the Minutes from July, 2023

Moved by Gathers, seconded by Williams

For: All

Against: None

Motion passed.

HOMEOWNERS FORUM

Theresa Hunter, resident of Carlton Place Condominiums, said that the landscaping doesn't look as tidy as it once did. Philbin suggested that a meeting be set up to tour the area with Lancaster so that she can point out issues that need to be addressed. He also offered to send a copy of the agreement that stipulates which services Lancaster provides and which are provided by the contractor hired by the Carlton Place Condo Association.

MATTERS FOR COMMITTEE RECOMMENDATION

The CAC received presentations from and interviewed three companies to provide landscape and snow removal services: Shenandoah Landscape Services, Community Landscape Services and Lancaster Landscapes, Inc.

Following an in depth discussion, the committee adopted the following resolution:

Motion to recommend Lancaster Landscapes, Inc. for the CSCA landscaping and snow removal services for a three-year contract.

Moved by Romans, seconded by Williams

For: All

Against: None

Motion passed.

The CAC directed the property manager to communicate to the Lancaster representative that the CAC makes the following requests of Lancaster as a condition for the above recommendation:

- Host a planning session with the CAC during the January meeting, where Lancaster provides a trends report and options for landscape enhancements, tailored to the needs of Cameron Station
- Produce an annual calendar of activities
- Provide management with weekly status reports summarizing Lancaster's activities
- Produce documentation of items that Lancaster provides to the community at no cost
- Provide a list of suggested landscaping enhancements to provide to Cameron Station for free
- In advance of each community walk-through, provide CAC with a list of observations about the area to be covered and suggested items to review during the walk-through

NEW BUSINESS

The next CAC meeting will be on Monday, September 11,, at 7 PM in person.

The next community walk through will be on Thursday, August 17 at 8:30 AM to review the Duke St. East area. Meet in front of the Cameron Club.

The meeting adjourned at 9:50 p.m.

Respectfully submitted,

Martha Romans



Cameron Station Community Association, Inc.
Board Decision Request
August 29, 2023

TOPIC: Ad Hoc Paving Committee New Member Application
Motion 2023-0801

Motion:

"I move to **APPROVE** the appointment of Elliott Waters to the Ad Hoc Paving Committee."

Motion: _____

2nd: _____

Summary:

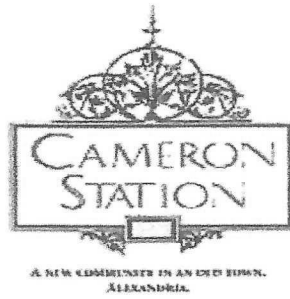
Ad Hoc Paving Member opening had been announced on the Weekly Email Blast – on August 4, 2023, as follows. Attached is Elliott Water's application.

Ad Hoc Paving Committee: Member Opening

Cameron Station is looking for one (1) more volunteer for the Ad Hoc Paving Committee. We have engaged the services of an engineering firm to review the scope of work for paving the private Cameron Station streets, the proposals submitted, and to provide project oversight. No paving or engineering experience is required. The Board has hired professionals for project/contract details and oversight, but owner/resident feedback is very helpful in implementing a project of this magnitude. Please [click here](#) for the committee charter and [click here](#) for the committee member registration form. If you have any questions, would like more information, or would like to submit your name for consideration, please email managers@cameronstation.org.

CAMP Recommendation:

Management supports the committee decision appointment.



Cameron Station Community Association
Volunteer Application for Ad Hoc Paving Committee
c/o CAMP, 200 Cameron Station Boulevard, Alexandria, VA 22304

As an owner in the Cameron Station Community Association, I volunteer to serve on the CSCA's Ad Hoc Paving Committee established by the Board of Directors. I understand the term of appointment is established by the CSCA HOA Board of Directors or its designated representative.

DATE: 7/31/2023

NAME: Elliott M. Waters

ADDRESS: 325 Cameron Station Blvd

EMAIL: waters325@comcast.net

PHONE: 703 823 2431 (h)

SIGNATURE: _____

Please find a brief biographical statement that conveys my qualifications and interests that I hope you believe merits my being appointed to serve on the CSCA's Ad Hoc Paving Committee for a specified period of time.

STATEMENT

As a volunteer willing and able to serve on Cameron Station's HOA Board of Directors Ad Hoc Paving Committee, please know that I am an advocate for excellence in management, collegial as well as collaborative volunteer service/teamwork, and constructive community engagement. This advocacy is manifested in my over 20 years in being a Cameron Station Community Association member in good standing doing thoughtful work to help advance the Association's best interests using entrusted knowledge, life skills and professional experience honed over many years as a spouse, parent, military officer, management consultant, clergy person and City volunteer serving in various capacities.

The best interests of which I speak include: supporting policies and procedures designed to maintain/enhance property values, including community safety; encouraging volunteerism to provide management advice and develop strategic standards of excellence; preserving the distinct character of this community where rights and responsibilities are understood; celebrating our history and helping create a cohesive community where people desire to live, work, socialize, visit and invest more fully. During my over 20 years as a resident and co-owner, I have served the community in various volunteer capacities with a vision whereby actions speak louder than words in being "A Caring and Compassionate Community Association."



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
August 29, 2023**

**TOPIC: Fitness Equipment – Freemotion quote #Q-34711
Motion 2023-0802**

Motion:

“I move to **APPROVE** the **Freemotion** quote #Q-34711 for **\$14,180.72** to purchase a new Incline Trainer treadmill machine to be expensed from Reserve Funds.”

Motion: _____

2nd: _____

Summary:

Attached is quote #Q-34711 for a new Incline Trainer treadmill machine.

CAMP Recommendation:

Management is relying on CCFC and ProFIT for their recommendations based on the fact that we were not in discussion regarding these options.

Budget Considerations:

The purchase of a new Incline Trainer treadmill machine \$14,180.72 is to be expensed from Reserves Funds under Fitness Equipment.

RemitTo	Contact	Territory Manager	Quote #
Freemotion Fitness PO Box 7410479 Chicago, IL 60674-0479 United States	Kyson Stoker PH: (435) 786-2944 kyson.stoker@ifit.com	DJ Jones PH: (919) 892-5798 dj.jones@ifit.com	Q-34711
SoldTo	ShipTo	BillTo	Customer #
PROFIT ATTN: Jill Bakner 2900 SOUTH QUINCY ST ARLINGTON, VA, 22206 USA	PROFIT Attn: Jill Bakner 200 Cameron Station Blvd. Alexandria, VA 22314 USA	PROFIT 2900 SOUTH QUINCY ST ARLINGTON, VA 22206 USA	7/19/2023
			Quote Expires
			8/18/2023
			Quote Terms*
			CIA
	PH: 717-360-1327 jbakner@pro-fitclubs.com		Commercial

Qty	Model #	Description	List Price	Unit Price	Ext. Price
2	FMTK74218-BLK	Freemotion i10.9b Incline Trainer_LED_iFit Sync_Black	USD 10,399.00	USD 5,999.00	USD 11,998.00

Subtotal:	USD 11,998.00
Tax:	USD 362.94
Install:	USD 500.00
Freight:	USD 1,319.78
Fuel Surcharge:	USD 0.00
Total Units:	2
Total:	USD 14,180.72

Notes/Other Info:

•

Model #	Color Type	Color
FMTK74218	Frame Color	Matte Black

- Quote valid until date listed above. Please sign and return to the contact listed above to place your order.
- The Freemotion Cable Cross, Chest & Shoulder are ADA compliant/wheelchair accessible. A maximum tax credit of \$5,000 per year may be applicable. Reference Section 44 of the IRS tax code.

Quote #

Q-34711

Quote Total

USD 14,180.72

Signature:

Date:

Your signature indicates that the EQUIPMENT, COLOR and ADDRESS information on this quote are correct. Please sign and return all pages to the contact listed above to place your order.

Thank you for your purchase of Freemotion equipment. If you have elected to pay any portion of this order with a credit card, your signature on this document will authorize your card to be charged as per our credit card terms and conditions. Charges will appear under the name 'ICON AR' on your credit card statement.

Net 30 day terms on approved credit for customers without prior existing terms.

- Quote valid until date listed above. Please sign and return to the contact listed above to place your order.
- The Freemotion Cable Cross, Chest & Shoulder are ADA compliant/wheelchair accessible. A maximum tax credit of \$5,000 per year may be applicable. Reference Section 44 of the IRS tax code.

FREEMOTION FITNESS TERMS AND CONDITIONS

The goods listed on the face of this Customer Order have been sold to you ("Buyer") subject to the terms and conditions set forth herein, all of which you agree to by your acceptance of such goods. Additionally, all future orders placed by FreeMotion Fitness ("FMF") will be accepted only on the following terms and conditions, all of which you, as Buyer, accept and agree to by the placement of such orders.

- 1) **Prior Written Contract.** To the extent that these terms and conditions are covered by a prior written contract signed by FMF and Buyer, the terms and conditions in that contract are intended to govern, excepting terms of payment, which shall be governed by the installment sale provisions on the face of the Customer Order. To the extent that the order being supplied by this invoice is not expressly covered by a prior written contract, this invoice contains all of the terms and conditions with respect to the sale and purchase of the goods named herein. If any of the provisions of the Buyer's purchase order or other unsigned writings are in conflict with the terms and conditions of this invoice, the terms and conditions of this invoice shall govern.
- 2) **Buyer's Duty to Inspect and Claims for Loss or Damage in Shipping.** Buyer must immediately inspect all goods for shortages, conformity with order and defects. All goods claimed to be defective shall be held for inspection by FMF. Claims for shortage or deductions for erroneous charges must be presented within fifteen (15) days after receipt of the goods or they will be disallowed. No goods will be taken back and credited or replaced unless authorization for return has been given by FMF's Customer Service Department. Claims for goods damaged in shipment must be made directly with the carrier.
- 3) **Acceptance of Goods and Returns.** Buyer shall be deemed to have accepted all goods covered by this invoice if Buyer fails to reject and return the goods within fifteen (15) days of the receipt of goods. If Buyer chooses to reject any of the goods covered by this invoice, for whatever reason, Buyer must first notify FMF. No returns will be accepted after (15) days from receipt of goods or received by FMF over thirty (30) days after initial delivery to buyer. Buyer agrees to pay FMF (a) restocking fee of 20% of the sales price of the returned items, and (b) all shipping charges, including return shipping costs.
- 4) **Deliveries.** The acceptance of shipment by the Buyer when the goods are delivered by a common carrier, licensed public Driver, Buyer's own or leased carrier, or by FMF's own or leased carrier shall constitute a delivery.
 - (a) In the instance of goods held subject to the Buyer's instruction, or for which the Buyer has failed to supply shipping instructions, or in any case where FMF, in its sole discretion, determines that any part of the goods purchased by the Buyer should be held for Buyer's account, FMF may invoice the goods and Buyer agrees to make payment at the maturity of the invoice so rendered. Goods invoiced and held at any location for whatever reason shall be at Buyer's risk and FMF may charge for insurance and storage at prevailing rates.
 - (b) No freight, express or delivery charges shall be subject to discount.
 - (c) Delivery of a quantity which does not vary more than ten percent (10%) greater or less than the quantity ordered shall constitute compliance under the Customer's Purchase Order.
 - (d) Partial delivery shall be accepted by the Buyer and paid at contract terms and prices. All sample requirements furnished on this order shall be charged for by FMF and paid for by the Buyer. Delay in delivering samples or other sample requirements shall not constitute a breach of this invoice. Delivery or tender of delivery of any installment within fifteen (15) days after the time specified therefore shall be deemed timely delivery. Thereafter, shipment or tender of delivery prior to receipt of written cancellation shall constitute good delivery. Any defect in quality or delays in delivery shall not affect the balance of this invoice. Any delivery not in dispute shall be paid for on the due date, without offset, defense or counterclaims and regardless of controversies relating to other delivered and undelivered merchandise. Where the Buyer has declared or manifested an intention that it will not accept delivery in accordance with the provisions of this invoice, no tender shall be necessary but FMF may at its option give notice in writing to the Buyer that FMF is ready and willing to deliver in accordance with the provisions of the invoice and such notice shall constitute a valid tender of delivery.
- 5) **Time of the Essence.** FMF shall not be liable for default in delivery or delays in shipment for any cause beyond FMF's reasonable control. Buyer requested changes may result in additional charges. FMF will refund Must On Service charges if date requested cannot be met.
- 6) **Risk of Loss.** Buyer bears the risk of loss for any specialty items or goods ordered and not readily saleable by FMF to other parties from the time they leave FMF's facilities and are placed with a carrier for shipment to Buyer. Risk of loss as to other goods will be governed by applicable provisions of the Utah Uniform Commercial Code. If a shipment is made FOB shipping point or if, at Buyer's request, freight is prepaid by FMF and invoiced to Buyer, Buyer bears all risk of loss for all goods covered by this invoice from the time they are placed with the carrier by FMF.
- 7) **Purchase Money Security Interest.** If the goods described on this invoice are delivered to Buyer without full payment therefore or through the extension of any credit by FMF to Buyer, FMF retains and Buyer hereby grants FMF a purchase money security interest in and to all the goods covered by this invoice to secure the payment of all amounts due hereunder, including principal, interest, freight charges and other expenses incurred by FMF in connection with the sale of the goods and collection of the amount due hereunder. The purchase money security interest granted herein shall be automatically perfected without filing pursuant to the Utah Uniform Commercial Code. Upon any default by Buyer under this invoice, FMF may declare immediately due and payable all amounts secured hereby.
- 8) **Future Orders Placed with FMF.** Future orders placed by Buyer with FMF shall be placed by Buyer and accepted by FMF subject to the terms and conditions contained herein, irrespective of any provisions contained in buyer's purchase orders. Upon FMF's acceptance of an order by Buyer, such order shall be non-cancelable.
- 9) **Credit and Default.** FMF may, at any time and from time to time, in its sole discretion modify or cancel the credit of Buyer as to time and amount, and as a consequence may require and demand payment in cash before delivery of any unfilled portion of an invoice. Buyer shall be in default hereunder upon the occurrence of any of the following:
 - (a) Buyer fails to make payments when due;
 - (b) Buyer fails to perform any other obligations as required hereunder or under the invoice;
 - (c) Buyer becomes insolvent or makes any assignment for the benefit of creditors or a proceeding is initiated against Buyer alleging that Buyer is insolvent or is unable to pay Buyer's debts as they mature.
 - (d) The issuance of an attachment or garnishment or the filing of a lien against any of the goods subject hereof; or
 - (e) FMF shall deem itself insecure and Buyer fails to provide FMF with adequate assurance of Buyer's ability to perform.
- 10) **Remedies.** FMF shall be entitled to all the remedies of a secured party and seller under the Utah Uniform Commercial Code. Additionally, FMF shall be authorized and Buyer hereby grants FMF permission to enter upon any premises, leased or owned by Buyer, to recover possession of any goods received by Buyer from FMF for which FMF has not received payment.
- 11) **Limited Warranty.**
 - (a) FMF warrants to Buyer that for the period specified in the specifications after the date of invoice of the products ("**Warranty Period**"), that such products will materially conform to the published specifications in effect as of the date of manufacture and will be free from material defects in material and workmanship. This Warranty Period applies only to the original Buyer only and is non-transferable. This Warranty Period may be terminated via misuse, abuse, or improper service, service by a non-certified FMF technician or installer, including moving the product, improper storage, storing the product on its side, or placing the product in a high-humidity environment including spa areas, pool areas, or outside.
 - (b) **EXCEPT FOR THE WARRANTY SET FORTH IN SECTION 1(A), FMF MAKES NO WARRANTY WHATSOEVER WITH RESPECT TO THE PRODUCTS, INCLUDING ANY (a) WARRANTY OF MERCHANTABILITY; OR (b) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE; OR (c) WARRANTY OF TITLE; OR (d) WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY; WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE.**
 - (c) Products manufactured by a third party ("**Third Party Product**") may constitute, contain, be contained in, incorporated into, attached to or packaged together with, the products. Third Party Products are not covered by the warranty in **Section 1(a)**. For the avoidance of doubt, **FMF MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO ANY THIRD PARTY PRODUCT, INCLUDING ANY (a) WARRANTY OF MERCHANTABILITY; (b) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE; (c) WARRANTY OF TITLE; OR (d) WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY; WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE.**
 - (d) FMF shall not be liable for a breach of the warranty set forth in **Section 1(a)** unless: (i) Buyer gives written notice of the defect, reasonably described, to FMF within ten days of the time when Buyer discovers or ought to have discovered the defect; (ii) FMF is given a reasonable opportunity after receiving the notice to examine such products and Buyer (if requested to do so by FMF) returns such products to FMF's place of business at FMF's cost for the examination to take place there; and (iii) FMF reasonably verifies Buyer's claim that the products are defective.
 - (e) FMF shall not be liable for a breach of the warranty set forth in **Section 1(a)** if: (i) Buyer makes any further use of such products after giving such notice; (ii) the defect arises because Buyer failed to follow FMF's oral or written instructions as to the storage, installation, commissioning, use or maintenance of the products; or (iii) Buyer alters or repairs such products without the prior written consent of FMF.
 - (f) Subject to Section 1(d) and Section 1(e) above, with respect to any such products during the Warranty Period, FMF shall, in its sole discretion, either: (i) repair or replace such products (or the defective part) or (ii) credit or refund the price of such products at the pro rata contract rate provided that, if FMF so requests, Buyer shall, at FMF's expense, return such products to FMF.
 - (g) **THE REMEDIES SET FORTH IN SECTION 1(F) SHALL BE THE BUYER'S SOLE AND EXCLUSIVE REMEDY AND FMF'S ENTIRE LIABILITY FOR ANY BREACH OF THE LIMITED WARRANTY SET FORTH IN SECTION 1(A).**

12) Limitation of Liability.

(a) **IN NO EVENT SHALL FMF BE LIABLE TO BUYER OR ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE OR PROFIT OR LOSS OF DATA OR DIMINUTION IN VALUE, OR FOR ANY CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND WHETHER OR NOT FMF HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE.**

(b) **IN NO EVENT SHALL FMF'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, EXCEED ONE TIMES THE TOTAL OF THE AMOUNTS PAID TO FMF FOR THE PRODUCTS SOLD HEREUNDER or \$100,000.000, WHICHEVER IS LESS.**

(c) The limitation of liability set forth in **Section 2(b)** above shall not apply to (i) liability resulting from FMF's gross negligence or willful misconduct and (ii) death or bodily injury resulting from FMF's acts or omissions.

13) Shortages. When in the opinion of FMF there is a period of shortages of supply or transportation for any reason, FMF may allocate its available supply among any and all of its various customers upon such basis as it shall deem fair and practical, with no liability on its part for failure to deliver the quantity or any portion therein specified.

14) Attorney's Fees and Costs of Collection. In the event Buyer fails to pay the invoice amount within the time specified or materially breaches any other provision of this invoice, Buyer shall be liable to pay all reasonable attorney's fees, court costs and other related collection costs and expenses incurred by FMF prosecuting its rights hereunder.

15) Governing Law and Jurisdiction. This invoice, and all other matters relation hereto, including any matter or dispute arising out of the sale of the goods subject hereto, shall be interpreted, governed, and enforced according to the laws of the State of Utah, and Buyer hereby consents to the exclusive jurisdiction of the First Judicial District Court in and for Cache County, State of Utah, to resolve any such disputes.

16) Amendments. This invoice may be amended at any time upon agreement of the parties hereto, which amendment(s) must be reduced to writing and signed by all parties in order to become effective. No waiver by FMF of any default or provision hereof shall be deemed a waiver of any other default or provision.

17) Taxes. All taxes and excises of any nature whatsoever now or hereafter levied by any governmental authority, whether federal, state or local, either directly or indirectly, upon the sale, use or transportation of any goods sold hereunder shall be paid and borne by Buyer.

Quote valid until date listed above. Please sign and return to the contact listed above to place your order.
The FreeMotion Cable Cross, Chest & Shoulder are ADA compliant/wheelchair accessible. A maximum tax credit of \$5,000 per year may be applicable. Reference Section 44 of the IRS tax code.



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
August 29, 2023**

**TOPIC: Landscape, Irrigation, and Snow Removal Contract
Motion 2023-0803**

Motion:

"I move to **APPROVE** the CAC recommendation to award the contract to Lancaster Landscape for a three-year contract for landscape, irrigation, and snow removal services to be expensed from Operating Funds."

Motion: _____

2nd: _____

Summary:

CSCA invited Lancaster Landscapes, Community Landscape, Shenandoah Landscape, and Level Green to bid on the Landscape, Irrigation, and Snow Removal Services. Level Green notified management on July 21st that they were not be submitting a proposal on the date they were due. Attached are the Landscape, Irrigation, and Snow Removal proposals and Comparison Matrix.

CAMP Recommendation:

Management agrees with the choice based on the fact consistent, positive, services, curb appeal, quick responsiveness, customer service, and the fact that the company is close to the property. In addition, the president of the company will come out 24/7 to handle irrigation issues and or assess the property during storms etc. which holds significant value to the community.

Budget Considerations:

Lancaster Landscape Management Contract – landscaping, irrigation, and snow removal maintenance to be expensed from Operating Funds.

**Cameron Station Community Association
Landscape and Irrigation Service Proposals
2023-2024**

VENDOR		Lancaster Landscapes (Current contract)	Lancaster Landscapes	Community Landscape	Shenandoah Landscape	Level Green
Contract Term		FY2023	Year I: January 1, 2024 - December 31, 2024			
S E R V I C E S	Landscape	\$183,946	\$176,220	\$188,100	\$153,454.80	DECLINED TO BID
	Linear Park (maintenance and leaf removal)	\$16,569	\$18,837	\$19,618	\$6,000	
	Floral Rotations (spring and winter)	\$15,122	\$15,575	\$19,500	\$6,216	
	Irrigation (spring, summer, and winterization)	\$13,186	\$15,700	\$18,895	\$20,062.56	
	Pergola Pruning	\$2,960	\$2,960	\$2,400	\$2,200	
	Tree Trimming	\$32,000	\$36,000	\$47,250	\$39,900	
	Sub-Associations Maintenance	\$8,980	\$9,995	\$20,575	\$12,999.96	
Total Base Year I		\$272,763	\$275,287	\$316,338	\$240,833	N/A
Total 3-yr Contract Price			Year I - \$275,287 Year II - \$283,545 Year III - \$292,051 Total 3 Yr Contract Amount - \$850,884	Year I - \$316,338 Year II - \$325,828 Year III - \$335,928 Total 3-Yr Contract Amount - \$978,0942	Year I - \$240,833 Year II - \$252,874 Year III - \$265,518 Total 3 Yr Contract Amount - \$759, 226	N/A

**Cameron Station Community Association
Snow Removal Service Proposals
2023-2024**

VENDOR		Lancaster Landscapes (Former contract)	Lancaster Landscapes	Community Landscape	Shenandoah Landscape	Level Green
Contract Term		Expired 4/15/2023	Year I: November 15, 2023 - April 15, 2024			
S E R V I C E S	Plowing (2/hr minimum)	\$135/hour	\$140/hour	\$125/hour	\$140/hour	DECLINED TO BID
	Salt/Sand (2/hr minimum)	\$135/hour	\$140/hour	\$325/hour	\$165/hour	
	Snow Piling (4/hr minimum)	\$250/hour	\$250/hour	\$325/hour	\$210/hour	
	Shoveling (2/hr minimum)	\$57/hour	\$63/hour	\$60/hour	\$70/per hour	
	Application of Material (2/hr minimum)	\$57/hour	\$63/hour	\$50/hour	\$70/per hour	
	Snow Blower (2/hr minimum)	\$72/hour	\$72/hour	\$60/hour	\$90/per hour	
M A T E R I A L S	Sand Bulk	\$150/per ton	\$150/per ton	N/A	\$200/per ton	
	Salt Bulk	\$240/per ton	\$250/per ton	N/A	\$600/per ton	
	Salt Bag	\$23/per bag	\$23/per bag	N/A	\$60/per bag	
	Sand/Salt Mix Bulk	\$220/per ton	\$220/per ton	\$325/ton	\$350/per ton	
	Ice Melt Compound/Bag only	\$30/per bag	\$30/per bag	\$50/per bag	\$60/per bag	

**Cameron Station Community Association
Snow Removal Service Proposals
2023-2024**

Cost Estimate Assuming an 8/hr day

VENDOR		Lancaster Landscapes	Community Landscape	Shenandoah Landscape	Level Green
Contract Term		Year I: November 15, 2023 - April 15, 2024			
S E R V I C E S	Plowing (2/hr minimum)	\$1,120	\$1,000	\$1,120	DECLINED TO BID
	Salt/Sand (2/hr minimum)	\$1,120	\$2,600	\$1,320	
	Snow Piling (4/hr minimum)	\$2,000	\$2,600	\$1,680	
	Shoveling (2/hr minimum)	\$504	\$480	\$560	
	Application of Material (2/hr minimum)	\$504	\$400	\$560	
	Snow Blower (2/hr minimum)	\$576	\$480	\$720	
T o t a l		\$5,824	\$7,560	\$5,960	

From: Steve Philbin

Sent: Tuesday, August 15, 2023 4:54 PM

To: Adrienne Zaleski <azaleski@lancasterlandscapes.com>

Cc: Angel Robles <arobles@gocampmgmt.com>; Kathleen McCollom <ktmccmcc@comcast.net>

Subject: Cameron Station CA -- Follow up to Landscape Contract Presentations/Interviews

Good afternoon, Adrienne.

Thank you for your continued support of Cameron Station CA. The Common Area Committee (CAC) requested that I reach out to you with the following information. Each of the CAC members provided feedback and requested that I communicate this feedback/requests to you.

The CAC would like to recommend to the Board that Lancaster Landscapes retain the landscape contract for a 3-year contract with the following requests:

1. Lancaster Landscapes host a planning session with the CAC during the January meeting, where Lancaster provides a trends report, tailored to the needs of Cameron Station

We are looking forward to our upcoming meeting with the committee in January. It will serve as an excellent opportunity to discuss the evolving trends within the landscape/green industries.

Our previous initiatives have encompassed proposals for native gardens, complete with detailed landscape designs. Additionally, we've advocated for the adoption of organic turf care alternatives, detailing their efficacy and environmental benefits. Our commitment to holistic pest management strategies is evident through the introduction of ladybugs and praying mantises, which contribute to a balanced ecosystem within our landscapes. Last, our transition towards utilizing electric equipment helps show our dedication to minimizing our ecological impact.

Considering these achievements, we believe that conducting an annual review would greatly benefit the committee, particularly concerning future budget allocations.

2. Lancaster Landscapes produce an annual calendar of all activities such as, but not limited to mowing, aeration/seeding, flower rotation, weeding, leaf removal, etc.

Please review the attached document. This operations calendar has been submitted to the Management team annually. Kindly advise on the preferred approach to enhancing this calendar. For the 2024 season, we will incorporate the extra services added to the specification of the spring aeration and overseeding.

3. Lancaster Landscapes provide daily/weekly status reports summarizing work performed.

May we establish an agreed-upon format for this submission? Our interactions with Management involve daily communication through various channels such as email, text, and phone calls. These exchanges confirm the completion of tasks. We are open to reverting to the work ticket submission method if that is the preferred approach.

4. Lancaster Landscapes produce documentation of items that Lancaster provides to the community at no cost. The CAC and management need to sell/inform the community when the need arises.

We provided countless services to the community at a reduced rate or at no cost to the community for years

Throughout the 2022/2023 seasons, we extended the following complimentary services to the Cameron Station community:

- *Additional Leaf Removal Services: We performed (4) extra leaf removal services along Colonel Johnson in an attempt to keep the drive lanes cleared. Colonel Johnson does not have common area elements in front of homes. Therefore, the residents pile their leaves onto street which are continuously removed from our team.*
- *Aeration and Overseeding: In spring, we conducted aeration and overseeding in the focal areas of the community, which was not part of our contract.*
- *Free Flower Replacement Rotation: We provided a free flower replacement rotation at the front entrance of the community in the spring. It is important to note that plant warranties are not covered for annual flowers and/or sod as detailed on our proposal*
- *Plant Material Removal: On occasion, we have removed dead/dying plant material from the community without charging the community for the service*
- *No Charge for Design Work: The Association is not charged for any design work within the community. A typical design can cost between \$1350 - \$3000.00 depending on scope of work.*
- *Extended Tree and Shrub Guarantees: We guarantee trees and shrubs that we install for the life of the maintenance contract while other companies only guarantee them for a one year period*
- *Enhanced Plant Size: We opted to plant larger 10" pots in the summer instead of the standard 4 ½" annuals in front of the community center. This upgrade represents a difference of approximately \$700.00 which was gifted by Lancaster*
- *Maintenance of City Property: We undertook the maintenance of the east entrance along Sommerville, which is city property, at no cost to the Association.*
- *Minor Storm Damage Cleanup: We provided assistance with minor storm damage cleanup outside of our scope of work to preserve an environment that is both secure and visually appealing to the residents.*
- *No Charge for Irrigation Service Calls: Irrigation service calls have not incurred any additional charges to the community.*
- *Discounted Tree Day Program: The Association benefits from reduced pricing on our Tree Day program, with a rate of \$1650 per day compared to the standard rate of \$2800 for other clients.*
- *Reduced Snow Removal Rates: We offered reduced pricing for snow removal services, including plowing and shoveling rates, which are lower than those charged to other customers.*
- *Equipment Delivery Charges Waived: For larger snow removal equipment (Bobcat and ATV), we did not impose the contracted delivery charges of \$150 per storm. Instead, we provided equipment which is left onsite (behind pool) for the entire season.*
- *Comprehensive Leaf Removal and Mulching: We ensured the removal of leaves along the entire linear park trail, exceeding the contracted portion, and conducted mulching in areas beyond the Association's contract.*

- *Additional Services for Woodland Hall: Upon management's request, we extended our services to Woodland Hall that were not covered under the master contract.*

In closing, we take pride in going above and beyond to serve the Cameron Station community. If you have any questions or need further clarification on any of these services, please don't hesitate to reach out.

5. In advance of each community walk-through meeting, Lancaster Landscapes provide CAC with a list of observations about the area to be covered and suggested items to review during the walk-through

This is an excellent idea! A list of areas were identified prior to the August 17th meeting (see below). Please provide feedback

Here are some recommendations to consider;

Look at trees and identify those that need to be pruned by homeowners (have Brandon send notices) and those that we would like to include in tree day

Behind houses on Kilburn/Donovan discuss if this might be a good place for a rain garden

Discuss future plans and when to budget replacement of hedge around pool

Discuss erosion issues near storm drain behind houses on sommerville/Gardner

Discuss additional plantings needed along Duke street (ie bulbs, azaleas, etc) and how that will be budgeted

Look for sidewalk repair work

6. Lancaster Landscapes provide proposals with labor and materials listed separately to be provided four (4) days in advance before the CAC meeting packet is sent out

We will be happy to provide this information to management in the timeframe requested.

7. Lancaster Landscapes provide detailed invoices (i.e., tree trimming invoices, etc.) that refer to a proposal number, if applicable.

Yes, I have asked our team to provide this information on all invoices. However, since we have limited characters allowed on each invoice – we generally attach the proposal with the invoice. When CAMP uploads our submissions to strongroom (?) – are these attachments provided with upload? If not, lets come up with solution. Would you like to sit down to review how we can improve this process?

8. Lancaster Landscapes hold a weekly meeting with GM/AGM to discuss hot topics, issues, and the follow-up of projects... "A touch base meeting"

We would WELCOME this opportunity! With the prior management companies, we met every Monday at 10:00 am. This was advantageous for all parties involved. Please provide a time that would work for your schedule, and we will plan accordingly.

9. Lancaster Landscape needs to be more proactive than reactive with issues/needs within the community. CAC requests you to identify and track areas of decline. This information should be supplied to management before the distribution of the monthly CAC Meeting Package.

Please kindly explain/expand on this request. How does this differ from the information that we already provide in the form of proposals? These are not only generated from our walkthroughs, monthly meetings but also from information we have addressed with Management when conducting daily inspections of the property.

10. Lancaster Landscapes price is not the lowest by \$100,000 (for the three-year contract). Can Lancaster Landscape offer some free landscaping enhancements to offset/decrease some of this 3-year contract differential?

I value receiving feedback on the contract. I'm also intrigued by the pricing strategies employed by other companies for the same contract. Given our extensive 10+ years of experience with the maintenance agreement, I possess the most comprehensive understanding of the required hours to fulfill the contract's scope. If the lowest bid is notably lower by approximately \$33,000 annually compared to my pricing, it raises concerns about how the other organization is managing to conceal their costs. Alternatively, one might wonder which services they intend to omit to meet the terms of the contract. I'm also curious if their estimator operates on a commission basis.

As you are already aware, Lancaster Landscapes operates without a dedicated sales team. We operate as a family-run business, dedicated to delivering exceptional service to our customers at a reasonable cost. This is particularly evident here in Cameron Station, where I hold a personal stake in the community's well-being.

I would be happy to discuss the potential implementation of a rain garden with the CAC members. Lancaster would gladly cover the associated project costs. However, it's important to consider the considerable array of contributions we already provide to the community, as outlined above.

In light of external factors such as inflation affecting costs for items like fuel, materials, and labor rates, I regret to inform you that I'm unable to offer the community any additional services, aside from the rain garden, that would bridge the gap caused by the price differential.

*Thank you for your consideration,
Adrienne Zaleski
President*



Cameron Station Community Association

Landscape Operations Monthly Schedule - 2023

Operation	January	February	March	April	May	June	July	August	September	October	November	December
Mowing and Trimming of Turf (every 7 to 10 days)**				X	X	X	X	X	X	X	X	
Fertilize / Pre-emergent (2)			X		X							
Fertilize / Broadleaf Turf Appl. (2)									X		X	
Edge Curbs and Walks* (every other mowing)				X	X	X	X	X	X	X	X	
Weed Mulched Beds (continuously during the months of March-Dec.)			X	X	X	X	X	X	X	X		
Prune Shrubs (3 occurrences)						X	X	X		X		
Prune Ornamental Trees						X						
Spring Clean-up			X									
Leaf Removal (4 occurrences)								X(**)		X(2)	X(1)	X(1)
Spring Mulch Application			X									
Fall Touch Up Mulching (in focal areas only)									X			
Tree and Shrub Care (as needed - pest control and fertilization. Service includes ladybug and praying mantis release 1x per year)				X	X	X (lady bugs released)	X	X	X	X		
Aeration and Overseeding										X		
Tree Day (Optional Service)	1x	1x	1x	2x	2x	2x	2x	2x	2x	2x	2x	1x
Flower Installation (Optional)				X						X		
Irrigation Services (Optional)			1X			1X					1X	

**Dates and frequencies may vary with site needs and weather conditions. Service descriptions listed in contract specifications.*

***Partial leaf removal occurs in August based on leaf drop from London Plane trees (as detailed in contract specifications)*

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

**LANCASTER
LANDSCAPES
Presents**

2024-2026

**Lawn Maintenance
Bid Package**

For

**CAMERON STATION
COMMUNITY
ASSOCIATION**

COMPANY BACKGROUND





LANCASTER

MISSION STATEMENT OF

LANCASTER LANDSCAPES, INC.

Lancaster Landscapes is a full service landscape maintenance company dedicated to providing outstanding customer service at a competitive price. Since 1962, Washington area property owners have entrusted the care of their landscapes to the dedicated staff and employees of Lancaster Landscapes.

The goal of our company has always been to provide our clients with enthusiastic, well-trained, properly equipped, professional employees who take pride in their work. We strive to be flexible in our approach so each client will be assured that their individual expectations are met or exceeded.

Controlled and limited customer growth insures that Lancaster Landscapes will remain a mid-sized, locally owned company that focuses on customer retention through satisfaction. Our honest and straight forward approach has enabled us to build long term relationships with our clients for over 50 years.

Adrienne Zaleski
President/CEO

Carlos Rios
Vice President of Operations

LANDSCAPES



HISTORY – EXPERIENCE

- ESTABLISHED IN 1962
- LOCALLY OWNED AND OPERATED, ADRIENNE ZALESKI, PRESIDENT AND CEO
- HAVE SUCCESSFULLY EXECUTED LARGE CONTRACTS RANGING IN ANNUAL VALUE FROM \$250,000 TO OVER \$1,000,000
- HAVE BEEN THE RECIPIENT OF OVER 50 AWARDS FOR EXCELLENCE IN SERVICE
- 2 FULLY STAFFED LOCATIONS SERVING THE WASHINGTON METRO AREA

PERSONNEL

- EMPLOYS OVER 120 FULL-TIME AND PEAK PERIOD EMPLOYEES
- ON-STAFF HORTICULTURIST
- ON-STAFF ARBORIST
- ON-STAFF LICENSED, REGISTERED PESTICIDE APPLICATORS FOR MARYLAND AND VIRGINIA
- TWO FULL-TIME, EXPERIENCED SMALL ENGINE AND TRUCK MECHANICS
- AREA MANAGERS ARE EQUIPPED WITH SMART PHONES, LAPTOPS AS WELL AS EMAIL
- BI-LINGUAL FOREMEN ARE EQUIPPED WITH SMART PHONES, LAPTOPS AS WELL AS EMAIL

EQUIPMENT AND VEHICLES

- 20 PRODUCTION VEHICLES
- 3 DUMP TRUCKS
- 16 LANDSCAPE TRAILERS
- 6 FRONT END LOADERS
- 2 TREE CHIPPER TRUCKS
- 30 MOWING TRACTORS
- TRACT DRIVEN STUMP GRINDER
- OVER 1,000 PIECES OF SMALL EQUIPMENT; MOWER, EDGERS, BLOWERS, ETC.
- 3 SPRAY VEHICLES
- 2 700-GALLON WATERING TRUCKS
- 20 SNOW REMOVAL TRUCKS

HORTICULTURAL EMPLOYEE TRUCKS

- LANCASTER LANDSCAPES PROVIDES IN-HOUSE, STRUCTURED TRAINING SEMINARS
- EMPLOYEES ATTEND MANAGEMENT AND FIELD TRAINING CONFERENCES SPONSORED BY LOCAL UNIVERSITIES AND TRADE ASSOCIATIONS

SAFETY AND LOSS CONTROL PROGRAM

- LANCASTER LANDSCAPES HAS A COMPREHENSIVE SAFETY AND LOSS CONTROL PROGRAM
- THE PROGRAM'S OBJECTIVE IS TO PROVIDE AND MAINTAIN SAFE AND HEALTHFUL WORKING CONDITIONS AND TO FOLLOW OPERATING PRACTICES THAT WILL SAFEGUARD ALL EMPLOYEES AND AS AN END RESULT, PROMOTE A GREATER DEGREE OF CLIENT CONFIDENCE

SUMMARY

- LANCASTER LANDSCAPES HAS THE EXPERIENCE, EXPERTISE, PERSONNEL, EQUIPMENT AND COMMITMENT TO PROVIDE AWARD WINNING SERVICE AT A COMPETITIVE PR

Meet Our Team



Adrienne Zaleski, President



Carlos Rios, Vice President of Operations VA,
Registered Tech



Mike Eastwood, Vice President of Operations MD,
Certified Arborist, Registered Tech



Joel Owen, ISA Certified Arborist, Registered Tech



Horticultural Manager, Registered Technician



Kendra MaGee, Accounting
Manager



Don Brinser, Landscape
Designer



Nelson Acosta, Tree and Plant
Manager, Registered Tech

TASK ORIENTED – QUALITY CONTROL

Experience has proven time and time again that the management and supervision of numerous crews on any property cannot be adequately performed without the implementation of a strict chain of command. Lancaster Landscapes believes in this concept and it is the guiding factor in decisions made from the President down to our newest laborer.

Each employee of Lancaster Landscapes is trained to perform a certain task and perform it well. This instills pride in the employee and enables them to become a vital part of the team. No task, no matter how simple it may seem, can be taken for granted or overlooked. Mowing entails the use of push, walk behind, and rider machines; there are lime trimmers, edgers, and blowers which also must be operated simultaneously to complement the mowing operation. Each employee one very crew is responsible for his or her assigned task. This allows for total accountability for every laborer, foreman, and manager.

Direction comes from the top down. Managers receive direction from the property staff or corporate staff. It is then relayed to foreman and then down to the specific laborers, who have been trained to perform up to company standards. Only when the specific task is 100% complete, will they be assigned another.

At first, this may seem frustrating or inefficient to a casual bystander or even many new hires. Why doesn't the man mowing the grass stop and prune the overgrown shrub? Why doesn't the operator of a lime trimmer take time to pull a weed? The reason is at Lancaster Landscapes, each task is assigned to a person that is trained for the job and is accountable for it. Accountability is what turns ordinary employees into professionals.

Although it may seem reasonable to assign every employee a pair of pruners and give them discretion to prune at will, the results would be disastrous. Can you imagine the chaos that would erupt from 8 or 9 people taking directions from residents or acting out on their own?

This is why Lancaster Landscapes assigns specific people and crews to perform specific tasks and to take direct orders from the chain of command. Although nearly all employees are fully capable and trained to perform numerous functions, they will be responsible only for one at a time.

We assign separate crews for mowing, pruning, weeding, fertilization, planting, tree pruning, and leaf removal. When problems are noticed by crew members, they report them to their supervisor, who will redirect the appropriate personnel to take corrective action.

By taking this approach, Lancaster Landscapes can assure quality control and reward employees who accept their specific responsibility.

GROUNDS MAINTENANCE CONTRACT AND SPECIFICATIONS





**CAMERON STATION COMMUNITY ASSOCIATION
2024-2026 LANDSCAPE MAINTENANCE SERVICES**

Contact:

Cameron Station Community Association
C/O CAMP
Steven P. Philbin, M ed., CMCA®, ARM® PCAM®, General Manager
Cameron Station Community Association
200 Cameron Station Boulevard
Alexandria, VA 22304
Main Line: 703-567-4881

LANDSCAPE MANAGEMENT CONTRACT

Lancaster Landscapes, Inc. hereby contracts **Cameron Station Community Association** to perform landscape management services in accordance with the attached specifications and general conditions.

CONTRACT LANDSCAPE SERVICES (BASE LANDSCAPE MAINTENANCE FEE)

CONTRACT LANDSCAPE SERVICES FOR 2024	\$ <u>176,220.00</u>
CONTRACT LANDSCAPE SERVICES FOR OPTION YEAR - 2025	\$ <u>181,500.00</u>
CONTRACT LANDSCAPE SERVICES FOR OPTION YEAR - 2026	\$ <u>186,936.00</u>

PAYMENT SCHEDULE

Payments for contract landscape services are due and payable in 12 equal monthly installments of:

\$ 14,685.00 beginning January 1, 2024 through December 1, 2024
\$ 15,125.00 beginning January 1, 2025 through December 1, 2025
\$ 15,578.00 beginning January 1, 2026 through December 1, 2026

All parties signing below, understand and approve of all terms and statements as presented herein.

Date: 7.19.2023

Date: _____

By: 

By: _____

Adrienne Zaleski

Contracting Officer

President

Representative For:

Representative For:

Cameron Station Community Association

LANCASTER LANDSCAPES, INC.

Please sign and date Signature Page, provide community address, keep one copy for your records and return a copy to Lancaster Landscapes, Inc. for our files.



SCOPE OF WORK AND PERFORMANCE SPECIFICATIONS FOR CAMERON STATION COMMUNITY ASSOCIATION

I. GENERAL

This quotation shall include all labor, machinery, equipment materials, appropriate tax, equipment, supplies, and services necessary to perform the landscape and enhancement services in accordance with the specifications of this Agreement.

WORK SPECIFICATIONS

CSCA requires turn-key services for landscape maintenance of the common areas, including common areas adjacent to private homes. Services include, but are not necessarily limited to, the following:

A. RECURRENT SERVICES

- i. **MOWING**: All turf areas (throughout the community to include private lots) will be policed for trash and debris before each mowing and trash removed prior to mowing. All turf areas will be mowed to maintain height to a height of 2.5 - 3 inches. During any period of extended hot or dry weather, turf should not be mowed below 3 inches. Mowing is to be accomplished in such a manner that the turf is free from scalping, ruts, and uneven cutting. All mower blades are to be sharp to ensure smooth cutting of the grass blades and avoid tearing of the grass plants. Appropriately sized equipment will be used to avoid any damage to turf or construction. Grass clippings will be blown towards the turf area and away from sidewalks, patios, driveways, and curbs after each mowing, minimizing the number of clippings blown into storm water drains, mulch beds, and ponds. Mowing of common areas and the open private lots, as below, will take place every 7-10 days during the growing season except beginning April 1st when weather conditions otherwise dictate (extended rainy or dry periods). Irrigated areas may require more frequent service than non-irrigated areas. During dry and/or rainy periods, the contractor will consult with the Community Manager to schedule mowing frequency. Mowing, trimming, and edging of the additional turf areas as identified within the Cameron Station community (Exhibit Four – Map). Please note that this does not include the center courtyard of Cameron Station Condominium “The Residences.”
- ii. **TRIMMING**: In conjunction with each mowing, trimming shall be performed around all objects in the turf area, such as trees, benches, utility boxes, light posts, shrubbery beds, etc. All fences will be neatly trimmed. Care will be taken to keep mulched areas, cars, and buildings free of grass clippings. Care will be taken to avoid damage to buildings and other structures while trimming. In general, all turf, including that maintained with string trimmers and mowers will be cut to a height between 2 and 3 inches after mowing. Post-emergent herbicides will be applied as needed around trees, bed areas that have been mulched, sidewalks, and curbs to eliminate unsightly weeds. All herbicides will be applied under the supervision of a certified pesticide applicator. There are up to 20 budgeted tree-trimming dates

that are confirmed with management. These dates are based on a spreadsheet of community tree issues provided by management.

- iii. **EDGING:** All walks and concrete curbs shall be neatly edged to produce a clean sharp line of turf not deeper than 1.5 inches nor wider than 3/4 inches. To ensure the edge crispness either an edging machine or a string trimmer with the blade attachment must be utilized. String trimmers may be used to edge asphalt pathways and rolled asphalt curbs only. Edging will be completed with every other mowing beginning with the first mowing of the season. All areas will be swept clean, and debris removed on the same day service is performed.
- iv. **WEEDING:** Weeding of ornamental plant beds will be performed continuously throughout the season for a neat, well-maintained appearance. All cracks between sections of the curb and sections of the sidewalk will be free of weeds and vegetative growth throughout the growing season either through chemical or manual control methods. If the use of chemical treatment is necessary, the Contractor will use an environmentally safe option.
- v. **PRUNING OF ORNAMENTAL TREES:** All ornamental trees and shrubs within reach from the ground up to a maximum height of 10 feet will be selectively hand-pruned to maintain the natural habit of the species a minimum of once during the growing season or up to a maximum of four times as dictated by the natural growth of the species. Mechanical pruning devices may be used only to trim hedges unless prior approval from the Managing Agent is obtained. Sucker sprouts and epicormic shoots will be removed as they appear once trees/shrubs are in full leaf and throughout the growing season. Shade trees less than 10' in height will be pruned according to the "Pruning Standards for Shade Trees", Class 1 - Fine Pruning standard of the National Arborist Association. [Note: shade trees larger than 10' will be pruned as appropriate under the requirements of a separate agreement.] Hazardous or overhanging branches and dead wood are to be removed as noted based on regular visual inspections.
- vi. **PRUNING OF SHRUBBERY/TRIMMING OF GROUND COVER:** Shrubs are to be pruned to correct uneven growth, and remove non-variegated stems, stray shoots, and dead, damaged, or diseased wood. Hand pruning or shearing of shrubs and the trimming of existing ground cover to maintain a neat appearance will be performed 3 to 4 times throughout the season, beginning in May. Debris removal if included.
- vii. **MULCHING:** All previously mulched tree rings and shrubbery beds shall be mulched to a depth (total) of 2 ½ inches using premium quality, dark, shredded hardwood mulch free of fungus and non-organic materials. Any remaining mulch from prior treatments is to be removed or loosened and incorporated into the mix to a total depth of 2½ inches. Mulch must not be permitted to cover the base of trees or shrubs. All bed and tree ring edges are to be spade cut to a minimum depth of 2" for a defined edge and excess dirt and vegetative matter removed. All mulch beds and tree rings are to be free of weeds and cleaned as required prior to the installation of new mulch. A pre-emergent herbicide will be incorporated into the mulch to prevent weed growth, except in areas where an herbicide could damage ground cover or perennial plants. Mulching shall be completed once a year in the spring. Each fall the mulch beds will be cleaned and turned and touch-up mulching applied as needed. Beds and tree rings will be redefined, weeded, and additional mulch will be added if necessary.

B. TURF CARE SERVICES

- i. **EARLY SPRING**: Application of a pre-emergent herbicide for the control of crabgrass and other grassy weeds, plus broadleaf weed control for winter annuals.
- ii. **MID-SPRING**: Second application of pre-emergent herbicide and herbicide for broadleaf weed control in combination with a slow-release fertilizer with not more than 1/2 pound of N/1000 sq. ft.
- iii. **SUMMER**: Turf insects and diseases are to be monitored every week (or at each mowing) during the growing season. Upon identification a written report will be submitted to the Managing Agent outlining the proposed treatment and estimated expense. Chemical treatments will be addressed as an extra charge per hour for treatment.
- iv. **EARLY FALL**: Application of a time-released balanced fertilizer and a broadleaf herbicide. The fertilizer rate is 1 1/2 pounds of N/1000 sq. ft.
- v. **LATE FALL**: Application of a quick-release balanced fertilizer at the rate of 1+ pounds of N/1000 square feet.

C. TURF ENHANCEMENT SERVICES

- i. **AERATION**: All accessible turf areas shall be core aerated to a minimum core depth of 3". The aeration pattern should produce a minimum of 8 aeration holes per square foot of surface area. The aeration should be performed in conjunction with the seeding program in early spring and fall (2x annually).
- ii. **OVERSEEDING**: Overseeding of thin and bare areas shall be completed during the months of October and March (2x annual) with improved turf varieties; rates will vary depending on the variety used (between 4-6 pounds/1000 sq. ft.). The selection of seed will be approved in advance by the Managing Agent. Bare patches will be scratched with garden rakes and hand seeded as required. Thin areas will be over-seeded.
- iii. **LIME**: Pelletized limestone will be applied to all turf areas at a rate determined by soil analysis and following prior consultation with the Managing Agent. The application of lime shall be invoiced as an additional charge.

D. LEAF REMOVAL AND PROPERTY CLEANUP

- i. **LEAF REMOVAL**: All leaves will be removed from all turf and mulched areas four times per contract period, in January (1st or 2nd week based on weather), October (Halloween Week), November (Thanksgiving Week), and December (Christmas Week). In August and September, Contractor will remove leaves along Colonel Johnson Drive.
- ii. **SPRING CLEAN-UP**: All trash, leaves sticks, and miscellaneous debris will be collected and removed from the turf, mulched areas, and paved areas as part of a spring cleanup.

E. TREE AND SHRUB CARE

- i. **FERTILIZATION**: All trees and shrubs shall receive an application of appropriate slow, release fertilizer to be applied in conjunction with the spring mulching. Any deep root fertilization which may be appropriate due to the size of trees shall be performed after consultation with the
- ii. **PEST MANAGEMENT**: A spray application of dormant oil shall be applied to all plants in the spring, as appropriate, to control scale, mites, and overwintering insects.

The contractor shall be responsible for the detection, monitoring, and controlling of all insects through the implementation of an Integrated Pest Management Program. Regular visual inspections by a knowledgeable representative of the contractor are to be made on no less than a bi-weekly basis to detect pest infestations.

Additional insecticides shall be applied as required and appropriate based on the visual observation and identification of pest infestations. All additional insecticide applications shall be made following consultation with the Managing Agent. All chemical applications of herbicides and insecticides shall be made by or under the direct supervision of a licensed applicator.

- iii. **DEAD TREE and SHRUB/TREE and SHRUB REMOVAL/REPLANTING**: Dead, diseased, and damaged trees and shrubbery shall be remediated as quickly as possible when discovered to include proposals provided to management for any work not covered by this contract. Under no circumstances will the stump of any removed tree or shrub be visible or above the surface of the turf. Conjointly, a proposal for a recommended replacement tree or shrub shall be provided to Management, after consultation of the canopy cover need and allowed tree list for the community.

F. MEETING ATTENDANCE

- i. Contractor will have a Manager or Supervisor attend up to twelve (12) Common Area Committee Meetings annually via zoom.
- ii. Contractor will have a Manager or Supervisor complete up to five (5) community walkthroughs with the Common Area Committee from April through November.
- iii. Contractor will attend Board meetings, when requested, at least twice each year

G. MISCELLANEOUS

- i. Contractor will develop a structured tracking method and response mechanism for community projects and requests. The method will be shared with Common Area Committee and CAMP Management for review. The contractor will provide a weekly report to the Community manager and a monthly report to the Common Area Committee on the work performed. For efficiency, the contractor can develop a format common to both reports.
- ii. Contractor will provide cell phone and email addresses for site supervisors.

- iii. Contractor will provide a monthly schedule to the CAMP Management Staff and Common Area Committee to include mowing, pruning, weed control/fertilizer application, irrigation, aeration and seeding, leaf removal, and other regular maintenance work, and specific projects.
- iv. Landscape enhancement services: Walkthroughs, consultations, and proposals upon request at no charge. Services include plant replacements, drainage erosion, control, etc.

H. ADDITIONAL SERVICES

- i. **LINEAR PARK MAINTENANCE:** Linear Park is owned by the City of Alexandria. Cameron Station has an agreement with the City to maintain the turf and mulch beds. The City maintains the trees. No chemicals may be used on the City property.
- ii. **LINEAR PARK MOWING:** Mowing, edging, and trimming, April through October, from rear home fences to asphalt path and from asphalt path to the river.
- iii. **LINEAR PARK MULCH BED MAINTENANCE:** Mulch beds and tree ring weed control: Hand-pull weeds growing in mulch beds and tree ring areas. Smaller weeds will be cut down with a line trimmer. Four (4) times per season. No chemicals may be used on the City property.
- iv. **LIMING:** Pelletized limestone will be applied to all turf areas at a rate determined by soil analysis and following prior consultation with the Managing Agent, performed upon approval.
- v. **FLOWER ROTATIONS:** Flower installations in existing beds located throughout the property, such as the entrance bed, the Gazebo bed, and around the Clubhouse. Additional annuals can be purchased as "per service" items requested and installed at various times throughout the season. The price includes labor, removal of existing annuals, hauling away of resulting debris, tilling of beds, adding soil amendments, and initial watering.
- vi. **MATURE TREE PRUNING:** Use climbers with chain and hand saws for maintaining and pruning mature trees, including work required for storm damage. Debris will be removed.
- vii. **SNOW REMOVAL:** Refer to separate snow removal RFP.
- viii. **PERGOLA PRUNING:** Prune and maintain wisteria in Bessley Place and Donovan Drive pocket parks from May through October.
- ix. **SIDEWALK REPAIR:** Maintain and rebuild sidewalks throughout the community and provide quotation per square foot. All repairs will match the color and size of existing pavers walkways located throughout the community.
- x. **IRRIGATION SYSTEM MAINTENANCE AND REPAIR:** Maintain and repair the existing irrigation system and provide pricing for all elements of the system. See separate RFP for information.

EXHIBIT TWO





**CAMERON STATION COMMUNITY ASSOCIATION, INC.
200 CAMERON STATION BLVD,
ALEXANDRIA, VIRGINIA 22304**

EXHIBIT TWO

A. Base Landscape Maintenance Fee:

- **Base Year I:**
January 1, 2024 – December 31, 2024, \$176,220.00
- **Option Year II:**
January 1, 2025 – December 31, 2025, \$181,500.00
- **Option Year III:**
January 1, 2026 – December 31, 2026, \$186,936.00

B. Linear Park:

- Maintenance \$17,730.00
- Leaf Removal \$1107.00

C. Floral Rotations:

- Spring and Winter \$15,575.00

Please note that this is an estimated cost. Actual pricing to be determined based on selection of plant material

D. Irrigation Services:

- Spring Start-Up Inspection \$6250.00
- Summer Mid-Year Inspection \$3200.00
- Winterization \$6250.00

E. Pergola Pruning:

\$2960.00

**F. Tree Trimming: (\$1800.00 per tree trimming day – 20 total days estimated)
CSCA budgets 21 Tree trimming Days.**

- Once per month January – March (4)
- Twice per month April – December (16)

\$7200.00

\$28,800.00

Total Contract Services:

- **Base Year I:**
January 1, 2024 – December 31, 2024,

\$265,474.00

- **Option Year II:**
January 1, 2025 – December 31, 2025,

\$273,438.00
(Reflects a 3% increase)

- **Option Year III:**
January 1, 2026 – December 31, 2026,

\$281,625.00
(Reflects a 3% increase)

EXHIBIT THREE





**CAMERON STATION COMMUNITY ASSOCIATION, INC.
200 CAMERON STATION BLVD,
ALEXANDRIA, VIRGINIA 22304**

EXHIBIT THREE

**AMENDED POLICY RELATING TO DELIVERY OF ASSOCIATION
SERVICES TO SUB-ASSOCIATIONS**

Delivery of Association Services to Sub-Associations Base Landscape Maintenance Fee:

Landscape Services: CSCA shall perform the following maintenance on all grass areas within a condominium sub-association.

- a. Aeration twice per year;
- b. Seeding twice per year;
- c. Leaf removal four times per year.

If a condominium sub-association wishes for aeration and seeding services to be performed more frequently than twice per year, the condominium sub-association will be responsible for all costs associated with such additional aeration and seeding services. If, in the CSCA Board's sole discretion, it determines that grass cannot grow in an area, then the CSCA Board will have the sole authority to determine the appropriate steps to address the inability of grass to grow in such area.

- A. AERATION: All accessible turf areas shall be core aerated to a minimum core depth of 3". The aeration pattern should produce a minimum of 8 aeration holes per square foot of surface area. The aeration should be performed in conjunction with the seeding program in early fall.
- B. OVERSEEDING: Overseeding of thin and bare areas shall be completed during the months of October and March with improved turf varieties; rates will vary depending on the variety used (between 4-6 pounds/1000 sq. ft.). The selection of seed will be approved in advance by the Managing Agent. Bare patches will be scratched with garden rakes and hand seeded as required. Thin areas will be over-seeded.

C. Leaf Removal:

Each condominium sub-association is responsible for raking leaves out from all planting beds onto a common grassy area. CSCA will remove leaves from the common areas of each condominium sub-association but will not remove leaves that have not been raked out of the planting areas away from the condominium buildings or other planting beds maintained by the sub-association.

CSCA shall not be responsible for maintaining mulch beds, trees, foundation plantings, or other non-grass improvements or landscape materials that are the responsibility of the sub-association.

Total Contract Services:

- **Base Year I:**
January 1, 2024 – December 31, 2024, \$9,995.00
- **Option Year II:**
January 1, 2025 – December 31, 2025, \$10,295.00
- **Option Year III:**
January 1, 2026 – December 31, 2026, \$10,604.00

TREE DAY PROGRAM



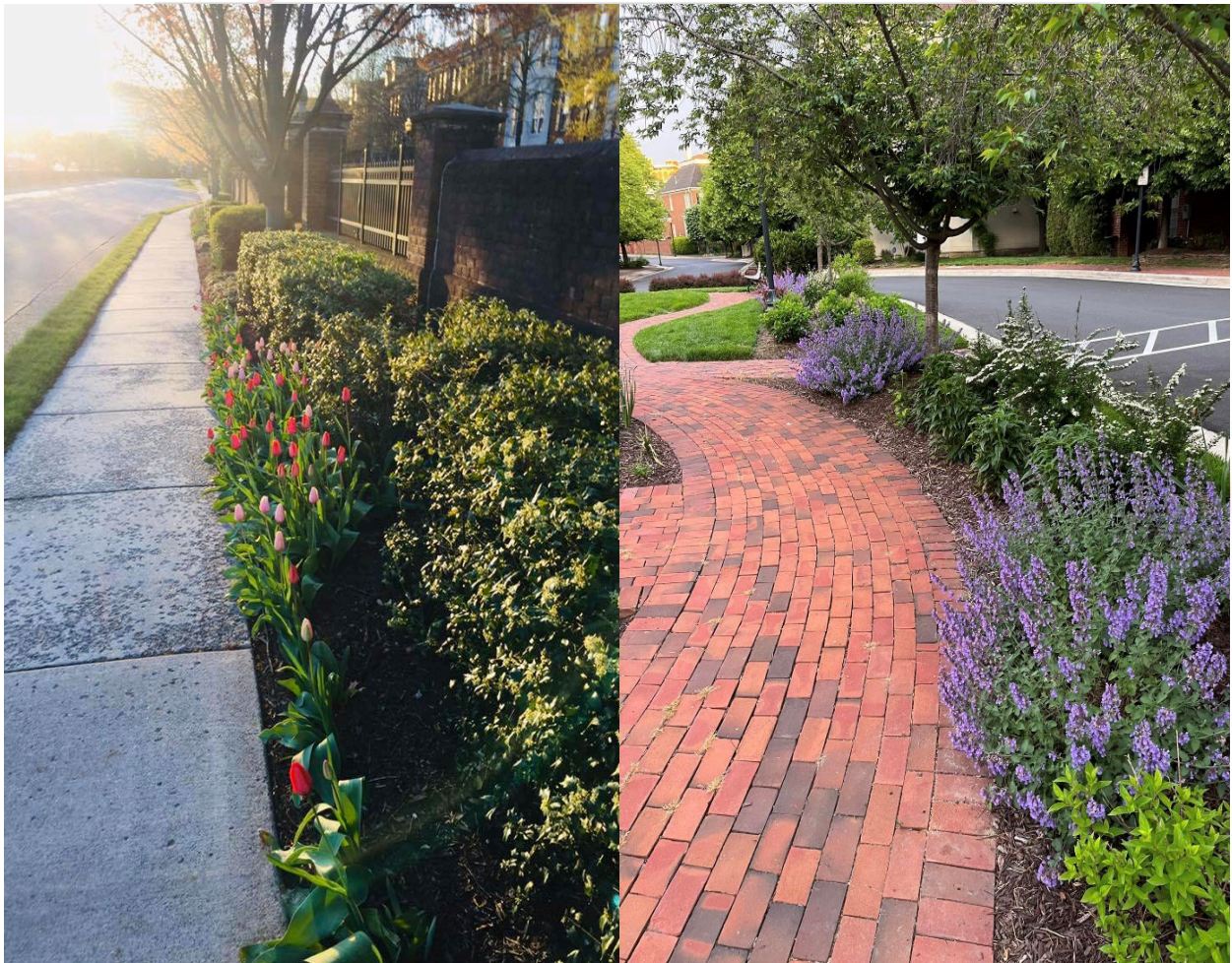
TREE DAY PROGRAM

Trees are one of a community's most valuable assets. The care and pruning of them is a critical part of the landscape maintenance program. Lancaster Landscapes can offer the services of our tree crew and arborists for customers that we contract with.

The most economical way for us to do the work, and for you to budget, is by the use of a "tree day." A tree day is simply the use of our climber, chipper truck, and grounds man for one day. They will come to the property and do as much work as they can do in one day. This work can be elevating trees above lights and signs, pruning trees away from buildings, pruning back trees from wood lines, or removing deadwood or broken branches. These days can be scheduled as needed. This service provides easy access to our crews and it is much cheaper than pricing individual trees one by one. Also, the property manager or board can direct us to work where and when they want.

By incorporating the use of "tree days" each year, trees will be pruned and maintained. For a typical community, we would recommend starting out with three tree days per year. This way you can see the amount of work completed and the results. More trees days can be added each year, if needed. The cost per tree day is \$1,800.00. They can be added to the contract or can be provided under a separate proposal.

REFERENCES



VENDOR INFORMATION

With your bid, please provide the following information:

Name of Vendor/Contractor: **LANCASTER LANDSCAPES, INC.**

Address of Vendor/Contractor: (Main office)
**5019 B BACKLICK ROAD
ANNANDALE, VA 22003**

Point of Contact: **Adrienne Zaleski and Carlos Rios**

Point of Contact E-mail and Telephone Number:

Adrienne Zaleski, President

azaleski@lancasterlandscapes.com

571.594.3643

Carlos Rios, VP of Operations

Crios@lancasterlandscapes.com

571.288.3290

REFERENCES

Please provide the contact information for five (5) references. These references should be entities comparable to Cameron Station Community Association

Fairlington Villages

Contact: Mark Johnson, Operations Manager

Email: opsmgr@fairlingtonvillages.com

(703) 379-1440

Fairlington Meadows

Contact: Charles Monifort or Frona Adelson

Email: Charlie.fmbg@gmail.com

fronaa@fairlingtonmeadows.com

Arlington Oaks Condominium

STEVE TIMBERLAKE, CMCA, AMS, General Manager

4490 N. Pershing Drive | Arlington, VA 22203

Direct 703.524.0601

E-mail: manager@arlingtonoaks.com

Sanderling Condominium

Meghan Flynn, General Manager, CMCA, AMS

The Sanderling Condominium

14301 Climbing Rose Way | Centreville, VA 20121

Direct 703-266-6017

Meghan.Flynn@fsresidential.com

Koury Communities at Penderbrook

Celeste Jones, CMCA. Community Manager

Direct 703.679.1514

Email celeste.jones@fsresidential.com

CONTRACTOR'S GENERAL CONDITIONS

Agreement Schedule/Acceptance: To guarantee schedule of services as presented under the Landscape Specifications section, Lancaster Landscapes (Contractor) must receive a signed contract prior to the commencement of these services. No services related to this agreement will be performed without such written approval. Any agreements signed late in the season will reflect services and/or schedules that correspond to the remaining period/length of the contract.

Additionally, should the physical condition of the site change between the time that the contract price was estimated and the time that the work begins, then the Contractor reserves the right to present **CAMERON STATION COMMUNITY ASSOCIATION** (Client) with additional charges to the address these changes. Examples of such site changes are: excessive growth of plants, turf or weeds, excessive mulch build-up or removal of dead plant material.

Additional Services: Except as otherwise provided in the contract, no charge for extra work or materials will be allowed unless the same has been ordered in writing by the Contracting Office and the price stated in such order.

A. Proposal prices for properties located in Maryland and Virginia will be charged all applicable sales taxes on materials used (i.e. flowers, plants, sod). Proposal prices for properties located in the District of Columbia have been priced without applicable sales tax, which will be added onto the total contract price in equal amounts with every generated monthly invoice.

B. The Contractor agrees to warranty only that material originally installed by its employees. All plant and related materials are installed following L.C.A. Specification Guidelines. Annuals and landscaping materials (i.e. – railroad ties, planters, etc.) are not covered under warranty items. Contractor's warranty on plant material is valid only if proper care of these materials is implemented by the Client. Installation services include costs of the materials, fertilizers, soil amendments – topsoil, mulch, etc., and initial watering. Subsequent watering of all newly installed materials, as well as existing plant material, is the responsibility of the Client/Managing Agent, unless arrangements have been made with the Contractor to the contrary.

Contractor Responsibility: All material is guaranteed as specified. All work shall be completed in a workmanlike manner according to the standard landscape maintenance practices. Any alteration or deviation from the above specifications involving extra costs will be executed upon written or oral request, and will become an extra charge over and above the amount set forth herein. The Contractor shall not be responsible for delays caused by strikes, accidents, or other contingencies beyond the Contractor's control. Client to carry fire, tornado and other necessary insurance.

Back charges and Credits: No back charges or credits by the Client for services shall be valid except by written agreement signed by the Contractor. (No invoice deductions). As a precondition to seeking a credit for nonconforming work, the Client

must first notify the Contractor of such a failure in writing and allow the Contractor a reasonable time to correct any deficiency.

Any damage reports or claims must be reported to the Contractor within a 24-72 hour period. All claims will be investigated and processed accordingly. For those claims requiring reimbursement, Contractor will issue payment directly from materials purchased or services rendered depending on each individual claim. Again, Client is not to deduct for such claims from monies owed the Contractor. All claims will be processed in a timely professional manner. Those claims exceeding \$200 may be turned over to Contractor's insurance agent. Any claims of this nature will be designated within the first 24 hours of reporting, and contact will be made to the Client through and by Contractor's insurance agent.

Inflation Clause: On multi-year accounts, Contractor reserves the right to revise the contract price in the event that the yearly inflation rate (January–December), which are limited to the CPI for the Washington Metropolitan or two percent, whichever is less.

In the event of unannounced or federal, state or local government mandates affecting contractor employees' minimum wage, healthcare, paid leave or salary requirements that raise operating expenses, the contractor may at their discretion renegotiate the contract to cover such additional costs.

Indemnity and Insurance: Contractor shall obtain and maintain at its expense on an occurrence basis the following minimum insurance coverages from insurers who are licensed in the state where the Facility is located and who have a Best's rating of B+ or better. (i) Worker's compensation insurance as required by law; (ii) employer's liability primary insurance in the minimum amount of \$1,000,000 per occurrence; (iii) products liability and comprehensive general liability primary insurance with a broad form endorsement including personal injury, property damage and blanket liability coverage in a minimum amount of \$1,000,000 per occurrence; (iv) comprehensive automobile liability primary insurance applicable to all owned, hired, and non-owned vehicles in a minimum amount of \$1,000,000 per occurrence; (v) excess (of (ii), (iii) and (iv) above) liability insurance in the minimum amount of \$2,000,000 per occurrence.

Each policy obtained pursuant to sections (i) through (v) above shall designate Client and its affiliates as additional insureds and shall be primary and waive subrogation against Client (to the extent permitted by Contractor's insurance policies), the intent being that the Contractor's insurers shall have no subrogated recourse against such parties, shall be primary to any insurance coverages maintained by or on behalf of Client and shall contain a clause or endorsement stating that the waiver of claims set forth in the following sentence shall not affect the right of any insured to recover under such policy. No individual insurance policy shall have a deductible in excess of \$25,000 without the prior express written consent of Company.

To the extent compensation for any injury, loss or damage shall have been

recoverable under any Contractor insurance policy, Contractor waives any claim for recovery from Client for any injury, loss or damage to Contractor arising out of the performance of this Agreement.

Immediately upon the occurrence of any injury, loss or damage arising out of the performance of this Agreement, a written report of the particulars thereof shall be given by Contractor to Client's authorized representative.

All policies for liability protection bodily injury or property damage shall include the:

CAMERON STATION COMMUNITY ASSOCIATION

AS AN ADDITIONAL INSURED, as respects operations under this contract.

Annual Certificate: At the time this Agreement is executed, Contractor shall furnish Client with certificates of insurance evidencing the coverages required. Each certificate shall provide that 30 days prior written notice be given to Client in the event of an expiration, cancellation or other material change in any such coverages. The certificate shall be delivered to the Contracting Office. The insurance company providing the above coverage shall be satisfactory to:

CAMERON STATION COMMUNITY ASSOCIATION

Notice of policy change shall be furnished to the Contracting Officer.

Payment: All payments are due within 30 days of invoice date. There will be a 2% per month late charge for payments not made within 30 days of their due date. In the event that this contract is placed in the hands of an attorney, (whether or not suit is instituted), the Client agrees to pay all reasonable attorney fees involved in such collection efforts. Due to the potential volatile price of fuel, a fuel surcharge may be applied.

Termination:

A. Termination by Mutual Agreement. This contract may be terminated by either the Client, for non-performance by Contractor, or, by Contractor for non-payment by Client, upon thirty (30) days written notice. Either party shall be entitled to cure any deficiencies within ten (10) days of being notified of deficiency (s).

B. Termination upon Client's Default. Contractor may terminate this Agreement, prior to its expiration, upon Client's default. Client shall be deemed to have defaulted, when absent a contrary agreement between the parties, Client fails to comply with specified payment terms for a period of at least sixty (60) days. Upon default, Contractor may cease performance of services and request immediate payment of Client's outstanding balance. Client shall be liable for all costs incurred by the Contractor in recovering the amount due, and shall be added to the Client's outstanding balance.

C. Balance due upon Termination. In the event of termination of this agreement, Contractor shall be entitled to be paid the full price set forth herein for those services that the Contractor has completed prior to the effective date of such termination. For any such service that the Contractor has only partially completed prior to the date, the Contractor shall be entitled to that portion of the price reflecting the portion of those services that has been completed, (including any preparatory work). With respect to Maintenance Services only, the portion of services completed shall be determined by the month of termination as follows:

JAN	FEB	MAR	APR	MAY	JUN
10%	20%	30%	40%	50%	60%
JULY	AUG	SEPT	OCT	NOV	DEC
70%	80%	90%	95%	100%	100%





LANCASTER

**SAMPLE
CERTIFICATE OF
INSURANCE**

LANDSCAPES



LANCLAN-01

AWHEELER

CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
9/16/2019

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

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

PRODUCER Foundation Insurance Group 3190 Fairview Park Dr. Ste 104 Falls Church, VA 22042	CONTACT NAME:	
	PHONE (A/C, No, Ext): (703) 527-8780	FAX (A/C, No): (703) 532-8300
	E-MAIL ADDRESS: info@figva.com	
INSURED Lancaster Landscapes, Inc. 5019-B Backlick Road Annandale, VA 22003	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Erie Insurance Exchange	
	INSURER B: Erie Insurance Company of NY	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	
	NAIC #	
	26271	16233

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			Q45-0152580	9/1/2019	9/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 EPLI \$ 500,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			Q09-0131184	9/1/2019	9/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			Q33-0170938	9/1/2019	9/1/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Q93-5100473	9/1/2019	9/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Commercial Auto - MD			Q09-0131183	9/1/2019	9/1/2020	CSL \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Virginia Auto Policy # Q09-0131184; Maryland Auto Policy # Q09-0131183.
Package Policy includes Blanket Leased Equipment of \$50,000.

CERTIFICATE HOLDER**CANCELLATION**

For Information Only

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

AUTHORIZED REPRESENTATIVE

LANDSCAPE DESIGN SAMPLES

LANCASTER



NATIVE PLANT DESIGN PROTOTYPE – FENCE LINE ALONG WALKWAY 3 of 3

PLEASE NOTE that this digital rendering shows everything in bloom simultaneously. That, of course, is not the case, it's simply presented this way to show the characteristics of the plants in the plan.

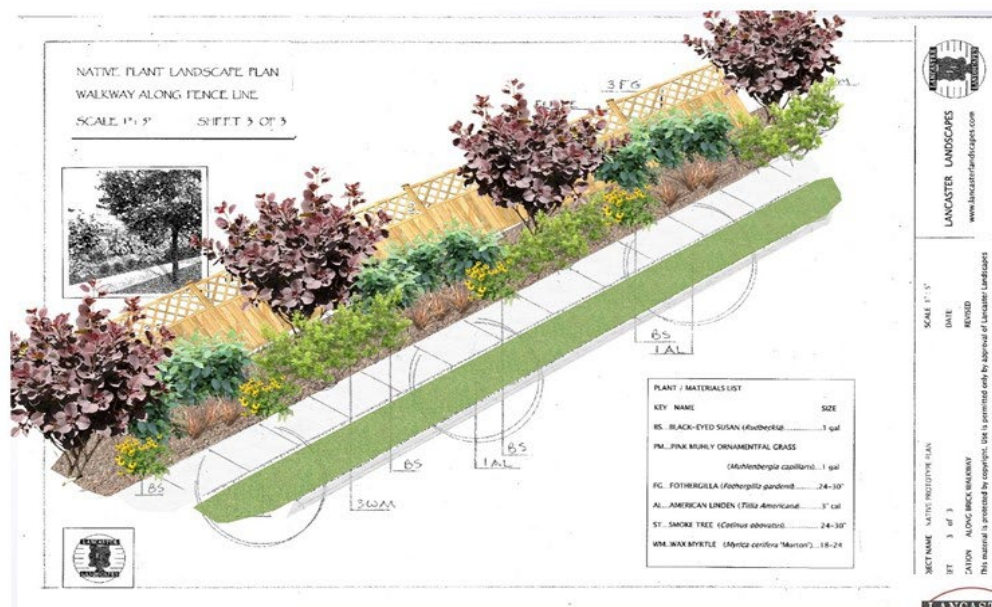


LANCASTER LANDSCAPES www.lancasterlandscapes.com



www.lancasterlandscapes.com db

NATIVE PLANT DESIGN PROTOTYPE – SHEET 3 of 3



LANCASTER LANDSCAPES www.lancasterlandscapes.com



www.lancasterlandscapes.com db

COMMUNITY MAP

LANCASTER





Exhibit
Four (4)

CAMERON STATION

Legend

- The Cameron Club & HOA Offices
- Cameron Station Condominium "Residences"
- Carlton Place Condominium
- Condominiums at Cameron Boulevard
- Main Street Condominium
- Oakland Hall Condominium
- Woodland Hall Condominium
- Pocket Parks

Please reference the Parking Policy located on the CameronStation.org website for parking rules, restrictions and enforcement protocols.

City Enforced Parking

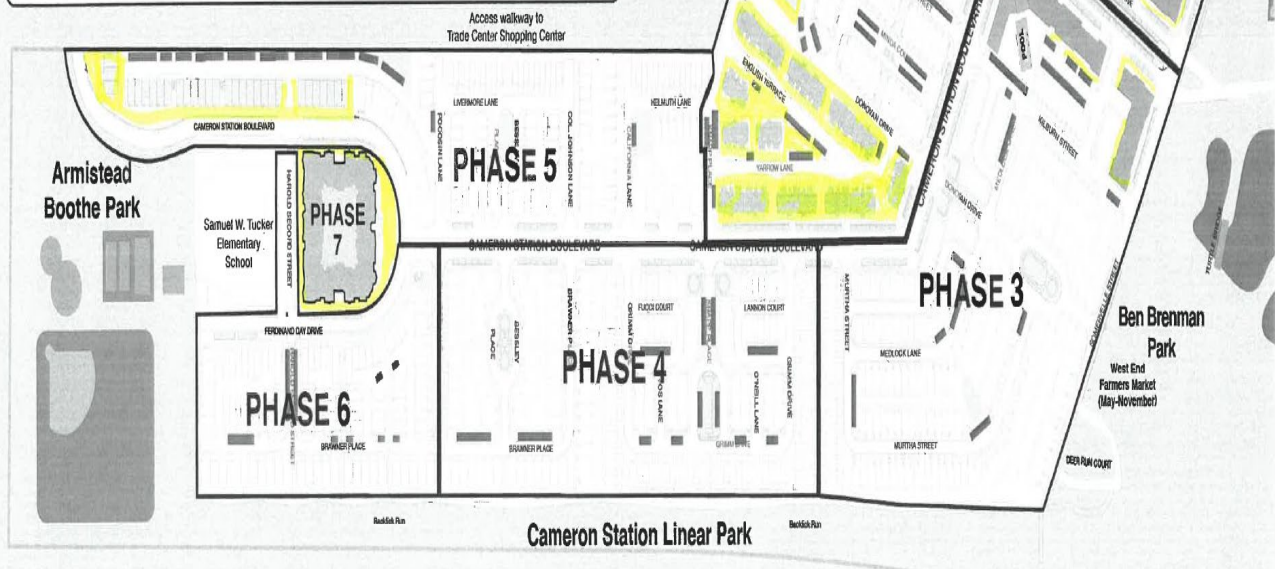
City Parking: Available for all residents and visitors to park no longer than seventy-two (72) consecutive hours in the same spot. This parking is enforced by the City of Alexandria.

Visitor Parking

Visitor's Parking: Available for Visitors to Cameron Station with a Visitor Parking Pass displayed on the vehicle dashboard.

Resident Parking

Resident Parking: Available for Residents registered with the Cameron Station Community Association management office.



SNOW REMOVAL CONTRACT





WINTER MAINTENANCE SERVICE AGREEMENT
CAMERON STATION MASTER HOMEOWNERS ASSOCIATION
PROPERTY LOCATION: 200 CAMERON STATION BLVD. ALEXANDRIA, VA 22304
DATE OF SERVICE(S): NOVEMBER 15, 2023 THROUGH APRIL 15, 2024

Lancaster Landscapes, Inc., will provide the undersigned with all necessary labor, equipment and materials required to perform Winter Maintenance services throughout the above referenced Property, to include Common Streets, Walkways, Paved Areas, etc. as agreed upon with the managing agent. Customer is responsible for providing Contractor a property map detailing boundaries of service areas within the community.

EQUIPMENT USED	SERVICE TYPE	RATE	CUSTOMER INITIALS	SPECIAL INSTRUCTIONS
Truck with 8' plow, 2 hour minimum	Plowing	\$ 140.00 / hour		
Salt/Sand spreader, 2 hour minimum	Salt/Sand	\$ 140.00 / hour		
Bobcat/on-site; set up & delivery \$150.00, limited availability; 4 hr. minimum	Snow Piling	\$ 250.00 / hour		

MANUAL SERVICES, (With Hand-held Equipment & Material)	RATE	CUSTOMER INITIALS	SPECIAL INSTRUCTIONS
Hand Shoveling, 2 hour minimum	\$ 63.00 / hour		
Hand Application of Material, 2 hour minimum	\$ 63.00 / hour		
Snow Blower, 2 hour minimum	\$ 72.00 / hour		

MATERIALS	RATE	CUSTOMER INITIALS	SPECIAL INSTRUCTIONS
Sand Bulk	\$ 150.00 per ton		
Salt Bulk	\$250.00 per ton		
Salt Bag	\$ 23.00 per bag		
Sand/Salt Mix Bulk	\$220.00 per ton		
Ice Melt Compound/Bag Only (Urea, Safe-Step, Etc)	\$30.00 per bag		
Automatic Ice/Snow Follow-up Service	Billed according to time & materials Used		

DATE: 7.21.2023

CONTRACTING OFFICER:
REPRESENTATIVE FOR:

DATE: _____

BY: 

Cameron Station

BY: _____

Adrienne Zaleski
LANCASTER LANDSCAPES, INC.

Please sign both pages, keep one copy for your records and return a copy to Lancaster Landscapes, Inc. for our files.

*** Winter Contract must accompany an executed landscape maintenance contract and will not be accepted as a standalone contract. Acceptance of snow removal contract automatically accepts or renews lawn maintenance agreement ***



Winter Maintenance Service Agreement
Cameron Station Community Association
Date of Service(s): 11/15/2023– 4/15/2024
Page 2 of 2

EXPLANATION OF SERVICES: Please initial all services requested and list any special instructions in the spaces provided or on second page of proposed agreement. Work will begin on either 2" accumulation, (as recorded by the National Weather Service at area Airports), or per Customer Call-out, (see G.C. No. 4). If call-out service is requested, response will be based on order in which email is received. All services and charges thereof will be based on a two-hour minimum.

General Conditions

1. Snow Removal Contracts are valid only if accompanied and/or performed in conjunction with a signed/approved Landscape Maintenance Agreement encompassing the year 2023-2024. Terms of Agreement shall be valid beginning November 15, 2023 through and until April 15, 2024.
2. Signed/Approved Snow Removal Contracts must be received within Thirty (30) days of the Date of the Agreement as stated above, to allow for scheduling, ordering and securing of necessary materials and equipment. Invoicing will occur within five (5) business days of service and will be due in full within (30) days of Client's receipt of the invoice, or this contract will become null and void and all collection charges and legal fees (if necessary) will be added.
3. Customer understands that plowing or application of ice melt of a particular location may not clear the area to 'bare pavement' and that slippery conditions may continue to prevail even after plowing or application of ice melt product. Customer understands that Lancaster Landscapes assumes no liability for this naturally occurring condition. Customer agrees to defend and hold harmless, Lancaster Landscapes, for any all trespasses or suits that may arise as a result of this naturally occurring condition.
4. Services performed will be recorded on forms similar to the one presented on the previous page, as presented as an attachment to this agreement, which will list: a) the name of the Lancaster representative performing the service; b) the Property where services were performed; c) the dates and times of services; and d) the type(s) of equipment and/or material quantities used during each particular service. Note: Sales Tax will be added for all materials used for services. Clients with Properties located in Washington, D.C. will need to add applicable D.C. Sales Tax to all equipment, labor, and material costs for services performed.
5. Due to the potential volatile price of fuel, a fuel surcharge may be added to the hourly plowing rate.
6. Lancaster Landscapes reserves the right to assess a surcharge and increase pricing by 20% on larger equipment for snowfall greater than 18 inches in any one event.
7. For those Winter Maintenance Services requested to be initiated by "Customer Call-Out – Only", the following applies:
 - a. Service(s) will be performed in order of the "Call-out" request.
 - b. No guarantee of crew arrival time can be made.
 - c. Under normal conditions – (snows not exceeding 3-4") – calls should be placed at least 4-6 hours before work is to begin. Larger equipment available within 72 hours from notification request.

SUBMITTED BY:

LANCASTER LANDSCAPES, INC.

DATE: 07.21.2023

BY: 
Adrienne Zaleski, President

ACCEPTED BY:

DATE: _____

Company Name

BY: _____
Contracting Officer/Rep.
(Printed Name and Signature)

Additional Instructions: _____

Please sign both pages, keep one copy for your records and return a copy to Lancaster Landscapes, Inc. for our files.

*** Winter Contract must accompany an executed landscape maintenance contract and will not be accepted as a standalone contract. Acceptance of snow removal contract automatically accepts or renews lawn maintenance agreement ***

PROFESSIONAL LICENSES

2023 BUSINESS LICENSE INFORMATION

ACCOUNT #:	000-01-9852	CLASSIFICATION:	PERSONAL SERVICE
ORDINANCE CODE:	47223B99	LOCATION:	5019 B BACKLICK RD
NAICS:	561730	LICENSE NUMBER:	2366591

Business licensing is a form of local taxation of gross receipts generated from business activity in Fairfax County.

Business licenses must be renewed annually by March 1st and filing should be completed online at www.fairfaxcounty.gov/taxes or by mail.

For any questions concerning this license, please call 703-222-8234 between the hours of 8:00 a.m. and 4:30 p.m. Monday - Friday (Hearing impaired persons may call TTY: 711), or send us e-mail through our website, www.fairfaxcounty.gov/taxes.

Detach along this perforation

FAIRFAX COUNTY BUSINESS PROFESSIONAL & OCCUPATIONAL LICENSE 12000 Government Center Parkway Fairfax, VA 22035, Phone: 703-222-8234

BUSINESS LOCATION:
5019 B BACKLICK RD
ANNANDALE VA 22003

BUSINESS OWNER:
LANCASTER LANDSCAPES INC

TRADE NAME:
LANCASTER LANDSCAPES INC

BUSINESS MAILING ADDRESS:
5019 B BACKLICK RD
ANNANDALE VA 22003



LICENSE NUMBER:
2366591

LICENSE TAX PERIOD:
January 01, 2023 TO December 31, 2023
THIS LICENSE IS VALID THRU MARCH 1, 2024

CLASSIFICATION:
PERSONAL SERVICE

Young Tarry, Director
Personal Property & Business License Division
Department of Tax Administration

Jay Doshi, Director
Department of Tax Administration

The issuance of this license does not relieve the business owner of the responsibility of complying with all County and other legal requirements.

LANCASTER

LL

LANDSCAPES



LANCASTER LANDSCAPES RESPONSE

I. For ALL bidders:

1. Is your price firm? Is there room for negotiation?

Response: *Thank you for allowing us the opportunity to answer this question. We value the relationship that we have shared with the Cameron Station Community and would be willing to sit down to discuss our pricing with the Committee.*

As you are aware, there were several services added to the contract(s) this year, additional aeration and overseeding for the master association and (2) aerations and overseeding, leaf removals, turf applications, etc. for the sub associations. With this in mind, we provided a very small increase to the overall contract amount. Being the incumbent, we understand the level of service needed within the community and feel that our pricing is accurate and fair.

II. Questions for ALL but the incumbent (because we already know), although Lancaster is welcome to address how they currently manage these matters.

1. How do you manage interactions with individual residents?
 - a. Several residents have specific opinions/requests about grass or plants nearby. For example, a resident who wants to maintain a patch of grass themselves. Or things pruned a certain way. We have historically honored those requests. The management team keeps an Excel spreadsheet of "NO Mow," "NO fertilizer," or other special needs.

Response: *We interact with the residents daily (under instruction from Management) and appreciate the Association providing us with this information so that we may honor the residents' concerns/requests.*

2. We have twenty-one days of tree trimming services. Management keeps track of tree trimming issues/requests on an Excel sheet that is provided to the landscaping company weekly. How do you schedule the work? (i.e., separate, or same day when mowing?)

Response: *Tree Days are scheduled separately from the mowing operation. We have a dedicated Tree Crew that is in-house to perform the work requested by Management. Work is scheduled monthly (sometimes 2 to 3 times a month depending on workload).*

3. Tree trimming. No work can be approved for payment without confirmation/follow-up of the items completed from the Excel sheet. Please acknowledge.

Response: *Our invoices indicate the work that was completed with each Tree Day.*

4. Please address willingness to go out and look at a section of the community for an opinion such as an area that might need regrading or a drainage diversion.
 - a. Will there be someone designated to do this, what other obligations does that person have, and what kind of response time can we expect when we request an assessment?

Response: *Yes, both Carlos Rios and Nelson Acosta address drainage issues.*

5. How many times per week would someone ride through the community to assess landscaping conditions and work that needs attention? How will you proactively advise management on needed work?

Response: *Our staff rides through the community on a daily basis to assess the conditions of the landscaping as noted in chart provided below.*

Vice President of Operations – Carlos Rios	Inspects the community daily
Area Manager – Frank Jones Oversees all operations – Mowing, Lawn Care/IPM/Quality Control	Onsite weekly throughout the year. Onsite daily during growing season (April through Nov)
Mowing Crew (mowing, edging, trimming)	Onsite weekly during the months of April- November
Arborist/Horticulturist	Routine inspections
Weeding Crew	Weekly during the months of April – November
Pruning Crew	Onsite 3 to 5 days (per occurrence) for pruning of shrubbery. Contract includes 4 prunings beginning in May. Onsite as needed for tree trimming (up to 10' in height) Wisteria Pruning – onsite for 2 additional days when service is performed
Leaf Removal Crew	3 to 5 days per occurrence (conditions permitting*)
Lawn Care Crew	Onsite 5-7 days per year
Other Services	
Irrigation Manager/Tech/Inspections	Weekly during the months of April/May – October
Watering Crew	Additional watering (during dry season for non-irrigated areas) once a week or more if needed
Tree Crew (Tree Days, Emergency Storm Damage)	Onsite at least once every 7-14 days (available 24/7)
Landscape Enhancement Crew	Weekly depending on projects within community. Landscape enhancement crew assists with tree removals/installations, plant removal/installation, turf renovation, flower installations, erosion control, etc.
Hardscape Crew	As needed for brick repairs/brick installation. On average – 4 weeks per year.
Winter Maintenance Crew	Snow removal as needed

6. Have you ever worked with the City of Alexandria as several parts of the community have Memorandums of Understanding(MOUs) ?

Response: *Yes, we familiar with the City of Alexandria and the MOU's in Cameron Station. Additionally, we are currently working with the City to install a vegetable garden at Samuel Tucker Elementary School.*

7. How do you plan to interact with the Common Area Committee, management, and the Board?

Response: *We interact with Management daily and are always available to answer questions from the Committee or Board.*

8. Anytime you are onsite performing work it is required to provide management with a receipt of work performed on a company status report. Please acknowledge.

Response: *Work tickets, confirmation emails/text messages are provided to Management on a daily basis.*

9. If management reaches out to you regarding a landscaping issue within the community (i.e., irrigation leak, unhappy resident complaint, tree limb hanging down due to windstorm, etc.) – what would be your response time to management and arriving at the community? I would like your response to include emailed response turnaround and the amount of time you believe the issue would be resolved.

Response: *We will review any issue within 24hr. period and report back to Management. The turnaround time will vary depending on the severity of the issue and whether a proposal needs to be approved. Irrigation leaks are addressed on the same day (to include weekends), emergency tree work is responded to within a 4-6 hour period, resident complaints are acknowledge and responded to within 24 hours.*

10. How many communities do you work with inside the Beltway? Would Cameron Station be the only one?

Response: We service several communities inside the Beltway. Some of our larger more notable accounts include Fairlington Villages, Fairlington Meadows, Fairlington Commons, and Arlington Oaks.

11. What is your base number of mowing for this contract?

Response: 24

12. Is there an additional cost for mowing outside of this contract amount? If so, what is the charge?

Response: *We do not charge and have never charged the community for additional mowings.*

13. To confirm, your pricing includes turf maintenance (mowing, trimming, edging, and turf applications for all common area turf (including private lots). Is this correct?

Response: *Yes, this is correct.*

14. Did your price for turf applications include all the sub-associations? If not, please provide pricing.

Response: *Yes, our pricing includes turf applications for all the sub-associations.*

15. Will the maintenance of all sub-associations and Linear Park be scheduled at the same time?

Response: *Yes, the maintenance will occur at the same time.*

16. What is your plan to address the crack weeds in brick sidewalks? Will this be addressed monthly, weekly, or on an as-needed basis? What chemical will be used?

Response: We have an employee that addresses the sidewalk weeds daily (throughout growing season). Spot spraying of the sidewalks is performed on a continuous cycle, especially during the spring months. We use an organic product per the request of the community which allows for regrowth at a faster rate (7 to 10 days). This regrowth is at a rate much faster than if we were to use ROUNDUP.

17. How are the weeds in the common area mulch beds addressed? Monthly? Or each time the community is mowed?

Response: *We address weeds using both manual (hand weeding) and use of selective herbicides. Weeding is done on a continual basis throughout the growing season.*

18. Do you sub-contract any services? (i.e., irrigation, fertilization, snow, brick sidewalk repair, etc.)

Response: *Yes, we partner with Tru-Green to perform lawn care applications in the community. Tru-Green remains at the forefront of industry trends, ensuring that they provide you with the latest advancements in lawn care science. From customized treatment plans to their commitment to environmentally responsible practices, their approach is centered on providing you with the best possible lawn care solutions.*

19. Please identify any additional costs not stated in your pricing.

Response: N/A

20. Watering rates for new plants. While we have an extensive irrigation system, there are some areas that do not have irrigation systems. (i.e., areas close to the property lines, common areas behind homes, etc.)

Response:

21. Please define warranty information on plant material.

Response: *Lancaster Landscapes, Inc. offers an extended warranty (for the duration of the lawn maintenance contract) on all newly installed plant materials and trees, excluding annuals and sod. Warranty is not valid if plants have (1) not been properly maintained (watered) (2) are damaged due to incidents not precipitated by contractor or its forces such as weather conditions, pedestrian traffic, animal damage, etc.*

22. Shenandoah Landscaping (only), please explain the following item/s under your snow removal pricing. A minimum charge of \$600.00 material cost for salt/sand is charged each time you come to the property regardless of what is used?

Response: _____

23. When trucks reload salt/sand for snow removal what branch do they reload from?

Response: *Our trucks reload from our Lorton Branch located just south of Springfield Mall*

24. Do you charge for travel time? (Not fuel related)

Response: *No, we do not charge for travel time.*

25. We do not permit fuel surcharges, additional fees, etc. (Please acknowledge). Although, we will allow for a submission/request, via management, to the CAC and/or Board during major gas price increases, etc. This has been permitted in the past.

Response: *We accept this policy.*

26. Your attendance at the Common Area Committee monthly meetings when proposals are submitted for review. Your attendance can be either in person or via Zoom.

Response: *Yes, we are happy to attend the Common Area meetings.*

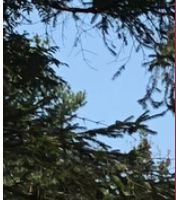
27. The CAC members, management, and the landscaping company perform five (5) walkthroughs during the summer season phasing out the common areas of the community to assess the potential or current issues to address with the current landscaper. These meetings are scheduled at 8:30 AM on the third Thursday of the month (May through August). Can you confirm your attendance at these required meetings?

Response: *Yes, we are able to attend those meetings.*

28. Are you willing to work on special requests? (i.e., we have a resident who wants to maintain their own property and asks for a portion of grass seeds to keep their lawn consistent with the rest.)

Response: *We have worked on several special requests in the community and have assisted residents by providing them with seed when requested, advice/evaluations when asked, etc.*

LANDSCAPE MAINTENANCE PROPOSAL



**Cameron
Station**

July 21, 2023

Prepared by: Ashley Moose
www.community-landscape.com



2023 / 2024

July 21, 2023

Re: Cameron Station Landscape Maintenance

Attn: HOA Board Members

Thank you for the opportunity to provide a proposal for landscape maintenance services at Cameron Station. We are excited to build a long-term relationship with the residents and management team!

After being on site and becoming familiar with the elements, we are confident that we can improve existing conditions and provide a more forward-thinking and proactive approach to the overall grounds-maintenance plan.

CLS has the resources and experience to provide the services required by the maintenance specifications in a timely and quality manner. Established in 1993, we are a locally owned, full-service firm that provides a one-stop shop for your installation, irrigation, IPM services, tree work, snow removal, and grounds maintenance needs. All of our maintenance operations are done in-house. We do not utilize sub-contractors for chemical applications, irrigation, etc. which enables us to manage all operations with full control and ensures proper training for all employees. Our owner and executive team have over thirty years of operational and management experience in the landscape and property maintenance business.

CLS has a strong commitment to customer service and working as a landscape partner for you and your property. We have adopted a "Team CLS" philosophy not only with our employees but with our clients. It is our goal to provide the best service to you through value, integrity, professionalism, dependability, depth of resources, and sustainability. We view client relations as a partnership and are proactive in providing the best solution for your needs.

Again, we appreciate the opportunity to submit this proposal, and we look forward to meeting with you to discuss our strategic plan to maintain and improve the grounds at Cameron Station!

Sincerely,

Ashley Moose

Ashley Moose
Vice President of Business Development



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Exhibit One - Landscaping

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Value, Professionalism, and Dependability



About Community Landscape Services



Overview

Community Landscape Services is the premier commercial landscape management firm in the D.C. metro region. In 1993, Bill DeWitt founded Community Landscape Services to fill the service gap between the large national firms and local “mow, blow and go” firms.

Community Landscape Services provides professional, personal, proactive services and a comprehensive depth of resources to commercial and residential properties.

For over two decades, our resources have allowed us to provide unparalleled service for our valuable clients. We combine the elements of experience and passion with sustainable and regenerative techniques to create inviting, well-maintained common spaces. We take pride in our work and knowing that your project is in excellent caring hands.





Local Experts. National Resources.

CLS is proud to announce its recent partnership with industry icon, Sperber Landscape Companies. Through the Sperber Family, CLS gains access to the resources of a national company while maintaining focus on localized service for our growing list of clients.

Currently comprised of 13 partner companies across the country, Sperber is the chosen service provider for luxury and iconic properties nationwide.

70 YEARS OF LANDSCAPE HISTORY

Since 1949, The Sperber Family has been dedicated to building great companies that celebrate people and the craft of building and maintaining great gardens. The Sperber legacy includes history of building and maintaining some of the world's most formative commercial developments and outdoor spaces.

Each partner company brings with it its own rich history and success story yet share like-minded values. Sperber believes in celebrating and preserving what makes each company special in their local communities while supporting their growth through added resources.

Sperber is the continuation of a legacy born in 1949—a legacy of excellence in landscaping and the legacy of a family that continues to grow.

Why Choose CLS?

Because we care! Your landscape is a large, living investment. Properly managed, it contributes to the value, beauty, and usefulness of your property. By truly understanding your needs, desires, and the role your landscape plays in meeting your business objectives, we're uniquely positioned to provide the specific kind of property maintenance that is appropriate for your situation.

➤ Value

With over 30 years of industry experience, our executive staff guides "Team CLS" in providing effective and cost-efficient solutions for your property. We use only the best products and techniques in providing a dedicated solution and approach that fits your property needs.

➤ Professionalism

Our staff is professional, trained, and always courteous to our clients. We value our image and are dedicated to a successful client experience.

➤ Dependable Partner

You can count on "Team CLS" to be there for you! We are pro-active in making recommendations that are in your best interest, in an effort to keep your property looking pristine and healthy. CLS has adopted an interactive management approach with our clients and delivers an on-call landscape partner.

➤ Depth of Resources

CLS is a full-service firm. Our professional team includes: certified arborists, landscape designers and architects, horticulturists, carpenters, and stone masons. Our top-of-the-line equipment, highly trained and motivated employees set us apart from the competition.

➤ Sustainability

CLS takes an active approach when considering sustainability and the environment we live in. We support "greener" techniques and practice them where appropriate in our day-to-day operations.



Meet our team:



ADAM NELSON
GENERAL MANAGER

Adam brings over 17 years of experience in both land development and property management. Adam was responsible for overseeing land development activities, including obtaining plan approvals, budgeting, scheduling, and managing site work, as well as delivering completed lots and taking projects through the bond release process. Adam was previously a Division Real Estate Manager and Project Manager for Pulte Homes, responsible for managing the development of all Maryland communities as well as overseeing the set-up and transition of all Homeowner and Condominium Associations in the Mid-Atlantic region. Adam earned a BS in Finance and Economics from North Carolina State University in Raleigh, North Carolina.



ASHLEY MOOSE
VICE PRESIDENT BUSINESS DEVELOPMENT

Ashley, who holds a Bachelor's Degree in Exercise Science and a Masters in Special Education from Georgetown College, has recently assumed the role of Vice President of Business Development at the Community Landscape Service team. Despite being a career switcher, she has amassed three years of experience in the landscaping industry and has a proven track record of success. With a passion for nurturing client relationships and helping them achieve their objectives, Ashley possesses an in-depth understanding of the landscaping industry and its techniques. She is a natural communicator and can quickly establish a strong rapport with both new and existing clients. Ashley is driven by her clients' success and is committed to providing top-notch customer service at every stage of the sales process.



ASHLEY BIBERDORF
VICE PRESIDENT OF OPERATIONS

Ashley began her career in 2006 after getting her Bachelors Degree in Horticulture from the University of Maryland College Park. Throughout the tenure of her career in the green industry, she's gained sales, operations and production experience. Most importantly, she has the desire to hear, understand, and earn the trust to build lasting relationships with her customers.



JIM O'CONNEL

PRODUCTION MANAGER

Jim oversees landscape maintenance production for many of our communities. He has 30 years of experience in the landscape industry and has been with CLS since 2014 after serving in the US Marine Corp and obtaining his Electrical Engineering Degree and master's degree. Jim will be on-site during the maintenance services and will ensure that all areas are being completed and the specifications are being met. He will be the production liaison to the community manager.



ROBERT GIBBS

CHEMICAL SPECIALIST

Robert, a VDACS certified commercial applicator will be responsible for all turf applications, shrub care, and tree care. Robert joined CLS in 2020 and has 13 years of experience in the grounds industry



BRANTLEY SIEGEL

CLIENT RELATIONSHIP MANAGER

Brantley joined CLS in November of 2021. Brantley is in Contract Administration and business development. Being a community association covenants manager at a large-scale HOA, and sitting on grounds committee Boards prior to joining CLS, her focus is on keeping communities looking their best. Graduated from Hollins University.

Our In-House Services:



Landscape Maintenance

Armed with a full range of state-of-the-art maintenance capabilities, we pride ourselves on achieving the specific goals set for every client daily. Each property is unique, so only a custom approach will do. Local and seasonal factors and our client's business needs and budgets are carefully considered. Our talented team will work directly with your management team and board to design and create a customized maintenance program suited to your needs.



Snow Management

We strive on delivering professional, safe, and time-sensitive services based on each site's requirements. Our resources allow us to adapt to all types of snow events. Our top-of-the-line equipment includes plow trucks, bobcats, loaders, snow blowers, sidewalk labor, and de-icing material. With over 25 years of experience, we are a reliable and professional option for your snow removal needs.



Arbor Care

CLS Arbor Care is a division of Community Landscape Services, the premier commercial landscape management firm in the D.C. metro region. CLS Arbor Care was created to service the arbor needs of our existing clients over the past 25+ years and specializes in tree preservation and sustainable arbor care practices. CLS Arbor Care consists of a team of highly qualified experts, arborists, field crews, and the latest high-performance equipment and resources.

Our In-House Services:



Irrigation Services

CLS Irrigation is a division of Community Landscape Services, the premier commercial landscape management firm in the D.C. metro region. CLS Irrigation was created to service the irrigation needs of our existing clients over the past 25+ years and specializes in maintenance, design/build, and installation services. CLS Irrigation consists of a team of highly qualified experts, field crews, and the latest high-performance equipment and resources. CLS offers Irrigation services to existing landscape management clients, non-contractual clients, residents, developers, and landowners.



Landscape Enhancement

CLS combines strong construction skills, horticultural design practices, exceptional resources, and 30+ years of experience to deliver the highest quality landscape solutions in the area. We leverage our resources to provide the best solution and take pride in delivering projects that exceed client expectations. We work with landowners, developers, HOAs, and general contractors on design/build projects, site development plans, value engineering, project management, and special-use projects. Whether it is hardscape, landscape, arbor care, irrigation, drainage, or lighting – CLS is your trusted partner!



Chemical Applications

Pest control is extremely important to the long-term health of trees, shrubs, and turf and the application of these control products is an integral part of our Integrated Pest Management (IPM) program. The health risks to our applicators and the residents of your community, and the possible environmental impact is our primary consideration when choosing control products if control products are needed. We utilize the least toxic, most environmentally sensitive products to inhibit pests below threshold levels. With frequent monitoring and identification, low toxicity control products such as horticultural oils and insecticidal soaps are often all that is necessary to control small outbreaks of insect pests.

Ask our Clients:



Regency at Dominion Valley

Haymarket, VA

Contact: Mr. Vincent Greco

Email: vgreco@cmc-management.com



Belmont Country Club Community Association

Ashburn, VA

Contact: Mr. Keith Elliott

Email: belmontgm@gocampmgmt.com



Ask our Clients:

Potomac Green Community Association

Ashburn, VA

Contact: Mr. Mark Walker (Manager)

Email: mark.walker@fsresidential.com



Ashburn Village Community Association

Ashburn, VA

Contact: Mr. Marc Rossy

mrossy@ashburnvillage.org



Farrcroft Community Association

Fairfax, VA

Contact: Mrs. Rita Bills

Rbills@cmc-management.com





Transition Plan

CLS understands the importance of a smooth transition when considering a new grounds maintenance contractor. We have created a detailed transition plan for new properties added to the CLS portfolio. The plan begins with a thorough review of contract specifications with CLS management and client. Upon agreement, specifications will be reviewed with proposed CLS staff, supervisors, and managers. Prior to the season, CLS will walk the property with proposed supervisor to point out contract specifications and special needs. A kick-off email to include a calendar of services, contact information, and safety information will be sent to client prior to the season beginning. A 2nd property walk is recommended for new properties following the first few visits to ensure client satisfaction and all aspects of the contract are being serviced. Finally, pro-active communication and recommendations from CLS will continue throughout the season.

Property Management Plan

To efficiently and effectively manage the Cameron Station elements as described per the specifications the landscape management contractor must have a clear plan in place and work that plan in detail. We view this contract as a partnership and long-term relationship of working together to make Cameron Station a beautiful and healthy property enjoyed by its residents. Through open communication and proactive recommendations by the contractor, we feel this can be accomplished. The following is a breakdown of our plan as well as our approach to executing it from management's participation to field personnel delivering the final services.

Community Landscape Services and its employees have gained insight into managing communities such as Cameron Station through our experiences in managing other communities similar in size and scope. It is that experience that will lend itself to our success in fulfilling the requirements of the specifications in an effective manner and providing the Board and the community with the level of service it desires.

A network of personnel that are well-versed in specific areas of expertise will be involved at Cameron Station to ensure proactive customer service and to assist with issues that are both within and beyond the scope of normal services.

Work Approach

We recommend the following approach which has been used in other large-scale, full-service communities with success. We recommend a dedicated crew of 4-5 crew members with their own supervisor assigned to Cameron Station. They will perform the scope of work requirements including mowing, trimming, edging, weeding, clean-up, and pruning. The crew will be dedicated to turf maintenance (mow, trim, edge) and proceed through the community in a linear fashion. If an area is missed or a problem needs to be resolved, we will work to resolve issues within a 48-hour time period after crews have serviced the community.

Before each service, we send out a site visitation report of to ensure that management staff is aware of the services taking place within the community. (See example below)



**COMMUNITY
LANDSCAPE SERVICES**
www.community-landscape.com
24388 Stone Springs Blvd. • Sterling, Virginia 20166 • (703) 722-2412 • Fax (703) 722-2417

SITE VISITATION REPORT FOR

Orchard knolls

Attention: Brayan Flores

Date: 4.20.23

SERVICES PERFORMED:

<input type="checkbox"/> Spring Clean-Up	<input type="checkbox"/> Turf Application	<input type="checkbox"/> Detail Work
<input type="checkbox"/> Mulch Installation	<input type="checkbox"/> IPM	<input type="checkbox"/> Enhancement/Utility Crew
<input type="checkbox"/> Bed Edging	<input type="checkbox"/> Broadleaf Weed Control	<input type="checkbox"/> Flagstone Pavers
<input type="checkbox"/> Weeding	<input type="checkbox"/> Aeration	<input type="checkbox"/> Flower Installation
<input type="checkbox"/> Pruning	<input type="checkbox"/> Overseeding	<input type="checkbox"/> Sod Installation
<input type="checkbox"/> Tree Pruning	<input type="checkbox"/> Lime Application	<input type="checkbox"/> Warranty Work
<input type="checkbox"/> Cut back Perennial Grasses	<input type="checkbox"/> Tree Fertilizer Application	<input type="checkbox"/> Erosion Control
<input type="checkbox"/> Leaf Removal	<input type="checkbox"/> Turf Pre-Emergent Application	<input type="checkbox"/> Water
<input type="checkbox"/> Irrigation Start up	<input checked="" type="checkbox"/> Grounds Maintenance Services	<input type="checkbox"/> Dormant Oil

Notes(s):

"Team CLS"

We appreciate the opportunity to provide landscape services to your community.

www.community-landscape.com



Sample Calendar of Operations

Service	Occurrences	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Turf Mowing / Trimming	Every 7 Days												
Edging hard surfaces (Curbs/Walks)	Every 14 Days												
Sidewalk weeds	As needed												
Bed maintenance	As needed												
Shrub/Groundcover pruning	3												
Ornamental Tree Pruning	1												
Leaf removal	2												
Spring clean-up	1												
Mulch bed pre-emergent	2												
Tree/Shrub fertilization	1												
Mulch Application	2												
Tree/Shrub IPM	As needed												
Tree/Shrub dormant oil	Seasonal												
Soil Analysis	Fall												
Turf pre-emergent weed control	2												
Turf post-emergent weed control	As needed												
Turf fertilization	4												
Turf aeration	1												
Turf seeding/repairs	1												
Quarterly Clean Up of litter and landscape debris	Seasonal												
Bush Hog	2												
Seasonal flowers	2												

Community Concerns Form

Community Landscape strives to take pride in each community it serves, aiming to ensure the satisfaction of all residents with our partnership. To facilitate this, we have developed an online portal through which residents can report any issues with our services. Both Management Staff and CLS will have access to the portal and endeavor to respond to homeowners within 48 hours of receiving the request. Below is an example of the provided form that will be available on the community website. (scan QR Code to see the full site)



Resident Form

Community Landscape Services appreciates your request or concern. This form has been designed to guarantee that any problems within the community are resolved. Kindly allow us 48 hours to obtain management approval for your request and for CLS to devise plans to address the issue.

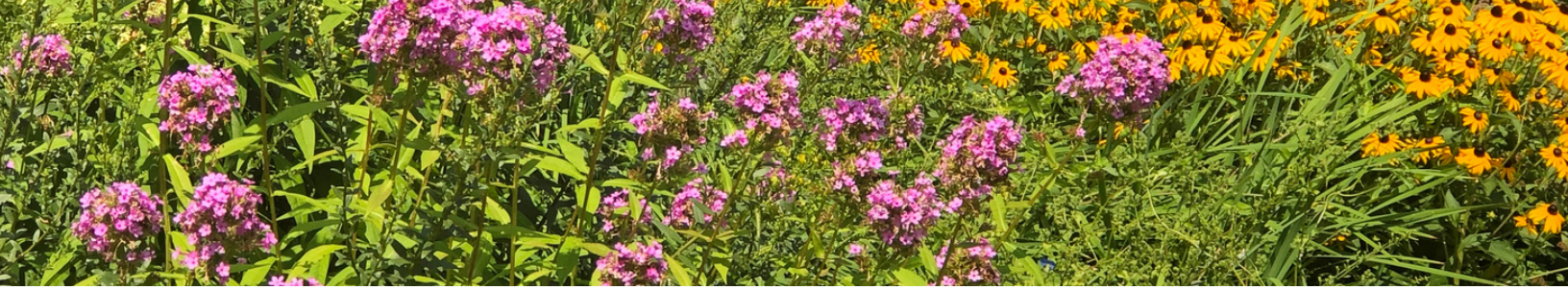
* Indicates required question

Email *

Your email



SCAN ME



Grounds Committee Alignment

At Community Landscape Services, we recognize the significance of your community and the critical role that your committee plays in safeguarding and elevating your property values. To establish proactive alignment on expectations, we are pleased to offer our design team's partnership and synergy, complimentary of charge, with the Grounds Committee of Cameron Station Community Association. Our primary objective is to ensure that whenever residents express an interest in enhancing their existing landscape, our design team is in harmony with your community's covenants, acceptable planting, and exterior hardscape standards. With this fresh approach, we anticipate greater cohesion between all parties, resulting in reduced time and frustration spent on the review process and increased attention towards enhancing the environment's beauty.

Community Partner

At Community Landscape Services, we acknowledge the immense pride that communities take in their neighborhoods and strive to ensure that every resident feels satisfied with their living environment. As your dedicated landscaping partner, we aim to demonstrate our unwavering commitment to your community by participating in four events throughout the year: Halloween, Thanksgiving/Christmas, Fourth of July, and Memorial Day. We welcome the opportunity to discuss this further with your community and collaborate on the most effective strategy to enhance the beauty of your neighborhood.



Your Property our Solutions



Pricing Summary Page

At Community Landscape Services, we are dedicated to meeting the unique landscaping requirements of Cameron Station Community Association, while delivering the level of service you anticipate at a cost that aligns with your budget. The pricing outlined below is tailored to the specific and detailed scope of work you have provided.

****Below is a summary of the overall pricing schedule for Landscape Maintenance and Irrigation Services. The complete break down is provided in the correct bid format following this page.*

Total Contract Services -

Price for **January 1, 2024 - December 31, 2025**

Annual Cost: \$295,763.00

Price for **January 1, 2025 - December 31, 2026**

Annual Cost: \$301,403.00

Price for **January 1, 2026 - December 31, 2027**

Annual Cost: \$307,223.00

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON

07-31-2024

NUMBER

2705087202

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
CLASSIFICATIONS CIC LSC



COMMUNITY LANDSCAPE SERVICES, LLC
24388 GUM SPRING ROAD
STERLING, VA 20166



Dimitrios J. Mello
Dimitrios J. Mello, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)



COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

CLASS A BOARD FOR CONTRACTORS
CONTRACTOR

CLASSIFICATIONS CIC LSC

NUMBER: 2705087202 EXPIRES: 07-31-2024

COMMUNITY LANDSCAPE SERVICES, LLC
24388 GUM SPRING ROAD
STERLING, VA 20166



(FOLD)

Status can be verified at <http://www.dpor.virginia.gov>

DPOR-PC (02/2017)

(DETACH HERE)

Landscape Maintenance Exhibit One



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
LANDSCAPE MAINTENANCE SERVICES**

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
200 CAMERON STATION BLVD, ALEXANDRIA, VIRGINIA 22304**

June 14, 2023

INTRODUCTION

Cameron Station Community Association, Inc. (CSCA) is a large community association located within the City of Alexandria. The 164-acre community comprises single-family, townhomes, and six condominium associations housing a total of 1769 residential homes. Cameron Station is located on Duke Street in Alexandria, Virginia near Interstate Routes 495 and 395, inside the Washington, DC beltway. The Cameron Club is located in the circle, two blocks off of Duke Street at 200 Cameron Station Blvd, the main City street through the community.

PURPOSE

CSCA is soliciting proposals for full-service Landscape Maintenance from January 2024 – December 2026.

SITE VISIT

A pre-bid meeting will be held on **Thursday, June 29th at 1:00 pm** in the Henderson Room in the Cameron Club. Additional visits are encouraged and may be arranged by contacting Angel Robles, Assistant General Manager, via e-mail at managers@cameronstation.org or 703-567-4881 x 202.

REQUEST FOR PROPOSAL TIMETABLE

Proposals are due **no later than noon, on Friday, July 21, 2023**. The anticipated schedule for this RFP and contract approval is as follows:

<u>June 14, 2023,</u>	RFP Issued with Map and/or additional information. (Exhibit Four)
<u>June 29, 2023,</u>	Pre-bid meeting at 1:00 pm in the Henderson Room at 200 Cameron Station Boulevard, 2 nd Floor, Alexandria, VA 22304. Parking is available on the side of the Cameron Club, at Kilburn Street and Cameron Station Boulevard.
<u>July 21, 2023,</u>	Responses due no later than 12:00 pm
<u>July 26, 2023,</u>	Cameron Station Common Area Committee will determine the top two companies and invite these companies to provide a presentation and an interview.
<u>August 14, 2023,</u>	Presentation & Interview with Common Area Committee and CAMP Management
<u>August 29, 2023,</u>	Board of Directors Review and Award Landscape Contract based on budget constraints as well as recommendation consideration by Common Area Committee (CAC), and CAMP management.
<u>January 1, 2024,</u>	Contract Start Date

E-mail submittals are acceptable and preferred; please submit your proposal or any questions regarding this solicitation to managers@cameronstation.org. If you are sending your proposal via US Mail or courier, **please submit it to the address below to arrive by no later than noon Friday, July 21, 2023**.

Cameron Station Community Association
Attn: Steve Philbin, General Manager
200 Cameron Station Blvd, Alexandria, VA 22304

PROPOSAL INSTRUCTIONS

The Association reserves the right to accept any proposal deemed to be in its best interest. The Association may also reject any and/or all proposals. Proposals must contain the following documents, each fully completed:

1. Contractor must respond to all required elements contained in each of the sections included on the request for proposal. Proposals that do not comply may be deemed non-responsive.
2. Introduction letter: outlining the Contractor's professional specialization and providing past experiences to support their qualifications.
3. Cost Information: Cost information must be submitted with your proposal. Proposals are requested to have separate pricing for each specifically required element of work as outlined in **Exhibit Two and Three**.
4. Client References: Five (5) client references for which the contractor has provided similar services within the past 18 months. References must include, as a minimum, the client's name, contact information (phone number, e-mail address), and a brief description of the services provided.
5. Contractors must provide proof of Virginia license and are approved to do business in the Commonwealth of Virginia and carry minimum liability and workman's compensation.

Include a statement defining any proposed deviations from the requirements of this document, including additions, deletions, exceptions, and revisions.

Indicate the individual pricing for each item on the spreadsheet included in the RFP and submit it with your proposal. Include pricing for each optional service area noted below and submit it with the proposal. If the company is unable to provide any optional service, that will be noted in the response.

Prices will be valid for one hundred twenty (120) days from the proposal deadline.

PERFORMANCE PERIOD

The performance period for this contract will be for one year with two additional optional years.

- **Base Year I:**
January 1, 2024 – December 31, 2024
- **Option Year II:**
January 1, 2025 – December 31, 2025
- **Option Year III:**
January 1, 2026 – December 31, 2026

For the length of the contract, besides the agreed-upon costs approved within the initial signed contract, there will not be fuel surcharges, or any additional fees/costs permitted without a request in writing and approved by the CSCA Board of Directors.



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
LANDSCAPE MAINTENANCE SERVICES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
200 CAMERON STATION BLVD, ALEXANDRIA, VIRGINIA 22304**

June 14, 2023

EXHIBIT ONE

I. THE SCOPE OF WORK

This quotation shall include all labor, machinery, equipment materials, appropriate tax, equipment, supplies, and services necessary to perform the landscape and enhancement services in accordance with the specifications of this Agreement.

II. WORK SPECIFICATIONS

CSCA requires turn-key services for landscape maintenance of the common areas, including common areas adjacent to private homes. Services include, but are not necessarily limited to, the following:

A. RECURRENT SERVICES

- i. **MOWING**: All turf areas (throughout the community to include private lots) will be policed for trash and debris before each mowing and trash removed prior to mowing. All turf areas will be mowed to maintain height to a height of 2.5 - 3 inches. During any period of extended hot or dry weather, turf should not be mowed below 3 inches. Mowing is to be accomplished in such a manner that the turf is free from scalping, ruts, and uneven cutting. All mower blades are to be sharp to ensure smooth cutting of the grass blades and avoid tearing of the grass plants. Appropriately sized equipment will be used to avoid any damage to turf or construction. Grass clippings will be blown towards the turf area and away from sidewalks, patios, driveways, and curbs after each mowing, minimizing the number of clippings blown into storm water drains, mulch beds, and ponds. Mowing of common areas and the open private lots, as below, will take place every 7-10 days during the growing season except beginning April 1st when weather conditions otherwise dictate (extended rainy or dry periods). Irrigated areas may require more frequent service than non-irrigated areas. During dry and/or rainy periods, the contractor will consult with the Community Manager to schedule mowing frequency.

- ii. **TRIMMING**: In conjunction with each mowing, trimming shall be performed around all objects in the turf area, such as trees, benches, utility boxes, light posts, shrubbery beds, etc. All fences will be neatly trimmed. Care will be taken to keep mulched areas, cars, and buildings free of grass clippings. Care will be taken to avoid damage to buildings and other structures while trimming. In general, all turf, including that maintained with string trimmers and mowers will be cut to a height between 2 and 3 inches after mowing. Post-emergent herbicides will be applied as needed around trees, bed areas that have been mulched, sidewalks, and curbs to eliminate unsightly weeds. All herbicides will be applied under the supervision of a certified pesticide applicator. There are up to 20 budgeted tree-trimming dates that are confirmed with management. These dates are based on a spreadsheet of community tree issues provided by management.
- iii. **EDGING**: All walks and concrete curbs shall be neatly edged to produce a clean sharp line of turf not deeper than 1.5 inches nor wider than 3/4 inches. To ensure the edge crispness either an edging machine or a string trimmer with the blade attachment must be utilized. String trimmers may be used to edge asphalt pathways and rolled asphalt curbs only. Edging will be completed with every other mowing beginning with the first mowing of the season. All areas will be swept clean, and debris removed on the same day service is performed.
- iv. **WEEDING**: Weeding of ornamental plant beds will be performed continuously throughout the season for a neat, well-maintained appearance. All cracks between sections of the curb and sections of the sidewalk will be free of weeds and vegetative growth throughout the growing season either through chemical or manual control methods. If the use of chemical treatment is necessary, the Contractor will use an environmentally safe option.
- v. **PRUNING OF ORNAMENTAL TREES**: All ornamental trees and shrubs within reach from the ground up to a maximum height of 10 feet will be selectively hand-pruned to maintain the natural habit of the species a minimum of once during the growing season or up to a maximum of four times as dictated by the natural growth of the species. Mechanical pruning devices may be used only to trim hedges unless prior approval from the Managing Agent is obtained. Sucker sprouts and epicormic shoots will be removed as they appear once trees/shrubs are in full leaf and throughout the growing season. Shade trees less than 10' in height will be pruned according to the "Pruning Standards for Shade Trees", Class 1 - Fine Pruning standard of the National Arborist Association. [Note: shade trees larger than 10' will be pruned as appropriate under the requirements of a separate agreement.] Hazardous or overhanging branches and dead wood are to be removed as noted based on regular visual inspections.
- vi. **PRUNING OF SHRUBBERY/TRIMMING OF GROUND COVER**: Shrubs are to be pruned to correct uneven growth, and remove non-variegated stems, stray shoots, and dead, damaged, or diseased wood. Hand pruning or shearing of shrubs and the trimming of existing ground cover to maintain a neat appearance will be performed 3 to 4 times throughout the season, beginning in May. Debris removal if included.

- vii. **MULCHING**: All previously mulched tree rings and shrubbery beds shall be mulched to a depth (total) of 2 ½ inches using premium quality, dark, shredded hardwood mulch free of fungus and non-organic materials. Any remaining mulch from prior treatments is to be removed or loosened and incorporated into the mix to a total depth of 2½ inches. Mulch must not be permitted to cover the base of trees or shrubs. All bed and tree ring edges are to be spade cut to a minimum depth of 2" for a defined edge and excess dirt and vegetative matter removed. All mulch beds and tree rings are to be free of weeds and cleaned as required prior to the installation of new mulch. A pre-emergent herbicide will be incorporated into the mulch to prevent weed growth, except in areas where an herbicide could damage ground cover or perennial plants. Mulching shall be completed once a year in the spring. Each fall the mulch beds will be cleaned and turned and touch-up mulching applied as needed. Beds and tree rings will be redefined, weeded, and additional mulch will be added if necessary.

B. TURF CARE SERVICES

- i. **EARLY SPRING**: Application of a pre-emergent herbicide for the control of crabgrass and other grassy weeds, plus broadleaf weed control for winter annuals.
- ii. **MID-SPRING**: Second application of pre-emergent herbicide and herbicide for broadleaf weed control in combination with a slow-release fertilizer with not more than 1/2 pound of N/1000 sq. ft.
- iii. **SUMMER**: Turf insects and diseases are to be monitored every week (or at each mowing) during the growing season. Upon identification a written report will be submitted to the Managing Agent outlining the proposed treatment and estimated expense. Chemical treatments will be addressed as an extra charge per hour for treatment.
- iv. **EARLY FALL**: Application of a time-released balanced fertilizer and a broadleaf herbicide. The fertilizer rate is 1 1/2 pounds of N/1000 sq. ft.
- v. **LATE FALL**: Application of a quick-release balanced fertilizer at the rate of 1+ pounds of N/1000 square feet.

C. TURF ENHANCEMENT SERVICES

- i. **AERATION**: All accessible turf areas shall be core aerated to a minimum core depth of 3". The aeration pattern should produce a minimum of 8 aeration holes per square foot of surface area. The aeration should be performed in conjunction with the seeding program in early spring and fall (2x annually).
- ii. **OVERSEEDING**: Overseeding of thin and bare areas shall be completed during the months of October and March (2x annual) with improved turf varieties; rates will vary depending on the variety used (between 4-6 pounds/1000 sq. ft.). The selection of seed will be approved in advance by the Managing Agent. Bare patches will be scratched with garden rakes and hand seeded as required. Thin areas will be over-seeded.
- iii. **LIME**: Pelletized limestone will be applied to all turf areas at a rate determined by soil analysis and following prior consultation with the Managing Agent. The application of lime shall be invoiced as an additional charge.

D. LEAF REMOVAL AND PROPERTY CLEANUP

- i. **LEAF REMOVAL**: All leaves will be removed from all turf and mulched areas four times per contract period, in January (1st or 2nd week based on weather), October (Halloween Week), November (Thanksgiving Week), and December (Christmas Week). In August and September, Contractor will remove leaves along Colonel Johnson Drive.
- ii. **SPRING CLEAN-UP**: All trash, leaves sticks, and miscellaneous debris will be collected and removed from the turf, mulched areas, and paved areas as part of a spring cleanup.

E. TREE AND SHRUB CARE

- i. **FERTILIZATION**: All trees and shrubs shall receive an application of appropriate slow, release fertilizer to be applied in conjunction with the spring mulching. Any deep root fertilization which may be appropriate due to the size of trees shall be performed after consultation with the
- ii. **PEST MANAGEMENT**: A spray application of dormant oil shall be applied to all plants in the spring, as appropriate, to control scale, mites, and overwintering insects.

The contractor shall be responsible for the detection, monitoring, and controlling of all insects through the implementation of an Integrated Pest Management Program. Regular visual inspections by a knowledgeable representative of the contractor are to be made on no less than a bi-weekly basis to detect pest infestations.

Additional insecticides shall be applied as required and appropriate based on the visual observation and identification of pest infestations. All additional insecticide applications shall be made following consultation with the Managing Agent. All chemical applications of herbicides and insecticides shall be made by or under the direct supervision of a licensed applicator.

- iii. **DEAD TREES and SHRUBS /TREE and SHRUB REMOVAL/REPLANTING:** Dead, diseased, and damaged trees and shrubbery shall be remediated as quickly as possible when discovered to include proposals provided to management for any work not covered by this contract. Under no circumstances will the stump of any removed tree or shrub be visible or above the surface of the turf. Conjointly, a proposal for a recommended replacement tree or shrub shall be provided to Management, after consultation of the canopy cover need and allowed tree list for the community.

F. MEETING ATTENDANCE

- i. Contractor will have a Manager or Supervisor attend up to twelve (12) Common Area Committee Meetings annually.
- ii. Contractor will have a Manager or Supervisor complete up to five (5) community walkthroughs with the Common Area Committee from April through November.
- iii. Contractor will attend Board meetings, when requested, at least twice each year.

G. MISCELLANEOUS

- i. Contractor will develop a structured tracking method and response mechanism for community projects and requests. The method will be shared with Common Area Committee and CAMP Management for review. The contractor will provide a weekly report to the Community manager and a monthly report to the Common Area Committee on the work performed. For efficiency, the contractor can develop a format common to both reports.
- ii. Contractor will provide cell phone and email addresses for site supervisors.
- iii. Contractor will provide a monthly schedule to the CAMP Management Staff and Common Area Committee to include mowing, pruning, weed control/fertilizer application, irrigation, aeration and seeding, leaf removal, and other regular maintenance work, and specific projects.
- iv. Landscape enhancement services: Walkthroughs, consultations, and proposals upon request at no charge. Services include plant replacements, drainage erosion, control, etc.

H. ADDITIONAL SERVICES

- i. **LINEAR PARK MAINTENANCE:** Linear Park is owned by the City of Alexandria. Cameron Station has an agreement with the City to maintain the turf and mulch beds. The City maintains the trees. No chemicals may be used on the City property.
- ii. **LINEAR PARK MOWING:** Mowing, edging, and trimming, April through October, from rear home fences to asphalt path and from asphalt path to the river.
- iii. **LINEAR PARK MULCH BED MAINTENANCE:** Mulch beds and tree ring weed control: Hand-pull weeds growing in mulch beds and tree ring areas. Smaller weeds will be cut down with a line trimmer. Four (4) times per season. No chemicals may be used on the City property.
- iv. **LIMING:** Pelletized limestone will be applied to all turf areas at a rate determined by soil analysis and following prior consultation with the Managing Agent, performed upon approval.
- v. **FLOWER ROTATIONS:** Flower installations in existing beds located throughout the property, such as the entrance bed, the Gazebo bed, and around the Clubhouse. Additional annuals can be purchased as "per service" items requested and installed at various times throughout the season. The price includes labor, removal of existing annuals, hauling away of resulting debris, tilling of beds, adding soil amendments, and initial watering.
- vi. **MATURE TREE PRUNING:** Use climbers with chain and hand saws for maintaining and pruning mature trees, including work required for storm damage. Debris will be removed.
- vii. **SNOW REMOVAL:** Refer to separate snow removal RFP.

- viii. **PERGOLA PRUNING:** Prune and maintain wisteria in Bessley Place and Donovan Drive pocket parks from May through October.
- ix. **SIDEWALK REPAIR:** Maintain and rebuild sidewalks throughout the community and provide quotation per square foot. All repairs will match the color and size of existing pavers walkways located throughout the community.
- x. **IRRIGATION SYSTEM MAINTENANCE AND REPAIR:** Maintain and repair the existing irrigation system and provide pricing for all elements of the system. See separate RFP for information.

I. DELIVERY OF ASSOCIATION SERVICES TO SUB-ASSOCIATIONS –

Proposals are requested to have separate pricing for each specifically required element of work as outlined in **Exhibit Three and Exhibit Four (Map)**.

Delivery of Association Services to Sub-Associations Base Landscape Maintenance Fee:

Landscape Services: CSCA shall perform the following maintenance on all grass areas within a condominium sub-association.

- a. Mowing;
- b. Aeration twice per year;
- c. Seeding twice per year;
- d. Leaf removal four times per year.

If a condominium sub-association wishes for aeration and seeding services to be performed more frequently than twice per year, the condominium sub-association will be responsible for all costs associated with such additional aeration and seeding services. If, in the CSCA Board's sole discretion, it determines that grass cannot grow in an area, then the CSCA Board will have the sole authority to determine the appropriate steps to address the inability of grass to grow in such area.

Additional Mowing of Common Areas Base Landscape Maintenance Fee:

Mowing, trimming, and edging of the additional turf areas as identified within the Cameron Station community (Exhibit Four – Map). Please note that this does not include the center courtyard of Cameron Station Condominium "The Residences."

AERATION: All accessible turf areas shall be core aerated to a minimum core depth of 3". The aeration pattern should produce a minimum of 8 aeration holes per square foot of surface area. The aeration should be performed in conjunction with the seeding program in early fall.

OVERSEEDING: Overseeding of thin and bare areas shall be completed during the months of October and March with improved turf varieties; rates will vary depending on the variety used (between 4-6 pounds/1000 sq. ft.). The selection of seed will be approved in advance by the Managing Agent. Bare patches will be scratched with garden rakes and hand seeded as required. Thin areas will be over-seeded.

Leaf Removal:

Each condominium sub-association is responsible for raking leaves out from all planting beds onto a common grassy area. CSCA will remove leaves from the common areas of each condominium sub-association but will not remove leaves that have not been raked out of the planting areas away from the condominium buildings or other planting beds maintained by the sub-association.

CSCA shall not be responsible for maintaining mulch beds, trees, foundation plantings, or other non-grass improvements or landscape materials that are the responsibility of the sub-association.

J. RESTORATION OF PROPERTY

- i. If the Contractor causes damages during the course of services and/or related work performed under the terms of this Agreement to property of the Association or its members, or other work on the Association site, the Contractor shall promptly remedy such damage, and repair such damaged property to a condition similar to that which existed before the damage was caused or resulted. In the event the Contractor fails to do this promptly, the Association may proceed to repair or restore the damage and recover the cost of repair or restoration from payments due or thereafter due the Contractor under the terms of this agreement. If such payments are insufficient to cover the cost of repair or restoration, the Contractor shall reimburse the Association for the additional cost.

K. INSURANCE AND INDEMNIFICATION

- i. The Contractor and all subcontractors shall maintain, at the contractor's sole expense, Comprehensive, General Liability, and Workers' Compensation Insurance coverage to cover full liability under workers' compensation laws in effect from time to time in the Commonwealth of Virginia and Employer's Liability Insurance, and shall furnish the Association with a current certificate of insurance evidencing the required coverage(s) and naming the Association, its directors, officers, employees, members, and its Managing Agent as named additionally insured. Proof of insurance must be submitted prior to the contract award. Comprehensive Automobile Liability Insurance will be required if applicable. Such certificate shall include a provision requiring the insurer to provide thirty (30) days written notice prior to cancellation, non-renewal, or reduction in coverage or limits. Prior to the expiration of the policy, the contractor shall provide an updated certificate of insurance to the Association. Each policy carried by the Contractor and subcontractors as required herein shall be primary with respect to any insurance carried by the Association and any coverage carried by the Association shall be excess insurance.
- ii. Contractor shall indemnify and holds harmless the Association, its managing agent, its members, guests, and invitees from and against all claims, liabilities, damages, losses, and expenses (including reasonable attorney's fees) of every kind and character resulting from or relating to or arising out of (a) breach by any representation, warranty, covenants or agreement made by the Contractor under the terms of the Contract, or (b) claims, damages (to person or property), and causes of action that result from, relate to or arise out of the negligent operation by or the intentional acts, negligent performance or omission of Contractor's obligation by Contractor, its employees, agents, and subcontractors. Contractor

shall bear all responsibility for any equipment owned or rented by the Contractor, or for any material to be used by the Contractor in the performance of the contract until such material is installed and accepted by Association. The association shall not be responsible or be held liable for any injury or damage to persons or property resulting from the use, misuse, or failure of any equipment used by the Contractor or any of his employees, except to the extent such damage is caused by the negligence or willful misconduct of Association, its employees, agents, or subcontractors. By acceptance or use of any such equipment, the Contractor accepts full responsibility for and agrees to indemnify the Association, its managing agent, its members, guests, and invitees against any and all loss, liability, and claims for any injury or damage whatsoever resulting from the use, misuse, or failure of such equipment, whether such injury or damage is to an employee or the property of Contractor, other contractors, Association, or other persons.

iii. The Contractor shall maintain the following **insurance coverage**:

- a. **General Liability** -- \$1,000,000 per occurrence / \$2,000,000 aggregate
- b. **Umbrella** - \$5,000,000
- c. **Workers Compensation** – Minimum of \$1,000,000
- d. **Business Auto Liability** – Minimum of \$1,000,000

L. PAYMENTS AND LIEN RELEASES

- i. All invoices for payments shall be emailed to accountspayable@ciramail.com and managers@cameronstation.org or upon written agreement, mailed to the Cameron Station Community Association, Inc., 200 Cameron Station Boulevard, Alexandria, VA 22304. Payment will be sent within thirty (30) calendar days of receipt of the invoice.
- ii. In return for the satisfactory delivery of services by the Contractor in accordance with this Agreement, the Association agrees to pay the Contractor upon receipt of invoices pursuant to the payment schedules as stated in the landscape management agreement. Invoices shall be presented for payment in accordance with the payment schedules in the agreement.

M. PROPOSAL REVIEW PROCESS

- i. Management and the Common Area Committee (CAC) intend to review all of the proposals received by the proposal due date. The CAC, CAMP Management, and Board of Directors reserve the right to accept other than the lowest bidder and to reject any and all other offers without explanation. All proposals will become the property of the Cameron Station Community Association, Inc., and will not be returned. The top two companies will be invited for an interview by the CAC and management. The CAC and management will present their recommendation(s) to award the contract at the *August 29, 2023, Board meeting. All contractors submitting proposals will be notified when a selection has been made. * The timetable for the entire process is subject to change without explanation to the bidders.

N. DURATION OF AGREEMENT

- i. This Agreement shall benefit both parties to the Agreement and shall be in effect from **January 1, 2024, through December 31, 2026**. This Agreement may be terminated with or without cause by the Association or Contractor upon sixty (60) days' written notice. There will be no termination fee charged by either party if the Agreement is terminated by either party.

O. NOTICE PROVISION

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

If the Contractor: Community Landscape
Services

If the Association: _____
Steven P. Philbin, General Manager

Community Association Management Professionals (CAMP)
Agent for Cameron Station Community Association
200 Cameron Station Boulevard
Alexandria, VA 22304

P. ENTIRE AGREEMENT

The parties agree that this Agreement with **Exhibit One** is the entire Agreement between the parties and that any change to the provisions of the Agreement must be made in writing and signed by both parties.

Q. INTERPRETATION

The Laws of the Commonwealth of Virginia shall govern the interpretation and all matters relating to this contract.

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

Signature – Cameron Station Community Association

Date

Ashley Moose

Signature – [Contractor Name]

7/21/2023

Date



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
LANDSCAPE MAINTENANCE SERVICES**

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
200 CAMERON STATION BLVD, ALEXANDRIA, VIRGINIA 22304**

June 14, 2023

EXHIBIT TWO

A. Base Landscape Maintenance Fee:

- **Base Year I:**
January 1, 2024 – December 31, 2024, \$ 188,100.00
- **Option Year II:**
January 1, 2025 – December 31, 2025, \$ 193,740.00
- **Option Year III:**
January 1, 2026 – December 31, 2026, \$ 199,560.00

B. Linear Park:

- Maintenance \$ 18,258.00
- Leaf Removal \$ 1,360.00

C. Floral Rotations:

- Spring and Winter \$ 19,500.00

D. Irrigation Services:

- Spring Start-Up Inspection \$ 4,455.00
- Summer Mid-Year Inspection \$ 8,910.00
- Winterization \$ 5,530.00

E. **Pergola Pruning:** \$ 2,400.00

F. **Tree Trimming:** (\$ 2,250.00 per tree trimming day – 21 total days estimated)
CSCA budgets 21 Tree trimming Days.

- Once per month January – March \$ 6,750.00
- Twice per month April – December \$ 40,500.00

Total Contract Services:

- **Base Year I:**
January 1, 2024 – December 31, 2024, \$ 295,763.00
- **Option Year II:**
January 1, 2025 – December 31, 2025, \$ 301,403.00
- **Option Year III:**
January 1, 2026 – December 31, 2026, \$ 307,223.00

**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
LANDSCAPE MAINTENANCE SERVICES**

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
200 CAMERON STATION BLVD, ALEXANDRIA, VIRGINIA 22304**

June 14, 2023

EXHIBIT THREE

**AMENDED POLICY RELATING TO DELIVERY OF ASSOCIATION
SERVICES TO SUB-ASSOCIATIONS**

Delivery of Association Services to Sub-Associations Base Landscape Maintenance Fee:

Landscape Services: CSCA shall perform the following maintenance on all grass areas within a condominium sub-association.

- e. Mowing;
- f. Aeration twice per year;
- g. Seeding twice per year;
- h. Leaf removal four times per year.

If a condominium sub-association wishes for aeration and seeding services to be performed more frequently than twice per year, the condominium sub-association will be responsible for all costs associated with such additional aeration and seeding services. If, in the CSCA Board's sole discretion, it determines that grass cannot grow in an area, then the CSCA Board will have the sole authority to determine the appropriate steps to address the inability of grass to grow in such area.

A. Additional Mowing of Common Areas Base Landscape Maintenance Fee:

Mowing, trimming, and edging of the additional turf areas as identified within the Cameron Station community (Exhibit Four – Map). Please note that this does not include the center courtyard of Cameron Station Condominium “The Residences.”

- B. AERATION:** All accessible turf areas shall be core aerated to a minimum core depth of 3". The aeration pattern should produce a minimum of 8 aeration holes per square foot of surface area. The aeration should be performed in conjunction with the seeding program in early fall.

- C. OVERSEEDING:** Overseeding of thin and bare areas shall be completed during the months of October and March with improved turf varieties; rates will vary depending on the variety used (between 4-6 pounds/1000 sq. ft.). The selection of seed will be approved in advance by the Managing Agent. Bare patches will be scratched with garden rakes and hand seeded as required. Thin areas will be over-seeded.

D. Leaf Removal:

Each condominium sub-association is responsible for raking leaves out from all planting beds onto a common grassy area. CSCA will remove leaves from the common areas of each condominium sub-association but will not remove leaves that have not been raked out of the planting areas away from the condominium buildings or other planting beds maintained by the sub-association.

CSCA shall not be responsible for maintaining mulch beds, trees, foundation plantings, or other non-grass improvements or landscape materials that are the responsibility of the sub-association.

Total Contract Services:

- **Base Year I:**
January 1, 2024 – December 31, 2024, \$ 20,575.00
- **Option Year II:**
January 1, 2025 – December 31, 2025, \$ 21,195.00
- **Option Year III:**
January 1, 2026 – December 31, 2026, \$ 21,830.00

Irrigation Maintenance Exhibit Two



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
IRRIGATION SYSTEM MAINTENANCE AND REPAIR SERVICES**

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
200 CAMERON STATION BLVD, ALEXANDRIA, VIRGINIA 22304**

June 14, 2023

EXHIBIT ONE

I. THE SCOPE OF WORK

This quotation shall include all labor, machinery, equipment materials, appropriate tax, equipment, supplies, and services necessary to perform the irrigation system maintenance and repair in accordance with the specifications of this Agreement.

II. WORK SPECIFICATIONS

The contractor will perform Spring start-up and Summer mid-year inspections, and winterization of the irrigation system. Maintain and repair the existing irrigation system and provide pricing for all elements of the system.

A. MISCELLANEOUS

- i. Contractor will develop a structured tracking method and response mechanism for community projects and requests. The method will be shared with Common Area Committee and CAMP Management for review. The contractor will provide a weekly report to the Community manager and a monthly report to the Common Area Committee on the work performed. For efficiency, the contractor can develop a format common to both reports.

- ii. Contractor will provide cell phone and email addresses for site supervisors.
- iii. Contractor will provide a monthly schedule to the CAMP Management Staff and Common Area Committee to include mowing, pruning, weed control/fertilizer application, irrigation, aeration and seeding, leaf removal, and other regular maintenance work, and specific projects.
- iv. Landscape enhancement services: Walkthroughs, consultations, and proposals upon request at no charge. Services include plant replacements, drainage erosion, control, etc.

B. RESTORATION OF PROPERTY

- i. If the Contractor causes damages during the course of services and/or related work performed under the terms of this Agreement to property of the Association or its members, or other work on the Association site, the Contractor shall promptly remedy such damage, and repair such damaged property to a condition similar to that which existed before the damage was caused or resulted. In the event the Contractor fails to do this promptly, the Association may proceed to repair or restore the damage and recover the cost of repair or restoration from payments due or thereafter due the Contractor under the terms of this agreement. If such payments are insufficient to cover the cost of repair or restoration, the Contractor shall reimburse the Association for the additional cost.

C. INSURANCE AND INDEMNIFICATION

- i. The Contractor and all subcontractors shall maintain, at the contractor's sole expense, Comprehensive, General Liability, and Workers' Compensation Insurance coverage to cover full liability under workers' compensation laws in effect from time to time in the Commonwealth of Virginia and Employer's Liability Insurance, and shall furnish the Association with a current certificate of insurance evidencing the required coverage(s) and naming the Association, its directors, officers, employees, members, and its Managing Agent as named additionally insured. Proof of insurance must be submitted prior to the contract award. Comprehensive Automobile Liability Insurance will be required if applicable. Such certificate shall include a provision requiring the insurer to provide thirty (30) days' written notice prior to cancellation, non-renewal, or reduction in coverage or limits. Prior to the expiration of the policy, the contractor shall provide an updated certificate of insurance to the Association. Each policy carried by the Contractor and subcontractors as required herein shall be primary with respect to any insurance carried by the Association and any coverage carried by the Association shall be excess insurance.

- ii. Contractor shall indemnify and holds harmless the Association, its managing agent, its members, guests, and invitees from and against all claims, liabilities, damages, losses, and expenses (including reasonable attorney's fees) of every kind and character resulting from or relating to or arising out of (a) breach by any representation, warranty, covenants or agreement made by the Contractor under the terms of the Contract, or (b) claims, damages (to person or property), and causes of action that result from, relate to or arise out of the negligent operation by or the intentional acts, negligent performance or omission of Contractor's obligation by Contractor, its employees, agents, and subcontractors. The contractor shall bear all responsibility for any equipment owned or rented by the Contractor, or for any material to be used by the Contractor in the performance of the contract until such material is installed and accepted by Association. The association shall not be responsible or be held liable for any injury or damage to persons or property resulting from the use, misuse, or failure of any equipment used by the Contractor or any of his employees, except to the extent such damage is caused by the negligence or willful misconduct of Association, its employees, agents, or subcontractors. By acceptance or use of any such equipment, the Contractor accepts full responsibility for and agrees to indemnify the Association, its managing agent, its members, guests, and invitees against any loss, liability, and claims for any injury or damage whatsoever resulting from the use, misuse, or failure of such equipment, whether such injury or damage is to an employee or the property of Contractor, other contractors, Association, or other persons.
- iii. The Contractor shall maintain the following insurance coverage:
 - a. General Liability -- \$1,000,000 per occurrence / \$2,000,000 aggregate
 - b. Umbrella - \$5,000,000
 - c. Workers Compensation – Minimum of \$1,000,000
 - d. Business Auto Liability – Minimum of \$1,000,000

D. PAYMENTS AND LIEN RELEASES

- i. All invoices for payments shall be emailed to accountspayable@ciramail.com and managers@cameronstation.org or upon written agreement, mailed to the Cameron Station Community Association, Inc., 200 Cameron Station Boulevard, Alexandria, VA 22304. Payment will be sent within thirty (30) calendar days of receipt of the invoice.
- ii. In return for the satisfactory delivery of services by the Contractor in accordance with this Agreement, the Association agrees to pay the Contractor upon receipt of invoices pursuant to the payment schedules as stated in the landscape management agreement. Invoices shall be presented for payment in accordance with the payment schedules in the agreement.

E. PROPOSAL REVIEW PROCESS

- i. Management and the Common Area Committee (CAC) intend to review all of the proposals received by the proposal due date. The CAC, CAMP Management, and Board of Directors reserve the right to accept offers other than the lowest bidder and to reject any other offers without explanation. All proposals will become the property of the Cameron Station Community Association, Inc., and will not be returned. The top two companies will be invited for an interview by the CAC and management. The CAC and management will present their recommendation(s) to award the contract at the *August 29, 2023, Board meeting. All contractors submitting proposals will be notified when a selection has been made. * The timetable for the entire process is subject to change without explanation to the bidders.

F. DURATION OF AGREEMENT

- i. This Agreement shall benefit both parties to the Agreement and shall be in effect from **November 15, 2023, through April 15, 2026**. This Agreement may be terminated with or without cause by the Association or Contractor upon sixty (60) days' written notice. There will be no termination fee charged by either party if the Agreement is terminated by either party.

G. NOTICE PROVISION

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

If the Contractor: Community Landscape Services

If the Association:

Steven P. Philbin, General Manager

Community Association Management Professionals (CAMP)
Agent for Cameron Station Community Association
200 Cameron Station Boulevard
Alexandria, VA 22304

H. ENTIRE AGREEMENT

The parties agree that this Agreement with **Exhibit One** is the entire Agreement between the parties and that any change to the provisions of the Agreement must be made in writing and signed by both parties.

I. INTERPRETATION

The Laws of the Commonwealth of Virginia shall govern the interpretation and all matters relating to this contract.

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

Signature – Cameron Station Community Association

Date

Ashley Moose

Signature – [Contractor Name]

7/21/2023

Date



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
IRRIGATION SYSTEM MAINTENANCE AND REPAIR SERVICES**

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
200 CAMERON STATION BLVD, ALEXANDRIA, VIRGINIA 22304**

June 29, 2023

EXHIBIT TWO

A. Irrigation Services:

• **Base Year I:**

January 1, 2024 – December 31, 2024,

➤ Spring Start-Up Inspection	\$ 4,455.00
➤ Summer Mid-Year Inspection	\$ 8,910.00
➤ Winterization	\$ 5,530.00

• **Option Year II:**

January 1, 2025 – December 31, 2025,

➤ Spring Start-Up Inspection	\$ 4,588.00
➤ Summer Mid-Year Inspection	\$ 9,177.00
➤ Winterization	\$ 5,695.00

• **Option Year III:**

January 1, 2026 – December 31, 2026,

➤ Spring Start-Up Inspection	\$ 4,725.00
➤ Summer Mid-Year Inspection	\$ 9,452.00
➤ Winterization	\$ 9,622.00

Total Contract Services:

- **Base Year I:**
January 1, 2024 – December 31, 2024, \$ 18,895.00
- **Option Year II:**
January 1, 2025 – December 31, 2025, \$ 19,464.00
- **Option Year III:**
January 1, 2026 – December 31, 2026, \$ 20,040.00

Snow Removal

Exhibit Three



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
SNOW REMOVAL SERVICES**

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
200 CAMERON STATION BLVD, ALEXANDRIA, VIRGINIA 22304**

June 29, 2023

EXHIBIT ONE

I. THE SCOPE OF WORK

This quotation shall include all labor, machinery, equipment materials, appropriate tax, equipment, supplies, and services necessary to perform the snow removal services in accordance with the specifications of this Agreement. **Exhibit Three -- Map**

II. WORK SPECIFICATIONS

Work will begin on either 2" accumulation, (as recorded by the National Weather Service at area Airports), or per Customer Call-out, (see G.C. No. 4). If call-out service is requested, the response will be based on the order in which email is received. All services and charges thereof will be based on a two-hour minimum.

General Conditions

- 1. Snow Removal Contracts are valid only if accompanied and/or performed in conjunction with a signed/approved Snow Removal Management Services Agreement encompassing the year 2023-2026. Terms of the Agreement shall be valid beginning November 15, 2023, through and until April 15, 2026.**
- 2. Signed/Approved Snow Removal Contracts must be received within Thirty (30) days of the Date of the Agreement as stated above, to allow for scheduling, ordering, and securing of necessary materials and equipment. Invoicing will occur within five (5) business days of service and will be due in full within (30) days of Client's receipt of the invoice, or this contract will become null and void and all collection charges and legal fees (if necessary) will be added.**

3. Customer understands that plowing or application of ice melt of a particular location may not clear the area to 'bare pavement' and that slippery conditions may continue to prevail even after plowing or application of ice melt product. The customer understands that the contractor assumes no liability for this naturally occurring condition. The customer agrees to defend and hold harmless, Lancaster Landscapes, for any trespasses or suits that may arise as a result of this naturally occurring condition.
4. Services performed will be recorded on forms similar to the one presented on the previous page, as presented as an attachment to this agreement, which will list:
 - a) the name of the Lancaster representative performing the service;
 - b) the Property where services were performed;
 - c) the dates and times of services; and
 - d) the type(s) of equipment and/or material quantities used during each particular service.

Note: Sales Tax will be added for all materials used for services. Clients with Properties located in Washington, D.C. will need to add applicable D.C. Sales Tax to all equipment, labor, and material costs for services performed.

5. Due to the potential volatile price of fuel, a fuel surcharge may be added to the hourly plowing rate.
6. Lancaster Landscapes reserves the right to assess a surcharge and increase pricing by 20% on larger equipment for snowfall greater than 18 inches in any one event.
7. For those Winter Maintenance Services requested to be initiated by "Customer Call-Out – Only", the following applies:
 - a) Service(s) will be performed in order of the "Call-out" request.
 - b) No guarantee of crew arrival time can be made.
 - c) Under normal conditions – (snow not exceeding 3-4") – calls should be placed at least 4-6 hours before work is to begin. Larger equipment is available within 72 hours from notification request.

G. MISCELLANEOUS

- i. Contractor will develop a structured tracking method and response mechanism for community projects and requests. The method will be shared with Common Area Committee and CAMP Management for review. The contractor will provide a weekly report to the Community manager and a monthly report to the Common Area Committee on the work performed. For efficiency, the contractor can develop a format common to both reports.

- ii. Contractor will provide cell phone and email addresses for site supervisors.
- iii. Contractor will provide a monthly schedule to the CAMP Management Staff and Common Area Committee to include mowing, pruning, weed control/fertilizer application, irrigation, aeration and seeding, leaf removal, and other regular maintenance work, and specific projects.
- iv. Landscape enhancement services: Walkthroughs, consultations, and proposals upon request at no charge. Services include plant replacements, drainage erosion, control, etc.

K. RESTORATION OF PROPERTY

- i. If the Contractor causes damages during the course of services and/or related work performed under the terms of this Agreement to property of the Association or its members, or other work on the Association site, the Contractor shall promptly remedy such damage, and repair such damaged property to a condition similar to that which existed before the damage was caused or resulted. In the event the Contractor fails to do this promptly, the Association may proceed to repair or restore the damage and recover the cost of repair or restoration from payments due or thereafter due the Contractor under the terms of this agreement. If such payments are insufficient to cover the cost of repair or restoration, the Contractor shall reimburse the Association for the additional cost.

L. INSURANCE AND INDEMNIFICATION

- i. The Contractor and all subcontractors shall maintain, at the contractor's sole expense, Comprehensive, General Liability, and Workers' Compensation Insurance coverage to cover full liability under workers' compensation laws in effect from time to time in the Commonwealth of Virginia and Employer's Liability Insurance, and shall furnish the Association with a current certificate of insurance evidencing the required coverage(s) and naming the Association, its directors, officers, employees, members, and its Managing Agent as named additionally insured. Proof of insurance must be submitted prior to the contract award. Comprehensive Automobile Liability Insurance will be required if applicable. Such certificate shall include a provision requiring the insurer to provide thirty (30) days written notice prior to cancellation, non-renewal, or reduction in coverage or limits. Prior to the expiration of the policy, the contractor shall provide an updated certificate of insurance to the Association. Each policy carried by the Contractor and subcontractors as required herein shall be primary with respect to any insurance carried by the Association and any coverage carried by the Association shall be excess insurance.

- ii. Contractor shall indemnify and holds harmless the Association, its managing agent, its members, guests, and invitees from and against all claims, liabilities, damages, losses, and expenses (including reasonable attorney's fees) of every kind and character resulting from or relating to or arising out of (a) breach by any representation, warranty, covenants or agreement made by the Contractor under the terms of the Contract, or (b) claims, damages (to person or property), and causes of action that result from, relate to or arise out of the negligent operation by or the intentional acts, negligent performance or omission of Contractor's obligation by Contractor, its employees, agents, and subcontractors. The contractor shall bear all responsibility for any equipment owned or rented by the Contractor, or for any material to be used by the Contractor in the performance of the contract until such material is installed and accepted by Association. The association shall not be responsible or be held liable for any injury or damage to persons or property resulting from the use, misuse, or failure of any equipment used by the Contractor or any of his employees, except to the extent such damage is caused by the negligence or willful misconduct of Association, its employees, agents, or subcontractors. By acceptance or use of any such equipment, the Contractor accepts full responsibility for and agrees to indemnify the Association, its managing agent, its members, guests, and invitees against any loss, liability, and claims for any injury or damage whatsoever resulting from the use, misuse, or failure of such equipment, whether such injury or damage is to an employee or the property of Contractor, other contractors, Association, or other persons.
- iii. The Contractor shall maintain the following insurance coverage:
 - a. General Liability -- \$1,000,000 per occurrence / \$2,000,000 aggregate
 - b. Umbrella - \$5,000,000
 - c. Workers Compensation – Minimum of \$1,000,000
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- i. All invoices for payments shall be emailed to accountspayable@ciramail.com and managers@cameronstation.org or upon written agreement, mailed to the Cameron Station Community Association, Inc., 200 Cameron Station Boulevard, Alexandria, VA 22304. Payment will be sent within thirty (30) calendar days of receipt of the invoice.
- ii. In return for the satisfactory delivery of services by the Contractor in accordance with this Agreement, the Association agrees to pay the Contractor upon receipt of invoices pursuant to the payment schedules as stated in the landscape management agreement. Invoices shall be presented for payment in accordance with the payment schedules in the agreement.

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O. DURATION OF AGREEMENT

- i. This Agreement shall benefit both parties to the Agreement and shall be in effect from **November 15, 2023, through April 15, 2026**. This Agreement may be terminated with or without cause by the Association or Contractor upon sixty (60) days' written notice. There will be no termination fee charged by either party if the Agreement is terminated by either party. This agreement must be connected (part of) the landscaping and irrigation contracts. All three contracts must be assigned to the same contractor, even if any work is approved to be subcontracted out.

P. NOTICE PROVISION

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

If the Contractor: Community Landscape Services

If the Association: _____
Steven P. Philbin, General Manager

Community Association Management Professionals (CAMP)
Agent for Cameron Station Community Association
200 Cameron Station Boulevard
Alexandria, VA 22304

Q. ENTIRE AGREEMENT

The parties agree that this Agreement with **Exhibit One** is the entire Agreement between the parties and that any change to the provisions of the Agreement must be made in writing and signed by both parties.

R. INTERPRETATION

The Laws of the Commonwealth of Virginia shall govern the interpretation and all matters relating to this contract.

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

Signature – Cameron Station Community Association

Date

Ashley Moose

Signature – [Contractor Name]

7/21/2023

Date



June 29, 2023

EXHIBIT TWO

EQUIPMENT USED	SERVICE TYPE	RATE	CUSTOMER INITIALS	SPECIAL INSTRUCTIONS
Truck with 8' plow, 2-hour minimum	Plowing	\$ <u>125</u> / hour		
Salt/Sand spreader, 2-hour minimum	Salt/Sand	\$ <u>325</u> / hour		
Bobcat/on-site; set up & delivery \$150.00, limited availability; 4 hr. minimum	Snow Piling	\$ <u>325</u> / hour		

MANUAL SERVICES, (With Hand-held Equipment & Materials)	RATE	CUSTOMER INITIALS	SPECIAL INSTRUCTIONS
Hand Shoveling, 2-hour minimum	\$ <u>60</u> / hour		
Hand Application of Material, 2-hour minimum	\$ <u>50</u> / hour		Per 50lb bag
Snow Blower, 2-hour minimum	\$ <u>60</u> / hour		

MATERIALS	RATE	CUSTOMER INITIALS	SPECIAL INSTRUCTIONS
Sand Bulk	\$ N/A per ton		
Salt Bulk	\$N/A per ton		
Salt Bag	\$ N/A per bag		
Sand/Salt Mix Bulk	\$ 325.00 per hr		
Ice Melt Compound/Bag Only (Urea, Safe-Step, Etc.)	\$50.00 per bag		
Automatic Ice/Snow Follow-up Service	Billed according to time & Materials Used		

Please note the following: We avoid using pure salt or pure sand alone. Pure sand would freeze without an additive, which is why we opt for a 50/50 mix. Salt has the tendency to harm plant life and can also cause damage to concrete sidewalks, so it is not utilized in our materials.

Snow
Plow

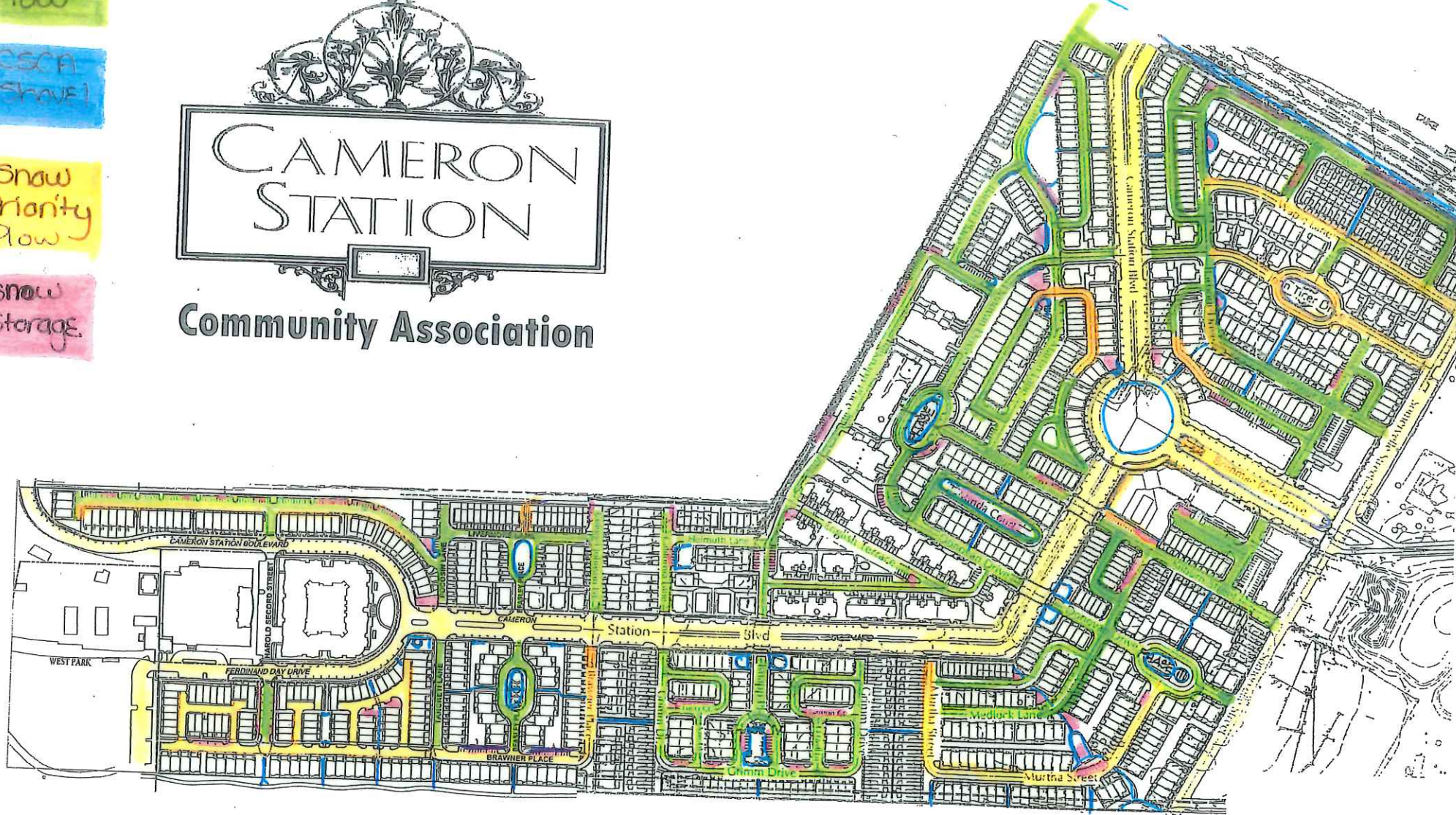
CSCA
Plow

CSCA
Shovel

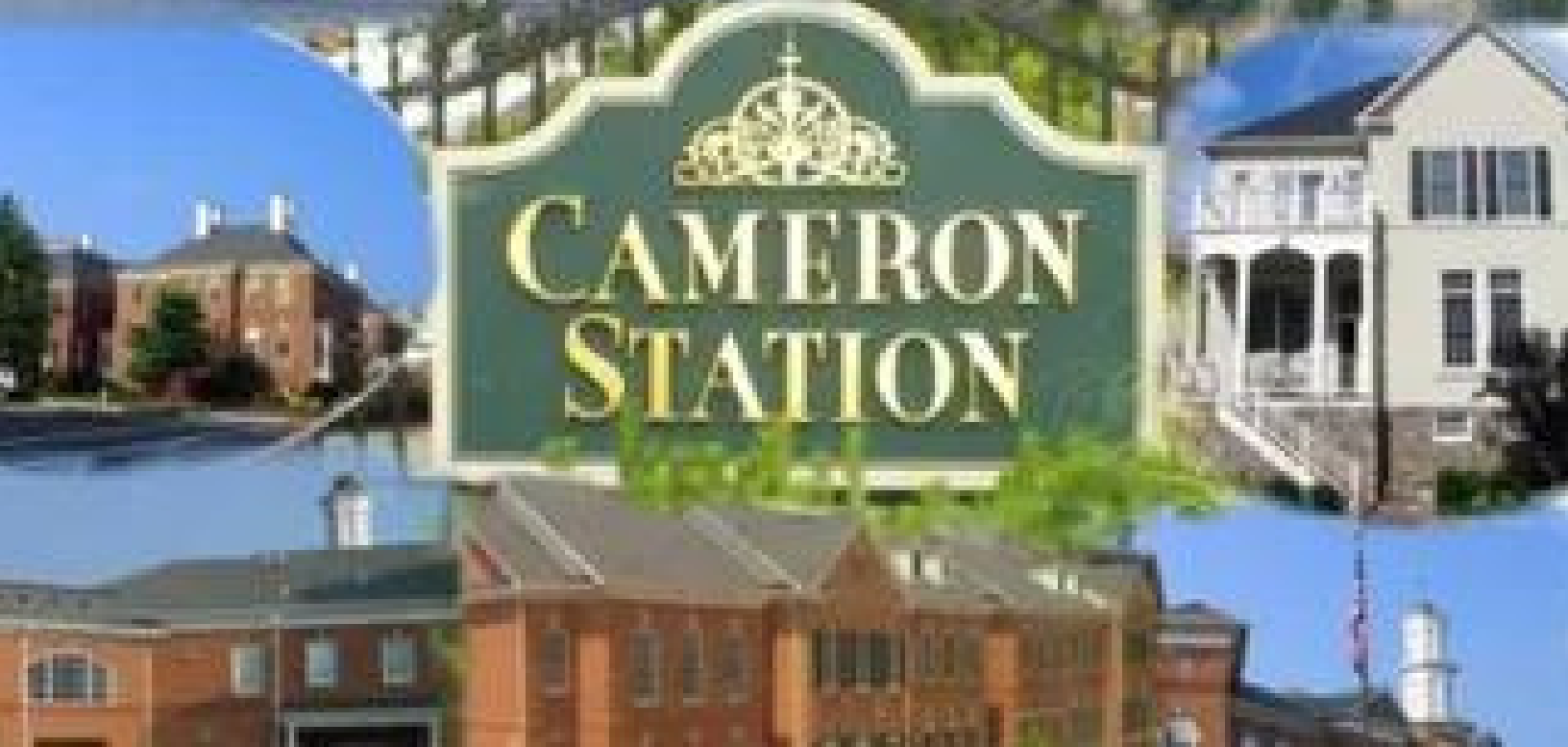
Snow
Priority
Plow

Snow
Storage

Exhibit Three



12/7/2010



Local. Passionate. Experts.

amoose@community-landscape.com

24388 Stone Springs Boulevard
Sterling, VA 20166

571-564-1292



Good morning, Bidders:

Thank you for submitting your proposals. Based on the review of these proposals the CAC and management have created follow-up questions. We appreciate having these questions back by 12:00 noon on Thursday, August 10, 2023, so that the CAC will have time to review them before the meeting on Monday, August 17th.

The questions to each bidder will be different as we know the scope of work that the incumbent provides.

I. For ALL bidders:

1. Is your price firm? Is there room for negotiation?

Response: Community Landscape Services is open to discussing the annual contract proposal pricing if such conversations are a benefit for both parties and the partnership.

II. Questions for ALL but the incumbent (because we already know), although Lancaster is welcome to address how they currently manage these matters.

1. How do you manage interactions with individual residents?
 - a. Several residents have specific opinions/requests about grass or plants nearby. For example, a resident who wants to maintain a patch of grass themselves. Or things pruned a certain way. We have historically honored those requests. The management team keeps an Excel spreadsheet of "NO Mow," "NO fertilizer," or other special needs.

Response: This is a situation that CLS is very familiar with at some of our other HOAs such as Regency at Dominion Valley, Potomac Green Community Association, and Belmont Community Association. These properties can adjust these requests on a yearly, monthly or even weekly basis. We use several methods to track the deviations from the standard scope of work, including but not limited to: Excel spreadsheets, production maps, software provided by the management company, and Zendesk.

2. We have twenty-one days of tree trimming services. Management keeps track of tree trimming issues/requests on an Excel sheet that is provided to the landscaping company weekly. How do you schedule the work? (i.e., separate, or same day when mowing?)

Response: The tree trimming services will be handled by our Arborist Division and is handled by a separate crew than the weekly maintenance so that each service line is performed by the individuals most qualified and with the appropriate expertise. These specialty tree trimming crew visits may coincide with the maintenance visits by happenstance.

3. Tree trimming. No work can be approved for payment without confirmation/follow-up of the items completed from the Excel sheet. Please acknowledge.

Response: Community Landscape Services acknowledges this requirement.

4. Please address willingness to go out and look at a section of the community for an opinion such as an area that might need regrading or a drainage diversion.
 - a. Will there be someone designated to do this, what other obligations does that person have, and what kind of response time can we expect when we request an assessment?

Response: Cameron Station will have a dedicated point of contact. This person handles communication for their customers, providing improvements, and offers proactive suggestions. Our internal goal is to turn around request for proposal within 7-10 days depending on the complexity of the project.

5. How many times per week would someone ride through the community to assess landscaping conditions and work that needs attention? How will you proactively advise management on needed work?

Response: The assigned manager will be assessing the property 2 x per week. These visits can include management or board members if desired. The goal of

these visits is to make sure we're meeting the requirements of the RFP as well as proactively looking at other items for improvement.

6. Have you ever worked with the City of Alexandria as several parts of the community have Memorandums of Understanding (MOUs)?

Response: We have worked with the City of Alexandria, including several members of our team that have experience in construction processes, permitting and the MOU process within the city limits.

7. How do you plan to interact with the Common Area Committee, management, and the Board?

Response: Communication and interaction with our customers, committees, BODs, and management staff varies from site to site as required or requested by specific clients. With our current customers, CLS joins Board meetings (in person and virtual), weekly meetings with management, quarterly site walks with committees, etcetera. We value our partners and look for opportunities to become involved outside of the grounds such as hosting Q&As for residents, donating/volunteering for community activities and offering appreciation events hosted by CLS.

8. Anytime you are onsite performing work it is required to provide management with a receipt of work performed on a company status report. Please acknowledge.

Response: Community Landscape Services acknowledges this requirement.

9. If management reaches out to you regarding a landscaping issue within the community (i.e., irrigation leak, unhappy resident complaint, tree limb hanging down due to windstorm, etc.) – what would be your response time to management and arriving at the community? I would like your response to include emailed response turnaround and the amount of time you believe the issue would be resolved.

Response: Response time to issues varies depending on the level of urgency. Email response typically happens by the close of business, often much sooner, if only to acknowledge receipt of the issue. Emergency and safety

concerns are handled as soon as possible, and because we have in-house irrigation and arborist divisions, we do not have to rely on subcontractor's schedules. Issues not of an emergency or safety nature are responded to promptly and can be handled immediately if desired, or upon the next visit is appropriate. This is where open communication and hearing our customer's voice plays such an important role. The end goal is a stronger partnership, and that can only be achieved by understanding what is important to you.

10. How many communities do you work with inside the Beltway? Would Cameron Station be the only one?

Response: We have 30+ properties inside the Beltway.

11. What is your base number of mowing for this contract?

Response: Base mowing number is 26.

12. Is there an additional cost for mowing outside of this contract amount? If so, what is the charge?

Response: Only if additional scope is added outside of what is included within the RFP.

13. To confirm, your pricing includes turf maintenance (mowing, trimming, edging, and turf applications for all common area turf (including private lots). Is this correct?

Response: This is correct.

14. Did your price for turf applications include all the sub-associations? If not, please provide pricing.

Response: Yes, the sub-associations are included

15. Will the maintenance of all sub-associations and Linear Park be scheduled at the same time?

Response: Yes, all areas of the community will be scheduled to be performed by the same crew(s) at the same time.

16. What is your plan to address the crack weeds in brick sidewalks? Will this be addressed monthly, weekly, or on an as-needed basis? What chemical will be used?

Response: Our mixture of chemicals to control hard surface weeds allows approximately 60-90 days of coverage depending on the amount of rain we receive. Our "hot mix" is a blend of glyphosate and flumioxazin. Unwanted growth of vegetation is monitored during each visit and treated as necessary as allowed by law.

17. How are the weeds in the common area mulch beds addressed? Monthly? Or each time the community is mowed?

Response: Each visit to Cameron Station will address all services that are needed to follow the specifications provided.

18. Do you sub-contract any services? (i.e., irrigation, fertilization, snow, brick sidewalk repair, etc.)

Response: We can perform all services in house, but use subcontractors to supplement staff if needed.

19. Please identify any additional costs not stated in your pricing.

Response: No additional costs.

20. Watering rates for new plants. While we have an extensive irrigation system, there are some areas that do not have irrigation systems. (i.e., areas close to the property lines, common areas behind homes, etc.)

Response: \$85 per hour, with a two-hour minimum.

21. Please define warranty information on plant material.

Response:

1. All trees, shrubs, groundcovers, and perennials are guaranteed for one (1) year from date of installation.
2. All sod and annual flower rotations are guaranteed to be healthy and vigorous upon installation. There is no guarantee of survivability after installation and acceptance by the client. No warranty will be provided for seeding.
3. Community Landscape Services will provide the initial watering of all newly installed plant material. **Any subsequent waterings are the responsibility of the client.**
4. Community Landscape Services will monitor newly installed plant material. If it is determined that the newly installed plant material is not receiving sufficient water, **all guarantees shall be voided.**
5. If payment is not received as outlined in the contract, **all guarantees shall be voided.**
6. Transplanted plant material is not guaranteed.

22. Shenandoah Landscaping (only), please explain the following item/s under your snow removal pricing. A minimum charge of \$600.00 material cost for salt/sand is charged each time you come to the property regardless of what is used?

Response: _____

23. When trucks reload salt/sand for snow removal what branch do they reload from?

Response: Typically our Alexandria location.

24. Do you charge for travel time? (Not fuel related)

Response: No.

25. We do not permit fuel surcharges, additional fees, etc. (Please acknowledge). Although, we will allow for a submission/request, via management, to the CAC and/or Board during major gas price increases, etc. This has been permitted in the past.

Response: Community Landscape Services acknowledges this requirement.

26. Your attendance at the Common Area Committee monthly meetings when proposals are submitted for review. Your attendance can be either in person or via Zoom.

Response: Community Landscape Services acknowledges this requirement.

27. The CAC members, management, and the landscaping company perform five (5) walkthroughs during the summer season phasing out the common areas of the community to assess the potential or current issues to address with the current landscaper. These meetings are scheduled at 8:30 AM on the third Thursday of the month (May through August). Can you confirm your attendance at these required meetings?

Response: Yes, Community Landscape Services will be in attendance.

28. Are you willing to work on special requests? (i.e., we have a resident who wants to maintain their own property and asks for a portion of grass seeds to keep their lawn consistent with the rest.)

Response: These requests would be addressed on an individual basis.



Presents to

Cameron Station Community Association

2024 – 2026 Landscape Management Contract

2024 – 2026 Irrigation Management Contract

2023 – 2026 Snow Management Contract



Cameron Station Community Association

July 19, 2023

Dear Steven,

Shenandoah Landscape Services, Inc. (SLS) proudly presents our proposals for Landscape Management Services in accordance with the RFP (framework of specifications).

After spending much time walking the property to build our proposal and understanding the mission of Cameron Station CA, we feel that SLS is uniquely aligned with the vision that has been set forth. Our goal- from a landscape standpoint is to manage Cameron Station, not just maintain it.

What sets SLS apart from our competition is our ability to create value by truly delivering what matters most to our clients. Here are a few quotes from our customers; honest expertise and realistic expectations, proactive approach, educating our customers, decreased homeowner concerns, setting our own bar higher than that of the customer, projects and services delivered on time with the utmost of professionalism.

With the principles of hard work and proactive management, SLS has grown into a prominent full service landscape management and design build firm in the Greater Washington Metropolitan and Fredericksburg, VA markets. Our management team has more than 250 years of combined industry experience. We have the talent and experience to solve any of your landscape needs, whether it be landscape design/installation, tree care, retaining walls, drainage issues or irrigation.

To help with your decision, in the pages that follow, you will find our Proposals, Personnel Structure, Advantages of SLS, Sustainability Initiative and References from several long-standing customers.

The SLS team is excited about this opportunity and look forward to helping Cameron Station CA continue to enhance the quality of life for their residents through the quality of our work.

Respectfully,

M. Jayson Lane
Business Developer



**Shenandoah Landscape Services, Inc.
Sustainability Initiative**

As stewards of the land, the philosophy of **Shenandoah Landscape Services, Inc.** is to strive to be the industry leader in preserving and protecting our earth's precious natural resources. This is accomplished by adopting the following **"Environmentally sound Best Practices"**.

Proper care and management of turf areas to minimize the need for irrigation and chemicals;

- Mowing at the proper height throughout the season to best protect the health of the turf.
- Proper use of fertilizers based on soil analysis for each site.
- Spot treating of weeds vs. blanket spraying to reduce the use of chemicals
- Ensure the safety of humans and pets by posting treated areas.
- All treatments to be applied by certified or registered technicians to insure proper utilization.
- Recommend fertilization in the fall to optimize root development thus reducing the dependency on irrigation.
- Mulch grass clippings and return them to the soil during the mowing process. This returns valuable nutrients and organic matter to the soil which will keep soil temperatures low, retard weed growth and reduce the need for fertilizer and herbicides.

Shenandoah Landscape Services Nursery and green waste Recycling facility;

- This facility and its products are inspected by the Virginia Department of Agriculture.
- This 50 acre facility is where we grow hundreds of varieties of trees, shrubs, perennials and annuals.
- Flowers and other small plants are grown in state of the area greenhouses that utilize solar energy to produce heat. Computerized temperature activated ventilation systems ensure optimal temperature ranges.
- Drip irrigation is used in many areas to minimize water consumption and runoff.



Proper design and planting practices to enhance the site and minimize the use of pesticides and irrigation;

- Utilize plant species native to the geographic area.
- Utilize plants that are best suited for the specific area by taking light exposure, soil conditions and drainage into account.
- Consider functionality as well as aesthetics when evaluating the site.
- Where possible recommend adding shade trees to the landscape to help reduce sun exposure thus reducing cooling expenses.
- We encourage the use of Rain Gardens where possible to capture and filter run off before it enters waterways.
- Utilize and revitalize existing plants where possible by pruning to rejuvenate or transplanting when practical.

Proper pruning and management of existing ornamental trees and shrubs;

- Always utilize an Integrated Pest Management approach.
- Use pesticides only as a last resort
- Maintain the health and beauty of the plant by practicing proper pruning specific to each plant variety.
- When a healthy plant becomes overgrown, prune to rejuvenate rather than remove it.

Recycle and utilize Green Waste;

- All green waste that is generated through our services shall be recycled.
- Byproducts from the recycling and composting process are utilized as soil amendments.

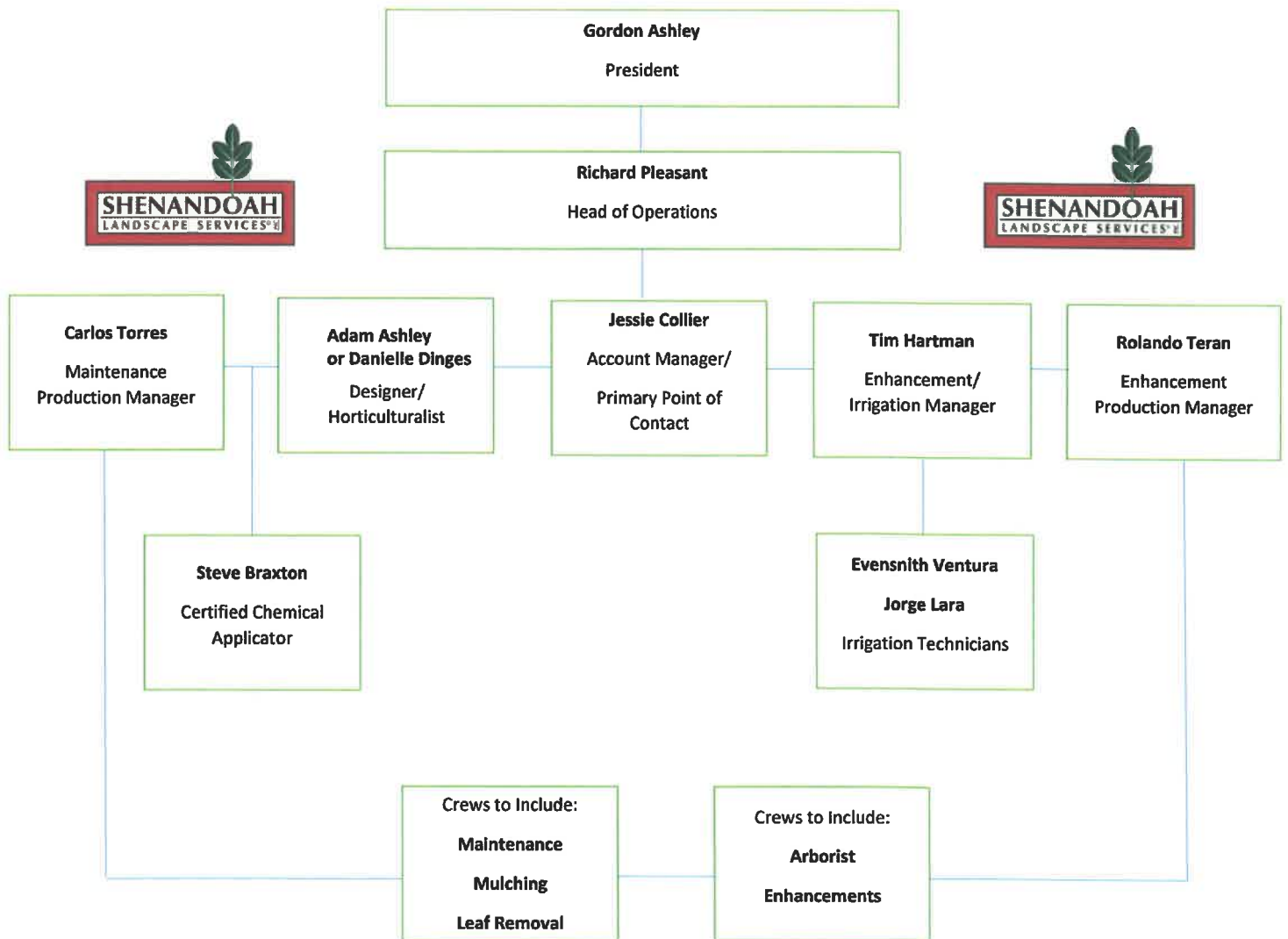
Equipment care and maintenance;

- Our certified mechanics insure that all of our trucks and equipment are maintained to manufacturer specifications, thus ensuring proper operation.
- Proper operation of equipment results in minimal emissions and maximum fuel efficiency.
- All used oil and other fluids are properly recycled.

Shenandoah Advantages

Shenandoah Landscape Services, Inc (SLS) has been in the Landscape Management business in the Greater Washington DC Region and Central Virginia (Private Locally Owned) since 1977. Over the past 44 years SLS has grown into a prominent full-service Landscape Management firm with a staff of more than 175 employees and a Better Business Bureau rating of an A+.

- The Core Management Team has an average tenure of 19 years with the company.
- The Production Manager level has an average of 26 years with the company. Production Managers are on the site every time there are crews working on your property. Their primary focus includes, quality control and on the job training, supervision specific to your property.
- Most of our management level employees started at an entry level position and have worked their way up over time.
- The Field Level, Crew Supervisors, have an average of 18 years with the company. Most of these individuals started with our company as laborers.
- The Field Labor Level has an average of 8 years with the company.
- We believe the level of tenure within our company speaks volumes about how we value our employees. This more importantly insures the delivery of consistent quality products and services to our customers.
- Within the ranks we have many professionals who maintain specialized licenses and certifications; 4 Certified Arborists, 3 Certified Pesticide Applicators with 12 registered tech applicators, 3 Certified Irrigation Technicians, 4 Landscape Designer/Horticulturalists, 1 Certified Backflow Inspector
- We employee 5 full time mechanics who maintain and repair our fleet of more than 100 trucks, trailers and equipment. Average tenure of our mechanics is 17 years.
- One of the core values at SLS is providing long term stable growth and opportunity for all our employees. Many of the people who work for SLS are family members of other employees. We are honored to have one family of 3 generations working for us.





REFERENCES

Mr. Thomas Hostetter
Hayfield View HOA
7516 Manigold Court
Alexandria, VA 22315
(571) 245-0537
t.hostetter1@verizon.net

Mr. Ron Crigger
Southbridge Community Association
17325 River Ridge Boulevard
Dumfries, VA 22026
(703) 221-7716
roncrigger@comcast.net

Mr. James Ellington
Woodburn Village Condominium
3380 Woodburn Road
Falls Church, VA 22043
(703) 698-1050
jellington@cmc-management.com

Ms. Rebecca Pozo-Olano
The Home Owners Association of Brookside, Inc.
1000 Clubhouse Way
Warrenton, VA 20187
(540) 359-6246
hoaofbrookside@gmail.com

Ms. Melina Barry
Sully Station Community Association
5101 Sequoia Farms Drive
Centreville, VA 20120
(703) 222-2329
mbarry@sequoiamanagement.com



GENERAL CALENDAR SERVICES

NOTE: The list of services below is a general calendar of services, contingent upon individual contract specifications. Turf applications and ornamental insect control are scheduled based upon individual contract specifications, products used and weather conditions.

JANUARY

Winter Clean-Up
Tree Pruning
Cut Back Perennials

FEBRUARY

Winter Clean-Up
Tree Pruning
Cut Back Perennials
Spring Clean-up/Bed Carving & Mulching

MARCH

Spring Clean-up/Bed Carving & Mulching
Turf Pre-Emergent Crabgrass Control

APRIL

Spring Clean-up/Bed Carving & Mulching
Mowing & Edging
Turf Pre-Emergent Crabgrass Control
IPM (Monitor/Treat for Insects on Trees/Shrubs)

MAY

Mowing & Edging
Turf Pre-Emergent Crabgrass Control
Turf Broadleaf Weed Control
Shrub Trimming
IPM (Monitor/Treat for Insects on Trees/Shrubs)
Annual Flower Installation

JUNE

Mowing & Edging
Turf Broadleaf Weed Control
Shrub Trimming
IPM (Monitor/Treat for Insects on Trees/Shrubs)

JULY

Mowing & Edging
Shrub Trimming
IPM (Monitor/Treat for Insects on Trees/Shrubs)

AUGUST

Mowing & Edging
Shrub Trimming
IPM (Monitor/Treat for Insects on Trees/Shrubs)
Aeration

SEPTEMBER

Mowing & Edging
Shrub Trimming
IPM (Monitor/Treat for Insects on Trees/Shrubs)
Aeration
Seeding
Fall Mulching

OCTOBER

Mowing & Edging
Shrub Trimming
Aeration
Seeding
Turf Broadleaf Weed Control
Turf Fertilization
Fall Flower Installation

NOVEMBER

Shrub Trimming
Turf Fertilization
Leaf Removal

DECEMBER

Turf Fertilization
Leaf Removal



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
LANDSCAPE MAINTENANCE SERVICES**

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
200 CAMERON STATION BLVD, ALEXANDRIA, VIRGINIA 22304**

June 14, 2023

INTRODUCTION

Cameron Station Community Association, Inc. (CSCA) is a large community association located within the City of Alexandria. The 164-acre community comprises single-family, townhomes, and six condominium associations housing a total of 1769 residential homes. Cameron Station is located on Duke Street in Alexandria, Virginia near Interstate Routes 495 and 395, inside the Washington, DC beltway. The Cameron Club is located in the circle, two blocks off of Duke Street at 200 Cameron Station Blvd, the main City street through the community.

PURPOSE

CSCA is soliciting proposals for full-service Landscape Maintenance from January 2024 – December 2026.

SITE VISIT

A pre-bid meeting will be held on **Thursday, June 29th at 1:00 pm** in the Henderson Room in the Cameron Club. Additional visits are encouraged and may be arranged by contacting Angel Robles, Assistant General Manager, via e-mail at managers@cameronstation.org or 703-567-4881 x 202.

REQUEST FOR PROPOSAL TIMETABLE

Proposals are due **no later than noon, on Friday, July 21, 2023**. The anticipated schedule for this RFP and contract approval is as follows:

<u>June 14, 2023,</u>	RFP Issued with Map and/or additional information. (Exhibit Four)
<u>June 29, 2023,</u>	Pre-bid meeting at 1:00 pm in the Henderson Room at 200 Cameron Station Boulevard, 2 nd Floor, Alexandria, VA 22304. Parking is available on the side of the Cameron Club, at Kilburn Street and Cameron Station Boulevard.
<u>July 21, 2023,</u>	Responses due no later than 12:00 pm
<u>July 26, 2023,</u>	Cameron Station Common Area Committee will determine the top two companies and invite these companies to provide a presentation and an interview.
<u>August 14, 2023,</u>	Presentation & Interview with Common Area Committee and CAMP Management
<u>August 29, 2023,</u>	Board of Directors Review and Award Landscape Contract based on budget constraints as well as recommendation consideration by Common Area Committee (CAC), and CAMP management.
<u>January 1, 2024,</u>	Contract Start Date

E-mail submittals are acceptable and preferred; please submit your proposal or any questions regarding this solicitation to managers@cameronstation.org. If you are sending your proposal via US Mail or courier, **please submit it to the address below to arrive by no later than noon Friday, July 21, 2023.**

Cameron Station Community Association
Attn: Steve Philbin, General Manager
200 Cameron Station Blvd, Alexandria, VA 22304

PROPOSAL INSTRUCTIONS

The Association reserves the right to accept any proposal deemed to be in its best interest. The Association may also reject any and/or all proposals. Proposals must contain the following documents, each fully completed:

1. Contractor must respond to all required elements contained in each of the sections included on the request for proposal. Proposals that do not comply may be deemed non-responsive.
2. Introduction letter: outlining the Contractor's professional specialization and providing past experiences to support their qualifications.
3. Cost Information: Cost information must be submitted with your proposal. Proposals are requested to have separate pricing for each specifically required element of work as outlined in **Exhibit Two and Three**.
4. Client References: Five (5) client references for which the contractor has provided similar services within the past 18 months. References must include, as a minimum, the client's name, contact information (phone number, e-mail address), and a brief description of the services provided.
5. Contractors must provide proof of Virginia license and are approved to do business in the Commonwealth of Virginia and carry minimum liability and workman's compensation.

Include a statement defining any proposed deviations from the requirements of this document, including additions, deletions, exceptions, and revisions.

Indicate the individual pricing for each item on the spreadsheet included in the RFP and submit it with your proposal. Include pricing for each optional service area noted below and submit it with the proposal. If the company is unable to provide any optional service, that will be noted in the response.

Prices will be valid for one hundred twenty (120) days from the proposal deadline.

PERFORMANCE PERIOD

The performance period for this contract will be for one year with two additional optional years.

➤ **Base Year I:**

January 1, 2024 – December 31, 2024

➤ **Year II:**

January 1, 2025 – December 31, 2025

➤ **Year III:**

January 1, 2026 – December 31, 2026

For the length of the contract, besides the agreed-upon costs approved within the initial signed contract, there will not be fuel surcharges, or any additional fees/costs permitted without a request in writing and approved by the CSCA Board of Directors.



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
LANDSCAPE MAINTENANCE SERVICES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
200 CAMERON STATION BLVD, ALEXANDRIA, VIRGINIA 22304**

June 14, 2023

EXHIBIT ONE

I. THE SCOPE OF WORK

This quotation shall include all labor, machinery, equipment materials, appropriate tax, equipment, supplies, and services necessary to perform the landscape and enhancement services in accordance with the specifications of this Agreement.

II. WORK SPECIFICATIONS

CSCA requires turn-key services for landscape maintenance of the common areas, including common areas adjacent to private homes. Services include, but are not necessarily limited to, the following:

A. RECURRENT SERVICES

- i. **MOWING**: All turf areas (throughout the community to include private lots) will be policed for trash and debris before each mowing and trash removed prior to mowing. All turf areas will be mowed to maintain height to a height of 2.5 - 3 inches. During any period of extended hot or dry weather, turf should not be mowed below 3 inches. Mowing is to be accomplished in such a manner that the turf is free from scalping, ruts, and uneven cutting. All mower blades are to be sharp to ensure smooth cutting of the grass blades and avoid tearing of the grass plants. Appropriately sized equipment will be used to avoid any damage to turf or construction. Grass clippings will be blown towards the turf area and away from sidewalks, patios, driveways, and curbs after each mowing, minimizing the number of clippings blown into storm water drains, mulch beds, and ponds. Mowing of common areas and the open private lots, as below, will take place every 7-10 days during the growing season except beginning April 1st when weather conditions otherwise dictate (extended rainy or dry periods). Irrigated areas may require more frequent service than non-irrigated areas. During dry and/or rainy periods, the contractor will consult with the Community Manager to schedule mowing frequency.

- ii. **TRIMMING**: In conjunction with each mowing, trimming shall be performed around all objects in the turf area, such as trees, benches, utility boxes, light posts, shrubbery beds, etc. All fences will be neatly trimmed. Care will be taken to keep mulched areas, cars, and buildings free of grass clippings. Care will be taken to avoid damage to buildings and other structures while trimming. In general, all turf, including that maintained with string trimmers and mowers will be cut to a height between 2 and 3 inches after mowing. Post-emergent herbicides will be applied as needed around trees, bed areas that have been mulched, sidewalks, and curbs to eliminate unsightly weeds. All herbicides will be applied under the supervision of a certified pesticide applicator. There are up to 20 budgeted tree-trimming dates that are confirmed with management. These dates are based on a spreadsheet of community tree issues provided by management.
- iii. **EDGING**: All walks and concrete curbs shall be neatly edged to produce a clean sharp line of turf not deeper than 1.5 inches nor wider than 3/4 inches. To ensure the edge crispness either an edging machine or a string trimmer with the blade attachment must be utilized. String trimmers may be used to edge asphalt pathways and rolled asphalt curbs only. Edging will be completed with every other mowing beginning with the first mowing of the season. All areas will be swept clean, and debris removed on the same day service is performed.
- iv. **WEEDING**: Weeding of ornamental plant beds will be performed continuously throughout the season for a neat, well-maintained appearance. All cracks between sections of the curb and sections of the sidewalk will be free of weeds and vegetative growth throughout the growing season either through chemical or manual control methods. If the use of chemical treatment is necessary, the Contractor will use an environmentally safe option.
- v. **PRUNING OF ORNAMENTAL TREES**: All ornamental trees and shrubs within reach from the ground up to a maximum height of 10 feet will be selectively hand-pruned to maintain the natural habit of the species a minimum of once during the growing season or up to a maximum of four times as dictated by the natural growth of the species. Mechanical pruning devices may be used only to trim hedges unless prior approval from the Managing Agent is obtained. Sucker sprouts and epicormic shoots will be removed as they appear once trees/shrubs are in full leaf and throughout the growing season. Shade trees less than 10' in height will be pruned according to the "Pruning Standards for Shade Trees", Class 1 - Fine Pruning standard of the National Arborist Association. [Note: shade trees larger than 10' will be pruned as appropriate under the requirements of a separate agreement.] Hazardous or overhanging branches and dead wood are to be removed as noted based on regular visual inspections.
- vi. **PRUNING OF SHRUBBERY/TRIMMING OF GROUND COVER**: Shrubs are to be pruned to correct uneven growth, and remove non-variegated stems, stray shoots, and dead, damaged, or diseased wood. Hand pruning or shearing of shrubs and the trimming of existing ground cover to maintain a neat appearance will be performed 3 to 4 times throughout the season, beginning in May. Debris removal if included.

- vii. **MULCHING**: All previously mulched tree rings and shrubbery beds shall be mulched to a depth (total) of 2 ½ inches using premium quality, dark, shredded hardwood mulch free of fungus and non-organic materials. Any remaining mulch from prior treatments is to be removed or loosened and incorporated into the mix to a total depth of 2½ inches. Mulch must not be permitted to cover the base of trees or shrubs. All bed and tree ring edges are to be spade cut to a minimum depth of 2" for a defined edge and excess dirt and vegetative matter removed. All mulch beds and tree rings are to be free of weeds and cleaned as required prior to the installation of new mulch. A pre-emergent herbicide will be incorporated into the mulch to prevent weed growth, except in areas where an herbicide could damage ground cover or perennial plants. Mulching shall be completed once a year in the spring. Each fall the mulch beds will be cleaned and turned and touch-up mulching applied as needed. Beds and tree rings will be redefined, weeded, and additional mulch will be added if necessary.

B. TURF CARE SERVICES

- i. **EARLY SPRING**: Application of a pre-emergent herbicide for the control of crabgrass and other grassy weeds, plus broadleaf weed control for winter annuals.
- ii. **MID-SPRING**: Second application of pre-emergent herbicide and herbicide for broadleaf weed control in combination with a slow-release fertilizer with not more than 1/2 pound of N/1000 sq. ft.
- iii. **SUMMER**: Turf insects and diseases are to be monitored every week (or at each mowing) during the growing season. Upon identification a written report will be submitted to the Managing Agent outlining the proposed treatment and estimated expense. Chemical treatments will be addressed as an extra charge per hour for treatment.
- iv. **EARLY FALL**: Application of a time-released balanced fertilizer and a broadleaf herbicide. The fertilizer rate is 1 1/2 pounds of N/1000 sq. ft.
- v. **LATE FALL**: Application of a quick-release balanced fertilizer at the rate of 1+ pounds of N/1000 square feet.

C. TURF ENHANCEMENT SERVICES

- i. **AERATION**: All accessible turf areas shall be core aerated to a minimum core depth of 3". The aeration pattern should produce a minimum of 8 aeration holes per square foot of surface area. The aeration should be performed in conjunction with the seeding program in early spring and fall (2x annually).
- ii. **OVERSEEDING**: Overseeding of thin and bare areas shall be completed during the months of October and March (2x annual) with improved turf varieties; rates will vary depending on the variety used (between 4-6 pounds/1000 sq. ft.). The selection of seed will be approved in advance by the Managing Agent. Bare patches will be scratched with garden rakes and hand seeded as required. Thin areas will be over-seeded.
- iii. **LIME**: Pelletized limestone will be applied to all turf areas at a rate determined by soil analysis and following prior consultation with the Managing Agent. The application of lime shall be invoiced as an additional charge.

D. LEAF REMOVAL AND PROPERTY CLEANUP

- i. **LEAF REMOVAL**: All leaves will be removed from all turf and mulched areas four times per contract period, in January (1st or 2nd week based on weather), October (Halloween Week), November (Thanksgiving Week), and December (Christmas Week). In August and September, Contractor will remove leaves along Colonel Johnson Drive.
- ii. **SPRING CLEAN-UP**: All trash, leaves sticks, and miscellaneous debris will be collected and removed from the turf, mulched areas, and paved areas as part of a spring cleanup.

DI. TREE AND SHRUB CARE

- i. **FERTILIZATION**: All trees and shrubs shall receive an application of appropriate slow, release fertilizer to be applied in conjunction with the spring mulching. Any deep root fertilization which may be appropriate due to the size of trees shall be performed after consultation with the
- ii. **PEST MANAGEMENT**: A spray application of dormant oil shall be applied to all plants in the spring, as appropriate, to control scale, mites, and overwintering insects.

The contractor shall be responsible for the detection, monitoring, and controlling of all insects through the implementation of an Integrated Pest Management Program. Regular visual inspections by a knowledgeable representative of the contractor are to be made on no less than a bi-weekly basis to detect pest infestations.

Additional insecticides shall be applied as required and appropriate based on the visual observation and identification of pest infestations. All additional insecticide applications shall be made following consultation with the Managing Agent. All chemical applications of herbicides and insecticides shall be made by or under the direct supervision of a licensed applicator.

- iii. **DEAD TREES and SHRUBS /TREE and SHRUB REMOVAL/ REPLANTING**: Dead, diseased, and damaged trees and shrubbery shall be remediated as quickly as possible when discovered to include proposals provided to management for any work not covered by this contract. Under no circumstances will the stump of any removed tree or shrub be visible or above the surface of the turf. Conjointly, a proposal for a recommended replacement tree or shrub shall be provided to Management, after consultation of the canopy cover need and allowed tree list for the community.

DII. MEETING ATTENDANCE

- i. Contractor will have a Manager or Supervisor attend up to twelve (12) Common Area Committee Meetings annually.
- ii. Contractor will have a Manager or Supervisor complete up to five (5) community walkthroughs with the Common Area Committee from April through November.
- iii. Contractor will attend Board meetings, when requested, at least twice each year.

G. MISCELLANEOUS

- i. Contractor will develop a structured tracking method and response mechanism for community projects and requests. The method will be shared with Common Area Committee and CAMP Management for review. The contractor will provide a weekly report to the Community manager and a monthly report to the Common Area Committee on the work performed. For efficiency, the contractor can develop a format common to both reports.
- ii. Contractor will provide cell phone and email addresses for site supervisors.
- iii. Contractor will provide a monthly schedule to the CAMP Management Staff and Common Area Committee to include mowing, pruning, weed control/fertilizer application, irrigation, aeration and seeding, leaf removal, and other regular maintenance work, and specific projects.
- iv. Landscape enhancement services: Walkthroughs, consultations, and proposals upon request at no charge. Services include plant replacements, drainage erosion, control, etc.

H. ADDITIONAL SERVICES

- i. **LINEAR PARK MAINTENANCE**: Linear Park is owned by the City of Alexandria. Cameron Station has an agreement with the City to maintain the turf and mulch beds. The City maintains the trees. No chemicals may be used on the City property.
- ii. **LINEAR PARK MOWING**: Mowing, edging, and trimming, April through October, from rear home fences to asphalt path and from asphalt path to the river.
- iii. **LINEAR PARK MULCH BED MAINTENANCE**: Mulch beds and tree ring weed control: Hand-pull weeds growing in mulch beds and tree ring areas. Smaller weeds will be cut down with a line trimmer. Four (4) times per season. No chemicals may be used on the City property.
- iv. **LIMING**: Pelletized limestone will be applied to all turf areas at a rate determined by soil analysis and following prior consultation with the Managing Agent, performed upon approval.
- v. **FLOWER ROTATIONS**: Flower installations in existing beds located throughout the property, such as the entrance bed, the Gazebo bed, and around the Clubhouse. Additional annuals can be purchased as "per service" items requested and installed at various times throughout the season. The price includes labor, removal of existing annuals, hauling away of resulting debris, tilling of beds, adding soil amendments, and initial watering.
- vi. **MATURE TREE PRUNING**: Use climbers with chain and hand saws for maintaining and pruning mature trees, including work required for storm damage. Debris will be removed.
- vii. **SNOW REMOVAL**: Refer to separate snow removal RFP.

- viii. **PERGOLA PRUNING:** Prune and maintain wisteria in Bessley Place and Donovan Drive pocket parks from May through October.
- ix. **SIDEWALK REPAIR:** Maintain and rebuild sidewalks throughout the community and provide quotation per square foot. All repairs will match the color and size of existing pavers walkways located throughout the community.
- x. **IRRIGATION SYSTEM MAINTENANCE AND REPAIR:** Maintain and repair the existing irrigation system and provide pricing for all elements of the system. See separate RFP for information.

I. DELIVERY OF ASSOCIATION SERVICES TO SUB-ASSOCIATIONS –

Proposals are requested to have separate pricing for each specifically required element of work as outlined in **Exhibit Three and Exhibit Four (Map)**.

Delivery of Association Services to Sub-Associations Base Landscape Maintenance Fee:

Landscape Services: CSCA shall perform the following maintenance on all grass areas within a condominium sub-association.

- a. Mowing;
- b. Aeration twice per year;
- c. Seeding twice per year;
- d. Leaf removal four times per year.

If a condominium sub-association wishes for aeration and seeding services to be performed more frequently than twice per year, the condominium sub-association will be responsible for all costs associated with such additional aeration and seeding services. If, in the CSCA Board's sole discretion, it determines that grass cannot grow in an area, then the CSCA Board will have the sole authority to determine the appropriate steps to address the inability of grass to grow in such area.

Additional Mowing of Common Areas Base Landscape Maintenance Fee:

Mowing, trimming, and edging of the additional turf areas as identified within the Cameron Station community (Exhibit Four – Map). Please note that this does not include the center courtyard of Cameron Station Condominium “The Residences.”

AERATION: All accessible turf areas shall be core aerated to a minimum core depth of 3". The aeration pattern should produce a minimum of 8 aeration holes per square foot of surface area. The aeration should be performed in conjunction with the seeding program in early fall.

OVERSEEDING: Overseeding of thin and bare areas shall be completed during the months of October and March with improved turf varieties; rates will vary depending on the variety used (between 4-6 pounds/1000 sq. ft.). The selection of seed will be approved in advance by the Managing Agent. Bare patches will be scratched with garden rakes and hand seeded as required. Thin areas will be over-seeded.

Leaf Removal:

Each condominium sub-association is responsible for raking leaves out from all planting beds onto a common grassy area. CSCA will remove leaves from the common areas of each condominium sub-association but will not remove leaves that have not been raked out of the planting areas away from the condominium buildings or other planting beds maintained by the sub-association.

CSCA shall not be responsible for maintaining mulch beds, trees, foundation plantings, or other non-grass improvements or landscape materials that are the responsibility of the sub-association.

J. RESTORATION OF PROPERTY

- i. If the Contractor causes damages during the course of services and/or related work performed under the terms of this Agreement to property of the Association or its members, or other work on the Association site, the Contractor shall promptly remedy such damage, and repair such damaged property to a condition similar to that which existed before the damage was caused or resulted. In the event the Contractor fails to do this promptly, the Association may proceed to repair or restore the damage and recover the cost of repair or restoration from payments due or thereafter due the Contractor under the terms of this agreement. If such payments are insufficient to cover the cost of repair or restoration, the Contractor shall reimburse the Association for the additional cost.

K. INSURANCE AND INDEMNIFICATION

- i. The Contractor and all subcontractors shall maintain, at the contractor's sole expense, Comprehensive, General Liability, and Workers' Compensation Insurance coverage to cover full liability under workers' compensation laws in effect from time to time in the Commonwealth of Virginia and Employer's Liability Insurance, and shall furnish the Association with a current certificate of insurance evidencing the required coverage(s) and naming the Association, its directors, officers, employees, members, and its Managing Agent as named additionally insured. Proof of insurance must be submitted prior to the contract award. Comprehensive Automobile Liability Insurance will be required if applicable. Such certificate shall include a provision requiring the insurer to provide thirty (30) days written notice prior to cancellation, non-renewal, or reduction in coverage or limits. Prior to the expiration of the policy, the contractor shall provide an updated certificate of insurance to the Association. Each policy carried by the Contractor and subcontractors as required herein shall be primary with respect to any insurance carried by the Association and any coverage carried by the Association shall be excess insurance.
- ii. Contractor shall indemnify and holds harmless the Association, its managing agent, its members, guests, and invitees from and against all claims, liabilities, damages, losses, and expenses (including reasonable attorney's fees) of every kind and character resulting from or relating to or arising out of (a) breach by any representation, warranty, covenants or agreement made by the Contractor under the terms of the Contract, or (b) claims, damages (to person or property), and causes of action that result from, relate to or arise out of the negligent operation by or the intentional acts, negligent performance or omission of Contractor's obligation by Contractor, its employees, agents, and subcontractors. Contractor

shall bear all responsibility for any equipment owned or rented by the Contractor, or for any material to be used by the Contractor in the performance of the contract until such material is installed and accepted by Association. The association shall not be responsible or be held liable for any injury or damage to persons or property resulting from the use, misuse, or failure of any equipment used by the Contractor or any of his employees, except to the extent such damage is caused by the negligence or willful misconduct of Association, its employees, agents, or subcontractors. By acceptance or use of any such equipment, the Contractor accepts full responsibility for and agrees to indemnify the Association, its managing agent, its members, guests, and invitees against any and all loss, liability, and claims for any injury or damage whatsoever resulting from the use, misuse, or failure of such equipment, whether such injury or damage is to an employee or the property of Contractor, other contractors, Association, or other persons.

- iii. The Contractor shall maintain the following **insurance coverage**:
- a. **General Liability** -- \$1,000,000 per occurrence / \$2,000,000 aggregate
 - b. **Umbrella** - \$5,000,000
 - c. **Workers Compensation** – Minimum of \$1,000,000
 - d. **Business Auto Liability** – Minimum of \$1,000,000

L. PAYMENTS AND LIEN RELEASES

- i. All invoices for payments shall be emailed to accountspayable@ciramail.com and managers@cameronstation.org or upon written agreement, mailed to the Cameron Station Community Association, Inc., 200 Cameron Station Boulevard, Alexandria, VA 22304. Payment will be sent within thirty (30) calendar days of receipt of the invoice.
- ii. In return for the satisfactory delivery of services by the Contractor in accordance with this Agreement, the Association agrees to pay the Contractor upon receipt of invoices pursuant to the payment schedules as stated in the landscape management agreement. Invoices shall be presented for payment in accordance with the payment schedules in the agreement.

M. PROPOSAL REVIEW PROCESS

- i. Management and the Common Area Committee (CAC) intend to review all of the proposals received by the proposal due date. The CAC, CAMP Management, and Board of Directors reserve the right to accept other than the lowest bidder and to reject any and all other offers without explanation. All proposals will become the property of the Cameron Station Community Association, Inc., and will not be returned. The top two companies will be invited for an interview by the CAC and management. The CAC and management will present their recommendation(s) to award the contract at the *August 29, 2023, Board meeting. All contractors submitting proposals will be notified when a selection has been made. * The timetable for the entire process is subject to change without explanation to the bidders.

N. DURATION OF AGREEMENT

- i. This Agreement shall benefit both parties to the Agreement and shall be in effect from **January 1, 2024, through December 31, 2026**. This Agreement may be terminated with or without cause by the Association or Contractor upon sixty (60) days' written notice. There will be no termination fee charged by either party if the Agreement is terminated by either party.

O. NOTICE PROVISION

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

If the Contractor: Shenandoah Landscape Services, Inc.
PO Box 88
Mt. Sidney, VA 24467

If the Association: _____
Steven P. Philbin, General Manager

Community Association Management Professionals (CAMP)
Agent for Cameron Station Community Association
200 Cameron Station Boulevard
Alexandria, VA 22304

P. ENTIRE AGREEMENT

The parties agree that this Agreement with **Exhibit One** is the entire Agreement between the parties and that any change to the provisions of the Agreement must be made in writing and signed by both parties.

Q. INTERPRETATION

The Laws of the Commonwealth of Virginia shall govern the interpretation and all matters relating to this contract.

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

Signature – Cameron Station Community Association

Date

Gordon B. Ashley, President by AMJ
Signature – Gordon B. Ashley, President

07/18/2023
Date



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
LANDSCAPE MAINTENANCE SERVICES**

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
200 CAMERON STATION BLVD, ALEXANDRIA, VIRGINIA 22304**

June 14, 2023

EXHIBIT TWO

A. Base Landscape Maintenance Fee:

- **Base Year I:**
January 1, 2024 – December 31, 2024, \$ 153,454.80
- **Option Year II:**
January 1, 2025 – December 31, 2025, \$ 163,437.48
- **Option Year III:**
January 1, 2026 – December 31, 2026, \$ 171,609.36

B. Linear Park:

- Maintenance \$ 4,200.00
- Leaf Removal \$ \$1,800.00

C. Floral Rotations:

- Spring and Winter \$ 6,216.00

D. Irrigation Services:

- Spring Start-Up Inspection \$ Separate Contract: \$4,012.52
- Summer Mid-Year Inspection \$ Separate Contract: \$12,037.52
- Winterization \$ Separate Contract: \$4,012.52

E. Pergola Pruning: \$ 2,200.00

F. Tree Trimming: (\$ 1,900.00 per tree trimming day – 21 total days estimated)

CSCA budgets 21 Tree trimming Days.

- Once per month January – March \$ 5,700.00
- Twice per month April – December \$ 34,200.00

Total Contract Services:

- **Base Year I:**
January 1, 2024 – December 31, 2024, \$ 227,833.36
- **Option Year II:**
January 1, 2025 – December 31, 2025, \$ 239,225.03
- **Option Year III:**
January 1, 2026 – December 31, 2026, \$ 251,186.29

**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
LANDSCAPE MAINTENANCE SERVICES**

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
200 CAMERON STATION BLVD, ALEXANDRIA, VIRGINIA 22304**

June 14, 2023

EXHIBIT THREE

**AMENDED POLICY RELATING TO DELIVERY OF ASSOCIATION
SERVICES TO SUB-ASSOCIATIONS**

Delivery of Association Services to Sub-Associations Base Landscape Maintenance Fee:

Landscape Services: CSCA shall perform the following maintenance on all grass areas within a condominium sub-association.

- e. Mowing;
- f. Aeration twice per year;
- g. Seeding twice per year;
- h. Leaf removal four times per year.

If a condominium sub-association wishes for aeration and seeding services to be performed more frequently than twice per year, the condominium sub-association will be responsible for all costs associated with such additional aeration and seeding services. If, in the CSCA Board's sole discretion, it determines that grass cannot grow in an area, then the CSCA Board will have the sole authority to determine the appropriate steps to address the inability of grass to grow in such area.

A. Additional Mowing of Common Areas Base Landscape Maintenance Fee:

Mowing, trimming, and edging of the additional turf areas as identified within the Cameron Station community (Exhibit Four – Map). Please note that this does not include the center courtyard of Cameron Station Condominium “The Residences.”

B. AERATION: All accessible turf areas shall be core aerated to a minimum core depth of 3". The aeration pattern should produce a minimum of 8 aeration holes per square foot of surface area. The aeration should be performed in conjunction with the seeding program in early fall.

C. OVERSEEDING: Overseeding of thin and bare areas shall be completed during the months of October and March with improved turf varieties; rates will vary depending on the variety used (between 4-6 pounds/1000 sq. ft.). The selection of seed will be approved in advance by the Managing Agent. Bare patches will be scratched with garden rakes and hand seeded as required. Thin areas will be over-seeded.

D. Leaf Removal:

Each condominium sub-association is responsible for raking leaves out from all planting beds onto a common grassy area. CSCA will remove leaves from the common areas of each condominium sub-association but will not remove leaves that have not been raked out of the planting areas away from the condominium buildings or other planting beds maintained by the sub-association.

CSCA shall not be responsible for maintaining mulch beds, trees, foundation plantings, or other non-grass improvements or landscape materials that are the responsibility of the sub-association.

Total Contract Services:

- **Base Year I:**
January 1, 2024 – December 31, 2024, \$ 12,999.96
- **Option Year II:**
January 1, 2025 – December 31, 2025, \$ 13,649.96
- **Option Year III:**
January 1, 2026 – December 31, 2026, \$ 14,332.46



**Annual Irrigation Management Contract
for
Cameron Station Community Association
January 1, 2024 - December 31, 2026**

I. IRRIGATION MANAGEMENT

A. System Start-up

In the Spring: Turn on all irrigation system components and conduct a general inspection and test by May 1 and/or as conditions permit.

B. System Maintenance

Once a month, during the growing season, the system will be monitored for the following:

- Check and clean the main line water filter (if installed).
- Test each station to ensure that every sprinkler is working correctly.
- Adjust the sprinkler spray patterns so that the turf and ornamental bed areas are watered properly.
- Correct any blocked sprinkler nozzles.
- Check for leaks and dry spots in irrigated areas.
- Test drip irrigation zones (if installed).
- Test rain sensor (if installed).
- Test to make sure rotor sprayheads rise freely and rotate smoothly.
- Program the clock according to any seasonal needs.
- Inform customer of any necessary repairs and their associated costs.

C. System Winterization

In the Fall: The entire system will be turned off.

- Close down all supply valves.
- Set the controllers for temporary shutdown.
- Purge the system by introducing compressed air into the main and lateral lines.

NOTE: Test of backflow prevention devices is an optional service that may be performed upon request at an additional charge of \$190.00.

Terms & Conditions

II. LABOR & MATERIALS

A. Shenandoah Landscape Services, Inc. agrees to furnish all labor, machinery and materials required to complete the irrigation management work described in this contract at Cameron Station Community Association.

B. Shenandoah Landscape Services, Inc. reserves the right to increase the charges listed herein to account for: Increase in labor rates due to immigration reform, federally mandated changes to H2B pay scale or other changes in federal, state or local laws. Any increase that results from this provision will be assessed in the form of a surcharge.

C. All machines will be of such type as to cause no hazards or danger reasonably foreseeable.

D. All materials will be EPA registered and approved as may be required. All applications of registered materials will be under the supervision of a certified pesticide applicator.

E. All personnel employed by Contractor will be screened before hiring. All personnel will be trained.

NOTE: Repair work is not a part of this contract. All repairs will be performed on a time and material (T&M) basis. Estimates for repairs will be provided prior to the required work being performed.

III. AREAS TO BE MANAGED

All irrigated areas associated with Cameron Station Community Association.

IV. SUPERVISION

Contractor agrees to furnish the necessary qualified supervision to oversee all operations.

V. CONTRACTOR RESPONSIBILITY

In the performance of the work listed above, the contractor shall require all employees to comply with the instructions pertaining to conduct and building regulations issued by duly-appointed officials, such as the building inspectors, managers, guards, etc.

VI. PERIOD OF CONTRACT

This contract shall be in effect for the period stated: January 1, 2024 to December 31, 2026.

VII. INDEMNITY AND INSURANCE

The Contractor shall secure, pay the premiums for, and keep in force until the expiration of this Contract, and any other renewal thereof, insurance as provided below:

- Appropriate bodily injury liability insurance, with limits of not less than \$1,000,000 for each person and \$1,000,000 for each accident.
- Workmen's Compensation insurance as required by local and/or state jurisdiction.
- Property damage liability insurance with a limit of not less than \$1,000,000 for each accident.
- If automotive equipment is used in the operation, automobile bodily injury insurance with limits of not less than \$1,000,000 for each accident and property damage liability insurance, with limits of not less than \$1,000,000 for each accident.

VIII. PAYMENT TERMS

The total charges for this three (3) year contract are as follows:

Year (2024):

Total charge for Year (2024) of this contract is \$20,062.56 payable in twelve (12) monthly installments of \$1,671.88 each, with billing beginning in January 1, 2024, and each month thereafter through December 31, 2024. The contract price stated above does not include any applicable sales tax.

Year (2025):

Total charge for Year (2025) of this contract is \$21,065.64 payable in twelve (12) monthly installments of \$1,755.47 each, with billing beginning in January 1, 2025, and each month thereafter through December 31, 2025. The contract price stated above does not include any applicable sales tax.

Year (2026):

Total charge for Year (2026) of this contract is \$22,119.00 payable in twelve (12) monthly installments of \$1,843.25 each, with billing beginning in January 1, 2026, and each month thereafter through December 31, 2026. The contract price stated above does not include any applicable sales tax.

Owner shall be billed at the beginning of each month with payment due within ten (10) days of the billing date. A service fee of five percent (5%) applies to any payment received after the thirtieth (30th) of the month. Any unpaid balance shall accrue interest at one- and one-half percent (1.5%) per month after thirty (30) days. Owner agrees to pay attorney's fees of twenty-five percent (25%) of any amount due under this agreement if placed in the hands of an attorney for collection.

Any optional services that may be listed in this contract are priced according to the material and labor market as of the date of execution of this contract. The price of these optional services may require adjusting in future years.

IX. REMEDIES OF OWNER

Contractor agrees to be liable to Owner for damages to the Owner's physical property caused by negligence of the Contractor's employees. Recovery of such damages shall be Owner's sole and exclusive remedy for such breach shall be to declare this contract terminated pursuant to the Termination Paragraph. Under no circumstances shall the Contractor be liable hereunder for special or consequential damages suffered by the Owner.

X. TERMINATION

If, in the reasonable opinion of the Contractor, the Owner shall at any time (i) refuse or fail to provide Contractor with access to the property or any portion thereof; (ii) cause, by any action or omission, the stoppage or delay of or interference with the work of the Contractor; (iii) fail to comply with any provision of this contract, including making timely payment of all amounts due hereunder; (iv) make a general assignment for the benefit of its creditors; (v) have a receiver appointed; (vi) become insolvent; or (vii) file for bankruptcy, then Contractor may immediately terminate this Contract. Furthermore, the Contractor may terminate this Contract, without cause or reason, by delivering thirty (30) days' prior written notice to Owner. Owner shall have the right to terminate this contract in the event that Contractor materially breaches this contract and fails to cure such breach within thirty (30) days after receiving written notice from Owner of the existence or occurrence of such breach.

The monthly charge under this contract is an average of the total charge for the work to be performed under the contract divided by the number of calendar months included in the payment period of the contract. However, substantial portions of the work may be performed in the early months of each year of the contract and, due to this averaging procedure, the cost of that work will not be fully recovered by the contractor until all monthly payments under the contract have been received. Therefore, in the event this contract is terminated by either party for any reason, the Contractor shall be entitled to recover his costs incurred through the date of termination, including reasonable amount of overhead and profit, and also including any amount in excess of the monthly charges paid by the Owner through the date of termination.

NOTE: Any contractual payments that extend beyond the calendar year of the prior years' services are for the convenience of the Owner/Client and do not apply to any services to be performed in the following year(s).

XI. OFFER

Contractor: Shenandoah Landscape Services, Inc.
7848 Bethlehem Road, Suite 100
Manassas, VA 20109
(866) 718-7188

Correspondence & Payments: PO Box 88
Mount Sidney, VA 24467

For Contractor: M. Jayson Lane by RPS

Date: 07/27/2023

Title: Business Developer/Estimator

XII. ACCEPTANCE

Owner: Cameron Station Community Association

For Owner: _____

Date: _____

Title: _____

NOTE: A five percent (5%) merchant processing fee will be added to all Deposits/Payments made by CREDIT CARD.

Bill To: Cameron Station Community Association
c/o CAMP
4114 Legato Road, Suite 200
Fairfax, VA 22033



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
IRRIGATION SYSTEM MAINTENANCE AND REPAIR SERVICES**

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
200 CAMERON STATION BLVD, ALEXANDRIA, VIRGINIA 22304**

June 29, 2023

INTRODUCTION

Cameron Station Community Association, Inc. (CSCA) is a large community association located within the City of Alexandria. The 164-acre community comprises single-family, townhomes, and six condominium associations housing a total of 1769 residential homes. Cameron Station is located on Duke Street in Alexandria, Virginia near Interstate Routes 495 and 395, inside the Washington, DC beltway. The Cameron Club is located in the circle, two blocks off of Duke Street at 200 Cameron Station Blvd, the main City street through the community.

PURPOSE

CSCA is soliciting proposals for full-service Irrigation System Maintenance and Repair Services from January 2024 – December 2026.

SITE VISIT

A pre-bid meeting will be held on **Thursday, June 29th at 1:00 pm** in the Henderson Room in the Cameron Club. Additional visits are encouraged and may be arranged by contacting Angel Robles, Assistant General Manager, via e-mail at managers@cameronstation.org or 703-567-4881 x 202.

RFP TIMETABLE

Proposals are due **no later than noon, on Friday, July 21, 2023**. The anticipated schedule for this RFP and contract approval is as follows:

<u>June 29, 2023,</u>	Pre-bid meeting at 1:00 pm in the Henderson Room at 200 Cameron Station Boulevard, 2 nd Floor, Alexandria, VA 22304. Parking is available on the side of the Cameron Club, at Kilburn Street and Cameron Station Boulevard.
<u>July 21, 2023,</u>	Responses are due no later than 12:00 pm
<u>July 26, 2023,</u>	Cameron Station Common Area Committee will determine the top two companies and invite these companies to provide a presentation and an interview.
<u>August 14, 2023,</u>	Presentation & Interview with Common Area Committee and CAMP Management
<u>August 29, 2023,</u>	Board of Directors Review and Award Landscape Contract based on budget constraints as well as recommendation consideration by Common Area Committee (CAC), and CAMP management.
<u>January 1, 2024,</u>	Contract Start Date

E-mail submittals are acceptable and preferred; please submit your proposal or any questions regarding this solicitation to managers@cameronstation.org. If you are sending your proposal via US Mail or courier, **please submit it to the address below to arrive by no later than noon Friday, July 21, 2023.**

Cameron Station Community Association
Attn: Steve Philbin, General Manager
200 Cameron Station Blvd, Alexandria, VA 22304

PROPOSAL INSTRUCTIONS

The Association reserves the right to accept any proposal deemed to be in its best interest. The Association may also reject any and/or all proposals. Proposals must contain the following documents, each fully completed:

1. Contractor must respond to all required elements contained in each of the sections included on the request for proposal. Proposals that do not comply may be deemed non-responsive.
2. Introduction letter: outlining the Contractor's professional specialization and providing past experiences to support their qualifications.
3. Cost Information: Cost information must be submitted with your proposal. Proposals are requested to have separate pricing for each specifically required element of work as outlined in **Exhibit Two**.
4. Client References: Five (5) client references for which the contractor has provided similar services within the past 18 months. References must include, as a minimum, the client's name, contact information (phone number, e-mail address), and a brief description of the services provided.
5. Contractors must provide proof of Virginia license and are approved to do business in the Commonwealth of Virginia and carry minimum liability and workman's compensation.

Include a statement defining any proposed deviations from the requirements of this document, including additions, deletions, exceptions, and revisions.

Indicate the individual pricing for each item on the spreadsheet included in the RFP and submit it with your proposal. Include pricing for each optional service area noted below and submit it with the proposal. If the company is unable to provide any optional service, that will be noted in the response.

Prices will be valid for one hundred twenty (120) days from the proposal deadline.

PERFORMANCE PERIOD

The performance period for this contract will be for one year with two additional optional years.

- **Base Year I:**
January 1, 2024 – December 31, 2024

- **Year II:**
January 1, 2025 – December 31, 2025

- **Year III:**
January 1, 2026 – December 31, 2026

For the length of the contract, besides the agreed-upon costs approved within the initial signed contract, there will not be fuel surcharges, or any additional fees/costs permitted without a request in writing and approved by the CSCA Board of Directors.

All three contracts (landscaping, Snow removal, and irrigation) must be assigned to the same contractor, even if any work is approved to be subcontracted out.



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
IRRIGATION SYSTEM MAINTENANCE AND REPAIR SERVICES**

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
200 CAMERON STATION BLVD, ALEXANDRIA, VIRGINIA 22304**

June 14, 2023

EXHIBIT ONE

I. THE SCOPE OF WORK

This quotation shall include all labor, machinery, equipment materials, appropriate tax, equipment, supplies, and services necessary to perform the irrigation system maintenance and repair in accordance with the specifications of this Agreement.

II. WORK SPECIFICATIONS

The contractor will perform Spring start-up and Summer mid-year inspections, and winterization of the irrigation system. Maintain and repair the existing irrigation system and provide pricing for all elements of the system.

A. MISCELLANEOUS

- i. Contractor will develop a structured tracking method and response mechanism for community projects and requests. The method will be shared with Common Area Committee and CAMP Management for review. The contractor will provide a weekly report to the Community manager and a monthly report to the Common Area Committee on the work performed. For efficiency, the contractor can develop a format common to both reports.

- ii. Contractor will provide cell phone and email addresses for site supervisors.
- iii. Contractor will provide a monthly schedule to the CAMP Management Staff and Common Area Committee to include mowing, pruning, weed control/fertilizer application, irrigation, aeration and seeding, leaf removal, and other regular maintenance work, and specific projects.
- iv. Landscape enhancement services: Walkthroughs, consultations, and proposals upon request at no charge. Services include plant replacements, drainage erosion, control, etc.

B. RESTORATION OF PROPERTY

- i. If the Contractor causes damages during the course of services and/or related work performed under the terms of this Agreement to property of the Association or its members, or other work on the Association site, the Contractor shall promptly remedy such damage, and repair such damaged property to a condition similar to that which existed before the damage was caused or resulted. In the event the Contractor fails to do this promptly, the Association may proceed to repair or restore the damage and recover the cost of repair or restoration from payments due or thereafter due the Contractor under the terms of this agreement. If such payments are insufficient to cover the cost of repair or restoration, the Contractor shall reimburse the Association for the additional cost.

C. INSURANCE AND INDEMNIFICATION

- i. The Contractor and all subcontractors shall maintain, at the contractor's sole expense, Comprehensive, General Liability, and Workers' Compensation Insurance coverage to cover full liability under workers' compensation laws in effect from time to time in the Commonwealth of Virginia and Employer's Liability Insurance, and shall furnish the Association with a current certificate of insurance evidencing the required coverage(s) and naming the Association, its directors, officers, employees, members, and its Managing Agent as named additionally insured. Proof of insurance must be submitted prior to the contract award. Comprehensive Automobile Liability Insurance will be required if applicable. Such certificate shall include a provision requiring the insurer to provide thirty (30) days' written notice prior to cancellation, non-renewal, or reduction in coverage or limits. Prior to the expiration of the policy, the contractor shall provide an updated certificate of insurance to the Association. Each policy carried by the Contractor and subcontractors as required herein shall be primary with respect to any insurance carried by the Association and any coverage carried by the Association shall be excess insurance.

- ii. Contractor shall indemnify and holds harmless the Association, its managing agent, its members, guests, and invitees from and against all claims, liabilities, damages, losses, and expenses (including reasonable attorney's fees) of every kind and character resulting from or relating to or arising out of (a) breach by any representation, warranty, covenants or agreement made by the Contractor under the terms of the Contract, or (b) claims, damages (to person or property), and causes of action that result from, relate to or arise out of the negligent operation by or the intentional acts, negligent performance or omission of Contractor's obligation by Contractor, its employees, agents, and subcontractors. The contractor shall bear all responsibility for any equipment owned or rented by the Contractor, or for any material to be used by the Contractor in the performance of the contract until such material is installed and accepted by Association. The association shall not be responsible or be held liable for any injury or damage to persons or property resulting from the use, misuse, or failure of any equipment used by the Contractor or any of his employees, except to the extent such damage is caused by the negligence or willful misconduct of Association, its employees, agents, or subcontractors. By acceptance or use of any such equipment, the Contractor accepts full responsibility for and agrees to indemnify the Association, its managing agent, its members, guests, and invitees against any loss, liability, and claims for any injury or damage whatsoever resulting from the use, misuse, or failure of such equipment, whether such injury or damage is to an employee or the property of Contractor, other contractors, Association, or other persons.
- iii. The Contractor shall maintain the following insurance coverage:
 - a. General Liability -- \$1,000,000 per occurrence / \$2,000,000 aggregate
 - b. Umbrella - \$5,000,000
 - c. Workers Compensation – Minimum of \$1,000,000
 - d. Business Auto Liability – Minimum of \$1,000,000

D. PAYMENTS AND LIEN RELEASES

- i. All invoices for payments shall be emailed to accountspayable@ciramail.com and managers@cameronstation.org or upon written agreement, mailed to the Cameron Station Community Association, Inc., 200 Cameron Station Boulevard, Alexandria, VA 22304. Payment will be sent within thirty (30) calendar days of receipt of the invoice.
- ii. In return for the satisfactory delivery of services by the Contractor in accordance with this Agreement, the Association agrees to pay the Contractor upon receipt of invoices pursuant to the payment schedules as stated in the landscape management agreement. Invoices shall be presented for payment in accordance with the payment schedules in the agreement.

E. PROPOSAL REVIEW PROCESS

- i. Management and the Common Area Committee (CAC) intend to review all of the proposals received by the proposal due date. The CAC, CAMP Management, and Board of Directors reserve the right to accept offers other than the lowest bidder and to reject any other offers without explanation. All proposals will become the property of the Cameron Station Community Association, Inc., and will not be returned. The top two companies will be invited for an interview by the CAC and management. The CAC and management will present their recommendation(s) to award the contract at the *August 29, 2023, Board meeting. All contractors submitting proposals will be notified when a selection has been made. * The timetable for the entire process is subject to change without explanation to the bidders.

F. DURATION OF AGREEMENT

- i. This Agreement shall benefit both parties to the Agreement and shall be in effect from **January 1, 2024, through December 31, 2026**. This Agreement may be terminated with or without cause by the Association or Contractor upon sixty (60) days' written notice. There will be no termination fee charged by either party if the Agreement is terminated by either party.

G. NOTICE PROVISION

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

If the Contractor: Shenandoah Landscape Services, Inc.
 PO Box 88
 Mt. Sidney, VA 24467

If the Association: _____
 Steven P. Philbin, General Manager

Community Association Management Professionals (CAMP)
Agent for Cameron Station Community Association
200 Cameron Station Boulevard
Alexandria, VA 22304

H. ENTIRE AGREEMENT

The parties agree that this Agreement with **Exhibit One** is the entire Agreement between the parties and that any change to the provisions of the Agreement must be made in writing and signed by both parties.

I. INTERPRETATION

The Laws of the Commonwealth of Virginia shall govern the interpretation and all matters relating to this contract.

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

Signature – Cameron Station Community Association

Date

Gordon B. Ashley, President by AMJ

Signature – Gordon B. Ashley, President

07/18/2023
Date



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
IRRIGATION SYSTEM MAINTENANCE AND REPAIR SERVICES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
200 CAMERON STATION BLVD, ALEXANDRIA, VIRGINIA 22304**

June 29, 2023

EXHIBIT TWO

A. Irrigation Services:

• **Base Year I:**

January 1, 2024 – December 31, 2024,

➤ Spring Start-Up Inspection	\$ 4,012.52
➤ Summer Mid-Year Inspection	\$ 12,037.52 Monthly Inspections
➤ Winterization	\$ 4,012.52

• **Year II:**

January 1, 2025 – December 31, 2025,

➤ Spring Start-Up Inspection	\$ 4,213.15
➤ Summer Mid-Year Inspection	\$ 12,639.40
➤ Winterization	\$ 4,4213.15

• **Year III:**

January 1, 2026 – December 31, 2026,

➤ Spring Start-Up Inspection	\$ 4,423.81
➤ Summer Mid-Year Inspection	\$ 13,271.37
➤ Winterization	\$ 4,423.81

Total Contract Services:

- **Base Year I:**
January 1, 2024 – December 31, 2024, \$20,062.56

- **Year II:**
January 1, 2025 – December 31, 2025, \$ 21,065.64

- **Year III:**
January 1, 2026 – December 31, 2026, \$22,119.00



**Snow Management Contract
for
Cameron Station Community Association
November 15, 2023 - April 15, 2026**

This agreement is entered into by and between Shenandoah Landscape Services, Inc. (Hereinafter "Contractor") and Cameron Station Community Association (Hereinafter "Owner").

I. SCOPE

Snow plowing for all paved driving lanes/community streets and sidewalks of said property will be performed as specified herein, in accordance with the attached Cameron Station Community Association's snow map dated, 12/7/2016.

II. SERVICES

A. Plowing - Plowing service will be provided automatically after accumulation reaches two inches. Follow-up service will continue as weather conditions dictate; or at the request of an authorized Representative of the Owner. During unusually heavy snow storms of over eight inches accumulation, plowing services will initially be done to open driving lanes to allow for emergency vehicle access only. When snow accumulations are over eight inches and/or drifting is occurring, normal snow plowing equipment's effectiveness may be reduced and the clearing of snow may require the use of front-end loaders. The Contractor will provide front-end loader service only after the receipt of authorization from a designated representative of the Owner. Response time for arrival of front-end loaders shall be on a first-come, first-serve basis as weather conditions and equipment availability allows, unless prior arrangements have been made. Front-end loaders will be priced according to machine size and bucket capacity. A four (4) hour minimum shall apply to each piece of equipment as well as a move in fee. All trucks and loaders are billed portal-to-portal.

B. Parking Spaces - Individual parking spaces will be plowed upon request from an authorized representative of the Owner. This service will be performed on the following day after the request is received between the hours of 9:00 a.m. and 5:00 p.m. Only vacant parking spaces of three (3) or more abreast will be plowed. Even though individual parking spaces shall not be plowed upon a regular basis, the Contractor may, on occasion, plow such individual spaces as necessary in order to facilitate plowing as specified in Section II A above.

C. Sanding - The spreading of sand on driving lanes/streets will be at the discretion of the Contractor. If the Contractor is not allowed to sand at his discretion, the burden of liability for any accidents and injuries will fall solely upon the Owner. The Contractor will not sand individual parking spaces and will not be held responsible for any injuries resulting from falls, accidents, etc.

D. Salting - The spreading of salt on driving lanes/streets will be at the discretion of the Contractor. If the Contractor is not allowed to salt at his discretion, the burden of liability for any accidents and injuries will fall solely upon the Owner. The Contractor will not salt individual parking spaces and will not be held responsible for any injuries resulting from falls, accidents, etc.

E. Sidewalks - Sidewalk clearing services will be performed on designated sidewalks, steps, etc. associated with Cameron Station Community Association. (Color coded map identifying the areas to be serviced will be provided by Owner Representative prior to November 1). Services shall commence after the cessation of snowfall or upon the accumulation of two inches of snow at the Association, unless otherwise directed by the Association. Every effort shall be made to clear snow from the walkways and steps as soon as possible after the end of a snow event. It is understood that, during heavy accumulation of snow, this service may need to be repeated in the course of a single snow event.

F. Ice Melt Application - Ice Melt application services will be performed on designated walking surfaces, automatically, after a sidewalk clearing service. This service may also be provided in icy or slick conditions, when no snow is present. The Contractor will determine when and where ice melt is needed and apply at his discretion. Shenandoah Landscape Services, Inc. uses Magnesium Chloride, when available, for treatment of ice on walkways. The client is responsible to inform Shenandoah Landscape Services, Inc. if a different product is preferred.

III. TERMS AND CONDITIONS

A. Contractor warrants that he will use only equipment which is in good working and safe order which is accepted by the commercial market as regularly utilized in the performance of the work specified by this contract.

B. Contractor agrees to save the Owner harmless from all damage suits and from liability from injury suffered by an employee in connection with the work described and to carry a minimum of \$1,000,000 general liability and \$500,000 workmen's compensation insurance for all employees.

C. Contractor will assume responsibility for damages to the physical property which are caused by the Contractor's gross negligence or intentional misconduct but not to include damages to curbs, speed bumps, walks and steps that may actually be the normal result of performing this type of service.

D. Contractor will not assume responsibility for damages to vehicles left unattended in the drive areas. If a vehicle is parked in its designated parking space and is thought to have been damaged by any of the Contractor's equipment, the Contractor must be notified immediately and a representative of the Contractor will be sent out to assess the damages before assuming any responsibility.

E. Contractor will not be held responsible for the removal of ice or any injuries to person or property resulting from falls, accidents, etc. thereon. The Owner shall indemnify and hold harmless the Contractor and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from falls, accidents, etc. caused in whole or in part by ice.

F. Disputes regarding work performance are to be brought to the attention of the Contractor within twenty-four (24) hours of the completion of service for a distinct weather event.

G. This contract may be terminated by either the Owner, for non-performance by Contractor, or, by the Contractor for non-payment by Owner upon fifteen (15) days written notice.

IV. PRICE AND PAYMENT

A. Payment policy is net fifteen (15) days from date of bill. A service fee of five percent (5%) applies to any payment received after thirty (30) days from the billing date. Any unpaid balance shall accrue interest at one and one-half percent (1.5%) per month after thirty (30) days. Owner agrees to pay attorney's fees of twenty-five percent (25%) of any amount due under this Agreement if placed in the hands of an attorney for collection.

B. Management and/or Owner may not make deductions on payments for snow plowing services unless the deductions have been agreed to by the Contractor in writing prior to the due date. If unauthorized deductions are made, Contractor reserves the right to decline further service until the unpaid balance is received or the problem is resolved amicably between the Contractor and an authorized representative of the Owner.

C. Snow Plowing Services will be provided at the following rates:

1. Plowing drive lanes at \$140.00 per hour per truck with a minimum charge of two (2) hours each visit.
2. Plowing parking spaces at \$140.00 per hour per truck with a minimum charge of two (2) hours each visit.
3. Salt/Sand spreader at \$165.00 per hour per truck with a minimum charge of two (2) hours each visit.

D. Sand Spreading Services will be priced as follows:

1. Spreading sand on drive areas at a rate of \$10.00 per hundred pounds of sand spread.
2. A minimum charge of \$200.00 will apply regardless of amount of material used.

E. Salt Spreading Services will be priced as follows:

1. Spreading salt on drive areas at a rate of \$30.00 per hundred pounds of salt spread.
2. A minimum charge of \$600.00 will apply regardless of amount of salt material used.
3. Salt/Sand mix will be spread on drive areas at a rate of \$17.50 per hundred pounds of salt/sand mix.
4. A minimum charge of \$350.00 will apply regardless of amount of salt/sand material used.

F. Walkways:

1. Shoveling sidewalks at \$70.00 per man hour.
2. Snow blower for clearing walkways will be billed at \$90.00 per man hour (Includes labor and snow blowers).
3. Spreading ice melt or traction material will be billed at \$70.00 per man hour for labor, \$60.00 per bag for ice melt material.
4. Spreading salt on sidewalk/walkways will be billed at \$70.00 per man hour for labor, \$60.00 per bag for salt material.

G. Loader Rates:

A minimum charge of four (4) hours applies to each loader. Transportation fees shall also be applied to the use of loaders as follows: Front-End Loaders (1-yard or 2-yard buckets) - \$250.00. Front-End Loader (3-yard bucket) - \$500.00. The use of heavy equipment is subject to availability.

Hourly rates for loaders are as follows:

- Front-end loader with one (1) yard bucket: \$210.00 per hour per machine.
- Front-end loader with two (2) yard bucket: \$285.00 per hour per machine.
- Front-end loader with three (3) yard bucket: \$350.00 per hour per machine.

H. All rates apply to the Year One plowing season (2023-2024). The Year Two plowing season (2024-2025) will be billed based upon Year One's price plus an increase adjustment for the 2024 CPI as reported by the Bureau of Labor Statistics for the Washington Metropolitan Area. The Year Three plowing season (2025-2026) will be billed based upon Year Two's price plus an increase adjustment for the 2025 CPI as reported by the Bureau of Labor Statistics for the Washington Metropolitan Area.

NOTE

All services will be billed at one and one half (1.5) times the usual rate for any and all snow plowing and/or sanding services performed on Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day and Super Bowl Sunday.

V. PERIOD OF CONTRACT

This contract shall be in effect for the period stated: November 15, 2023 to April 15, 2026.

VI. OFFER

Contractor: Shenandoah Landscape Services, Inc.
7848 Bethlehem Road, Suite 100
Manassas, VA 20109
(866) 718-7188

Correspondence & Payments: PO Box 88
Mount Sidney, VA 24467

For Contractor: Mr. Jayson Lane by RPS
Title: Business Developer/Estimator

Date: 07/26/2023

VII. ACCEPTANCE

Owner: Cameron Station Community Association

For Owner: _____

Date: _____

Title: _____

NOTE: A five percent (5%) merchant processing fee will be added to all Deposits/Payments made by CREDIT CARD.

Bill To: Cameron Station Community Association
c/o CAMP
4114 Legato Road, Suite 200
Fairfax, VA 22033

SHENANDOAH LANDSCAPE SERVICES, INC. RESERVES THE RIGHT TO WITHDRAW THIS CONTRACT IF IT IS NOT EXECUTED AND RECEIVED IN ITS OFFICE BY SEPTEMBER 15, 2023.

Good morning, Bidders:

Shenandoah Landscape

Thank you for submitting your proposals. Based on the review of these proposals the CAC and management have created follow-up questions. We appreciate having these questions back by 12:00 noon on Thursday, August 10, 2023, so that the CAC will have time to review them before the meeting on Monday, August 17th.

The questions to each bidder will be different as we know the scope of work that the incumbent provides.

I. For ALL bidders:

1. Is your price firm? Is there room for negotiation?

Response: Our price is firm based upon full execution of the scope of work provided. However, we are flexible to changes in the scope to accommodate budget constraints.

II. Questions for ALL but the incumbent (because we already know), although Lancaster is welcome to address how they currently manage these matters.

1. How do you manage interactions with individual residents?
 - a. Several residents have specific opinions/requests about grass or plants nearby. For example, a resident who wants to maintain a patch of grass themselves. Or things pruned a certain way. **We have historically honored those requests.** The management team keeps an Excel spreadsheet of "NO Mow," "NO fertilizer," or other special needs.

Response: Management should provide us with a list of special request areas. We can use reflectors to put in the landscape beds as a way of identifying these units as 'Do Not Maintain'.

2. We have twenty-one (21) days of tree trimming services. Management keeps track of tree trimming issues/requests on an Excel sheet that is provided to the landscaping company weekly. How do you schedule the work? (i.e., separate, or same day when mowing?)

Response: Tree work on large trees will be performed by our Tree Care Division. These special crews will be scheduled to perform their services separately.

3. Tree trimming. No work can be approved for payment without confirmation/follow-up of the items completed from the Excel sheet. Please acknowledge.

Response: We can schedule the work with an email confirmation from Management or a short-form proposal can be created, allowing the Board or Management to sign for approval.

4. Please address willingness to go out and look at a section of the community for an opinion such as an area that might need regrading or a drainage diversion.
 - a. Will there be someone designated to do this, what other obligations does that person have, and what kind of response time can we expect when we request an assessment?

Response: A Landscape Designer/Enhancement Estimator will be assigned to the Community to handle projects outside of routine maintenance.

5. How many times per week would someone ride through the community to assess landscaping conditions and work that needs attention? How will you proactively advise management on needed work?

Response: Every time service is being performed on-site, the Account Manager or their Assistant will be on-site making sure the work is being performed correctly. While the Account Manager is walking around the community, they will make notes of work outside the maintenance contract's scope of work that can be performed. A proposal will be created and submitted for approval.

6. Have you ever worked with the City of Alexandria as several parts of the community have Memorandums of Understanding (MOUs)?

Response: We have not worked directly for the City of Alexandria but we work on properties within the city.

7. How do you plan to interact with the Common Area Committee, management, and the Board?

Response: We contact Management directly and allow them to notify the Board and Committee Members, unless we are specifically told to communicate directly with the members.

8. Anytime you are onsite performing work it is required to provide management with a receipt of work performed on a company status report. Please acknowledge.

Response: We can email Management our Service Report when we are performing services.

9. If management reaches out to you regarding a landscaping issue within the community (i.e., irrigation leak, unhappy resident complaint, tree limb hanging down due to windstorm, etc.) – what would be your response time to management and arriving at the community? I would like your response to include emailed response turnaround and the amount of time you believe the issue would be resolved.

Response: A response from us will occur within a couple of hours to acknowledge the situation. Management will be provided with all contact information of the Account Manager should any landscape situations arise.

10. How many communities do you work with inside the Beltway? Would Cameron Station be the only one?

Response: We maintain twenty-one (21) properties inside the beltway.

11. What is your base number of mowing for this contract?

Response: The mowing price for 2024 is \$52,079.96.

12. Is there an additional cost for mowing outside of this contract amount? If so, what is the charge?

Response: Yes, there are additional costs for maintaining areas not covered under the Maintenance Contract. Any additional areas will need to be measured to determine man hours and material needed to perform the services.

13. To confirm, your pricing includes turf maintenance (mowing, trimming, edging, and turf applications for all common area turf (including private lots). Is this correct?

Response: Yes, our price includes turf maintenance (mowing, trimming, edging, and turf applications for all common area turf (including private lots).

14. Did your price for turf applications include all the sub-associations? If not, please provide pricing.

Response: Yes, our price for turf applications does include all the sub-associations. See Exhibit 3.

15. Will the maintenance of all sub-associations and Linear Park be scheduled at the same time?

Response: Yes, the maintenance of all sub-associations and Linear Park will be scheduled at the same time.

16. What is your plan to address the crack weeds in brick sidewalks? Will this be addressed monthly, weekly, or on an as-needed basis? What chemical will be used?

Response: The sidewalks will be inspected with each regularly scheduled mowing visit. Weeds will be treated with Glyphosate as they appear.

17. How are the weeds in the common area mulch beds addressed? Monthly? Or each time the community is mowed?

Response: The landscape beds will be inspected with each regularly scheduled mowing visit. Weeds will be pulled as they appear.

18. Do you sub-contract any services? (i.e., irrigation, fertilization, snow, brick sidewalk repair, etc.)

Response: No, all work will be performed in-house.

19. Please identify any additional costs not stated in your pricing.

Response: Additional costs are to be determined, based on services requested.

20. Watering rates for new plants. While we have an extensive irrigation system, there are some areas that do not have irrigation systems. (i.e., areas close to the property lines, common areas behind homes, etc.)

Response: Watering services are \$85.00 per man hour with a two (2) hour minimum.

21. Please define warranty information on plant material.

Response: We have a one (1) year warranty on plant material. The warranty does not cover sod, seed, bulbs, annual flowers, Cabbage, Kale and Chrysanthemums.

22. Shenandoah Landscaping (only), please explain the following item/s under your snow removal pricing. A minimum charge of \$600.00 material cost for salt/sand is charged each time you come to the property regardless of what is used?

Response: Yes, \$600.00 is the minimum charge.

23. When trucks reload salt/sand for snow removal what branch do they reload from?

Response: All trucks are dispatched from Manassas to their designated routes. Reloading is not typically needed because we use dedicated sand/salt trucks with large capacity hoppers.

24. Do you charge for travel time? (Not fuel related)

Response: Yes, travel time is built into the estimates. Emergency services, like 24-hour storm damage clean-up, snow plowing and sanding services are billed portal-to-portal.

25. We do not permit fuel surcharges, additional fees, etc. (Please acknowledge). Although, we will allow for a submission/request, via management, to the CAC and/or Board during major gas price increases, etc. This has been permitted in the past.

Response: We are comfortable with your policy. We appreciate open dialogue if extenuating situations should arise.

26. Your attendance at the Common Area Committee monthly meetings when proposals are submitted for review. Your attendance can be either in person or via Zoom.

Response: We can attend any meetings the Board or Committee would want us to attend, in person or via Zoom.

27. The CAC members, management, and the landscaping company perform five (5) walkthroughs during the summer season phasing out the common areas of the community to assess the potential or current issues to address with the current landscaper. These meetings are scheduled at 8:30 AM on the third Thursday of the month (May through August). Can you confirm your attendance at these required meetings?

Response: Yes, the Account Manager will schedule to be in attendance of these required meetings.

28. Are you willing to work on special requests? (i.e., we have a resident who wants to maintain their own property and asks for a portion of grass seeds to keep their lawn consistent with the rest.)

Response: Yes, we can work with special requests.



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
August 29, 2023**

**TOPIC: Annual Meeting Electronic Voting Proposal
Motion 2023-0804**

Motion:

“I move to **APPROVE** the electronic voting services proposal from Survey and Ballot for the total amount of \$4,002.00 to be expensed from Operating Funds.”

Motion: _____

2nd: _____

Summary:

Attached is a proposal for the 2023 Annual Meeting for the Board’s consideration. Although the Annual Meeting this year may be a combination of in-person and virtual, the voting process should still be completed online in order to more easily engage the owners to participate in the election.

	Survey & Ballot Systems (2022 cost)	Survey & Ballot Systems
Web Election	\$1,675	\$4,002.00
Paper Ballot Mailing	\$2,137	Included
Amendment Document	\$2,189	N/A
Credit for not running full Amendment vote in 2021	(\$1,199)	
Total	\$4,802	\$4,002


The amount allocated in the budget is \$5,000.

CAMP Recommendation

Management recommends approval of Survey & Ballots Systems, which you used last year.

Budget Considerations:

To be expensed from operating funds – Annual Meeting Expense.

A close-up photograph of a red pencil with a wooden eraser, pointing its tip at a square box on a document. The box has an 'X' drawn inside it. In the background, other boxes and numbers are visible but out of focus.

SBS PROPOSAL PREPARED FOR
CSCA
23 AUGUST 2023

Cameron Station Community Association 2023 myDirectVote Hybrid Election Tier 3



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SBS Election Services

You run elections, we provide the tools and resources to make those elections successful. We work with the world's top associations, cooperatives, financial organizations, clubs and member-based organizations to plan and manage their voting needs.



Online Voting



Paper Voting



Hybrid Voting



Telephone Voting



Onsite Voting



Nominations

Welcome...Your Executive Summary

Election management excellence

Each voice within your organization matters, but hosting an election can strain your internal team. We lighten your load and turn members into voters. For a highly successful election, you need a partner — an experienced independent, third-party election management provider who:

- is dedicated to an efficient, fair and secure election
- has a team of seasoned, tech-savvy election experts
- provides ongoing support throughout the election

Survey & Ballot Systems (SBS) is that partner. That's why we have a reputation for providing high quality, innovative solutions to some of the most high-profile organizations in the world. SBS helps organizations turn members into voters. Let us help make your next election as efficient as possible.

Cameron Station Community Association has requested a proposal from SBS for a full service myDirectVote hybrid election.

By taking advantage of SBS' proven methodology, Cameron Station Community Association will optimize its election for a secure, efficient, state-of-the-art voting process. The 2023 Cameron Station Community Association myDirectVote hybrid election should be run with SBS' myDirectVote™ election services.



Your Successful Election Checklist

- ✓ Increased Participation
- ✓ Consultation
- ✓ Voter Satisfaction
- ✓ Experience
- ✓ Security
- ✓ References
- ✓ Cost-Effective

Transmittal Information

Client:

Cameron Station Community Association (CSCA)

200 Cameron Station Blvd.
Alexandria, VA 22304

<https://www.cameronstation.org/>

Contact:

Angel Robles
Assistant General Manager
703-567-4881 ext. 202

arobles@gocampmgmt.com

2023 myDirectVote Hybrid Election

Date Presented: August 23, 2023

Prepared by:

Survey & Ballot Systems (SBS)

7653 Anagram Drive
Eden Prairie, MN 55344-7311
Telephone (952) 974-2300
Fax (952) 974-2323
Toll Free (800) 974-8099

surveyandballotsystems.com

Contact:


Mitch Huffman

myDirectVote Account Manager
(952) 974-2302

mhuffman@gosbs.com

Statement of Confidentiality

This proposal includes data that shall not be disclosed outside of CSCA and shall not be duplicated, used or disclosed – in whole or in part – for any purpose other than to evaluate this proposal. If however, a contract is awarded to this offer or as a result of – or in connection with – the submission of this data, CSCA shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit CSCA's right to use information contained in this data if it is obtained from another source without restriction. The information subject to this restriction applies to all pages of this document.



Increasing member participation through innovative SBS election engagement tools.

Why SBS?

Increased Participation

We know how important election response is to you and your organization. That's why we are constantly developing new technology and strategies to help you stay connected with your members through voting. Ask your SBS Account Manager for a customized election participation growth strategy.

Expert Consultation

Whether it is improving response, enhancing governance or transitioning to alternative voting methods, let us guide you. With over two decades of private voting experience, we bring to the table a wealth of election and member service knowledge.

Satisfied Voters and Clients

96% voter satisfaction, and we can prove it. SBS is the only company that surveys voters — and their feedback will help you improve your voting project next time around.

Experience — Since 1990

We excel at both conventional and extremely complex election specifications. Our decades of experience in voting projects allows us to offer the support and recommendations to provide an optimal voting experience.

Unrivaled Security

SBS has the industry leading infrastructure, resources and technology to make absolutely sure your election is secure.

References

We keep our clients and our 98% client retention rate proves it. Your future elections will run that much more smoothly with a long-term partner you know and trust. Client references available upon request.

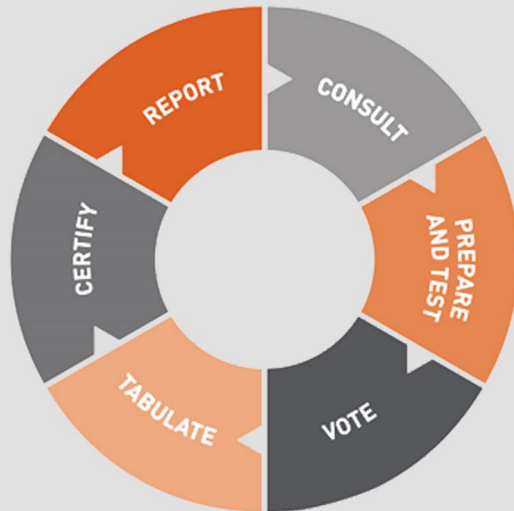
Cost Savings

We bring you the most efficient election process, helping you push back against escalating project costs associated with print, postage and labor.

Bottom line

A better election experience makes elections stress and headache free. Learn more at surveyandballotsystems.com.

● Election Setup Process



Consult: Getting to know your organization and its election needs.

Prepare and Test: Custom services built specifically for your election. Full testing assures election project success.

Vote: Distribute ballots and maximize member engagement.

Tabulate: Precise tabulation, processing and auditing.

Certify: Rigorous quality control procedures ensure accuracy.

Report: Present voting data, analyze and feel confident in certified results.

Exhibit A: Election Design, Services, Distribution and Execution

Survey & Ballot System's (SBS) key role is to bring validity, independent oversight, security and accuracy to the balloting process. Ultimately, SBS's myDirectVote® will provide the election resources for the Cameron Station Community Association (CSCA) to develop and report on their myDirectVote hybrid election.

All myDirectVote users are responsible for reading and complying with myDirectVote Terms of Use document at: <https://www.mydvadmin.net/Documents/TermsOfUse.html>:

myDirectVote Tier 3 Services

- SBS to set-up CSCA election on myDirectVote.
- Design the slate of candidates online as a web ballot using SBS' myDirectVote system. SBS will also input all ballot and voting information present on CSCA's license of the myDirectVote system, including but not limited to: bylaws, offices, candidates, and biographies present on the myDirectVote system.
- Provide unlimited development support with a tier 3 selection.
- Provide 30 minutes of voter/member support. CSCA is expected to support its members/voters through: answering member inquiries about the election, adding/removing/editing voters throughout the life of the election project, and encouraging voters to use the login page for the resending of Username and Election Passcode information.
- CSCA UPLOADS DATABASE A MINIMUM OF FOURTEEN (14) BUSINESS DAYS PRIOR TO ELECTION OPEN DATE PER SBS PROVIDED MYDIRECTVOTE FORMAT.
- CSCA tests and approves ballot.

Project Execution - Voting Period for the 2023 CSCA myDirectVote Hybrid Election

- Offices: final slate decided by CSCA; quorum office and minutes.
- 1,769 eligible voting members (approximately)
- Election Period: October 11, 2023 – November 6, 2023. (TBD)
- Dual membership voting.
- Each member to receive the same ballot.
- On open date, SBS sends broadcast email through the myDirectVote system. SBS is also responsible for sending reminder emails through the myDirectVote system (one reminder email is included in the contract cost). The reminder email date is determined by CSCA.
- On open date, SBS mails a paper ballot package to full membership. Outbound and return postage not included in contract cost. Ballot package to include the following:
 - myDirectVote ballot and Proxy (addressing piece; includes web voting instructions and credentials; 8.5 x 11; single sided; printed in black and white)

Safeguarding Your Election Data

Since 1990 we have implemented the top technology and security practices to keep client elections safe. Here are a few of the key measures we employ to ensure the safest member voting possible:

- Pass-card security system, locked vaults and chain-of-custody procedures to ensure physical safety of materials.
- Use of world-class enterprise datacenters (Flexential) for security and storage management.
- Online elections hosted in Flexential's datacenter – Flexential's Cloud Service Availability is 99.999%.
- Data co-location in redundant datacenters 900 miles apart ensuring power grid distribution protection.
- Symantec® TLS industry-leading encryption and authentication protection.
- Fully staffed 24/7, 365 days network management — providing immediate response and resolution to any issues.



Exhibit A: Election Design, Services, Distribution and Execution

- Business reply envelope (provided by SBS)
- Cover letter up to two pages (8.5 x 11; single sided; printed black and white)
- Large outbound envelope (provided by SBS; all pieces inserted)
- Authenticate voters to ensure voter is eligible.
- Meet Section 508 compliance regulations and all applicable W3C accessibility standards.
- Provide support link which enables a member to receive their passcodes.
- The ability to add eligible voters and immediately send email invitations to these members.
- Provide comments box and satisfaction rating for members to record their web voting experience after ballot submission.
- Allow voters to receive a confirmation email that the ballot was received and show a transaction number for reference.
- Allow for SBS administrator to print special letters/ballots for members without email addresses and for emails that bounce. The special letter/ballot includes the web address for the online ballot and the member's personal login credentials. **Note: printing special letters/ballots will allow the administrator access to personal login credentials.**
- MYDIRECTVOTE APPLICATION WILL PROCESS, VERIFY, AND TABULATE ALL WEB AND PAPER BALLOTS. FOUR (4) HOURS OF TABULATION TIME INCLUDED.
- Paper ballots kept at SBS for 30 days post-election or returned to client.

Deliverables

- PRELIMINARY RESULTS ARE VIEWABLE THROUGHOUT THE ELECTION OPEN PERIOD.
- Accurate election results are available for retrieval at the close of the election. SBS to deliver PDF of final results to a secure file portal.

CSCA Responsibilities - Voting Period

- Provide one point of contact.
- Publicize the voting process to eligible members.
- CSCA UPLOADS DATABASE A MINIMUM OF FOURTEEN (14) BUSINESS DAYS PRIOR TO ELECTION OPEN DATE PER SBS PROVIDED MYDIRECTVOTE FORMAT.
- CSCA tests and approves ballot.
- Additional processing or development requested by CSCA outside of the contract at a rate to be specified by the SBS account manager.

Exhibit B: Election Timeline

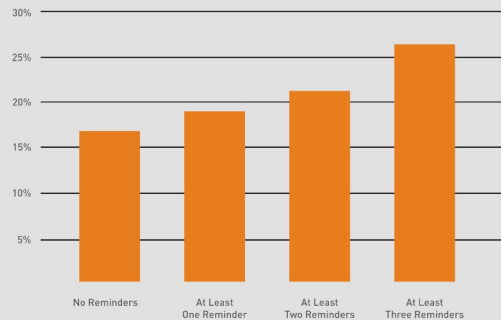
Date	Action
August 2023	SBS receives authorization for myDirectVote® services from CSCA.
(10/2/23)	CSCA delivers all web election information to SBS. CSCA delivers all voting material and files for SBS to develop the ballot package.
(10/2/2023)	CSCA delivers member database according to the myDirectVote® format.
1 week before election open	SBS delivers web election site to CSCA testing and review. Any changes submitted to client service representative.
(10/3/23 – 10/6/23)	SBS prints ballot and assembles mailing.
CSCA Open Date (10/11/23)	Election Opens: SBS sends broadcast email, opens election site and mails ballot packages.
During Election	SBS monitors and maintains web voting activity.
During Election	SBS to send reminder email to members who have not voted.
(11/6/23)	Election Closes: SBS closes election site. SBS receives paper ballots and tabulates. Paper ballots must be delivered by close of election or a predefined date selected by CSCA.
1 business day post-election close	SBS delivers final results.

*any deviation from the timeline may result in delayed project open date.



Election Participation Reminders

Response Rate with More Email Reminders



Some benefits of reminders include:

- Efficient, effective ways to increase participation
- Flexible tactics to boost turnout on short notice
- Daily reporting to measure effectiveness
- Bounce reports to identify undeliverable email addresses

Exhibit C: Optional Services

During the terms of this Agreement, CSCA may elect to receive any of the following additional services from SBS at the following rates:

Programming, Development, Processing and Reporting Outside of Contract: \$245/hour

Reminder Emails: 1 reminder email included in contract price. Additional reminder emails \$175 each.

Voter List / Non-voter List: \$150 each.

Additional Database Uploads: Priced per specification of upload.

Additional Tabulation Time: \$145/hour.

Breakdown Reports: Provides statistical analysis (voting trends) on segments of the membership such as: voting by districts; membership type; chapter; etc. The breakdown reports can be a single, double or triple breakdown. Priced per specification.

Analytical Reports: Provides analytical reports for each login method, operating system, browser, top IP addresses, etc. Priced per specification.

Special Letter Mailing: Sent to members who will receive and vote via the web or members whose email address is undeliverable. Cost per final specification and quantity.

Exhibit D: Compensation and Payment Schedule

For myDirectVote® services rendered for the CSCA myDirectVote hybrid election, CSCA shall pay Survey & Ballot Systems the following compensation. This does not include shipping, postage, USPS fees or applicable taxes:

my DirectVote Services	Cost
myDirectVote Web Election / Tier 3 services	\$4,002
Paper ballot mailing	Included
Total	\$4,002

* **Not included:** any shipping or postage by SBS.

CSCA:
Cameron Station Community Association

By: _____

Print Name: _____

Title: _____

Date: _____

Payment Schedule

Event	Amount	Percent	Payment
Signing Contract	\$4,002	100% Due	Upon Receipt

CSCA acknowledges that SBS will deliver login information and access to the myDirectVote system within two business days of receiving payment, if requested.

REMIT TO:

Survey and Ballot Systems

7653 Anagram Drive

Eden Prairie, MN 55344

Accounting: 952-974-2319

FEIN: 41-1670555

SBS:
SURVEY & BALLOT SYSTEMS

By: _____

Print Name: _____

Title: _____

Date: _____





**Cameron Station Community Association, Inc.
Board of Directors Decision Request
August 29, 2023**

**TOPIC: American Pool Quote - Caulking
Motion 2023-0805**

Motion:

"I move to **APPROVE** the American Pool quote for **\$3,853.29** to replace the main and wading pool caulking to protect the pool coping, tile, and bond beam to be expensed from Reserve Funds."

Motion: _____

2nd: _____

Summary:

Management walked the pool with an American Pool representative and was shown that caulking needs to be addressed prior to the winterization of the pool.

CAMP Recommendation:

Management recommends approval of the quote to protect the pool coping, tile, and bond beam.

Budget Considerations:

To be expensed from Reserve Funds.



Qty	Item Description	Unit Price	Ext. Price
Replacement / Maintenance Needed			
1.00	Caulking Replace failing perimeter caulking main and wading pool. Caulking in need of replacement should be replaced in the fall so it can protect the pool coping, tile, and bond beam,	3,853.29	3,853.29
Total:			3,853.29

**Delivery and installation are included (applicable sales tax will be charged when invoiced).*

American Pool, LLC

OWNER agrees to terms page 1 to 7

American Pool, LLC
Representative Signature

Owner or Authorized Agent for Owner Signature

Mark Pol

Steve Philbin

Print Name

Sign Date

Print Name

Sign Date





AMERICAN POOL, LLC

STANDARD TERMS, CONDITIONS, & WARRANTIES

The following Terms, Conditions, & Warranties, together with the executed Proposal/Service Repair Letter, constitute a contract ("Agreement") between AMERICAN POOL, LLC ("Contractor") and Cameron Station Community ("Owner") to which materials and/or labor is being supplied ("work") at 200 Cameron Station Boulevard, Alexandria, VA, 22304. The parties agree as follows:

OWNER RESPONSIBILITIES

1. **ACCESS TO SITE** - Owner shall provide and designate sufficient and proper access to the job site for the movement of trucks, tools, dumpsters and other equipment and materials. Contractor shall not be responsible for damage to lawns, landscaping, trees, curbs, sidewalks, driveways, roads, sewage systems, or to any real or personal property caused by Contractor's equipment within the access way to and the work area itself and those reasonably adjacent to the access route. Unless otherwise provided in this Agreement, no sodding, seeding, fine grading and/or landscaping are to be provided by Contractor. Contractor's obligation in that regard consists of returning site to rough grade and broom cleaning site so that it is free of all debris and excess materials upon completion. Contractor will not be responsible for clean-up of dust created from wind or sandblasting, unless otherwise agreed.
2. **UTILITIES** - Owner agrees to furnish electric power and water to the site for use by Contractor during the repair work. Owner is responsible for the payment, and delivery of fill water, if needed.
3. **DELAY** - Delay of work by Owner will render the completion date indicated in this Agreement inapplicable and Owner shall be responsible for all costs related to such delays.
4. **CHANGE ORDERS** - Changes to the original contract may be necessary due to job conditions, changes required after plans have been submitted for permits, product unavailability, or because as the work progresses changes for the benefit of the Owner become obvious. No additional work shall be done without prior written authorization by Owner. Any such authorization shall be on a Change Order form showing the agreement terms and reason for such change and approved by both parties. Payment for change orders are due within fifteen (15) days of the signing of the Change Order. All other terms and conditions of this contract shall apply to additional work indicated on the Change Order Both parties agree that the contract completion dates shall be extended 15 working days for each additional working day necessitated by the Change Order.
5. **ADJACENT PROPERTIES** - If Owner authorized access to adjacent properties for Contractor's use during construction, Owner is required to obtain permission from the owner(s) of adjacent properties for such use, and Owner agrees to be responsible and to hold Contractor harmless from any risks thereof.

GENERAL PROVISIONS AND WARRANTIES



6. PERMITS - Permits, plans, and any associated fees required by State, County or Local agencies will be billed in addition to the agreed amount of this contract.

7. PLANS - If plans and specifications are attached, they form part of this Agreement. In case of conflict between such plans and specifications and the agreed conditions of this Agreement, the agreed conditions of this Agreement shall prevail. Contractor shall have the right to make inconsequential adjustments to the procedure, materials, and/or methods when the result is equal to or is greater than the expected work as determined by and at the sole discretion of Contractor.

8. DELAY - Contractor shall not be liable for loss or damage of any kind attributable to any delay caused by, but not limited to, weather conditions, labor difficulties, accidents, acts of civil or military authorities, acts of God, acts by Owner or other contractors, or any other conditions, causes or circumstances beyond Contractor's control.

9. DEMOLITION - During any demolition phase of the work, concealed/affected areas may need improvement; these items shall be billed at additional cost upon owner approval. These possible areas include, but are not limited to, additional delaminated or hollow whitecoat "pops", excessive thickness of mud bed between coping stones and bond beam, existing bond beam damage, excessive thickness of existing concrete (> 4"), electrical or plumbing lines in or below concrete, rebar running in concrete requiring removal, and effects from vibrations during use of demolition equipment. If coping and/or tile are not replaced in conjunction with each other, or only partially replaced, Contractor will use caution during demolition, however, should remaining pieces become damaged, Contractor will replace all such areas at additional cost to Owner upon approval.

10. ELECTRICAL – Contractor does not include or provide any electrical work as part of this agreement unless quoted and approved in the proposal/Service Repair Letter. The existing electrical service is assumed to be adequate for the use of the existing swimming pool equipment and any new equipment which has been provided or requested and approved for installation. Contractor is not responsible for the condition and functionality of any electrical equipment including, but not limited to, pool lights and pool pumps. Contractor is not a licensed electrician and is not responsible for equipotential bonding for the pool or equipment. If, for any reason, electrical upgrades are needed for the use of equipment, such upgrades or improvements will be at the Owners expense.

11. SUBSTITUTIONS - Contractor reserves the right to substitute materials, equipment or methods of equal or better quality to that specified in this Agreement without notification or any additional cost to Owner.

12. OWNER BREACH - In the event Owner breaches any of the terms and conditions of this Agreement, Contractor may, without waiving any rights it may have as a result of said breach, continue to do work pursuant to this Agreement, or it may stop work without further obligation or liability to Owner. If the latter, Owner forfeits all payments previously made to Contractor, and Owner will be liable to Contractor for damages caused by said breach, and all costs incurred by Contractor including reasonable attorney's fees and other costs of collection.

13. WARRANTY - Contractor warrants that all materials and/or parts used to complete the work will be made of suitable quality and all work completed in a competent and workmanlike manner in accord with industry standards. Any defect in Contractor's workmanship appearing within twelve months of completion shall be repaired without cost



to Owner, conditional upon Owner providing written notice of such defect within fifteen (15) days of learning of said defect and taking appropriate and reasonable measures to mitigate further damage Contractor shall bear no cost of such mitigation without their prior approval. Machinery and/or assembly units, parts, motors, fittings, heaters, accessories, and other manufactured items and materials purchased by Contractor for use in completing the work are provided with only the manufacturer's warranty, if such a warranty exists, and Owner agrees and understands that he/she shall rely solely upon the terms of any such warranty. Incidental and consequential costs, including but not limited to, water replacement, chemicals and loss of use of the pool are not covered.

14. **DAMAGES** - Contractor's warranty does not include, and Contractor shall not be responsible for any damage resulting from, or caused by, surface drainage, acts of God, or the draining or emptying of the pool.

15. **INSURANCE** - Contractor will maintain Comprehensive General Liability Insurance to protect against accidents and injuries directly due to the negligence of Contractor or employees, or subcontractors. Owner has or will obtain, prior to the start of work, a suitable insurance policy to protect his/her property and interests. It is expressly agreed and understood that Contractor will not be liable or responsible to any person for loss, injury and/or damage sustained as a result of the use of the pool or its facilities, save and excepting that caused by the gross negligence of the Contractor, its employees, or subcontractors. Contractor is specifically exempt from liability due to mechanical failure of equipment or damage to the pool due to faulty construction or defective workmanship by others, or hydrostatic conditions. If Contractor is asked to complete pool work or any other type of work that requires the draining of the pool, Contractor will not be responsible for any damages related to the water level in said pool.

16. **HAZARDOUS MATERIALS** - Contractor specifically reserves the right to halt excavation, demolition, or construction processes, without penalty under this Agreement or incurring financial or legal responsibility for, the discovery or exposure of any and all hazardous materials including, but not limited to lead, asbestos, petroleum products, medical waste and any other hazardous material that has a natural or unnatural origin, and the disposal, abatement, or remediation of such materials. Owner agrees to, at his/her own expense, remedy any such discovered defect and provide a site, free of hazardous materials, prior to the entry or re-entry of Contractor personnel while maintaining the schedule of payments as provided elsewhere in this Agreement or supporting documents.

17. **SUBSURFACE** - Contractor has assumed the excavation site to be free and clear of concealed/unforeseeable subsurface conditions, natural or unnatural, which would impede the progress of normal excavation. There is no provision in this Agreement to allow for expenses associated with the use of mechanical breakers, explosives, or the removal and disposal of unsuitable soils, rock, waste materials or other objects of any kind. Further, there is no allowance for expenses associated with the installation of suitable replacement materials. Owner, at his/her own expense, utilizing Contractor or other qualified personnel, shall remedy any such situation before Contractor proceeds with further excavation. In addition, stone needed for low or washed out areas is Owner's responsibility. The costs of repairing/replacing unmarked, mismarked or unknown underground utility lines, piping or conduits of any nature or any other subsurface item is also excluded.

18. **NO ORAL MODIFICATIONS** - This contract constitutes the entire contract and the parties are not bound by any oral expression or representation by any agent of either party purporting to act for or on behalf of either party or by a



commitment or arrangement not specified in the contract. Any change to be binding on either party must be in writing and approved.

19. GRADING, DECKING DRAINAGE, RETAINING WALLS AND FENCING - Unless specified on the face of the contract herein, none of the following is Contractor's responsibility and shall specifically be Owner's responsibility: grading and drainage beyond pool site, decking, retaining walls and fencing.

20. PLUMBING AND UTILITIES - Unless specified otherwise on the face of the contract, or on the plans, plumbing, gas, waste and water lines are not to be changed, and labor, materials and equipment necessary to relocate, reroute or replace sanitation and water supply systems and utilities, including overhead and underground, are not included under the terms of the contract and shall be the responsibility of the Owner.

21. DAMAGE TO WORK - In the event work already performed is damaged by any cause beyond Contractor's control and Owner elects to cancel the work or the work is ordered terminated by public authority, Contractor shall be paid for such work, the amount agreed to in writing for such work, or if not so agreed, the cost price for such labor and materials plus 20% of such cost price. If the work is not canceled or ordered terminated, all work necessary to replace work already performed shall be considered additional work to be paid for by the Owner in accordance with the preceding sentence.

22. ASSIGNMENTS - Contractor may assign or subcontract all or any portion of the work to be done.

23. DEFAULT - In the event of default by Owner of any provision of this contract, Owner agrees to pay all collection costs, and interest from date of default, as well as reasonable attorney's fees Contractor incurs in enforcement of the contract. Owner agrees that in the event of breach or cancellation by Owner, Owner shall be responsible for charges to date of breach plus Contract profits.

OTHER TERMS

24. CREDIT CARD PAYMENTS - If Owner elects to pay by credit card, a 3.1% convenience fee will be charged at the time of processing the credit card payment.

25. WAIVER OF JURY TRIAL – Each party hereby irrevocably waives its right to trial by jury in any Action or proceeding arising out of this agreement or the transaction relating to its subject matter.

26. SEVERANCE - If any provision (or portion thereof) of the contract shall be deemed invalid it is agreed that such invalidity shall only effect such provision (or portion thereof) and the remainder of this contract shall remain in force and effect.

27. NOTICE & ACCEPTANCE - Unless otherwise provided in the Authorization to Perform Work, Owner agrees to pay Contractor within thirty (30) days after work is complete or accepted, whichever comes first. Unless otherwise agreed in writing, Owner agrees that written notice must be made for any deficiency, defect, or warranty claim within



fifteen (15) days. Failure to provide timely written notice shall constitute acceptance of the work and payment in full shall be due.

28. CLAIMS - It is specifically agreed that no legal claims or actions may be made or commenced against Contractor before Owner has provided proper notice, Contractor has had a reasonable opportunity to complete the work or warranty repairs, and until the contract price, including any change orders, has been paid in full.

29. PAYMENT & COLLECTION - Owner agrees to make all payments timely to ensure the project stays on schedule. The payment schedule will consist of a deposit and progress payments and will be outlined as part of the project schedule once final selections are made. If punch list items remain open after completion, Owner may withhold 5% of the contract price until those items are complete. Owner understands that no warranties are valid until the project has been paid for in full. In the event that timely payment is not made, Owner shall be obligated to pay interest equal to 1% per month on any unpaid balance in addition to any costs of collection including reasonable attorney's fees. . If payment is not made according to this Agreement, Contractor may at its sole discretion, without notice, enter Owner's premises and repossess any equipment and/or accessories provided in this Agreement, and apply the value, less reasonable depreciation, against any unpaid balance. Contractor may also cease any and all services or the performance of any work to the Owner until the time Owner becomes current. It is the express intent of the parties to this Agreement that title to equipment and accessories shall not pass to Owner until the full price in accordance with this Agreement shall have been paid to Contractor

This Agreement (Standard Terms, Conditions and Warranties) together with the executed Proposal/Service Repair Letter constitutes the entire understanding between the parties and there are no other agreements, representations, or warranties therewith.

The CONTRACTOR has the option to void this Agreement if it is not signed and returned by the OWNER within 30 days from date of submission.



2023 Annual Meeting Schedule

- **1st Notice:** Wednesday, September 6th
 - GAM to do the mailing, including the candidate nomination form to all 1,769 units. The information will be included in the weekly email blast.
- **Nominations Due:** Monday, September 25th at 5:00 PM
 - Responses are to be sent to managers@cameronstation.org or delivered to the site office (200 Cameron Station Blvd, 2nd floor).
- **2nd Notice:** Wednesday, October 11th **(Send materials to Survey and Ballot by no later than Monday, Oct 2nd)**
 - Survey and Ballot to do the mailing including 2nd notice, candidate statements, double-sided ballot/proxy, and the links to “Meet the Candidates” and Annual meetings to all 1,769 units. The information will be included in the weekly email blast.
 - Virtual registration for both (“Meet the Candidates” and Annual Meeting) meetings is required.
- **Ballot/Proxy Window Opens Up for Residents to Vote:** Wednesday, October 11th
 - The ballot has candidates listed (with check marks) and has a username and password for online voting and instructions for mail-in/drop-off voting (**received** by noon day of the meeting).
 - Proxy used for quorum only (mail-in only). The ballot has check boxes next to the candidates listed and this should be mailed or dropped off at the office *along with the proxy* (no later than noon the day before the meeting).
- **Meet the Candidates:** Wednesday, October 25th at 7:00 PM
 - If anyone has any questions for the candidates, please email managers@cameronstation.org no later than 4:00 PM, Monday, October 23rd.
 - Each candidate will have two minutes (display timer) to voice their candidacy remarks.
 - Management announces residents’ questions; two candidates will be randomly chosen to answer the questions.
 - Management will open the floor for additional questions and call upon those who raise their hand via the Zoom function or from selected written questions (One minute limit per candidate to answer). The last question will be accepted at 8:00 PM so that the candidates can state their closing remarks (two-minute limit per candidate) – strict 8:30 PM closing for the meeting.
 - The meeting will be held in a hybrid format (Zoom and Cameron Club Great Room).
- **Annual Meeting:** Monday, November 6th at 7:00 PM
 - Ballots/Proxies must be in by no later than noon on Monday, November 6th.
 - The meeting will be held in a hybrid format (Zoom and Cameron Club Great Room).



2023 Mark Pillow and Volunteer of the Year Awards Schedule

- **1st Announcement via weekly eblast:** Friday, September 8th (2nd Friday of the month)
 - Announcement to be posted for a month.
- **Nominations due:** Friday, September 29th
- **Winners:** At the October Board meeting, the nominees will be presented to the Board for their review and approval.
- **Winner Awards Announcement:** At the November Annual Meeting, the Mark Pillow and Volunteer of the Year awards will be announced.

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	discussed	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	Informational	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	Informational	<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	Informational	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	under review	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	scheduled for 8/30	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	Informational	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	Informational	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 progress	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 sign hanging	mgmt	open	straighten sign
5.23.23	CAC	Irrigation valve dripping	mgmt	completed	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	completed	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 / Lancaster0	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 / Lancaster	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	in progress	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. 7.25.23 - Heartline email received parts back-ordered. 8.1.23 - Heartline email received parts back-ordered. 8.22.23 - strength equipment pads replaced, still waiting on other parts (handles for the ellipticals).
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 rear side of units 5255 Colonel Johnson Ln and 5150 California Ln	mgmt	completed	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.
7.18.23	CCFC	Peloton Bike delivery	mgmt	delivered	CCFC approved purchasing a new Peloton Bike during their 7/13 meeting. Peloton bike delivery expected 8/11 between 12:00 PM - 4:00 PM
7.28.23	CCFC	Access System	mgmt	completed	1. As of this week, 1288 homes have completed the registration. 2. We start printing access cards Monday, 7/31.
8.1.23	CCFC	Wifi range	mgmt	completed	A resident requested a higher range frequency as the wifi signal is weak. Management reached out to GRS and provided the following information: "Cisco Access Points range from \$1000-\$3000. Once we access the area, we can tell you what you need. Not sure if we will need an outdoor one since you mentioned the pool area. Outdoor APs would be water tested etc. and are on the higher end."
8.11.23	CAC	lattice broken	mgmt	completed	tree limb broken that damaged lattice of newly installed fence on English and Knapp Ter. Maintenance to remove branch scheduled for Monday, August 14th.
8.18.23	CCFC	Pool	mgmt	completed	Assessing proposal received from American Pool for necessary work and other items recommended in the amount for \$10,027 -- pool work / pool equipment repair; management reviewing with American Pool.
8.18.23	CCFC	Summer Paving Project – Section 2	mgmt	completed	1. Concrete replacement completed. 2. Asphalt Replacement (Phase #1) – Knapp Place – completed. 3. Asphalt Replacement (Phase #2) – Martin Lane and East/West Martin Lane Garage Alleys - completed. 4. Asphalt Replacement (Phase #3) – Medlock Lane, Medlock Lane Garage Alleys Behind, and Murtha Street - completed. 5. Asphalt Replacement (Phase #4) – Kilburn Street, Donovan Dr. Circle to Knapp Place, and Carlton Place garage at 5116 / 5120 Donovan Dr --- completed. 6. Asphalt Replacement (Phase #5) – Yarrow Lane & English Terrace – Starts July 31st – August 2nd -- completed. 7. Asphalt Replacement (Phase #6) – Donovan Dr (CSB to Somerville St) and 211-223 Medlock Lane and Garage Alley – completed. 8. Asphalt Replacement (Phase #7) – Donovan Dr (CSB to Donovan Park at Carlton Place) and Minda Court -- completed. 9. Asphalt Replacement (Phase #8) – Kilburn Street (CSB to Somerville Street), Comay Terrace (behind 191 Somerville Street), and Lannon Street (Behind 4950 Brenman Park Drive – completed. 10. Punchlist – Crosswalks and brick sidewalks remain.
8.18.23	CCFC	Access System	mgmt	in progress	1. As of this week, 1355 homes have completed the registration. 2. Access Cards distribution begins. We are asking those residents with cards to start using them in the Cameron Club. 3. Access Cards to shuttle bus will begin September. We will need to train the shuttle bus drivers with the iPads (card readers).
8.18.23	ARC	ARC Information	mgmt	Informational	1. Violations issued this week: <u>22</u> . 2. Violations Issue YTD: 606 3. ARC applications processed this week: <u>3</u> . 4. Follow-up inspections completed this week: <u>N/A</u> 5. Comprehensive inspections this week: Started Kilburn Street and Donovan Drive 6. Comprehensives next week: Finish Kilburn Street and Donovan Drive 7. Brandon/Parking Enforcement ticketed <u>13</u> cars with CSCA resident decals parked in visitor spaces/no visitor pass displayed. 8. NOTE: <u>1</u> car was towed this week.
8.18.23	mgmt	Miscellaneous	mgmt	Informational	1. Initiating tasks for Annual Meeting in November 2023. 2. Fitness Center Mgt Contract Pre-bidders meeting Monday, 8/21/23 3. Home Depot Path – landscape project will begin Monday, August 28 th . 4. Contracts Bidding – Pest Control, Pool Management, Fitness Center Management, and Landscaping 5. FY2024 Budget v1(version1) – under management review next week.

					6. Signal88 is adjusting well to the parking enforcement role in CSCA. 7. Brawner Place – 8 visitor parking spaces – installed signs and completed stenciling.
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Cameron Station Community Association
Contract Schedule

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Contract	Company	Begin Date	End Date	Auto-Renew?	Annual Cost	COI	General Notes
Erie Insurance	Cascade Insurance Group, LLC	4/15/2023	4/15/2024	No	\$27,106.00	N/A	Policy no. Q61-0089506 (Property and Liability), Q28-1570970 (Umbrella), Q88-6500706 (Workers Comp) - Payments made annually at renewal. (Savings of \$12,500 including cyber)
Cyber Insurance	Hiscox Insurance Company, Inc	4/15/2023	4/15/2024	No	Cost included under the Insurance	N/A	Cyber Insurance Extension - Policy no. HCXCYB-Q-1115587/1
Audit and Tax Services	Goldklang Group	1/1/2024	6/30/2024	No	See the notes section	N/A	The contract covers the preparation of the December 31, 2022 (\$6,700) and 2023 (\$6,900) audits. Preparation of the federal and state income tax returns will be \$600 per year. (May - draft / June - final) + \$32 per (7) bank accounts.
Management	Community Association Management Professionals (CAMP)	8/1/2020	7/31/2025	Yes	\$146,892.00 - Year 2021 ; \$149,066.00 - Year 2022 ; \$151,272.18 - Year 2023 ; \$153,511.01 - Year 2024 ; \$155,782.97 - Year 2025	N/A	
Landscaping	Lancaster Landscape Services	1/1/2021	12/31/2023	Yes (30-day out)	\$243,022.00 - Year 2021 ; \$244,606.00 - Year 2022 ; \$246,202.00 - Year 2023	9/1/2022-9/1/2023	Contract includes (Landscape maintenance, Linear Park maintenance and leaf removal, floral rotation, irrigation services, pergola pruning, and tree trimming.) RFP going out.
Irrigation	Lancaster Landscape Services	1/1/2021	12/31/2023	Yes (30-day out)	Cost/s included under the landscape contract	9/1/2022-9/1/2023	Spring Start-Up - \$5,193 ; Summer Mid-Year Inspection - \$2,800 ; Winterization \$5,193. RFP going out. There are 213 irrigation zones and 32 timers.
Snow Removal	Lancaster Landscape Services	11/15/2022	4/15/2023	No	See Contract for rates	9/1/2022-9/1/2023	
Pool Management	American Pool	5/29/2021	12/31/2023	Yes (cancel prior September 9th during the current contract year)	\$51,275.00 - Year 2021 ; \$55,895.00 - Year 2022 ; \$58,695.00 - Year 2023	10/25/2022-10/25/2024	2021 Contract Addendum - \$22,308.20 ; 2021 Winterization - \$2,899.90 ; 2022 Contract Addendum - \$25,274.57 ; 2022 Winterization - \$3,254.43.
Business Internet, Video, and Voice	Comcast	11/1/2022	11/1/2024	Yes	\$6,592.08	N/A	Data, Security Edge, and Voice Package at a discounted rate of \$529.39/mo + \$19.95/mo - Static IP Address required for the camera surveillance). Savings of \$2,400 for both years.
Trash Removal Service (CSCA Master)	Bates Trucking, Inc	1/1/2021	12/31/2025	Yes (60-day out)	\$312,797.16 - Year 2021 ; \$312,797.16 - Year 2022 ; 3% increase - Year 2023 ; 3% increase - Year 2024 ; 3% increase - Year 2025	9/11/2022-9/11/2023	*Includes all Condominium Associations <u>EXCEPT</u> for Main Street (Republic Services). *Price does not include recycling processing fee.
Janitorial Services	National Service Contractors (NSC)	4/1/2022	3/31/2025	Yes (30-day out)	\$44,196 - Year 2022 ; \$44,196 - Year 2023 ; \$45,072 - Year 2024	4/01/2023-4/01/2024	Areas and Services covered (general office and public areas, carpet cleaning, restrooms, locker rooms, fitness center, stairwells, elevator, interior and exterior windows, exterior walkways, and basketball court.

Cameron Station Community Association Contract Schedule

Elevator Equipment Preventative Maintenance	Potomac Elevator Company	12/31/2021	12/22/2024	Yes (90-day out)	\$2,286.60 (\$190.55/mo)	emailed	Quarterly service maintenance at \$571.65/mo. Maintenance schedule is from Dec-Feb, Mar-May, June-Aug, Sep-Nov.
Fitness Center Management	Professional Fitness Management (ProFIT)	1/1/2021	12/31/2023	Yes (90-day out)	\$171,781.92 - Year 2021 ; \$175,217.64 - Year 2022 ; \$178,722.00 - Year 2023	12/01/2022-12/01/2023	2% annual increase.
IT Support (All-Inclusive)	GRS Technology Solutions	8/1/2022	7/31/2025	Yes (90-day out)	\$21,600 (\$1,800/mo)	N/A	
Fountain (Donovan Park)	Harmony Ponds, Inc	4/26/2023	12/31/2025	No	\$1,054.00	12/31/22-12/31/23	
Parking Enforcement	Signal 88	7/1/2023	6/30/2024	Yes (30-day out)	\$41,034.00	4/29/2023-4/29/2024	
Shuttle Bus	Fleet Transportation LLC	5/1/2018	3/31/2024	Yes (60-day out)	\$210,000 (\$17,500/mo)	6/1/2022-6/1/2023	Per the Tenth Addendum 4/1/2021, the initial contract is extended 11/mo.
Backflow	Guardian Protection Services	4/1/2023	3/31/2026	Yes	\$5,182.00 - Year 2023 ; \$5,345.00 - Year 2024 ; \$5,510.00 - Year 2025	6/1/2022-6/1/2023	Annual Inspection
Fire Alarm Test / Inspection	Guardian Protection Services	4/1/2023	3/31/2026	Yes	\$5,182.00 - Year 2023 ; \$5,345.00 - Year 2024 ; \$5,510.00 - Year 2025	6/1/2022-6/1/2023	Annual inspection (Simplex 4010ES fire alarm panel, main fire alarm panel, and smoke and duct sensor); Quarterly inspection (Tamper switch)
Wet / Dry Sprinkler	Guardian Protection Services	4/1/2023	3/31/2026	Yes	\$5,182.00 - Year 2023 ; \$5,345.00 - Year 2024 ; \$5,510.00 - Year 2025	6/1/2022-6/1/2023	Quarterly wet sprinkler system inspection; Annual dry sprinkler system inspection
Fire Extinguisher	Guardian Protection Services	4/1/2023	3/31/2026	Yes	\$5,182.00 - Year 2023 ; \$5,345.00 - Year 2024 ; \$5,510.00 - Year 2025	6/1/2022-6/1/2023	8 ABC / 1 H2O
Fire Hydrants (75 total)	Guardian Protection Services	4/1/2023	3/31/2026	Yes	\$5,182.00 - Year 2023 ; \$5,345.00 - Year 2024 ; \$5,510.00 - Year 2025	6/1/2022-6/1/2023	25 fire hydrant maintained per year
Elevator Recall	Guardian Protection Services	4/1/2023	3/31/2026	Yes	\$5,182.00 - Year 2023 ; \$5,345.00 - Year 2024 ; \$5,510.00 - Year 2025	6/1/2022-6/1/2023	annual inspection
Mail Station	Pitney Bowes / Quadient after 10/9/2023	3/12/2018 / to start on 10/9/2023 with Quadient	Bid out and signed new contract; Current contract ends 10/9/2023 / New contract ends on 10/9/2026 with Quadient	Yes (90-day out) - termination contract submitted 4.12.23	\$3,000	N/A	Signing with Quadient and moving away from PB. Quadient new equipment will be delivered on 10/09/2023. New bill with Quadient will be at \$22.95/mo (\$68.85/quarter) for a 36-month rental.
Domain, Website, Private	Register.com	2/20/2023	2/20/2024	No	\$84	N/A	cameronstation.online (private registration, website forwarding, domain.online)

Cameron Station Community Association Contract Schedule

Shared Hosting	Hostgator	5/2/2023	5/2/2024	No	\$227.88/mo	N/A	Domain (cameronstation.org)
Domain, Website, Private	Register.com	9/10/2022	9/10/2025	No	\$150	N/A	cameronstation.org (private registration, domain name, website forwarding, domain expiration protection)
VoIP	GRS Technology Solutions	7/15/2021	month-to-month	Yes	\$2,640.00	N/A	Monthly billing is \$198.22 + state and local fees charged per jurisdiction = \$220.
Access System Control	Force Security Solutions	10/3/2022	10/3/2025	Yes (30-day out)	\$0.00	N/A	Services include (fire alarm monitoring, intrusion, shuttle bus access, access control, and video surveillance)
Shuttle Bus - Hotspot Data Plan	T-Mobile	7/19/2023	7/19/2025	Yes (30-day out)	\$30/mo (\$15/each tablet)	N/A	Data plan for the usage of tablets to be used for the shuttle bus access
Copier	Arrow Technologies	2/15/2023	Signed new agreement with Arrow but it is a month-to-month agreement.	Yes (30-day out)	\$2,280.00 (\$190/mo) + sales tax	N/A	Copies/prints included - 1,000 B/W & 1,000 CLR/per month ; Overage CLR \$0.05 and B&W \$0.008
Legal Counsel (Retainer)	Rees Broome	6/2/2021	month-to-month	Yes	\$3,600 (\$300/mo retainer)	N/A	
Pet Waste	Doody Calls	No contract - as needed	No contract - as needed; used when maintenance tech is on vacation.	No	\$276/day to service 27 pet stations	emailed	services scheduled only for when maintenance staff is on vacation
Pest Control	Terminix	11/14/2014	11/1/2023	Yes	\$5,270	10/1/2022-10/1/2023	\$110 (bait stations) + \$96 (bait stations) + \$247 (clubhouse) = \$453/mo
Streetlights	PSE	No contract - as needed	No contract - as needed	No	N/A	11/13/2022-11/13/2023	Services scheduled as needed
Gas	Constellation Energy	12/1/2015	12/1/2017 Variable rate -- month-to-month	Month-to-month	\$0.485/ per term	N/A	we are paying Constellation .799/ therm (variable rate) because it has been month-to-month since 2018 (when the fixed-rate contract was .485/therm ended).
HVAC	Trademasters Service	6/1/2014	5/31/2024	Yes for another year (60-day out)	\$2,688 (\$224.05/mo Jan thru July) - Increase of 3% August thru Dec \$230.77	4/1/2023-4/1/2024	The contracts auto-renew for a year and the payments are made semi-annually (July and January). Two inspections per year. \$1,305/Semi-Annual (January thru June; July thru Dec).
Website	Constant Contant	monthly subscription	monthly subscription	anytime	subject to Terms and Conditions of Constant Contact	N/A	Former service plan used to be \$69.29/mo; effective July 2023 rates increased 16% or \$81.02/mo based on a June 14th notice.
Music - Fitness Center	Spotify	monthly subscription	monthly subscription	anytime	subject to Terms and Conditions of Spotify	N/A	Former service plan used to be \$9.99/mo; effectively August 2023 rates increased to \$10.99/mo based on June 24th notice.
Social Media	Brand Design	month-to-month	month-to-month	anytime	\$4,740 (\$395/mo)	N/A	New Horizons merged with Brand Design in 2021