



**BOARD OF DIRECTORS MEETING**

**HYBRID ZOOM MEETING – Henderson Room / Zoom**

**DRAFT AGENDA**

**Tuesday, October 24, 2023 – 7:00 PM**

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

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

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

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

<b>I.</b>	<b>CALL TO ORDER</b>	<b>7:00 PM</b>
<b>II.</b>	<b>APPROVAL OF AGENDA</b>	<b>7:01 PM</b>
<b>III.</b>	<b>APPROVAL OF MINUTES – BOD Meeting – September 26, 2023,</b>	<b>7:02 PM</b>
<b>IV.</b>	<b>LT. LION – CITY OF ALEXANDRIA</b>	<b>7:03 PM</b>
<b>V.</b>	<b>ARTHUR IMPASTATO – CAMERON STATION CIVIC ASSOCIATION (Reported will not be present)</b>	<b>7:13 PM</b>
<b>VI.</b>	<b>HOMEOWNERS’ FORUM</b>	<b>7:23 PM</b>
<b>VII.</b>	<b>HEARING – COMPLAINT PROCESS</b>	<b>7:33 PM</b>
<b>VIII.</b>	<b>TREASURER’S REPORT</b>	<b>7:37 PM</b>
<b>IX.</b>	<b>COMMITTEE REPORTS (FAC, ARC, A&amp;E, ComCom, CCFC, CAC)</b>	<b>7:43 PM</b>
<b>X.</b>	<b>MATTERS FOR BOARD DECISION</b>	<b>8:03 PM</b>
	A. Newsletter Editor – Emma Watson	Motion 2023-1001
	B. Mark Pillow and Volunteer of the Year Awards	Motion 2023-1002
	C. Fitness Center HVAC Replacement Proposals	Motion 2023-1003
	D. Cameron Club HVAC Preventative Maintenance Proposals	Motion 2023-1004
	E. Fitness Center Management Proposals	Motion 2023-1005
	F. Lancaster Landscape Proposal #31923	Motion 2023-1006
	G. Lancaster Landscape Proposal #31924	Motion 2023-1007
	H. Pool Repairs Proposals	Motion 2023-1008

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

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

- XI. MATTERS FOR BOARD DISCUSSION** **8:33 PM**
- A. Shuttle Bus Contract Change
  - B. Access System
- XII. MATTERS FOR BOARD INFORMATION** **8:50 PM**
- A. Management Report
    - Action Item list
    - Project Updates
- XIII. EXECUTIVE SESSION (see Executive Session agenda)** **8:57 PM**  
*(For the purposes of consulting with legal counsel)*
- XIV. NEW BUSINESS** **8:58 PM**
- A. FY24 Draft Budget
  - B. Annual Meeting – Monday, November 6<sup>th</sup>, 2023, at 7:00 PM
  - C. Organizational Meeting – Monday, November 6<sup>th</sup>, 2023 (following the annual meeting)
  - D. Next Board of Directors Meeting – Tuesday, December 5<sup>th</sup>, 2023, at 7:00 PM
- XVI: ADJOURN** **9:00 PM**

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



**MEETING MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**Tuesday, September 26, 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 (joined at 8:13 PM)  
Megan Christensen, Vice President  
Mindy Lyle, Secretary  
Joan Lampe, Treasurer  
Chris Mulder, Director  
Brendan Hanlon, Director  
Chris Alex, Director

**BOARD MEMBERS ABSENT**

None

**OTHERS PRESENT:**

Heather Graham, CMCA®, PCAM®, Executive Vice President of Community Association Management Professionals (CAMP)  
Steve Philbin, M ed., CMCA®, ARM® PCAM®, General Manager  
Angel Robles, CMCA®, AMS®, Assistant General Manager  
Takis Taousakis, Chair, FAC  
Trena Raines, Member, ARC  
Tricia Hemmel, Chair, ComCom  
Kathleen McCollum, Chair, CAC

**CALL TO ORDER:**

Ms. Christensen called the meeting to order at 7:04 PM

**APPROVAL OF AGENDA:**

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

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

- Under Matters for Board Decision: Remove Item E. **The amended motion passed unanimously, 6/0.**

### **APPROVAL OF MINUTES:**

**Motion:** Mr. Alex moved, and Ms. Lyle seconded the motion to **APPROVE** the minutes of the August 29, 2023, Board meeting. **Following discussion, an amended motion was made:**

**Amended Motion:** Mr. Alex moved, and Ms. Lyle seconded the motion to **APPROVE** the minutes with the following amendment:

- Under Approval of Minutes, Item A, page 2: remove the last sentence of the amended motion.
- Under Matters for Board Decision, Item A, page 4: Under the vote for the motion, mark Ms. Christensen as opposed. **The amended motion passed unanimously, 6/0.**

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

Lt. Lion was not present and provided no report in advance.

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

Sash Impastato was not present for the meeting.

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

None.

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

Ms. Lampe reported as of the end of August, the Association was ahead of budget, with \$202,000 favorable variance YTD; around \$600,000 has been spent from the reserves for planned projects, cash invested primarily in CDs with Morgan Stanley, and a high yield savings account; receivables are below industry standards.

### **COMMITTEE REPORTS:**

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

Mr. Taousakis reported that the reserve study update was completed, and the Committee has reviewed the draft 2024 budget.

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

Ms. Raines reported the Committee reviewed twenty-four applications during their meeting, and six electronically discussed the benefits of including the parking restriction rules in the email blasts; parking enforcement is going well.

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

Mr. Mulder reported that Casino Night will be this Saturday; the Halloween event will be held on October 28<sup>th</sup>, and the Committee is planning for the Holiday event.



**4. Communications Committee**

Ms. Hemmel reported that the Welcome Committee welcomed 24 new residents, and the photo shoot for the community website photos was done.

**5. Facilities Committee**

Mr. Hanlon reported that the Clubhouse was used over 9,200 times in the month of August; the fitness center contract is out for bid, and when the proposals come back, the Committee will review and make their recommendation to the Board.

**6. Common Area Committee**

Ms. McCollom reported that landscaping is ongoing, the aerating and overseeding will be done soon, and in the Board packet are four landscaping proposals for the Board's consideration.

**MATTERS FOR BOARD DECISION:**

**A. Lancaster Landscape Proposal #31886**

**Motion:** Mr. Mulder moved, and Ms. Lyle seconded the motion to **APPROVE** the Lancaster Landscape proposal #31886 for \$2,853.00 to install (9) sections of a metal edge to prevent mulch spills on the sidewalk to be expensed from Operating Funds. **Following discussion, the motion passed, 6/0.**

**B. Lancaster Landscape Proposal #31882**

**Motion:** Ms. Lyle moved, and Mr. Alex seconded the motion to **APPROVE** the Lancaster Landscape proposal #31882 for \$7,750.00 to install fall flowers at the Duke Street, Cameron Station Circle, and Cameron Station Clubhouse locations to be expensed from Operating. **Following discussion, the motion passed, 6/0.**

**C. Lancaster Landscape Proposal #31875**

**Motion:** Ms. Lampe moved, and Ms. Lyle seconded the motion to **APPROVE** the Lancaster Landscape proposal #31875 for \$3,753.00 to remove existing river rock, regrade the entire area, and install existing and additional river rocks at the storm drain located along Knapp Place behind Carlton Place to be expensed from Operating Funds. **Following discussion, the motion passed, 6/0.**

**D. Lancaster Landscape Proposal #31863**

**Motion:** Mr. Alex moved, and Ms. Lampe seconded the motion to **APPROVE** the Lancaster Landscape proposal #31863 for \$6,157.50 to create a planting bed and install variegated liriopes around under and between sycamore trees on Martin Lane Pocket Park to be expensed from Operating Funds. **Following discussion, the motion passed, 6/0.**

## **MATTERS FOR BOARD DISCUSSION:**

### **Halloween Police Presence**

Mr. Philbin stated he reached out to the Alexandria Police Department, and they stated if the Association would like police presence during Halloween, they would have to pay for it; if not, the police would monitor the Association when they can during that night. Another option would be to contact the parking patrol and have them monitor the neighborhood, and if they see any activity, call the police. The Board directed Management to reconfirm with the police department that the Association would have to pay for additional police presence and reach out to the parking patrol and see how much the cost would be for additional patrol that night.

### **End-of-Year BoD Meeting Dates (October, Nov, December)**

The Board set the meeting dates as follows: October 24<sup>th</sup>, November 6<sup>th</sup> (annual meeting) and December 5<sup>th</sup>.

### **The Compass**

Ms. Christensen reported that The Compass is losing the editor, so the Communication Committee discussed doing away with the newsletter and just posting blogs or articles on the website or doing one large publication during the year.

The Board discussed sending a survey out to residents about eliminating the newsletter and will leave the final decision up to the Communications Committee.

## **MATTERS FOR BOARD INFORMATION:**

### **1. Management Report**

- Action Item list  
Included in the Board packet for review.
- Project Updates  
Mr. Philbin reported that Management is seeking bids for the replacement of the HVAC unit in the Clubhouse; 1,425 residents have sent in their information to be entered into the new access system; the pool contract is out for bid.

## **EXECUTIVE SESSION:**

**Motion:** Ms. Lampe moved, and Ms. Lyle seconded the motion to move into an executive session for the purposes and discussion of legal's opinion. **The motion passed unanimously, 7/0, and the meeting was convened into executive session at 8:42 PM.**

**Motion:** Mr. Mulder moved, and Ms. Lampe seconded to exit the executive session. **The motion passed unanimously, 6/0, and the meeting was reconvened into open session at 9:09 PM.**

**NEW BUSINESS:**

**A. Draft Reserve Study Level III Update**

**Motion:** Ms. Lampe moved, and Ms. Christensen seconded the motion to **APPROVE** the Draft Reserve Study Level III Update report. **Following discussion, the motion passed, 7/0.**

**B. FY24 Draft Budget**

**Motion:** Ms. Christensen moved, and Ms. Lampe seconded the motion to **APPROVE** the FY24 Draft Budget. **Following discussion, an amended motion was made:**

**Amended Motion:** Ms. Christensen moved, and Ms. Lampe seconded the motion to **TABLE** the FY24 Draft Budget until next month's Board Meeting. **The motion passed unanimously, 7/0, and the item was tabled.**

**ADJOURNMENT:**

**Motion:** Ms. Christensen moved, and Mr. Alex seconded the motion to adjourn the meeting. **The motion passed, 7/0, and the meeting was adjourned at 9:18 PM.**

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

**X**

---

Mindy Lyle  
Secretary



October 18, 2023

**CERTIFIED MAIL – RETURN RECEIPT REQUESTED,  
FIRST CLASS MAIL AND EMAIL (ghillson@yahoo.com)**

Mr. Greg Hillson  
8629 Fort Hunt Road  
Alexandria, VA 22308

Re: Cameron Station Community Association, Inc.  
Notice of Result of Investigation and Hearing

Dear Mr. Hillson:

This letter constitutes the Association's acknowledgment of its receipt of your complaint dated July 30, 2023, that the Board of Directors impermissibly met in executive session on May 30, 2023, and June 27, 2023.

As required by applicable regulations and that Association's Complaint Policy, you are entitled to a hearing before the Board to determine whether it violated the Code when it considered advice of counsel in executive session. Such hearing shall be scheduled for the Board meeting to be held on Tuesday, October 24, 2023. The meeting is anticipated to be held in person and also remotely. You may attend either in person or virtually. At that time, you will be afforded an opportunity to present your case that the Association impermissibly met in executive session. If you fail to attend the hearing, the hearing will be conducted in your absence.

If you would like to attend the hearing virtually, you can connect to the meeting as follows:

Link: <https://zoom.us/j/97385179058?pwd=TUg1V1lvM011VStJS2k5b3NEL0lRUT09>

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

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

Sincerely,

Steven P. Philbin, General Manager  
Cameron Station Community Association, Inc.

PS Form 3800, August 2005

See Reverse for Instructions

Mr. Greg Hillson  
8629 Fort Hunt Rd.  
Alexandria, VA 22308

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Sincerely,

Steven P. Philbin, General Manager  
Cameron Station Community Association, Inc.

## COMPLAINT FORM

### CAMERON STATION COMMUNITY ASSOCIATION

[This form must be completed signed/dated on each page by the complainant]

Name of Complainant(s): Greg Hillson

Cameron Station Address: 440 Ferdinand Day Dr.

Mailing Address: 8629 Fort Hunt Road, Alexandria, VA 22308

Phone: (Home) 518-281-4709 (Work) same

(Mobile) same (Email) ghillson@yahoo.com

Preferred method of communication: email



Please describe the nature of your complaint:

On May 30, 2023, the HOA Board voted to go into executive session to "review a waiver request."

On June 27, 2023, the HOA Board voted to go into executive session "for the purposes of discussing related issues with a resident living in Brawner Place."

Section 55.1-1816(C) of the VPOA states that the board of directors or any subcommittee or other committee thereof may convene in executive session to consider specific enumerated topics (i.e., (i) to consider personnel matters; (ii) consult with legal counsel; (iii) discuss and consider contracts, pending or probable litigation, and matters involving violations of the declaration or rules and regulations; or (iv) discuss and consider the personal liability of members to the association), and that any motion to enter into executive session shall state specifically the purpose for the executive session, and reference to the motion and the stated purpose for the executive session shall be included in the minutes.

Neither the "review of a waiver request" nor "discussing related issues with a resident living in Brawner Place" is a permissible reason for entering into executive session. Therefore, in my view, entering into executive session for such purported purposes were violations of the VPOA.

My Request:

That the Association instruct the Board and all committees to hold any and all discussions in open session, unless the VPOA permits the topic to be discussed in executive session; that any motion to enter into executive session state specifically a permitted purpose for the executive session; and reference to the motion and the stated purpose for the executive session be included in the minutes.

Date of Alleged Violation: May 30, 2023 and June 27, 2023.

Time of Alleged Violation: continuous

Location of Alleged Violation: Board meetings

Name and address of persons that are the subject of complaint:

Cameron Station Community Association

Please explain why any of the requested information was not provided, if necessary:

N/A

*MS Hillson*

Please deliver your complaint via United States Postal Service Mail, hand-delivery, electronic mail or facsimile to the Association using the following information:

Cameron Station Community Association, Inc.  
c/o Management Office  
200 Cameron Station Blvd.  
Alexandria, VA 22304  
Facsimile: (703) 567-4883  
Phone Number: (703) 567-4881  
[residents@cameronstation.org](mailto:residents@cameronstation.org)

Be advised, the Association may elect not to take action on any complaint which does not conform to the above-referenced delivery requirements or include the requested information on this form.

Upon receipt of your complete, written complaint, the Association will begin investigation of your complaint. The Association will maintain a record of your complaint for one year from the date upon which it takes action to resolve your complaint.

***Please do not contact the Association's management or Board of Directors via telephone to submit or check the status of your complaint.***

Instead, you may contact the Association in writing via United States Postal Service mail, hand-delivery, electronic mail or facsimile, using the above-referenced contact information.

Please note, the Office of the Common Interest Community Ombudsman ("Office"), is a governmental body, which may assist you in using the complaint procedures set forth in the Association's governing documents, as well as the Virginia Property Owners' Association Act. In accordance with the Common Interest Community Board's ("CIC Board") rules and procedures and Va Code § 55-530, you may give notice to the CIC Board of any final adverse decision which your Association may make regarding your complaint. For more information or to submit a complaint to the Common Interest Community Ombudsman, please contact the Office of the Common Interest Community Ombudsman at:

Cynthia Schrier  
Department of Professional and Occupational Regulation  
9960 Mayland Drive Suite 400  
Richmond, Virginia 23233-1463  
Office – 804-367-2941  
Email [cynthiaschrier@dpor.virginia.gov](mailto:cynthiaschrier@dpor.virginia.gov)

☒ Please check this box to reflect your online signature and consent for the Cameron Station Community Association to utilize the form and all information reflected herein in furtherance of the fulfillment of its rights and obligations created by the Association's governing documents and Virginia Law.

DATE: 7/30/23

*MS Hillson*

---

**To be completed by Association representative only**

Received by: \_\_\_\_\_

Title: \_\_\_\_\_

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





October 13, 2023

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

Sincerely,

*Steven P. Philbin*

Steven P. Philbin, General Manager  
Cameron Station Community Association, Inc.

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Sent To: Mr. Greg Hillson	
Street, Apt. No., or PO Box No. 8629 Fort Hunt Rd.	
City, State, ZIP+4 Alexandria VA 22308	
PS Form 3800, August 2006 See Reverse for Instructions	



October 13, 2023

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Sincerely,

*Steven P. Philbin*

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Cameron Station Community Association, Inc.

## COMPLAINT FORM

### CAMERON STATION COMMUNITY ASSOCIATION

[This form must be completed signed/dated on each page by the complainant]

Name of Complainant(s): Greg Hillson

Cameron Station Address: 440 Ferdinand Day Dr.

Mailing Address: 8629 Fort Hunt Road, Alexandria, VA 22308

Phone: (Home) 518-281-4709 (Work) same

(Mobile) same (Email) ghillson@yahoo.com

Preferred method of communication: email



Please describe the nature of your complaint:

On August 29, 2023, the HOA Board voted to go into executive session "for the purpose and discussion of legal opinion."

Section 55.1-1816(C) of the VPOA states that the board of directors or any subcommittee or other committee thereof may convene in executive session to consider specific enumerated topics (i.e., (i) to consider personnel matters; (ii) consult with legal counsel; (iii) discuss and consider contracts, pending or probable litigation, and matters involving violations of the declaration or rules and regulations; or (iv) discuss and consider the personal liability of members to the association), and that any motion to enter into executive session shall state specifically the purpose for the executive session, and reference to the motion and the stated purpose for the executive session shall be included in the minutes.

"Discussion of legal opinion" is not a permissible reason for entering into executive session. Therefore, in my view, entering into executive session for such a purported purpose was a violation of the VPOA.

My Request:

That the Association instruct the Board and all committees to hold any and all discussions in open session, unless the VPOA permits the topic to be discussed in executive session; that any motion to enter into executive session state specifically a permitted purpose for the executive session; and reference to the motion and the stated purpose for the executive session be included in the minutes.

Date of Alleged Violation: August 29, 2023

Time of Alleged Violation: continuous

Location of Alleged Violation: Board meetings

Name and address of persons that are the subject of complaint:  
Cameron Station Community Association

Please explain why any of the requested information was not provided, if necessary:

N/A

*MS Hillson*

Please deliver your complaint via United States Postal Service Mail, hand-delivery, electronic mail or facsimile to the Association using the following information:

Cameron Station Community Association, Inc.  
c/o Management Office  
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Alexandria, VA 22304  
Facsimile: (703) 567-4883  
Phone Number: (703) 567-4881  
[residents@cameronstation.org](mailto:residents@cameronstation.org)

Be advised, the Association may elect not to take action on any complaint which does not conform to the above-referenced delivery requirements or include the requested information on this form.

Upon receipt of your complete, written complaint, the Association will begin investigation of your complaint. The Association will maintain a record of your complaint for one year from the date upon which it takes action to resolve your complaint.

***Please do not contact the Association's management or Board of Directors via telephone to submit or check the status of your complaint.***

Instead, you may contact the Association in writing via United States Postal Service mail, hand-delivery, electronic mail or facsimile, using the above-referenced contact information.

Please note, the Office of the Common Interest Community Ombudsman ("Office"), is a governmental body, which may assist you in using the complaint procedures set forth in the Association's governing documents, as well as the Virginia Property Owners' Association Act. In accordance with the Common Interest Community Board's ("CIC Board") rules and procedures and Va Code § 55-530, you may give notice to the CIC Board of any final adverse decision which your Association may make regarding your complaint. For more information or to submit a complaint to the Common Interest Community Ombudsman, please contact the Office of the Common Interest Community Ombudsman at:

Cynthia Schrier  
Department of Professional and Occupational Regulation  
9960 Mayland Drive Suite 400  
Richmond, Virginia 23233-1463  
Office – 804-367-2941  
Email [cynthiaschrier@dpor.virginia.gov](mailto:cynthiaschrier@dpor.virginia.gov)

☒ Please check this box to reflect your online signature and consent for the Cameron Station Community Association to utilize the form and all information reflected herein in furtherance of the fulfillment of its rights and obligations created by the Association's governing documents and Virginia Law.

DATE:10/11/23

*MS Hillson*

---

**To be completed by Association representative only**

Received by: \_\_\_\_\_

Title: \_\_\_\_\_

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

Cameron Station Community Association  
Financial Advisory Committee Meeting 2024 Draft Budget  
September 20, 2023, FAC ZOOM Meeting  
Meeting ID 9296235196 Passcode 007612

**MEETING MINUTES**

**I. Call to Order**

- a. The meeting was called to order at 2:05 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Wendell Anderson, and Fred Blum. All other members were absent.
- c. Others Present: Joan Lampe, Board Treasurer and Board Liaison, Steve Philbin, Community Manager, Angel Robles, Assistant Community Manager and Heather Graham all from CAMP.
- d. The meeting was conducted via a ZOOM.

**II. Approval of Agenda**

The agenda was approved unanimously.

**III. Resident Open Forum**

No residents were present.

**IV. Budget Review**

This meeting was to review the 2024 budget only and no other business was discussed. The discussion was led by Steve Philbin and started by reviewing reserve study projects, as it is a key part of the budget. We briefly discussed many items listed below:

- Community Center exterior painting, which also includes replacing wood trim as needed.
- Cameron Station gazebo needs to be power washed, and railings replaced.
- Carpet, replacing carpet on the first floor.
- Management office equipment, not likely to spend all that was budgeted. Replacement is based on need.
- Interior doors will be replaced as needed.
- HVAC. replace one 12-year-old unit and we may need temporary cooling before a new unit can be bid out and installed.
- Smoke alarm, problem discovered during a smoke incident, which uncovered the need for an audible alarm in the clubhouse.
- Battery backup replacement as needed.
- Fire hydrants, new annual service requirement, 105 units on community owned streets done on a three-year cycle. Issue discovered when replacing a hydrant.

- Pool white coat work wading pool because of poor condition. Main pool is in good condition.
- Pool furniture will be replaced as needed.
- Exercise equipment will be replaced as needed.
- Paving, FY 2024 is the final phase of this project. We will use the FY 2023 cost for budget purposes, as it is hard to predict asphalt prices. We will need a small budget for pothole as needed.
- Preventive maintenance to be performed as needed.
- Brick sidewalks, repairs are done as problems are identified.
- Street light LED conversion is having positive impact on electric bill and done as lights need repair.
- Park benches, we will continue the project to replace broken slated plus benches for the Bessley pocket park renovation.
- Dog stations, we have 28 stations that will be replaced as needed.
- Storm water has not used for the last several years and will be done as needed.
- Irrigation system update will continue in phases.
- Site items are done as needed.
- EV charging stations, this is a new item. Exact costs need to be determined and we need input from Dominion about the power supply before any decisions can be made. This will have related income.

## Operating Budget

Again, Steve Philbin led the review. We again briefly discussed many expense items listed below, including FY 2023 spending as appropriate:

- Electricity for streetlights benefits from the LED conversion discussed above.
- Flower rotation includes pocket parks.
- Fountain maintenance, a new contract for \$1,070 has been signed.
- General Maintenance, actual spending is based on need.
- Grounds & landscape contract of \$186, 215 is based on the new contract with Lancaster and includes some work for the sub-associations.
- Irrigation water, because we had no snow and a dry summer, we turned on the irrigation water earlier than usual, and generally using more water.
- Linear Park, actual numbers from new Lancaster Landscaping contract.
- Pet Stations, the budget is in line with prior years.
- Snow removal the number is unchanged from prior years.
- Clean up is also unchanged from prior years.
- Transportation Management Plan (TMP), the current contract will expire at the end of March 2024. At that point we expect an increase of 10% or more based on proposals we have received. The current contractor has also requested a fuel surcharge.
- TMP offset, use \$45,000 of this balance sheet item in 2024 as an offset.
- Tree trimming, current funds will be completely used.

- Access system supplies remain unchanged.
- Clubhouse Building repairs remain unchanged from 2023.
- Clubhouse utilities, even with possible rate increases we project a small decline, in part based on the LED conversion.
- Fire prevention cost increase includes a new item for fire hydrant inspection.
- Fitness center supplies have a small increase.
- Fitness center equipment repair, preventive maintenance, this contract remains unchanged.
- Health Club Management/Staff contract shows a projected increase.
- HVAC service contract remains unchanged.
- Pool Management contract, which includes the “soft opening” and additional fall weekends. Cost also includes expected contract price increases.
- Recreational equipment remains unchanged.
- Safety & security (alarm monitoring) remains unchanged.
- Special cleaning has increased costs driven by increased usage due to the end of COVID restrictions. This is offset by increased fees.
- Trash & recycling increases include landfill increases, which are beyond our control.
- Audit there will be a small increase in the two contracts for both audit and tax return preparation.
- Legal (General Counsel) this is based on the four-year average for this item.
- Events & Awards remain unchanged.
- Insurance, the broker told us to expect a 10 % increase across all policies.
- Annual meeting expense will remain unchanged.
- Parking stickers will remain unchanged.
- Licenses & Permits, we expect this item to remain unchanged.
- Office equipment lease, we expect this to remain unchanged.
- Parking enforcement costs will increase due to the new contract hourly rate change and potential contract increases.
- Postage, we expect this item to remain unchanged based on current usage.
- Temp desk costs will decrease due to less temporary employee usage related to system access workload completion. Normal usage hours remain unchanged.
- Income tax, this expense is driven by our increased interest income, which for tax purposes is considered unrelated business income and taxable by both Federal and state governments.

The draft assessment increase is currently projected at 3.05%. This includes using the TMP offset of \$45,000. Fred Blum will revisit interest income projections.

## **V. Meeting Adjournment**

The meeting was adjourned at 3:32 pm.



Cameron Station Community Association  
Financial Advisory Committee Meeting  
September 25, 2023  
FAC ZOOM Meeting  
Meeting ID 9296235196 Passcode 007612

**MEETING MINUTES**

**I. Call to Order**

- a. The meeting was called to order at 7:02 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Fred Blum, Wendell Anderson, Mike Whanslaw and Sophia Lee. Jodi Wittlin and Fred Blum were unable to attend.
- c. Others Present: Joan Lampe, Board Treasurer and Board Liaison and Steve Philbin, Community Manager, CAMP.
- d. The meeting was conducted via a ZOOM.

**II. Approval of Agenda**

The agenda was approved unanimously.

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

The August 28, 2023, minutes were approved unanimously.

**IV. Resident Open Forum**

There were no residents present.

**V. Review of Financial Results**

- a. August 31, 2023, Balance Sheet, Financial Variance Report, Revenue & Expense Statements

Discussion was led by both the FAC Chair and Steve Philbin.

The balance sheet, about \$56,000, was transferred from the operating accounts to the reserves. This largely consisted of reclassifying sewer line repairs, access systems conversion expenses discussed in prior months, and some irrigation repairs items.

Investments, all interest income items continue over budget.

Receivables continue to be in good shape.

**Expense items:**

--Pool management, everything has been paid and will level out by year end. This includes extra hours in September.

--Electric, the street light portion of this expense is under budget due the ongoing LED conversion. We will finish the clubhouse LED conversion and expect to see the impact next year.

--Snow Removal and Street Repair & Maintenance, since we had no snow there is also less asphalt repair needed and no sand cleanup.

--Irrigation Water, since we had no snow and a dry summer, we used more irrigation water.

--Tree & Shub maintenance planned work on the Donovan pocket park was not done this year.

--General Counsel is also under budget as we had less need for their services this year.

--Income tax was over budget due to higher interest income.

The Chair noted that we continue to be under budget.

**b. Cameron Station Committee Spending & Committed Funds**

--Activities & Events outlays include deposits for some holiday events.

--Comm-Comm is under budget.

--Cameron Club Facilities Committee has a positive variance even with additional pool hours in September. Some fitness equipment reserve funds remain unspent.

--Common Area Committee (CAC) outlays include Linear Park moving. There was a postponed project on Donovan.

**c. Reserve Fund Investment**

The current 5% preferred savings rate at Morgan Stanley takes some pressure off about timing of investments, allowing more time to think about our CD ladder.

Steve Philbin noted we are in a good position concerning operating cash account, #6163, on hand to pay our bills. We have about \$210,00 in liquid Morgan Stanley accounts, another \$54,000 CD maturing on October 10th and the usual cash in-flow at the start of a quarter. We must decide how to extend our operating cash CD. ladder.

Discussed above we reclassified several expenses from operating to reserves and the positive impact on the operating surplus.

- d. Review of the CIRA accounting database

The charts show we continue to have good performance.

## **VI. Old Business**

- a. Review 2023 Reserve Project Spreadsheet

Moved Temp Desk expenses related to access card conversion, and some irrigation system from operating to reserves as part of moves discussed above.

- b. Reserve study financial review, Follow up from September 20 budget meeting. We use the cash flow method to even out the annual fund contributions.

## **VII. New Business**

2024 Community Budget draft. Follow up from September 20th budget meeting.

Transportation Management Plan expenses are part of the overall expenses pool used to determine assessments and the condo contributions.

Insurance increases, depending on the policy, we can expect to see increases up to 10%.

2.48 % assessment increase.

## **VIII. Meeting Adjournment**

The meeting was adjourned at 7:41 pm.

***DRAFT***

**CAMERON STATION COMMUNITY ASSOCIATION, INC.  
ARCHITECTURAL REVIEW COMMITTEE  
Tuesday October 3<sup>rd</sup>, 2023**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday October 3<sup>rd</sup>, 2023. The meeting was called to order at 7:01 p.m. by ARC Chair Stephen Pearson with a quorum present. The meeting was conducted via Zoom in accordance with Administrative Resolution No. 2022-15 (Amended): ARC Charter.

**ARC MEMBERS IN ATTENDANCE VIA ZOOM**

Stephen Pearson – ARC Chair  
Paula Caro – ARC Vice Chair  
Trena Raines – ARC Member  
Sharon Wilkinson – ARC Member  
Tom Linton – ARC Member  
Brian Sundin – ARC Member

**MEMBERS ABSENT**

Mara Francis – ARC Member

**CHANGE OF ATTENDANCE**

Brian Sundin joined at 7:06 PM  
Sharon Wilkinson joined at 7:16 PM

**OTHERS IN ATTENDANCE VIA ZOOM**

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

**APPROVE AGENDA**

**MOVE TO: “Approve the agenda as written with the addition of 4951 Brenman Park Drive – Window Replacement.”**

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

**MOTION PASSED**

**HOMEOWNERS OPEN FORUM**

**DRAFT**

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. ARC Member Trena Raines asked a general question on behalf of her neighbor requesting guidance as to where they should report an issue with a neighbor's downspout. After discussion, the ARC answered that the neighbor should submit their complain to Management.

**REVIEW OF EXTERIOR MODIFICATION APPLICATIONS**

Address	Proposed Modification	ARC Action / Vote
131 Somerville St	Roof Replacement	<b>Returned for more information.</b> Moved By: Trena Raines Seconded By: Paula Caro For: All Against: None Absent: Mara Francis, Sharon Wilkinson Abstain: None <b>MOTION PASSED</b>
132 Cameron Station Blvd	Window Replacement	<b>Approved with the stipulation that the front door hardware remains brass and that the bedroom (#2), third floor, fourth replacement window keeps the existing grid pattern.</b> Moved By: Paula Caro Seconded By: Trena Raines For: Stephen Pearson, Tom Linton Against: None Absent: Mara Francis, Sharon Wilkinson Abstain: Brian Sundin <b>MOTION PASSED</b>
153 Barrett Pl	Landscaping	<b>Disapproved as submitted.</b> Moved By: Paula Caro Seconded By: Tom Linton For: Stephen Pearson, Sharon Wilkinson, Trena Raines Against: Brian Sundin Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>
171 Somerville St Unit 202	Window Replacement	<b>Approved as submitted.</b> Moved By: Tom Linton Seconded By: Sharon Wilkinson For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>

**DRAFT**

<b>213 Somerville St</b>	Tree Replacement	<b>Disapproved as submitted.</b> Moved By: Paula Caro Seconded By: Trena Raines For: Stephen Pearson, Tom Linton, Sharon Wilkinson Against: None Absent: Mara Francis Abstain: Brian Sundin <b>MOTION PASSED</b>
<b>240 Murtha St</b>	Solar Installation	<b>Approved as submitted.</b> Moved By: Trena Raines Seconded By: Paula Caro For: Stephen Pearson, Tom Linton, Brian Sundin Against: None Absent: Mara Francis Abstain: Sharon Wilkinson <b>MOTION PASSED</b>
<b>4914 John Ticer Dr</b>	Exterior Light Fixture Repaint	<b>Approved as submitted.</b> Moved By: Sharon Wilkinson Seconded By: Paula Caro For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>
<b>4951 Brenman Park Drive</b>	Window Replacement	<b>Approved as submitted.</b> Moved By: Trena Raines Seconded By: Sharon Wilkinson For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>
<b>5000 John Ticer Dr</b>	Deck Resurface	<b>Approved with the stipulation that the deck reman like for like in terms of design and dimensions.</b> Moved By: Sharon Wilkinson Seconded By: Paula Caro For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>
<b>5008 John Ticer Dr</b>	Solar Installation	<b>Approved with the stipulation that the work be completed within the next 120 days and that the exterior conduit</b>

**DRAFT**

		<b>attaching the solar cells to the junction box be painted to match the home's exterior color.</b> Moved By: Tom Linton Seconded By: Paula Caro For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>
<b>5010 Waple Ln</b>	Fence and Deck Replacement	<b>Approved with the stipulation that the new railing design match the existing railing design.</b> Moved By: Trena Raines Seconded By: Brian Sundin For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>
<b>5085 Donovan Dr</b>	Window Replacement	<b>Approved as submitted.</b> Moved By: Paula Caro Seconded By: Trena Raines For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>
<b>5109 Gardner Dr</b>	Tree Replacement	<b>Approved with the stipulation that the replacement tree be 6' tall when planted.</b> Moved By: Brian Sundin Seconded By: Sharon Wilkinson For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>
<b>5116 Grimm Dr</b>	Fence Modification / Replacement	<b>Approved as submitted.</b> Moved By: Paula Caro Seconded By: Sharon Wilkinson For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>

**DRAFT**

5193 Brawner Pl	Tree Replacement	<b>Approved with the stipulation that the replacement tree be 6' tall when planted.</b> Moved By: Sharon Wilkinson Seconded By: Trena Raines For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>
5205 Brawner Pl	Deck Replacement	<b>Approved with the stipulation that the Trex color is "Tree House" and will be stained to match the fence.</b> Moved By: Paula Caro Seconded By: Tom Linton For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>
5205 Brawner Pl	Fence Replacement	<b>Retroactively approved with the stipulation that the fence is stained to match the "Tree House" colored Trex railing caps.</b> Moved By: Trena Raines Seconded By: Sharon Wilkinson For: All Against: None Absent: Mara Francis Abstain: None <b>MOTION PASSED</b>

**APPROVAL OF ARC MEETING MINUTES**

**MOVE TO: "Approve the ARC Meeting Minutes from the September 12<sup>th</sup> 2023 meeting as submitted."**

Moved By: Sharon Wilkinson

Seconded By: Trena Raines

For: Tom Linton, Paula Caro

Against: None

Absent: Mara Francis,

Abstain: Stephen Pearson, Brian Sundin

**MOTION PASSED**

**APPROVAL OF ELECTRONICALLY REVIEWED APPLICATIONS**

**MOVE TO: "I move to Ratify the application for 345 Helmuth Ln - Landscaping (Approved) that was voted on electronically during the month of September."**



## ***DRAFT***

Moved By: Sharon Wilkinson

Seconded By: Paula Caro

For: All

Against: None

Absent: Mara Francis

Abstain: None

**MOTION PASSED**

### **BOARD MEETING REPORT**

The monthly Board of Directors meeting was held on September 26<sup>th</sup>. ARC member Trena Raines represented the ARC at the meeting. There were no votes or issues that pertained to the ARC. Board Liaison Chris Alex and ARC member Trena Raines did note that the Board voted to alter the dates of their remaining meetings in 2023. Going forward, the Board will be meeting on Tuesday October 24<sup>th</sup>, Monday November 6<sup>th</sup> for their Annual Meeting, and Tuesday December 5<sup>th</sup>. The ARC chair noted that because that day was the same day as the December ARC meeting, there would be no ARC representation at that Board meeting.

### **COVENANTS REPORT**

- **Annual Comprehensive Inspection Update:** The On-Site Covenants Administrator is continuing with the 2023 comprehensive inspections. Management expects to complete the annual inspection by the end of October. Going forward, Management wants to complete annual inspections to be completed within the month of October.
- **Completed Resale Inspections:** Management completed 12 resale inspections during the month of September.
- **Parking Enforcement and Towing Report:** Management has been working closely with Signal 88 to get their officers up to speed on the Cameron Station parking policy. Management is receiving timely reporting from Signal 88 and tickets regularly include photos as required. Management reports that there have been very few issues with Signal 88's staff and they believe enforcement is working generally well. There have been issues surrounding nanny parking and Management is working with the Board to alleviate community concerns.
- **Violations Issued and Abatements:** Management did not provide statistics on violations at the October 2023 meeting.
- **Update on Addresses the ARC has highlighted as issues for Management attention:**
  - **5061 Donovan Dr.:** Management relayed that a nearing notice would be issued for the November meeting.
  - **4922 Kilburn:** The homeowner has been informed that an application is required for the replacement fence and will be submitting one in the near future.
  - **4924 Kilburn:** The homeowner will be submitting an application at the November meeting.
  - **5213 Brawler:** The homeowner has been informed that an application is required for the replacement fence and will be submitting one in the near future.
  - **5209 Brawler:** The homeowner has been informed that an application is required for the replacement fence and will be submitting one in the near future. The ARC discussed the homeowner's proposal that the deck and fence be re-stained when they are both repaired in April 2024.

***DRAFT***

**MOVE TO: "Adjourn the Meeting at 9:36 p.m."**

Moved By: Sharon Wilkinson

Seconded By: Trena Raines

For: All

Against: None

Absent: Mara Francis

Abstain: None

**MOTION PASSED**

*Minutes prepared by Stephen Pearson, ARC Chair.*

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

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

**COMMITTEE MEMBERS PRESENT:**

Andrew Yang - Chair  
Sarah Turkaly – Committee Member  
Monica Stachowski - Committee Member  
Joy Burwell – Committee Member

**COMMITTEE MEMBERS ABSENT:**

Christina Damhuis – Committee Member  
Pam Opiela – Committee Member

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

**I. CALL TO ORDER**

**Motion:** The meeting is called to order at 7:45 p.m.

**II. APPROVAL OF MINUTES**

**Motion:** Andy \_\_\_\_\_ **MOVED** and Sarah \_\_\_\_\_ **SECONDED** to approve the 9/8 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. Fall Yard Sale (Saturday, September 30)
  - a. Lower attendance may have been affected by weather/week delay
  - b. Suggest second to last Saturday in April and September for Spring and Fall Yard Sales, respectively, to account for rain date following weekend
2. Casino Night (Saturday, September 30)
  - a. Lower attendance than expected, not enough notice? Consider rescheduling for another month next year

**IV. NEW BUSINESS**

1. Shuttle Trip (October 29, November 4, or 5)
  - a. Wine Tour (Barrel Oak and another)
  - b. Andy will check shuttle bus availability
2. Halloween Event (Saturday, October 28, 11 am – 1 pm)
  - a. Similar as last year, \$2000 budget, spent \$620 on reflective bags
  - b. Dance party and snacks in Great Room, Games in Gym
  - c. Need to purchase 400 sealable treat bags, candy, stickers, glow sticks?
  - d. Water (have in storage closet), juice boxes, snacks (check closet)
  - e. Joy will check with IndoChen, Pawsh Dog Wash, and Cameron Café for \$50 and \$25 gift cards for winners of Costume Contest (Individual, Group, and Pet categories)
  - f. Decorate Gazebo Monday, October 9, 6 pm

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

- g. Andy will request judges from Board
- 3. Holiday Party (Sunday, December 17, noon – 3 pm)
  - a. Santa booked, Carriage ride booked, about \$7000 left in budget
  - b. Andy will check with Maggianos for catering event again this year
  - c. Need to purchase additional drinks (\$500), hot chocolate, cookies
  - d. Partner with Event Planner Acacia, Photo Booth (\$200 last year)
  - e. Decorate gazebo in December

**V. ADJOURNMENT**

**Motion:** Andy \_\_\_\_\_ **MOVED** and Monica \_\_\_\_\_ **SECONDED** to adjourn the meeting at 8:17 pm. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,

Andrew Yang, Committee Chair

DRAFT MEETING MINUTES  
CAMERON CLUB FACILITIES COMMITTEE (CCFC)  
Thursday, October 12, 2023

The following individuals attended the meeting:

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

The following individuals were absent: Dan McPhillips

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

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

**II. Approval of Agenda**

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

**III. Approval of Minutes**

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

**IV. Homeowners' Open Forum**

Martin Menez presented the following request:

This is a renewal of my request that CCFC consider adding a rowing machine to the one currently in the fitness center. The last three times I have been working out (last week and this) at various times in the morning, I had to wait 10-20 minutes to use the single machine we currently have.

I think the cause of the contention is three-fold:

1. We only have one rowing machine that provides the kind of motion specified and can utilized by persons with certain physical limitations.
2. With the free weights and many of our machines, there are alternate options to get similar muscular results, resulting in other possibilities and reducing/eliminating contention. This diversity of machine options is not true for the rowing machine motion.
3. When using the single rowing machine, patrons cannot "work in" to a single rowing set, sometimes lasting up to 20 minutes.

So there is currently no alternative to waiting until a patron finish using the single machine. Getting another would increase capacity by 100%.

Ms. Sanja Frei-Harper requested that the board consider adding a Pilates class on Thursday nights.

**V. Board update**

Brendan Hanlon stated he had nothing specific from the Board but wanted to remind the members of package theft in the area, and increased crime on Reynolds Street.

**VI. ProFIT Report**

A. **Report.** Jill Bakner provided the ProFIT update. Usage numbers were down in September, compared to August this is due to the closure of the pool. The new treadmills arrived and were installed. One treadmill may be labeled incorrectly. ProFIT installed replacement handles for the ellipticals. ProFIT installed washers (with Mike Heard ratchet) on the bolt in the leg press machine. ProFIT replaced the broken stability ball rack and aging stability balls. ProFIT may have a buyer for the lateral machine. ProFIT added the Tunity App signs for residents to connect to the TV audio equipment with their phones.

B. **Inventory.** Jill Bakner stated that the cardio equipment mileage/usage information was sent out.

**VII. Matters for Committee Discussion**

A. **Fitness Center HVAC Replacement Proposal.** CAMP proposed replacing broken A/C units with J Hood. The motion passed 4-0.

B. **Cameron Club HVAC Preventative Maintenance Proposal.** CAMP proposed replacing Trademasters with J Hood (even though they were more expensive) because they saved Cameron Station money in the replacement A/C units and management is more confident about their ability to maintain equipment. The motion passed 4-0.

C. **Fitness Center Management RFP.** CAMP proposed issuing ProFIT the continued 3-year contract for the Fitness Center Management. He stated they were cheaper, and the CAMP management would make adjustments to better monitor their activities by adding “reporting” requirements to the contract. The motion passed 4-0.

D. **Cameron Club Decoration for Restroom Walls.** A proposal for installing 3 photos for \$1400 was offered by a volunteer. Dan Ogg voted “Yes,” Mike Heard and Tim Reagan voted “No.” The motion failed.

**VIII. Matters for Committee Discussion**

A. **Pool Management Proposal.** CAMP management brought up reporting and following the rules issues that they saw as a problem and wanted to remove the incumbent. Ray Celeste wanted to discuss further before making any choices. The Committee members will review the three proposals sent the day of meeting and

bring up any question they have by Oct 24<sup>th</sup>. (Send questions/concerns to Ray Celeste for discussion next meeting.)

**Issues with pool that need to be discussed:**

Baby pool white coat

Coping stones replacement

New caulking

*Further discussion was tabled.*

**IX. Management Report**

**A. Action Item List/Pending Task.** There was a consideration for new pool furniture and checking the plexiglass on the pool tables to see if they need to be replaced. They are in storage and Steve Philbin will go check on them with Ray Celeste.

**B. Financial Committed Funds.** The budget is projected to be in the green and there is a projected nearly \$23,000 surplus after all expenses are paid at the end of the year.

**X. New Business**

A. Next CCFC meeting on Nov. 9<sup>th</sup> 2023. 7:00 PM

**XI. Adjournment**

*Dan Ogg made a motion to adjourn the meeting at 8:39 pm. The motion was seconded by Michael Heard and approved unanimously.*

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





**Cameron Station Community Association, Inc.  
Board Decision Request  
October 24, 2023**

**TOPIC: Newsletter New Compass Editor  
Motion 2023-1001**

**Motion:**

"I move to **APPROVE** the appointment of Emma Watson to the Communications Committee as the new Compass Editor."

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

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

**Summary:**

With the departure of Gen Harrison-Doss from the committee as the Compass Editor, Emma Watson will be taking over the position upon Board approval. The Communications Committee members unanimously voted to appoint Emma Watson as the new Compass Editor at their October 10, 2023, meeting.

**CAMP Recommendation:**

Management supports the committee's recommendation to the Board of Directors.

**Budget:**

N/A



**Cameron Station Community Association, Inc.  
Board Decision Request  
October 24, 2023**

**TOPIC: Mark Pillow and Volunteer of the Year Awards  
Motion 2023-1002**

**Motion:**

"I move to **AWARD** the Mark Pillow Award to \_\_\_\_\_ and Volunteer of the Year Award to \_\_\_\_\_."

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

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

**Summary:**

**CAMP Recommendation:**

Management supports the residents' recommended members for such awards.

**Budget Considerations:**

N/A



**Cameron Station Community Association, Inc.  
Board of Directors Decision Request  
October 24, 2023**

**TOPIC: Fitness Center HVAC Replacement Proposals  
Motion 2023-1003**

**Motion:**

"I move to **APPROVE** the JHood quote # Q2644 to install a 12.5 Ton Carrier Package Unit in the amount of \$23,487.26 to replace the fitness center HVAC to be expensed from Reserve Funds."

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

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

**Summary:**

The Cameron Club Facilities Committee members unanimously voted to recommend the JHood proposal. The current fitness center HVAC unit was replaced in 2012 and has come to the end of its lifespan. Attached are the fitness center HVAC replacement proposals and comparison matrix.

**CAMP Recommendation:**

Management recommends JHood proposal based on price and warranty.

**Budget Considerations:**

This project will be funded in FY24 Reserve Study. By the time this is ordered and replaced it will be paid in FY24.



## Fitness Center HVAC Replacement Comparison Matrix

Summary: Replacement of the fitness center 12.5 ton Carrier

	Trademasters	JHood	Wright Mechanical
Contact	Ron Bennett, VP Commercial	David Smith, Service Manager	Marc Lyon, Service Manager
HVAC	12.5 Ton Carrier Gas/Electric Package Unit	12.5 Ton Carrier	12.5 Ton RTU
Total	\$43,687.00	\$23,487.26	\$34,665.00

Warranty	Limited 1-year warranty on new equipment, materials, and labor from the date of new equipment startup. Compressors carry an additional 4-year limited manufacturer's warranty.	10-year HVAC parts warranty and 1-year labor.	1-Year limited warranty plus an additional warranty based on components.
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**PROPOSAL**

September 22, 2023

Cameron Station Fitness Center  
200 Cameron Station Blvd.  
Alexandria, Va. 22304

**Re: Replace 12.5 Ton Carrier Gas/Electric Package Unit**

Thank you for allowing Trademasters the opportunity to provide a quote for this project. Please see the following for the details of our installation.

**Installation Details:**

- Provide a new 12.5 ton Bryant gas/electric package unit 208/230/3 that includes an economizer and relief to meet fresh air requirements.
- Includes a crane, permit & traffic control. Note: Permit typically takes between 2 and 4 weeks.
- Shut down power to existing unit, disconnect the electrical, gas, ductwork, and controls.
- Provide a crane to remove defective unit and set the new unit back on existing roof curb.
- Provide materials to reconnect the existing electrical circuit to the new unit. The existing fused disconnect and feeder will be reused with the new unit.
- Provide schedule 40 black steel and fittings to reroute the existing gas line and tie into new unit. Includes new supports as needed. Paint new gas pipe to match existing.
- Provide new supply and return ductwork to tie existing ducts on the roof to new unit. Seal all new duct connections watertight. Insulate and seal all new ductwork.
- Provide PVC materials to trap the condensate, provide a clean out, then terminate condensate line away from unit roof curb.
- Provide a new wall mount programmable controller.
- Includes the demolition and removal of the existing package unit and materials.
- All refrigerants will be recovered and properly disposed of.
- Perform a check, test, and startup of new equipment to verify proper operation.
- Clean up jobsite, restore work areas and demobilize.
- Provide all close out documents to the customer and warranty information.

**Cost for scope of work listed above: \$43,687**



Mechanical

Construction

Facilities

Energy

Electrical

Plumbing

---

**Notes and Exclusions:**

- All work is assumed to be performed during normal business hours; overtime excluded.
- The existing duct system on the roof and inside the building including air devices remain in place for reuse with the new unit.
- Excludes DDC/BAS controls, or integration, convenience outlet and roofing.
- Excludes any HAZMAT abatement, fire alarm or sprinkler work, patching and painting.
- Includes only the work that is listed in this proposal.
- Trademasters provides a limited one-year warranty on new equipment, materials, and labor from the date of new equipment startup. Compressors carry an additional 4 year limited manufacturer's warranty. (Part only)
- At the time of this proposal the new equipment had a 2 week lead time. With the supply chain issues the industry has been experiencing this is subject to change at any time.

**Proposal Terms:**

The prices in this quote remain valid for (30) days and are subject to change after that time. All invoices are due in full net thirty days from receipt. If the terms of this proposal are acceptable, please sign, date, and return a copy to our office. Thank you for contacting **Trademasters Service, Inc.**

Sincerely,

Ron Bennett

VP Commercial

(703) 675-5223

[rbennett@trademasters.com](mailto:rbennett@trademasters.com)

**Customer Signature:**

---

**Signature**

---

**Date**



J Hood Services  
6872 Wellington Rd  
Manassas, VA 20109

Phone: (571) 719-6140  
info@jhoodservices.com  
<https://jhoodservices.com>

Bill to  
**Cameron Station Community Association**  
200 Cameron Station Blvd  
Alexandria, VA 22304

Ship to  
**Cameron Station Community Association**  
200 Cameron Station Blvd  
Alexandria, VA 22304

Work Order #: 6583

Transaction Date: 9/25/2023

Terms: Due on receipt

Assigned Tech: David S.

### Invoice #: i7014

Item	Description	Amount
15 HVAC	Gym has no cooling  Checked system operation -Found unit disconnect in the off position  Cycled unit on -Found system without air flow  Checked the blower assembly -Found the blower pulley extremely loose -Found the blower motor breaker tripped (probably due to the loose pulley) -Reset the blower breaker and to	\$0.00

Subtotal: \$0.00

Tax: \$0.00

Total: \$0.00

Payments: \$0.00

### Quote #: q2644

Item	Description	Amount
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J Hood Services  
6872 Wellington Rd  
Manassas, VA 20109

Phone: (571) 719-6140  
info@jhoodservices.com  
<https://jhoodservices.com>

Item	Description	Amount
15 HVAC	<p>Replacement of The Gym 12 1/2 Ton Rooftop unit Disconnect the existing duct work that is connected to the rooftop Disconnect high and low voltage Remove rooftop with a crane Install the new Carrier exact replacement with a crane Reconnect high and low voltage Reconnect the existing duct work to the new rooftop Start system and check operation Customer must register equipment within 60 day on the manufacture website to get the 10 year parts warranty.</p> <p>TERMS: Owner agrees to make full payments upon completion. For commercial businesses there is a 30 day net agreement. Interest at the rate of 1.5% per month shall accrue on any unpaid balance. Owner shall be responsible for reasonable attorney's fees and court costs in the event that legal action is instituted to collect any unpaid balance.</p> <p>EXCLUSIONS: Contractor shall not be responsible for the repair of termite or other hidden damage or the correction of building, fire or housing code violations should they exist (unless otherwise included in the "Scope of Work").</p> <p>MISCELLANEOUS PROVISIONS: Contractor carries general liability and workers compensation insurance. A Certificate of Insurance will be furnished upon request. Except as provided above, Contractor shall comply with all local requirements, building codes and inspections. Any modifications to this agreement that change the cost, materials, work to be performed, or the estimated completion date must be made in writing and signed by all parties. Unless otherwise stated, Owner is responsible for supplying all utilities used during the course of construction. This Agreement shall be voidable by Contractor if not executed and returned to Contractor within 30 days after Contractor execution. The person executing the Agreement represents and warrants that he/she has authority to contract for the work and bind the legal entity that owns the property. Owner and Contractor waive all rights against each other and any of their subcontractors for damages caused by fire or other causes of loss, to the extent such damages are covered by Owner's or Contractor's property insurance.</p> <p>TRANSACTION RECOVERY FUND: Consumer is hereby notified of the existence of the Virginia Contractor Transaction Recovery Fund. The Virginia Contractor Transaction Recovery Fund provides relief to eligible consumers who have incurred losses through the improper and dishonest conduct of a licensed contractor. More information on the Fund or filing a claim can be obtained by visiting <a href="http://www.dpor.virginia.gov/Boards/Contractors_Recovery_Fund/">http://www.dpor.virginia.gov/Boards/Contractors_Recovery_Fund/</a> or by contacting the Board for claim information at (804) 367-1559.</p> <p>CANCELLATION: This contract does not contain any cancellation rights except for non-payment when due or other material breach.</p>	\$23,487.26

Subtotal: \$23,487.26

Tax: \$0.00

Total: \$23,487.26

Payments: \$0.00





J Hood Services  
6872 Wellington Rd  
Manassas, VA 20109

Phone: (571) 719-6140  
[info@jhoodservices.com](mailto:info@jhoodservices.com)  
<https://jhoodservices.com>

Balance Due: \$0.00



# WRIGHT MECHANICAL SERVICES, LLC

Steven Philbin  
General Manager  
Camron Station Community  
200 Camron Station Blvd  
Alexandria, VA 22304

October 5, 2023

Wright Mechanical Services is pleased to provide this proposal to replace the fitness room RTU as per the following scope of work at the property referenced below.

To be performed at: 200 Camron Station Boulevard, Alexandria, VA

Equipment: Carrier 12.5ton RTU.

## Scope of Work:

1. Isolate power and gas at RTU and perform lock out tag out per OSHA guideline.
2. Recover and recycle refrigerant, per EPA guidelines.
3. Disconnect gas connections, ductwork, and wiring from RTU's.
4. Rig RTU to be removed from roof individually by crane.
5. RTU's will be removed from site and disposed of per EPA guidelines.
6. Rig and set new RTU. (By crane)
7. Connect new RTU to existing wiring, ductwork, and gas supply. (Modifications included)
8. Install new economizer.
9. Verify equipment operation and adjust as needed.
10. Clean up work area of all debris associated with the job.

## Notes and Exclusions:

1. Scope of Work to be performed after normal business hours.
2. This proposal is good for 30 days from date indicated above. If signed after thirty days it is WMS right to accept or decline this proposal.
3. WMS is not responsible for delays due to scheduling, shipping, weather, or manufacturing.
4. WMS will provide 1-year warranty on workmanship.
5. The equipment current lead time is 12-16 weeks. Lead times are subject to change.
6. Payment: Upon acceptance of proposal, customer agrees to pay 1/3 total cost of job, 1/3 payment is due upon arrival of equipment. Final 1/3 payment is due upon completion of the scope of work listed above.
7. Manufacturer's warranty see below.
8. WMS is not responsible for any unforeseen problems.

Wright Mechanical Services • 106 Paul Mellon Court • Waldorf MD, 20602

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Office 301-390-7134 • Fax 301-390-7135 • Emergency 1-800-477-9147

Acceptance of Scope of work and Additional Terms and Conditions of Sale ..... \$34,665.00

First 1/3 payment due upon acceptance.....\$11,555.00

Second 1/3 payment due upon arrival of equipment.....\$11,555.00

Final 1/3 payment due upon completion.....\$11,555.00

Sincerely,

*Marc Lyon*

Marc Lyon  
Service Manager

Accepted

\_\_\_\_\_

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

Wright Mechanical Services • 106 Paul Mellon Court • Waldorf MD, 20602

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Office 301-390-7134 • Fax 301-390-7135 • Emergency 1-800-477-9147

## Warranty Information

Carrier Corporation  
Commercial Rooftop Equipment  
Limited Warranty for Gas Heating / Electric Cooling Rooftop Unit with Puron® Refrigerant

**GENERAL LIMITED WARRANTY STATEMENT** – Carrier Corporation warrants this product against failure due to defects in material and workmanship under normal use and service, subject to the conditions, exclusions and time periods set forth herein. Our sole and exclusive obligation shall be limited to repairing or supplying a replacement for the failed part, assembly, or portion thereof, which our inspection shall show to be defective, F.O.B. Carrier factory.

### PERIOD OF COVERAGE

**FIRST YEAR ALL PARTS LIMITED WARRANTY** – This limited warranty applies for one year from the date of initial operation or 18 months from the date of shipment, whichever is the first to occur to all parts and components in the Carrier product identified herein, excepting refrigerant, air filters and filter-driers which are not included in any part of this limited warranty.

**MOTOR-COMPRESSOR** – This limited warranty applies for four years from the date of the end of the first year all parts limited warranty to the hermetic motor-compressor only in the product identified herein.

**HEAT EXCHANGER** – If the product identified herein is equipped with a gas-fired heater this limited warranty applies for nine-years from the date of the end of the first year all parts limited warranty to the heat exchanger only in the product identified herein. If the product identified herein is equipped with a stainless-steel gas-fired heater, this limited warranty applies for fourteen-years from the date of the end of the first year all parts limited warranty to the heat exchanger only in the product identified herein.

**NOVATION™ HEAT EXCHANGER TECHNOLOGY CONDENSER COILS** – This limited warranty applies for two years from the date of the end of the first year all parts limited warranty to the all-aluminum air-cooled condenser coil manufactured with microchannel technology only in the product identified herein.

**AIR ECONOMIZER** – If the product identified herein is equipped with a factory-installed air economizer that complies with California Energy Commission Title 24, Section 120.2 and Section 140.4, this limited warranty applies for four years from the date of the end of the first year all parts limited warranty to the factory-installed air economizer only in the product identified herein.

This limited warranty does NOT cover:

1. Failure to start due to voltage conditions, blown fuses or other damage due to inadequacy or interruption of electrical service.
2. Filter replacement or cleaning of evaporator coil, condenser coil or heat exchanger.
3. Damage due to freezing of water, inadequate or interrupted water supply, use of corrosive water or rearrangement of plumbing system.
4. Failure resulting from overfiring, use of incorrect fuel, and improper burner or control adjustments.
5. Damage caused by accident, misapplication, abuse, alteration, tampering or servicing.
6. Damage resulting from use of equipment in corrosive atmosphere.
7. Damage due to improper service or lack of proper maintenance.
8. Cost of labor for any adjustments or service calls, or cost of labor for diagnosing, repairing, removing, installing, shipping, handling, or replacing.
9. parts or components that have failed due to defects in materials and workmanship.
9. Damage caused by the product identified herein or any part thereof which has been subjected to misuse, abuse, neglect, accident, or alteration.
10. Parts not supplied or not designated by Carrier, or damages resulting from their use.
11. Products installed outside the U.S.A. or its territories and Canada.

**THIS EXPRESS LIMITED WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, EXPRESS, IMPLIED, OR STATUTORY, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WHICH ARE HEREBY EXCLUDED. CARRIER SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OR LOSSES FROM ANY CAUSE WHATSOEVER, INCLUDING, WITHOUT LIMITATION, LOSS OF USE, COMMERCIAL PROFITS, OR CUSTOMER GOODWILL, AND ANY OTHER CLAIMS BASED ON CONTRACT OR TORT, WHETHER OR NOT ARISING FROM CARRIER'S NEGLIGENCE.**

Wright Mechanical Services • 106 Paul Mellon Court • Waldorf MD, 20602

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Office 301-390-7134 • Fax 301-390-7135 • Emergency 1-800-477-9147



**Cameron Station Community Association, Inc.  
Board of Directors Decision Request  
October 24, 2023**

**TOPIC: Cameron Club HVAC PM Service Proposals  
Motion 2023-1004**

**Motion:**

"I move to **APPROVE** the JHood quote # Q2684 for \$5,400.00 per year for a three-year contract to provide HVAC preventative maintenance services at the Cameron Club to be expensed from Operating Funds."

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

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

**Summary:**

The Cameron Club Facilities Committee members unanimously voted to recommend the JHood proposal. Bidding out the Preventative Maintenance Service for heating and air condition systems for three years. Attached are the HVAC preventative maintenance services proposals and comparison matrix.

**CAMP Recommendation:**

Our current HVAC PM service is Trademasters. We have been completely disappointed with what we have learned about our HVAC system on the Cameron Club roof. JHood was a second opinion requested by management and they came in and not only assessed the needs of the building but have temporarily fixed the HVAC issue in the fitness center. The General Manager will discuss more of his concerns with you at the meeting.

**Budget Considerations:**

Cameron Club HVAC PM Service proposal of \$5,400.00 per year for a three-year is to be expensed from Operating Funds under HVAC.



## 2024 - 2026 Clubhouse HVAC PM Services Comparison Matrix

Summary: HVAC Preventative Maintenance Services. Agreement for 3-years.

	<u>Trademasters - 2023 Current Contract</u>	<u>Trademasters</u>	<u>JHood</u>	<u>Wright Mechanical</u>
Contact	Ron Bennett, VP Commercial		Dave Smith, Service Manager	Marc Lyon, Service Manager
Current Year	\$2,650.00			
Yr. 1 (2024)	N/A	\$2,688.30	\$5,400.00	\$4,800.00
Yr. 2 (2025)		\$2,688.3 (0.0%)	\$5,400.00 (0.0%)	\$4,800.00 (0.0%)
Yr. 3 (2026)		\$2,688.3 (0.0%)	\$5,400.00 (0.0%)	\$4,800.00 (0.0%)
Three-Yr. Total		\$8,064.90	\$16,200.00	\$14,400.00



## **Client Care Maintenance Agreement**



**Service Proposal for:**  
**Community Association  
Management Professionals**

**Location:**  
**Cameron Station Club House**  
**200 Cameron Station Blvd.**  
**Alexandria, VA 22304**

**Submitted by: Ashley Moore**

**Date of Submission:**  
**October 5, 2023**

**Proposal Number: 16823-001**

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## Agreement

### Executive Summary

Thank you for choosing Trademasters for your HVAC support partner. You have turned to Trademasters because we are proven professionals with the skills and expertise to resolve your indoor, comfort, refrigeration, or process needs. My name appears on every Client Care Agreement because We want to earn your trust and confidence and for you to view Trademasters as your strategic partner.

### Commitment to personalized service

Trademasters' reputation has been built on a passion for excellence. Our company has expanded on this passion by tracking customer satisfaction through personal client contact, client satisfaction surveys, and direct interaction with your staff during inspections. We recognize that our staff creates the attitude with which you view our company. We understand that you are our priority and it's our job to consistently satisfy you. We are committed to working with you to ensure your building serves the needs of your organization. Details of our commitment are further specified in the following pages.

### Safety at a Glance

At Trademasters we pride ourselves in keeping the health, safety and welfare of your building, your occupants and our employees as part of our core competency. Our professional staff evaluates the needs of your facility and creates a custom maintenance program to manage those needs. We believe each location requires unique attention to the operating conditions and the requirements of the occupants. Every employee is issued the safety apparel necessary to protect them and is constantly evaluating workplace safety issues. Our clients can be assured this safety attitude will be demonstrated in our performance. Your personalized service starts with a live voice during regular business hours and continues through a follow up call from your customer service representative following each inspection.

### Technical Support

Our lead technician will be assigned to this facility on the first visit. He will remain with this facility, performing all service and maintenance functions for as long as the contract is in effect. In the event that he isn't available, a secondary technician will be assigned. Trademasters compiles an instructional book for each facility so that any technician that is assigned to the facility is able to understand what is required and perform the maintenance according to the contract details.

### Dedicated support team

Trademasters has assembled professional customer service representatives and an implementation team to provide consistency in the delivery of your maintenance program by ensuring that each member of the technical team is familiar with your facility by establishing effective lines of communication.

Thank you,



Dave Kyle  
General Manager

## Health and Safety

### Safety Programs

Trademasters is fully Occupational Safety and Health Administration (OSHA) compliant. Our management team strives to provide OSHA training to all our technicians.



### Drug-Free Workplace

We perform pre-employment and random drug testing. We perform background and driving record checks. We maintain a professional work environment with career minded people so you can feel comfortable having our employees in your facility.

### Personal Safety

We view our technicians as members of our family and it is our responsibility to provide a safe workplace. Every employee that is out in the operational field is issued the safety apparel necessary to protect them. Some of the PPE included hard hats, biohazard protective suits, fall protection harness and safety goggles.

### Environmental Management

Refrigerant Containment Service: Trademasters will leak test and report needed repairs on any equipment found low on refrigerant. We will use recovery and reclamation of your refrigerant as per all Federal, State and Local regulatory guidelines.

Permits: We secure the necessary permits required for your job so there will never be a question as to if it was done illegally or "to code". County or City inspectors ensure that our work is correctly installed.

### Documentation

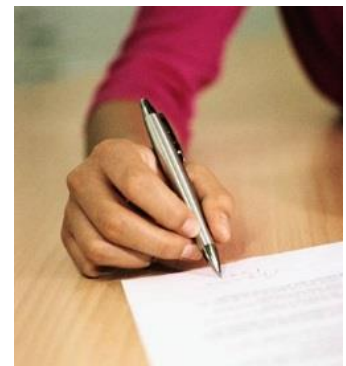
Service Documentation: We will document all scheduled and unscheduled service work showing the time, date, name of technician, equipment identification and a brief description of work. A copy of this documentation will be left with your designated person at the completion of each call.

### Training for Facility Staff

Your Trademasters Technician will instruct your operator how to operate the equipment by the agreement.

### Optimizing your system

Trademasters technicians will review the operating course and practice for the equipment.



## Client Care Agreement Features

The implementation of your Client Care Agreement will include maintenance services on the equipment described in Cost and Payment Terms of this agreement.

### Scheduled Inspections

Trademasters will provide scheduled inspections and filter changes in the frequency described in the "Cost and Payment Terms" page of the agreement. Our technicians will use checklists to perform routine maintenance (examples are provided in Appendix A of this agreement.) We develop checklists in accordance with manufacturer requirements for maintenance, in accordance with industry standards, and considering the specific application of the equipment at your site. We will include all the materials necessary for maintenance, such as gaskets, oils, lubricants and other materials required to perform the inspection tasking procedures. Belts as needed, annually, and the filter-change schedule is listed in the "Cost and Payment Terms" section.

### Corrective Maintenance and Component Replacement Coverage

The main objective of the Client Care Agreement is maintaining your equipment at the optimum peak efficiency. During the course of executing the maintenance tasking procedures, our technicians are trained to identify impending problems and repair them before they cause unplanned downtime. When repairs are necessary, Trademasters technicians will quote a firm price prior to any work being undertaken. The rates come from our fixed rate price book and will be discounted at 10% per this agreement.

### Emergency Services

Trademasters provides a comprehensive service program in order to minimize emergency services, however emergencies do arise. In the event that a problem arises after regular business hours Trademasters is available to support your emergency needs 24 hours a day, 365 days a year. Charges will be set according to the language in the preceding paragraph. However, our Client Care Agreement clients receive priority dispatch when emergency situations arise. **A 10% discount applies to repairs and service call fees. All HVAC service calls will be scheduled on a preferential customer basis.**

- \$129.00 for service calls outside the contract service, less 10%
- \$198.00 for emergency calls after regular business hours, less 10%

There is no service call fee for problems that are discovered during regularly scheduled maintenance visits, and any deficiencies noted during regular visits will be reported, and pricing will be provided for your approval.

## Client Care Service Team

Phone Number: (703) 644-6400

Fax Number: (703) 550-0998

Email: [service@trademasters.com](mailto:service@trademasters.com)

## Customer Service Representative

Ashley Moore: (703) 644-6400

Email: [amoore@trademasters.com](mailto:amoore@trademasters.com)

## Operations Manager

Ron Bennett: (703) 644-6400

Email: [rbennett@trademasters.com](mailto:rbennett@trademasters.com)

## General Conditions

Community Association Management Professionals understands and agrees between the parties that payments of the net are due upon receipt of the invoice; that after thirty (30) days a service charge of 1.5% of the balance due shall be added for every month the balance remains unpaid; that after ninety (90) days all costs of collection, including attorney fees, shall be payable and shall be recovered in addition to sums then due. This applies to amounts due pursuant to the written contract and any extra work ordered during the course of the contract whether orally or in writing and any service work requested. The validity and interpretation of the contract between parties shall be governed by the laws of the Commonwealth of Virginia, and the parties agree that jurisdiction and venue over any dispute or proceedings arising out of the contract shall lie executively in the Courts of the County of Fairfax, Commonwealth of Virginia.

Community Association Management Professionals agrees to employ Trademasters exclusively for the service and repair work of the listed equipment and promptly notify Trademasters of any condition of the equipment that is unusual or that may adversely affect its operation and reliability. Any alternations, additions, adjustments or repairs made by others unless authorized or agreed upon by Trademasters, will be cause to terminate or renegotiate our obligations under this agreement. This agreement shall not include maintenance, repairs, service or replacements necessitated by any loss or damage resulting from any cause beyond the control of Trademasters. Including but not limited to damage or loss due to lack of water, freezing, loss or insufficient electric power or fuel sources, hail, flood, windstorm, excessive rain, snow, freezing weather, lighting, earthquake, theft, fire, riots of any origin, strikes, wars, misuse and negligence by person(s) other than those representing Trademasters, vandalism, acts of government, building code requirements, insurance company requirements, unauthorized adjustments or repairs, or any other peril or act of God.

Trademasters agrees to perform all work in accordance with Trademasters standards and prevailing air conditioning, heating, plumbing, and electrical codes and practice, to allow only highly trained personnel to work on your equipment, to keep all electrical covers in place, and clean up all debris associated with the assignment, and to answer all service calls as promptly as possible. (Our maintenance clients have preferential service above all others). Neither party to this agreement shall hold other responsible for any indirect or consequential damages of a commercial nature such as, but not limited to, loss of product or inventory, loss of revenue, or loss of use of any equipment or facilities.

This contract is subject to our determination upon our first season inspection of the heating and air conditioning systems that equipment is in good working order. Any repairs, parts or incidentals required to correct equipment not deemed in good working order at that time, will be brought to your attention for a separate firm price quote in addition to the prices listed in this agreement, prior to coverage of the equipment in question and so designated.

Trademasters reserves the right to subcontract certain repairs, if deemed necessary or in the best interest of the client. Costs of this work will be handled as parts sale and invoiced to the client. Supplies, parts or equipment placed on the client's property shall remain the property of Trademasters until such supplies, parts or equipment are installed, in the equipment listed herein, by Trademasters or purchased by the client. If such supplies, parts or equipment have not been installed in the client's HVAC, Trademasters reserves the right to remove such property within a reasonable period of time, if this agreement is terminated for any reason.

Trademasters shall not be obligated to prevent obsolescence of the equipment or parts. Performance shall not be interpreted to include installation of new equipment or parts. Trademasters may have the right to terminate or renegotiate this agreement without liability if parts are not available to make the necessary repairs. If this termination right is exercised, Trademasters must refund to the client payments prorated in accordance with the period of time the agreement was in effect. Trademasters will make reasonable effort to locate substitute parts or make modifications, if parts are not available. Any additional expenses incurred in providing substitute parts or modifying the equipment will be the responsibility of the client. Equipment shall not be relocated, modified, or reapplied without consideration or renegotiation of this agreement.

This agreement may be transferred or assigned with written approval of Trademasters.

All reasonable efforts shall be extended in performing the services as requested by the client, but Trademasters shall not be liable for any and all losses, or consequential damage that arises out of delays, misuse by the client, or agents or employees of the client. Replacement and installation of equipment, components, or accessories that fail to provide satisfactory performance due to obsolescence or design conditions are not included.

Trademasters service liability per repair shall not exceed the annual cost of this maintenance agreement, except in the event where damage to the equipment has been caused by Trademasters while performing routine maintenance or service, and then only to the extent of the replacement parts and installation thereof. In no event shall Trademasters be liable for consequential damages or losses, including but not limited to loss of profits, loss of equipment usage, loss of the use of any associated or supported equipment, high or unusual utility cost, investment cost of substitute facilities, or rental of equipment.

Trademasters accepts the care of the equipment as listed herein as applicable to this agreement. The equipment shall be maintained in the condition that exists at the time the agreement starts. Any defective components, excessive wear, maladjustments, improper installation, improper design, service by others, improper operation, or misapplication shall NOT be considered the responsibility of Trademasters other than normal preventive maintenance. Repairs and service required restoring the equipment's capacity, reliability, design efficiency, or other shortcomings should only be repaired with Trademasters' authorization and invoiced at Trademasters' then current service rates. Acceptance of the equipment's operation condition will automatically occur after completion of Trademasters' recommended repairs. Where Trademasters renders service for the client, other than those services specified in the maintenance plan, the client agrees to pay for such services at Trademasters' then current rates. A firm price quote will be provided prior to the start of any repair. Loss of time or productivity due to unexpected events that may restrict or limit access to the equipment, associated equipment or components shall be invoiced at the then current service rates. This agreement covers the complete understanding between the parties and shall become a valid agreement when accepted by the client and subsequently or approved by an agent of Trademasters. No verbal representative shall be binding on either party.

Community Association Management Professionals will not hire as an employee or contract with as an independent contractor any employees of Trademasters during the term of this service agreement and for a period of twelve (12) months following the termination of this agreement.

### **Statute of Limitations**

In the event Trademasters must commence legal action in order to recover any amount payable under this agreement, Community Association Management Professionals shall pay Trademasters all court costs and attorney's fees incurred by Trademasters. Any legal action relating to this agreement, or the breach thereof, may be commenced within one (1) year from the date of the work.

### **Termination**

The Client Care Agreement is effective for a period of one year from the initial start date unless otherwise specified. Either party may terminate the agreement without damages within 30 days of the anniversary date.

### **Adjustments**

An annual price adjustment may be necessary to reflect the current material and labor costs. If no formal adjustment is made, this agreement will automatically renew with a Customer Price Index (CPI) adjustment. In addition to the agreement price, Trademasters shall be paid any applicable taxes or government charges, existing or imposed in the future, which are required in connection with the service or material furnished under this agreement.

### **Exclusions**

Liability for repairs, replacements, alterations, additions, adjustments, repairs by others, or unscheduled calls caused by negligence, abuse, misuse, system design, obsolescence, or any other cause beyond the control of Trademasters (except normal wear and tear) is not part of this agreement. All hazardous material handling and cleaning are excluded in this agreement, including asbestos. Repair, replacement, cleaning or medication to ductwork, diffusers, registers, cabinetry, housings, bases, mountings, supporting structure, condensate pans, trim, valves and piping external to the listed equipment and non-moving parts, such as defrost heaters, pressure vessels, refrigerant and water coils, tanks, tubes, boiler shells, refractory and insulation, are not covered unless otherwise noted within this agreement. Cranes and rigging are not covered under this agreement.

## Cost and Payment Terms

Community Association Management Professionals will contract with Trademasters Service Corp. for Client Care Agreement Coverage. The terms of the agreement are described in the attached document titled: "Client Care Agreement Features."

Community Association Management Professionals shall pay the sum of \$2,688.30 annually, payable quarterly at \$1,344.15. The agreement shall run for 12 months, July 1, 2024 through June 30, 2025, with two additional option years as listed below. This agreement includes two in-depth inspections and two operational inspections on listed equipment. Filters and belts are included in this agreement.

Proposed Contract Pricing Schedule Contract year	Annual Amount	Bi-Annual Amount
7/1/2024 – 6/30/2025	\$2,688.30	\$1,344.15
7/1/2025 – 6/30/2026	\$2,688.30	\$1,344.15
7/1/2026 – 6/30/2027	\$2,688.30	\$1,344.15

Equipment covered: (3) RTU, (6) split systems(one is 2:1)

The policy will automatically be renewed from year to year unless cancelled by either party in writing. A refund will be made on a pro-rated basis with a deduction for work already performed. Community Association Management Professionals will be automatically billed for the contract renewal at the prevailing rate.

If this agreement meets with your approval, sign the agreement and return this portion of the agreement with payment to Trademasters Service Corp. at P.O. Box 516; Newington Virginia 22122-0516; 703-644-6400. Please call us with any questions you may have. We look forward to providing Community Association Management Professionals top quality and professional service.

ACCEPTED AND AGREED TO:

**COMMUNITY ASSOCIATION  
MANAGEMENT PROFESSIONALS**

BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**TRADEMASTERS SERVICE CORP.**

BY Ashley Moore

TITLE Service Manager

DATE October 5, 2023



## Appendix A

### Maintenance Task List

#### Packaged Unit/Split System-Operational/Running Maintenance Inspection

1. Measure and verify power supply operation	2. Measure and verify volts/amps of compressors
3. Measure and verify volts/amps of condenser fan motors, where applicable	4. Measure and verify moisture indicators
5. Measure and verify starters and contact surfaces	6. Measure and verify operating temperature
7. Measure and verify sight-glasses	8. Measure and verify oil level
9. Measure and verify all belts, where applicable	10. Measure and verify all safety controls
11. Measure and verify all operating controls	12. Check and tighten all electrical connections
13. Lube motors/bearing, where applicable	14. Measure and verify cap tubes/piping for chafing
15. Visual measure and verify for oil/refrigerant leaks	16. Measure and verify fan wheels
17. Measure and verify fan scrolls	18. Measure and verify fan sheave wear
19. Measure and verify fan sheave alignment	20. Measure and verify fan bearing alignment
21. Measure and verify damper operations	22. Measure and verify damper linages
23. Measure and verify coils	24. Measure and verify condensate pans
25. Measure, verify and clean condensate pumps, where applicable, as needed	26. Measure and verify air filters, as stated on the signature page
27. Measure and verify expansion valve bulb clamp	28. Measure and verify unusual noises/vibrations
29. Measure and verify cabinetry/hardware conditions	30. Measure and verify structural integrity of unit
31. Inspect burner assembly/clean	32. Check combustion fan
33. Inspect flue, draft diverter and clean air screen (Spring only)	34. All pertinent maintenance complete
35. Check and clean pilot assembly	36. Check ignition system for proper conditions





J Hood Services  
6872 Wellington Rd  
Manassas, VA 20109

Phone: (571) 719-6140  
info@jhoodservices.com  
https://jhoodservices.com

Bill to  
**Cameron Station Community Association**  
200 Cameron Station Blvd  
Alexandria, VA 22304

Ship to  
**Cameron Station Community Association**  
200 Cameron Station Blvd  
Alexandria, VA 22304

**Quote #: q2684**

Item	Description	Amount
15 HVAC	<p>Preventative Maintenance Agreement Proposal Includes, but may not be limited to:</p> <ul style="list-style-type: none"> <li>1 Spring maintenance inspection</li> <li>1 Fall maintenance inspection</li> <li>4 Air filter changes (quarterly)</li> <li>1 Drive Belt Change</li> <li>15% Discount on HVAC &amp; Plumbing Repairs</li> <li>External inspection of the HVAC equipment</li> <li>Remove obstructions in the way of circulation</li> <li>Inspect the system to ensure there are no leaks</li> <li>Inspect blowers or fans to ensure they are working properly</li> <li>Inspect heating elements for wear or tear, damage</li> <li>Inspect wiring</li> <li>Inspect electrical components</li> <li>Inspect filter</li> <li>Inspect thermostat</li> <li>Inspect refrigerant levels</li> <li>Inspect exhaust outlets</li> <li>Inspect fuel lines (if the furnace is gas)</li> <li>Inspect carbon monoxide levels</li> <li>Compare the system's operation to the manufacturer specifications</li> <li>We provide all materials to complete inspections/ preventative maintenance</li> </ul> <p>Proposal breakdown:</p> <p>\$1350 per quarterly inspection.</p> <p>This is at a discounted rate for a 3 year service contract.</p> <p>Once the inspections are completed we will address any issues found with the property manager and provide a discounted repair quote to make the necessary repairs if any are needed.</p>	\$16,200.00

\*\*\*\*Customer is responsible for registering their equipment\*\*\*\*

Subtotal: \$16,200.00

Tax: \$0.00

Total: \$16,200.00

Payments: \$0.00



J Hood Services  
6872 Wellington Rd  
Manassas, VA 20109

Phone: (571) 719-6140  
[info@jhoodservices.com](mailto:info@jhoodservices.com)  
<https://jhoodservices.com>

## Authorization

I hereby authorize the proposed service, repair, or replacement and agree to pay the invoiced amount upon completion. I additionally certify that I am fully authorized to authorize this work and commit to payment.

---



# **WRIGHT MECHANICAL SERVICES, LLC**

## **Service and Maintenance Contract**

THIS AGREEMENT entered into by and between Wright Mechanical Services, LLC, hereinafter referred to as “Contractor,” and Cameron Station Community Association hereinafter referred to as “Purchaser.”

The Contractor and Purchaser agree as set forth below.

This contract covers the inspection, servicing, and maintenance of the equipment at the following location:

Cameron Station Community  
Association  
200 Cameron Station Boulevard  
  
Alexandria, VA 22304

### **General**

1. Provide a service mechanic to perform a Quarterly preventive maintenance of common area HVAC equipment.
2. The engineer, mechanic or personnel under their supervision will perform a quarterly preventive maintenance of the common area HVAC equipment.
3. Personnel will perform quarterly preventive maintenance to the specified equipment as generally performed by commercial building engineers or HVAC mechanics.
4. After initial inspection of equipment, all detected deficiencies will be listed and costs provided for the repair of these deficiencies. Repairs to equipment malfunctioning prior to the commencement of this contract are not covered.
5. The federal holidays that are observed by Wright Mechanical Services, LLC are: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, The Friday after Thanksgiving, and Christmas Day. If a holiday falls on a Saturday, Wright Mechanical Services, LLC will observe the Friday before the Holiday; if a holiday falls on a Sunday, the following Monday will be observed. If service is requested on these days, holiday rates will apply.
6. Labor rates for all repairs and work outside of this contract will be as follows: \$225.00 for the first hour and \$155.00 per hour for every hour after the first for Mechanic \$75.00 per hour for apprentice. Overtime rate is \$225.00 per hour. Emergency/Afterhours: \$225.00 per hour, portal-to-portal, \$325.00 per hour portal-to-portal Holidays.
7. Labor rates are subject to change based upon CPI, industry standard, and prevailing wage requirements.
8. Provide twenty-four-hour emergency service to the listed equipment at a rate of \$225.00 first hour, \$155.00 each additional hour during regular work hours (7:30 am to 4:00 pm – Monday through Friday), \$225.00 per hour overtime hour and fee will be charge from portal to portal, \$325.00 per hour portal to portal on holidays.
9. All service calls and repairs will be approved by designated personnel of customer and will be billed on a time and material basis at rates indicated in General, item 6 & 7.

Purchaser may furnish repair parts and materials or may request the Contractor to supply such items, in which latter case the Contractor shall be reimbursed by the Purchaser for the costs incurred in purchasing plus handling charges, for all materials.

Quarterly P.M. materials, I.e., belts, filters, coil cleaner, are to be provided by contractor at no additional cost to purchaser.

Purchaser agrees to pay a service charge of 1 ½% per month (18% per annum) on invoices, labor and material, that are past due thirty days from our invoice date. No materials will be purchased that have a cost in excess of \$100.00 without first receiving permission from an individual designated by the Purchaser.

This is a preventive maintenance contract and therefore repairs are not included. Repairs will be performed at time and material basis at rates indicated in Page 2, general, items 6 & 8. Individual designated by the Purchaser before proceeding with repairs will approve all work.

Work on repairs not normally performed by the Contractor is not included, i.e. electric motor rewinding, machine shop work, boiler retubing, or rigging. The contractor will charge this work to the Purchaser and a handling charge added.

For Services not covered by this agreement but performed by the Contractor, upon the Purchaser's authorization, the Purchaser agrees to pay the Contractor upon presentation of itemized invoices, at Contractor's prevailing rates.

If the Customer requests emergency service and inspection does not reveal any defect for which the Contractor is liable under this agreement, the Customer will be charged at Contractor's prevailing rates.

Failure of Purchaser to make payments when due shall be sufficient cause at Contractor's sole election, to relieve Contractor of any further obligation under the terms of this contract; but, if Contractor elects not to terminate, but rather to continue to perform, Purchaser's obligation with respect to such continued performance, shall remain as set forth herein.

Unless otherwise specifically stated herein, this contract is restricted to servicing and maintenance of the equipment, as listed. Preventive maintenance will be done only during normal working hours, Monday through Friday. No responsibility is assumed by the Contractor for servicing or maintenance of said equipment or portions thereof to which modifications, alterations or additions are made by anyone other than the Contractor.

The performance of the inspection, servicing and maintenance work herein and the repairs and replacements, if required, related thereto, are all subject to delays or inability to perform caused by or resulting from any reason beyond the Contractor's control. It shall not be the contractor's responsibility to furnish any items of equipment as may be recommended or required by insurance companies, federal, states, county, or municipal governments or other authorities.

Purchaser agrees to pay the Contractor, under separate invoices, all such use, and sales, service, excise, and/or other similar taxes for which Contractor shall be liable in connection with this contract.

Contractor will adhere to professional standards in performing the inspection, servicing and maintenance work herein. Except for breaches of duty constituting gross negligence on the part of the Contractor, its employees or representatives, Contractor shall not be liable for failure to discover conditions necessitating repairs or replacements, nor shall any inspection be construed as an approval or guarantee of the condition of the equipment. In no event, shall either party make any claim for incidental or consequential damages or injuries.

This contract shall be governed by the laws of the District of Columbia.

The price agreed to be paid by the Purchaser to the Contractor for the Quarterly preventive maintenance of the common area HVAC equipment for a period of three (3) years, is the sum of \$14,400.00 payable upon quarterly service in the amount of \$1,200.00

Purchaser agrees to pay 1 1/2 % per month service charge on all unpaid balances 30 days past due from invoice date. Purchaser also agrees to pay reasonable collection costs.

This contract shall be effective on the \_\_\_\_ day of \_\_\_\_\_, 2023 and shall continue for period of twenty-four (36) full months. Thereafter, this contract shall continue on a year-to- year basis unless canceled by either party by providing written notice by either registered or certified mail, thirty days in advance of anniversary date of the contract. The contract would terminate at the end of such period. Upon completion of the three (3) year contract term, this agreement is subject to an annual cost adjustment of 1.5% plus the current CPI.

In the event of sale or transfer of ownership or management of the premises at which equipment is located, undersigned Purchase agrees to remain liable for the total annual cost of this contract, regardless of the fact that payments may have been made monthly, unless the undersigned Purchaser provides thirty days written notification on their intent to transfer ownership.

The parties hereto have caused this Agreement to be duly executed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Purchaser:

Cameron Station Community  
200 Cameron Station Boulevard  
Alexandria, Va 22304

Contractor:

Wright Mechanical Services, LLC  
106 Paul Mellon Court Suite 300  
Waldorf, MD 20602

By: \_\_\_\_\_

By: Marc Lyon

Title: \_\_\_\_\_

Title: Service Manager

WMS will utilize a specialized PM program to develop a more detailed PM service. Make, model, serial number and description will be included once the contract is accepted and our initial inspection has been completed.

### **Equipment Preventive Maintenance Task**

#### **Quarterly**

##### **1. Common Area HVAC Equipment**

- a. Check operation, note abnormal noises or conditions.
- b. Check amps draw of all major components of each system.
- c. Check condensates drain line and ensure it drains properly. (Cooling season only)
- d. Check all electrical connections and tighten as needed.
- e. Check Delta T across Evaporator coil.
- f. Check supply and return air to ensure system is operating properly.
- g. Check and replace or tighten belts as needed.
- h. Grease bearings.
- i. Clean condenser coils, evaporator coils, and fan housing during spring site visit only.
- j. Replace filters.
- k. Check capacitor MFD's.
- l. Log Service.
- m. Perform electrical tightening each quarterly site visit.
- n. Log Service.

**\*Equipment excluded from service and repair. This equipment will be part of Contractors checks and inspection at various intervals.**

1. Elevators and all associated equipment.
2. Security Systems.
3. Main Electrical systems to include switch gear and disconnects.
4. Backflow preventers.
5. Emergency Generator and associated transfer switch.
6. Sump Pumps.
7. Garage Doors and associated components.
8. Trash Compactor and associated equipment.
9. Fire Sprinkler Systems and all components.
10. Structural repairs.
11. Life Safety Systems and associated components.
12. Storm water management systems.



**Cameron Station Community Association, Inc.  
Board of Directors Decision Request  
October 24, 2023**

**TOPIC: Fitness Center Management Proposals  
Motion 2023-1005**

**Motion:**

"I move to **APPROVE** the ProFIT three-year contract in the amount of \$189,118.80/yr. 1 and totaling \$582,812.89 for the three years to be expensed from Operating Funds."

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

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

**Summary:**

The Cameron Club Facilities Committee members unanimously voted to recommend the ProFIT proposal. Renewal of the fitness center management contract. Attached are the fitness center management proposals and comparison matrix.

**CAMP Recommendation:**

Management recommends renewing and accepting ProFIT's 3-year management contract to manage the fitness center.

**Budget Considerations:**

The Fitness Center Management contract proposal for three years in the amount of \$189,118.80/yr. 1 and totaling \$582,812.89 for the three years is to be expensed from Operating Funds under Health Club Maintenance Staff.





## 2024 -2026 Fitness Center Management Contract Comparison Matrix

Summary: Fitness Center Management contract to start January 1, 2024 through December 31, 2026.

	<u>ProFIT - 2023</u> Current Contract	<u>ProFIT</u>	<u>Kinema Fitness</u>	<u>Elin Fitness</u>	<u>Synergy Fitness Group</u>	<u>Liv Amenity</u> <u>Management</u>	<u>WTS/ARCHAmenity</u>
Contact	Rich Mandley, President		Joshua Love, President	Elin Kanchev, President	Michael Gross		
Current Year	\$178,722.00				They informed us they were interested, did not show up for the bidders meeting, and did not submit a proposal.	They informed us they were interested, did not show up for the bidders meeting, and did not submit a proposal.	They informed us they were interested, did not show up for the bidders meeting, and did not submit a proposal.
2024		\$189,118.80	\$288,468.00	\$192,855.00			
2025	N/A	\$194,225.01 (2.7%)	\$298,268.00 (3.4%)	\$197,676.40 (2.5%)			
2026		\$199,469.08 (2.7%)	\$308,148.00 (3.4%)	\$202,618.31 (2.5%)			
Three-Yr. Total		\$582,812.89	\$894,884.00	\$593,149.71			



**PROPOSAL FOR MANAGEMENT  
OF  
CAMERON CLUB FITNESS CENTER  
AT  
CAMERON STATION**

Submitted September 6, 2023

*Submitted to:*

Cameron Station Community ASSOCIATION, Inc.  
Attention: Steven Philbin, General Manager  
200 Cameron Station Boulevard  
Alexandria, VA 22304

*Submitted by* Richard C. Mandley, President  
Professional Fitness Management, LLC  
952 Bermuda Lane  
Annapolis, MD 21401

# TABLE OF CONTENTS

Section 1 – General Proposal Requirements
Section 2 – Scope of Work/ Work Specifications
Section 3 – Hours of Operation
Section 4 – Equipment Inventory and Maintenance Services
Section 5– General Terms and Conditions
Section 6 – Insurance
Section 7 – Payments and Lien Release
Section 8 – Duration of Agreement
Section 9 – Notice Provision
Section 10 – Management Fee and Performance Period
Section 11– Entire Agreement
Section 12 – Interpretation

## ATTACHMENTS –

- A. References
- B. Virginia License
- C. Certificate of Insurance
- D. Maintenance Check List

## **I. GENERAL PROPOSAL REQUIREMENTS**

### **Point of Contact**

Richard C. Mandley, President  
Professional Fitness Management LLC  
952 Bermuda Lane  
Annapolis, MD 21401  
[RMandley@pro-fitclubs.com](mailto:RMandley@pro-fitclubs.com)  
Phone: 202-744-9320

### **Introduction Executive Summary and Company Profile**

The Professional Fitness Management LLC (“ProFIT”) vision for the Cameron Station Community Center (“Center”) is to create an environment of exceptional customer service, exciting programs, and classes, in operating a first-class recreational and leisure facility.

ProFIT has managed the Cameron Club fitness center for almost nine years. Over those nine years, ProFIT has developed a strong rapport with the community. Our familiarity with the residents, Cameron Club Facilities Committee (CCFC), CAMP (Property Management), Board of Directors, and a full understanding of the business practices and standard operating procedures allow us to provide consistency, meet expectations of and for the community. We are excited about continuing our successful programs while getting an opportunity to introduce new and exciting initiatives.

### **ProFIT Accomplishments at Cameron Station**

1. Nine years of consistent and successful management.
2. Introduced complimentary classes to the community with a record of consistent participation.
3. Provided innovative and informative workshops and programs for the community.
4. Worked in connection with the CCFC to upgrade and modernize the fitness equipment and layout. Almost every piece of exercise machines and equipment has been replaced.
5. Developed in conjunction with CCFC a five-year capital plan for the exercise equipment.
6. Assisted in the procurement of the best price for equipment and fitness purchases.
7. Built relationships and communication with the residents and community.
8. Consistent Managing management with Psy Scott (Cameron Fitness Manager), Jill Bakner (ProFIT regional Director), and personal involvement with ProFIT’s owner, Rich Mandley.

9. Successfully re-opened the fitness center and pool during the COVID 19 pandemic by being highly responsive and flexible to the requirements and needs of the community.

The ProFIT Approach for the Cameron Club will include the “top ten basics”.

1. Consistently greet, engage, and provide friendly service to residents and guests.
2. Ensure that only residents and their guests are using the facilities utilizing the Cameron Club check-in system.
3. Respond to residents’ questions and concerns promptly and document if necessary.
4. Perform hourly walk through of the facility to verify safety, cleanliness, and equipment operation.
5. Communicate any unsafe or cleaning issues promptly to Property Management.
6. Maintain and update the Exercise Equipment and facility log daily.
7. Follow opening and closing procedures and inspections daily.
8. Complete weekly inspection and report (submit to Property Management weekly)
9. Submit the monthly report to Property Management by the 3<sup>rd</sup> day of each month.
10. Track and report equipment usage data and track repairs.

We will continue to develop and supervise a variety of programs (virtual and in person) for residents, while working closely with the CCFC to ensure the center is fully integrated with all community activities. We aim to promote health and wellness throughout the community with a special focus directed towards those who do not currently participate in the health and wellness program. Ongoing adjustment of the programs will be made through direct feedback from Residents, CCFC, as well as the Property Management.

Participation is the key to a successful center. It is the goal of ProFIT for each resident to participate in programs and activities throughout the year. ProFIT will develop a proprietary program designed to do the following:

- Orientate residents to the facility and equipment during introductory orientations to create a sense of familiarity and comfort with the equipment and facility.
- ProFIT CARES – Implement our new enhanced communication and community interaction through our online portal and virtual programming.
- Reinvent the member experience with innovating and progressive programming for all residents of the community, including both youth and senior activities.

At the core of ProFIT’s execution of the vision are people and systems. ProFIT employs caring, qualified people who can deliver the vision. ProFIT systems for operating and managing the facility will be implemented to assure a safe, secure, clean, and well-maintained facility.

ProFIT will ensure consistency through a system of accountability that will include daily inspections, departmental checklists, as well as operating inspections and recordkeeping systems.

### Financial and Organization Data

1. ProFIT provides design consultation; pre-opening services and daily management operations for health and wellness clubs, recreational and fitness facilities located in residential, office complexes, hotels, country clubs, government agencies, and amenity driven facilities.
2. ProFIT is a privately held company that has produced steady growth in the areas of gross annual revenue, assets, and management portfolio.
3. The Owners and Executive team have over 100 years' combined experience in the industry.
4. ProFIT manages facilities in Washington DC, Maryland, New York, and Northern Virginia.
5. ProFIT operates several facilities nearby and can respond quickly to emergencies and staffing needs.
6. ProFIT currently has a workforce of approximately 150 employees. This will aid as a resource when employee substitution is necessary and provides for a career path for its employees, enabling it to retain top talent.

### Affiliations

ProFIT is a member of IHRSA, the International Health Racquet and Sports Association. IHRSA is the largest professional organization in the world for the fitness industry. ProFIT's President, Richard Mandley, is an active participant and a former national board member of this prestigious organization.

### Why ProFIT?

1. ProFIT has a proven track record of being a consistent and successful management of the Cameron Club.
2. Familiar with the Cameron Club community, CCFC, its processes, procedures, and the community management.
3. Consistent staffing and managing professional relationships built up over the nine-year period.
4. Flexibility and a desire to meet expectations for the community
5. A successful track record of security and safety for the residents and community.
6. Continue popular classes and programs which have been well attended and popular with the residents.
7. Local smaller company with continued direct involvement by ownership.

8. Economies of Scale by using our professional network of vendors, contractors, and associates to leverage and economize in equipment purchases, human resources, and contractor services.
9. Professional Fitness Management (ProFIT) has been developing and managing first-class health and fitness clubs for over 22 years and currently owns and/or manages 12 clubs in the DC Metro area. ProFIT has the experience and the track record to successfully manage and oversee daily facility operations for the Cameron Station Community Center (“Center”).
10. Corporate Mission/Philosophy for Fitness. ProFIT believes in teaching, educating, promoting, and assisting others in developing a healthy lifestyle through motivated professional employees utilizing a variety of fitness and wellness programming that encourages participation and adherence.
11. The ProFIT Mission Statement. “ProFIT’s mission is to provide its customers with a rewarding health and fitness experience distinguished by friendly and professional service.”
12. ProFIT Company Values
  - a. **Professionalism:** We are always professionals, in our appearance, communication, knowledge, and consistency of service.
  - b. We exhibit **honesty and integrity** in our service to others.
  - c. **Dependability:** Members, clients, and co-workers can count on us
  - d. **Consistency:** We are consistent in delivering our mission.
  - e. **Educate:** Members can expect us to educate them to get the best results in improving their health, fitness, and wellness.
  - f. **A Healthy Lifestyle:** We respect and believe in a healthy lifestyle for our members and ourselves.
  - g. **Respect:** We treat our clients, members, and co-workers with respect and fairness.
  - h. **Attitude:** We always project a positive and enthusiastic attitude towards our members.

## Experience

ProFIT has a wealth of experience in its management team. Richard Mandley has developed more than 35 new facilities and managed over 70 facilities during his 34-year career.

ProFIT's executive team has over 100 years of experience in the management of fitness, recreation, and wellness-based facilities throughout the United States. This experience will allow ProFIT to effectively tailor its programming efforts to be able to meet the specific needs of the Cameron Club Fitness Center at Cameron Station.

Our current clients include residential communities, commercial facilities, federal government agencies, as well as long standing contracts with Skadden and Arps, LLP, and some of the most exclusive office building fitness facilities in the country.



## References

*See attached list of References (Attachment A)*

## **II. SCOPE OF WORK/WORK SPECIFICATIONS**

### **A. Fitness Center Manager/Trainer**

At the core of the services to be provided to Cameron Station residents, The Fitness Center Manager/Trainer will be responsible for implementing the overall program and activities for the benefit of residents and will report to and be responsive to the CCFC and Property Management. ProFIT will employ a Fitness Center Manager who is qualified and certified as a Personal Trainer and a Group Exercise instructor, along with experience in fitness management and programming. (See Job Description attachment “D”). By employing a versatile manager, ProFIT will be able to offer a variety of programs and services in the most cost-efficient manor for the benefit of the residents. The Fitness Center Manager will also provide and act as the “Fitness Specialist”, as well as teach a variety of classes. The Fitness Center Manager will be stationed at the reception desk thirty (30) hours per week and will teach five (5) forty-five-minute fitness classes per week.

### **B. Reception Area/Front Desk:**

ProFIT’s front desk reception team is experienced in delivering exceptional customer service to residents and guests. Receptionists will be knowledgeable in all club activities and programs to provide members and guests with information daily. They are organized, neat and provide a polished appearance at the Front Desk. The front desk/reception will be staffed during all hours of operations.

The reception area will be covered during the hours from 4:45am -11:00pm Monday – Friday and 7:00am - 8:00pm (8:30pm during pool season) Saturdays and Sundays.

### **C. Programs and Classes**

ProFIT will be responsible for creating, planning, and implementing events, programs, and activities throughout the year. An annual plan will be created based on the feedback, interests, and participation of the residents. The CCFC will have final consent on all programming before it is marketed to the community and all activities outside the scope of the base of the contract shall be priced and provided to the Committee for evaluation.

#### **Group Exercise Classes**

ProFIT will offer 10 high-quality exercise classes per week, five of which will be provided by ProFIT regular onsite staff and 5 more by part-time group exercise instructors (except during weeks containing a recognized holiday). The program and class schedule will be adjusted based on participation and CCFC requests. Classes will be maintained on a monthly schedule, and evaluated for attendance, variety, member feedback, and industry trends.

ProFIT exercise classes will include, but are not limited to, the following classes:

- Boot Camp
- Cardio Pump
- Cycle and Spinning
- Zumba
- Mat Pilates
- Yoga
- Kickboxing
- Body Pump
- Body Flow
- Stretch and Abs
- High and low intensity Strength and Cardio Circuit\

#### Exercise Class Instruction Certifications

ProFIT recognizes exercise instructor certifications from ACSM (American College of Sports Medicine), AFAA (American Fitness and Aerobics Association), ACE (American Council on Exercise), RYT (Yoga Alliance), Les Mills, Spencer Pilates, Balance Body Pilates, and Cross Fit.

#### D. Safety and Service

1. ProFIT will ensure that all employees are trained and certified in CPR, Automatic External Defibrillator (AED), first aid, and are aware of the location of all safety equipment.
2. ProFIT will ensure that all Personal Trainers offering services to residents, have completed the Cameron Station trainer agreement and provide a certificate of insurance listing Cameron Station CA, the Fitness Center Managing Company, CAMP, and its agents as additionally insured. ProFIT will provide a copy of all documents to Management.
3. ProFIT will ensure that in the event of an emergency staff will follow building evacuation procedures and assist all patrons with exiting the building safely.

#### E. Community Introduction and Activities

ProFIT will complete the following requirements upon being awarded the contract at Cameron Station.

1. Introduce (Reintroduce) the Fitness Manager/Staff to the Community through website and newsletter.

2. Introduce (Reintroduce) the Fitness Manager/Staff to the CCFC Board and Committees
3. Review all past programs and activities and make recommendations for improvement and enhancement.
4. Provide a Dynamic Health/Wellness Program- ProFIT CARES+

ProFIT has invested and now offers a robust “virtual wellness and fitness” platform that offers programming to increase communication and engage residents who may be away from home or unable to use the facility. ProFIT Cares+ focuses on six pillars of health that create an environment where residents can still focus on their goals from remote locations while continuing to stay connected with the onsite fitness team, other residents of the community and a virtual network of all ProFIT locations. The pillars include incentive programs, behavior modification challenges, personal training/health coaching, group exercise, health fairs/wellness, and social connection.

ProFIT will be responsible for creating, planning, and implementing events, programs, and activities throughout the year. An annual plan will be created based on the feedback, interests, and participation of the residents. The CCFC will have final consent on all programming before it is marketed to the community and all activities outside the scope of the base of the contract shall be priced and provided to the Committee for evaluation.

As an additional service to residents, ProFIT will offer individual personal training and additional specialty exercise classes for a fee. The fee will be subject to prior approval by the managing agent and the CCFC.

5. Club Rules and Regulations- ProFIT will review current procedures and policies for the use and operation of the Club and make recommendations for improvement.
6. ProFIT staff will make every effort to ensure compliance with club rules, by all residents and guests of the community.
7. Communications and Reporting- ProFIT executive management and on-site manager will work closely with CCFC and property management to be fully integrated and informed of its activities. Committee Meetings will be attended by the Fitness Center Manager and or the ProFIT Regional Director, and Cameron Station HOA Board meetings as requested by Cameron Station Management.
8. By the 3rd day of each month, ProFIT will provide a written report submitted to the CCFC detailing the following month’s programs and/or events. Included in this report will be the previous month’s attendance, participation rates for classes, programs and class evaluations, and equipment repair status. The report will also include recommended changes and improvements, updated guest usage data and statistics on overall usage.

9. ProFIT will maintain an inventory of equipment and supplies and provide this report to the CCFC.
  10. Upon the CCFC's and Property manager's request, ProFIT will prepare an outline of expenses budget for the upcoming year based on the previous year's figures. This report will also include proposed program and fees.
- F. ProFIT will continue to be solely responsible for staying familiar with the site and conducting work professionally and completely as specified by the terms of the contract.
- G. ProFIT will give 48-hour notice to Property Management of scheduled service changes other than weather-related conditions where 48 hours may not be practical.
- H. Equipment maintenance Tasks - See attachment "D", "Exercise Equipment Maintenance Checklist".

ProFIT will maintain a detailed inventory of exercise and fitness equipment, to include manufacture date, serial number, model number or description, and where possible, mileage or hours of use.

- I. All repairs to broken and out of service equipment will be completed in a timely manner whether by ProFIT staff or an outside contractor designated by the CCFC and Property Management.
- J. ProFIT will ensure that the Center is accessed only by approved residents and guests and is always secure. Admittance to the facility will not be granted unless it is a resident or guest of a resident in the community. Access will only be granted through designated entry ways. ProFIT will have a full understanding of the Cameron Club access system and enforce proper usage.
- K. Licenses and Permits - ProFIT will ensure that all licenses and permits required for Fitness Center operations are current.
- L. Incident Reports- ProFIT has accident and incident reporting systems along with staff procedures should a resident or guest be injured, or an emergency occur in the Center. All ProFIT staff are trained in emergency procedures. All incidents will be reported immediately, when necessary (within 10 minutes of occurrence), to the Property Manager. If an accident/injury occurs, the form is completed by a staff member, observed by a second person, and signed by all in attendance. That form is then given to the Property Manager with a copy remaining in a locked filing cabinet within 24 hours.
- M. ProFIT will ensure that the safety of the Cameron Club including the front desk, fitness center, and basketball areas are maintained in a clean, neat, and safe environment, free from litter and including spot cleaning of spills. ProFIT staff will spot clean equipment as needed during normal operating hours. ProFIT on-site

employees will complete hourly pick up, wipe down, and keep all areas of the Center organized.

1. ProFIT will implement a Fitness Center Maintenance Program which will include the inspection and replacement of appropriate disinfecting and cleaning supplies, including gym wipes and hand sanitizer stations if available. The results of the safety checks will be reported to the Fitness Center Manager daily.
  2. Perform daily (work shift) safety and supplies check and document on daily facility log.
  3. Perform facility walk throughs to ensure a clean neat, and safe environment free from litter and spot cleaning of spills.
  4. Ensure the facilities are free of clutter and equipment is neat, operational, and organized with equipment in the proper location.
  5. Inspect locker rooms for cleanliness or maintenance issues. Report any deficiencies to the managing agent as soon as possible.
  6. Perform nightly inspection of facilities to be sure equipment (benches, bars, free weights, fitness equipment) is organized, neat, and in the proper location.
- N. Monthly Reports - ProFIT will provide the managing agent with a monthly report by the 3<sup>rd</sup> day of each month to be included in the CFCC packet.
- O. ProFIT will provide Managing agent with quotes/and or proposals by the 1<sup>st</sup> day of each month for inclusion in the CCFC committee meeting packet.

### **III. HOURS OF OPERATION**

ProFIT will provide a minimum of one staff person for each of the following hours:

Monday- Friday: 4:45am – 11:00pm

Saturday and Sunday: 7:00am – 8:00pm (8:30pm during pool season)

### **IV. EQUIPMENT INVENTORY AND MAINTENANCE SERVICES**

- a. ProFIT will maintain a list of all necessary supplies to operate the fitness center including fitness accessories, recreational equipment, gym wipes, etc. and provide the managing agent with a weekly report of inventory and upcoming needs.

- b. ProFIT will manage the maintenance of all equipment through the maintenance provider (currently Heartline Fitness) to ensure the optimum life of the equipment.
- c. ProFIT will provide quarterly maintenance inspections within fitness industry standards. (reports available upon requests)
- d. ProFIT will provide a repair service ticket at the end of each visit by the maintenance contractor to the managing agent.
- e. All maintenance inspections and repairs will be performed during normal business hours. Monday through Friday 9am-5pm.
- f. ProFIT will advise the managing agent on all necessary repairs, maintenance, and preventive maintenance of the facility and exercise equipment.
- g. ProFIT will maintain a detailed inventory of exercise and fitness equipment, to include manufacture date, serial number, model number or description, and where possible, milage or hours of use.
- h. All repairs to broken and out of service equipment will be completed in a timely manner whether by ProFIT staff or an outside contractor designated by the managing agent.

## **V. TERMS AND CONDITIONS**

- 1. All additional work other than that which is specified herein shall be the responsibility of the Association or shall be arranged with ProFIT at additional costs.
- 2. Any annual rate adjustments shall be noted in the proposal.

## **VI. INSURANCE**

- 1. ProFIT agrees to fulfill the Comprehensive General Liability, and Workers Compensation Insurance requirements as outlined in the RFP under Insurance and Indemnification.
- 2. ProFIT agrees to fulfill the indemnification requirements in accordance with and as designated in the RFP. (Proof of Insurance currently on file at Cameron Station.)
- 3. ProFIT shall maintain the following insurance coverages:
  - a. General Liability- \$2,000,000 per occurrence/\$2,00,000 aggregate.
  - b. Umbrella - \$5,000,000

c. Workers Compensation- \$1,000,000

d. Business Auto Liability - \$1,000,000

ProFIT will provide an original Certificate of Insurance evidencing coverage for general, umbrella, workers compensation, and business auto liability. The ASSOCIATION and CAMP/managing agent shall be listed as additional insured on all such policies.

## **VII. PAYMENTS AND LIEN RELEASES**

1. All invoices for payments shall be emailed to [accountspayable@ciramail.copm](mailto:accountspayable@ciramail.copm) and copy [managers@cameronstation.org](mailto: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.
2. 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 fitness center management agreement.

## **VIII. DURATION OF AGREEMENT**

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 either party terminates the Agreement. There will be no auto-renewal fee charged by either party if either party terminates the Agreement. There will be no auto-renewal of this contract.

## **IX. NOTICE PROVISION**

[Please note, this was listed as X in the RFP.]

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: Robert Wagner  
P.O. Box 370  
Galena, MD 21635  
[rwagner@pro-fitclubs.com](mailto:rwagner@pro-fitclubs.com)

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

## **X. MANAGEMENT FEES**

ProFIT will be responsible for the selection, training, payment, and supervision of all on-site personnel. All personnel shall be employees of ProFIT. The Center will be staffed with highly qualified personnel. Contract personnel such as aerobics instructors, personal trainers, self-defense instructors, yoga instructors, massage therapists, etc. will be employed by ProFIT, as needed.

ProFIT will be responsible for all costs associated with these personnel to include base compensation, taxes and workers' compensation insurance, training, and professional development. In addition, ProFIT will be responsible for medical insurance for any eligible employees.

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

The total annual price for each year:

• **Base Year I: \$ 189,118.80**

January 1, 2024 – December 31, 2024

• **Option Year II: \$194,225.01**

January 1, 2025 – December 31, 2025

• **Option Year III: \$199,469.08**

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.

### Operating costs and expenses

The Association will be responsible for all operating expenses except for payroll and related expenses described above, including general liability, property, and casualty insurance.

## **XI. 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.



## **XII. 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 Professional Fitness Management LLC, 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

---

Signature – Professional Fitness Management LLC

---

Date

**Attachment A**  
**References**

## **PROFESSIONAL REFERENCES**

### **Fitness Association of the Patent and Trade Office**

Kevin Bechtel, Board President  
501 Dulaney Street, Suite 14B45  
Arlington, VA 22314  
(571) 296-5143  
Kevin.Becht@USPTO.GOV

### **Marriott Marquis**

Phillip Shortino | Resident Manager  
Marriott Marquis Washington DC  
901 Massachusetts Ave NW, Washington, DC 20001  
Ph: 202-824-9200  
Philip.Shortino@marriott.com

### **Hines Properties, Inc.**

Michael Jackson, Property Manager  
Constitution Center  
400 7<sup>th</sup> St. SW, Suite 105  
Washington, D.C. 20001  
(202) 484-4000  
Michael.Jackson@hines.com

### **Fitness Association of the U.S Department of Housing and Urban Development**

Mr. Sivert Ritchie, Board President  
451 7<sup>th</sup> St. SW; B-122  
Washington, DC 20410  
202-402-3266  
[Sivert.W.Ritchie@hud.gov](mailto:Sivert.W.Ritchie@hud.gov)

### **The Aspen Hill Club**

Danielle Bouchard, General Manager  
121 Holmcrest Road  
Sliver Spring Maryland.  
301-598-5200  
[dbouchard@aspenhillclub.com](mailto:dbouchard@aspenhillclub.com)

Additional references available upon request

## **Attachment B**

### **Virginia Business License**

# Commonwealth of Virginia



## State Corporation Commission

### CERTIFICATE OF FACT

I Certify the Following from the Records of the Commission:

That Professional Fitness Management, LLC, a Limited Liability Company formed under the law of Maryland, obtained a certificate of registration to transact business in Virginia from the Commission on June 19, 2007; and

That the Limited Liability Company is registered to transact business in the Commonwealth of Virginia as of the date set forth below.

Nothing more is hereby certified.



Signed and Sealed at Richmond on this Date:

March 6, 2023

A handwritten signature in cursive script, reading "Bernard J. Logan".

Bernard J. Logan, Clerk of the Commission

## **Attachment C**

### **Certificate of Insurance**



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/12/2022

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

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

<b>PRODUCER</b> Howard W. Phillips & Company 80 M Street SE, Suite 350 Washington DC 20003		<b>CONTACT</b> NAME: Megan Brittingham-Dodd PHONE (A/C No. Ext): 443-333-5686 FAX (A/C No): 202-331-8452 E-MAIL ADDRESS: mdodd@hwphillips.com	
<b>INSURED</b> Professional Fitness Management LLC, Energy Shirlington, LLC, Wagner Management Group, LLC PO Box 370 Galena MD 21635		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Philadelphia Indemnity Ins Co NAIC # 18058 INSURER B: The Travelers Indemnity Company of Connecticut 25682 INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: 818538917

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			PHPK2493596	12/1/2022	12/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 3,000,000 Professional Liabli \$ \$1 Mil/\$3 Mil
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2493596	12/1/2022	12/1/2023	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"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB794700	12/1/2022	12/1/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A	UB5H521133	9/1/2022	9/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER MD VA DC NY E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Employment Practices Liability			PHSD1761023	12/1/2022	12/1/2023	\$1,000,000 Limit \$15,000 Retention
A	Professional Liability			PHSD1750943	12/1/2022	12/1/2023	\$1,000,000 Limit \$1,000 Deductible

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

This certificate of insurance represents coverage currently in effect and may or may not be in compliance with any written contract. Please refer to the policy forms for additional insured, primary & non-contributory, and waiver of subrogation provisions that may apply.

Cameron Station Community Association, Inc. is additional insured on general liability if required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**

Cameron Station c/o CAMP 200 Cameron Station Boulevard Alexandria VA 22304	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	---

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ACORD 25 (2016/03)

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**WORKERS COMPENSATION  
AND  
EMPLOYERS LIABILITY POLICY**

**ENDORSEMENT WC 00 03 13 (00) - 001**

POLICY NUMBER: **UB-5H521133-21-42-G**

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit any one not named in the Schedule.

**SCHEDULE**

**DESIGNATED PERSON:**

**DESIGNATED ORGANIZATION:**

**ANY PERSON OR ORGANIZATION FOR WHICH THE INSURED HAS AGREED  
BY WRITTEN CONTRACT EXECUTED PRIOR TO LOSS TO FURNISH THIS  
WAIVER.**

DATE OF ISSUE: 07-08-21

ST ASSIGN:

PAGE 1 OF 1

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## **Attachment D**

### **EXERCISE EQUIPMENT MAINTENANCE CHECK LIST/TASKS**



## **EXERCISE EQUIPMENT PREVENTIVE MAINTENANCE**

### **STRENGTH EQUIPMENT**

All preventive maintenance activities must be performed on a regular basis. Performing routine preventive maintenance actions can aid in providing safe, trouble-free operation of all strength equipment.

#### **DAILY**

- Upholstery: Wipe down soiled upholstery with recommended cleaning products such as Gym Wipes or a mild solution of 10% household liquid dish soap and 90% warm water.
- Frames: Wipe down with gym wipes or a mild solution of car wash soap and water, dry thoroughly. For chrome tubes or areas of heavy use apply a coat of car wax to resist corrosion from sweat.

#### **WEEKLY**

- Inspect all bolts for looseness, tighten as required.
- Inspect all cables and belts for wear or damage.
- Inspect all handles and grips for wear or damage, particularly handle connecting points.
- Inspect all snap links for proper latching or wear.
- Inspect all labeling for readability; this includes placards, warning, and caution decals.
- Inspect all weight stacks for proper alignment and operation.
- Wipe all guide rods clean and lubricate with a lightweight motor oil.

#### **YEARLY**

[Type here]

- Inspect and replace if necessary, all belts and cables at least once a year.
- 

## **CARDIOVASCULAR PRODUCTS**

All treadmills need to be installed on a dedicated circuit with independent grounds. This is important for proper function and safety reasons. It will also extend the life of certain components.

All preventive maintenance activities must be performed on a regular basis. Performing routine preventive maintenance actions can aid in providing safe, trouble-free operation of all cardiovascular equipment.

### **AFTER EACH USE**

- Wipe any liquid spills immediately. After each workout, use Gym Wipes to wipe any perspiration from grips or painted surfaces.
- Do not apply harsh solvents to displays or plastic surfaces, they may damage or discolor.

### **MONTHLY OR (EVERY 1000 MILES)**

- Vacuum in and around machine. Remove covers to vacuum inside, carefully clean around motors and electronics. CAUTION: Be sure to unplug unit before removing covers, high voltages may still be present.
- Inspect power cords (if present) for damage in the housing or to the outlet prongs.
- On treadmills, we also recommend cleaning the belt and deck surface four times year with a cloth.

### **YEARLY OR (EVERY 5000 MILES)**

- Inspect belts for wear and decks for grooves or bare wood exposed.
- Inspect cables and grips for wear and replace as needed.

[Type here]

Cameron Station  
Fitness Center Management and Operations

9/4/23

## *Experience and Expertise*

Kinema Fitness is a national corporate wellness company that provides the highest level of fitness center operations to premier Fortune 500 organizations, residential complexes, luxury hospitality and commercial office buildings. Together with leading innovation, creative programs, top tiered fitness professionals, and pristine operations, Kinema has set a high bar for this industry. Kinema has seen tremendous growth in the last 5 years and continues to grow even during the pandemic when they signed six new customers. Kinema got started as an employee wellness and luxury hospitality fitness company, which alone sets us apart from many of our peers. Our core advantage is in our DNA, providing the most innovative wellness programming that engages all audiences that is supported by a huge network of professionals. That is why Kinema boasts the highest member utilization rate in the industry, an extremely high employee retention rate, and member feedback. Our member base is loyal, active, and invested. Kinema now manages some of the most premier corporate health clubs across the country including McDonald's brand-new headquarters, Bank of America's Midwest HQ, MathWorks HQ, Zurich's brand new headquarters, Google's Midwest HQ, Wolverine Worldwide (Fortune 500), Asurion Brand New HQ, Salesforce new Midwest HQ and more.

Kinema's vision is to reimagine the fitness industry that sets the bar for preventable care while inspiring our members. Our team has an incredible core and wellness is in our bloodline as all executives within our corporation have a strong background in wellness. We are not a volume operator, we position ourselves as a premium brand that emphasizes a strong partnership with our clients. Our clients are not just numbers, we customize individual solutions to ensure they succeed within the culture of our clients. This takes a lot of effort, teamwork and support. Our approach is extremely disciplined and methodical and relies on comprehensive analytics, technology, and reporting. We have an incredible corporate culture that embraces innovation, new ideas and we empower our team at all levels to contribute. This has clearly been embraced as we boast a 95% retention rate for our fitness managers and over 85% for our fitness professionals. We also invest heavily into our corporation, we are one of a very few operators that have their own in house graphic designers, holistic wellness directors, program directors and fitness directors that support all our onsite teams. We take incredible pride in inspiring our members.

Kinema brings a full suite of wellness services to its fitness centers to make them more appealing to the employees. Due to our strong background in corporate wellness, we have a deep understanding of holistic wellness solutions and how to integrate them into our operations. We offer a higher level of sophistication and strategy to personal training, holistic wellness, fitness classes, and ergonomics. The Kinema team sources the absolute best trainers in the industry and takes them through a rigorous vetting and training process. Kinema then integrates personal training with nutrition, mindfulness meditation, Reiki, and physical therapy for a total wellness approach. What truly sets Kinema apart is our execution. Many operators provide similar programs, but we pride ourselves on our ability to execute and deliver. At



Kinema Fitness we have developed our own personal training templates, program design and movement screens. We have also developed and innovated our own style of fitness classes based on member feedback. We have departments dedicated to creating and innovating for the sole purpose of adding value to our centers.

#### Core Services

- Full Service Operations – implementation of all fitness center policies and procedures
- Staffing by elite certified fitness professionals
- Dynamic group fitness classes – offer over 40 different types of classes
- Robust personal training – we have built our own program designs, templates
- Professional marketing – we have our own in house graphic designers for all print/digital communications
- Program Development and Execution – not just for the fitness center but for the entire corporation
- Implementation of a custom state of the art web based management system
- Vendor Management
- Holistic wellness services – Reiki Masters/Meditation Instructors
- Lunch N Learns – we offer an incredible array of wellness workshops. We have been offering over 40 different types of workshops since our corporation was founded. Our lunch N Learns are unique in that they are completely interactive and appeal to all senses of the body.
- Nutrition – Dieticians/Certified Nutritionists
- Health Coaching
- Functional Medicine
- Biometric Screens

The success of our programs is due to the integration of these services within our operations. All members will receive a complimentary fitness assessment and movement screen, personal training session, and meditation session. This way, employees can experience these services first hand.

There is a great deal that goes into the operation of a successful fitness center. Much more than sourcing on-site staff and providing fitness programs. To be truly successful, all levels of the provider's organization must be aligned with strong communication, corporate support, and continuous on-site education.

## Case Studies

### 1. McDonald's Brand New HQ (Kicked off June 2018)

After 70 years of being at the same location, McDonald's made a big move by relocating to downtown Chicago. Kinema was honored to be selected to design, develop and operate their brand new fitness center. After being with the same operator for over 30 years, this was a big change for McDonald's. Kinema worked closely with the building developer/architect and McDonald's for the 8 months leading up to the move to ensure a smooth transition. The fitness center is on the Penthouse of the building with access to the roof deck.

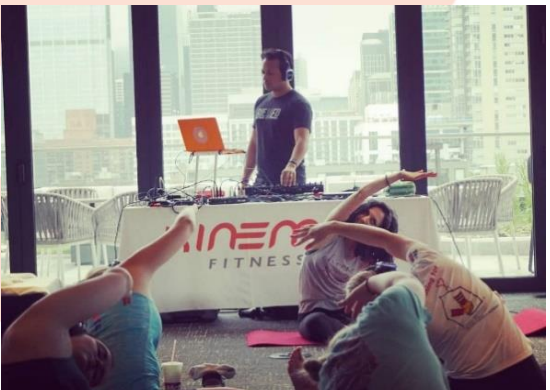
Our Plan included:

- Custom built fitness app for members to check into the gym, view classes and sign up for a membership.
- Creating a marketing campaign months before the kick off to strategize the best message to get out to the employees
- Met with the entire McDonald's leadership team numerous times to ensure our team and their team were synced on the message and culture.
- Worked closely with their implementation team to ensure tours that came through the building were led by our staff when they entered the fitness center. Each tour had a very specific timeframe, clear message and action plan.
- Custom built website: [www.cloud9kinemafitness.com](http://www.cloud9kinemafitness.com) (Cloud 9 -name of the gym)
- Hosted multiple open houses before the kick off to create awareness for the new gym.
- Kicked off the operation with a huge launch event that included a DJ, guitarist, meditation classes and raffles and giveaways.

### Outcome

After just a few years, we have already increased membership by over 100% from their prior location, personal training has been a huge success as we conduct over 60 sessions per month. The roll out of the meditation services has also been extremely successful as McDonald's has never had a holistic wellness program before. Class participation numbers have been extremely robust and we have already roll out building wide programs for employees who are not yet members. We are also working with the Ronald McDonald House.





## Zurich North America

Corporate Fitness Center: Brand new 20,000 sq. ft. fitness center at their brand new headquarters. The largest office building built in the suburbs of Illinois in the last 15 years.

Kinema design, assisted with the equipment procurement and fully operates the gym.

Project Kicked Off: October 2016



Kinema was awarded the contract after a long RFP process. Employees of Zurich moved into the new headquarters in phases during October of that year. Once the contract process ended, Kinema implemented a structured transition plan. Kinema Fitness worked closely with the entire facilities team and the benefits team at Zurich to ensure a smooth transition. Meetings included working with Zurich's payroll team as membership fees are deducted through payroll, IT team for the roll out of our fitness management solution, and their marketing team.

#### Our plan outlined:

- Marketing campaign where we worked closely with Zurich's creative marketing team and our own internal designers. Zurich was so impressed with our marketing they let our team design our own digital storyboard that was displayed on five internal 50" LCDs throughout the wellness center and main building.
- Equipment procurement: We designed the entire layout of the 20,000 sq. ft. and facilitated the procurement of commercial grade equipment. We blended the space with functional, cardio, and strength equipment that would complement the new age architectural design.
- Communications: Fundamentally a key element to any successful transition. We set up a standing weekly meeting with the facilities and HR team during the entire transition to ensure everyone was well informed on our progression and timeline.
- Programs: We created a wellness schedule for the next three months/up to a year that included wellness programs and events we would be implementing in the gym and throughout the building to assist with HR programs.
- Kick Off Event: One of the uniqueness to Kinema is our ability to create value added wellness events. To kick off the new fitness center, we invited local wellness vendors to come and give away free samples and other products to all employees. During the event we had demonstrations, staff meet and greet, featured fitness classes, chair massages, raffles and other items. An estimated 400 Zurich employees attended.

#### Outcome

- In the first two years, we exceeded every performance metric purposed for the Zurich fitness center. Our team averages over 75 personal training sessions monthly, we just recently implemented a successful holistic wellness program where members are now taking advantage of our Reiki and Meditation offerings. Our classes were in such demand, that we had to increase the number of classes due to their popularity. Membership is up over 50% since we have kicked off operations.
- We also manage employee volleyball leagues with over 150 employees registered.





### 3. Wolverine Worldwide      Rockford, MI

Wolverine Worldwide is a Fortune 500 firm that partnered with Kinema Fitness after a year long RFP process to assist in the design, development and operations of their brand new 30,000 sq ft corporate fitness center. The fitness center includes a full basketball court, pickleball court, indoor running track, cycling studio and a large cardio and strength area.

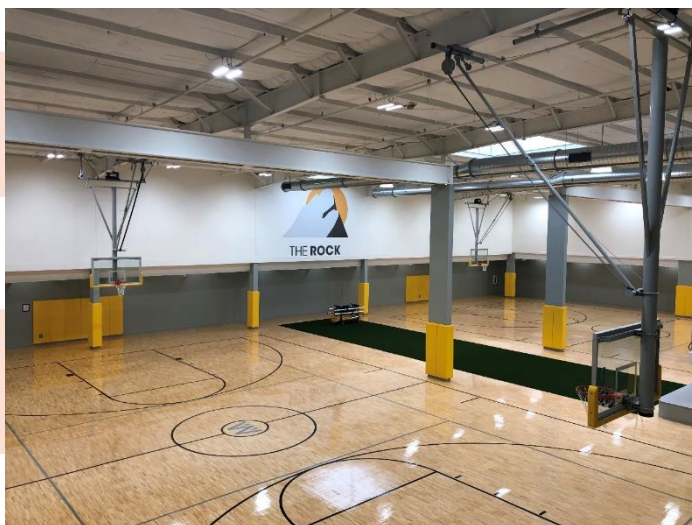
Kinema Fitness worked extremely closely with the Wolverine benefits and facilities team during the kick off to ensure their was a strong marketing campaign, smooth kick off and a comprehensive program plan in place.

During the transition, we implemented:

- Marketing campaign that introduced the new facility
- Our in house graphic designers created all the branding
- Fitness class schedule that incorporated new instructors
- Communication schedule.

#### Outcome

- Within the first year, we achieved 90% of all employees as members and an incredible 75% utilization rate.
- Kinema Fitness rolled out volleyball, pickleball, and basketball leagues as part of our on site operations.
- Kinema worked directly with Wolverine's benefit department and created a wellness menu of services that can be provided within Wolverine's offices.





#### 4. 1KFulton – Google’s MW HQ

Sterling Bay manages this beautiful redesigned Class A office building located in the heart of the Fulton Market district. 1000 W. Fulton Market is home to Google’s Midwest headquarters along with 5 other major tenants.

Kinema was awarded the contract to manage the facility and provide wellness programs to the tenants in the building.

During the transition, we made an effort to connect with the different employers in the building to build relationships with them. We met with each tenant in person and sat down with their benefits department to see how Kinema could assist them with their wellness programs. We also implemented an array of new programs, events, fun classes, and challenges to engage the member base.

This building has a beautiful penthouse at the top of it and due to our success with the fitness center, the owners allow Kinema to host quarterly fitness classes and wellness events at the top of the building.





## 5. 110 N. Wacker – Bank of America Headquarters

Kinema has won the award to design and operate a two story, high end corporate fitness center in the brand new Bank of American headquarters at 110 N. Wacker in Chicago. Our architects have already designed the layout of the space – locker rooms, treatment rooms, cycling studio, juice bar, reception area and lobby. This will be the tallest building built in Chicago in the last 25 years. Our team is also responsible for the equipment layout and equipment procurement. The gym will be 12,000 sq. ft.

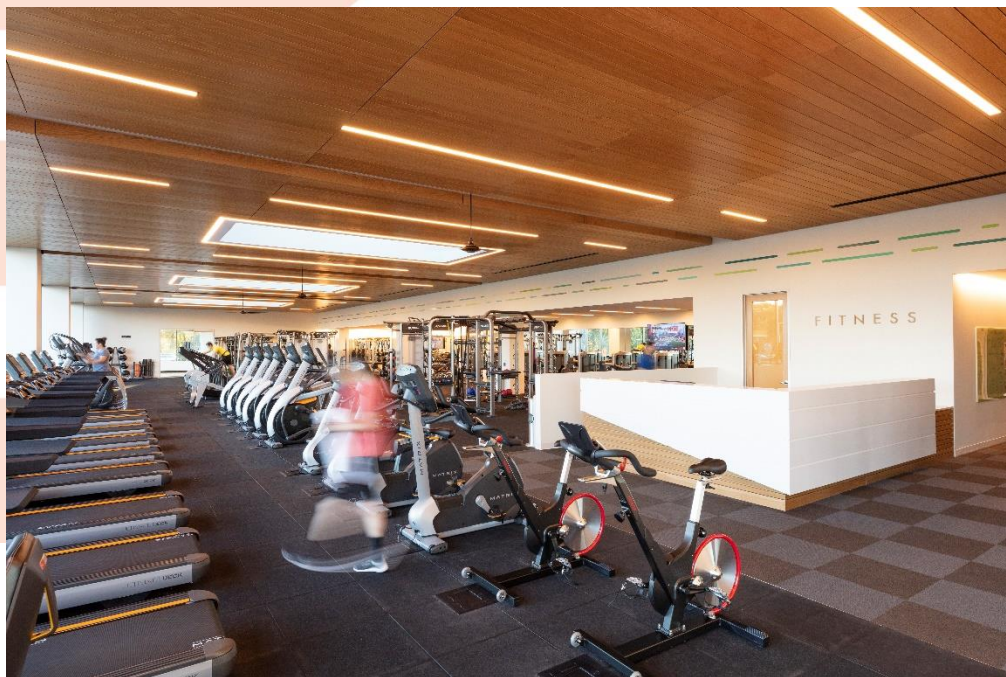




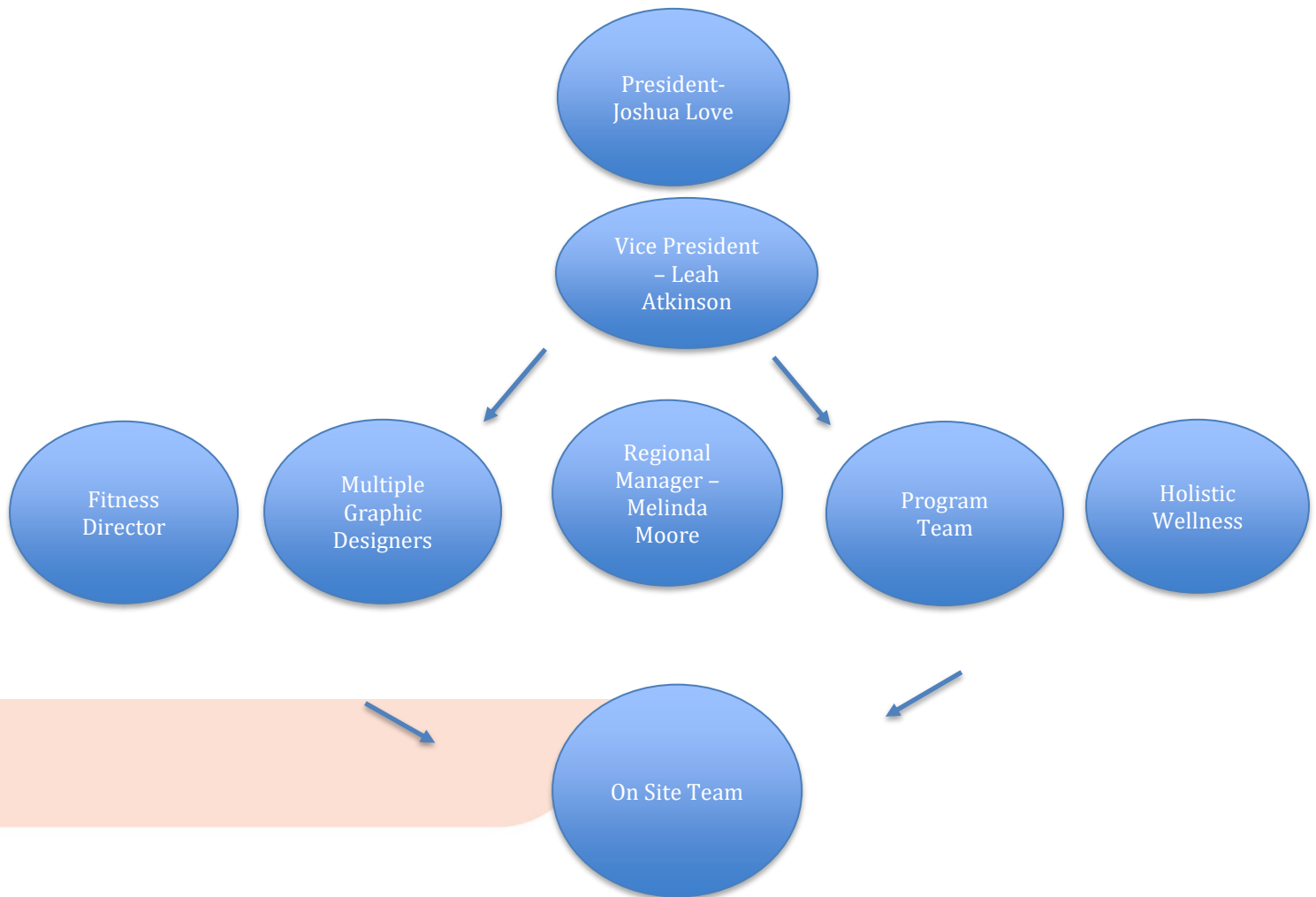
**6. MathWorks HQ      Multi-site location – Two Fitness Centers**  
**Awarded in June 2020 – Brand new**

MathWorks is an extremely large artificial intelligence company located in Natick, MA with two 10,000 sq ft corporate fitness centers. They have been with one national operator for over 10 years and then went out to RFP. The RFP process took over a year and Kinema was selected after an extremely thorough process due to our fresh approach, creative programming, large support system for our on site teams and our holistic wellness background.

Kinema Fitness set up weekly transition meetings with their workplace management team, facilities and benefits teams and implemented a virtual program first due to the COVID pandemic and then will roll out two on site fitness center operations.



*Support System – Kinema Fitness*



**References**

**1. Christopher Loiacono, RPA**

Property Manager  
Asset Services

**TRANSWESTERN**

6363 Walker Lane  
Alexandria, VA 22310-3263  
Direct: 202.775.7055  
[transwestern.com](http://transwestern.com)

Site: Metro Park

2. **James S. Thompson, RPA**

Property Director  
Asset Services

**TRANSWESTERN**

1717 K Street, NW Suite 1000  
Washington, DC 20006  
Direct: 202.775.7004  
[transwestern.com](http://transwestern.com)

Site 1100 New York Ave



# CAMERON STATION

Fitness Center Operations

FITNESS  
Re-IMAGINED

**KINEMA**  
FITNESS





## MISSION

To provide an incredible wellness experience for our members delivered by elite fitness professionals, while exceeding performance benchmarks through next generation fitness programming.

## VISION

Reimagine the fitness industry that sets the bars for preventable care while inspiring our members.







## EXPERTISE

Kinema Fitness brings years of expertise in the corporate wellness and luxury hospitality industry and merges them together with innovation, creative programs, top tiered fitness professionals, performance and pristine operations for fitness center management. Kinema manages premier Class A and Class A + commercial real estate fitness centers for landlords such as JLL, Hines, Sterling Bay, CBRE, John Hancock Real Estate, JBG Smith, along with some of the most impactful brands in the country including McDonald's, Samsung, Zurich, Wolverine Worldwide, SharkNinja and more. Kinema Fitness is on the cutting edge of wellness and we have seen explosive growth in the past few years with doubling our business since 2019. Kinema Fitness is proud to say we are a privately owned with no parent company.

Kinema brings a full suite of wellness services to its fitness centers to make them more appealing to the employee. This includes a higher level of sophistication and strategy to personal training, fitness classes, and programs. The Kinema team sources the absolute best trainers in the industry and takes them through a rigorous vetting and training process. Kinema then integrates personal training with holistic wellness that includes nutrition, mindfulness meditation, Reiki, chiropractic and physical therapy for a total wellness approach. What truly sets Kinema apart is our execution and performance. Many operators provide similar programs, but we pride ourselves on our ability to deliver.



FEATURED  
CLIENTS



RIVERSIDE  
INVESTMENT & DEVELOPMENT  
*Howard Hughes*

Newest Site 1: Bank of America Tower  
Chicago, IL



W  
WOLVERINE  
WORLDWIDE

Newest Site 2: Wolverine WorldWide  
Rockford, MI



CHUBB®

Newest Site 3: Chubb HQ  
Philadelphia, PA



M

Newest Site 4: McDonald's Corporation HQ  
Chicago, IL





FEATURED  
CLIENTS



Newest Site 5: One Post Office Square  
Boston, MA



Newest Site 6: One Financial Center  
Boston, MA



Newest Site 7: One Lincoln  
Boston, MA



Newest Site 8: ROWES WHARF  
Boston, MA





FEATURED  
CLIENTS



Hines

Newest Site 9: Salesforce Tower Chicago  
Chicago, IL



STERLING BAY

Newest Site 10: Lincoln Yards  
Chicago, IL



SAMSUNG

Newest Site 11: Samsung  
Taylor, TX



STERLING BAY

Newest Site 12: 345 N. Morgan  
Chicago, IL



CAMERON STATION #6





## ENGAGING

In any fitness center, there is a need to get into the gym and quickly create an engaged and motivated atmosphere. This is partially done through music, dynamic programming, high energy fitness classes, and an experienced passionate staff. Not only does our team create engaging day to day activities and challenges, but they also get to know our members and provide the best customer service.

Every prospective member will be given a gym orientation which will introduce them to a Kinema staff member, give them a tour of the facility, and answer any questions they have regarding the equipment, logistics of the gym, programs, and other services we offer. All our team members will be wearing a lululemon uniform so they are instantly recognizable. We train our staff to be extremely welcoming and to go out of their way to answer any and all questions a prospect or member has.



# STAFFING

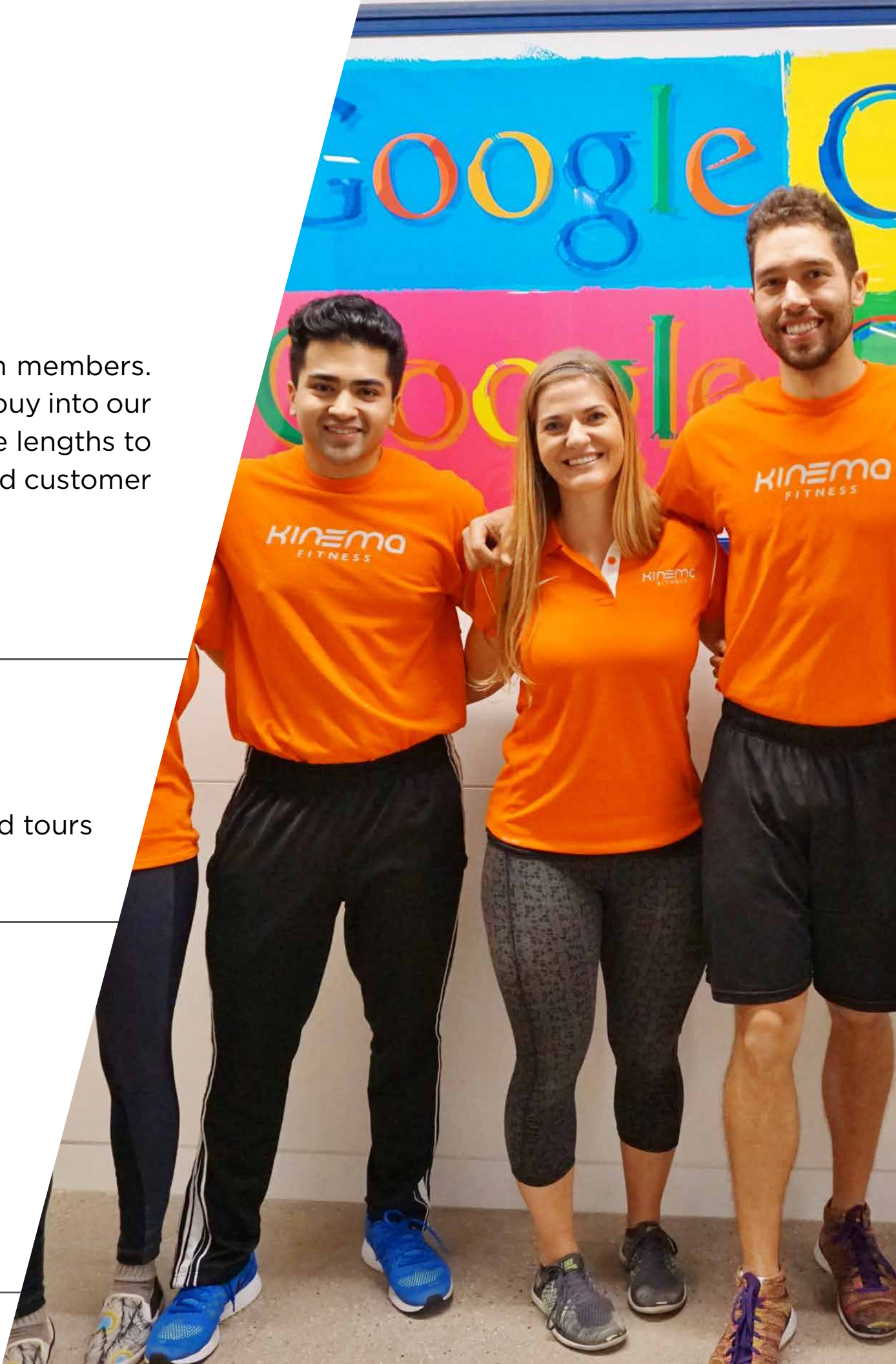
Kinema Fitness sets themselves apart completely from our peers from our team members. We have the highest employee retention rate in the industry. Our team members buy into our vision, they are passionate, and have a love for what they do. We go to incredible lengths to source incredibly talented fitness professionals that are extremely well trained and customer service oriented.

## ROLES & RESPONSIBILITIES

- Executing wellness programs
- Developing fitness challenges
- Conducting fitness workshops
- Developing an outreach strategy
- Conducting group fitness
- Conducting new member orientations and tours

## ORGANIZATION CHART & SUPPORT

- Internal Kinema Resources to support Operations
  - Dedicated Regional Director
  - Holistic Wellness Director
  - Program Director
  - Fitness Director
  - Graphic Designers
  - Registered Dietitian





## CLASSES

Kinema prides itself on the ability to provide an assortment of dynamic fitness classes that appeal to various age groups, demographics, and fitness levels. Our team will utilize all areas of the fitness center including the main fitness floor and studio to operate Tai Chi, Meditation, Yoga and Mat Pilates, Tabatas, Kickboxing, Circuits, HIIT, Bootcamps, and Box N' Burn classes. We offer over 40 different types of classes.

Classes are included in the gym membership.



## PERSONAL TRAINING

Kinema will build an extremely robust personal training program. This is an important part of a successful gym as it engages the members on an individual level. Most individuals that elect to join a club do so for convenience, amenities, classes, and the benefits of personal training. If strategized correctly, personal training can become very popular. All training programs are built from a comprehensive fitness assessment. Our trainers are experts in injury rehab, functional training, corrective movements, sport specific training, endurance, weight loss, flexibility and balance and resistance training.





## HOLISTIC

Kinema has created a very comprehensive holistic wellness program to complement the fitness services. This gives our members the ability to take advantage of an entire whole wellness approach. The mindfulness component is extremely important in the corporate setting and addresses stress management.

- Recovery Services
- Massages
- Meditation
- Reiki
- Stretching
- Tai Chi



## WELLNESS SERVICES

Kinema Fitness has built an extraordinary internal wellness team that includes registered dietitians, health coaches, SPA practitioners, physical therapists and chiropractors.

Our team is available to provide a total well-being approach to all members. This presence increases the overall engagement of our members.





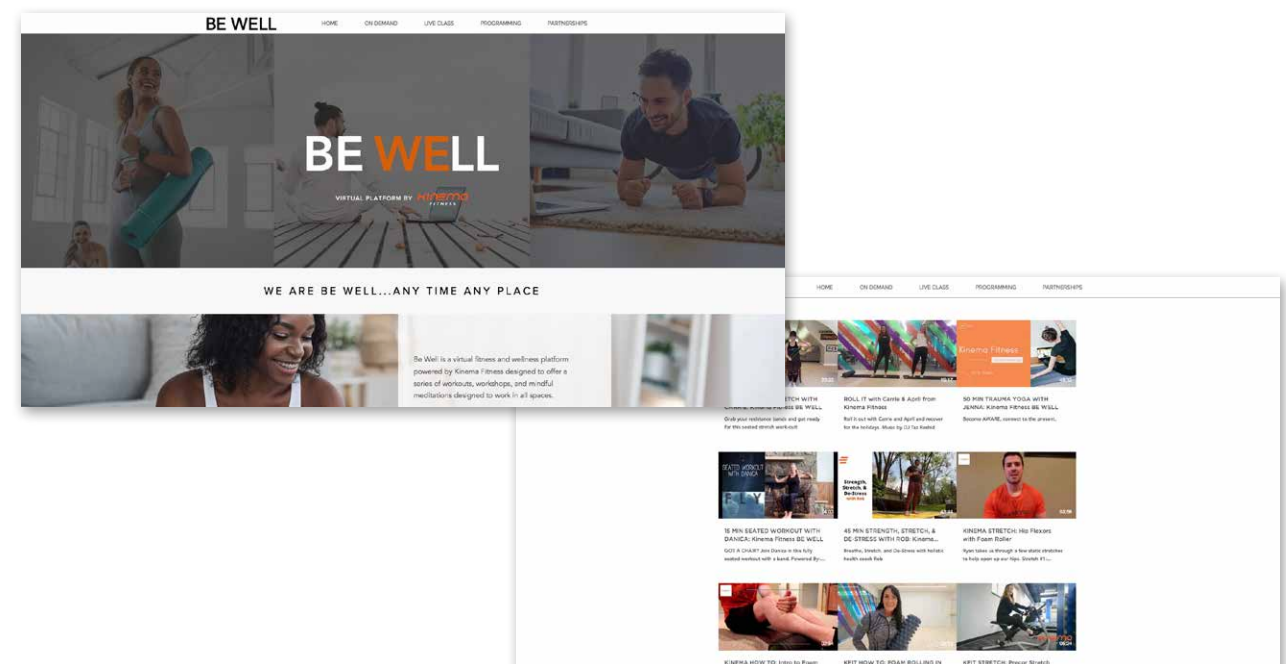


# VIRTUAL

Kinema has created a robust virtual wellness platform called, “BeWell” to engage our members physically, mentally, and socially when they cannot be onsite at our clubs. All live content delivered through our platform is taught by Kinema Fitness professional instructors and wellness practitioners.

## KINEMA VIRTUAL INCLUDES:

- Live and On Demand Classes
- Wellness Workshops
- Holistic & Mindfulness Sessions
- Challenges
- Competitions
- All taught by professional, certified fitness and wellness instructors
- Content is updated regularly





## PARTNERSHIPS



Lululemon - Kinema Fitness has become an approved partner of lululemon and all our team members uniforms will be in lululemon apparel.



NASM - Kinema Fitness has become an approved partner of one of the top fitness certification bodies in the country. We source a number of high quality fitness professionals directly from NASM.







## PROGRAMS

Kinema Fitness delivers an incredible experience for the tenants that includes:

- Events with DJs
- Wellness Workshops
- Open House Fairs with local Wellness Vendors
- SPA Experiences
- Pop Up Nail and Hair
- Partner fairs with companies like Drip Hydration
- Member Week with food from Local Restaurants

These events can take place in the following areas:

- Tenant Spaces
- Outside Campus
- Penthouse
- Terrace Area
- Within the Fitness Center
- Conference Rooms





# OPERATIONS

Kinema Fitness implements their proven operational system into place while managing the operations of their clubs.

These include:

- Preventive maintenance of all equipment
- Sanitizing measures for all equipment
- Multi-touch point inspection for all team members
- Unannounced audits on all our sites, paid for by Kinema Fitness
- Risk management policies
- Gold standard operating procedures and policies
- Vendor management
- Wholesale supply ordering system and restocking
  - Locker room supplies
  - Office supplies





## TECHNOLOGY

Kinema Fitness will implement and leverage technology that will allow our team to engage members and non - members in every facet of the member experience. This includes utilizing a cloud based management system, integrated wellness cloud within the gym equipment and heart rate tracking. By utilizing this technology, it will allow Kinema to streamline our operations and focus on customer service and member engagement. Kinema will roll out a fitness app that will be available to all members of the gym. Members will be able to download the app to view the class schedule, sign their waivers, sign up for personal training sessions, contact staff, or check in the fitness center. It will allow the member to see gym utilization and print out a report based on that information. The system is extremely comprehensive and will be able to give Kinema reporting in real time for daily, weekly, or monthly usage of the gym. It will give us reporting on personal training sessions, personal training revenue, member count and about 90 other reports.



**KINEMA**  
**FITNESS**

Pro Forma  
Cameron Station  
Fitness Center Operations  
Revised 9/14/23

[illegible]



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## All Access Order Form: Fitness Center Management

1. Introduction. This Order Form (the “**Order Form**”), between ECTING LLC d/b/a ELIN Fitness Redefined (“ELIN”), and the Subscriber named below, is for the procurement of in-person fitness center management services (“**FCM Services**” or “**Fitness Center Management Services**”) provided for the Subscription Term (defined below). This Order Form is made pursuant to the CAMERON STATION COMMUNITY ASSOCIATION, INC. All Access Agreement (the “**Agreement**”) attached hereto. Capitalized terms used and not defined in this Order Form have the meanings given in the Agreement.

### Subscriber Name Billing Information Subscription Term

CAMERON STATION COMMUNITY ASSOCIATION, INC.

Effective Date:  
01/01/2024

Launch Date:  
01/01/2024

Expiration Date:  
12/31/2026

Payment Terms  
Monthly Billing Cycle

	\$	Hrs	Weekly	Annualized
<b>Manager</b>	\$32.00	30.00	\$960.00	\$49,920.00
<b>Desk</b>	\$20.00	83.25	\$1,665.00	\$86,580.00
<b>Instructor</b>	\$60.00	10.00	\$600.00	\$31,200.00

**Subtotal**

\$167,700.00

**Mgmt Fee 15%**

\$25,155.00

**Annual Agreement**

\$192,855.00





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2. **Facility.** For FCM Services, during the term commencing on the Launch Date and ending on the Expiration Date (the “**Subscription Term**”), ELIN will manage Subscriber’s fitness and wellness programs (the “**Program**”) within the fitness center facility located in the “**Facility**” as a first class fitness center.

Facility Launch Date	Operating Days and Total Weekly Staffed Hours*	Weekly Group Classes (All Class Types) **	Eligible Population (Approx # of Individuals)
01/01/2024	7 days; 104.75hrs/week	6	Residents of Cameron Station; Approximately 300 users

\* Total weekly hours to be maintained regardless of PTO and other approved absences for staff.

\*\* The mix of classes will be based on Subscriber’s preferences, subject to available equipment, space and staffing.

4. **Hours of Operation.** The Facility will be open for the operating days and total number of staffed hours specified above. Subscriber and ELIN will mutually agree on a daily staffing schedule for the Facility reflecting such hours, as reasonably necessary to accommodate Subscriber’s needs from time to time. Any changes to the agreed upon daily staffing schedule shall be subject to Subscriber’s reasonable approval. Subscriber may request additional Staff, and shall accommodate such requests, and advise Subscriber of the cost of such additional Staff, in which case, Subscriber shall either withdraw the request or agree to pay the salaries and benefits of such additional Staff. Subscriber may also permit Members to access to the Facility during un-staffed hours.

5. **Facility Operations.** ELIN shall manage the day-to-day operations of the Facility and advise Subscriber regarding the strategic operations of the Facility, including:





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a. **Equipment Maintenance.** ELIN shall assist Subscriber in identifying a reputable equipment maintenance provider (“**Maintenance Provider**”) to maintain all Facility exercise equipment. ELIN will contract directly with such Maintenance Provider, and ELIN shall be entitled to receive (i) the actual out-of-pocket cost of such contract paid by CAMERON STATION COMMUNITY ASSOCIATION, INC. plus (ii) a 6% procurement fee, as and to the extent shown on the Approved Budget. ELIN will coordinate with the Maintenance Provider to establish a reasonable equipment preventive maintenance schedule. ELIN will perform light, superficial cleaning of equipment as needed, and will check equipment daily for operability. ELIN will notify Subscriber of any material equipment malfunction and will coordinate with the Maintenance Provider to implement necessary repairs; provided however, any repairs costing greater than the amounts shown on the Approved Budget shall require Subscriber’s prior approval.

b. **Member Enrollment (if applicable).** ELIN will conduct an enrollment process for new Members (as defined in the Agreement (if and when needed)). ELIN will collect membership dues (if any) from Members on behalf of Subscriber using a method of payment approved by Subscriber and deposit all amounts received in accordance with the provisions of Section 5g below. Subscriber will determine the membership rates, if any. For clarity, such membership dues do not include Personal Services (defined below).

c. **Management Visits.** Management will visit the Facility on a reasonable basis (as necessary to maintain the quality of service contemplated by the Terms) to meet with Staff and appropriate Subscriber officials to review the operation and management of the Program and to plan Program enhancements. Each of Management and Subscriber agrees to participate in at least two such meetings annually. As part of such meetings, ELIN will develop an annual strategic plan in accordance with Subscriber’s objectives and will collaborate with Subscriber to create the proposed annual budget as described in Section 5g below.

h. **Limitation on Authority.** ELIN shall not have the right, power or authority to enter into agreements or incur liability on behalf of Subscriber, except as expressly set forth herein. Any action taken by ELIN which is not expressly permitted by this Order Form shall not bind Subscriber.

i. **Standard of Performance.** ELIN shall perform its obligations in a diligent, careful and professional manner to maximize potential revenues and minimize expenses and losses from the Facility. ELIN agrees that the FCM Services shall be of a scope and quality not less than those generally performed by first class, professional of comparable fitness facilities in buildings of similar type and quality. ELIN shall comply with the rules and regulations adopted for the building from time to time. ELIN will at all times act in good faith, in a commercially reasonable manner and in a fiduciary capacity with respect to the proper protection of and accounting for Subscriber’s assets.





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j. **Compliance With Laws.** ELIN shall comply in all material respects with applicable federal, state and local laws, ordinances, rules, regulations and orders and with the rules, regulations and orders of the local Board of Fire Underwriters or other governmental or quasi-governmental agencies (collectively, “**Laws**”) governing the operation of the Facility and/or the provision of the FCM Services. ELIN will not permit the use of the Facility for any purpose which might impair any policy of insurance on the building, or which might render any loss insured thereunder uncollectible. ELIN shall keep in effect all necessary permits and licenses for the Services.

k. **Estoppels.** ELIN agrees, from time to time during the Subscription Term, to execute and deliver to Subscriber, within fifteen (15) business days of Subscriber’s request, a certificate stating: (a) that the Terms are in full force and effect and unmodified, or if there has been a modification or modifications, identifying the modification agreement or agreements; (b) whether or not there is any existing defaults or pending disputes hereunder; and (c) such other factual matters as Subscriber may reasonably request. Any such certificate shall be for the benefit of and may relied upon by Subscriber and Owner and their affiliates, as well as any superior lessors, mortgagees, investors, prospective purchasers or similar interested parties.

l. **Other Responsibilities.** ELIN shall perform light cleaning and other services described in the job descriptions attached hereto as Exhibit 1 and made a part hereof. ELIN shall regularly inspect the equipment in the Facility, including, without limitation, the Automatic External Defibrillator and promptly advise Subscriber of any issues.

6. **Equipment.** Except as otherwise provided in this Order Form, Subscriber will equip the Facility with the furniture, fixtures, equipment, materials and supplies as previously agreed by the parties as reasonably necessary for staff to provide the Services. This includes gym equipment, an Automatic External Defibrillator, office furniture and computers for staff, networking and communications hardware, software, administrative supplies and toiletries.

7. **Ancillary Services.** Except as otherwise provided in this Order Form, Subscriber will provide or procure from third parties the following: Building standard lighting, base Building HVAC, wireless internet, daily base building cleaning services in accordance with the cleaning spec attached hereto as Exhibit 2 and made a part hereof and all other maintenance of the base Building systems serving the Facility.





## 8. Staffing Arrangements

i. **Employees.** All Staff (defined below) will be non-union and will be hired, trained and managed by Management at Subscriber's expense, as and to the extent provided on the Approved Budget. ELIN will be the legal employer of Staff. Subscriber will have on going, reasonable approval rights over the general manager on the Staff. Staff will include the equivalent of number of full-time employees as agreed upon, with hours to be agreed upon by the parties. The current employee budget includes allowance for substitute staff for vacations and illness.

ii. **Staff Duties.** ELIN will employ full-time and part-time performance professionals ("**Staff**") to support the Program. Staff will have certifications and training appropriate for their Program responsibilities. Staff periodically engage in additional professional development to advance their skills and improve the Program. Staff will develop individualized exercise programs, orient Members to the Program, maintain records of Member activities, compile reports for Subscriber's management and use management and motivational techniques to promote the effectiveness of the Program. Staff shall help maintain the overall appearance and function of the Facility by straightening accessories, removing of trash or abandoned towels, wiping down and resetting of equipment and mats, and similar activities.

iii. **Staffing Adjustments.** ELIN may change the number and composition of Staff from time to time, provided that ELIN will not implement any changes that would increase Fees or adversely impact Subscriber or the overall experience of Members in the Facility without Subscriber's prior written consent. Subscriber may request that ELIN seek to improve the performance of any ELIN Staff. If performance is not improved within a mutually agreed time then, upon Subscriber's reasonable request, ELIN will replace the ELIN Staff member as soon as reasonably practicable.

iv. **Staff Employment Status.** Staff are ELIN employees/contractors and not employees/contractors or agents of Subscriber. ELIN is responsible for, and will exercise full control and direction over, ELIN Staff. ELIN will: (a) supervise and direct ELIN Staff; (b) determine the wages (subject to the Approved Budget), terms, and conditions of employment; (c) pay wages (in accordance with the Approved Budget), and collect, withhold, report, and pay employment taxes; (d) provide applicable employee benefits; (e) timely comply with all applicable laws and regulations regarding ELIN Staff, such as but not limited to FLSA, OSHA, unemployment insurance laws, etc., and, if any violations of such laws occur, any resulting costs, fines or penalties shall be paid by ELIN without reimbursement by Subscriber, (f) discipline, replace, and terminate the employment; and (g) resolve grievances and disputes.







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Notwithstanding the foregoing, promptly after demand by Subscriber, ELIN will discharge or transfer from the building any Staff member to whom Subscriber, in its reasonable discretion, shall object due to such Staff member creating a reputational issue or other disturbance at the building. Nothing contained in the Terms shall be construed as granting to ELIN or any employee of ELIN any rights under any benefit plan of Subscriber or any of its affiliates.

v. **Staff Holidays & PTO.** Staff shall observe Subscriber's holiday calendar. Staff receive eight paid holidays per calendar year. If Subscriber observes fewer holidays, Staff will receive additional floating holidays to make up the difference. Fees below include substitute coverage for all Staff PTO.

vi. **Labor Harmony.** Staff shall not directly or indirectly employ, or permit the employment of, any contractor, mechanic or laborer, if such employment will interfere or cause any conflict with other contractors, mechanics, or laborers engaged in the construction, maintenance or operation of the Building by Owner or others. In the event of any such interference or conflict, management, upon demand of Owner or Subscriber, shall cause all contractors, mechanics or laborers causing such interference or conflict to leave the building immediately.

9. **Subscriber Meetings.** If Subscriber requires Staff to attend meetings, and such Staff are not classified as "exempt" under the Fair Labor Standards Act, then shall advise Subscriber if requiring attendance at such meeting will cause Subscriber incur additional charges, and if following such notice, Subscriber shall elect to require attendance, then Subscriber shall pay or reimburse for any costs associated with (a) such attendance, if the meeting occurs outside of an Staff member's regular working hours and (b) any substitute Staff required to operate the Facility during the meeting.

10. **Staff Workouts.** Staff may train at the Facility during non-scheduled hours that occur during regular

Facility operating hours, including personal workouts and participation in group classes if capacity allows, with members receiving priority regarding use of equipment.

#### 11. Fees.

a. **Management Fees.** Subscriber will to pay ELIN as a management fee for the Services in advance in equal installments per Billing Cycle during the Subscription Term a management fee (the "**Fixed Management Fee**") in the amount of 15% or \$25,155.00 per annum, which amount shall be reduced or increased (subject to Subscriber's prior consent) if staffing levels vary from the staffing reflected in the table below . Fixed Management Fee will be subject to annual escalation by 2.5% or the 12- month CPI-U whichever is greater and modified to reflect staffing changes approved by Subscriber.







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**d. Fees for Personal Services.** Staff may provide personal training, massage, performance coaching and other fee for service programs to Members ("**Personal Services**") as mutually agreed between ELIN and such Member, and reasonably approved by Subscriber, as to content of Personal Services and fees therefor. The Members will pay the full cost of any Personal Services they receive, and ELIN will be entitled to retain 100% of the amount of fees it collects in respect thereof. In no event shall Subscriber be responsible for any costs of Personal Services.

**e. Fees for Additional Offerings.** Where ELIN offers Additional Offerings directly to Members, ELIN will determine the applicable fees in its reasonable discretion and will look solely to such Members for payment. Where ELIN offers Additional Offerings to Subscriber, the parties will mutually agree on applicable Fees. Subscriber hereby subscribes to the following Additional Offerings:

**f. No Fee Pilot Programs.** ELIN may from time to time, with Subscriber's reasonable consent, offer a limited audience of Members the opportunity to participate in pilot programs for Services or Additional Offerings. Subscriber may approve pilot programs via email. Pilot Programs are offered for no additional Fees. ELIN may discontinue pilot programs upon notice to Subscriber.

**g. Subscriber Contacts.** Subscriber appoints the following contacts for implementation success:

Role	Name	Title	Email
Core liaison(s) for overall implementation success*	Elin Kanchev	CEO	elin@elinfitnessredefined.com

**13. Safety and Security.** ELIN shall coordinate with Subscriber to develop Facility security and emergency procedures. ELIN shall document and promptly report all accidents and incidents sustained by Members that have been reported to management. ELIN will regularly inspect the Facility and all equipment therein and promptly report any potentially unsafe conditions to Subscriber.

**14. Disability Accommodation.** If any Member requires a disability accommodation to access the Program, the parties will collaborate to develop an accommodation plan and Subscriber agrees to pay or reimburse ELIN for any out-of-pocket costs incurred by ELIN following Subscriber's prior written approval associated with implementing such plan (including any additional required Staff).





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a. **Subscriber Insurance Requirements.** Subscriber or Owner will maintain in force during the Subscription Term insurance against loss or damage with respect to the Building and the Facility on an “all risk” or equivalent type insurance form, with customary exceptions, subject to such deductibles and self-insured retentions as Owner and/or Subscriber, as applicable, may reasonably determine in an amount equal to the replacement value of the building.

b. **Waivers of Subrogation.** All insurance policies required to be maintained by ELIN shall include a clause stating that the insurer waives all rights of recovery, under subrogation or otherwise, against the Subscriber Entities. All such policies shall include a clause or endorsement denying to the insurer rights of subrogation against the other party to the extent rights have been waived by the insured prior to occurrence of injury or loss, and the policies shall not prohibit such waiver. To the fullest extent permitted by law, each party, notwithstanding any provisions of the Terms to the contrary, hereby waives any rights of recovery against the other for injury or loss to the extent covered by such insurance (or which would have been covered had such party carried the insurance required to be carried by it hereunder). All deductibles in such insurance shall be treated as “insurance” for purposes of the foregoing waiver. This waiver shall apply to, and be for the benefit of, the Subscriber Entities.

This Order Form is governed exclusively by the Agreement attached hereto (together with this Order Form and any applicable exhibits and addendums, the “**Terms**”). In the event of any conflict between the Agreement and this Order Form, this Order Form prevails. The Terms are the entire agreement of ELIN and Subscriber regarding the Services. No online, service agreement, purchase order or other terms, entered into before or after the execution of these Terms, will apply to or inform the interpretation of these Terms. This Order Form (with attached Agreement) may be executed in several counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute one and the same instrument. Any electronically generated signature or use of a mutually acceptable digital signature service provider shall be treated as a so-called “wet ink” signature. Any facsimile or scanned and “pdf” transmittal of original signature versions of this Order Form (with attached Agreement) shall be considered to have the same legal effect as execution and delivery of the original document and shall be treated in all manner and respects as an original document. By their signatures below, the undersigned enter into this Order Form and the Agreement.

ECTING LLC d/b/a ELIN Fitness Redefined	CAMERON STATION ASSOCIATION COMMUNITY, INC.
Signed: Name: Title:	Signed: Name: Title:





(571) 251-7771



www.elinfitnessredefined.com



info@elinfitnessredefined.com

## Exhibit 1

### Job Descriptions (to applicable positions)

#### General Manager

##### ESSENTIAL FUNCTIONS OF THE JOB

- Hire, supervise, mentor and evaluate department managers (Fitness, Group Exercise, Membership Sales, Customer Service).
- Develop your site as a Center of Excellence, with multiple Subject Matter Experts, where other regional sites will send their staff for training.
- Foster and manage quality relationships with client and site members.
- Drive, track and report on key metrics regularly.
- Complete P/L influence and control.
- Support managers and membership by responding to emergent program and member requests, staff needs, scheduling and acting as marketing liaison for all fitness, wellness, aquatics, and membership recruitment/retention programs and strategies.
- Ensure excellent customer service and customer responsiveness to both inside and outside constituents.
- Understand and be committed to the mission and vision of the center.
- Interact with client management on a daily/weekly basis to enhance communications and build a positive client/vendor relationship.
- Develop department budgets and strategic business plan, and monitor for progress monthly as a part of client monthly operations updates as measured against annual goals for all departments.
- Support other ELIN sites and projects as an SME as needed.

##### MINIMUM QUALIFICATIONS

- Minimum of 7 years of General Manager Experience within the fitness industry, including overseeing Membership and Sales.
- Bachelor's Degree in fitness or business-related fields.
- Front Desk Associate





(571) 251-7771



www.elinfitnessredefined.com



info@elinfitnessredefined.com

## Front Desk Associate

### ESSENTIAL FUNCTIONS OF THE JOB

- Enthusiastically greet members and prospects on the phone and in person
- Engage members and guests to keep them motivated to visit regularly
- Increase member's feelings of self-worth and accomplishment
- Greet all their members personally by first name

### QUALIFICATIONS

- Strong customer service, front desk experience preferred
- Outgoing personality with the ability to effectively communicate
- Pleasant phone demeanor
- Excellent organizational skills

## Group Exercise Instructor

### ESSENTIAL FUNCTIONS OF THE JOB

- Enthusiastic about group exercise classes and enjoy delivering an upbeat, positive experience for our members
- Confident in your professionalism by reporting on-time with a positive attitude and a passion to motivate others
- A professional who is collaborative and a flexible leader

### QUALIFICATIONS

- Minimum of one year of experience actively leading successful group exercise classes.
- Experience with senior fitness preferred.
- Current nationally accredited group exercise certification (e.g. AFAA, ACE, ACSM, NETA, 200RYT). Senior fitness certification a plus.
- Current CPR/AED certification, and maintaining it throughout employment





**Cameron Station Community Association, Inc.  
Board of Directors Decision Request  
October 24, 2023**

**TOPIC: Landscape Enhancement Proposal # 31923  
Motion 2023-1006**

**Motion:**

"I move to **APPROVE** the Lancaster Landscape proposal #31923 for **\$5,250.00** to replace (30) missing blue princess hollies around the community clubhouse and the pool fence to be expensed from Operating Funds."

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

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

**Summary:**

The Common Area Committee members unanimously voted via email to recommend the Lancaster Landscape proposal. Attached is proposal #31923 for **\$5,250.00** to install plant material around the clubhouse and the pool fence.

**CAMP Recommendation:**

Management recommends approving the proposal as these missing plant materials are in prominent areas of the community.

**Budget Considerations:**

The plant material installation of \$5,250.00 is to be expensed from Operating Funds under Turf Treatments and Enhancements.

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



PROPOSAL NO.  
31923

October 11, 2023

CUSTOMER # 229

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

Dear Steve and Angel,

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

PLANT MATERIAL INSTALLATION

AROUND CLUBHOUSE AND POOL FENCE:

- REPLACE (30) MISSING 3 GAL. BLUE PRINCESS HOLLIES @ \$110/EA.....\$3,300.00  
- LABOR .....\$1,728.00  
- (2) YDS. OF HARWOOD MULCH @ \$95/PER YD.....\$150.00  
- FERTILIZER .....\$72.00

PROPOSAL TOTAL \$ 5,250.00

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

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

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

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

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

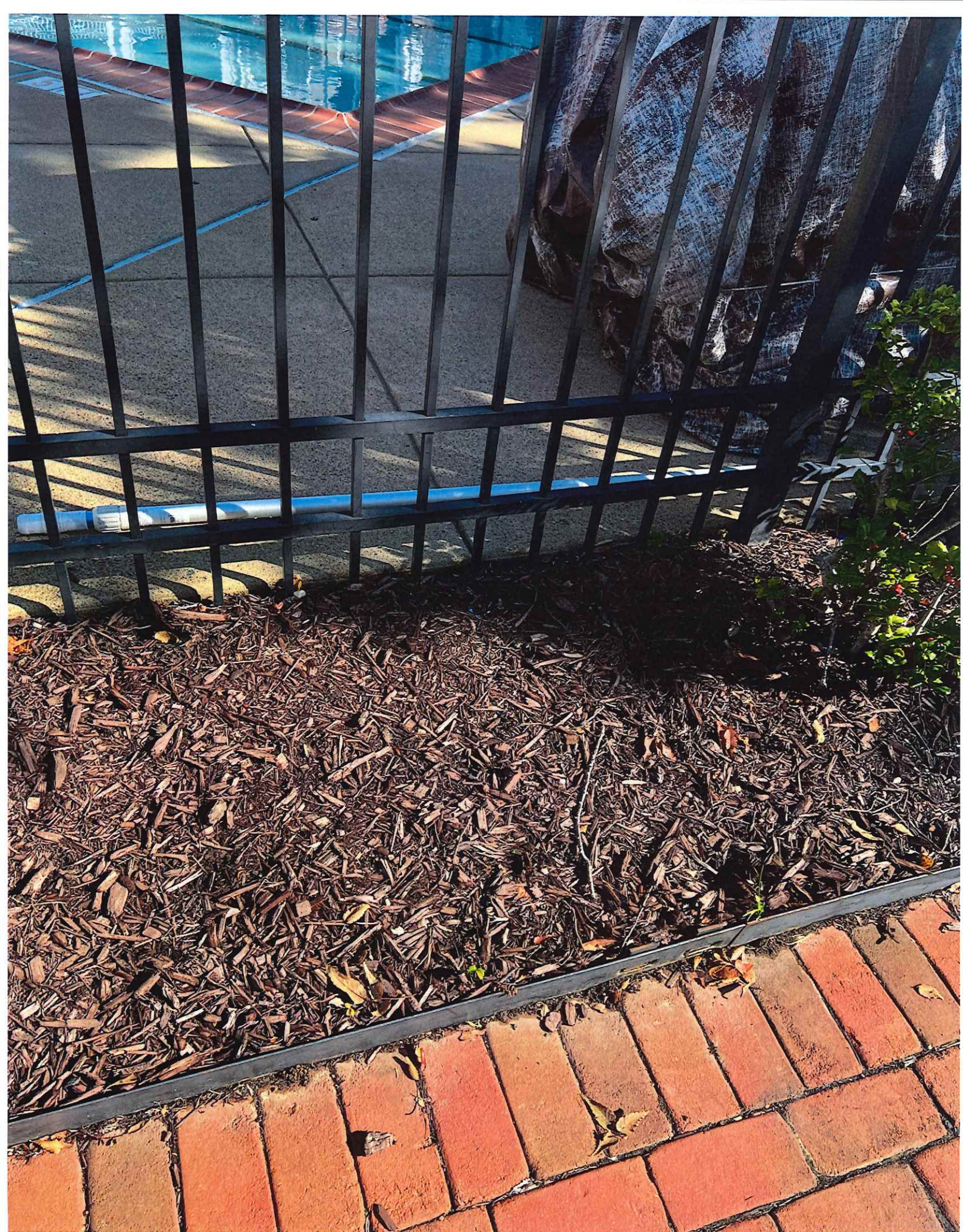
ACCEPTANCE OF PROPOSAL:

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

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

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

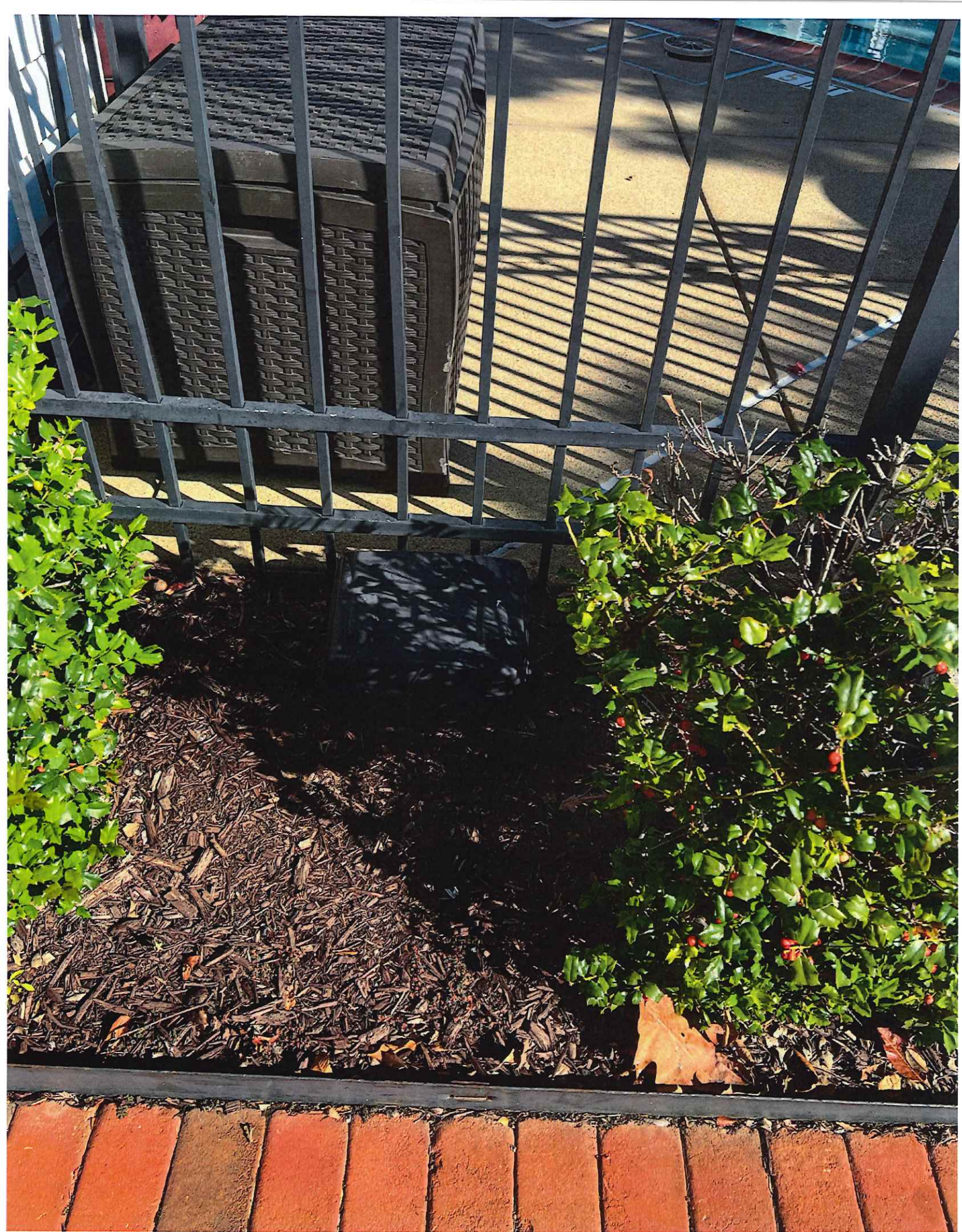






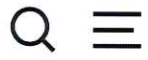








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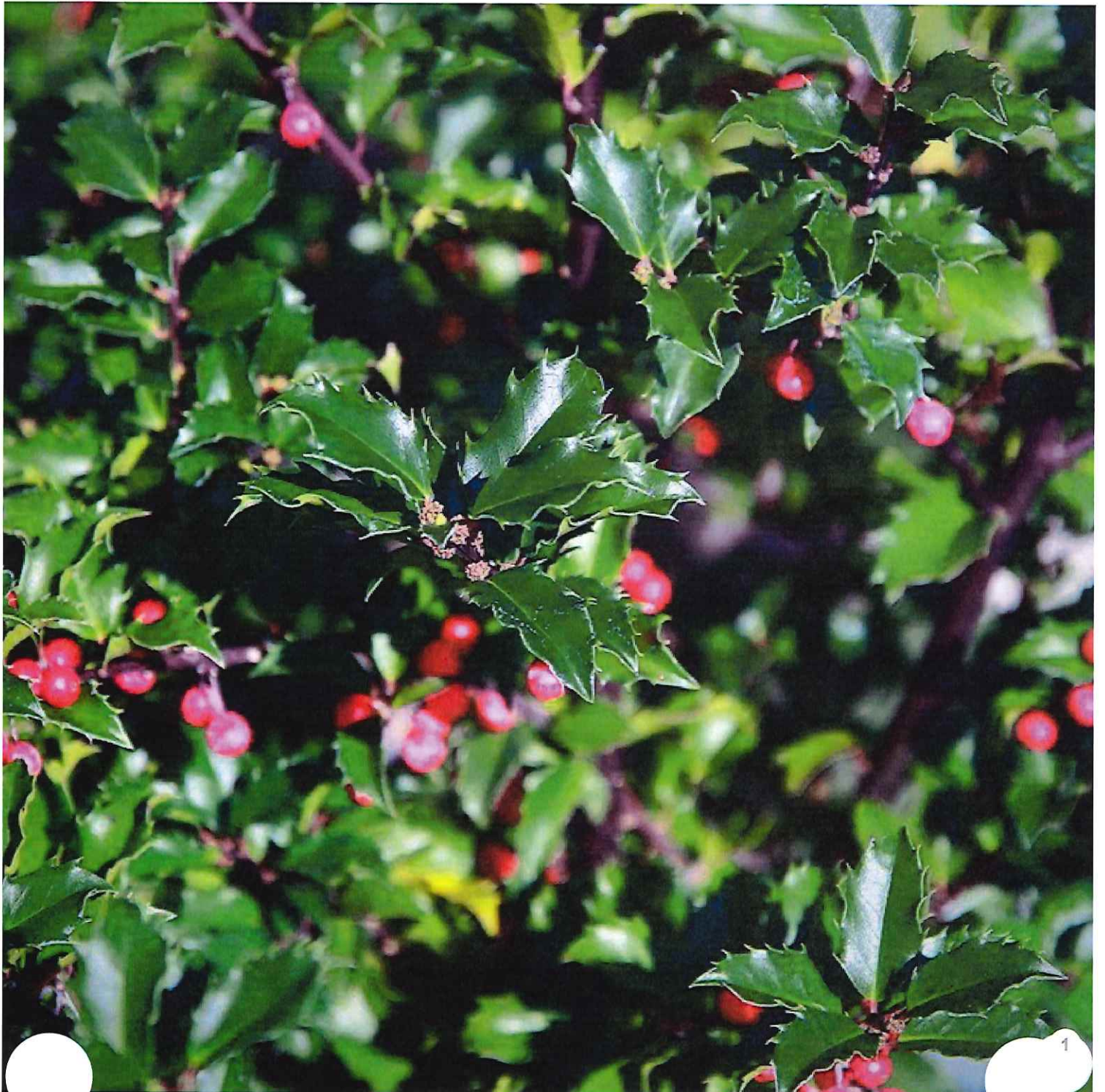
Inspiration

Design



Plants

Installation



**Blue Princess Holly**





**Cameron Station Community Association, Inc.  
Board of Directors Decision Request  
October 24, 2023**

**TOPIC: Landscape Enhancement Proposal # 31924  
Motion 2023-1007**

**Motion:**

"I move to **APPROVE** the Lancaster Landscape proposal #31924 for **\$7,725.00** to install big blue liriopse, tulip bulbs, and remove English Ivy and install mulch along Duke Street to be expensed from Operating Funds."

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

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

**Summary:**

The Common Area Committee members unanimously voted via email to recommend the Lancaster Landscape proposal. Attached is proposal #31924 for **\$7,725.00** to install plant material along Duke Street.

**CAMP Recommendation:**

Management recommends approving the proposal as these missing plant materials are in prominent areas of the community.

**Budget Considerations:**

The plant material installation of \$7,725.00 is to be expensed from Operating Funds under Turf Treatments and Enhancements.

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



PROPOSAL NO.  
31924

October 11, 2023

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

Dear Steve and Angel,

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

LANDSCAPE ENHANCEMENTS

<u>ALONG DUKE STREET IN EMPTY SPACES AND ALONG EDGE:</u>	
- INSTALL (170) 1 GAL. BIG BLUE LIRIOPE @ \$12/EA.....	\$2,040.00
- LABOR .....	\$1,728.00
- INSTALL (750) PINK TULIPS PINK "IMPRESSION" @ \$2.20/EA.....	\$1,650.00
- LABOR.....	\$1,080.00
- HARDWOOD MULCH AND FERTILIZER .....	\$147.00
<u>CORNER RIGHT SIDE:</u>	
- REMOVE ENGLISH IVY AND INSTALL HARDWOOD MULCH.	
- LABOR.....	\$1,080.00

PROPOSAL TOTAL \$ 7,725.00

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

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

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

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

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

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

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

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









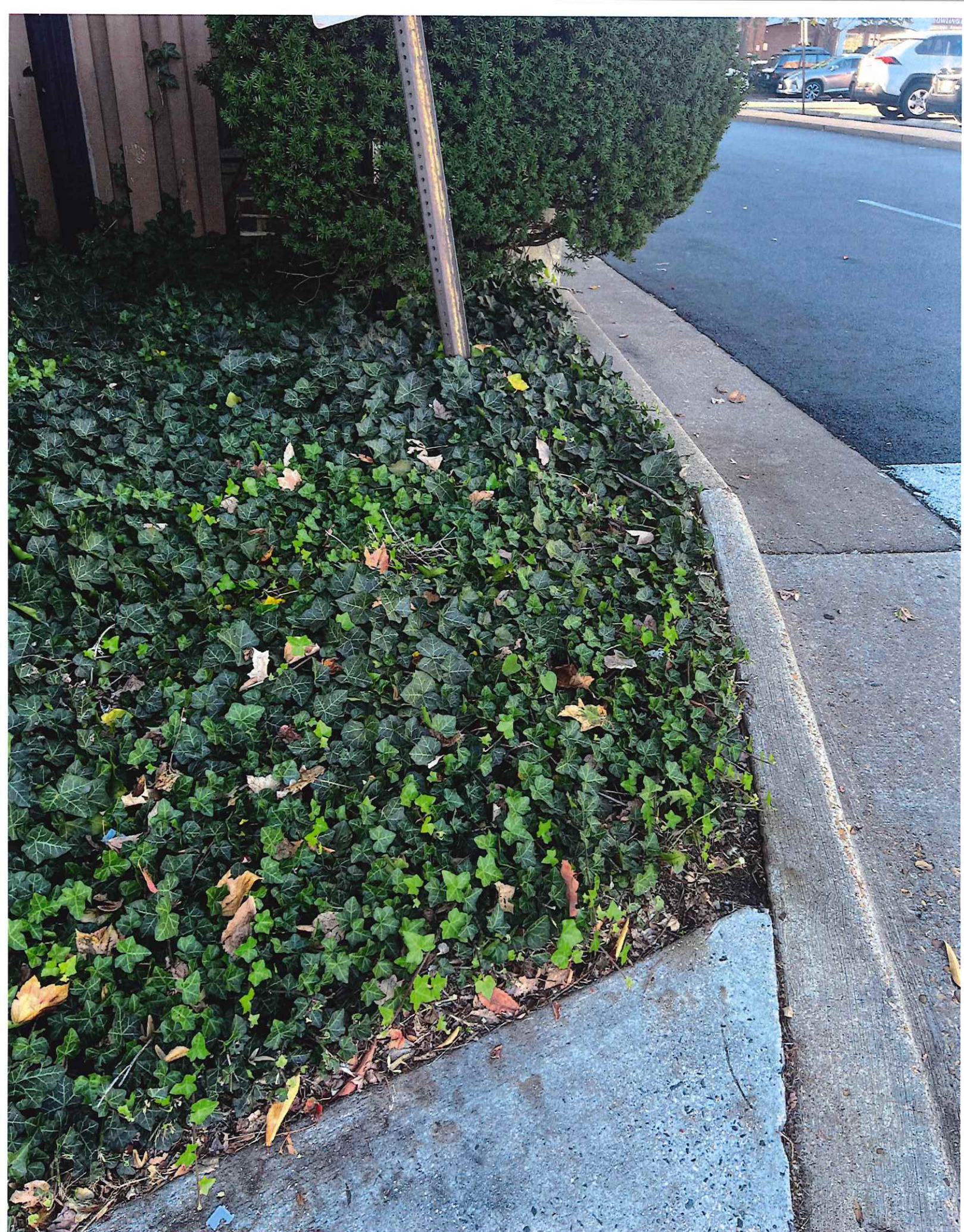
















## Pool Repairs Comparison Matrix

Summary: Replacement of five pool skimmers and reset of eighteen coping stones prior winterization of the pool

	American Pool	High Sierra Pool	Paradise Pool
Contact	Jeremy Fish	Uros Jelenkovic	Ed Garcia
Skimmer Replacement	\$10,689.50	\$9,250.00	\$9,750.00
Coping Stone Reset	\$2,321.10	\$2,700.00	\$1,980.00
Total	\$13,010.60	\$11,950.00	\$11,730.00



Qty	Item Description	Unit Price	Ext. Price
<b>Replacement / Maintenance Needed</b>			
1.00	Skimmer Replacement Remove and replace five cracked and broken surface skimmers.	10,689.50	10,689.50
1.00	Coping Stone Reset Reset the 18 hollow coping stones. Locations identified previously.	2,321.10	2,321.10
<b>Total:</b>			13,010.60

*\*Delivery and installation are included  
(applicable sales tax will be charged when  
invoiced).*

American Pool, LLC

OWNER agrees to terms page 1 to 7

<b>American Pool, LLC Representative Signature</b>		<b>Owner or Authorized Agent for Owner Signature</b>	
Mark Pol		Steve Philbin	
<b>Print Name</b>	<b>Sign Date</b>	<b>Print Name</b>	<b>Sign Date</b>



### Skimmer Replacement

1. Contractor will provide all labor and material necessary to break out and remove existing unit(s) and associated debris.
2. Contractor will supply all labor and material necessary to install Automatic Skimmer unit(s).
3. Contractor will test each skimmer line to ensure proper connections.
4. Contractor will encase each skimmer in 3000 PSI, air entrained concrete.
5. Contractor will install foam expansion material glued directly to the coping edge and adjacent concrete edge.
6. The skimmer pads will have a fine broom finish.

WARRANTY: One (1) year from date of completion.

### Coping Stone Reset

1. Contractor will supply all labor and material necessary to reset existing coping stones.
2. During the removal of stones should waterline tiles become damaged, Contractor will replace all applicable tiles at an additional cost upon approval from owner.
3. Contractor shall grout all stones with a white portland grout mix.

NOTE: UPON REMOVAL OF STONES, CONTRACTOR WILL ADVISE OWNER IF A DEFECTIVE SUBSTRATE IS FOUND.  
CONTRACTOR WILL REPAIR ALL AREAS ON A TIME AND MATERIAL BASIS UPON OWNER APPROVAL.

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## 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.*





# Proposal

**"Your Partner in Pool Management and Service"**

**Client Name:** Cameron Station Community  
**Project Name:** Replace Five Cracked Skimmers with Equazlier Line for Main Pool  
**Jobsite Address:** 200 Cameron Station Blvd Alexandria, VA 22304  
**Billing Address:** 200 Cameron Station Blvd Alexandria, VA 22304  
**Estimate ID:** EST4237969  
**Date:** Oct 23, 2023

<b>Main Pool - Replace Five Cracked Skimmers with Equalizer Line</b>	<b>\$9,250.00</b>
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**Job Description:**

- Break existing skimmer pad or saw cut and remove 2 ft. by 2 ft. section of deck around skimmer
- Perform initial pressure test to ensure skimmer line is intact.
- Excavate around skimmer and remove and dispose old skimmer.
- Reconnect new skimmer to existing pipe and install new skimmer at level with existing skimmer throat.
- Perform secondary pressure test of skimmer line.
- Extend skimmer crown to match level of the deck.
- Infill excavation with gravel and compact up to 4" below deck level)
- Pour concrete above the skimmer to form new skimmer pad (Approx. 4" thick), pad will be concrete with light broom finish. Color of the pad will differ from the rest of the deck.
- Install grout to waterproof around skimmer throat.

**Exclusions**

- Structural repairs to the pool beam and skimmer mouth
- Repairs of broken underground pipe if initial pressure test fails.
- Installation of additional reinforcement (Concrete/Rebar) around skimmer body.
- Tile and coping work to skimmer throat.
- Damages to pool fixtures as resulting of proposed work
- Other unforeseen repairs required

5	Each	Replace Skimmer with Equalizer Line	\$1,850/each	\$9,250.00
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<b>Subtotal</b>	\$9,250.00
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<b>Taxes</b>	\$0.00
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<b>Estimate Total</b>	<b>\$9,250.00</b>
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TERMS AND CONDITIONS: All Unforeseen conditions and work complications will be reported to the management. All Change orders are subject to prior approval. All work to be done in a professional manner and all materials to complete the above work to be included in this agreement. This estimate applies only to the job described above. The invoice will be submitted upon completion of the work. The

payment is due upon receipt unless specified otherwise. Please sign below and return to the Sierra offices in order to schedule the above work. Prices are subject to change without notice.

Estimate authorized by: \_\_\_\_\_  
Company Representative

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

Estimate approved by: \_\_\_\_\_  
Customer Representative

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



# Proposal

**"Your Partner in Pool Management and Service"**

**Client Name:** Cameron Station Community

**Project Name:** Reset up to Eighteen (18) Loose Coping Stones for Main Pool

**Jobsite Address:** 200 Cameron Station Blvd Alexandria, VA  
22304

**Billing Address:** 200 Cameron Station Blvd Alexandria,  
VA 22304

**Estimate ID:** EST4237945

**Date:** Oct 23, 2023

<b>Main Pool - Reset up to Eighteen (18) Loose Coping Stones</b>	<b>\$2,700.00</b>
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18	Each	Reset Coping Stone	\$150/each	\$2,700.00
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<b>Subtotal</b>	\$2,700.00
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<b>Taxes</b>	\$0.00
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<b>Estimate Total</b>	<b>\$2,700.00</b>
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TERMS AND CONDITIONS: All Unforeseen conditions and work complications will be reported to the management. All Change orders are subject to prior approval. All work to be done in a professional manner and all materials to complete the above work to be included in this agreement. This estimate applies only to the job described above. The invoice will be submitted upon completion of the work. The payment is due upon receipt unless specified otherwise. Please sign below and return to the Sierra offices in order to schedule the above work. Prices are subject to change without notice.

Estimate authorized by: \_\_\_\_\_

Company Representative

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

Estimate approved by: \_\_\_\_\_

Customer Representative

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

**Paradise Pool Service, LLC**

3131 Draper Dr

Fairfax, VA 22031 US

ed@paradisepoolservicellc.com

http://paradisepoolservicellc.com

**Paradise Pool Service, LLC**

## Estimate

**ADDRESS**

Mr. Steven Philbin

Cameron Station Community  
Association

200 CAmeorn Station

Boulevard

Alexandria, VA 22304 USA

**SHIP TO**

Mr. Steven Philbin

Cameron Station Community  
Association

200 CAmeorn Station

Boulevard

Alexandria, VA 22304 USA

**ESTIMATE #** 5153**DATE** 10/23/2023**EXPIRATION DATE** 11/23/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	<b>Skimmer Replacement</b>	Remove/Replace Skimmer: extract old skimmer, plumb in new skimmer, pressure test, backfill, pour concrete, brush finish, and caulk. Includes Labor and Materials.	5	1,950.00	9,750.00
	<b>Reset Coping</b>	Construction	18	110.00	1,980.00

2023 Skimmer Replacement and Coping Stone Reset Service

**SUBTOTAL**

11,730.00

Balance Due Upon Job Completion

**TAX**

0.00

**TOTAL****\$11,730.00**

Accepted By

Accepted Date



## Angel Robles

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From: David A. Glazier <daglazier@fleettransportation.com>  
Sent: Thursday, October 19, 2023 1:29 PM  
To: Steve Philbin  
Cc: Paul A. Della Croce; Angel Robles  
Subject: RE: Cameron Station CA -- Shuttle Contract Changes/Notice

Hi Steve,

Thanks for the quick response.

Our contract price is based on 2018 numbers and projections. We in no way could foresee the covid impacts on inflation. This is multifaceted. Drivers are commanding pay rates nearly \$7/hr more plus employer taxes and work comp (that's also increased), benefits have increased 15%, Fuel is \$2+/gal more, insurance has increased 15%, our overhead (rent/utilities/office salaries etc, have all increased by 10 to 20%), Vehicle maintenance and repairs have increased by 15-20%. The list goes on. Also, internal dynamics of the industry have changed drastically that have affected our costs as it regards overall utilization of our fleet. Not factoring in a profit, our costs are nearly \$20/hr more than the contracted price we negotiated in 2018. These rates are now from nearly 6 years ago. Not withstanding covid, things have drastically increased in that time frame.

The short answer is it costs us more to operate the smaller vehicles now, then it did the larger vehicles in 2018. We also account for the costs of acquiring new vehicles to replace your existing vehicles on a renewal quote. Buses in 2018 that operate your shuttle were 115-130k per bus, the same units are now selling for 195-225k. Vans in 2018 were selling for 48k each, they are now selling for over 65k. Just like everything else (except perhaps technology) has had a major impact on our business.

I'm not happy about this situation anymore than I'm sure the board will be; however we knew full well that we were losing money on you contract for nearly a year. We were hopeful that the inflationary pressures would be short lived and we also wanted to honor our commitment to you. It is simply not sustainable for us to operate at a loss. We were also appreciative of your continued support of Fleet and the extensions of the contract considering COVID. This situation has been very difficult on our business, the industry and I'm sure on your operations. It is also interesting that the dynamic of remote work has also impacted the ridership at your property so significantly.

Can we please put in motion the plan to switch to the Vans as soon as possible to help us mitigate the losses we are accruing? I'd like to do that with coordination with you and your team, but either way we need to make the switch as soon as possible.

I can provide you with a proposal for service with Vans for a new contract starting 1/1/24 prior to 10/31/23 unless you'd prefer that we wait until you provide a formal RFP from the board. Please let me know. I am hopefully we can continue our partnership. We demonstrated a commitment to Cameron Station by continuing to provide this service considering the losses. At some point, however we have to make some changes and I have had to make the decision to do that now.

Thank you,  
David

**David A. Glazier**  
CEO and Founder

Reservations: Monday-Friday 8am to 6pm ET  
Dispatch: Monday-Friday 6am-8pm ET; Saturday 7am to 5pm ET,

CLOSED Sunday/Federal Holidays.

DISPATCH AND ALL IMMEDIATE NEEDS ARE AVAILABLE 24/7

PLEASE CALL 703-933-2600/802-735-0515

**ANY Reservations/Quotes/Changes more than 24-48 hours in advance will be handled the following business day. For non-urgent needs we are best reached via email at [info@fleettransportation.com](mailto:info@fleettransportation.com)**

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**Fleet Transportation, LLC - 4741 Clifton Road, Temple Hills, MD 20748**

56 Old Farm Rd Unit 1A Stowe, VT 05672

t: 802-735-0515 / 703-933-2600 ext. 1120

e: [daglazier@fleettransportation.com](mailto:daglazier@fleettransportation.com)

[www.fleettransportation.com](http://www.fleettransportation.com)



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From: Steve Philbin <[sphilbin@gocampmgmt.com](mailto:sphilbin@gocampmgmt.com)>

Sent: Thursday, October 19, 2023 12:34 PM

To: David A. Glazier <[daglazier@fleettransportation.com](mailto:daglazier@fleettransportation.com)>

Cc: Paul A. Della Croce <[padellacroce@fleettransportation.com](mailto:padellacroce@fleettransportation.com)>; Angel Robles <[arobles@gocampmgmt.com](mailto:arobles@gocampmgmt.com)>

Subject: Cameron Station CA -- Shuttle Contract Changes/Notice

Good afternoon, David.

I was thinking that the ridership was a fraction of the pre-COVID days. When I receive a complaint and speak to residents, I ask them what the average number of riders is when they are on the bus. I have not received a response of more than 8 riders at one time.

I believe we currently have two 31/32-passenger buses. I realize you indicated that you are taking a loss. However, if you are recommending that we cut the size of the bus(es) in half, why would there not be any savings realized by Cameron Station CA? I know this question will come up so I am putting it out there now.

Thank you,  
Steve Philbin, GM

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

## CAMERON STATION

Community Association Management Professionals (CAMP)  
4114 Legato Road, Suite 200  
Fairfax, Virginia 22033  
CAMP Main Line [703-821-2267](tel:703-821-2267) | Ciranet Customer Service [855-477-CAMP \(2267\)](tel:855-477-CAMP(2267))  
[www.gocampmgmt.com](http://www.gocampmgmt.com)



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From: David A. Glazier <[daglazier@fleettransportation.com](mailto:daglazier@fleettransportation.com)>  
Sent: Thursday, October 19, 2023 9:21 AM  
To: Steve Philbin <[sphilbin@gocampmgmt.com](mailto:sphilbin@gocampmgmt.com)>  
Cc: Paul A. Della Croce <[padellacroce@fleettransportation.com](mailto:padellacroce@fleettransportation.com)>; David A. Glazier <[daglazier@fleettransportation.com](mailto:daglazier@fleettransportation.com)>  
Subject: Shuttle Contract Changes/Notice

Hi Steve,

I hope this email finds you well. First off, I would like to thank you and Cameron Station for your continued business and continued support over the years. We've been very appreciative of the partnership and enjoy providing service to your community.

We've done an audit of our current contract with Cameron Station, and we are currently running at a monthly loss of at least \$3,500.00 a month operating the shuttle service. We are effectively subsidizing the shuttle operation for your property.

Our operating projections for your services were based on costs and expenses for providing our services in 2018. The service did not have an annual increase so that has also impacted this situation heavily. Costs for fuel, labor, maintenance, vehicles insurance and our overhead have all increased by double digit percentages in the post covid economy.

That said we'd like to continue to provide our services but can't do so at a loss. We have an solution to mitigate these losses and continue to provide services to your community through December 31, 2023. Based on current ridership for your property, it can be serviced by (2) 14 passenger Vans. Since January 1, 2023, there have only been 4 individual trips that required more than 14 seats on a run. Each of those runs were 15, 16, 17 or 18 passengers. Ridership has increased since the pandemic lows, but numbers have in no way rebounded to the levels of 2019.

Until we can provide a new proposal for our services to reflect current operating expenses and a possible contract renewal, We would need to propose the following:

1. Provide the same services but utilize (2) 14 passenger Vans at the current rate of \$18,375.00/month (fuel surcharge included). We would like to institute this change as soon as possible.
2. AND Provide our official 60-day notice of termination without cause and terminate service effective 12/31/2023.

Unfortunately, we just can't continue to operate this service at a loss of at least \$3,500.00 a month.

Please let me know your thoughts and how you'd like to proceed. This would at least allow us to operate closer to a break even.

I can prepare a 5 year proposal for services to start on January 1, 2024 for 14 passenger vehicles. I believe this solution will help to mitigate the costs moving forward for Cameron Station and still provide the services needed with minimal impact to your residents. If in the future the ridership increases again to higher levels, we could re-examine the use of larger vehicles.

Respectfully,

David

## David A. Glazier

CEO and Founder

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CLOSED Sunday/Federal Holidays.

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PLEASE CALL 703-933-2600/802-735-0515

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[www.fleettransportation.com](http://www.fleettransportation.com)



**BEST IN BUSINESS**  
2017 MEDIUM BUSINESS  
OF THE YEAR





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 Somerville 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.

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	<b>Spring Start-Up</b> - \$5,193 ; <b>Summer Mid-Year Inspection</b> - \$2,800 ; <b>Winterization</b> \$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	<b>2021 Contract Addendum</b> - \$22,308.20 ; <b>2021 Winterization</b> - \$2,899.90 ; <b>2022 Contract Addendum</b> - \$25,274.57 ; <b>2022 Winterization</b> - \$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

<b>Shared Hosting</b>	Hostgator	5/2/2023	5/2/2024	No	\$227.88/mo	N/A	Domain (cameronstation.org)
<b>Domain, Website, Private</b>	Register.com	9/10/2022	9/10/2025	No	\$150	N/A	cameronstation.org (private registration, domain name, website forwarding, domain expiration protection)
<b>VoIP</b>	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.
<b>Access System Control</b>	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)
<b>Shuttle Bus - Hotspot Data Plan</b>	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
<b>Copier</b>	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
<b>Legal Counsel (Retainer)</b>	Rees Broome	6/2/2021	month-to-month	Yes	\$3,600 (\$300/mo retainer)	N/A	
<b>Pet Waste</b>	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
<b>Pest Control</b>	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
<b>Streetlights</b>	PSE	No contract - as needed	No contract - as needed	No	N/A	11/13/2022-11/13/2023	Services scheduled as needed
<b>Gas</b>	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).
<b>HVAC</b>	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).
<b>Website</b>	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.
<b>Music - Fitness Center</b>	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.
<b>Social Media</b>	Brand Design	month-to-month	month-to-month	anytime	\$4,740 (\$395/mo)	N/A	New Horizons merged with Brand Design in 2021



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		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES
		Actual	Budget	YTD	Projected	Budget	Net Change		
<u>Assessment Revenue</u>									
	Assessments - SFD/TH	\$ 1,648,669	\$ 1,700,232	\$ 991,782	\$ 1,700,232	\$ 1,700,232	\$ -	\$ 1,460,702	
	TMP Assessments	\$ -	\$ -	\$ -			\$ -	\$ 129,870	Eliminated 2021 Budget and combined with General Assessment
	Bad Debt Adjustment	\$ -	\$ (7,200)	\$ 1,976	\$ (5,900)	\$ (7,200)	\$ -	\$ (3,579)	Based on current delinquencies - 25% of those accounts at the attorney stage, 100% of Foreclosures and Bankruptcies
	Total Assessment Revenue	\$ 1,648,669	\$ 1,693,032	\$ 993,758	\$ 1,694,332	\$ 1,693,032	\$ -	\$ 1,586,992	
<u>Commercial Assessments</u>									
	Commercial Assessments	\$ 34,152	\$ 35,372	\$ 20,634	\$ 35,372	\$ 35,372	\$ -	\$ 30,039	Should be based upon 80% of the Regular Assessment
	Total Commercial Assessments	\$ 34,152	\$ 35,372	\$ 20,634	\$ 35,372	\$ 35,372	\$ -	\$ 30,039	
<u>Condo Assessment</u>									
	Condo Assessment	\$ 998,691	\$ 1,029,257	\$ 600,399	\$ 1,029,257	\$ 1,029,257	\$ -	\$ 884,187	
	Total Condo Assessment	\$ 998,691	\$ 1,029,257	\$ 600,399	\$ 1,029,257	\$ 1,029,257	\$ -	\$ 884,187	
							\$ -		
	Total Assessments	\$ 2,681,512	\$ 2,757,661	\$ 1,614,791	\$ 2,758,961	\$ 2,757,661	\$ -	\$ 2,501,219	2.54%
<u>Other Income</u>									
	Late Fees & Interest	\$ 10,091	\$ 8,500	\$ 5,862	\$ 7,500	\$ 8,500	\$ -	\$ 8,457	2021: Year-end projection based on operating history through June. 2022: Increased from 2021 due to a 4-year avg. 2023: Increased based on 2022 4-year operating history and 2022 actual amount. The amount was reduced from \$15,000 to \$8,500 during draft budget v2 due to the sub-association late fee and waiver during 2022. They are both currently on ACH payment. 2024: Based on 2023 operating history and 5-year average.
	Legal Reimbursements	\$ 17,023	\$ 10,500	\$ 6,176	\$ 10,500	\$ 10,500	\$ -	\$ 10,750	
	Club Cleaning Fees	\$ 5,903	\$ 4,800	\$ 5,870	\$ 6,800	\$ 7,800	\$ 3,000	\$ 3,895	Cleaning Fees related to the rental of the Great Room. 2020 and 2021: low rate due to COVID. 2022: Maintained the same rate as in prior years. 2023: Room Rental Fee = \$4,800 based on 32 rentals x \$150 and matches the Room Rental Fee income. 2024: Estimated 52 rentals x \$150 cleaning fee = \$7,800.
	HOA Compliance Fees	\$ -	\$ 1,200	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,393	
	Newsletter Advertising	\$ 2,150	\$ 3,000	\$ 1,210	\$ 2,500	\$ 3,000	\$ -	\$ 4,760	Based upon operating history with 6 newsletter publications. 2021: 2022: Maintained the same amount as 2021. 2023: Based on 2022 operating history. 2024: Maintain the same amount.
	Sponsorship Income	\$ 3,000	\$ 4,000	\$ 2,400	\$ 2,400	\$ 2,400	\$ (1,600)	\$ 6,504	

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		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES
		Actual	Budget	YTD	Projected	Budget	Net Change		
	Website Income								Advertising Income - including Google Ads. 2021: based upon operating history and 4-year average to be reclassified - \$600 from Newsletter to Website - will be reflected in the August statement. Williams is paying \$100 per month. YTD will reconcile with projections. 2024: ComCom discussing not having advertising on the CSCA website. As of September 15, 2023, the decision has not been made to remove all website advertising so it is budgeted as \$100/month for Williams Painting x 12 months = \$1,200.
		\$ 1,200	\$ 1,200	\$ 500	\$ 1,200	\$ 1,200	\$ -	\$ 1,085	
	Returned Payment Fees	\$ 275	\$ -	\$ 175	\$ 225	\$ -	\$ -	\$ 95	minimal amount - not included in the budget for 2024.
	Interest Earned - Operating	\$ 3,100	\$ 800	\$ 3,134	\$ 5,580	\$ 27,223	\$ 26,423	\$ 22,053	2024: Interest earned for the Operating Account. Based on a current interest rate of 4.3% in the Operating account. Does not include MM account.
	Interest Earned - Reserves	\$ 37,387	\$ 36,584	\$ 57,027	\$ 60,000	\$ 44,000	\$ 7,416	\$ 12,300	2024: Based off of an average interest rate of 4.49%.
	Room Rental Fees								Fees related to the use of the Great Room. 2021: Projection is low due to COVID. 2022: Maintained the same amount as in 2020. 2023: Room Rental Fee = \$4,800 based on 32 rentals x \$150 and matches the Club Cleaning Fee income. Based on increased rental after COVID years. 2024: Estimated number of 2024 rentals (52 rentals) x \$150 = \$7800
		\$ 5,903	\$ 4,800	\$ 6,315	\$ 6,800	\$ 7,800	\$ 3,000	\$ 5,593	
	Facilities passes/Guest Fees								Replacement for facility ID cards. 2022: Based upon a 5-year avg. 2023: Based on 5-year avg 2024: New access systems require members and tenants to pay for lost cards; Pool/Facilities passes are charged as well.
		\$ -	\$ 650	\$ 75	\$ 200	\$ 650	\$ -	\$ 652	
	Miscellaneous Income	\$ 4,868	\$ -	\$ 960	\$ 960	\$ -	\$ -	\$ 1,253	2022: Projection includes 2020 tax refund of \$3,531; Refunds from 2021 Taxes in 2022 Fed = \$4,248 + State = \$663. Total = \$4911 to be received in September 2022.
	Resale Processing Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,973	Resale inspection income from the prior management company.
	Settlement Income (insurance)	\$ 25,000		\$ 6,428	\$ 6,428	\$ -	\$ -	\$ -	Insurance Claims filed against other insurance companies... State Farm and USI paid for 2 light poles that a visitor and Stanley Steemer hit in FY23. This is NOT budgeted. The \$25,000 from FY22 was the monument sign insurance
	Total Other Income	\$ 115,900	\$ 76,034	\$ 96,132	\$ 111,093	\$ 114,273	\$ 38,239	\$ 84,763	2024: Other income increased primarily due to additional room rental for the Great Room as well as interest on operating and reserve accounts.
Reserve Contributions									
	Repair & Replacement Expenses								Contribution is based upon the September 2022 Reserve Study (for FY23) approved by the Board. 2024: Contribution is based on Level III -- Reserve study update in August 2023 (for FY2024.) -- 7.45% increase from FY23 contribution.
		\$ (388,290)	\$ (395,010)	\$ (230,420)	\$ (395,010)	\$ (424,470)	\$ (29,460)	\$ (342,773)	
	Capital Improvement Expenses	\$ -	\$ -	\$ -			\$ -	\$ (24,000)	Eliminated as the Reserve contribution is based on the contribution including capital expend.
	Total Reserve Contributions	\$ (388,290)	\$ (395,010)	\$ (230,420)	\$ (395,000)	\$ (424,470)	\$ (29,460)	\$ (366,773)	
	Total Revenue	\$ 2,409,122	\$ 2,438,685	\$ 1,480,503	\$ 2,475,054	\$ 2,447,464	\$ 8,779	\$ 2,219,208	
Expenses									
Operating Expenses									
Common Area Maintenance & Services									
						\$ -			

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		2022 Actual	2023 Budget	2023 YTD	2023 Projected	2024 Budget	2023 vs 2024 Net Change	5 Year Avg.	CAMP NOTES
	Electricity	\$ 27,354	\$ 35,000	\$ 16,179	\$ 27,000	\$ 30,000	\$ (5,000)	\$ 40,831	2022: Based on operating a history/4-year average. 2023: The last increase was in July 2022 from 2.0048/kw hr. to 3.5379/kw hr. As of now, no anticipated increase for 2023. Reduced electric expenses from \$42,500 based on current electricity expenses. 2023: Maintain the same amount. 2024: Given the reduction in the FY23 electricity costs (street lighting) due to 154 LED lighting retrofits, reduce to \$30,000.
	Flower Rotation & Pocket Park Enhancements	\$ 27,250	\$ 42,000	\$ 17,726	\$ 26,000	\$ 22,000	\$ (20,000)	\$ 24,417	2021 projection assumes the entire amount will be spent. 2022: Maintain the same amount as the requested CAC recommendation. 2023: Increase based on CAC recommendation; includes an allowance of \$15,500 for flowers at main entrances and additional enhancements. 2024: Reduced by \$20,000 because the pocket parks ( 2 per year) were added to the reserve study update.
	Fountain Maintenance	\$ 1,002	\$ 1,093	\$ 1,054	\$ 1,054	\$ 1,070	\$ (23)	\$ 216	Allowance for fountain repairs. 2022: Maintained the same amount by CAC feedback. 2023: Harmony Pools sending the new maintenance contract for 2023. Budget based upon prior contract of \$1,002 x small increase (\$90) for the annual contract (Spring set up and Fall Winterize). 2024: Spring start-up and Fall winterization -- 3-year contract started in 2023. We are in the 2nd year of the 3yr contract with 1.5% increase. We also save 5% for paying the entire year contract in May.
	General Maintenance Supplies	\$ 2,187	\$ 4,000	\$ 794	\$ 4,000	\$ 4,000	\$ -	\$ 5,358	Allowance for small maintenance items, golf cart supplies, etc. 2022: Reduced by \$1,500 based on 2021 operating history. 2023: Maintain the same amount 2024: Maintain the same amount.
	General Repair & Maintenance	\$ 21,302	\$ 23,000	\$ 15,596	\$ 23,000	\$ 25,000	\$ 2,000	\$ 16,983	Allowance for maintenance projects in a common area that is not completed in-house. 2022: No changes have been made to the 2022 budget allocation. 2023: includes power washing of approximately \$6,000 plus misc projects as necessary for common areas. During the 2023 draft budget v2, CAMP increased the budget amount from \$20k to \$23k. Overall, the 2022 budget amount of \$29,200 was reduced to \$23,000. 2024: In 2023, we had an unexpected sewer line repair for \$24,600 which was reclassified to reserves in August 2023.. We also had two extra power washing at the Pergola features on Donovan Dr and Bessley Place. Add the two extra power wash costs of \$2,000 to the original \$23,000 budget number.
	Grounds & Landscape Contract	\$ 172,965	\$ 183,946	\$ 129,917	\$ 183,946	\$ 185,075	\$ 1,129	\$ 157,526	2022: Based upon contract with Lancaster Landscapes which is to expire 12/23. Renewed in 1/2021. Includes all turf areas throughout the property. 2023: Per contract - Total of \$162,240 / 12 mos. = \$13,520. per month. Additional Common Area (condominium property at \$21,706 . Total = \$183,946 (Recently received the sub-association additional landscaping maintenance responsibility costs of \$8,980 for 2023. Added to the budget after FAC reviewed the budget. This is included in the \$183,946.) 2024: New 3-year contract starts January 1, 2024. The base contract is 26 mowing's, edging, weeds, aeration seeding and additional mowing's. This also includes sub associations. Total = \$186,215 10/18/23 -- Reduced sub-association agreement cost by \$1,140 per year due to savings with 400 CSB's landscaping completing the landscaping work in the agreement. CSCA will pay \$350.17/month to cover the sub-association agreement amount of their landscaping contract (based on it being the CSCA responsibility). Contract amount is now \$185,075.

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		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES
		Actual	Budget	YTD	Projected	Budget	Net Change		
	Irrigation System Contract								Allowance for irrigation contract maintenance - Spring start-up and Fall winterization. Any major repairs to be taken from Reserves. 2022: Based on the current Lancaster contract which includes spring/winter - \$5193 plus summer inspection of \$2800. Minor repairs are accounted for in Irrigation Repair expenses. 2023: Irrigation Contract - Planning a 3% increase per Lancaster Landscape for 2023. Transferred Va American Water Acct: 1027-220035246538 - backflow preventer being transferred to City as part of Linear Park MOU. Savings \$1207 per year. 2024: New 3-yr contact. Numbers based on the proposal received from Lancaster Landscapes LLC. This is for Spring, Summer, and Winterization.
		\$ 13,186	\$ 14,420	\$ 5,193	\$ 14,420	\$ 15,700	\$ 1,280	\$ 15,494	
	Irrigation Water								2021 expense included a meter not originally accounted for operational. 2022: Based on operating history and the 4-year average. 2023: Remain the same. The irrigation bills for Linear Park are being transferred to the City of Alexandria in August 2022. This will reduce the total water irrigation bill. Va American Water did have an increase in May 2022. This increase impacted the purchase water charge from .20/unit (per 100 gallons) to .22/unit (per 100 gallons). There is no anticipated increase during 2023. 2024: Based on usage and new plantings in locations not directly in an irrigation area.
		\$ 29,355	\$ 20,000	\$ 26,361	\$ 35,148	\$ 30,000	\$ 10,000	\$ 22,254	
	Lighting Supplies/ Repair & Maintenance								Major repairs are to be taken from Reserves, effective 2021. Retrofitting LED bulbs is a Reserve expense. Minor base repairs and light bulbs are to be taken from this maintenance line item. 2023: A large majority of expenses are Reserves. Reduced amount from \$15k to \$8k. 2024: Based on specific needs; reduce this to \$3,000. Mostly use LED Retrofit (Reserves) so we can reduce the amount to \$3,000.
		\$ 1,712	\$ 8,000	\$ 1,687	\$ 3,000	\$ 3,000	\$ (5,000)	\$ 34,172	
	Linear Park Landscape Maintenance								Allowance for Linear Park landscape maintenance; includes leaf removal twice per year based upon prior year proposals. 2021: Assumes full allowance will be spent. 2022: Maintained the same amount based on the current contract with Lancaster Landscapes. 2023: Maintained budgeted at the same amount based upon current contract with Lancaster Landscapes \$2532.20 x 7 mos. (April-October) = \$17,725.40 (includes one leaf removal) 2024: New 3 yr. contract and numbers based on approved contract.
		\$ 17,730	\$ 17,000	\$ 14,353	\$ 17,000	\$ 18,837	\$ 1,837	\$ 17,551	
	Pest Control								Allowance for common area pest control services. 2021: YTD Projection exceeds budget due to rat problem. 2022: Increased to \$3,500 based on 2021 operating history. 2023: Bidding out because of the significant increases with Terminix. The rat issues along the office building/car dealership/Home Depot fence continue and we have increased the number of bait stations from 50 to 65 as needed. Based on proposals received, we increased the potential costs to \$5270. 2024: Currently paying \$96 (bait stations), \$110 (bait stations), and \$247 (Clubhouse)= \$453/month. Bidding out the contract now so we estimate a 23% increase to cover the potential difference of we change companies (set up fee). Billing issues with Terminix.
		\$ 4,939	\$ 5,270	\$ 3,288	\$ 5,270	\$ 6,500	\$ 1,230	\$ 1,972	
	Pet Stations								Allowance for 23 pet station supplies. 2022: Keep the same based on CAC feedback. 2023: Added 2 pet stations this year. Remain the same based on the current cost of supplies. Doody calls charge \$276/day for emptying 25 pet stations when Mark is on Vacation. They empty them Monday, Wednesday, and Friday during the week when he is out. 2024: Based on current operating history. The monthly bag order is \$750 x 12 = \$9,000; Coverage for Maintenance vacation is \$720 x 2 - \$1440 for a total of \$10,440. Budgeted the same amount for 2024
		\$ 8,886	\$ 11,000	\$ 5,571	\$ 9,550	\$ 11,000	\$ -	\$ 10,924	
	Snow Removal Services								2021: projection includes a small increase in anticipation of snow removal in Dec. 2022: Maintained the same amount by CAC feedback. 2023: Maintain the same amount. Reduced from \$54,400 to \$50,000 during FAC budget discussion. 2024: No snow removal activity in 2023. Same amount for the upcoming FY24.
		\$ 42,345	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ 22,035	



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		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES
		Actual	Budget	YTD	Projected	Budget	Net Change		
	Street Repair & Maintenance								2021: YTD projection anticipates the full amount being spent including the street sweeping (\$5,440), and minor striping/crosswalk lines. 2022: Maintained the same allowance based on CAC feedback. The 2022 Projection includes a Fall street sweeping of \$5,500. 2023: Maintain the same. 2024: No sand to remove in 2023 because of no snow activity. Maintain the same amount for this year.
		\$ 650	\$ 6,500	\$ -	\$ -	\$ 6,500	\$ -	\$ 2,724	
	TMP Expenses								2022: Based upon the contract with Fleet that expires 5/23 with a monthly fee of \$17,500. Covid contract extension until 4/24. 2023: The \$17,500 rate is in effect until April 2024, Fleet requested an additional \$875/month fuel surcharge. Amendment to the contract to pay the fuel surcharge is in front of the board on October 25th. 2024: Fuel surcharge occurred through June 2023. New contact coming April 1, 2024. Based on proposals reviewed; The Contract of \$17,500 ends March 31, 2024. Anticipated increase of 10% or more based on 2023 proposals received. \$17,500 x 3 = \$52,500 (Jan-Mar 24); April - December \$19,250 x 9 mos. = \$173,250 for a total shuttle bus cost of \$225,750. The new contract will be higher; Budgeting March 2024 - December 2024 at \$20,000/month x 9 months = \$180,000 for total GL = \$235,125
		\$ 210,690	\$ 220,500	\$ 144,830	\$ 213,500	\$ 235,125	\$ 14,625	\$ 189,628	
	TMP Offset								\$45,549 could be used from Balance Sheet TMP allowance (2020) for offset of 2022 expenses at year end. 2023: Nothing allocated - pending Board conversation. As of June Balance Sheet, \$64,099 as a TMP payable. 2024: Based on the FY23 surplus, management recommends not using the \$45,000 TMP offset as part of the audit and use the budgeted offset number in FY24.
		\$ -	\$ (45,000)	\$ -		\$ (45,000)	\$ -	\$ -	
	Tree & Shrub Maintenance								Tree trimming allowance. 2022: Maintained the same amount. There is an allowance of \$25,000 in the Reserve Study (pending update) for tree replacement. 2022 projection includes a significant tree expense of \$26k due to snow removal in Jan. 2023: Increased budget to the 5-yr average of \$41,000 based on the need and maturity of the CSCA trees. 2024: Based on the new 3 yr. contract, the following numbers were approved: Tree trimming \$36,000 for 21 trimmings, Pergola Pruning \$2,960; Same amount for 2024.
		\$ 64,500	\$ 41,000	\$ 28,150	\$ 41,000	\$ 41,000	\$ -	\$ 40,497	
	Turf Treatment & Enhancements								The 2021 projection assumes the use of full allowance. 2022: Increase this line item based upon CAC feedback by \$5-10K as trees age and decay. Pocket Parks are the focus of 2022. 2023: Maintained the same amount pending CAC recommendation. 2024: Maintained the same amount pending CAC recommendation.
		\$ 23,375	\$ 25,000	\$ 15,400	\$ 25,000	\$ 25,000	\$ -	\$ 19,918	
	Irrigation Repairs								Expenses over \$1,000 would be taken from Reserves as there is an allowance already included. The projection includes additional minor repairs as may be necessary. 2022: Maintain the same amount. 2023: Maintained the same amount. 2024: Due to aging irrigation systems, there are more leaks and issues with the current system. The August reclasses to reserves within this GL will bring the line item in budget. Maintain the same mount.
		\$ 2,960	\$ 3,000	\$ 3,269	\$ 3,000	\$ 3,000	\$ -	\$ 5,365	
	Pride of Ownership Gift Cards								CAC requested this be included as a separate line item. 2023: Maintain the same amount based on CAC feedback. 2024: Maintain same amount.
		\$ 1,200	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ -	\$ -	
	Watering Supplies								2021: The projection anticipates possible supplemental watering for newly landscaped areas that are not irrigated. 2022: including a small allowance for supplemental watering as needed. 2023: In 2022 we had some backflow preventer issues where we had to water some areas on Cameron Station Blvd and new trees. Maintain the same amount. 2024: Increase \$1,000 for new plantings where irrigation is not available.
		\$ -	\$ 2,500	\$ 6,270	\$ 5,000	\$ 3,500	\$ 1,000	\$ 793	

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		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES
		Actual	Budget	YTD	Projected	Budget	Net Change		
	Total Common Area Maintenance & Services	\$ 673,588	\$ 669,629	\$ 437,038	\$ 638,288	\$ 672,707	\$ 3,078	\$ 628,659	
	<u>Landscape Repair &amp; Maintenance</u>								
	Erosion Control								Major expenses come from Reserves. Only items in this expense are related to new, minor issues. Example: new swales created with mulch.
		\$ 2,830	\$ 8,600	\$ -	\$ 6,000	\$ 6,000	\$ (2,600)	\$ 4,286	2023: Increased to current projection based on current usage. 2024: Utilized based on need and issues that arise... reduce GL amount because some of the erosion events can be charged to reserves.
	Storm Recover Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 412	Reserve expense - allowance is no longer needed for operations.
	Total Landscaping Repair & Maintenance	\$ 2,830	\$ 8,600	\$ -	\$ 6,000	\$ 6,000	\$ (2,600)	\$ 4,698	
	<u>Cameron Club Maintenance &amp; Operation</u>								
	Access System Repairs								Allowance for the cost of repairs (service calls) to the pass and door access system.
		\$ 899	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ 941	2022: Maintained the same amount. 2023: Maintain the same amount. 2024: Maintain the same amount. In 2022 and 2023, everything was charged to reserves as we installed a new Access System.
	Access System Supplies								Allowance for fobs and ink cartridges for fitness badges.
		\$ -	\$ 4,500	\$ 1,063	\$ 4,500	\$ 4,500	\$ -	\$ 2,479	2022: Maintained the same amount based on that a new system is currently being researched. The 2022 Projection reflects the full amount to be spent given that a new system is going to be implemented using the same cards but we need to update those from paper passes to card passes. 2023: The access system is currently being replaced - current access cards will not work with the new system. However, Access System mobile credentials (for iPhone and Android) are \$10 each. New cards/credentials in 2022 are paid via Reserves. Maintain the same amount for cards/credentials. 2024: T-Mobile data account for 2 iPad = \$54/month x 12 mos. = \$648.00/year. Ink cartridges \$330/qtr. x 4 = \$1,320. Additional cards at \$5/card. Same amount for supplies.
	Building Repair & Maintenance								Allowance for small repairs to the clubhouse - roofing, plumbing, electrical, etc.
		\$ 26,203	\$ 15,000	\$ 6,545	\$ 15,000	\$ 15,000	\$ -	\$ 9,316	2022: Maintained the same amount. The 2022 Projection includes power washing (\$2112), and an average of \$915 per month on misc repairs. 2023: Includes power washing (\$2500), painting fitness room (\$8,000), and an average of maintenance costs per month of \$1k. New ADA / HC doors installed in November 2022. Minimal increase based on current 2022 projections and potential repairs of the new mechanical equipment. 2024: Maintain the same amount.
	Clubhouse Utilities								Includes allowance for all utilities (i.e.. gas, elec, water).
		\$ 37,743	\$ 38,425	\$ 35,102	\$ 41,000	\$ 38,425	\$ -	\$ 36,784	2021: projection is slightly lower than budget - use of Great Room suspended due to COVID. 2022: Maintain the same rate as 2021. Also consistent with 4-year avg. The 2022 projection includes a prior year invoice from Constellation of \$2,746. Management is checking into this further but to be conservative, we included it for year-end. 2023: Based on the lower 2022 usage, and the increase in electricity (July) and water (May), maintained the same amount. 2024: New LED lighting added in Fall 2023. Increases in utility rates research. During 2023, we paid gas supplier costs for 2021 -currently totaling \$5,600. Adding gas supplier cost; New LED lighting projected to be completed for the entire clubhouse. Savings expected. Currently assessing util rate increases in 2024 with all utility companies.

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		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES
		Actual	Budget	YTD	Projected	Budget	Net Change		
	Community Center Improvements	\$ 2,315	\$ 2,000	\$ 286	\$ 2,000	\$ 2,000	\$ -	\$ 1,317	Allowance for improvements to Community Center, misc purchases for small decorating, or refurbishments. 2021: projection assumes full allowance to be spent. 2022: Maintained the same amount. 2023: Maintain the same amount. 2024: Maintain the same amount. The Cameron Club was painted in FY23 and new carpeting being installed in FY24. There may be a few items to purchase to compliment the upbuilding upgrades.
	Elevator Services	\$ 5,959	\$ 4,250	\$ 4,765	\$ 5,200	\$ 5,242	\$ 992	\$ 4,681	Allowance for quarterly payments for regular elevator maintenance service with Schindler. 2022: Pending new contract, 5 years at a reduced rate of \$ 300-month same service. 2023: Paying \$185/month + \$1600 annual inspection + \$55.20 inspection fee + 9% increase (for 2023). 2024: Based on the Potomac Elevator Co contract, the contract ends Dec 2024. The amount is \$190.55/mor x 12 = \$2286.60/year. Load pressure test = \$200/year. Safety Test \$2088.00 + Recal Test \$474/yr. with an estimated 3% increase = Total \$5,242.
	Fire Prevention & Protection	\$ 3,133	\$ 8,000	\$ 3,154	\$ 4,000	\$ 6,500	\$ (1,500)	\$ 5,419	Allowance for annual system testing and annual backflow test by Simplex Grinnell. 2022: Maintain the same amount. 2023: Based on the contract with Johnson Controls for backflow (est \$1025), wet/dry sprinkler system (est \$5,112), and fire alarm system (\$719.40). Includes small allowance for minor repairs - major issues would be from Reserves. 2024: Fire Alarm Annual Inspection -- \$489.20 + Fire Extinguishers (9 annual ) \$151.41 + Fire hydrant inspection -- \$91.40/fire hydrant x 25 per year = \$2353.55 + Backflow preventer (annual) = \$664.35 = \$3,658.51 --- \$2850 for additional calls. New contracts allowed for this \$1,500 reduction.
	Fire Suppression System	\$ 5,735	\$ 5,700	\$ 4,189	\$ 5,000	\$ 5,000	\$ (700)	\$ 4,162	Allowance for sprinkler fire suppression system testing, inspection, and minor repairs. 2022: Maintained the same amount. 2023: Based on current usage of \$436.11/month and allowance for minor increase. 2024: Sprinkler System \$60/month x 12 = \$720; \$115/month 2024: Sprinkler Annual System Test -- \$695.25 + Sprinkler (semi-annual) - \$367.50 + Sprinkler (Qrtly) -- \$659.20 + \$75 travel fee = \$2,823.65. Unanticipated parts /work + 2200. New contracts in FY23 allowed for a reduction of \$700 in this GL account.
	Fitness Center Supplies	\$ 5,667	\$ 7,000	\$ 4,852	\$ 7,700	\$ 8,388	\$ 1,388	\$ 7,677	Allowance for fitness center cleaning supplies. 2022: Maintained the same amount, specifically due to the rise in COVID-19. 2023: Maintain the same amount based on current usage. 2024: Maintain the same amount based on the current amount. Spotify increased to \$10.99/month x 12 mos. = \$131.88/year.. Peloton Subscription - 2 bikes = \$1,056. per year. Sanitizer wipes - \$600/month x 12 mos. = \$7,200 Total \$8388.00
	Fitness Equipment Repair & Maintenance	\$ 6,561	\$ 8,500	\$ 8,246	\$ 8,500	\$ 8,500	\$ -	\$ 8,430	Allowance for quarterly preventive maintenance service contract with Heartline. 2022: Maintained the same amount. The 2022 Projection includes the last quarter of Fitness PM, the Peloton interactive fee, and a small allowance for misc repairs. 2023: Based on Fitness PM with Heartline at \$3,355, Peloton Interactive fee (4 *\$78) plus a small allowance for minor repairs. Based on 5-year avg. 2024: Maintain the same amount. Based on a 5-year average. Qtr. PM \$840 x 12 = \$3,360; Repairs after PM -- Avg \$1,200 x 4 = \$4,800.
	Health Club Management/Staff	\$ 175,218	\$ 178,722	\$ 133,055	\$ 162,076	\$ 189,120	\$ 10,398	\$ 168,719	The 2021 projection reflects COVID operations for 1/2 of the year, and post-COVID operations for 2/2 of the year and reflects a credit received in the amount of \$18,637. 2022: based upon contract renewal with Profit and includes the noted 2% increase effective Jan 2022. 2023: Contract amount Jan to \$14,601.46 x 12 mos. = \$178,722 for annual amount. 2% increase. 2024: Based on ProFIT proposal for a 3-year contract.

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 2024 Operating Budget- Draft V3

		2022 Actual	2023 Budget	2023 YTD	2023 Projected	2024 Budget	2023 vs 2024 Net Change	5 Year Avg.	CAMP NOTES
	HVAC Services								Allowance for quarterly payments for HVAC services with Trademasters. 2022: Maintain the same amount. 2023: Allowance for semi-annual payments for HVAC services with Trademasters at \$2,800 plus a small allowance for minor repairs consistent with a 5-year avg. 2024: Trademasters Inc -- Contract for \$224.05 (increase in Aug 2023) \$224.05 x 7 (Jan- July 2024) = \$1,568.35 Then a 3% increase Aug - Dec 2024 \$231 x 5 mos. (Aug - Dec 2024) = \$1,155.00 Total contract amount of \$2,723.35. Additional work estimated at \$2,277 = \$5,000 (same amount as last year). Equipment (HVAC Units) are getting older and appear to have more maintenance repairs. 10/18/23 -- Multiple issues with PM agreement and services provided. New contract per Board meeting 10/24/23 in the amount of \$16,200 for 3 years / 3 years = \$5,400 per year (no increase between years). Contract is January 1, 2024 - December 31, 2026.
		\$ 3,673	\$ 5,000	\$ 2,441	\$ 5,000	\$ 8,632	\$ 3,632	\$ 4,915	
	Janitorial Services								Allowance for cleaning services with National. 2022 maintain same rate 2022: New contract signed effective May 1, 2022. 2023: Contract Amount is \$3,683/month x 12 months = \$44,196 for 2023 and 2024. 2024: Year 2 of a 3-year contract. Current through March 2024 -- \$3683/month; April - Dec 2024 -- \$3,756,66/month Total FY24 budget amount for Jan - Dec 2024 = \$44,862.
		\$ 43,752	\$ 44,196	\$ 29,464	\$ 44,196	\$ 44,862	\$ 666	\$ 40,880	
	Miscellaneous Expense								Small expenditures are not included in the listed categories. 2022: Maintained the same amount. 2023: Maintained the same amount 2024: Maintain same amount.
		\$ -	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 140	
	Pool Management								Allowance for pool management service with American Pools through 2023. 2022: Based upon the current contract rate and includes soft opening and two extended weekends. 2023: Based upon the current contract rate of \$58,695 and includes soft opening and extended weekends, lap swim, and swim aerobics (\$26,539), and a 9% increase to allow for the bid process in Sept 2022. 2024: Bidding out contract this fall and adding 9% for potential increase. 10/18/23 -- Amount updated due to proposals for pool management at the December 5, 2023, meeting. Reduced from \$101,266 to \$99,315.
		\$ 81,170	\$ 92,905	\$ 82,078	\$ 92,905	\$ 99,315	\$ 6,410	\$ 60,497	
	Pool Repair & Maintenance								Allowance for minor pool equipment repair. Major expenses are to be taken from Reserves. 2022: Maintain the same budget amount based on CCFC feedback. 2023: Based on current usage, and 9% increase. Includes power washing of the deck. 2024: Maintain same budget amount based on pool needs.
		\$ 6,930	\$ 6,500	\$ 1,870	\$ 6,500	\$ 6,500	\$ -	\$ 2,803	
	Pool Supplies								Allowance for chemicals and other supplies needed for the pool. 2022: Maintain the same amount. 2023: Maintain the same amount. 2024: Maintain the same amount.
		\$ 6,168	\$ 5,000	\$ 4,129	\$ 5,000	\$ 5,000	\$ -	\$ 4,818	
	Recreational Equipment								Allowance for recreational supplies (i.e.. basketballs, nets, jump ropes, etc.). 2022: Maintain the same amount. Reduced by \$1,500 based on CCFC feedback. 2023: Based on usage at the pool; maintained the same amount 2024: Maintain same amount.
		\$ 1,100	\$ 2,500	\$ 139	\$ 2,500	\$ 2,500	\$ -	\$ 1,724	
	Safety & Security								Allowance for alarm monitoring with SETEC at \$170 per month and includes small repairs. 2021: Maintain the same amount based on the current contract with no increase. 2022: Maintain the same amount. 2023: Monitor costs \$412/month = \$4,994 Force Security Solutions contract amount. 2024: \$456.85 x 12 = \$5,482/year for monitoring Fire Alarm, Access System and Cameras. 3 year contract from Jan 2023. Force did not start charging the monitoring fee until March 2023.
		\$ 2,418	\$ 5,000	\$ 3,464	\$ 4,370	\$ 5,482	\$ 482	\$ 2,890	



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		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES
		Actual	Budget	YTD	Projected	Budget	Net Change		
	Special Cleanings								Allowance to clean meeting rooms after rentals. Usage was non-existent in 2020 and 2021 due to COVID. 2022: Maintained the same amount as 2021. The 2022 Projection includes additional services for water extraction unrelated to club room rental; therefore income will not match expense. 2023: Based on 32 rentals = \$4,800 based on \$150 per event + misc cleanings within the building (water extraction, pool party clean up, etc.) 2024: The rental income should equal the special cleaning count and amount of \$150 x 52 rentals. Shampooing carpets is addition -- \$2000 per year.
		\$ 7,550	\$ 5,800	\$ 5,050	\$ 5,800	\$ 9,800	\$ 4,000	\$ 5,030	
	Uniforms								Allowance for uniforms. 2021 anticipates new uniform order in the fall. 2022: Maintained the same rate. Reduced by \$550 based on CCFC feedback. 2023: \$800 budgeted to allow for winter uniforms. 2024: CSCA logo and new fonts and color approved in 2023. Due to changes, add \$200 for upcoming year.
		\$ -	\$ 800	\$ -	\$ 800	\$ 1,000	\$ 200	\$ 132	
	Total Cameron Club Maintenance & Operations	\$ 422,194	\$ 441,298	\$ 329,893	\$ 422,547	\$ 467,266	\$ 25,968	\$ 373,754	
	Trash & Recycling								
	Trash & Recycling Services For 2022, Trash Pick-up Main Only								Based on the contract with Bates for all sub-associations except Main Street - through 12/25 of \$312,797.16/\$26,066 per month. 2022 budget includes a 2% landfill increase on base contract effective July 1. Avg recycling fees: \$2700 per month/\$32,400 annual. Main Street uses Republic Services with an avg cost of \$15,956 plus 2% landfill increase = \$16,275 2023: Based on current (Bates) amount of \$29,300 (which includes 3% contract increase and includes recycling avg of \$2300) x 12 = \$351,600; Main Street Condos (Republic) \$1332.59 x 12 = \$15,991.08 x 3% increase = \$16,471; Landfill increase of 3% effective July for (\$4,600 per month)Grand total of \$372,678. This does not include \$2500 (per month since April) fuel surcharge which has not been approved. In discussion with FAC, increased budget from \$372,678 to \$376,433. 2024: Contract Year 4 of 5.... 3% contract increase (\$11,300) + 2.25% (\$8,500) County landfill increase. Total = \$396,233
		\$ 362,803	\$ 376,433	\$ 277,173	\$ 376,433	\$ 396,233	\$ 19,800	\$ 318,533	
	Recycle Services		\$ -	\$ -			\$ -	\$ -	
	Trash - Main Street	\$ -	\$ -	\$ -			\$ -	\$ -	
	Total Trash & Recycling	\$ 362,803	\$ 376,433	\$ 277,173	\$ 376,433	\$ 396,233	\$ 19,800	\$ 318,533	
	Other Expenses								
	Other Expenses	\$ -					\$ -	\$ 521	
	Sign Expenses								Allowance to replace various signs throughout the community. 2021: Projection includes anticipation of new signs for trash cans, visitor parking, and no parking. 2022: Maintained the same amount. 2023: Maintain the same amount. In discussion with FAC, the recommended amount of \$5,000 to \$2,500. 2024: Signs have faded and we are replacing them as needed. New logo font/colors approved in FY23. Replace signs (shuttle bus, Cameron Club, etc.) methodically over time -- not all at once.
		\$ 2,849	\$ 2,500	\$ 2,405	\$ 2,500	\$ 5,000	\$ 2,500	\$ 695	
	Total Other Expenses	\$ 2,849	\$ 2,500	\$ 2,405	\$ 2,500	\$ 5,000	\$ 2,500	\$ 1,215	
	Total Direct Operating Expenses	\$ 1,464,264	\$ 1,498,460	\$ 1,046,509	\$ 1,445,768	\$ 1,547,206	\$ 48,746	\$ 1,326,860	
	General and Administrative Expenses								
	Professional Services								

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		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES
		Actual	Budget	YTD	Projected	Budget	Net Change		
	Audit & Tax Services								Allowance for completion of annual audit and tax and taxes. 2022: Based upon engagement letter pending Board approval (\$6,500 audit, \$550 taxes, and \$26 bank confirm). Changed from \$7,500 to \$7,200 which includes a small allowance for bank confirmations. 2023: New engagement signed for 2022/23 audits and taxes: 2022 annual audit is \$6700 + \$600 for tax return each + \$32/ account (7 accounts at this time) confirmed per year. 2024 Budget: (2023 Based on 2 yr. contract with Goldklang. Annual audit \$6900 + \$600 for Federal and State tax returns + \$32 per bank account based (on 7 accounts) for a budget line total of \$7,724
		\$ 7,274	\$ 7,525	\$ 7,510	\$ 7,510	\$ 7,724	\$ 199	\$ 7,882	
	Legal Services								Allowance for a legal retainer for a phone consultation at \$300 per month and includes Board training as well as an Annual Registered Agent fee of \$200. 2023: Maintain the same amount. 2024: Maintain the same Amount based on 5 yr. avg.
		\$ 3,800	\$ 4,000	\$ 2,600	\$ 4,000	\$ 4,000	\$ -	\$ 4,283	
	Legal Services - Collections								Allowance for costs to pursue delinquencies. 2021: Projection is based on a mid-year average. 2022: Increased to \$25k taking into account the 4-year average and costs of 2021. 2023: Maintain the same amount of \$25,000; collections have been less than the national average of 3-5%. 2024: Maintain similar (slightly less) amount than the 5 year avg.
		\$ 23,233	\$ 25,000	\$ 15,365	\$ 22,000	\$ 25,000	\$ -	\$ 28,982	
	Legal Services - General Counsel								Allowance for legal consultation. 2021: YTD exceeds the budget. Included remaining allowance of \$13k for the balance of 2021. 2022: Based on 4-year avg. 2023: Based on a 4-year average. 2024: Based on 4-year average.
		\$ 39,021	\$ 45,000	\$ 17,616	\$ 30,000	\$ 45,000	\$ -	\$ 45,908	
	Reserve Studies								2021: Reserve Study being updated. 2022: No allowance is included for 2022 as another Update will not be necessary until 2023 or 2024. 2023: Reserve Study completed in 2022. Recommend financial update due to multiple project completions and inflation/materials increase during 2022. Cost based on the proposal received. Proposal received for FY2023 Level III Reserve Study Update - \$2,950. 2024: \$0 budgeted because a Level III update was completed August 2023.
		\$ -	\$ 2,950	\$ 2,950	\$ 2,950	\$ -	\$ (2,950)	\$ 1,944	
	Consulting Services	\$ -		\$ -		\$ -	\$ -	\$ 1,226	
	Total Professional Services	\$ 73,328	\$ 84,475	\$ 46,041	\$ 66,460	\$ 81,724	\$ (2,751)	\$ 90,225	
	Activities								
	Events and Awards								Does not include Pride of Ownership. 2023: Budget request received from Committee at \$37,500: Egg Hunt \$3000, Fourth of July \$ 4,000, Pool Party \$11,000, Halloween \$3000, Holiday Party \$11,000. \$5500 for miscellaneous events, including wine tasting, happy hour, trivia night, movie night, and casino event. Reduced from \$37,500 to \$33,000 during budget draft v3 discussion with FAC. 2024: Based on 2023 activities and the 5-year average, maintain the same amount for FY24.
		\$ 28,599	\$ 33,000	\$ 17,104	\$ 33,000	\$ 33,000	\$ -	\$ 32,697	
	Activity Charges	\$ -		\$ -			\$ -	\$ -	
	Total Activities	\$ 28,599	\$ 33,000	\$ 17,104	\$ 33,000	\$ 33,000	\$ -	\$ 32,697	
	Communications								
	Newsletter Services								Allowance for the bi-monthly newsletter at avg \$2618 per issue - 5 issues (no summer issue) in total and includes postage. Dropbox allowance of \$80 per month = \$960. 2022: Maintain the same amount. 2023: Maintain the same amount per Committee. 2024: In FY23, only 4 issues were produced based on the search for a Compass Editor. Drop box is \$95.94/month x 12 mos. = \$1,151.28 and 5 issues x \$2,300 = \$11,500.
		\$ 6,947	\$ 15,300	\$ 5,260	\$ 11,475	\$ 13,000	\$ (2,300)	\$ 12,965	

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		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES
		Actual	Budget	YTD	Projected	Budget	Net Change		
	Other Communications								Allowance for DMS updates, smaller mailings, postcards, and reminders. Also includes costs for monitoring Social Media of \$395 per month. 2021: Projection assumes the full amount to be spent. 2022: Includes the costs to get badges for volunteer Photographers and new photos for CamClub (we already have the frames). A small budget was added for the potential use of signage. Logo/branding package for community desired. 2023: Maintain the same amount based on Committee feedback. 2024: Maintain the same amount based on Committee feedback. \$500/qtr. for a small welcoming gift for new residents; Graphics Suite Design - \$500.
		\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 2,557	
	Social Media								2023: Maintained the same amount pending Committee feedback. 2024: Social Media Contract (Brand Design Inc.) is \$395/month x 12 mos. = \$4,740. Added 3% increase based on potential increase in cost.
		\$ 4,740	\$ 6,000	\$ 3,555	\$ 4,740	\$ 4,882	\$ (1,118)	\$ -	
	Web Site Maintenance								Allowance for website maintenance, Constant Contact. 2021: Projection assumes the full amount to be spent. 2022: Maintain the same amount as 2021. Increased by \$1,400 based on Comm Com feedback. Includes allowance to update the website. 2023: Maintained the same amount pending Committee feedback. 2024: Website Maintenance (Constant Contact) increased to \$81.02/month x 12 = \$972.24 + HostGator \$227.88 + Website Reg = \$84.25 + (website domains -- Qty: 2); LMK -- \$595/yr.; Photos for Website is \$1,000 per year; Logo project completed in 2023..... new signage (new logo) costs listed under signage expenses.
		\$ 2,111	\$ 4,900	\$ 2,018	\$ 4,900	\$ 4,900	\$ -	\$ 1,783	
	Total Communications								
		\$ 13,798	\$ 29,200	\$ 10,833	\$ 24,115	\$ 25,782	\$ (3,418)	\$ 17,306	
	Insurance								
	Crime Protection Coverage								2020 Projection: Policy exp 01/01/22 and reflects monthly amortization of annual premium of \$3600. 2022: Includes an increase of 5%. 2023: Spoke to Cascade Insurance and Agent recommended budgeting 7-9%. 2024: Broker indicated to budget a 10% increase.
		\$ 3,576	\$ 5,042	\$ 2,400	\$ 3,600	\$ 3,870	\$ (1,172)	\$ 1,440	
	Cyber Liability \$1 Million Coverage								2021 Projection; Policy exp 01/01/22 and reflects monthly amortization of annual premium of \$3,495. 2022: Includes an increase of 5%. 2023: Cascade recommends reducing Cyber liability coverage from \$3 million to \$1 million. This would drop the amount from almost \$4500 down to approximately \$1500 per year. Budget \$2000 for the year. 2024: Broker indicated to budget a 10% increase. There have been 0 claims in Cameron Station in FY23. This is based on the insurance market claims as a whole. This impacts everyone.
		\$ 4,812	\$ 2,000	\$ 2,467	\$ 3,442	\$ 3,145	\$ 1,145	\$ 1,398	
	D&O Premiums								2021 Projection: Policy exp 4/15/22, reflects monthly amortization of premium of \$4,765. 2022: Includes an increase of 5%. 2023: Spoke to Cascade Insurance and Agent recommended budgeting 7-9%. 2024: Broker indicated to budget a 10% increase. There have been 0 claims in Cameron Station in FY23. This based on the insurance market claims as a whole. This impacts everyone.
		\$ 5,042	\$ 5,925	\$ 3,784	\$ 5,738	\$ 6,303	\$ 378	\$ 4,966	
	Fidelity/Worker's Compensation								2021: Policy exp 04/15/22 and reflects the monthly amortization of the annual premium of \$620. 2022: includes an increase of 5%. 2023: Spoke to Cascade Insurance and Agent recommended budgeting 7-9%. 2024: Broker indicated to budget a 10% increase. There have been 0 claims in Cameron Station in FY23. This based on the insurance market claims as a whole. This impacts everyone.
		\$ 594	\$ 676	\$ 413	\$ 620	\$ 682	\$ 6	\$ 1,326	

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		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES
		Actual	Budget	YTD	Projected	Budget	Net Change		
	General Liability Insurance	\$ 9,126	\$ 5,526	\$ 6,645	\$ 10,028	\$ 10,908	\$ 5,382	\$ 13,409	2021 Projection: Policy exp 4/15/22 and reflects monthly amortization of annual premium of \$8,914. 2022: Included a 5% increase. 2023: Spoke to Cascade Insurance and Agent recommended budgeting 7-9%. 2024: Broker indicated to budget a 10% increase. There have been 0 claims in Cameron Station in FY23. This is based on the insurance market claims as a whole. This impacts everyone.
	Insurance Expenses for Reimbursement	\$ 33,619	\$ -	\$ -		\$ -	\$ -	\$ -	Monument sign - current expenses will be offset by insurance proceeds check from Liberty Mutual in the amount of \$24,622.10. This new GL is not budgeted but only shows insurance expenses for the July 22, 2022 monument claim. 2024: Insurance expense is not planned or budget.
	Umbrella Insurance	\$ 3,959	\$ 5,571	\$ 2,704	\$ 4,084	\$ 4,449	\$ (1,122)	\$ 10,304	2021: Policy exp 4/15/22 and reflects the monthly amortization of the annual premium of \$4,644 2022: Includes an increase of 5%. 2023: Spoke to Cascade Insurance and Agent recommended budgeting 7-9%. 2024: Broker indicated to budget a 10% increase. There have been 0 claims in Cameron Station in FY23. This is based on the insurance market claims as a whole. This impacts everyone.
	Total Insurance	\$ 60,728	\$ 24,740	\$ 18,414	\$ 27,512	\$ 29,357	\$ 4,617	\$ 32,843	Budgeted a 10% increase overall per insurance broker.
	Management Services						\$ -		
	Administrative Salaries	\$ 385,439	\$ 408,681	\$ 279,557	\$ 406,158	\$ 428,923	\$ 20,242	\$ 289,006	2021: Based on an existing salary structure. 2022: Includes a small allowance for annual increases. 2023: Based on existing staff structure as approved by the Board and includes annual increases 2024: Based on existing staff structure as approved by the Board and includes annual increases
	Payroll Taxes/Benefits/Costs	\$ 55,676	\$ 69,533	\$ 46,372	\$ 65,778	\$ 71,723	\$ 2,190	\$ 65,871	2021: Projection reflects taxes, etc. by the management agreement. 2022: Projection reflects taxes, etc. by the management agreement. 2023: Projection reflects taxes, etc. by the management agreement. 2024: Projection reflects taxes, etc. by the management agreement.
	Management Reimbursements	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 1,628	2021: Amounts incorporated into a management agreement. 2022: Amounts incorporated into a management agreement. 2023: Amounts incorporated into a management agreement. 2024: Amounts incorporated into a management agreement.
	Management Fees	\$ 149,985	\$ 151,272	\$ 113,827	\$ 151,272	\$ 153,511	\$ 2,239	\$ 149,274	2021: Projection reflects contracted amounts with CAMP and renewal rates effective August 1. 2021: Based upon approved management agreement. 2022: Based on approved management contract. 2023: Based on approved management contract. 2024: Based on approved management contract.
	Total Management Services	\$ 591,100	\$ 629,486	\$ 439,756	\$ 623,208	\$ 654,157	\$ 24,671	\$ 505,779	
	Administration								
	Annual Meeting Expense	\$ 7,097	\$ 5,000	\$ 943	\$ 5,000	\$ 5,000	\$ -	\$ 2,886	Allowance for costs related to Annual Meeting (i.e.. food, school reservations, etc.). 2022: Increased by \$1500 to account for refreshments and increase in online voting expense. This does not include the cost of printing the first Annual Meeting notice or the Candidate Statements which are covered under Printing/Copying expenses. 2023: Maintain the same amount. 2024: Maintain the same amount.



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 2024 Operating Budget- Draft V3

		2022 Actual	2023 Budget	2023 YTD	2023 Projected	2024 Budget	2023 vs 2024 Net Change	5 Year Avg.	CAMP NOTES
	Architectural Comprehensives	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ (3,000)	\$ 1,725	Allowance for ARC Comprehensive process to be completed. 2021: Projection does not reflect any expense as this will be handled internally with ARC Administrator 2022: Maintained small allowance for supplemental assistance if needed. 2023: All ARC handled internally; budget a small amount in case assistance is needed. 2024: All ARC handled internally; do not budget this line item.
	Bank Charges	\$ 624	\$ 500	\$ 203	\$ 500	\$ 500	\$ -	\$ 8	2021: Assumes the full amount to be spent. The projection includes fees from PMC due to the transition. 2022: Maintained the same amount. Includes monthly service charge from Congressional Bank. 2023: Forbright Bank (formerly Congressional Bank) is paying 1.1% on ICS Sweep Acct. Increase the budgeted amount to \$500 2024: Maintain the same amount.
	Bundled Telecom Services	\$ 11,920	\$ 11,192	\$ 7,696	\$ 9,000	\$ 10,800	\$ (392)	\$ 10,179	Allowance for Comcast services for \$750 plus \$118 for VOIP through GRS per month, which includes 5 office phone lines. Comcast includes internet, cable, TV equipment rentals, and all phone lines. The 2021 Projection reflects the recent change effective Aug 1. 2023: VOIP to \$220.00 per month. Comcast: \$700/month. Access System -- Shuttle bus cellular modem @ \$48/bus/month = \$96/month x 12 = 1,152.00 per year. Total Bundled Services for 2023 = \$12,192 As of 10-17-22, we are negotiating a new contract with a minimum of \$1,000 in savings for the year. This includes new cable boxes for the fitness center TVs, faster internet needed for new access systems, and removal of the fax telephone line. 2024: Comcast Bundled 2-year Contract is \$673.92 x 12 mos. = \$8,087.16 per year + GRS VoIP Services -- \$220.00 x 12 mos. = \$2,640/year. The only increase is if state and local taxes increase.
	Collection Charges	\$ 1,119	\$ 4,000	\$ 1,051	\$ 2,000	\$ 2,000	\$ (2,000)	\$ 4,184	Allowance for cost of collections, delinquency notices, etc. 2021: Projection is based on operating history. 2022: Based upon operating history. 2023: Based upon operating history. 2024: Based upon operating history.
	Courier Service	\$ 306	\$ 150	\$ -	\$ 100	\$ 150	\$ -	\$ 455	Allowance for courier service as needed. 2022: Reduced amount from \$750 to \$400. Reduced to \$150 based on 2022 use of courier service. 2023: Based on minimal usage.
	Decals & Parking Passes	\$ 9,498	\$ 7,500	\$ 2,595	\$ 3,000	\$ 3,000	\$ (4,500)	\$ 3,789	Allowance for parking passes, annual visitor passes, and annual decals. 2022: Maintain the same amount. 2023: Maintain the same number. During the budget review with FAC, CAMP reduced the recommended amount from \$9,500 to \$7,500. 2024: Decrease to \$3,000 based on current needs.
	IT SUPPORT Computers & Network	\$ 19,500	\$ 21,600	\$ 15,700	\$ 21,600	\$ 21,600	\$ -	\$ 17,030	2021: The projection includes a new IT contract with GRS at \$1,500 per month. 2022: reflects annualized contract costs with GRS, including comprehensive coverage for small troubleshooting as needed. 2023: New three-year contract signed 8/1/22 - 7/31/25; Added two ProFIT computers to the IT Prev Maint /Services. \$1800/month for 3 years unless we add computers to this contract. \$1800 x 12 mos. = \$21,600 per year. 2024: Based on the current GRS Contract -- the monthly amount is \$1800/mo. x 12 mos. = \$21,600
	Licenses and Permits	\$ 2,107	\$ 2,200	\$ 80	\$ 2,200	\$ 2,200	\$ -	\$ 1,303	Allowance for permits (elevator, fire, pool, registered agent fee, SCC, hydrant fee). 2021: Projection assumes the full amount to be spent. 2022: Maintained the same amount. 2023: Maintain the same amount. 2024: Maintain same amount.

Cameron Community Association, Inc.  
2024 Operating Budget- Draft V3

		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES
		Actual	Budget	YTD	Projected	Budget	Net Change		
	Meeting Expense	\$ 8,564	\$ 10,500	\$ 2,967	\$ 10,500	\$ 10,500	\$ -	\$ 8,479	Allowance for meeting expenses (i.e.. food - NTE \$75 per Committee, nameplates, board meetings minutes, etc.). Include a small allowance of approximately \$250 - \$300 for staff appreciation lunches, as well as the description noted in column O. 2023: Maintain the same amount. 2024: Maintain the same amount.
	Office Equipment Lease	\$ 4,826	\$ 6,000	\$ 2,593	\$ 3,000	\$ 2,562	\$ (3,438)	\$ 6,483	Allowance for copier through Arrow Technology and postage meter through Pitney Bowes. 2021: Projection based on 2021 operating history and average monthly costs. 2022: Reduced slightly based on 2021 operating costs. Also reflects a reduction in hard copy Board and Committee packages as all are electronic. 2023: Maintain the same amount based on usage and 5-year average. 2024: New Copier and Postage Meter Contracts-- Quadient (Postage Meter) \$24.33/month x 12 mos. = \$291.96/year + Arrow Tech (Copier lease) new contract in 2023 with Cost \$201.40/month x 12 mos. = \$2,416/yr. The first six (6) months is free (promotion when we signed contract). Deducted \$24.33 x 6 mos = (\$145.98) ----> GL Total is \$2,562.02
	Office Supplies	\$ 7,196	\$ 7,000	\$ 3,323	\$ 6,000	\$ 6,000	\$ (1,000)	\$ 5,873	Allowance for misc office supplies. 2021: Based on monthly operating history. 2022: Reduced based on 2021 operating history and 4-year avg. 2023: Based on 2022 operating history and 5-year avg 2024: Reduced to \$6,000 based on 5-yr avg.
	Parking Enforcement	\$ 23,572	\$ 33,696	\$ 20,632	\$ 33,696	\$ 46,440	\$ 12,744	\$ 9,017	Allowance for parking enforcement. Based on the proposal received from B & B Security at a \$25 per hour rate for 24 hours per WEEK (minimum) - 1,248 total hours annually. 2021: Assumes the Board decides at the September meeting to implement services with B & B Security which would cover 14 remaining weeks for a cost of \$9507. 2022: Based on an annual contract with B & B Security for 52 weeks per year. 2023: Annual contract ends 12/31/22 -- Proposal received January 2023 is \$27 x hr. x 24 hrs. per week x 52 weeks = \$33,696. 2024: Signal88 Contract --- \$3518.16/month x 12 months = \$42,218. Only 1-year contract ending June 30, 2024. Adding 10% for potential increase.
	Postage	\$ 8,057	\$ 6,000	\$ 2,251	\$ 6,000	\$ 6,000	\$ -	\$ 10,591	Allowance for mass mailings and misc letters. 2021: Projection is based on year-to-date history and anticipation of a large annual meeting mailer. 2022: Maintained the same amount. 2023: Reduced postage from \$10,000 to \$6,000 based on current usage. 2024: Maintain the same amount due to upcoming annual meeting mailers.
	Printing & Copying	\$ 5,400	\$ 8,000	\$ 3,106	\$ 8,000	\$ 6,000	\$ (2,000)	\$ 13,121	Allowance for Welcome Packages, stationary, business cards, gov doc booklets, etc. 2021: Projection assumes the full amount to be spent. 2022: Maintained the same amount. 2023: Based on current usage and adding in the election and budget printing/coping costs. 2024: Reduced by \$2,000 due to a decrease in printing materials.

Cameron Community Association, Inc.  
2024 Operating Budget- Draft V3

		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES
		Actual	Budget	YTD	Projected	Budget	Net Change		
	Software Licenses								Allowance for licenses as needed. Website Domain Renewal renewed in 9/2020 for 5 years for \$185. Host Gator renews in 5/22 for \$203.40 Includes renewal of google suite emails, adobe, etc. 2022: Maintained the same amount. 2023: Adobe Pro \$14.99/mo. + Website Domain \$16.95/mo. + Zoom - \$176.89 + Dropbox - \$79.95 per month + Microsoft - \$8.93/mo. + Gator Host \$203.40 per year. Added services to ProFIT computer in the main lobby. 2024: Reduced by \$700 due to current spending.
		\$ 1,110	\$ 1,900	\$ 845	\$ 1,900	\$ 1,200	\$ (700)	\$ 136	
	Temp Desk Coverage								Allowance for Saturday office coverage. 9 a.m. - 1 p.m. 2021: Half of the year is impacted by COVID limitations and it has not been necessary to add a person to Saturday at this time. 2022: Maintained the same amount to allow the Board flexibility to offer this if desired. 2023: Maintained the same amount to allow the Board flexibility to offer this if desired. 2024: Reclassing new access system setup/ temp coverage \$13,274 to reserves. Maintain the same amount to allow the Board flexibility to offer this if desired.
		\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,489	
	Miscellaneous	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 590	n/a
	Acct Setup/DD/Coupons	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 7,198	No expense anticipated due to change in Management Company.
	Total Administrative	\$ 110,896	\$ 131,238	\$ 63,985	\$ 115,496	\$ 126,952	\$ (4,286)	\$ 106,537	
							\$ -		
	Total General and Administrative	\$ 878,449	\$ 932,139	\$ 596,132	\$ 889,791	\$ 950,972	\$ 18,833	\$ 785,388	
							\$ -		
	Income Taxes						\$ -		
	Income Tax								2021 projection based on estimated tax payments received from the auditor of \$2250 per quarter. 2022: Based on 21.6% of the interest income (\$24,500 + \$16k as noted above). 2023: Based on 21.6% of interest income of \$37,384, the estimate is \$8,075. 2024: The amount in 2023 included a \$2,000 2023 Fed Income Tax estimate in April, a \$4,000 Va State Tax estimate in April, \$1,100 for an extension of Corporate Income Tax Return, and a \$2,000 Fed Income Tax estimate in June and an additional \$2,000 Federal Tax Deposit in September.. Based on anticipated interest income at 27% tax rate as recommended by auditor.
		\$ 9,000	\$ 8,075	\$ 11,100	\$ 13,100	\$ 19,218	\$ 11,143	\$ 6,978	
	Total Income Taxes	\$ 9,000	\$ 8,075	\$ 11,100	\$ 13,100	\$ 19,218	\$ 11,143	\$ 6,978	
	Total Expenses	\$ 2,351,713	\$ 2,438,674	\$ 1,653,741	\$ 2,348,659	\$ 2,517,396	\$ 78,722	\$ 2,119,225	
	NET SURPLUS (Deficit)	\$ 57,409	\$ 11	\$ (173,239)	\$ 126,395	\$ (69,932)	\$ (69,943)	\$ 99,983	

Net Deficit to Total Assessment, M19 2.54%

2024 Reserves Projects as Noted in the Reserve Study

INCOME	FY2024	\$ 1,367,500.00	Estimated Cash Position on January 1, 2024
Assessment Allocation (Reserve Contribution)	\$424,470.00		

EXPENSES

Interior Decoration and Features

Carpet Cameron Club	\$39,880.00	May	2024	
Ceiling Tile - Foyer Closet	\$390.00	May	2024	
Facade/Caulk/Waterproof	\$6,060.00	May	2024	
Interior Door Replacement	\$3,000.00	Based on Need	2024	
Exterior Paint/Deteriorate Wood Replacement	\$13,560.00	May	2024	
Duke Street Columns/Fence Repairs Paint	\$3,390.00	May	2024	
<u>Cameron Station Blvd -- Gazebo</u>				
Paint/Staining/Structural Repairs	\$3,900.00	May	2024	
<u>John Tiger Drive - Gazebo</u>				
Paint/Staining/Structural Repairs	\$2,800.00	May	2024	
<u>Management Office Equipment</u>				
Computers & Peripherals	\$21,600.00	Based on Need	2024	
<u>FITNESS CENTER</u>				
Exercise Equipment	\$30,000.00	Fall	2024	
<u>Pavement - Year #3 of 3</u>				
Asphalt - Year #2 - Summer 2024 - Pavement Overlay	\$660,330.00	June/July	2024	Year #3 of 3 Paving Project
Base/Sub-Base/Repairs	\$50,390.00	June/July	2024	Year #3 of 3 Paving Project
Consultant - Project Engineer	\$56,730.00	May/June/July	2024	Gardner Engineering Contract
Sidewalks/Brick Pavers/Concrete	\$27,000.00	June/July	2024	Year #3 of 3 Paving Project and Individual Trip Hazards
Annual Repair Costs - Potholes	\$7,000.00	Based on Need	2024	Final Asphalt Project for entire community --- not sure we will need this in 2024.
<u>Other Property Features</u>				
Tree Shrubbery - Disease/Dead	\$31,000.00	Spring/Fall	2024	
Pool Deck/Coping/Tile	\$3,910.00	October/November	2024	
Wading Pool Cover	\$3,310.00	October/November	2024	
Wading Pool Whitecoat	\$3,740.00	April	2024	Poor condition as of September 2023
Main Adult Pool Whitecoat	\$24,720.00	October/November	2024	Good condition as of September 2023
LED Conversions	\$40,000.00	As Needed	2024	LED Retrofit when Streetlights go out
Storm Water Run Off	\$20,000.00	As Needed	2024	
Irrigation System Upkeep	\$8,000.00	Summer	2024	
Site Items	\$2,800.00	As Needed	2024	
HVAC Equipment	\$68,000.00	As Needed	2024	
Exhaust Fan	\$3,000.00	January	2024	Great Room Kitchen Fan needs to be replaced
Battery Backup/Exit Light Fixtures	\$10,000.00	Based on Need	2024	
Park Bench Replacement	\$8,500.00	June	2024	
Fire Hydrant Servicing	\$3,500.00	Summer	2024	
MISC Mechanical/Plumbing/Electric/Fire	\$5,250.00	January	2024	(Fire Alarm Audibles for Clubhouse)



EV Charging Station(s)	\$80,000.00		TBD - Summer/Fall	2024	
Capital Components Added					
TOTAL EXPENSES	\$1,241,760.00		Total Projects FY24	2024	

\*Based on the level III update on the FY23 Reserve Study - may not result in actual completion and projects may vary based on site conditions

## Recent History of CSCA Assessments and Year-to-Year Increases

Year	Quarterly Assessments			Total		% Increase			
	SF/TH	Condo	TMP	SF/TH	Condo	SF/TH	Condo	CPI-U*	
2009	290.45	232.36	19.41	309.86	251.77			226.084	
2010	298.89	239.11	18.05	316.94	257.16	2.28%	2.14%	228.432	1.04%
2011	298.89	239.11	18.43	317.32	257.54	0.12%	0.15%	238.191	4.27%
2012	303.72	242.98	19.02	322.74	262.00	1.71%	1.73%	241.744	1.49%
2013	307.20	245.76	19.56	326.76	265.32	1.25%	1.27%	246.178	1.83%
2014	321.91	257.53	19.56	341.47	277.09	4.50%	4.44%	250.326	1.68%
2015	330.84	264.67	20.14	350.98	284.81	2.79%	2.79%	250.992	0.27%
2016	341.23	272.98	20.14	361.37	293.12	2.96%	2.92%	254.305	1.32%
2017	342.08	273.66	20.34	362.42	294.00	0.29%	0.30%	255.518	0.48%
2018	354.20	283.36	20.88	375.08	304.24	3.49%	3.48%	262.016	2.54%
2019	357.69	286.68	21.29	378.98	307.97	1.04%	1.23%	265.170	1.20%
2020	390.70	312.56	0	390.70	312.56	3.09%	1.49%	267.287	0.80%
2021	400.39	320.31	0	400.39	320.31	2.48%	2.48%	279.099	4.42%
2022	409.57	327.66	0	409.57	327.66	2.29%	2.29%	299.937	7.47%
2023	\$422.10	\$337.68	\$0.00	\$422.10	\$337.68	3.06%	3.06%	305.273	1.78%
2024	\$432.80	\$346.24	\$0.00	\$432.80	\$346.24	2.54%	2.54%	DRAFT	

CPI-U is for "all urban workers" in Baltimore/Washington Region **July** of the year

[Consumer Price Index Historical Tables for Washington-Arlington-Alexandria, DC-VA-MD-WV : Mid-Atlantic Information Office :](#)

CPI comparison is relevant from the owners' paycheck perspective;

The market basket reflected in the quarterly assessment rate is different in that it is used to purchase a substantially different m