



BOARD OF DIRECTORS MEETING

HYBRID ZOOM MEETING – Henderson Room / Zoom

DRAFT AGENDA

Tuesday, December 5, 2023 – 7:00 PM

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

Link: <https://us06web.zoom.us/j/97385179058?pwd=TUg1V1lvM011VStJS2k5b3NELOIRUT09>

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

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

- | | |
|---|------------------|
| I. CALL TO ORDER | 7:00 PM |
| II. APPROVAL OF AGENDA | 7:01 PM |
| III. APPROVAL OF MINUTES – BOD Meeting – October 24, 2023, and
Organizational Meeting – November 6, 2023 | 7:02 PM |
| IV. LT. LION – CITY OF ALEXANDRIA | 7:03 PM |
| V. ARTHUR IMPASTATO – CAMERON STATION CIVIC ASSOCIATION | 7:13 PM |
| VI. HOMEOWNERS’ FORUM | 7:23 PM |
| VII. TREASURER’S REPORT | 7:33 PM |
| VIII. COMMITTEE REPORTS (FAC, ARC, A&E, ComCom, CCFC, CAC) | 7:43 PM |
| IX. MATTERS FOR BOARD DECISION | 8:03 PM |
| A. Common Area Committee (CAC) Chair appointment | Motion 2023-1201 |
| B. Pool Management Contract Proposals | Motion 2023-1202 |
| C. Shuttle Bus Contract Proposals | Motion 2023-1203 |
| X. MATTERS FOR BOARD DISCUSSION | 8:33 PM |
| A. Goldklang Group – Client News Alert | |
| B. Board Policies and Procedures | |

**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 INFORMATION	8:50 PM
	A. Management Report <ul style="list-style-type: none"> • Action Item list • Project Updates 	
XII.	EXECUTIVE SESSION – N/A <i>(For the purpose of consulting with legal counsel)</i>	8:57 PM
XIII.	NEW BUSINESS	8:58 PM
XVI:	ADJOURN	9:00 PM

DRAFT

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



MEETING MINUTES
BOARD OF DIRECTORS MEETING
Tuesday, October 24, 2023, 7:00 P.M.

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

BOARD MEMBERS PRESENT:

Andrew Hill, President
Megan Christensen, Vice President
Mindy Lyle, Secretary
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
Mara Francis, Member, ARC
Tricia Hemel, Chair, ComCom
Ray Celeste, Chair, FAC
Kathleen McCollum, Chair, CAC

CALL TO ORDER:

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

APPROVAL OF AGENDA:

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

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

- Under Matters for Board Discussion, add: Cameron Station Access System
- Under Matters for Board Decision, add: Pool Repairs

The amended motion passed unanimously, 7/0.

APPROVAL OF MINUTES:

Motion: Ms. Lampe moved, and Ms. Lyle seconded the motion to **APPROVE** the minutes of the September 26, 2023, Board meeting. **The motion passed unanimously, 7/0.**

LT. LION – CITY OF ALEXANDRIA:

Lt. Lion was not present at the meeting, and in his absence, he provided a written report to the Board.

CAMERON STATION CIVIC ASSOCIATION:

Sash Impastato was not present for the meeting.

HOMEOWNER’S FORUM:

Topics discussed were:

- Ray Celeste: Thanked the Facilities Committee and Management for the work in putting together the decision items that are on the agenda; also stated that if the Board is considering EV charging stations, they should consider that it could attract users outside of the community, inquired who would pay for the electricity for it and if it is there a demand for it.

HEARING-COMPLAINT PROCESS:

It was noted that Mr. Hilson was not present for the hearing.

Complaint #1

May 30, 2023-The Board voted to go into Executive Session to “review a waiver request.”

June 27, 2023-The Board voted to go into Executive Session “for the purpose of discussing related issues with a resident living in Brawner Place.”

Motion: Mr. Hanlon moved, and Ms. Lyle seconded the motion to open discussion for the hearing complaint matter. **The motion passed unanimously, 7/0.**

Motion: Mr. Hanlon moved, and Ms. Lyle seconded the motion that after consideration, it was deemed appropriate for the Board to enter into Executive Session for the matters stated in the minutes for the May 30, 2023, and July 27, 2023, Board meeting, **The motion passed unanimously, 7/0.**

Complaint #2

August 29, 2023-The Board voted to go into Executive Session “for the purpose and discussion of legal’s opinion.”

Motion: Ms. Lampe moved, and Ms. Lyle seconded the motion that the Board finds that they did not violate Section 55.1-1816(C) of the VPOA when they entered into Executive Session on August 29, 2023. **The motion passed unanimously, 7/0.**

TREASURER’S REPORT:

Ms. Lampe reported as of the end of September, the Association was ahead of budget with a favorable variance of around \$26,000. They are in the third quarter of the budget; the level three reserve study was just completed, will be reinvesting more CDs that are maturing; the receivable balance is low and below industry standards.

COMMITTEE REPORTS:

1. Financial Advisory Committee

No report.

2. Architectural Review Committee

Ms. Francis reported the Committee reviewed seventeen applications and ratified one that was voted on electronically; annual covenant inspections should be completed by the end of October, and positive engagement is being reported with parking enforcement.

3. Activities and Events Committee

Mr. Mulder reported that Casino Night and the yard sale had lower than expected attendance; this weekend will be the Halloween event, and the following weekend will be the wine tour event that is already sold out.

4. Communications Committee

Ms. Hemmel reported that the Committee recommends Ms. Emma Watson for the new newsletter editor, reminding everyone that articles for the November/December newsletter are due by November 10th; the Welcome Committee welcomed fifteen new members to the community, and the Committee received the photos for the website.

5. Facilities Committee

Mr. Celeste reported that there are items on the agenda for the Board’s consideration that the Committee recommends.

6. Common Area Committee

Ms. McCollom reported that the Committee did not meet in October due to a lack of quorum but voted electronically on the two proposals on the agenda tonight for the Board’s consideration.

MATTERS FOR BOARD DECISION:

A. Newsletter Editor – Emma Watson

Motion: Mr. Alex moved, and Ms. Lyle seconded the motion to **APPROVE** the appointment of Emma Watson to the Communications Committee as the new Compass Editor. **The motion passed, 7/0.**

B. Mark Pillow and Volunteer of the Year Awards

The Board **TABLED** a decision on this matter and will vote on it electronically.

C. Fitness Center HVAC Replacement Proposals

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

D. Cameron Club HVAC Preventative Maintenance Proposals

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

E. Fitness Center Management Proposals

Motion: Mr. Hanlon moved, and Ms. Lyle seconded the motion to **APPROVE** the ProFIT three-year contract in the amount of \$189,118.80/yr. One and totaling \$582,812.89 for the three years to be expensed from Operating Funds. **Following discussion, the motion passed, 7/0.**

F. Lancaster Landscape Proposal #31923

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

G. Lancaster Landscape Proposal #31924

Motion: Ms. Lyle moved, and Mr. Mulder seconded the motion to **APPROVE** the Lancaster Landscape proposal #31924 for \$7,725.00 to install big blue liriop, tulip bulbs, and remove English Ivy and install mulch along Duke Street to be expensed from Operating Funds. **Following discussion, the motion passed, 7/0.**

H. Pool Repairs

Motion: Mr. Alex moved, and Mr. Hanlon seconded the motion to **APPROVE** the High Sierra proposal for \$11,000 for the needed repairs for the closing of the pool. **Following discussion, the motion passed, 7/0.**

MATTERS FOR BOARD DISCUSSION:

Shuttle Bus Contract Change

David Glazier was present to discuss with the Board the shuttle bus contract. Mr. Glazier stated due to the current contract pricing, he has given Management a 60-day termination without cause so he can provide a new contract to the Board in January for their consideration. He also requested the Board consider going to smaller vehicles for the remainder of the current contract due to ridership being low.

Motion: Mr. Alex moved, and Ms. Lyle seconded the motion to **APPROVE** using smaller vans until the end of the current shuttle bus contract. **Following discussion, the motion passed, 7/0.**

MATTERS FOR BOARD INFORMATION:

1. Management Report

- Action Item list
Included in the Board packet for review.

- Project Updates
Mr. Philbin reported that Management is seeking solutions so that residents can use one app to show their credentials for the clubhouse and shuttle bus. Also looking into a system that would allow residents to unlock the clubhouse front door entrance during business hours and scan their credentials at the same time. Management has put together a recommendation to submit to CAI to nominate Cameron Station for the Community of the Year award.

NEW BUSINESS:

A. FY24 Draft Budget

Motion: Mr. Alex moved, and Mr. Hanlon seconded the motion to **APPROVE** the FY24 Draft Budget. **Following discussion, the motion passed, 7/0.**

EXECUTIVE SESSION:

Motion: Ms. Lyle moved, and Mr. Alex seconded the motion to move into an executive session for the purposes of consulting with legal counsel. **The motion passed unanimously, 7/0, and the meeting was convened into executive session at 8:53 pm.**

Motion: Mr. Alex moved, and Ms. Lampe seconded to exit the executive session. **The motion passed unanimously, 7/0, and the meeting was reconvened into open session at 9:41 pm.**

Motion made in open session after Executive Session

Motion: Ms. Lampe moved, and Ms. Lyle seconded the motion to counteroffer by approving waiving late fees if the account xxx-9495 is immediately paid in full. **The motion passed unanimously, 7/0.**

Motion: Ms. Lampe moved, and Ms. Lyle seconded the motion to grant the resident's request to waive the late fees from account xxx-9574. **The motion passed unanimously, 7/0.**

ADJOURNMENT:

Motion: Mr. Alex moved, and Mr. Hanlon seconded the motion to adjourn the meeting. **The motion passed, 7/0, and the meeting was adjourned at 9:50 pm.**

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

X

Mindy Lyle
Secretary



**DRAFT MEETING MINUTES
ORGANIZATIONAL MEETING
Tuesday, November 6, 2023, 7:00 P.M.**

NOTICE: This meeting was held in a hybrid format via Zoom and in-person in the Victoria Great Room.

BOARD MEMBERS PRESENT:

Andrew Hill, President
Megan Christensen, Vice President
Joan Lampe, Treasurer
Brendan Hanlon, Director

BOARD MEMBERS ABSENT:

Chris Mulder, Director

OTHERS PRESENT:

Mark Hillis, CMCA®, AMS®, Director of Management Services, Community Association Management Professionals (CAMP)
Steven Philbin, M ed., CMCA®, ARM®, PCAM®, General Manager
Angel Robles, CMCA®, AMS®, Assistant General Manager
Juana Michel, Recording Secretary

CALL TO ORDER:

Mr. Hill called the meeting to order at 9:23 pm.

APPROVAL OF AGENDA:

Motion: Mr. Alex moved, and Mr. Hill seconded the motion to **APPROVE** the agenda as presented. **The motion passed unanimously.**

APPOINTMENT OF BOARD OFFICERS:

Motion: Ms. Christensen moved, and Mr. Alex seconded the motion to **APPROVE** the following Board Officers:

- Andrew Hill as President
- Joan Lampe as Vice President
- William Blumberg as Treasurer
- Chris Mulder as Secretary
- Megan Christensen as Director
- Brendan Hanlon as Director
- Tom Kopko as Director

The motion passed unanimously.

APPOINTMENT OF BOARD LIAISONS:

Motion: Ms. Christensen moved, and Mr. Hill seconded the motion to **APPROVE** the following Board Liaison Appointments:

- William Blumberg to the Financial Advisory Committee (FAC)
- Brendan Hanlon to the Cameron Club Facilities Committee (CCFC)
- Megan Christensen to the Communications Committee (ComCom)
- Tom Kopko to the Activities and Events Committee (A&E)
- Chris Mulder to the Architectural Review Committee (ARC)
- Joan Lampe to the Common Area Committee (CAC)

The motion passed unanimously.

ADJOURNMENT:

Motion: Ms. Christensen moved, and Mr. Kopko seconded the motion to adjourn the meeting.
The motion passed unanimously, and the meeting was adjourned at 9:25 pm.

Respectfully Submitted,

Juana Michel, Recording Secretary
jmichel@gocampmgmt.com

Cameron Station Community Association
Financial Advisory Committee Meeting
October 30, 2023
FAC ZOOM Meeting

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 7:08 pm.
- b. Members Present; Chairman Takis Taousakis, Fred Blum, Jodi Wittlin, and Sophia Lee.
- 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 Two Meetings Minutes

The September 20 Community Budget Meeting and September 25 FAC Meeting Minutes. minutes were approved unanimously.

IV. Resident Open Forum

There were no residents present.

V. Review of Financial Results

- a. September 30, 2023, Balance Sheet, Financial Variance Report, Revenue & Expense Statements

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

Operating Income is + \$226,241 YTD versus budget due mostly to underbudget spending in several categories (discussion to follow), with cash balance at \$+149,340 versus YTD budget.

The receivables are at a relatively low 1.33%, due to timing (last month of quarter) and all condo associations using ACH.

Given the rise in interest rates, income from investments is also ahead of budget.

Variances v. Budget

Expense items:

--Snow removal and street cleaning are at \$0 vs YTD budget of \$45K+, due to lack of snow.

--Tree and Shrub -\$6,075 vs budget YTD but will be on budget by year end.

--Pool management, everything has been paid and will level out by year end. It will be on budget for the year.

--Electric, the street light portion of this expense is under budget due the ongoing LED conversion. There are currently 14 non-functioning streetlights. We will finish the clubhouse LED conversion this year with several more bills outstanding. Electric savings are expected next year.

--The biannual flower conversion is being done and expenses will be on budget by year end.

--Erosion control line item (\$8600) will not be spent this year (not needed).

--Irrigation Water, (+\$13,675 vs budget) since we had no snow and a dry summer, we used more irrigation water.

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

--Clubhouse Utilities \$9,413 over budget, still reconciling forgotten bills from prior years (ongoing).

--Meeting Expenses, timing issue, expected to be on budget by year end.

--Pool Maintenance: wading pool needs caulking and new skimmers, which will be charged to reserves.

--Paving Project year 2: Under budget by \$108,000 due to far less patching needed and more crossings were painted for safety.

b. Cameron Station Committee Spending & Committed Funds

--Activities & Events: Halloween event in October and other upcoming events expected to be on budget for the year.

--Comm-Comm is under budget and expected to finish under budget.

--Cameron Club Facilities Committee has a positive variance even with additional pool hours in September but will finish the year close to budget.

--Common Area Committee (CAC) outlays include Linear Park moving. Year end expenses will be on budget.

VI. Old Business

a. Reserve Fund Investment and Current Reserve Projects

-- We reviewed the currently large cash balances in both cash access and reserve accounts from recent CD maturities. Steve Philben projects his current balance in the reserve checking account is sufficient to cover the remaining 2023 bills and start 2024 with approx. \$108,000. Thus, we recommended that the Treasurer instruct Morgan Stanley to buy short term CDs with all excess cash. (which was done subsequently).

--LED Conversions: In discussion with Duke Power regarding a rebate program for LED conversion.

--HVAC The current system for the gym has been fixed but a new unit is on order and will be installed before year end (\$23,000).

--Project design work for phase 3 repaving will be done early so not to be in a rush. We have not heard from the City regarding the timing of repaving Cameron Station Blvd.

b. Review of the CIRA accounting database

The charts show we continue to have good performance.

VII. New Business

--Committee holiday gathering is targeted for Dec 11 from 7 PM at a venue to be determined. The chair has suggested either La Casa or Hibachi in the nearby shopping center. Members were invited to offer other venue suggestions.

VIII. Meeting Adjournment

The meeting was adjourned at 7:49 pm.

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**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday November 7th, 2023**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday November 7th, 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
Tom Linton – ARC Member
Mara Francis – ARC Member

MEMBERS ABSENT

Brian Sundin – ARC Member
Sharon Wilkinson – ARC Member

CHANGE OF ATTENDANCE

Mara Francis joined at 7:06 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 112 Martin Lane – Deck Replacement.”

Moved By: Paula Caro

Seconded By: Tom Linton

For: Stephen Pearson, Trena Raines

Against: None

Absent: Brian Sundin, Sharon Wilkinson, Mara Francis

MOTION PASSED

HOMEOWNERS OPEN FORUM

This portion of the meeting is set aside for any Cameron Station residents that would like to make a statement to the committee but have not submitted exterior modification applications for review this

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month. A homeowner asked who to contact about the branches of a common area tree that was encroaching on their parking space. The committee instructed the homeowner to submit an email to Management and Brandon commented that he would make sure that email made its way to his manager as well as the chair of the Common Area Committee.

REVIEW OF EXTERIOR MODIFICATION APPLICATIONS

Address	Proposed Modification	ARC Action / Vote
105 Somerville St	Tree Removal	Approved with the stipulation that the homeowner is authorized not to plant a replacement tree. Moved By: Tom Linton Seconded By: Paula Caro For: All Against: None Absent: Sharon Wilkinson, Brian Sundin Abstain: None MOTION PASSED
262 Medlock Ln	Retroactive Landscaping	Approved retroactively as submitted. Moved By: Mara Francis Seconded By: Paula Caro For: Stephen Pearson, Tom Linton Against: None Absent: Sharon Wilkinson, Brian Sundin Abstain: Trena Raines MOTION PASSED
460 Ferdinand Day Dr	Security Cameras	Approved as submitted. Moved By: Paula Caro Seconded By: Tom Linton For: All Against: None Absent: Sharon Wilkinson, Brian Sundin Abstain: None MOTION PASSED
4912 Gardner Dr	Landscaping	Returned for more information. Moved By: Mara Francis Seconded By: Trena Raines For: All Against: None Absent: Sharon Wilkinson, Brian Sundin Abstain: None MOTION PASSED
4917 Barbour Dr	Patio Installation	Approved with the stipulation that the replacement Trex material is colored 'Spice Rum.' Moved By: Mara Francis

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		Seconded By: Trena Raines For: All Against: None Absent: Sharon Wilkinson, Brian Sundin Abstain: None MOTION PASSED
4924 Kilburn St	Landscaping	Disapproved as submitted. Moved By: Paula Caro Seconded By: Mara Francis For: All Against: None Absent: Sharon Wilkinson, Brian Sundin Abstain: None MOTION PASSED
5213 Brawner Pl	Fence Replacement	Approved retroactively with the stipulation that the fence is stained to match the deck in an approved color (given that the fence and deck do not currently match). Moved By: Trena Raines Seconded By: Paula Caro For: All Against: None Absent: Sharon Wilkinson, Brian Sundin Abstain: None MOTION PASSED
5213 Brawner Pl	Window Replacement	Returned for more information. Moved By: Mara Francis Seconded By: Tom Linton For: All Against: None Absent: Sharon Wilkinson, Brian Sundin Abstain: None MOTION PASSED
5268 Col. Johnson Ln	Window Replacement	Disapproved as submitted. Moved By: Paula Caro Seconded By: Tom Linton For: All Against: None Absent: Sharon Wilkinson, Brian Sundin Abstain: None MOTION PASSED
112 Martin Lane	Deck Replacement	Approved with two stipulations: 1) that the color is 'Spice Rum' and 2) that the style and design of the replacement deck are like for like. Moved By: Mara Francis

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		Seconded By: Paula Caro For: All Against: None Absent: Sharon Wilkinson, Brian Sundin Abstain: None MOTION PASSED
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APPROVAL OF ELECTRONICALLY REVIEWED APPLICATIONS

MOVE TO: “I move to Ratify the applications for 131 Somerville St – Roof Replacement (Approved w/ a stipulation) that was voted on electronically during the month of October.”

Moved By: Mara Francis

Seconded By: Trena Raines

For: All

Against: None

Absent: Sharon Wilkinson, Brian Sundin

Abstain: None

MOTION PASSED

APPROVAL OF ARC MEETING MINUTES

MOVE TO: “Approve the ARC Meeting Minutes from the October 3rd 2023 meeting as submitted.”

Moved By: Tom Linton

Seconded By: Trena Raines

For: Stephen Pearson, Paula Caro

Against: None

Absent: Sharon Wilkinson, Brian Sundin

Abstain: Mara Francis

MOTION PASSED

MATTERS FOR COMMITTEE DISCUSSION

The ARC discussed its upcoming goals for 2024 including the revision of the Design and Maintenance Standards (DMS) as well as a re-refresh of the Exterior Colors list and the Approved Trex colors list.

The committee also discussed its upcoming meeting schedule for 2024 and decided to move its January meeting to January 9th due to the New Year’s holiday, its July meeting to July 9th because of the 4th of July holiday, and the September meeting to September 10th due to the Labor Day holiday.

BOARD MEETING REPORT

The monthly Board of Directors meeting was held on October 24th. ARC member Mara Francis represented the ARC at the meeting. There were no votes or issues that pertained to the ARC. Mara reported that the Board had a lengthy discussion with the chair of the Communications Committee

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about social media. This also was the last meeting for Board liaison Chris Alex as he is not running for reelection. Chris was thanked by the ARC members for all the hard work and time he put into representing the ARC. His steady presence will be missed by the members of the ARC. Finally, the annual membership meeting was held on Monday November 6th. ARC Chair Stephen Pearson represented the ARC at the meeting where he presented yearly statistics of the applications reviewed by the ARC and thanked the ARC members for their hard work. Members of the ARC who stayed for the entire length of the annual meeting reported that the ARC's new liaison is Chris Mulder.

COVENANTS REPORT

- **Annual Comprehensive Inspection Update:** The On-Site Covenants Administrator completed the 2023 comprehensive inspections in late October. Going forward, Management wants to complete next year's annual inspections by early October 2024.
- **Completed Resale Inspections:** Management completed 5 resale inspections during the month of October.
- **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 reports that there have been very few issues with Signal 88's staff and they believe enforcement is working generally well.
- **Violations Issued and Abatements:** Management did not provide statistics on violations at the October 2023 meeting.
- **Additional Information:** Management reports that the On-Site Covenants Administrator spent a significant amount of his time supporting the facility access card project in October and will continue to do so in November as well.
- **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 December meeting.
 - **4922 Kilburn:** Management is working with the homeowner's estate as well as a local contractor to obtain the scope of work for a recently replaced fence in order to submit a complete application.
 - **4924 Kilburn:** The homeowner submitted an application at this meeting that was disapproved. The homeowner stated they would be resubmitting a revised application in the near future.
 - **5213 Brawner:** The homeowner submitted an application at this meeting and it was approved with a stipulation.
 - **5209 Brawner:** The homeowner will be submitted an application to re-stain the deck and fence in April 2024 when they are both repaired.

MOVE TO: "I move to enter executive session at 8:43 p.m."

Moved By: Trena Raines

Seconded By: Tom Linton

For: All

Against: None

Absent: Sharon Wilkinson, Brian Sundin

Abstain: None

MOTION PASSED

MOVE TO: "I move to exit executive session at 8:52 p.m."

Moved By: Trena Raines

Seconded By: Mara Francis

For: All

Against: None

Absent: Sharon Wilkinson, Brian Sundin

Abstain: None

MOTION PASSED

MOVE TO: "I move to impose a fine of \$10 per day for 90 days to the account ending in 9205."

Moved By: Trena Raines

Seconded By: Mara Francis

For: All

Against: None

Absent: Sharon Wilkinson, Brian Sundin

Abstain: None

MOTION PASSED

MOVE TO: "Adjourn the Meeting at 8:57 p.m."

Moved By: Mara Francis

Seconded By: Trena Raines

For: All

Against: None

Absent: Sharon Wilkinson, Brian Sundin

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

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

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

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS ABSENT:

Christina Damhuis – Committee Member
Monica Stachowski – Committee Member

ALSO PRESENT: none

I. CALL TO ORDER

Motion: The meeting is called to order at 7:41 p.m.

II. APPROVAL OF MINUTES

Motion: Andy _____ **MOVED** and Sarah _____ **SECONDED** to approve the 10/5 meeting minutes as submitted {/or with the following changes}: month/date

III. ITEMS FOR RECOMMENDATION:

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

1. Halloween Event (Saturday, October 28)
 - a. Treat bags and food went fast, suggest increasing from 300 to 400 bags next year
 - b. Great Room Dance Party/fog machine not used, probably not worth setting up next year
 - c. Could use signage or simplify event to gazebo and gym (pending weather)

IV. NEW BUSINESS

1. Shuttle Trip (Saturday, November 4)
 - a. Wine Tour (Barrel Oak and Three Fox)
 - b. Andy will drop off final list to Sarah on Saturday morning
2. 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) Christina?
 - d. Dunkin' Donuts hot chocolate (\$300) Pam
 - e. Cookies/cupcakes/desserts, Sarah will check BJ's, else Andy will buy from Harris Teeter
 - f. Partner with Event Planner Acacia, Photo Booth (\$675 for three hours)
 - g. Decorate gazebo in December, Andy will check if reserved
 - h. Andy will repeat order for furniture rental last year and order Santa throne
 - i. Holiday Market again this year, will advertise in email blast starting this week

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

44

45 **V. ADJOURNMENT**

46 **Motion:** Andy_____ **MOVED** and Pam_____ **SECONDED** to adjourn the meeting
47 at 7:56 pm. The motion passed unanimously and the meeting was adjourned.

48 Respectfully Submitted,

49

50 Andrew Yang, Committee Chair



MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
November 8, 2023

The meeting was on Zoom.

COMMITTEE MEMBERS PRESENT:

Tricia Hemel—Chair
Lenore Marema
Linda Taousakis
Gwen Toops
Susan Klejst

COMMITTEE MEMBERS ABSENT:

Gen Harrison-Doss – Newsletter Editor
Emma Watson

ALSO PRESENT:

Megan Christensen – Board Liaison
Juana Michel—CAMP

CALL TO ORDER

Tricia Hemel called the meeting to order at 7:03pm. A quorum was present.

I. APPROVAL OF AGENDA

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

II. APPROVAL OF MINUTES

On a Motion, Moved and Seconded, the minutes from the Committee's October 8, 2023, meeting were approved.

III. RESIDENT OPEN FORUM

No residents attended the meeting.

IV. ITEM FOR DECISION

On a Motion, Moved and Seconded, the Committee recommended the purchase of a set of graphics to be used on our social media. The Committee chose the quote from LMK, which gives us 34 graphics and two blanks. This will add variety to our social media and will have standard graphics for ongoing activities. The graphics can also be used in CamClub.

V. MATTERS FOR COMMITTEE INFORMATION

Management Report: Juana Michels reported that CAMP's budget letter has been approved and the staff is finalizing a report on our Annual Meeting.

Board Update: Megan Christensen reported that the Board approved the Committee's recommendation to appoint Emma Watson as the new editor of *The Compass*. The Committee's budget for 2024 also was approved at the last Board meeting.

Committee Business

Tricia will survey the committee and plan a holiday gathering in December.



MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
November 8, 2023

Newsletter Subcommittee: Articles for *The Compass* were due on November 10, and the newsletter will be out soon.

E-blast: A new "What's New This Week" was suggested to be added at the top of the E-Blast. The subcommittee still is considering other changes, such as the ability to open the entire email with one click and allowing residents to add dates of events to their personal calendar.

Welcome Subcommittee: Susan Klejst reported that 10 new residents moved into Cameron Station last month.

Social Media: A suggestion was made that we should have a common calendar with the events committee so that we can assist in promoting events in Cameron Station.

Website: Gwen Toops reported that we received the new photos of the community and is working with LMK to add to the updated.

Photography Subcommittee: Linda Taousakis reported that the Drop Box must be cleaned and organized. There has been a good response from some residents in taking pictures of Cameron Station for the weekly E-Blast and on social.

Marketing & Public Relations Subcommittee: Nothing to report.

Bulletins & Signage: Nothing to report.

Budget: The budget is on track for 2023.

OLD BUSINESS

There still are some SOP that still need to be revised. The budget is on track for 2023.

NEW BUSINESS

Upcoming meetings:

Board Meeting: December 5, 2023.

Committee Meeting: TBD

VI. ADJOURNMENT

Tricia Hemel adjourned the meeting at 8:15pm.

Respectfully Submitted,
Lenore S Marema

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 24th. (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. 9th 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 Club Monthly Report

October 2023

Attendance and Usage

October – 4,548

Average usage per day- 146

September – 4,750

- Average use per day- 158

Facility & Operations

Group Exercise Class Program

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

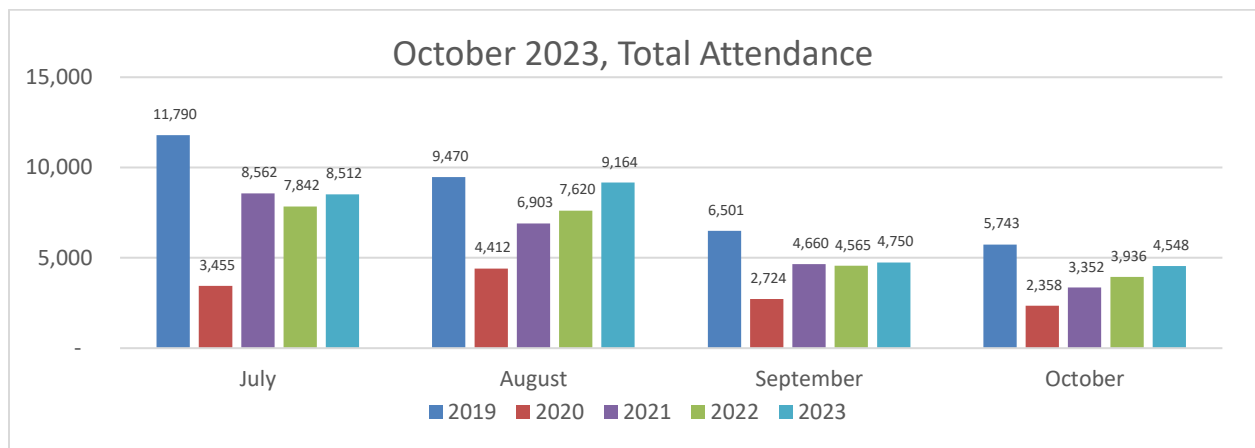
Exercise and Facilities Equipment

- The Precor Elliptical has a minor squeaking in the left handle assembly. The Leg extension needs a handle adjustment and the pause button on the Precor is due for a replacement. Heartline has been contacted and a technician will be out for repairs.

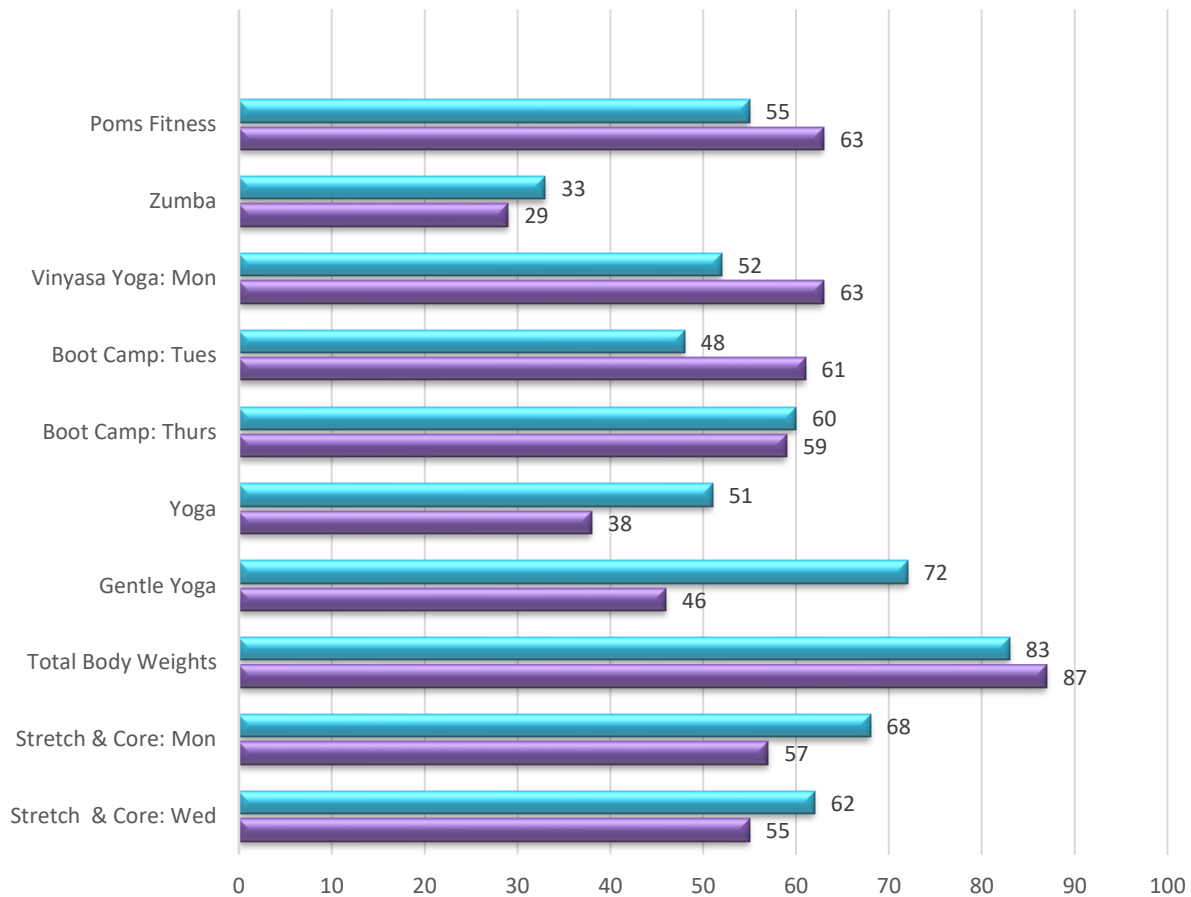
Programming

- We had Geetha Roman do another meditation workshop for which we had 18 in attendance. We will have to get into the spirit basic dance class on November the 11th. This class is designed to take those who have never danced before and get them into basic dance movements that they can apply to most genres of dance.

Graphs



Class Attendance September 2023/October 2023



	Stretch & Core: Wed	Stretch & Core: Mon	Total Body Weights	Gentle Yoga	Yoga	Boot Camp: Thurs	Boot Camp: Tues	Vinyasa Yoga: Mon	Zumba	Poms Fitness	
October	62	68	83	72	51	60	48	52	33	55	
September	55	57	87	46	38	59	61	63	29	63	

October September

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

Monday, November 13, 2023

The meeting was called to order at 7:02 p.m. by Kathy McCollom, CAC Chair

Members present: Kathy McCollom, Jeff Gathers, Martha Romans, Sarah Markel and Don Williams

Members not present: Patrick Kairouz and Justin Newsome

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

Motion to Approve the Agenda

Moved by Williams, seconded by Markel

For: All

Against: None

Motion passed

Motion to Approve the Minutes from September, 2023

Moved by Williams, seconded by Markel

For: All

Against: None

Motion passed

HOMEOWNERS FORUM

Mona Hammad and Susan Lawrence, residents of Tull Place, asked the committee to assess the area behind 130, 132 and 134 Tull Place. There is no grass in the area so it remains muddy, water collects after rain storms and mosquitos breed there. They would like the area improved with a stone drainage way.

Robles reported that management and Lancaster looked at the area and the corresponding plat maps and determined that the area is private property with utility easements. The fact that there is private property outside the patio fence is unique to Section One of Cameron Station. Robles agreed that he and Philbin, the property manager, would meet with the residents to determine what can be done.

BOARD UPDATE

Joan Lampe will replace outgoing board member Mindy Lyles as the liaison to the CAC.

LANCASTER REPRESENTATIVE REPORT

Zaleski reported on leaf removal with the next wave to take place the week of November 20-22. Lancaster is also working on various approved projects. Reseeding will occur when leaf removal is complete.

MATTERS FOR COMMITTEE RECOMMENDATION

Motion to ratify the unanimous email vote to approve the Lancaster Landscape proposal #31923 for \$5,250 to install plant material around the clubhouse and pool fence and proposal #31924 for \$7,725 to install plant material along Duke St. Motion 2023-1101

Moved by Williams, seconded by McCollom

For: All

Against: None

Motion passed

MATTERS FOR COMMITTEE DISCUSSION

A. The Committee requested input from residents who live near the pocket park at the corner of California and Helmuth Lanes. Karen Nevaress commented that the park looks messy and asked what plans, if any, there are to address it. Elizabeth Dubow encouraged some clean up of the park. Elliott Waters complimented management for allerting residents to the discussion and requested updates on plans to revamp the pocket park.

McCollom said that at this point the plan is to prune, weed and otherwise tidy the area.

B. The homeowner at 5013 John Ticer Drive installed pavers in the rear of the property outside their fence to allow visitors and contractors to come into their yard without stepping in mud. The committee agreed that it was okay to leave the pavers for now, but that an application for any modification to the common area should have been submitted through the ARC.

C. The committee discussed the problem behind three homes on Tull Place during the homeowners forum at the start of the meeting.

MANAGEMENT REPORT

Robles reviewed the action items list and pending tasks as well as budget and committed funds.

NEW BUSINESS

McCollom said volunteers are needed to decorate the gazebo for the holidays. Typically this is done the week prior to Thanksgiving.

The next CAC meeting will be a December holiday party; there will not be a December meeting.

McCollom announced that she is stepping down as chair of the committee on January 1st. She nominated Martha Romans to serve as chair and Sarah Markel to serve as secretary.

Motion to nominate Martha Romans to become chair of the CAC in 2024.

Moved by McCollom seconded by Markel

For: All

Against: None

Motion passed

Williams expressed his appreciation to McCollom for her leadership of the committee.

The meeting adjourned at 8:06 p.m.

Respectfully submitted,

Martha Romans



**Cameron Station Community Association, Inc.
Board Decision Request
December 5, 2023**

**TOPIC: Common Area Committee (CAC) Chair Appointment
Motion 2023-1201**

Motion:

"I move to **APPROVE** the appointment of Martha Romas as the new Common Area Committee Chair."

Motion: _____

2nd: _____

Summary:

During the CAC meeting held on November 13, 2023, Kathy McCollom announced stepping down from being the chair but to remain a committee member. The Common Area Committee members unanimously voted to appoint Martha Romans as the new Chair.

CAMP Recommendation:

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

Budget:

N/A



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
December 5, 2023**

**TOPIC: Pool Management Contract Proposals
Motion 2023-1202**

Motion:

"I move to **APPROVE** High Sierra Pools management contract for \$105,000.00/year-one for the 2024 pool season for a three-year term contract as the new pool management company to be expensed from Operating Funds."

Motion: _____

2nd: _____

Summary:

The Cameron Club Facilities Committee members unanimously voted to recommend High Sierra Pools' three-year term contract at their November 9, 2023, meeting. Attached find the Comparison Matrix and proposals.

CAMP Recommendation:

Management recommends High Sierra Pools services based on price and history of service at other communities. In addition, this company guarantees to have our swimming lessons issues resolved. Chemicals and Winterization products are included in the annual cost contract which results in savings to the community.

Budget Considerations:

To be expensed from Operating Funds – Pool Management.



Pool Management Contract Comparison Matrix

2024 - 2026

	<u>American Pool - 2023 Current Contract</u>	<u>American Pool</u>		<u>High Sierra Pool</u>		<u>Premier Pool Management</u>		<u>Premier Aquatics</u>		<u>Paradise Pool Service</u>
Contact	Austin Woodard, Regional Vice President, & Ben Rogers, Regional Manager			Uros Jelenkovic, Regional Manager		Jessica Floyd, Office Manager		Veliko Uzunangelov, Regional Manager		Edward Garcia, President
Base Contract	\$58,695.00	\$89,985.00								
Soft Opening (5/18 - 5/19)	24,463.48	\$2,394.00		Included on annual contract		Included on annual contract		Included on annual contract		Included on annual contract
Lap Swimming (Weekdays only, 6 AM - 8 AM)		\$3,477.60								
Aqua Aerobics (Saturdays only, 9 AM - 10 AM)		\$434.70								

Extension of Pool (Weekends only after Labor Day weekend)		\$3,024.00				
Swimming Lessons offered?	No	No	Yes	No	No	Yes
Additional Guard hourly rate	\$28.60	\$29.95	\$25.00	\$30.00	\$45.00	\$35.00
Disinfectant and PH Balancer (chemicals for opening and closing the pool)	\$4,128.88	Included on annual contract	Included on annual contract	Included on annual contract	Included on annual contract	Included on annual contract
Winterization	\$3,491.99	Not included	Included on annual contract	Included on annual contract	Not included	Included on annual contract
Life Guards provided?	3 lifeguards on duty at all times, except one on duty during Lap Swimming and Aqua Aerobic hours.	3 lifeguards on duty at all times, except one on duty during Lap Swimming and Aqua Aerobic hours.	3 lifeguards on duty at all times, except one on duty during Lap Swimming and Aqua Aerobic hours.	3 lifeguards on duty at all times, except one on duty during Lap Swimming and Aqua Aerobic hours.	3 lifeguards on duty at all times, except one on duty during Lap Swimming and Aqua Aerobic hours.	3 lifeguards on duty at all times, except one on duty during Lap Swimming and Aqua Aerobic hours.
Current Year	\$92,905.00					
Yr. 1 (2024)		\$99,315.30	\$105,000.00	\$109,500.00	\$109,350.00	\$98,140.00
Estimated Supplies	<u>\$7,600.00</u>	<u>\$7,980.00</u>	<u>n/a - all inclusive</u>	<u>n/a - all inclusive</u>	<u>\$7,980.00</u>	<u>n/a - all inclusive</u>
Total Yr. 1	\$100,505.00	\$107,295.30	\$105,000.00	\$109,500.00	\$117,330.00	\$98,140.00

Yr. 2 (2025)		\$107,266.73 (8%)		\$110,000.00 (4.8%)		\$113,300.00 (3.5%)		\$111,350.00 (1.8%)	\$103,050.00 (5%)
Estimated Supplies		<u>\$8,379.00</u>		<u>n/a - all inclusive</u>		<u>n/a - all inclusive</u>		<u>\$8,379.00</u>	<u>n/a - all inclusive</u>
Total Yr. 2		\$115,645.73		\$110,000.00		\$113,300.00		\$119,729.00	\$103,050.00
Yr. 3 (2026)		\$120,564.17 (12%)		\$118,000.00 (7.3%)		\$120,600.00 (6.4%)		\$113,350.00 (1.8%)	\$115,660.00 (12%)
Estimated Supplies		<u>\$8,798.00</u>		<u>n/a - all inclusive</u>		<u>n/a - all inclusive</u>		<u>\$8,798.00</u>	<u>n/a - all inclusive</u>
Total Yr. 3		\$129,362.17		\$118,000.00		\$120,600.00		\$122,148.00	\$115,660.00
Three-Yr. Total		\$352,303.20		\$333,000.00		\$343,400.00		\$359,207.00	\$316,850.00
Comments				All-inclusive contract (includes supplies and winterization)		All-inclusive contract (includes supplies and winterization)			All-inclusive contract (includes supplies and winterization)

10/5/2023

www.americanpool.com

The American Pool Advantage

Cameron Station Community



OFFICE:
6596 Fleet Dr.,
Alexandria, VA 22310



CONTACT:
703-579-0885





American Pool

ABOUT

It's going to be a great summer!

The American Pool team is excited about the opportunity to work with you in the summer of 2024! We have found that the partnership between our organization and valued clients provides a recipe for mutual success.

Our organization has been delivering comprehensive swimming pool management services to multi-family communities, swim clubs, military bases, and hospitality establishments since 1984. With deep experience in commercial operations, repair, renovation, and maintenance, we offer a holistic approach to pool management helping our clients ensure their community's favorite amenity will be enjoyed for years to come.

Kindly find the attached agreement for your review and signature. We have incorporated the hours and dates of operation based on our understanding of your needs and feasibility. Please do not hesitate to reach out to us with any questions you may have. The terms of this agreement will expire after 30 days, so please provide any feedback without delay.

Thank you again for looking to American Pool to provide you with operational solutions for your 2024 season. We look forward to getting to work with you soon!





PART 1 GENERAL SPECIFICATIONS

American Pool, LLC agrees to manage the Cameron Station Community swimming facility (OWNER), located at 200 Cameron Station Boulevard, Alexandria, VA, 22304, from 5/25/2024 through 9/2/2024 in accordance with the following specifications:

A. POOL HOURS

Normal Operating Hours

Dates: -

Monday	10:30 AM - 8:30 PM
Tuesday	10:30 AM - 8:30 PM
Wednesday	10:30 AM - 8:30 PM
Thursday	10:30 AM - 8:30 PM
Friday	10:30 AM - 8:30 PM
Saturday	10:30 AM - 8:30 PM
Sunday	10:30 AM - 8:30 PM

Holiday Hours: 10:30 AM - 8:30 PM

Operating Hours

Dates: -

Monday	10:30 AM - 8:30 PM
Tuesday	10:30 AM - 8:30 PM
Wednesday	10:30 AM - 8:30 PM
Thursday	10:30 AM - 8:30 PM
Friday	10:30 AM - 8:30 PM
Saturday	10:30 AM - 8:30 PM
Sunday	10:30 AM - 8:30 PM

Holiday Hours: 10:30 AM - 8:30 PM

B. PERSONNEL

Contract calls for three (3) guards on duty at all times.
Two (2) guards will arrive 30 min. early and remain 15 min. after closing daily.

C. COMPENSATION

OWNER to pay CONTRACTOR the total of: **\$89,985.00**

The payments shall be due as follows:
Due Upon Signing: **\$0.00**

January 1, 2024	\$0.00	July 1, 2024	\$12,855.00
February 1, 2024	\$0.00	August 1, 2024	\$12,855.00
March 1, 2024	\$12,855.00	September 1, 2024	\$12,855.00
April 1, 2024	\$12,855.00	October 1, 2024	\$0.00
May 1, 2024	\$12,855.00	November 1, 2024	\$0.00
June 1, 2024	\$12,855.00	December 1, 2024	\$0.00

D. SPECIAL NOTES

Contract includes the following chemicals: Chlorine, pH up/down, calcium chloride, sodium bicarbonate & reagents.
Contract includes first aid supplies, test kit, janitorial/cleaning supplies and pool operating permit/fee.
Contract includes monthly off-season winter inspections (Oct. - March.)

Lap Swim Cost (6am-8am, Monday-Friday, 5/27-9/2 w/ one Guard on duty) = \$3477.60
Aqua Aerobics Cost (9am-10am, Saturdays w/ one guard pm duty) = \$434.70



Soft Opening Cost (5/18 & 5/19 = \$2,394.00
Extension Cost (per weekend, post Labor Day) = \$3,024.00
Additional Guard Rate (per man hour / in season) = \$29.95.

2025 Pricing = \$97,190.00
Lap Swim Cost (6am-8am, Monday-Friday, 5/26-9/1 w/ one Guard on duty) = \$3755.80
Aqua Aerobics Cost (9am-10am, Saturdays w/ one guard pm duty) = \$469.49
Soft Opening Cost (5/17 & 5/18 = \$2,585.52
Extension Cost (per weekend, post Labor Day) = \$3,265.92
Additional Guard Rate (per man hour / in season) = \$30.95.

2026 Pricing = \$109,890.00**
(** extra week of service dates in 2026 = 108 days of service instead of 101)
Lap Swim Cost (6am-8am, Monday-Friday, 5/25-9/7 w/ one Guard on duty) = \$4055.40
Aqua Aerobics Cost (9am-10am, Saturdays w/ one guard pm duty) = \$507.05
Soft Opening Cost (5/16 & 5/17 = \$2,585.52
Extension Cost (per weekend, post Labor Day) = \$3,526.20
Additional Guard Rate (per man hour / in season) = \$31.95.



NOW THEREFORE, in consideration of the promises and of other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

PART 2 – GENERAL

CONTRACTOR will render the swimming pool operational by completing the following services:

- A. Schedule and perform opening Health Department swimming pool inspection. CONTRACTOR shall apply for the Health Department operating permit. Any Health Department inspection failure resulting in fees or fines due to OWNER related deficiencies or missing items shall be the sole responsibility of the OWNER.
- B. Remove existing swimming pool cover and store within pool enclosure. Removal off-site or outside of the enclosure shall be subject to an additional fee.
- C. Reclamation of pool water will be attempted as the primary opening procedure. If CONTRACTOR determines draining and acid cleaning of the pool is necessary work will be performed at no additional cost to OWNER.
- D. Assist OWNER in filling pool. OWNER is responsible for monitoring and stopping the fill process at their pool. OWNER is responsible for additional water or damages due to overflow of their pool.
- E. Reassemble existing filter plant and start system after pool is filled with water.
- F. This clause is intentionally left blank.
- G. Hazmat Permit Agreement (where applicable) - if OWNER wishes to have CONTRACTOR apply for their Hazmat Permit for a

processing fee of \$125. Please initial to indicate acceptance: _____ Initial

PART 3 - MAINTENANCE OF POOL

CONTRACTOR will be responsible for the following:

- A. Maintaining water purity, in conformance with local Health Department regulations.
- B. Operating pool in accordance with rules established by governing Health Department's recognized safety rules. CONTRACTOR reserves the right to prohibit admittance of children under the age of 14 unless accompanied by a responsible adult. All adults and legal guardians utilizing the facility will agree to adhere to the facilities posted pool rules which shall, at a minimum, include those attached at the end of this agreement. CONTRACTOR will be responsible to enforce the pool rules agreed to and accepted by OWNER and CONTRACTOR. If CONTRACTOR identifies violation(s) of the pool rules, and brings them to the attention of the individual(s) violating the rules, and the violators will not stop or leave, CONTRACTOR shall have the right to close the pool and ask all patrons to leave the pool area for the balance of the day.
- C. CONTRACTOR will not be responsible for gate control and wading pool safety unless OWNER authorizes CONTRACTOR to provide additional personnel specifically for these duties.
- D. CONTRACTOR will not be responsible for OWNER's furniture and equipment, or any damages resulting from use, misuse, storage, placement, wind, or any other weather related phenomenon.
- E. CONTRACTOR will not be responsible for the perimeter barrier of the pool (i.e., fencing), any locking mechanisms of the barrier, or security surrounding the pool area.
- F. CONTRACTOR will perform the following duties, as necessary, to maintain the pool. Not all services may be performed on each visit.
 - 1. Vacuum pool
 - 2. Brush pool
 - 3. Clean skimmer baskets
 - 4. Clean waterline tile
 - 5. Backwash filtration system
 - 6. Remove facility trash to OWNER's onsite facility if applicable
 - 7. Fill water to proper level using fill line/spout provided by OWNER
 - 8. Test and adjust pool water chemistry
 - 9. Skim leaves from the pool.
- G. If OWNER has a cartridge filter system and the cartridges need to be cleaned more than once per week, CONTRACTOR reserves the right to charge an additional service call fee of \$125.00 to clean/change said cartridges.

PART 4 – PERSONNEL

- A. All personnel employed by CONTRACTOR for work under this agreement shall be employed solely by and will be employees of CONTRACTOR and CONTRACTOR will be responsible for paying these employees and shall pay all taxes and costs incident to the work of the employees. CONTRACTOR shall have sole discretion as to the hours and days of work of its employees.
- B. Lifeguards shall be properly certified through a nationally and locally recognized and approved training entity.
- C. Contracted staffing coverage is based upon expected conditions of usage and location of static guard locations and duties. In the event of changes to these conditions creating an unsafe environment, CONTRACTOR reserves the right to close the facility at any time until all safety deficiencies have been corrected.



- D. Staff schedules may be adjusted to suit the particular needs of the OWNER. Additional hours or days may be added at the OWNER'S request for an additional fee with prior written approval by CONTRACTOR.
- E. Pool will not be opened on any day that public school is in session during the contract term, unless specifically addressed on page one of this contract.
- F. At single lifeguarded facilities, unless specifically noted in "Special Notes" and facilities without a lifeguard rotation, the lifeguard(s) will clear the pool for fifteen minutes at the top of each hour for safety break and secondary duties. Which may include: self care, testing and recording water chemistry, light cleaning, checking filter operations, communications with the office. No swimming will be allowed during these fifteen-minute intervals. The lifeguards must take a thirty-minute break. Lifeguards are entitled to leave the facility during this break. The pool and pool area must be cleared and locked during that time.

PART 5 - CLIENT CARE / SUPERVISION

CONTRACTOR agrees to conduct site visits to advise OWNER of the general pool operation. At the request of OWNER, CONTRACTOR will meet with the OWNER'S representative to discuss CONTRACTOR's findings at a mutually agreed upon time and interval.

PART 6 - WINTERIZATION

CONTRACTOR will perform the following services, using commonly accepted techniques based on the geographical location of the pool and its climate:

- A. Backwash and drain filters
- B. Drain pool to proper level.
- C. Drain pumps and hair/lint strainers that require draining.
- D. Fill bathhouse fixtures and skimmers with antifreeze if requested in writing by OWNER (additional charges will apply).
- E. Drain pool circulating and vacuum lines that require draining and are so constructed that they can be drained.
- F. Store first aid, emergency, maintenance, and test equipment in filter room.
- G. Secure and store automatic chemical feeder if applicable.
- H. Drain and store hoses, rails, and ladders.
- I. Secure pool cover to pool with existing equipment. Missing or broken anchors, springs, and straps are the responsibility of the OWNER to replace or repair. CONTRACTOR may provide pricing to OWNER for these items. CONTRACTOR may decide not to install cover until deficiencies have been corrected. A failure of OWNER to adequately correct these deficiencies relieves CONTRACTOR of its obligation to install the cover under this provision.
- J. Notify OWNER/AGENT on completion of pool closing.
- K. CONTRACTOR will not be held responsible for any freeze damage which may occur to any fresh water plumbing networks. CONTRACTOR highly recommends OWNER have plumbing inspected by a certified plumber upon completion of winterization by CONTRACTOR.
- L. Upon completion of winterization, CONTRACTOR assumes no responsibility for freeze damage, damage to water meters or damage or loss of any equipment or supplies. This includes any freeze break that occurs after April 1 of the following contract year.

OWNER shall be responsible for winterizing all other areas. OWNER shall be responsible for informing CONTRACTOR of all isolated or concealed drain valves. Equipment and supplies will be stored on-site within the pool enclosure.

PART 7 - CHEMICALS AND SUPPLIES

- A. This contract includes basic liquid chlorine and pH adjusters. Any additional chemicals required to maintain water balancing or further adjustment shall be the responsibility of the OWNER. CONTRACTOR may provide chemicals at OWNER's request with OWNER responsible for payment upon invoicing.
 - 1. Bromine and calcium hypochlorite (shock) is excluded from this list and will be billed incrementally as necessary.
- B. This contract includes test reagents for the season.
- C. This clause is intentionally left blank.
- D. This contract includes basic chemicals required for maintaining proper water balancing throughout the season. Specialty chemicals are not included and will be invoiced separately, if provided.
- E. Test reagents and restock for the season will be provided at no additional cost.
- F. CONTRACTOR will obtain authorization before providing supplies and completing repairs unless:
 - 1. Supplies/Repairs are required by the Health Department to keep the facility in compliance with state and local jurisdictional regulations.
 - 2. Supplies/Repairs are necessary for the pool to remain open and operate safely.
- G. This contract includes standard and generic, readily available, cleaning supplies. Specialty items are excluded.
- H. This contract includes standard and generic, readily available bathhouse supplies. Specialty items are excluded.
- I. In the event that OWNER's pool fresh water supply is distributed with a chemical composition that is unsuitable for regular swimming pool water and requires additional chemical treatment to bring into regulation with required levels, additional billing may occur for those treatments.



PART 8 – OWNER’S RESPONSIBILITIES

- A. OWNER will be responsible for filing all permits and associated fees. If applicable, scheduling and performing of the annual visual permits and associated fees for electrical inspections, filing for hazmat permits, as well as securing necessary bonding and grounding certifications will be the sole responsibility of the OWNER. CONTRACTOR will not be responsible for any opening delays due to late or unpaid permit fees that are the responsibility of the OWNER or others.
- B. Where applicable, provide Contractor with three (3) sets of working keys and lock box to the pool enclosure and facilities. If three (3) sets of keys are not given to the CONTRACTOR, the OWNER may not bill back any locksmith or new lock charges to the CONTRACTOR. If no lock box is provided to CONTRACTOR, one will be purchased and billed back to the OWNER with a cost not to exceed \$45.00.
- C. Complete all needed repairs inside pool enclosure, such as plumbing, decking, fencing, locking mechanisms, caulking, area lights, depth markings, etc.
- D. OWNER will maintain the perimeter barrier of the pool fence and any and all locking mechanisms of the swimming pool area or enclosure, and will be responsible for security of the pool area. OWNER to ensure that the pool enclosure can be secured by the CONTRACTOR against entry during hours when the pool is not open. This includes fencing that complies with State and Local codes, along with gates/doors that can be locked either by the CONTRACTOR or an automatic electronic system. If the pool area is unable to be secured, or otherwise allows access during hours when the pool is closed; OWNER agrees to indemnify, defend and hold harmless CONTRACTOR from any and all claims, actions, losses, causes of action, damage, lawsuits, and judgments, including attorneys' fees and costs arising out of or relating to the inability to secure the pool area.
- E. If OWNER provides pool furniture (including chairs, lounges, tables, umbrellas and umbrella bases) it will be of good working condition. OWNER will supply one base for each umbrella capable of properly securing the umbrella. CONTRACTOR will not be responsible for any damages to pool furniture or liable for injury to patrons caused by pool furniture.
- F. The OWNER shall ensure that the swimming pool facility complies with all building codes and the Local Health Regulations in effect. CONTRACTOR reserves the right to close the facility to patrons unless all proper safety equipment is in good working condition and available for use by staff, and/or to provide or replace the missing or deficient equipment, and bill OWNER for those items. OWNER is responsible for payment for this equipment, after which the equipment shall belong to the OWNER.
 - 1. OWNER must provide lifeguard(s) staff with an umbrella or other suitable shade for use while guarding. If OWNER does not have an umbrella for the lifeguard, CONTRACTOR may purchase and place one at the pool for the lifeguard(s)'s use, and bill OWNER for the umbrella. OWNER is responsible for payment for this umbrella, after which it becomes the property of the OWNER.
- G. OWNER will have a telephone at the pool prior to the official opening date available to the guards at all times. Where pre-opening Health Department inspections are conducted a turn on date of March 15 is required. OWNER shall verify that the telephone provided adequately notifies 911 of the facility location of the facility. If OWNER fails to verify that the telephone provided adequately notifies 911 of the location of the facility OWNER will indemnify and save harmless the CONTRACTOR from liability for any damage or loss of any type which may arise as a result of any type of failure associated with the telephone provided or supplied by the OWNER. OWNER agrees to defend CONTRACTOR against any claims brought or actions filed against the CONTRACTOR with respect to the subject of this indemnity.
- H. OWNER will provide long distance, 900 service, toll and internet blocks to prevent additional charges on any telephone provided. CONTRACTOR is not responsible for any charges incurred on OWNER phones.
- I. OWNER will provide CONTRACTOR and CONTRACTOR'S employees with free parking to service the facility.
- J. OWNER will provide CONTRACTOR with a copy of OWNERS approved pool rules for the community no less than 30 days prior to opening to swimmers. In NYC, these are the same rules attached to the facility's Swimming Pool Safety Plan.
- K. OWNER will provide CONTRACTOR and it's employees a consistently safe working environment. Threats, abuse, and harassment of our employees are the responsibility of the OWNER to correct, and may interrupt service until corrected to CONTRACTOR's satisfaction.
- L. OWNER shall provide, free of charge, adequate and conveniently located well ventilated storage space for cleaning materials and equipment of CONTRACTOR and shall be responsible to CONTRACTOR for the security of such place.
- M. OWNER will provide all utilities, water, electric and gas (if needed) for the operation of the pool.
 - 1. If CONTRACTOR arrives on site and finds no water or electricity the OWNER will be moved to the end of the opening list and could potentially cause the pool to open late.
 - 2. Water and electricity to the facility must be turned on prior to March 15 to avoid a late opening.
- N. OWNER has an affirmative obligation to notify CONTRACTOR of the name and address of any registered sex offender, known to them, that may have access to the pool area. In the event CONTRACTOR observes any conduct on the part of a registered sex offender which CONTRACTOR believes calls into question the safe operation of the pool, CONTRACTOR has the right to ask them to leave and OWNER agrees to assist CONTRACTOR in removing the individual from the pool area and bar them from returning. In the event OWNER refuses to bar the individual(s) from the pool, OWNER, at their expense, shall provide security during pool operational hours.
- O. OWNER hereby agrees that CONTRACTOR is utilizing OWNER'S property and CONTRACTOR will not be held liable for damage or injury that is caused by OWNER'S equipment failure or condition of the OWNER'S property.



- P. OWNER will provide CONTRACTOR with a fixed water fill line/spout within the pool perimeter or affixed to the deck without the need for a hose to maintain the water level. If the pool does not have a fixed water fill line/spout, OWNER shall be responsible to maintain the water level during the season. OWNER shall provide CONTRACTOR with a telephone number to reach OWNER'S REPRESENTATIVE to advise OWNER the pool needs water replenishment. Failure to answer the request or satisfy the request will result in CONTRACTOR closing the pool until the water level is increased to an acceptable level. OWNER agrees to defend and indemnify CONTRACTOR for any claims for injuries sustained arising out of the pool being filled with any alternative water other than a fixed spout/line
- Q. All filtration rooms must be watertight and have adequate drainage to prevent water damage due to any leaks or water in the room or building. Any water damage to adjacent floors, rooms, or equipment is the sole responsibility of the OWNER

PART 9 - ALCOHOL

CONTRACTOR strongly recommends that alcohol not be permitted within the pool enclosure. OWNER agrees to inform CONTRACTOR if alcohol will be permitted within the pool area. The OWNER shall be responsible for any claims, accidents, injuries, and damages should alcohol play any part in an event at the pool. OWNER agrees to and does hereby indemnify CONTRACTOR and save it harmless and shall defend it from and against any and all claims, damages, liability and judgments in connection with personal injury and/or damage to property arising from or out of any patrons consumption of alcohol prior to or within the pool area. In the absence of express permission of the OWNER authorizing alcohol, OWNER will post conspicuously, independently or as part of the pool rules that alcohol is not permitted. Irrespective of the OWNER'S permission to allow alcohol, if, in the discretion of CONTRACTOR, or their agents, someone arrives at the pool in a condition not suitable to utilize the pool or, as a result of consumption of alcohol within the pool area becomes unsuitable to utilize the pool, CONTRACTOR shall have the right to prevent entry or remove the individual(s) from the pool area. If the individual(s) will not leave voluntarily, CONTRACTOR shall be permitted to close the pool to all patrons and OWNER will assist CONTRACTOR in doing so. CONTRACTOR shall be permitted to call the police to have the offending parties removed as trespassers.

PART 10 - SURVEILLANCE CAMERAS

CONTRACTOR has the right to review any surveillance systems maintained by OWNER or OWNER's AGENT which depicts the front gate to the swimming pool(s), any perimeter fencing around the swimming pool(s) and any area within the pool(s) perimeter fencing and OWNER or OWNER's AGENT will give CONTRACTOR access upon request. If the surveillance equipment records, OWNER or OWNER's AGENT will permit CONTRACTOR to review recordings of the front gate, perimeter fencing and area within the perimeter fencing which contains the pool(s). At CONTRACTOR's request OWNER OR OWNER's AGENT will provide CONTRACTOR with any portion of the recording CONTRACTOR requests in a format readily available to the public at large or provide CONTRACTOR with the software necessary to review the recording at a later date. There shall be no cost to CONTRACTOR to obtain the recording if CONTRACTOR provides OWNER or OWNERS AGENT with a storage device capable of maintaining the data.

PART 11 - INSURANCE

- A. CONTRACTOR currently maintains Comprehensive General Liability insuring the legal liability for bodily injury and property damage for a combined limit of One Million Dollars (\$1,000,000) per occurrence, and covering at least the following hazards: (a) CONTRACTOR'S Premises and Operations; (b) CONTRACTOR'S Protective for its legal liability in connection with sub-contractor's operations; and (c) Contractual.
- B. CONTRACTOR maintains Employers Liability insuring the legal liability for bodily injury of all employees of the CONTRACTOR for limits of at least One Million Dollars (\$1,000,000) each accident, One Million Dollars (\$1,000,000) for disease for each employee and One Million Dollars (\$1,000,000) for Disease Policy Limit.
- C. Workers Compensation Insurance as required by state statute, covering all employees of the Contractor.
- D. CONTRACTOR maintains Automobile Liability insuring the legal liability for bodily injury and property damage for a combined single limit of not less than One Million Dollars (\$1,000,000) per accident and covering any accident arising out of or resulting from the operation, maintenance or use by the CONTRACTOR on the Property of any owned, non-owned or hired automobiles, trailers or other vehicular equipment to be licensed.
- E. CONTRACTOR currently maintains Excess Liability totaling Thirty Six Million Dollars (\$36,000,000) in excess of liability limits shown in A, B and C. In the event CONTRACTOR'S coverage falls below Ten Million Dollars (\$10,000,000), the CONTRACTOR will endeavor to notify OWNER.
- F. OWNER agrees to and does hereby indemnify CONTRACTOR and save it harmless and shall defend it and any and all other persons, firms, and corporations, both known and unknown of and from any and all past, present and future actions, causes of actions, suits, judgments, claims, demands, damages, costs, loss of services, expenses, and all consequential damage, in law or in equity, known and unknown, foreseen and unforeseen, past, present, and future, for which it now has or may hereafter arising from or out of maintenance, operation, repairs or use by the OWNER and/or its agents, servants, employees, invitees, licensees, contractors and/or trespassers or any breach of the Agreement.
- G. OWNER will maintain general liability insurance policy of at least Five Million Dollars (\$5,000,000) evidencing property damage, bodily injury, products & completed operations, contractual liability and personal injury coverage for the subject premises, including the pool



area OWNER will provide to Contractor a certificate of insurance evidencing the coverage naming Contractor as additional insured. OWNER expressly waives all rights of subrogation against CONTRACTOR for damages caused by perils to the extent covered by insurance obtained or required to be obtained pursuant to this Agreement, or any insurance coverage applicable to the premises which is the subject of this Agreement. The waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly and whether or not the person or entity has an insurable interest in the property damaged.

- H. OWNER agrees to inform CONTRACTOR of any activities conducted at the pool during hours not listed in the General Specifications per Part 1 and organized activities during hours specified in Part 1 (i.e. pool parties, camps). The OWNER shall be responsible for any claims, accidents, injuries, and damages during such activities. OWNER agrees to and does hereby indemnify CONTRACTOR and save it harmless and shall defend it from and against any and all claims, damages, liability and judgments in connection with personal injury and/or damage to property arising from or out of maintenance, operation or use by the OWNER and/or its agents, servants, employees, invitee's, and licensees 1) outside of the hours listed in the General Specifications, 2) during any organized activities, and 3) brought forth by other contractors and/or trespassers.

PART 12 - ADDITIONAL PROVISIONS

- A. CONTRACTOR may use pool facility for lifeguard training with prior permission from the OWNER. In-service training and auditing of staff shall occur unannounced throughout the season.
- B. CONTRACTOR is not responsible or liable to any person or entity for any COVID-19 or other disease or bacterial related illness or death. OWNER shall indemnify and defend CONTRACTOR against any and all such related claims and suits.
- C. In the absence of local Health Department code or regulation, CONTRACTOR shall use best practices and industry guidelines when determining operational procedures.
- D. CONTRACTOR will not be responsible for gate control, hot tub, or wading pool safety unless this position has been designated and staffed as a guarded position and is accounted for in the staffing requirements listed on this Agreement.
- E. The payment schedule on the Specifications Page (1) is included for accounting purposes and does not necessarily relate to service provided during that specific time period. Payment in full of the total contract amount due is expected regardless of this schedule.
- F. All filtration rooms must be watertight and have adequate drainage to prevent water damage due to any leaks or water in the room. Any water damage to adjacent floors, rooms, or equipment is the sole responsibility of the Owner.
- G. CONTRACTOR will advise the OWNER of needed repairs prior to and during the operating period. All repairs needed to render the pool in operational condition will be the responsibility of the OWNER at their expense. CONTRACTOR, if requested by the OWNER, may perform, arrange for, or supervise the work at an agreed upon fee.
- H. REPAIRS, BILLS, AND INVOICES: OWNER shall pay all repair bills and invoices submitted by CONTRACTOR within 30 days of receipt. All materials supplied by CONTRACTOR remain the property of CONTRACTOR until materials are paid in full. If paying by credit card for an invoice, a 3.1% convenience fee will be charged at the time of processing the credit card payment. To the extent any repairs are made pursuant to a separate agreement, failure to make timely payment of the repair agreement shall be considered a breach of this agreement entitling CONTRACTOR to close the pool until payment has been made. Additionally, CONTRACTOR, at its sole option, shall have the right to declare this Agreement terminated and immediately cease to provide any and all services, supplies, and personnel to OWNER at this pool site. This provision does not limit or preclude CONTRACTOR right to take legal action for non-payment and damages associated with OWNER's failure to make payment.
- I. All applicable sales taxes (i.e. Federal, State) for any equipment, labor, chemicals, or any other sales are not included in the prices represented by CONTRACTOR and shall be applied as an extra amount to all invoices.
- J. This clause is intentionally left blank.
- K. The CONTRACTOR will invest substantial resources to train its employees and convey information concerning operational techniques and management procedures to its employees at the OWNER's facility and OWNER acknowledges that such information and investment is a valuable asset of the CONTRACTOR's business. Therefore, OWNER agrees that if OWNER employs any Assigned Employee (any employee assigned by CONTRACTOR to work for OWNER at OWNER's pool facility and performs work there during the term of this agreement) of CONTRACTOR's as a direct employee, independent contractor, or through any person or firm other than CONTRACTOR during the term of this agreement or within one (1) year after any Assigned Employee performs work at OWNER's pool facility, OWNER must notify CONTRACTOR in writing and agrees to compensate CONTRACTOR a fee in the amount of thirty percent (30%) of the total contracted amount specified on Page 1 of this Agreement.
- L. It is agreed that the OWNER shall pay any increase in insurance, payroll taxes, or minimum wage cost which the CONTRACTOR may incur after the preparation of this Contract. The CONTRACTOR will provide evidence of any such cost increases. If insurance or payroll taxes are increased, the Owner shall pay to the CONTRACTOR the amount of the increase on a per hour basis (i.e., increase per hour times number of affected contracted man hours). If the minimum wage is increased, the Owner shall pay to the CONTRACTOR the amount of the wage increase per hour (i.e., increase per hour times number of affected contracted man hours, plus 18% for taxes, Workers' Compensation Insurance)
- M. In the event that OWNER shall become bankrupt, insolvent, or shall make a voluntary assignment for the benefit of creditors, CONTRACTOR, at its option, may terminate this agreement immediately.
- N. OWNER hereby agrees to contract with CONTRACTOR to manage and operate the pool site during the term of this Agreement. If OWNER is not the actual OWNER of the pool site, but rather a management company or person acting as the agent of the OWNER



of the property, OWNER hereby declares and affirms that it is acting within the scope of its authority in entering into and executing this Agreement.

- O. This clause is intentionally left blank.
- P. This Agreement may not be amended or modified except by written instrument executed by the parties.
- Q. It is agreed and understood that in the event any sums of money which are due to CONTRACTOR under and by virtue of this agreement are not paid in full by OWNER within thirty (30) days subsequent to the receipt of an invoice for the same, said sum shall bear interest at the rate of 1.5% per month. This provision shall be applicable in addition to any rights and remedies which CONTRACTOR may have under any other provisions of this agreement.
- R. This Agreement shall be governed and construed in accordance with the laws of the State where CONTRACTOR is domiciled.
- S. CONTRACTOR shall have the authority to close the pool during inclement weather. Weather shall be considered "inclement" when there is cloud cover and temperatures fall below 70 degrees, or in the case of rain or other precipitation. CONTRACTOR shall have the right to not open the pool or to close the pool early in the event of severe weather. Should the pool not open to swimmers by 4pm on any day due to inclement weather, the pool will be closed for the remainder of the day. CONTRACTOR's policy regarding pool closure due to thunder and lightning is based on the recommendations of the National Lightning Safety Institute. At the first sound of thunder or sight of lightning, the pool and pool deck will be cleared of and closed to patrons. It shall reopen when thirty (30) minutes have passed without another instance of thunder or lightning. In the absence of thunder and lightning, the pool may also be cleared of swimmers due to excessive rainfall that obscures the bottom of the pool. The pool will be closed until the lifeguard is able to properly scan the bottom without their vision being obscured or disrupted by the rainfall. There are no refunds or credits due to OWNER for inclement weather or severe weather closures.
- T. Storm related clean up, broken glass vandalism, fecal treatment and other services not included in this Agreement that are performed by CONTRACTOR will be billed to OWNER separately from this Agreement.
- U. If the pool is scheduled to be closed on any holiday during this agreement, it shall remain open and be closed the following day, unless otherwise noted.
- V. CONTRACTOR cannot be held liable for any hydrostatic conditions that cause damage to the pool structure, pool components, and surrounding areas.
- W. Restrictive endorsements or other statements on checks accepted by CONTRACTOR will not apply and in no way alter this contract.
- X. If "Part 1 school hours" are active as part of this contract, CONTRACTOR has set a school date of as the date the pool will go fulltime. Contractor has set a school date of as the date the pool will go to part time.
- Y. If OWNER is required to provide an Automated External Defibrillator "AED" due to State, County or municipal code, and has not done so, CONTRACTOR reserves the right to supply these items and invoice OWNER. CONTRACTOR strongly recommends that all facilities regardless of code have an AED on site.
- Z. OWNER must supply first aid supplies (first aid kit, eye wash station, backboard with head immobilizer, rescue tube, and CPR masks) at the facility. In the event that supplies are needed and are not readily located on-site, CONTRACTOR may provide and bill separately to OWNER. If first aid supplies are not present at the facility, CONTRACTOR may close the pool until the first aid kit is adequately stocked.
- AA. A test kit is required in accordance with local Health Department. If a test kit is not on site, one will be provided by CONTRACTOR and billed to OWNER.
- BB. CONTRACTOR cannot guarantee the pool will open on the scheduled opening day if the contract is signed less than 60 days before said opening day.
- CC. The pool's staffing requirements must cover all zones of protection at all times the pool is open to swimmers. In the event of a change in environment necessitating smaller zones and/or more staff members, CONTRACTOR shall provide OWNER with a proposal to increase staffing requirements to maintain safety standards. CONTRACTOR always reserves the right to close the pool to patrons in the event of an inability to meet safety standards.
- DD. OWNER agrees to indemnify and hold harmless CONTRACTOR from any and all claims, actions, losses, causes of action, damage, lawsuits, judgments, including attorneys' fees and costs arising out of or relating to broken glass or any other foreign objects in the pool area. CONTRACTOR strongly recommends the pool be drained and cleaned to remove glass and other objects thoroughly.
- EE. If a vendor agreement is required for the execution of this contract, the language in this contract body will supersede that of the vendor agreement.
- FF. It is expressly agreed and understood that CONTRACTOR will not be liable to any person for any loss, injury and/or damage sustained by said person as a result of the use of the pool or its facilities, save and excepting that caused by gross negligence of CONTRACTOR or its employees. CONTRACTOR is also exempt from liability due to mechanical failure of equipment, damage to the pool due to faulty construction, damage to buildings or equipment due to lack of adequate drainage, defective workmanship or hydrostatic conditions.
- GG. This clause is intentionally left blank.
- HH. This clause is intentionally left blank.
- II. SERVICE ANIMALS – In accordance with local Health Department guidelines and laws, only "Service Animals" or "Emotional Support Animals" will be permitted within the pool enclosure. All other animals shall be barred from within the pool enclosure. "Service Animals" or "Emotional Support Animals" must be under the control of the handler. They must be harnessed, leashed or tethered, unless the individual's disability prevents using these devices or these devices interfere with the animals safe, effective performance of tasks. The individual must be able to maintain control of the animal through voice, signal, or other effective controls. **IN NO**



CIRCUMSTANCES SHALL THE ANIMAL BE ALLOWED TO ENTER THE WATER. CONTRACTOR shall remove any individual, and their animal if they attempt to enter the water. CONTRACTOR shall close the pool and verify that the water is in satisfactory condition before reopening the pool to patrons.

- JJ. If OWNER has a cartridge filter system and cartridges need to be cleaned more than once per week, CONTRACTOR reserves the right to charge an additional service fee of \$125 to clean and/or change cartridge filter elements.
- KK. The payment schedule on the Specifications Page is included for accounting purposes and does not necessarily relate to services provided during that specific time period.
- LL. The contract price for the proposed Scope of Work has been calculated based on current prices for all necessary chemicals, fuel, materials, and labor; however, the current market is volatile and sudden price increases may occur. Company agrees to use best efforts to obtain the lowest prices for materials, chemicals, fuel, from available suppliers, but if a sudden increase in costs occurs after the execution of this proposal, Customer agrees to pay the increased cost. Any claim by the Company for payment related to a price increase shall require written notice from the Company to the Customer setting forth the increased cost, the material(s) in question, and the source of the supply.

PART 13 - CLOSURES

CONTRACTOR reserves the right to close the pool in an emergency situation, inclement weather, breakdown of equipment, inadequate security for the protection of the lifeguard at the facility, violation of local or state ordinance, or any other condition or circumstance which, in the sole judgement of CONTRACTOR, endangers the health or safety of the lifeguard(s) or patrons, which shall not constitute a breach by CONTRACTOR. If the emergency event causes the pool facility to be closed for more than seven (7) consecutive days and such event was not caused by any act or omission of the OWNER, then CONTRACTOR shall refund to the OWNER all unused lifeguard(s) hours from that date forward that the facility is closed. The rate of refund shall be defined as hours multiplied by minimum wage for that region. Owner acknowledges that Pools must not create a public nuisance. Stagnant (uncirculated) and untreated water encourages algae growth and insect breeding. OWNER must ensure water recirculates and water chemistry is maintained at minimum levels. In the event of closure longer than seven (7) consecutive days, CONTRACTOR shall visit and adjust chemicals at the pool a minimum of once per week. The cost of any maintenance shall be deducted from the unused guard hours credit. Additional maintenance may be recommended and will be deducted from unused lifeguard(s) hours credit if authorized.

PART 14 - HYDROSTATIC CONDITIONS

OWNER is solely responsible for determining a) the existence and/or risk of a high water table condition and b) the presence and functionality of any hydrostatic relief valves and notifying CONTRACTOR of such. Unless these determinations are made by OWNER and submitted to CONTRACTOR in writing, CONTRACTOR will not be responsible for any damage caused by hydrostatic conditions when the pool is drained such as in cleaning, repair, or renovation.

PART 15 - DEFAULT

In the event that OWNER fails to make any of the payments required hereunder or fails to comply with any of the terms of this Agreement, the OWNER shall be in default and CONTRACTOR, at its sole option, shall have the right (i) to suspend all management and maintenance services until account is paid in full, (ii) to declare this Agreement "terminated" and immediately cease to provide any and all services, supplies and personnel to OWNER at the pool site or elsewhere, and (iii) avail itself of any and all remedies, both legal and equitable, it may be entitled to at the time of default, to specifically include but not be limited to the damages set forth below in damages due to termination

In the event that either party considers the other to have breached any provision of this Agreement or failed to perform or unsatisfactorily performed any obligation under this Agreement, that party shall have the right to terminate the agreement provided hereunder, provided: (1) a certified written complaint is made promptly to other party stating the precise nature of the deficiencies in performance and/or quality of service; (2) the other party has not corrected the deficiencies within seven (7) days from the date written notification is received; and (3) the notifying party has complied in all material respects with its obligations under this agreement. Unless the notifying party complies with Agreement, the notifying party shall not be entitled to set off, reduce, offset or claim consequential damages or any other deduction whatsoever, for nonperformance of this agreement.

PART 16 - DAMAGES DUE TO TERMINATION

In the event of termination of service by either party under the terms of this Agreement for any reason, it is expressly agreed and understood that CONTRACTOR shall be entitled to retain all sums of money previously received from OWNER, and shall be entitled to collect all sums of money due including reasonable attorney's fees under the terms of the Agreement, in the event litigation or debt collection is required. The fees for any chemicals, supplies, labor, or other services provided are also due upon termination. In the event of a breach or termination of this Agreement by OWNER prior to CONTRACTOR beginning pre-opening operations as defined in Part 2, CONTRACTOR shall be entitled to 20% of the total contract price as compensation.



PART 17 - BINDING EFFECT

The terms and provisions of this Agreement shall be binding on the OWNER, its successors and/or heirs and to the benefit of CONTRACTOR and its successors and assigns. OWNER shall not have the right to assign, pledge or encumber in any way any part of its interest in this Agreement without the prior written consent of CONTRACTOR. CONTRACTOR, however, shall have the right to assign any and all rights, services and obligations under this Agreement. If OWNER has provided CONTRACTOR documents as addendum to this agreement, should any term or provision of one document conflict with a term or provision of the other, the terms or provision contained in CONTRACTOR'S contract shall control.

PART 18 – SEVERABILITY

If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, it shall not affect the enforceability of any other provision of this Agreement. Rather, the invalid, illegal, or unenforceable provision shall be deemed severed from this Agreement, and this Agreement shall be enforced as if the Agreement did not contain the invalid, illegal, or unenforceable provision.

PART 19 - MISCELLANEOUS

This contract embodies the entire understanding between the parties, and there are no other agreements, representations or warranties in connection therewith. IN WITNESS HEREOF, the parties hereto have signed this contract by their duly authorized representative and/or agents who represent that they have the express authority to enter this agreement on behalf of each party.

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.

PART 20 - FORCE MAJEURE

CONTRACTOR will be relieved of its obligations under this contract in whole or in material part if the failure to perform is due to any occurrence beyond the CONTRACTOR'S control, including without limitation, acts of God, fire, natural disaster, war, power failures, accidents, labor shortages, pandemics, epidemics, or government restrictions of any kind. OWNER's sole remedy will be the credit of any unused guard hours as dictated by this agreement.

PART 21 – ACCOUNTS PAYABLE

All invoices for services performed by CONTRACTOR pursuant to this agreement shall be provided to the following:

Name:

Address:

If invoices are to be electronically submitted by CONTRACTOR, they shall be sent via email to the following email address to the attention of _____.

If OWNER has an electronic system other than email for the purposes of processing invoices OWNER shall provide the name of the system: _____. OWNER will provide written instructions to CONTRACTOR, within thirty (30) days, directing CONTRACTOR how to comply.

PART 22 - EXTENSION OF SERVICE

CONTRACTOR shall, if requested by the OWNER, for an agreed upon non-refundable or cancelable fee, operate the pool prior to or beyond the Dates specified in Part 1, provided the OWNER gives CONTRACTOR a minimum of two (2) weeks notice. The cost associated will be separately negotiated.

Upon the expiration of this agreement's original term or any renewal term, this agreement shall continue to renew for periods equal to the original contractual term length at the then-current contract price plus eight percent (8%), unless and until: (i) CONTRACTOR or OWNER delivers a written termination notice to the other party. The written notice must be received no later than October 1 of that year; or (ii) this agreement is otherwise terminated pursuant to the terms contained herein. During any renewal term of the agreement, the terms, conditions, and provisions set forth in this agreement shall remain in full effect, however, opening and closing dates shall adjust accordingly.



OWNER acknowledges that it owns and/or operates the pool facility and has legal capacity and authority to enter into this Agreement and bind the property OWNER of the pool facility. This Agreement is a valid and legally binding obligation of OWNER and is fully enforceable against OWNER and the party which owns and operates the pool facility.

Reproduction of this form in a part or a whole is illegal pursuant to all copyright acts.

American Pool, LLC

OWNER agrees to terms page 1 to 14

American Pool, LLC Representative Signature

Owner or Authorized Agent for Owner Signature

Print Name

Sign Date

Steve Philbin

Print Name

Sign Date



Exhibit A: Swimming Pool Rules

Responsible Adults are required to accompany the minors in their care in the swimming pool area at all times. A Responsible Adult is defined as a legal adult who is physically present, capable, and will be held accountable for the actions or well-being of the minor child.

Responsible Adults are required to be within arm's reach of the non-swimming minors in their care in any body of water.

No patron experiencing chronic or acute incontinence may use the pool without a swim diaper. All patrons in diapers must wear plastic pants with snug fitting elastic waist and leg fittings before entering the swimming pool. Responsible Adults must report any "accidents" to staff on duty immediately.

All unsafe or discourteous acts are strictly prohibited within the pool area, and may lead to expulsion from the facility.

Patrons showing evidence of an open wound, communicable disease, bodily discharges, open blisters or cuts and bandages will not be allowed to use the swimming pool.

Patrons suspected of being under the influence of drugs or alcohol are prohibited from entering the facility.

No animals, other than Service or Emotional Support Animals, will be allowed in the swimming pool area, spa area or dressing rooms. NO ANIMALS ARE ALLOWED IN THE WATER.

No glass containers are allowed on the swimming pool deck or within the facility.

No swimming will be allowed during inclement weather conditions.

PATRON AGREEMENT: As a registered patron of this facility, or Responsible Adult for minor pool patrons, or a guest of a registered patron, I agree to the rules above and further agree to hold the Owner, its Agents, American Pool Enterprises Inc., its subsidiaries, and their officers free and harmless from any claim or expense that may arise due to my use of the entire facility or use of the entire facility by others for which I am responsible.

Dear Angel,

Thank you for considering High Sierra Pools as a potential pool management provider for your facility. We are excited to present our pool management proposal, which outlines the comprehensive services and expertise we offer. With a track record of success, we have established ourselves as an industry leader in managing and servicing pools year-round.

By choosing High Sierra Pools, you can expect the following benefits:

1. **Complete Care Package:** Our contract includes a full-service package with 24/7 availability. We take care of all aspects of pool management, ensuring your facility is well-maintained and operational.
2. **Service Experts:** Our team of service experts is trained to handle repairs, renovations, and emergency calls promptly and efficiently, ensuring the safety and functionality of your pool.
3. **Emphasis on Safety:** We prioritize safety and maintain the highest standards in lifeguard training. As the #1 American Red Cross partner in the U.S., our lifeguard training department conducts certification courses, safety inspections, and in-service training.
4. **Advanced Technology:** We leverage the latest technology to streamline lifeguard scheduling, monitor staff performance, and provide valuable insights from weekly pool inspections, keeping you well-informed about your facility's status.
5. **Layered Supervision:** We provide in-season supervision through area supervisors who visit your facility regularly to oversee operations, train staff, and ensure smooth functioning. Additionally, your division manager will serve as your main contact for more complex operational challenges, ensuring consistent service and performance.
6. **Winter Planning:** Our service extends beyond the summer season. During winter, we conduct inspections, allocate repair budgets, and focus on comprehensive recruitment and training of qualified seasonal staff, both locally and internationally.

Since 1992, High Sierra Pools has built a strong reputation for excellence in commercial pool management. Our company culture is rooted in core principles such as prioritizing safety, working as a team, and serving our clients. We are proud of our local and global presence, always catering to the unique needs of each client's facility.

For your reference, we have enclosed an extensive list of references and referral letters from community managers who have entrusted their pools to us year after year.

We look forward to the opportunity to serve you and ensure the success of your pool facility.

Best regards,



SWIMMING POOL MANAGEMENT AGREEMENT

WHEREAS, High Sierra Pools Inc. (HSP) offers pool management services for the operation of commercial swimming pools and is an independent contractor; WHEREAS, Client wishes to hire HSP to perform certain specific pool management services for its swimming pool or swimming pools; WHEREAS, this Agreement supersedes any other prior agreements between the parties where those agreements or contracts conflict with the terms of this Agreement; WHEREAS, HSP desires that there be a mutual understanding of the scope and extent of its duties and that the overall relationship between the parties be clearly defined because of the potentially hazardous nature of a swimming pool and because of certain operating constraints; NOW THEREFORE, for good and valuable consideration and subject to the foregoing Recitals, the receipt and sufficiency of which are hereby acknowledged, HSP and Client agree as follows:

SECTION 1. GENERAL SPECIFICATIONS

OWNER / AGENT	PROPERTY NAME	SWIM FACILITY NAME
Community Association Management Professionals-CAMP 4114 Legato Rd Suite 200 Fairfax, VA 22033	Cameron Station Community 200 Cameron Station Blvd Alexandria, VA 22304	Cameron Station Community 200 Cameron Station Blvd Alexandria, VA 22304

SEASON DATES

Season 2024 (5/18/24 - 9/29/24)			Weekly Staff Hours
Pre Season: 5/18/24 - 5/24/24			71/week
Mon	10:30 AM - 8:30 PM	Fri	10:30 AM - 8:30 PM
Tue	10:30 AM - 8:30 PM	Sat	10:30 AM - 8:30 PM
Wed	10:30 AM - 8:30 PM	Sun	10:30 AM - 8:30 PM
Thu	10:30 AM - 8:30 PM		
Main Season: 5/25/24 - 9/2/24			232.5/week
Mon	10:30 AM - 8:30 PM	Fri	10:30 AM - 8:30 PM
Tue	10:30 AM - 8:30 PM	Sat	10:30 AM - 8:30 PM
Wed	10:30 AM - 8:30 PM	Sun	10:30 AM - 8:30 PM
Thu	10:30 AM - 8:30 PM	Hol	10:30 AM - 8:30 PM
Extended Season: 9/3/24 - 9/29/24			60/week
Mon	Closed	Fri	Closed
Tue	Closed	Sat	10:30 AM - 8:30 PM
Wed	Closed	Sun	10:30 AM - 8:30 PM
Thu	Closed		

ADDITIONAL INFORMATION

This contract includes Disinfectant and PH Balancer, Area Supervisor, Spring Opening, Winterization, Cleaning Supplies, County Permits, First Aid Kit and Refill, Initial Test Kit, Janitorial Supplies. Lap Swimming; Monday-Friday 6am-8am.
Aqua Aerobics; Saturdays 09am-10am.

PAYMENT SCHEDULE

Due on Mar 1st, 2024	\$10,500.00	Due on May 1st, 2024	\$21,000.00	Due on Jul 1st, 2024	\$21,000.00
Due on Apr 1st, 2024	\$10,500.00	Due on Jun 1st, 2024	\$21,000.00	Due on Aug 1st, 2024	\$21,000.00
Contract Price \$105,000.00					

EXTRA SERVICES**OPTIONAL YEARS**

_____ 2025 \$110,000.00

_____ 2026 \$118,000.00

* Initial to extend Swimming Pool Management Agreement at listed price

WHEREAS, High Sierra Pools, Inc. ("HSP") offers pool management services for the operation of commercial swimming pools and is an independent contractor.

WHEREAS, Client wishes to hire HSP to perform certain specific pool management services for its swimming pool or swimming pools; WHEREAS, this Agreement supersedes any other prior agreements or contracts between the parties where those agreements or contracts conflict with the terms of this Agreement and shall govern the relationship between HSP and Client;

WHEREAS, HSP desires that there be a mutual understanding of the scope and extent of its duties and that the overall relationship between the parties be clearly defined because of the potentially hazardous nature of a swimming pool and because of certain operating risks and constraints.

NOW THEREFORE, for good and valuable consideration and subject to the foregoing Recitals, the receipt and sufficiency of which are hereby acknowledged, **HSP and Client agree as follows:**

SECTION 2. SCOPE OF AGREEMENT:

Subject to the terms set forth herein in this Agreement, the Parties contemplate that HSP will provide certain pool management services which include the opening, operation of and management of Client's swimming pool or pools. HSP and Client will mutually agree upon and select a proposed opening date for the swimming pool or pools so long as the contemplated opening date is not delayed or prevented by unforeseen or unknown events, such as those identified in Section 14.6 and other reasons beyond the exclusive control of HSP.

SECTION 3. RESPONSIBILITIES OF CLIENT:

Client shall perform the following items in order for HSP to provide the primary and secondary responsibilities and services listed in Section 3 below:

1. Client shall ensure that the pool and that the pool equipment room is at all times available to HSP for it to perform its services while this Agreement is in effect and will provide HSP with full access to the pool on or before but no later than by May 1st of the first year of this Agreement in order for the pool to be drained and cleaned for the contemplated and mutually agreed upon date for the opening of the pool.
2. Client shall develop and provide a copy of the pool rules/regulations that it desires be applied to the pool operation and to the use of the pool. Client shall provide a mechanism to control or limit the use of the pool as required by law. Client is also responsible for communicating that pool users, members, and residents must refrain from distracting the lifeguarding staff when the lifeguarding staff is performing its lifeguarding duties and will ensure that HSP's lifeguards are not interrupted when providing their primary duties of lifeguarding and lifesaving. Client will distribute those pool rules among its users, members and residents before the start of the season. Client shall be solely responsible for the pass system to be utilized for Client's pool members, invitees, patrons, and guests.
3. Client is solely responsible for providing all of the security for the pool. At a minimum, Client shall provide working locks on all doors, gates and windows and shall maintain those locks. Client is solely responsible for providing and maintaining high quality and good condition fencing, walls, and other appropriate barrier to ensure a secure enclosure around the pool during the time that this Agreement is in effect. Client shall provide a security system or alarm system if necessary to secure the pool and pool area. Upon reasonable request by HSP, Client will provide security guards to protect HSP's personnel and to protect Client's members, invitees, patrons, and guests.
4. Client will notify HSP of any defects, deficiencies, and/or maintenance issues as to the pool and pool premises, including but not limited to any issues with the fencing, gates, doors, locks, windows, pool equipment, pump, chlorinator, vacuum, lifeguard stands, and/or other fixtures.
5. Client shall provide a minimum of three (3) sets of keys or key cards for the pool by no later than April 1st of this Agreement so that HSP and its personnel shall have access to any doors, gates, bathhouses, pool equipment room, lifeguard room/office, storage and/or any other areas that HSP needs for pre-opening services and for operation of the pool. If HSP is required to copy keys or key cards, Client agrees to pay for the costs of the duplicates so that HSP always has a minimum of three sets of keys or key cards.
6. Client will provide three large industrial sized trash cans with lids and one large industrial/commercial sized recycling bin with lid for use by HSP's personnel and for pool members, invitees, patrons, and guests. Client is responsible for providing and paying for any trash removal and sanitation services and for recycling services for the pool.
7. Client will provide copies of health department inspections and/or violations from prior seasons for operation of the pool and Client shall provide all the necessary documentation regarding the pool license.
8. Client will pay for the costs to apply for and to obtain any certificates or permits required by regulatory agencies to operate the pool and pool facility unless specified otherwise in Section 1 of this contract.
9. Client will provide an operational landline telephone connected and functional by no later than May 1st for 911 calls and other necessary, business-related local calls. The pool telephone must be blocked for long distance and international and collect calls. Client is responsible for any long distance, international and collect calls made from the pool telephone if Client fails to block the telephone use for any calls except for local and emergency telephone usage. In case a landline is not available, Client is required to provide 911 Call Box that is directly connected with emergency services.
10. Client shall at all times be responsible for compliance with any applicable building codes and health regulations. Client is responsible for maintenance and repair of the pool premises and the building premises, including the toilet and shower partitions, drywall, plumbing, and electrical systems, which must always be maintained in a safe and good working condition during this Agreement. Client shall promptly complete any and all necessary maintenance and repairs to the pool premises and pool equipment within the pool premises including but not limited to repair and maintenance of walls, drywall, plumbing, electric systems, windows, plumbing, decking, coping, tile, fencing, locking mechanisms, locks, security systems, area lights, and other items that HSP requires for a safe and successful operation

of the pool. Client shall also be responsible for the maintenance and repair of the pool premises, building premises, and any premises adjacent to the pool premises to ensure that there are no defects, deficiencies, or other unsafe conditions.

11. Client shall provide any fixtures for the pool or pools and Client shall solely be responsible for the repair or replacement of any fixtures for the pool as determined by HSP, including but not limited to diving boards, ladders, handrails, lifeguard stands, and other items.
12. HSP is not responsible for water damages caused by lack of waterproofed floors and walls in pump rooms and other rooms used by HSP personnel.
13. Client shall provide HSP with any equipment requested by HSP to maintain and to clean the pool premises, including but not limited to mops, hoses, brooms, leaf blowers, toilet plungers and hose nozzles that HSP shall need to clean and maintain the pool premises in the good condition provided by Client before start of the season unless Client and HSP have agreed otherwise, and Client pays HSP for providing those items.
14. Client shall provide HSP, at Client's sole expense, with any and all first aid and lifesaving equipment required by the local health department, Red Cross, or other regulatory agency, including but not limited to backboards with three straps and buckles and head immobilizer with two straps, rescue tubes (one per lifeguard), shepherd's (body) hooks attached to at least 12 feet non-telescopic poles and ring buoys, and AED if required by the county health code.
15. Client shall perform the initial cleaning of the bathhouses and bathrooms. Client shall also provide any additional cleaning and disinfection required by law or recommended to prevent disease exposure. Client shall provide soap, paper towels, tissues, toilet paper, cleaning supplies and other consumable supplies as needed throughout the pool season unless otherwise Client and HSP have agreed otherwise, and Client pays HSP for providing those items.
16. Client shall provide operational hot water heaters, mixing valves and scalding devices as required by local authorities in order to pass the pre-opening inspection for the pool to operate.
17. Client shall supply water and be responsible for water bills. If HSP determines that Client's swimming pool or pools need to be drained and refilled, Client will be responsible for any and all water costs. HSP is not responsible for any utility expenses.
18. Client shall provide any OSHA approved Personal Protective Equipment ("PPE") and devices, including, but not limited to hand washing stations, hand sanitizer, face masks, eye wash stations, chemical apron, goggles gloves and dust mask. Client shall also provide any special equipment and supplies because of COVID-19 or other epidemic, such as hand washing or hand sanitizer stations or other equipment recommended by the Centers for Disease Control or the American Red Cross or state and federal governments.
19. Client authorizes HSP to post a sign at the pool premises that identifies HSP as the pool management company for the pool.
20. Client shall post warning signs that indicate risk of use wading pool is assumed by the patrons and indicating that lifeguards do not perform lifeguarding services for the wading pools.
21. Client shall provide any furniture and/or equipment such as tables, chairs, loungers, and other items that Client wants to be available at the swimming pool or pools. Client shall provide each lifeguard station or stand with an umbrella.
22. Client shall give written notice thirty (30) days in advance of any change in the identity of the management company or the agent of Client with whom HSP communicates as to the services provided under this Agreement.
23. Client shall maintain proper ventilation of the pool, pump room, and pool facilities.
24. HSP strongly recommends that alcohol not be allowed at the swimming pool premises. If Client allows alcoholic beverages to be brought to the pool premises or to be consumed on the pool premises for special events and activities or if Client's members, invitees, patrons, and guests bring or consume alcohol on the pool premises, Client at all times is solely responsible and liable for any damages or consequential loss to any person or entity as a result of the use of alcohol. Client shall indemnify, defend and hold harmless HSP from any damages, injuries or consequential losses because of the consumption of alcohol at the swimming pool premises.

SECTION 4. TERMS OF SERVICE TO BE PROVIDED BY HSP:

HSP will provide the following pool management services:

(a) Pre-Season Services:

1. Prior to the opening of the pool for Client, HSP will perform an inspection of the pool equipment, bathhouse plumbing, filtration system, fixtures and freshwater plumbing system to determine if pool system is fully operational.
2. HSP will remove any pool cover(s) and will store on the premises of Client. For additional expense and at Client's request and approval of additional expense, HSP will store pool cover or pool covers off site for Client.
3. HSP will drain and clean the swimming pool at its discretion if HSP determines that cleaning is necessary.
4. HSP shall fill pool and start recirculation system as part of its pre-season services
5. HSP will install any of Client's fixtures for the pool, including but not limited to diving boards, ladders, handrails, lifeguard stands, and other items if applicable, so long as all such fixtures are in good condition and are not in need of any repair.
6. HSP will remove client's furniture and equipment that Client wants to be available at the swimming pool and arrange it as Client specifies. HSP is not responsible for the condition of any furniture and/or equipment.
7. HSP will order and store necessary chemicals for the operation of the pools or pools.
8. HSP shall use its reasonable best efforts to prepare Client's pool in a swim-ready condition at least five (5) business days prior to the opening date.
9. If not otherwise specified in Section 1, once Client pays fees and costs for applications and for permits, provides all necessary documentation, HSP will apply for all required permits and/or authorizations and lab testing required by local Health Department and regulatory agencies (unless otherwise specified in section 1) to operate the pool or pools and to have pool be in an operational condition and attend any required inspections. HSP will post all permits and certificates in Client's designated area. If certificates and/or permits for operating cannot be acquired by HSP due to any circumstance beyond the exclusive control of HSP, it shall be the responsibility of Client to secure certificates and permits for the opening of the swimming pool.

10. HSP will provide any required SDS required for chemicals to Client.

(b) Operational Services:

1. When the pool is open for the use of Client's members, invitees, patrons and guests, HSP will supply its lifeguard personnel for the opening, operation and closing of the main pool or pools. HSP's duties of lifeguarding and lifesaving are its primary responsibilities.
2. HSP will only provide limited services to a wading pool on the pool premises, which services include maintenance, repairs, cleaning and water testing and treatment under the same terms as the main pool, but which do not include any lifeguarding or monitoring of the wading pool use by HSP's personnel unless Client pays a separate fee to HSP for lifeguarding services for any wading pool. If Client does not pay for lifeguarding services for any wading pools, Client assumes all liability for any claims or damage that occurs in the wading pool or in the wading pool area. Client is responsible for the use of the wading pool and agrees to hold harmless, indemnify and defend HSP for any use of wading pool and any claims of injuries or damages from use or misuse of the wading pool.
3. If Client does not have a separate cleaning service, HSP may provide limited janitorial services for the bathhouse. However, HSP's personnel will only perform limited janitorial services for the bathhouse when HSP determines that such janitorial services do not affect the lifeguarding duties for the persons using the swimming pool. Such janitorial services are not meant to be a substitute for sanitization or disease prevention.
4. HSP will straighten and clean the Client's pool furniture and the pool area daily or as is needed.
5. HSP will brush, vacuum and skim pool(s) daily or as required at the beginning of their shifts. HSP will also provide extra, additional cleaning if Client requests same in advance and agrees to pay an additional fee.
6. HSP will clean skimmer baskets, backwash filter system and/or hand clean cartridge filters daily or as needed.
7. HSP will perform other cleaning functions as necessary to maintain pool deck and pool facilities.
8. HSP will check water purity, acidity, and disinfectant levels to comply with local Health Department standards and, in compliance with the local and state Health Department Codes, HSP will test disinfectant and pH levels hourly and adjust if needed. HSP may test for total alkalinity, calcium hardness and cyanuric acid will be conducted as required by local Health Department codes and regulations for swimming pools.
9. HSP will conduct two (2) written inspections per week or with such frequency as HSP and Client agree. HSP will meet with Client periodically to discuss pool operation at Client's reasonable request.
10. HSP shall have the exclusive right to decide when to close the pool or pools and the pool premises as a result of any event that HSP deems in its sole discretion to create an unsafe environment or which HSP exclusively determines impacts the opening and operation of the swimming pool premises, including but not limited to, any safety concern, utility service interruption, weather event or concern, security concern, health concern, mechanical failure, staffing concern, emergency situation, order by the local Health Department or other regulatory agency, permitting or licensing failure, Force Majeure, governmental action, unforeseen event, or any other causes outside of HSP's exclusive control, including any material adverse issue which excuses, impacts or delays HSP's performance. HSP shall close the pool or pools and the pool premises in the event of lightning or thunder and will reopen the pool premises forty-five (45) minutes after last occurrence of thunder or lightning or as the regulations of the local Health Department require. HSP shall not be in any way liable to Client or to Client's members, invitees, patrons and guests for any damages, delays in services, or any inconveniences because of the closing of the pool or pools or pool premises. Client shall also not be entitled to any reduction in the compensation due to HSP under this Agreement because HSP decides to close the pool or is unable to open the pool or pool facility for any of the reasons outlined in this paragraph.
11. HSP shall also close the pool and pool premises in accordance with local and applicable state regulations if control of disease is required or if vomit, human feces, animal feces, deceased animals, or other foreign or chemical agent is introduced into the pool water to perform additional maintenance and super-chlorination and cleaning if HSP determines such work is necessary for the health and safety of Client's members, invites, patrons and guests and for the use of the pool or pools. If additional chemicals are required, HSP will charge Client for the additional chemicals used and Client is responsible to pay the charges for the additional clients. Client shall also not be entitled to any reduction in the compensation due to HSP under this Agreement because HSP decides to close the pool or is unable to open the pool or pool facility.
12. If a holiday falls on a day that the pool is scheduled to be closed, HSP will open the pool for that holiday and close the pool on the following day instead, at the discretion of HSP.
13. HSP will schedule a ten (10) minute or fifteen (15) break each hour that the pool premises are open in order to allow its personnel to perform water testing, equipment checks, clean-up duties, and bathhouse and pool house inspections and to allow its lifeguard to have a break from lifeguarding duties and surveillance, at which time HSP shall order all persons to be out of the pool or pools and to be away from the water.
14. HSP's personnel are not ever responsible for any persons who use the wading pools and wading pool premises, including any minors with or without supervision by a parent or a legal guardian. Client will notify its members, invitees, patrons, and guests that all minors must be supervised at the pool premises by a parent or a legal guardian and that HSP assumes no responsibilities for the use of the wading pool.
15. After closing the pool for the day during this Agreement, HSP will lock and secure the pool premises. However, Client remains solely responsible for ensuring that adequate security measures exist and are functional. HSP shall have no responsibility or liability whatsoever for the pool premises after its personnel close the pool and pool premises or its personnel have left or exited the pool premises and/or pool facility, including but not limited to unauthorized or illegal usage of the pool by trespassers or if Client allows its members, invitees, patrons and guests to use the pool when HSP personnel are not present performing lifeguarding duties.

SECTION 5. POOL CHEMICALS, SUPPLIES AND MATERIALS:

1. HSP will obtain all required and necessary chemicals, test kit chemicals and other supplies to balance and maintain the chemistry, disinfectant and pH levels required by the local health department or regulatory agencies for the operation of the pool and shall pay for such chemicals as part of its services under this Agreement, unless HSP and Client otherwise agree in writing by addendum to this Agreement.
2. Client is responsible for the additional costs for treatment of unusual or abnormal water and pool conditions due to the presence of metals, high levels of phosphates, leaking swimming pool, inadequate filtration, any equipment or mechanical failures or other irregular conditions. HSP will notify Client of the additional costs, and Client shall promptly pay for the additional costs.

SECTION 6. HSP PERSONNEL:

1. All personnel employed by HSP to perform any services or work under this Agreement shall be employees of HSP for all purposes and not the employees of Client. HSP shall be solely responsible for all compensation paid to its employees and shall pay all payroll obligations, including Social Security and Medicare payments, FUTA, FICA, and taxes related to the work of its employees if applicable. HSP shall provide any legal benefits and shall provide worker's compensation benefits to its personnel. HSP shall ensure that its personnel hold required licenses and certifications. HSP will require its personnel to wear HSP's uniforms. HSP's personnel will have appropriate lifeguarding certification and pool operator's licenses and display such documentation as required by local and/or state law and regulations.
2. The number of HSP personnel is based upon the ratio that HSP requires for pool staffing and is based upon HSP's industry experience of the minimum number of personnel required for a potentially safe operation of the pool and pool premises. Consequently, if the number of pool patrons consistently varies from Client's estimate, the number of HSP's personnel will be adjusted as mutually determined by HSP and Client and the compensation due to HSP under this Agreement will be adjusted accordingly by Addendum to this Agreement executed by HSP and Client.
3. HSP has the exclusive right and sole discretion to increase the number of its lifeguarding personnel in order to maintain an acceptable ratio of lifeguards to pool users or to limit the number of pool users permitted at the pool premises as HSP determines in its sole discretion. In the unlikely event that Client will not agree to authorize and pay for the additional lifeguarding staff that HSP has determined is adequate, then and in that event, HSP may immediately terminate this Agreement without any notice to Client or may close the pool premises. Additional costs for lifeguard or for additional lifeguarding hours will be billed separately to Client at the price indicated within this Agreement or the Addendum if HSP increases its personnel because of its discretionary judgment that an increase is necessary to operate the pool.
4. HSP lifeguarding personnel shall hold nationally recognized lifeguarding certificates or other certification where required by the codes and local Health Department or regulatory agencies. HSP shall have the sole discretion as to the hours and days worked by its personnel for Client.
5. Client may request that HSP supply additional personnel for an additional fee of \$30 per hour for each partial hour or as otherwise specified by HSP per worker which fees are in addition to HSP's regular compensation set forth in this Agreement.
6. If Client is dissatisfied with any of HSP's personnel, Client shall provide HSP with a written statement of the reasons for its dissatisfaction and with the name of the worker. HSP will replace an employee if it determines that the Client's dissatisfaction is valid and reasonable within seventy-two (72) hours or no later than (3) business days, when possible, for HSP to do so.
7. If Client requires background checks or other specialized employment screening, Client must outline its requirement within thirty (30) days of full execution of this Agreement and provide the written policy or regulation that permits any specialized employment screening and shall pay any additional costs of HSP incurred by it for such screening and increased administrative costs for HSP, which will be billed as a separate fee to Client. HSP will provide documentation of the screening conducted when available to Client.
8. Client shall provide free parking for HSP's personnel.

SECTION 7. SPECIAL EVENTS AND SWIM TEAM EVENTS:

1. If Client allows pool or pools or pool premises to be used for special events and activities including but not limited to swim team practice, swim meets, aerobics classes, swim classes, pool parties, and other special use of the pool premises, either inside or outside the contracted hours for HSP personnel; HSP shall not be required to provide services for those special events and activities unless Client shall specifically hire HSP to provide personnel to perform services for those special events and activities. HSP has the right to refuse to provide services for any special events or activities. HSP shall provide advanced notice of its decision to refuse to provide services and shall not be liable or responsible for any damages or for any inconvenience to any person or entity or to Client for its decision to refuse to provide services for any special events or activities.
2. Upon Client's written request at least 10 days before any special events, HSP may provide personnel for special events and activities at a rate of twenty-five dollars (\$25.00) per hour per additional lifeguarding personnel and at a rate of thirty dollars (\$30.00) per pool manager or pool operator. Client must provide an estimated schedule and an estimate of the number of persons expected to participate and attend the special events and activities. Client must authorize and pay for a ratio of one lifeguard per twenty-five participants and attendees of any special events and activities.
3. HSP has the right and authority to eject any persons who do not comply with the pool rules or regulations or who engage in potentially unsafe conduct. If those persons who are asked to leave refuse to leave the pool premises, HSP may close the pool premises for the special events and activities upon notification to Client of its intent to close the pool premises. Client is at all times ultimately responsible for the conduct of its pool members, invitees, patrons, and guests and for the security of the pool premises and safety of HSP's personnel.

SECTION 8. SEASONAL CLOSING AND WINTERIZATION SERVICES:

HSP will perform the following services to winterize the pool facility after closing and on or before November 15th unless Client and HSP agree on a date certain:

1. HSP will backwash filtration system and remove drain plugs from filters that require draining and that are capable of draining.
2. HSP will drain recirculating and vacuum lines that require draining and are so constructed that they can be drained.
3. HSP will drain pumps and water lines that require draining.
4. HSP will unplug disinfectant feeders and chlorinator(s).
5. HSP will adjust water level.
6. If Client requests, HSP will install winterizing chemicals to control algae, at Client's cost for chemicals.
7. HSP will move and store diving boards, ladders, handrails, lifeguard chairs, pool fixtures, test equipment, first aid equipment, furniture, hoses, and other pool property within pool premises as requested by Client.
8. HSP will blow out skimmer line with compressor and add antifreeze.
9. HSP will install pool cover provided by Client so long as deck anchors and cover springs belonging to Client are functional and available. Client may have to replace deck anchors, cover springs and cover at Client's costs.
10. HSP will shut off main water supply, unless underground and within pool premises. Otherwise, HSP will notify Client of its responsibility to Water Authority if main water supply is located outside of pool enclosure or is underground.
11. HSP will provide OWNER with winterization report, lock pool premises and return all sets of keys and key cards to Client. When Client receives the winterization report as acknowledged by the Client's or HSP's signature, Client accepts the winterization as satisfactory and complete.
12. Client understands and releases HSP from any liability as to the winterization of the pool premises by HSP and acknowledges that HSP is not responsible for freeze damage, wear, tear and other problem and that winterization is not a guarantee that damage will not occur, due to the complicated nature of plumbing systems and water condensing within drained pipes and due to weather extremes except in the case of HSP's gross negligence.

SECTION 9. COMPENSATION TO HSP:

1. This Agreement presumes that certain costs remain fixed as of the date that HSP provides its services because of certain predictions made by HSP before services are provided as to HSP's expenses when the compensation that Client has agreed to pay HSP was negotiated. However, in the event that the minimum wage is increased by any federal, state or local government agency, then Client agrees to adjust and increase the total compensation paid to HSP to compensate it for the increase in the minimum hourly wages and other labor costs payable for HSP's personnel. Furthermore, HSP and Client recognize that Client may incur additional and extra charges because of increased costs incurred by HSP for providing its services, including but not limited to increased fuel expenses, increased costs for chemicals and supplies, and other price increases. Client agrees to pay any surcharges, which HSP calculates are due to it because of the actual expenses for providing its services.
2. At Client's request and for additional compensation, HSP may continue to perform services and to operate the pool or pools beyond the closing date set forth in Section 1. However, the date and times must be mutually agreeable to HSP and Owner and be set forth in a separate written addendum.
3. Client agrees to reimburse HSP membership fees paid to Compliance Depot, RMIS and other insurance verification vendors.
4. Any compensation owed by Client to HSP shall be paid in full within thirty (30) days of the invoice date or on the mandated date of payment above. Client shall pay HSP late fees of five percent (5 %) of the total owed for any payments that are not paid in full by the due date per month that Client owes HSP in addition to any other rights and remedies that HSP may have under this Agreement. HSP shall also be entitled to reasonable attorney's fees and costs for collection of any monies owed by Client to HSP.
5. HSP may suspend service temporarily or terminate this agreement with 5 days written notice in the event of non-compliance by Client or in the event payment is not received as outlined on the specification page.

SECTION 10. EQUIPMENT REPAIRS:

1. If Client hires HSP to perform repairs to the pool equipment and to the pool premises or to replace pool equipment to continue the operation of the pool or to maintain health and safety standards required for the pool to operate, those services will be extra and in addition to the services provided in Section 7. HSP will perform all such work in accordance with federal, state, county, local, and governmental codes and regulations.
2. HSP will notify Client of any repairs or replacement of equipment that HSP determines is needed to continue the operation of the pool or to maintain the health and safety standards required for the pool to operate. HSP will submit a written proposal of the estimated costs for equipment, applicable taxes, parts, and labor, which Client must approve before HSP is obligated to begin work. Once HSP begins the work approved by Client, Client is liable to pay HSP for its extra or additional services when completed.
3. It is understood and agreed to by Client that it shall pay all invoices for repair or replacement of equipment from thirty (30) days of the date of the invoice sent to Client by HSP unless HSP requests that Client pay in advance for replacement parts and equipment.
4. Any major service projects, for example but not limited to: pool resurfacing; deck, tile and coping replacement; pump room re-piping, pump and filter replacement – conducted by other than HSP vendors – those repairs need to be completed at least 3 weeks before scheduled opening day. If the deadline cannot be met, HSP cannot guarantee on-time opening.

SECTION 11. INSURANCE:

1. HSP shall maintain public liability insurance to cover accidents and injuries of pool users, including loss of life, directly due to the negligence of HSP and its personnel for accidents that occur within the pool premises during the contracted pool hours when HSP is providing services.

2. Client and HSP agree that Client shall also maintain public liability insurance to provide coverage for claims or injuries that may be sustained by any person while on the Client's premises, including the pool premises. Client shall maintain adequate public liability coverage for any special events or activities held at the pool premises (as detailed in Section 5) and to protect it from any liabilities occurring upon the swimming pool facility premises, regardless of whether HSP provides any lifeguarding services.
3. Client's public liability insurance shall be primary to the insurance of HSP unless HSP and Client agree in writing that HSP's insurance will be primary for any claims arising out of the alleged negligence of HSP and its employees. In the event that Client wishes to have it named as an additional insured or wishes another person or entity to be named as an additional insured on HSP's policy, Client will pay for the costs of such additional or extra coverage from HSP's insurer.

SECTION 12. RELEASE, INDEMNIFICATION AND LIMITATION OF LIABILITY:

1. Client expressly recognizes that the use of a swimming pool is a potentially dangerous activity and involves risks of injury and death. Consequently, Client agrees that HSP shall have no liability whatsoever for any claims, injuries, bodily injuries, deaths, losses, property damages, compensatory damages or any legal or financial responsibility by Client or by any person arising out of this Agreement and arising out of the services provided by HSP to Client. Client releases HSP and its personnel from any and all liabilities, claims, injuries, bodily injuries, deaths, losses, property damages, compensatory damages or any legal or financial responsibility arising out of this Agreement or for any reason other than the gross negligence or willful misconduct of HSP and its personnel, including but not limited to any claims of negligent performance of lifeguarding, of inadequate security, or any claims alleged to be due to mechanical failure of equipment, faulty or defective maintenance or construction of the swimming pool facility, or hydrostatic conditions.
2. Client acknowledges that the duties of lifeguarding take precedence over any other services provided by HSP. If Client permits its pool users, members and residents to distract or interfere with the lifeguarding duties of HSP's lifeguards, then Client shall indemnify, defend and hold harmless HSP and its personnel from any and all liabilities, claims, injuries and any legal or financial responsibility because Client permitted the distraction or interference.
3. Client releases HSP from any service interruption or any decisions by HSP to delay opening of the swimming pool facility or to close the swimming pool and the pool premises because of HSP's decision or HSP's concern about safety, utility service interruption, weather event or concern, security concern, health concern, mechanical failure, staffing adequacy, emergency situation, order by the local Health Department or other regulatory agency, permitting or licensing failure, Force Majeure, governmental action, unforeseen event, or any other causes outside of HSP's exclusive control, including any material adverse issue which adversely impacts, excuses or delays HSP's performance.
4. Client shall indemnify and hold harmless HSP and its personnel from any and all liabilities, claims, damages, losses, and expenses, including reasonable attorney's fees and costs, arising from and or related to any act, failure to act, or negligence on the part of the Client or arising out of the use of the pool premises for special events and activities or arising from any premises claim and from any claim about mechanical failure of equipment, faulty or defective maintenance or construction of the pool premises, or hydrostatic pressure.
5. Client shall indemnify and hold harmless HSP and its personnel from any and all liabilities, claims, damages, losses, and expenses, including reasonable attorney's fees and costs, arising from and or related to the use of alcohol at the swimming facility permitted or not prohibited by Client.
6. In no event, shall the indemnification and limitation of liability provision in this Section release either Client or HSP's insurers from those insurers' obligations to defend and to indemnify or any of their respective duties under the terms of any policy or policies of insurance.

SECTION 13. CLOSURES:

HSP reserves the right to close the pool for safety reasons, including any emergency situation, inclement weather, breakdown of equipment, inadequate security for the protection of the lifeguard at the facility, violation of local or state ordinance, or any other condition or circumstance which, in the sole judgment of HSP, endangers the health or safety of the lifeguard(s) or patrons, which shall not constitute a breach by HSP.

SECTION 14. TERMINATION OF AGREEMENT:

1. Time of the Essence for Execution of this Agreement: Client and HSP agree that HSP has the option to terminate and declare this Agreement void if it is not executed by Client and returned to HSP by February 1st or within 2 weeks if submitted after February 1st.
2. Notice Termination: Either Client or HSP may terminate this Agreement without cause and at any time after execution by providing the other party with Thirty (30) days written notice to other party of the intent to terminate the agreement. This Agreement will then terminate on the thirty-first date from the date of the notice. HSP is entitled to be paid for its services provided to Client, and termination of this Agreement will not affect Client's obligation of payment.
3. Client and HSP agree that HSP may in its sole and exclusive option terminate this Agreement with Thirty (30) days notice to Client if HSP determines that it cannot adequately staff Client's facility.
4. In the event that Client fails to make any of the payments required under this Agreement, fails to comply with any of the terms of this Agreement, or breaches any of the terms of this Agreement, HSP shall be entitled to terminate this Agreement for cause immediately. Upon written notice of termination sent by HSP to Client, HSP will have the right to cease all services to Client and will have the right to avail itself of any legal and equitable rights and remedies. Client agrees and shall pay HSP's reasonable attorney's fees and costs incurred because of Client's failure to pay timely HSP for its services.
5. In the event that Client believes that HSP has breached the terms of this Agreement, then Client shall give written notice of the alleged breach or non-compliance of the term of this Agreement and allow HSP seventy-two (72) hours from the date that HSP receives and acknowledges notification from Client to correct or cure the alleged breach or non-compliance. If Client does not agree that HSP has

corrected or cured the alleged breach after the seventy-two hours period of time, then this Agreement will terminate on the next business date that HSP is required to perform services for Client.

6. Client agrees that it is not a breach of this Agreement by HSP if HSP cannot provide its services under this Agreement by reason any unanticipated issues, circumstances, or acts beyond HSP's control, including but not limited to constraints on immigration and timely issuance of visas, strikes, labor dispute, labor shortage, lifeguard shortage, failure of utilities, change in immigration policies, changes or restrictions in or retroactive laws or regulations, pandemic, epidemic, war (declared or not), insurrection, riot, natural disaster, weather event, power failures, supply issues, unexpected increases in expenses incurred by HSP, act of God, force majeure or any other reason that unforeseeably delays or interferes with or negatively impacts HSP's performance of service under this Agreement. Any delay in HSP being able to provide services shall give Client no right to terminate this Agreement. HSP has a right to renegotiate contract price and/or charge and collect from Client extra compensation should any unanticipated issues, circumstances, or acts beyond HSP's control happen during the term of this Agreement.
7. In the event that Client or HSP shall become bankrupt, insolvent, or shall make a voluntary assignment for the benefit of creditors, either Client or HSP may terminate this agreement immediately by providing the other with written notice of termination.
8. The termination of this Agreement does not in any way release Client from its duties and obligations, including the obligation to pay HSP any monies owed to HSP for its services, including but not limited to the remaining compensation still owed to it under Section 1 and any extra charges. Additionally, the termination of this Agreement does not void Section 9 which continues in full force and effect forever. Furthermore, the termination of this Agreement does not affect the obligations or duties of Client's insurer or HSP's insurer.

SECTION 15. NON-COMPETITION PROTECTION:

Following the term of this Agreement, Client agrees not to hire or to contract with HSP's current or former employees to provide pool management services and agrees not to hire or to contract with any company in which HSP's current or former employees work in a management position for a period of two (2) years from the date that this Agreement terminates.

SECTION 16. GOVERNING LAW, INTERPRETATION, AND NO WAIVER:

This Agreement shall in all respects be interpreted, enforced, and governed under the laws of the Commonwealth of Virginia, without regard to its conflicts of law provisions. The provisions of this Agreement shall be deemed severable, and the validity or non-enforceability of any provision shall not affect the validity or enforceability of the other provisions of this Agreement. In the event of a dispute as to the meaning of any provision, this Agreement shall be interpreted in accordance with its fair meaning and shall not be interpreted either for or against either of the Parties hereto on the ground that such party drafted or caused to be drafted this Agreement or any part hereto. No provision of this Agreement may be waived except by a written agreement. A waiver of any term or provision shall not be construed as a waiver of any term or provision. The failure of any party to insist upon the strict performance of any understanding or term shall not be construed as a waiver or relinquishment of the right to insist upon the strict performance that understanding or term.

SECTION 17. ENTIRE AGREEMENT:

The Parties acknowledge that they have not relied on any representation or statement, written or oral, not set forth in this Agreement, and the provisions contained in this Agreement represent the entire agreement between the Parties and modify and supersede any and all prior agreements, correspondence, or communications concerning the subject matter of this Agreement.

SECTION 18. REVIEW AND UNDERSTANDING OF THIS AGREEMENT:

The Parties represent that, prior to signing this Agreement, they have read it, understood its terms and conditions voluntarily signed it.

SECTION 19: ACKNOWLEDGEMENT OF AUTHORITY:

Any individual signing this Agreement on behalf of any Party warrants and represents that he or she has all necessary and appropriate authority and approvals to bind and execute this Agreement on behalf of all entities and in all capacities for which they sign.

IN WITNESS, WHEREOF, the undersigned and authorized representatives of Client and HSP each duly execute this Agreement on the respective dates listed below, evidencing each of their binding agreement to this Agreement and its terms.

High Sierra Pools, Inc.

Client:

By: Radoslaw Kaczor 10/04/23
Signature of Authorized Agent Date

By: _____
Signature of Authorized Agent Date



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
POOL MANAGEMENT SERVICES**

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

September 29, 2023

INTRODUCTION

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

PURPOSE

CSCA is soliciting proposals for competent and experienced licensed contractors to provide pool management services for The Cameron Club pool.

THE CAMERON CLUB

The Cameron Club is a 13,000-square-foot two-story building that consists of the CAMP management office, great room, conference meeting rooms, fitness center, half-court basketball / multi-purpose court, and an outdoor and wading pool that was constructed in October 2001. Various activities are held within The Cameron Club.



REQUEST FOR PROPOSAL TIMETABLE

Proposals are due **no later than 5:00 pm, on Thursday, October 5, 2023.** The anticipated schedule for this RFP and contract approval is as follows:

<u>September 29, 2023,</u>	RFP Issued and/or additional information. (Exhibit Four)
<u>October 5, 2023,</u>	Responses are due no later than 5:00 p.m.
<u>October 12, 2023,</u>	Cameron Station Cameron Club Facilities Committee will determine the top two companies and invite these companies to provide a presentation and an interview.
<u>To Be Determined,</u>	Presentation & Interview with Cameron Club Facilities Committee and CAMP Management.
<u>December 5, 2023,</u>	Board of Directors Review and Award Pool Management Contract based on budget constraints as well as recommendation consideration by Cameron Club Facilities Committee (CCFC), and CAMP management.
<u>January 1, 2024,</u>	Contract Start Date

E-mail submittals are acceptable and preferred; please submit your proposal or any questions regarding this solicitation to managers@cameronstation.org. If you are sending your proposal via US Mail or courier, **please submit it to the address below to arrive by no later than 5:00 p.m. Thursday, October 5, 2023.**

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



PROPOSAL INSTRUCTIONS

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

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

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

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

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

PERFORMANCE PERIOD

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

○ **Base Year I:**

January 1, 2024 – December 31, 2024

○ **Option Year II:**

January 1, 2025 – December 31, 2025

○ **Option Year III:**

January 1, 2026 – December 31, 2026

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



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
POOL MANAGEMENT SERVICES**

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

September 29, 2023

EXHIBIT ONE

I. PROPOSAL REQUIREMENTS

This quotation shall include all labor, and appropriate tax to provide necessary services to perform the management of the pool facilities in accordance with the specifications of this Agreement.

II. SCOPE OF WORK / WORK SPECIFICATIONS

The following Scope of Work indicates the specification for the 2024 – 2026 pool management contract for the Cameron Station Community Association. All work shall include all labor, materials, equipment, supplies, and services necessary to perform this scope of work in the community's outdoor pool as it exists on the date of the signed agreement. The Contractor shall always have a competent and dedicated onsite supervisor in charge and available to their staff. Work shall be performed per specifications and services as outlined below in a manner suitable to Cameron Station Community Association, hereinafter referred to as the "Association" and the bidder hereinafter referred to as the "Contractor."

III. PERSONNEL

- A. All personnel employed by the Contractor shall be employed solely by the Contractor and shall be the employees of the Contractor. The Contractor shall be responsible for advertising and recruiting help, payment to its employees, and shall pay all social security, workman's compensation, and other taxes incident to the work of all Contractor employees.



- B. The Contractor agrees that it will ensure that all hiring practices/guidelines are followed and any decisions regarding the hiring of personnel are in compliance with the Equal Employment Opportunity Laws, wage and hour laws, and other federal state, and local requirements and agrees to indemnify Association in the event that there is a violation of such laws.
- C. The pool company shall be responsible for ensuring that all staff assigned to the property comply with all directives from the Commonwealth of Virginia, the City of Alexandria, and the Federal Government.
- D. Contractor shall screen for COVID-19 screening and social distance monitoring of guests.
- E. If Virginia is still subject to the State of Emergency, the pool company shall require its staff to do all of the following:
 - 1. Wear face coverings supplied by the Contractor over their nose and mouth while on the Association property, except while in the water or responding to distressed swimmers.
 - 2. Wear all personal protective equipment recommended by the Centers for Disease Control or the Commonwealth of Virginia, if applicable in a pool setting. The contractor shall provide any required personal protective equipment for use by the Contractor's staff.
 - 3. Comply with all OSHA requirements as established by Virginia regulations.
 - 4. Clean and disinfect shared equipment, including guard chairs, after each use.
 - 5. Report to the Association's designated management liaison within twenty-four (24) hours of any known COVID-19 infections of Contractor personnel or staff who have been on the Association property and cooperate with the Association in contact tracing efforts.
 - 6. Screen all personnel, and staff before each shift, and prohibit any from entering the Association's property if any of the foregoing has a fever of 100.4 degrees Fahrenheit or higher; senses a fever; has a cough, shortness of breath, chills, sore throat, or muscle aches that cannot be attributed to another health condition; or any combination of the foregoing. Daily screening logs shall be made available to the Association upon request.
 - 7. Require personnel to frequently wash their hands with soap and water and/or use alcohol-based hand sanitizers with at least 60% alcohol.
 - 8. Maintaining social distancing of no less than 10 feet at all times.

- F. If additional hours of service are needed, or if additional staffing is needed, the Contractor, if requested by the Association, shall supply personnel for these additional hours of service. The fees for increased hours of regular service shall be in addition to the Basic Contract price and shall be billed at a rate mutually agreeable to all parties.
- G. Contractor's personnel shall maintain all necessary licenses at all times. All certificates must be visibly posted in the pool office. Qualifications for guards should be American Red Cross course lifesaving certification, at minimum, and management personnel shall, in addition, be certified pool operators.
- H. All pool contractor staff, including substitutes, will be familiar with the Rules and Regulations for pool usage. Pool management staff will be familiar with all terms and conditions of this contract. If the contractor utilizes any CSCA residents or friends/relatives of residents, this information must be divulged prior to the hiring of such individuals.
- I. The Contractor agrees to conduct routine inspections during the full-time operation of the pool. A written inspection report will be completed weekly, and a copy will be provided to the Association's designated management liaison for review. The Contractor will advise the Association of the general pool operations and any related maintenance issues that need to be addressed.
- J. Copies of all inspections and disciplinary actions are taken, and complaint forms must be forwarded to the management company within twenty-four hours of the occurrence. All "saves" or issues with rules not being followed (i.e., alcohol consumption on the pool deck, or not following the general rules of the pool, must be provided to management within one business day of the incident to include name, address, age (if child), contact information, and full incident report as to what transpired.
- K. The Contractor staff, but not limited to lifeguards and supervisors, must use the Cameron Club access card system to enter the Cameron Club through the main entrance, and then walk through the Club to enter the pool area. All Contractor staff members will be expected to swipe their access card each day. It is a requirement that all pool staff properly sign in and sign out of the building with our access system.
- L. The Contractor pool supervisor will meet either in person or digital platform with the Association's General Manager on a weekly basis to discuss the operations of the pool and to address any concerns that may arise.



IV. SUPPLIES

- A. Contractor shall obtain all chemicals necessary for the operation of the pool. Payment for such chemicals shall be the sole responsibility of the Contractor.
- B. Contractor shall obtain all supplies or materials needed, including but not limited to first aid equipment, paper supplies, and regular janitorial supplies needed for the operation of the pool. Payment of such supplies shall be the sole responsibility of the Contractor. Supplies other than paper and regular janitorial supplies, including, but not limited to buckets, brooms, etc., shall be purchased by the Contractor and paid by the Contractor.
- C. The Contractor will submit a proposal to management for all supplies and repair work for management approval or for management.
- D. Contractor recommended or required proposals of supplies/services must be reviewed with management staff at the CSCA pool.

V. OPENING OUTDOOR POOL – STANDARD CONTRACTOR SERVICES

The contractor will be responsible for preparing the outdoor swimming pool and facility for opening by completing the following standard services:

- A. Conduct and submit to the Association a written inspection report necessary to render the pool and filtration system operational.
- B. Drain, clean, and fill the pool when necessary.
- C. Clean bathhouse, furniture, tables, chairs, umbrellas, and pool deck area.
- D. Arrange pool deck furniture, tables and chairs, and umbrellas at the beginning of the day and end of the day to ensure a consistently clean and organized presentation.
- E. Place filtration and chlorination system in operation and check for proper operation.
- F. Arrange and be present at any local or state Health Department Pre-Opening Inspection required.
- G. Remove pool cover(s) and store it in the facility's designated storage room.
- H. Contractor will advise the Association of all needed repairs and necessary supplies within thirty (30) days of the execution of this contract.
- I. Where required, the contractor will obtain any required licenses and permits before the date of the pool opening.

- J. Contractor must provide incident reports to management regarding events (i.e. inappropriate behavior, alcohol confrontations, life safety occurrences, or any matter that violates the CSCA pool rules and regulations) Reports must be on the GM's desk within 24 hours of any incident. Incidents occurring when the management office is closed, must be submitted by 9:00 am on the next business day.
- K. Serious life safety matters or issues requiring fire or police personnel must be reported to management via phone once the situation is stabilized.

VI. EMERGENCY CLOSING OF POOL

The Association and or contractor may close the pool facility in an emergency situation or with management approval during inclement weather. Whether the pool closure is caused by mechanical failure, inclement weather, inadequate security for the protection of the lifeguard at the facility, or by any other causes outside of the contractor's control, there will be no charge or adjustment in the compensation to the contractor. In the event that the pool is closed for a period of more than ten (10) days because of mechanical failure, the necessity of extensive repairs, or by order of any local or state regulatory body the contractor shall refund fifty percent (50%) of the per day operating cost from the eleventh (11) day until the pool is reopened for normal operation.

- A. For a major equipment failure or emergency, the Contractor may shut down the pool for the length of time required to repair the failure. The contractor shall notify the Association's designated management liaison will be informed immediately.
- B. Should more than three (3) days be necessary to perform repairs and/or restore the pool to normal operating condition, the Contractor shall forego or refund eighty percent (80%) of the monthly contract cost, pro-rated on a daily basis for each day of non-operation beginning with the fourth (4th) day of non-operation, until such time as the pool resumes normal operation.
- C. In the event of an emergency closing of the pool, the contractor will notify the Association's designated management liaison of such closing and the estimated time for reopening of the pool.
- D. In the event of closing for sanitary reasons, all health department regulations will be strictly adhered to. The contractor will also notify the Association's designated management liaison of such closing and the estimated time for reopening of the pool. The contractor will also notify residents of reopening times by written notice at the entrance to the pool.
- E. Contractor must notify the Association's designated management liaison of any decisions to close the pool are not made prematurely and only occur at such times when such inclement weather is imminently approaching. The Contractor cannot arbitrarily close the pool at any time without communication with management.

VII. DAILY MAINTENANCE AND OPERATION OF THE POOLS

A daily inspection and general cleaning shall be performed each morning prior to opening, on-going throughout the day and in the evening to include Cleaning and disinfecting shared equipment as recommended by CDC, Government mandates, and Cameron Station Pool Operation Plan and Rules, please refer to EXHIBIT FOUR. The Contractor will be responsible for the following:

- A. Maintain proper filter operation by backwashing and/or cleaning the pump strainer as required.
- B. Maintain water quality in conformance with required standards.
- C. Maintain required Health Department records.
- D. Clean Bathrooms and Pool office as required.
- E. Clean pool area inside pool enclosure.
- F. Vacuum pool bottom, clean waterline tiles, and skimmer baskets, as necessary.
- G. Provide curious, responsible, and mature enforcement of all the owner's written pool rules as are reasonable and in accordance with all federal, state, and local laws and regulations and safety factors.
- H. Contractor is not responsible for any losses or damages caused when the pool is not open, by those acts or omissions of third parties over whom contractor has no control or by failure of the owner to comply in a timely manner with its responsibilities under their contracted agreement.

VIII. CLOSING AND WINTERIZATION OF OUTDOOR POOLS

The Contractor will close the pool upon the termination of the previously stated operating season and winterize the swimming facility by performing the following services:

- A. Disconnect piping at fixtures as required and drain all piping that can be drained.
- B. Remove, clean, and store skimmer baskets.
- C. Remove and store in the compound the pool ladders, handrails, lifeguard chairs, safety ropes, and diving board.
- D. Drain pool to the appropriate water level. The contractor is responsible during the winter months for keeping the water level below the tile line.
- E. Open all valves in the filter room with the required opening.
- F. Backwash and drain filter tank and filter piping.

- G. Uncover and drain hair and lint strainer.
- H. Inspect all visible plumbing. If pipes are below, drain points, or behind walls, or in ceilings which are not visible, contract or will not be held responsible for any freeze damage.
- I. If the main water cut-off is not accessible, or is in an unsecured area, Contractor will not be held responsible for any freeze damage.
- J. Install winter algaecide and motor protectants at the contractor's expense.
- K. Store chlorinators, chemical feeders, and flow meters on-premises.
- L. Store pool maintenance, testing equipment, and supplies on-premises.
- M. Store all pool deck furniture in a designated location within the clubhouse.
- N. On completion of pool closing, the contractor will notify Association.
- O. Submit to the Association a detailed inspection report covering the condition of the pool facility and related equipment.
- P. Make monthly inspections of the pool facilities over the winter months. Any freeze damage shall be reported immediately to the Association.
- Q. Schedule and conduct a winterization walk-through with the Association's designated management liaison no later than **the second week of October each year of the contract**, to verify completion of all required services.

IX. MAINTENANCE AND REPAIRS

- A. Contractor will perform preventive maintenance and minor routine repairs to the equipment and the Association shall pay for the cost of the parts and material upon prior approval of the Association's designated management liaison.
- B. All repairs or replacement of equipment, during the season necessary for the operation of the pool or to maintain health and safety standards will be at the Association's expense. It will be the responsibility and duty of the Contractor to notify the Association of the need for repairs or work. The contractor will submit a written proposal and review with management prior to the Association's approval to initiate repair(s).
- C. The Association is not required to use the Contractor exclusively for such repairs.

- D. Contractor shall at all times strive to anticipate preventive maintenance needs and shall provide the same.
- E. Contractor shall perform any additional services requested by the Association, which services shall be extra and in addition to the fees provided herein. Such services beyond the contract shall be billed monthly.

X. SWIMMING LESSONS AND OTHER ACTIVITIES

- A. The Contractor shall provide and/or assist the Association with Swimming Lessons and provide the necessary staff. If the Contractor does not offer swimming lessons, only an Association-approved company (i.e., AquaMobile) will be permitted to provide such services.
- B. The Contractor shall assist the Association in accommodating Lap Swimming activities and provide the necessary staff.
- C. The Contractor shall assist the Association in accommodating Aqua Aerobics activities and provide the necessary staff.

XI. SOFT OPENING AND EXTENSION OF POOL SEASON

The soft opening of the pool will be considered the weekend before Memorial Day weekend. Extension of the Pool Season will be considered beyond the Labor Day weekend remaining open during weekends only (Saturdays and Sundays).

XII. UTILITIES

The Association shall provide water and electricity for the operation of the pool. The Association shall provide telephone service at the Association's expense.

XIII. HOURS OF OPERATION

Beginning, **Saturday, May 18th, 2024 (Year#1)**, the pool will open its facilities during the following hours/schedule:

Cameron Station Club Pool Hours (Memorial Day thru Labor Day)			
Item	Days	Hours	Lifeguards on Duty
Main and wading pool	Monday – Friday (weekdays)	10:30 AM – 8:30 PM	3
Main and wading pool	Saturday – Sunday (weekends)	10:30 AM – 8:30 PM	3

Swimming Lessons and Other Activities			
Item	Days	Hours	Lifeguards on Duty
Swimming Lessons	TBD	TBD	1 (one if the pool is not open during regular hours)
Lap Swimming	Monday – Friday (weekdays)	6:00 AM – 8:00 AM (Memorial Day to Labor Day weekend)	1
Aqua Aerobics	Saturdays	9:00 AM – 10:00 AM	1

Soft Opening and Extension of Pool Season			
Item	Days	Hours	Lifeguards on Duty
Soft Opening	Weekend Only – Saturday and Sunday (Weekend before Memorial Day weekend)	10:30 AM – 8:30 PM	3
Extension of Pool Season	Saturdays/Sundays Only (Starting the weekend after Labor Day weekend)	10:30 AM – 8:30 PM	3

The Board of Directors reserves the right, in its sole discretion, to increase and decrease the pool hours, and/or close the pool.

CHARGES AND PAYMENTS

Contractor in accordance with this Agreement, the Association agrees to pay the Contractor upon receipt of invoices. The contract amount will be broken down into seven (7) payments, paid monthly, starting from March 1st through September 1st. Invoices will be paid within 30 days of receipt. Invoices must be emailed to accountspayable@ciiramail.com and copied to managers@cameronstation.org.

DURATION OF AGREEMENT

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

NOTICE PROVISION

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: Radoslaw Kaczor
2704, Columbia Pike, Arlington
VA 22204

If the Association: _____
Steve Philbin, General Manager
Community Association Management Professionals (CAMP)
Agent for Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

INTERPRETATION

The Laws of the State 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 High Sierra Pools which is Contractor has caused its name to be signed by its President, all pursuant to due and proper authority, all as of the date first written above.

Signature – Cameron Station Community Association

Date

RKaczor

10/5/2023

Signature – [Contractor Name]

Date





**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
POOL MANAGEMENT SERVICES**

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

September 29, 2023

EXHIBIT TWO

COST PROPOSAL

Project Name: Pool Management Services Contract

Date: 10/5/2023

Contractor: High Sierra Pools

- For the aforementioned services, the Association agrees to pay the Contractor as noted below which includes labor and material for services described above.
- Payment of an invoice shall be made by the Association's Managing Agent for the month worked within thirty (30) days of invoice receipt so long as no contract dispute exists.
- The Contractor shall provide three (3) guards on duty at all times during pool hours. See Hours of Operation.

2024 POOL SEASON (Year One)

Monthly Rate: \$ See contract for payment schedule

Hourly Rate for additional guard (above 3 lifeguards): \$ 35

Soft Opening (Saturday, May 18th and Sunday, May 19th) cost: \$ 2,100

Pool Season Extension (Saturdays/Sundays beyond Labor Day weekend) cost: \$ 8,400

Lap Swim cost \$ 35 per hr, per guard

Aqua Aerobics cost per hour: \$ 35 per hr, per guard

Overall Annual Contract Price: \$ 105,000



2025 POOL SEASON (Year Two)

Monthly Rate: \$ See contract for payment schedule

Hourly Rate for additional guard (above 3 lifeguards): \$ 40

Soft Opening (Saturday, May 17th and Sunday, May 18th) cost: \$ 2,200

Pool Season Extension (Saturdays/Sundays beyond Labor Day weekend) cost: \$ 9,000

Lap Swim cost \$ 40 per hr, per guard

Aqua Aerobics cost per hour: \$ 40 per hr, per guard

Overall Annual Contract Price: \$ 110,000

2026 POOL SEASON (Optional – Year Three)

Monthly Rate: \$ See contract for payment schedule

Hourly Rate for additional guard (above 3 lifeguards): \$ 45

Soft Opening (Saturday, May 16th and Sunday, May 17th) cost: \$ 2,500

Pool Season Extension (Saturdays/Sundays beyond Labor Day weekend) cost: \$ 10,000

Lap Swim cost \$ 45 per hr, per guard

Aqua Aerobics cost per hour: \$ 45 per hr, per guard

Overall Annual Contract Price: \$ 118,000 extra week



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
POOL MANAGEMENT SERVICES**

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

September 29, 2023

EXHIBIT THREE

CONTRACTOR AND COVID-19- RELATED DUTIES
(If reinstated by local, state, or federal government)

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Association has implemented preventative measures required by the Commonwealth of Virginia and recommended by health agencies (including the Centers for Disease Control and Virginia Department of Health) to reduce the spread of COVID-19 among users of the communal areas within the Association. However, the Association cannot guarantee that the communal areas, such as pools, gyms, computer room, and clubhouse facilities (the “communal areas”), will not become infected with COVID-19. Further, using the communal areas could increase the risk to users of contracting COVID-19.

It is understood that the Contractor has agreed to perform the following additional obligations as a result of Federal, State, and Local ordinances related to the communal areas. The Parties understand that these obligations may change and to the extent they do, and additional action(s) is/are required for communal areas to be open, the Parties shall work together to negotiate revisions to the Contract if needed. Contractor shall be solely responsible for ensuring their employees and agents adhere to all COVID-19 Guidelines, including but not limited to:



1. Wearing face coverings supplied by Contractor over their nose and mouth while on the Association property.
2. Wearing all personal protective equipment recommended by the Centers for Disease Control. The contractor shall provide its staff with all required personal protective equipment.
3. Cleaning and disinfecting shared equipment after each use.
4. Reporting to the Association's managing agent within twenty-four (24) hours of any known COVID-19 infections of Contractor personnel or staff who have been on the Association property and to cooperate with the Association in contact tracing efforts.
5. Screening all personnel and staff before each shift and prohibiting any from entering the Association's property if any of the foregoing has a fever of 100.4 degrees Fahrenheit or higher; sense a fever; have a cough, shortness of breath, chills, sore throat, or muscle aches that cannot be attributed to another health condition; or any combination of the foregoing. Daily screening logs shall be made available to Association upon request.
6. Requiring personnel to frequently wash their hands with soap and water and/or use alcohol-based hand sanitizers with at least 60% alcohol.
7. Maintaining social distancing of no less than 10' feet at all times.
8. Using gloves to remove any trash or debris from the communal areas and properly disposing of all trash.
9. Following all regulatory requirements, including safety measures, issued by the Commonwealth of Virginia to protect employees and/or patrons accessing areas where the Contractor is performing services.

USE AND FACILITIES

1. Two lanes will be marked for lap swimming or water exercise and will be limited to one person per lane. The remainder of the pool is available for open swimming, provided all users remain at least 10 feet away from people who are not members of their household.
2. The wading pool shall remain closed until otherwise determined by the Board of Directors.
3. All occupants of the pool area shall be required to wear a mask when not within the swimming pool, except for (a) children five (5) and under; and (b) people with medical conditions that prevent them from wearing a mask, provided the person requesting the medical exemption signs a form certifying they have such a medical condition.
4. The locker rooms will be open for access to sinks, showers, and toilets. However, the lockers will be blocked off and are not to be used.

5. No pool toys or items that may be shared are allowed in the pool area (to prevent the spread of COVID-19).
6. No community pool-deck furniture will be put out to minimize the chance of spreading COVID-19 (and to reduce the cleaning demand on the clubhouse staff). Patrons may bring their own pool-deck furniture.
7. The drinking fountain on the pool deck will be secured and is not to be used.

SOCIAL DISTANCE MONITORING

1. All persons shall remain at least 10 feet away from any person who is not a member of their own household. This requirement applies to all locations in the pool, on the pool deck, or in any other accessible facilities of the Association, including the entrance through the Cameron Club and the bathroom.
2. Each person using the pool shall be required to socially distance as set forth in Paragraph D.1. and must follow the direction of any lifeguard, pool attendant or any other similar person to maintain social distance in the event they become too close to another person who is not a member of their household.
3. Sitting/gathering areas for individuals or family units that live together will be marked on the pool deck with tape. These areas will be spaced to maintain 10 feet of social distancing. All patrons must remain within their designated area unless using the swimming pool or bathroom facilities.

CONTRACTOR ADDITIONAL RESPONSIBILITIES

1. Non-assignment
This Agreement is intended to be an agreement solely between the above-named parties and is not assignable without the express written consent of the Association.
2. Services
The services required are set forth in the pool management agreement. Such services are to be performed in a good workmanlike manner.
3. Reservation and Entrance System
 - All persons using the pool are required to register for a block of time during which they may use the pool. Reservations may be made beginning three (3) days prior to the intended date of use of the pool.
 - Reservations system will utilize Omnify scheduling software, and reservations will be made in 1.5-hour increments, with 30 minutes allowed for cleaning at the end of the 1.5-hour reservation period. The last reservation period of the day shall be for 1 hour.

- No more than 20 patrons will be permitted in the pool at the same time. The Board of Directors reserves the right to increase the level of occupancy of the pool up to the maximum permitted under the then-current Executive Order issued by the Governor.
- Each time a resident enters the pool, the resident will be required to complete a "Health Screening Form and Assumption of Risk Agreement." If the resident is accompanied by minors (under age 18), the resident will also be required to sign forms on behalf of the minors.
- Residents shall only be permitted to bring minors from their same household to the pool. Any minors who reside in a different household than the adult who is accompanying them to the pool will be denied entry.
- No guests will be permitted entry into the pool.
- All persons admitted to the pool must display a valid Cameron Station ID card displaying a 2020 Cameron Station sticker.
- All persons entering and exiting the pool shall enter and exit through the Cameron Club entrance door near the multipurpose court - where the front desk is located.
- Signs will be posted at the pool and the entrance through the Cameron Club as required by the Commonwealth of Virginia.





**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
POOL MANAGEMENT SERVICES**

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

September 29, 2023

EXHIBIT FOUR

POOL RULES

The Pool Rules under the Cameron Club Operating Rules and Procedures Policy Resolution No. 2022-02 (Amended) are subject to change by the Cameron Club Facilities Committee (CCFC) or the Board of Directors at any time.

VII. POOLS

Swimming Pool :

The pool manager and pool management contractor are responsible for the safe and orderly operation of the pool. The pool manager and lifeguards have been provided with copies of the Cameron Station Pool Rules and have also been instructed in the rules of the pool, by the CSCA Management Staff. Any questions/concerns about the rules or enforcement must be addressed to the CSCA manager. If concerns are not resolved, issues should be addressed to the Board of Directors.

For safety purposes, children under the age of 12 are not permitted in the swimming pool area.

unless accompanied by a Facilities Pass holder 18 years of age or older.

Residents ages 12 – 15 may use the pool unaccompanied after they have passed a swim test administered by a Cameron Station lifeguard.

Residents age 16 and older may use the pool unaccompanied.

Cameron Station Facilities Pass holders may bring only four (4) guests per household to use the pool area at any one time. Guests must be accompanied by at least one (1) Facilities Pass holder. 18 years of age or older.



Residents may request an exception to the Guest Pass Policy requiring Facilities Pass Holders to accompany their guest(s) as follows: (1) The request must be in writing and be submitted to the management office no later than 48 business hours prior to the date for which the exception is requested; and (2) the request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of visit. If granted, the exception will be for weekdays only (no weekends or holidays). Additionally, the same rules pertaining to guest pass use, age restrictions, number of guests, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities. Swimming lessons are only to be provided by a pool management company who holds the proper credentials and insurance. If the current pool management company is not able to provide swimming instruction, residents in need of these services as well as private swimming instructors must work with and be approved by management and/or the Board of Directors to ensure proper documents, credentials, and insurance requirements are in place. Swimming lessons can only be provided during the hours established by the Association.

The pool will be cleared by the pool manager/lifeguard for a lap swim for the last 10 minutes of each hour. Children under 18 months of age shall be permitted into the pool with their parent or guardian during lap swimming.

Persons who have obvious infections (colds, lesions, open sores, inflamed eyes, nasal or ear discharge, communicable diseases, etc.) will not be allowed in the pool area. Sanitary habits are a responsibility of everyone, and anyone displaying improper behavior will be asked to leave the pool area by the pool manager. **The decision to refuse access of a person to the pool shall be in the sole and reasonable discretion of the pool manager, lifeguard, and/or CSCA manager.** The pool will be immediately closed upon the occurrence of any person vomiting, urinating, or defecating in or around the pool. The pool will remain closed until the incident is properly cleaned. Persons shall not be permitted to use the pool until the pool/lifeguard supervisor is satisfied, in their sole and reasonable discretion, that the problem has been remedied.

All swimmers must first shower before initially entering the pool.

The pool may be closed at any time due to breakdown or operational problems, and/or at the discretion of the pool manager, CSCA manager, and/or the Club manager on duty. The pool and pool area will be closed during electrical storms and/or when rain makes it difficult to see any part of the pool or pool bottom clearly. The pool will be closed at the first sound of thunder and/or sighting of lightning and will remain closed for thirty (30) minutes after the last sighting.

General Pool Area Rules

No person shall use the swimming and wading pools unless the pools are officially open.

Unauthorized persons entering the swimming and wading pools when they are closed will risk prosecution for trespassing in addition to the suspension of privileges up to the legal maximum

provided under Virginia law.

Parties are not permitted in the pool area.

Abusive, offensive, or profane language is prohibited. Loud noise disturbance is prohibited.

Smoking is not permitted in the pool, pool deck, or in locker rooms.

Breakable objects are not permitted in the pool or on the pool deck area.

Food and drink must be consumed at least 6 feet away from the pool water.

No gum is permitted in the pool or on the pool deck.

Users must wear proper swimming attire in the pools. Persons whose swim attire causes a safety hazard will be asked to change attire or leave the pool area. No cut-offs, dungarees or similar attire will be permitted in the pool.

Baby strollers must have operational brakes when parked on the pool deck. No diving is allowed, except for sanctioned swim team practices or events.

Running, pushing, wrestling, excessive splashing, standing, or sitting on shoulders, or causing undue disturbance in/or around the pool area is prohibited.

Spitting of water or similar unhygienic actions is not allowed. No hanging or sitting on the lane markers is permitted.

Items that may be potentially hazardous or annoying to another swimmer are not permitted (i.e., hard balls, water guns, etc.). This excludes floating devices used by parents to contain and keep infants safe in the water.

Large rafts, oversized toys, or other floating objects used by children or adults over the age of 4 may not be permitted for use in the pool to be determined at the sole and reasonable discretion of the pool manager.

All children three (3) years and younger or those not yet potty trained must wear swimmer's diapers with waterproof diaper covers. Children will not be admitted without a swimmer's diaper, and the diaper must be worn at all times within the pool or pool area. Disposable diapers, cloth diapers, or plastic/rubber pants are not substitutes and will not be permitted. If a child has a hygienic accident in the pool, the pool manager should be notified immediately. The CSCA staff will generate a report of this incident if the incident results in the pool closure.

All children using inflatable armbands, water wings, or any approved Coast Guard flotation device must be supervised one-on-one by an adult who is in the water and is within arm's length of the child. At the pool manager's discretion, certain flotation devices may not be permitted.

Except for official helper dogs (seeing-eye, etc.), no pets are allowed in or around the pool. Tables on the deck area may not be reserved by placing towels and/or personal belongings on them. The use of privately owned chairs and tables is prohibited.

Persons under the influence of alcohol will not be allowed in the pools.

Loud noise causing disturbance of the reasonable peace and enjoyment of other persons using the pool will be determined in the reasonable and sole discretion of the pool manager.

Wading Pool :

The pool staff does not supervise the wading pool; accordingly, the pool is to be used at the individual's own risk. CSCA is not responsible for any improper use or incidents that occur in or around the wading pool.

The wading pool is for **children who are six (6) years of age and under** and must always be supervised by a Facilities Pass Holder 18 years of age or older, who remains alert on the pool deck in the vicinity of the wading pool.

The gate to the wading pool shall remain closed at all times. All children must shower before entering the wading pool.

All safety rules that govern the swimming pool also apply to the wading pool.

HIGH SIERRA POOLS • REFERENCE LIST

SWIMMING POOL	MANAGER NAME	PHONE
SOUTH RIDING South Riding, VA	• Jennifer Burke	• (703) 327 4390
CASCADES COMMUNITY ASSOCIATION Sterling, VA	• Dave Coyle	• (703) 406 0456
BROADLANDS ASSOCIATION, INC. Broadlands, VA	• Sarah E. Gerstein	• (703) 729 9704
PARKFAIRFAX A, B, C Arlington, VA	• Francisco Foschi	• (703) 998 6315
WESTRIDGE SWIM AND RACQUET CLUB Woodbridge, VA	• Deborah A. Carter	• (703) 590 1600
SPRING RIDGE Frederick, MD	• Victor Rocha	• (301) 620 0782
HOLLIN MEADOWS Alexandria, VA	• Mathew Parks	• (703) 438 8609
VILLAGES OF URBANA Frederick, MD	• Aimee Winegar	• (301) 831 4810
ROTONDA HOA Mclean, VA	• Colin Horner	• (703) 821 0100
WATERGATE AT LANDMARK Alexandria, VA	• Jene Lyons	• (703) 370 7000
FAIRLINGTON VILLAGES Arlington, VA	• Greg Roby	• (703) 379 1440



HIGH SIERRA POOLS • REFERENCE LIST

SWIMMING POOL

MANAGER NAME

PHONE

CLARIDGE HOUSE
Washington, DC

• Pilar Juergenson

• (202) 337 0461

ISLAND CREEK ASSOCIATION
Alexandria, VA

• Zach Dequilla

• (703) 339 6987

CARDINAL FOREST
Alexandria, VA

• Vanessa Zambrana

• (703) 451 8344

LORTON STATION NORTH & SOUTH
Aldie, VA

• Kelly Shiflett

• (703) 339 3824

LENAH MILL
Aldie, VA

• Kristen Higgins

• (703) 843 9006

LAKESIDE PLAZA
Falls Church, VA

• Andrew Oxendine

• (703) 845 1173

LORTON STATION ASSOCIATION
Lorton, VA

• Kelly Shiflett

• (703) 339 3824

DOWDEN TERRACE
Alexandria, VA

• Aimee Blankenship

• (703) 239 1495

MANOR OAKS
Brookeville, MD

• Jennifer Rozier

• (240) 437 8587

GEORGETOWN VILLAGE
Brookeville, MD

• Thomas German

• (301) 770 5264



EXPIRES ON
10-31-2024

COMMONWEALTH OF VIRGINIA
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

NUMBER
2705125671



HIGH SIERRA POOLS INC
2704 COLUMBIA PIKE
ARLINGTON, VA 22204

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
CLASSIFICATIONS BRK CEM CIC PTC RFC



Dennis J. Miller
Dennis J. Miller, Director

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

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)



COMMONWEALTH OF VIRGINIA
Department of Professional and Occupational Regulation
CLASS A BOARD FOR CONTRACTORS
CONTRACTOR

DPOR-LIC (02/2017)

(DETACH HERE)

CLASSIFICATIONS BRK CEM CIC PTC RFC
NUMBER: 2705125671 EXPIRES: 10-31-2024

HIGH SIERRA POOLS INC
2704 COLUMBIA PIKE
ARLINGTON, VA 22204



(FOLD)

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

DPOR-PC (02/2017)



“Where Customer Service is a Policy, Not a Department”

**COMMERCIAL SWIMMING POOL
MANAGEMENT AGREEMENT**

PROPOSAL #6174 A

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

PREMIER POOL MANAGEMENT
12339 CARROLL AVENUE, SUITE B, ROCKVILLE, MD 20852 • Tel: (301) 989-2200 • Fax: (301) 989-2261
WWW.PREMIERSWIM.COM

PREMIER POOL MANAGEMENT, INC.
12339 CARROLL AVENUE, SUITE B, ROCKVILLE, MD 20852
MULTI-YEAR SWIMMING POOL MANAGEMENT AGREEMENT
Proposal # 6174 (Option A)—Year 1 of 3

SECTION I. PROPERTY INFORMATION

Facility Name and Address

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

Facility Owner/Agent

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

SECTION II. CONTRACT DURATION, OPERATING SCHEDULE AND PERSONNEL

The CONTRACTOR will maintain the aforementioned swimming pool between **May 25, 2024** and **September 2, 2024**.

Normal/Season Hours of Operation			School/Off Season Hours of Operation		
			<i>Note: Operating hours while county public schools are in session.</i>		
	Open	Close		Open	Close
Monday	10:30 AM	08:30 PM	Monday	10:30 AM	08:30 PM
Tuesday	10:30 AM	08:30 PM	Tuesday	10:30 AM	08:30 PM
Wednesday	10:30 AM	08:30 PM	Wednesday	10:30 AM	08:30 PM
Thursday	10:30 AM	08:30 PM	Thursday	10:30 AM	08:30 PM
Friday	10:30 AM	08:30 PM	Friday	10:30 AM	08:30 PM
Saturday	10:30 AM	08:30 PM	Saturday	10:30 AM	08:30 PM
Sunday	10:30 AM	08:30 PM	Sunday	10:30 AM	08:30 PM
Holiday	10:30 AM	08:30 PM	Holiday	10:30 AM	08:30 PM
Number of Lifeguards:	3 Lifeguard(s)		Number of Lifeguards:	3 Lifeguard(s)	
Hours per Lifeguard:	70 Hrs/week		Hours per Lifeguard:	70 Hrs/week	
Total Staff Hours:	210 Hrs/week		Total Staff Hours:	210 Hrs/week	

NOTE (only applies to properties with school hours): As of the date of this contract county public schools are scheduled to close on 6/14/24 and reopen on 8/19/24. If these dates change, additional charges may apply. The OWNER agrees to pay the additional charges.

SECTION III. ADDITIONAL COMMENTS

- A. This contract includes soft opening (May 18-19, 2024); pool season extension after Labor Day 2024 (September 7-8, 14-15, 21-22, 28-29); aqua aerobics classes (Saturday) and lap swim (Monday-Friday). **See exhibit A for schedule specifics.**
- B. This contract includes janitorial supplies (including mops, brooms, sponges etc.), first aid kit supplies, and winterizing algacide.
- C. Cost for additional lifeguard hours (**more** than 48 hours notice): **\$30/hr.**
- D. Cost for additional lifeguard hours (**less** than 48 hours notice): **\$50/hr.**
- E. Upon contract execution, the CONTRACTOR will conduct two service visits per month during the off-season.
- F. The CONTRACTOR will schedule and attend all health department inspections.
- G. Contract includes pool opening and closing. This contract will expire once the pool winterization has been completed.
- H. Contract includes chemicals necessary to maintain the disinfectant and pH levels as required by county Health Department.

SECTION IV. COMPENSATION SCHEDULE

Payment from the OWNER is to be received by the CONTRACTOR by the dates listed below.

Total Contract Price:	\$109,500.00	<i>Note: In order for the "Early Bird Discount" to be honored the executed contract must be received by the CONTRACTOR no later than N/A. If applicable, the discount will be applied to the first Installment payment.</i>	
"Early Bird Discount" Price:	N/A		
Due: January 1, 2024	\$0.00	Due: July 1, 2024	\$18,250.00
Due: February 1, 2024	\$0.00	Due: August 1, 2024	\$18,250.00
Due: March 1, 2024	\$0.00	Due: September 1, 2024	\$18,250.00
Due: April 1, 2024	\$18,250.00	Due: October 1, 2024	\$0.00
Due: May 1, 2024	\$18,250.00	Due: November 1, 2024	\$0.00
Due: June 1, 2024	\$18,250.00	Due: December 1, 2024	\$0.00

SECTION V. ACCEPTANCE OF PROPOSAL

This Contract consists of six (6) pages and nineteen (19) sections.

CONTRACTOR

OWNER

Signature: _____

Signature: _____

Please initial page(s) 2, 3, 4 and 5 of this contract where indicated.

By: Vlad Chiscop, President Date: 10/09/2023

By: _____ Date: _____

Owner's Initial(s) _____

PREMIER POOL MANAGEMENT, INC.
12339 CARROLL AVENUE, SUITE B, ROCKVILLE, MD 20852
MULTI-YEAR SWIMMING POOL MANAGEMENT AGREEMENT
Proposal # 6174 (Option A)—Year 2 of 3

SECTION I. PROPERTY INFORMATION

Facility Name and Address

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

Facility Owner/Agent

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

SECTION II. CONTRACT DURATION, OPERATING SCHEDULE AND PERSONNEL

The CONTRACTOR will maintain the aforementioned swimming pool between **May 24, 2025** and **September 1, 2025**.

Normal/Season Hours of Operation			School/Off Season Hours of Operation		
			<i>Note: Operating hours while county public schools are in session.</i>		
	Open	Close		Open	Close
Monday	10:30 AM	08:30 PM	Monday	10:30 AM	08:30 PM
Tuesday	10:30 AM	08:30 PM	Tuesday	10:30 AM	08:30 PM
Wednesday	10:30 AM	08:30 PM	Wednesday	10:30 AM	08:30 PM
Thursday	10:30 AM	08:30 PM	Thursday	10:30 AM	08:30 PM
Friday	10:30 AM	08:30 PM	Friday	10:30 AM	08:30 PM
Saturday	10:30 AM	08:30 PM	Saturday	10:30 AM	08:30 PM
Sunday	10:30 AM	08:30 PM	Sunday	10:30 AM	08:30 PM
Holiday	10:30 AM	08:30 PM	Holiday	10:30 AM	08:30 PM
Number of Lifeguards:	3 Lifeguard(s)		Number of Lifeguards:	3 Lifeguard(s)	
Hours per Lifeguard:	70 Hrs/week		Hours per Lifeguard:	70 Hrs/week	
Total Staff Hours:	210 Hrs/week		Total Staff Hours:	210 Hrs/week	

NOTE (only applies to properties with school hours): As of the date of this contract county public schools are scheduled to close on 6/14/24 and reopen on 8/19/24. If these dates change, additional charges may apply. The OWNER agrees to pay the additional charges.

SECTION III. ADDITIONAL COMMENTS

- A. This contract includes soft opening (May 17-18, 2025), pool season extension after Labor Day 2025 (September 6-7, 13-14, 20-21, 27-28), aqua aerobics classes (Saturday) and lap swim (Monday-Friday). **See exhibit A for schedule specifics.**
- B. This contract includes janitorial supplies (including mops, brooms, sponges etc.), first aid kit supplies, and winterizing algaecide.
- C. Cost for additional lifeguard hours (**more** than 48 hours notice): **\$30/hr.**
- D. Cost for additional lifeguard hours (**less** than 48 hours notice): **\$50/hr.**
- E. Upon contract execution, the CONTRACTOR will conduct two service visits per month during the off-season.
- F. The CONTRACTOR will schedule and attend all health department inspections.
- G. Contract includes pool opening and closing. This contract will expire once the pool winterization has been completed.
- H. Contract includes chemicals necessary to maintain the disinfectant and pH levels as required by county Health Department.

SECTION IV. COMPENSATION SCHEDULE

Payment from the OWNER is to be received by the CONTRACTOR by the dates listed below.

Total Contract Price:	\$113,300.00	<i>Note: In order for the "Early Bird Discount" to be honored the executed contract must be received by the CONTRACTOR no later than N/A. If applicable, the discount will be applied to the first Installment payment.</i>	
"Early Bird Discount" Price:	N/A		
Due: January 1, 2025	\$0.00	Due: July 1, 2025	\$18,883.33
Due: February 1, 2025	\$0.00	Due: August 1, 2025	\$18,883.33
Due: March 1, 2025	\$18,883.33	Due: September 1, 2025	\$0.00
Due: April 1, 2025	\$18,883.33	Due: October 1, 2025	\$0.00
Due: May 1, 2025	\$18,883.33	Due: November 1, 2025	\$0.00
Due: June 1, 2025	\$18,883.33	Due: December 1, 2025	\$0.00

SECTION V. ACCEPTANCE OF PROPOSAL

This Contract consists of six (6) pages and nineteen (19) sections.

CONTRACTOR

Signature: _____

By: Vlad Chiscop, President Date: 10/09/2023

Owner's Initial(s) _____

OWNER

Signature: _____

By: _____ Date: _____

Please initial page(s) 2, 3, 4 and 5 of this contract where indicated.

PREMIER POOL MANAGEMENT, INC.
12339 CARROLL AVENUE, SUITE B, ROCKVILLE, MD 20852
MULTI-YEAR SWIMMING POOL MANAGEMENT AGREEMENT
Proposal # 6174 (Option A)—Year 3 of 3

SECTION I. PROPERTY INFORMATION

Facility Name and Address

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

Facility Owner/Agent

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

SECTION II. CONTRACT DURATION, OPERATING SCHEDULE AND PERSONNEL

The CONTRACTOR will maintain the aforementioned swimming pool between **May 23, 2026** and **September 7, 2026**.

Normal/Season Hours of Operation			School/Off Season Hours of Operation		
			<i>Note: Operating hours while county public schools are in session.</i>		
	Open	Close		Open	Close
Monday	10:30 AM	08:30 PM	Monday	10:30 AM	08:30 PM
Tuesday	10:30 AM	08:30 PM	Tuesday	10:30 AM	08:30 PM
Wednesday	10:30 AM	08:30 PM	Wednesday	10:30 AM	08:30 PM
Thursday	10:30 AM	08:30 PM	Thursday	10:30 AM	08:30 PM
Friday	10:30 AM	08:30 PM	Friday	10:30 AM	08:30 PM
Saturday	10:30 AM	08:30 PM	Saturday	10:30 AM	08:30 PM
Sunday	10:30 AM	08:30 PM	Sunday	10:30 AM	08:30 PM
Holiday	10:30 AM	08:30 PM	Holiday	10:30 AM	08:30 PM
Number of Lifeguards:	3 Lifeguard(s)		Number of Lifeguards:	3 Lifeguard(s)	
Hours per Lifeguard:	70 Hrs/week		Hours per Lifeguard:	70 Hrs/week	
Total Staff Hours:	210 Hrs/week		Total Staff Hours:	210 Hrs/week	

NOTE (only applies to properties with school hours): As of the date of this contract county public schools are scheduled to close on 6/14/24 and reopen on 8/19/24. If these dates change, additional charges may apply. The OWNER agrees to pay the additional charges.

SECTION III. ADDITIONAL COMMENTS

- A. This contract includes soft opening (May 16-17, 2026), pool season extension after Labor Day 2026 (September 12-12, 19-20, 26-27), aqua aerobics classes (Saturday) and lap swim (Monday-Friday). **See exhibit A for schedule specifics.**
- B. This contract includes janitorial supplies (including mops, brooms, sponges etc.), first aid kit supplies, and winterizing algaecide.
- C. Cost for additional lifeguard hours (**more** than 48 hours notice): **\$30/hr.**
- D. Cost for additional lifeguard hours (**less** than 48 hours notice): **\$50/hr.**
- E. Upon contract execution, the CONTRACTOR will conduct two service visits per month during the off-season.
- F. The CONTRACTOR will schedule and attend all health department inspections.
- G. Contract includes pool opening and closing. This contract will expire once the pool winterization has been completed.
- H. Contract includes chemicals necessary to maintain the disinfectant and pH levels as required by county Health Department.

SECTION IV. COMPENSATION SCHEDULE

Payment from the OWNER is to be received by the CONTRACTOR by the dates listed below.

Total Contract Price:	\$120,600.00	<i>Note: In order for the "Early Bird Discount" to be honored the executed contract must be received by the CONTRACTOR no later than N/A. If applicable, the discount will be applied to the first Installment payment.</i>	
"Early Bird Discount" Price:	N/A		
Due: January 1, 2026	\$0.00	Due: July 1, 2026	\$20,100.00
Due: February 1, 2026	\$0.00	Due: August 1, 2026	\$20,100.00
Due: March 1, 2026	\$20,100.00	Due: September 1, 2026	\$0.00
Due: April 1, 2026	\$20,100.00	Due: October 1, 2026	\$0.00
Due: May 1, 2026	\$20,100.00	Due: November 1, 2026	\$0.00
Due: June 1, 2026	\$20,100.00	Due: December 1, 2026	\$0.00

SECTION V. ACCEPTANCE OF PROPOSAL

This Contract consists of six (6) pages and nineteen (19) sections.

CONTRACTOR

Signature: _____

By: Vlad Chiscop, President Date: 10/09/2023

Owner's Initial(s) _____

OWNER

Signature: _____
Please initial page(s) 2, 3, 4 and 5 of this contract where indicated.

By: _____ Date: _____

SECTION VI. GENERAL TERMS AND SPECIFICATIONS

- A. Premier Pool Management, INC will provide swimming pool management service, as described in this agreement in return for compensation as outlined in the Specification page of this contract. Throughout this agreement the Specification page will refer to page 1 of the contract, which includes Section I through Section V. The information contained on the Specification page takes precedence over the standard language in the contract body (Section VI through Section XIX).
- B. Throughout this contract "WE", "US", "OURS", and "CONTRACTOR" will refer to Premier Pool Management, INC. "YOU", "YOUR", and "OWNER" will refer to the FACILITY OWNER/REPRESENTATIVE as listed in the Specification page of this contract.

SECTION VII. PRE-SEASON POOL OPENING – OUTDOOR POOLS ONLY

- A. The CONTRACTOR will render the swimming pool operational by completing the following services:
 - 1. Conduct and submit to the OWNER a written inspection report consisting of repairs, equipment or services deemed necessary to render the pool and filter system operational. This report will include a price quotation by the CONTRACTOR for these additional services, repairs or equipment. This report, if approved in part or in total must be returned to the CONTRACTOR within seven calendar days from its date of submission. The CONTRACTOR will need up to three weeks after receiving the work approval to complete the repairs and schedule the Health Department inspection. If the OWNER elects to prepare the pool for opening by supplying any or all needed equipment or performing necessary repairs, said repairs must be completed and equipment must be provided by May 1st. If these provisions are not strictly adhered to, the CONTRACTOR will not be responsible for opening the pool on the date specified. There will be no pre-opening inspections planned the week before Memorial Day Weekend. The pre-opening Health Department inspections will resume the following week.
 - 2. The CONTRACTOR will, subject to the conditions stated in the preceding paragraph, prepare the swimming pool for opening by completing the following services:
 - a. Where it applies, remove, clean, fold, and neatly store pool cover(s) in designated storage area(s).
 - b. If needed, drain pool(s). The CONTRACTOR is not responsible for faulty hydrostatic valve and any damages, which may be directly related thereto.
 - c. Remove all debris from pool(s) interior.
 - d. If necessary, power wash and acid wash pool(s) interior with weakest concentration of acid possible.
 - e. Reassemble restroom(s) and pool fresh water system. Check for proper operation and advise the OWNER of needed repair(s).
 - f. Fill Pool. The OWNER is responsible for shutting the water off when pool is full.
 - g. Reassemble and start the filtration and chlorination systems and check for proper operation. The OWNER is responsible for the cost of any needed repair(s).
 - h. Obtain, store and utilize necessary chemicals.
 - i. Install ladder(s), handrail(s), lifeguard chair(s), skimmer lid(s), safety rope and diving board(s).
 - j. Clean restrooms and pool area.
 - k. Move all furniture from the storage area(s) to the pool deck. Clean pool furniture and arrange it in an orderly fashion.
 - l. If required, the CONTRACTOR will schedule and obtain Health Department operating permits if not obtained by the OWNER on or before April 15th. If the CONTRACTOR obtains these permits, the OWNER agrees to reimburse the CONTRACTOR for all permit related costs charged by the governing body.
 - m. Maintain proper filter operation and vacuum clean the pool prior to opening.
- B. The OWNER will be responsible for the following items by April 15th, unless otherwise noted, in order to prepare the pool for a timely opening:
 - 1. Provide the CONTRACTOR with a copy of any Health Department violation(s) within two (2) weeks of contract ratification or when received by the OWNER.
 - 2. Prepare restrooms and other pool facilities for use:
 - a. Remove all non-pool related items and trash.
 - b. Complete any necessary repairs to doors, windows, walls, plumbing fixtures, and any other building equipment that pertains to the pool use.
 - c. Provide soap, towel and tissue dispensers at all fixtures as needed.
 - d. Provide cleaning equipment such as a rubber hose, hose nozzle, mop, mop bucket, broom, dust pan, scrub brush, powder cleanser, sponges, toilet brush, toilet plunger, trash bags, etc.
 - e. Hot water heaters must be made operational in order to pass pre-opening inspection.
 - f. Inspect electrical system and repair if necessary. Supply and install light bulbs as needed.
 - g. Paint interior and exterior of restrooms if necessary.
 - h. Provide working locks on all doors, gates and windows and provide the CONTRACTOR three (3) complete sets of keys.
 - i. Provide a hardwired telephone and make it operational no later than April 15th. The telephone must directly reach 911 emergency service without the use of an internal switchboard as specified in the State and Local Codes. The CONTRACTOR will not be responsible for any phone charges, including but not limited to, long distance calls, 900 service calls, and any other operator assisted calls. It is the OWNER'S responsibility to contact the phone company and disable such futures.
 - j. Provide all utilities including water, electricity, and gas (if needed) for the operation of the pool.
 - 3. Provide the CONTRACTOR and the CONTRACTOR'S employees free and adequate parking.
 - 4. Insure that the swimming pool facility complies with all building codes and the local Health Regulations in effect.
 - 5. Agree to maintain on site (in good working condition), or purchase from the CONTRACTOR, all necessary equipment for the safe operation of the facility as required by the local Health Department. Such equipment includes, but is not limited to, one rescue tube per lifeguard on staff, backboard with straps, head immobilizer, elevated guard station(s), and any other first aid equipment.
 - 6. Complete any necessary repairs inside pool areas such as deck work, fencing and gates, caulking, area lights, drinking fountain, etc.
 - 7. Provide, at the pool, three (3) large trash containers for debris removed from the pool during cleaning. The OWNER is responsible for disposing of the trash after cleaning is completed.
 - 8. Provide the CONTRACTOR with a complete set of written pool rules for the community not later than May 1st.
 - 9. Perform or furnish within a reasonable time anything else necessary to the pool's opening which the CONTRACTOR has not agreed to provide.
 - 10. If water, electric, gas (where applicable), and keys are not supplied to the CONTRACTOR by May 1st, the OWNER will be billed for additional services.
 - 11. In the event the OWNER repairs are not completed at the time of scheduled Health Department Pre-opening Inspection and the pool does not pass as a result of incomplete or inadequate OWNER repairs, the OWNER will be responsible for any delays in opening the pool as well as any re-inspection fees charged by the Health Department.

SECTION VIII. STAFFING

- A. The OWNER may establish reasonable minimum criteria and qualifications for the CONTRACTOR'S staff assigned to the facility.
- B. Except as otherwise noted, all personnel employed by the CONTRACTOR for work under this agreement will be employees of the CONTRACTOR. The CONTRACTOR will be responsible for paying these employees and will pay all Workmen's Compensation, Social Security and other taxes incident to the work of said employees.
- C. All of the CONTRACTOR'S staff will be required to wear uniforms readily identifying them as the CONTRACTOR'S employees.
- D. The CONTRACTOR will provide a training program for each lifeguard, which will include instruction and review in at least the following areas:
 - 1. The OWNER'S Pool Rules and Regulations.
 - 2. Facilities and equipment operation and maintenance.
 - 3. Local jurisdiction requirements, including water quality standards and inclement weather closing criteria.
 - 4. Lifeguard standards of behavior and performance.
 - 5. Professional conduct and appearance.
 - 6. Blood Borne pathogen training.
 - 7. Chemical handling and safety, which include OSHA and HAZCOM training.
- E. All lifeguards employed by the CONTRACTOR will have current certifications in American Red Cross Lifeguarding, Community First Aid, CPR and AED or other state sanctioned certifications. The management personnel may, in addition, be certified or licensed pool operators. All lifeguard staff certifications will remain at the pool site (original or copies).
- F. Training sessions for CONTRACTOR'S employees are to be conducted prior to opening the pool, and periodically during the season to ensure safe and efficient operation. These training sessions may take place at the OWNER'S facility or at an off-site location.
- G. The OWNER agrees not to hire or contract the CONTRACTOR'S current or past employees to work at, service or be connected in any way with the pool. This policy shall be in effect for a period of two years from the date of termination of this person's employment with the CONTRACTOR, or two years from the date when this contract is terminated, whichever comes first. In the event that the OWNER violates this policy, the CONTRACTOR shall be entitled to a placement charge equal to 50% of the total price of this pool management contract.
- H. The policy concerning scheduled pool closing and holidays is as follows: If the pool schedule dictates that the pool is closed on a certain day of the week, and a holiday falls on that day, the pool will be open on the holiday and closed on the next day.
- I. In the event that only one lifeguard is contracted to operate the facility, a 10 minute break will occur each hour to accommodate for testing the water, checking the pump room, inspecting the bathrooms, etc. No swimming will be allowed in single guard facilities at that time.
- J. Additional temporary lifeguard services can be provided and will be billed to the OWNER for an additional fee.

SECTION IX. DAY TO DAY POOL OPERATION AND MAINTENANCE

Throughout the pool season, the CONTRACTOR will perform the following services:

- A. Ensure that all phases of the pool operation comply with local health department regulations.
- B. Backwash and clean filtration system to maintain proper filter operation.
- C. Test chlorine and pH levels and maintain chlorination system and chemical feeders by cleaning or adjusting them as needed.
- D. Maintain pool records as required by local health department, and any additional records reasonably required by the OWNER.
- E. Check and clean the restrooms and the pool office as needed.
- F. Clean and straighten the pool equipment as required to maintain a safe and orderly situation.
- G. Vacuum the pool bottom; clean the waterline tiles and the skimmer baskets as necessary.
- H. Sweep or rinse the pool deck as needed to maintain safe, healthy and attractive conditions.
- I. Arrange the pool furniture in an orderly fashion prior to closing.
- J. Perform closing duties to ensure security of facility and readiness for opening on the following day.
- K. Provide adequate, reasonable and mature enforcement of all the OWNER'S written pool rules.
- L. The CONTRACTOR reserves the right to prohibit admittance of children under the age of 13 unless accompanied by a responsible adult.
- M. The CONTRACTOR will not be responsible for wading pool safety and gate control unless the OWNER authorizes the CONTRACTOR to provide additional personnel specifically for these responsibilities.

SECTION X. WEEKLY INSPECTIONS

- A. The CONTRACTOR agrees to conduct a minimum of three (3) inspections per week during the regular pool season (Memorial Day-Labor Day), and two (2) inspections per week during the pre-season period. Such inspections will be conducted by the CONTRACTOR'S supervisory personnel and will cover all phases of the pool operation and other Contract compliances.
- B. At least once per week, the CONTRACTOR will meet with a representative of the OWNER to discuss the pool operation and any related problems. At such weekly meeting, the CONTRACTOR will make any recommendations to the OWNER to improve the pool operation.
- C. Additionally, the CONTRACTOR'S Lifeguard Instructors and Risk Management team will perform periodic safety audits.

SECTION XI. SUPPLIES AND CHEMICALS

- A. The CONTRACTOR will supply the appropriate chemicals to maintain the swimming pool chlorine/bromine level and pH level as required by the local health department for the duration of the Contract. Chemicals such as test kits and test kit reagents, balancing chemicals, algaecide, anti-stain, and indoor heated pool/spa specific chemicals are not included in the Contract.
- B. The OWNER is advised that the chemicals required for basic, standard pool maintenance used by the CONTRACTOR, and are the business standard, are likely to discolor, or otherwise negatively affect carpeted surfaces over which they may be transported, moved or stored. The OWNER is also advised that the CONTRACTOR disclaims responsibility of any damages caused by these necessary chemicals during the storage, use and delivery process.
- C. At the OWNER'S request, the CONTRACTOR may provide any or all supplies including brooms, brushes, mops, disinfectants, soap, paper products, first-aid equipment and stock, and other expendable items needed for pool operation. The OWNER maintains sole responsibility for the payment of these items within a thirty (30) day period from when the bills are received.
- D. If the pool is losing water due to structural or mechanical problems, the OWNER agrees to complete or approve the necessary repairs proposed by the CONTRACTOR to fix the leak, otherwise the OWNER will be charged \$200 per week for the cost of the additional chemicals needed to balance the pool.

SECTION XII. SUPPLEMENTAL SERVICES

- A. If requested by the OWNER, the CONTRACTOR will obtain all health permits for the pool operation required by local or state regulatory bodies. The OWNER will be responsible for all such permit and any applicable processing fees.
- B. The CONTRACTOR will advise the OWNER of any needed swimming pool repair(s) or equipment. If requested by the OWNER and with written authorization, the CONTRACTOR will provide the equipment and/or complete the repairs, and the cost for such services is in addition to amounts stated in this agreement and is the sole responsibility of the OWNER. Unless otherwise stated, the OWNER is responsible to pay all the authorized repair(s) and equipment bills within (30) days from the date received, regardless of any claim and dispute in relation to this Contract. Delinquent payments are covered by SECTION XVIII (B) of this Contract.
- C. The CONTRACTOR will obtain authorization before providing any supplies or completing any repairs unless such supplies and/or repairs are required by the Health Department to keep the facility in compliance with state and local jurisdictional regulations, or such supplies and/or repairs are necessary for the pool to remain open and operate safely.
- D. The CONTRACTOR, if requested by the OWNER, will operate the pool beyond the contract dates, with two (2) weeks prior notice, at a prorated cost based on hourly rates.
- E. Upon written request from the OWNER and with a minimum of forty-eight (48) hours notice, the CONTRACTOR, if available, will provide additional personnel for special functions which may occur during or outside the normal hours of operation. Fees will be quoted on an individual basis for such staff.
- F. The CONTRACTOR will complete the necessary paperwork to document any accidents that may occur at the facility during operation hours. Upon request, such documentation will be provided to both the OWNER and participating insurance companies.
- G. When appropriate personnel are available, the CONTRACTOR will conduct swimming lessons at the OWNER'S request and prior approval. Such lessons will be offered privately or in groups and will not interfere with regular pool operations. All lesson fees shall be collected and retained by the CONTRACTOR.
- H. The OWNER will provide the CONTRACTOR and the CONTRACTOR'S employees with adequate free parking.

SECTION XIII. EMERGENCY CLOSING OF THE POOL

- A. The OWNER and the CONTRACTOR reserve the right to close the pool in situations such as, but not limited to, inclement weather (rainfall, lightning, thunder and ambient temperature below 70 degrees Fahrenheit), breakdown of equipment, foreign objects present in swimming pool (fecal matter, vomit, glass, etc.), violation of local or state health codes, inadequate security for the protection of the lifeguards and patrons at the facility, or for any other condition or circumstance that, in the judgment of the CONTRACTOR, endangers the health or safety of the lifeguards or patrons at the facility. Whether the pool closure is caused by mechanical failure or inclement weather or by any other causes outside the CONTRACTOR'S control, there will be no change or adjustment in the compensation to the CONTRACTOR.
- B. If the pool is closed for a period of more than ten (10) consecutive days because of mechanical failure, the necessity of extensive repairs, or by order of any local or state regulatory body for any reason outside of the CONTRACTOR'S control and responsibility, the CONTRACTOR will refund the OWNER fifty percent (50%) of the hourly operating cost for each hour that the pool was scheduled to be open. The hourly operating cost is calculated by dividing the total contract price by the total number of hours that the pool is scheduled to open throughout the length of this agreement.
- C. The OWNER may terminate this agreement with or without cause provided written notice is delivered to the CONTRACTOR thirty (30) days prior to the premature Contract termination date. In the event this unlikely situation arises and because of the nature of the CONTRACTOR'S business and the costs associated with swimming pool management and repairs, the OWNER will be responsible for fifty percent (50%) of the hourly operating cost for each hour that the pool was scheduled to open. The hourly operating cost is calculated by dividing the total contract price by the total number of hours that the pool is scheduled to open throughout the length of this agreement.

SECTION XIV. POST-SEASON POOL CLOSING – OUTDOOR POOLS ONLY

The CONTRACTOR agrees to close the pool upon termination of the previously stated season and winterize the swimming pool facility by performing the following services:

- A. Clean and store all pool furniture in designated storage area(s).
- B. Shut off fresh water supply, disconnect piping at fixtures as required, and drain all piping which can be drained. If fresh water shut off is not accessible, or is in an unsecured area, and if the pipes are below drain points, or behind walls and in ceilings which are not visible, then the CONTRACTOR will not be held responsible for any freeze damage.
- C. Add anti-freeze to toilet bowls and tanks, urinals and sink traps as required.
- D. Clean, remove and store, if applicable, all lifeguard chair(s), pool ladder(s), handrail(s), skimmer lid(s) and basket(s), diving board(s) and other equipment in designated storage area(s).
- E. Drain pool to approximately 12 inches below the tile line. The OWNER is responsible during off-season to keep water level below the tile line.
- F. Open or close all valves in equipment room as required for proper winter storage.
- G. Backwash and drain filter tank and filter piping.
- H. Clean tanks, plumbing, and equipment and straighten the equipment room.
- I. Store chlorinator(s), chemical feeder(s) and flow meter(s), as necessary, on premises.
- J. Store pool maintenance, testing equipment and supplies.
- K. If applicable, secure pool cover to existing deck anchor system. Any missing or damaged deck anchors or springs will be replaced and invoiced separately to the OWNER.
- L. Submit to the OWNER a detailed inspection report covering condition of the pool facility and the related equipment.
- M. Submit to the OWNER a list of recommended repairs for the following season.
- N. It is the OWNER'S responsibility to maintain/winterize any self-chilling water fountains or soda machines.
- O. At the OWNER'S request, additional services such as, but not limited to, providing winter algacide and anti stain protection products, servicing pool motor(s), blowing out the water out of or draining skimmer lines and installing freeze proof devices may be completed. The cost for these additional services will be invoiced separately to the OWNER.
- P. Upon completion of winterization, the CONTRACTOR shall be relieved of any responsibility for freeze damage, damage to water meters or damage or loss of any equipment or supplies.

SECTION XV. NECESSARY UTILITIES

If applicable, the OWNER will provide and cover the cost of telephone service, water, electricity and gas for pool operation. The OWNER will provide pay telephone service and will be solely responsible for the payment of the previously mentioned services. If the OWNER elects to provide a non-coin operated telephone, the CONTRACTOR will not be responsible for any phone charges, including but not limited to, long distance calls, 900 service calls, and any other operator assisted calls. It is the OWNER'S responsibility to contact the phone company and disable such futures.

SECTION XVI. INSURANCE, LIABILITY AND EXCLUSIONS

- A. The CONTRACTOR will maintain General Liability Insurance coverage in the amount of at least \$1,000,000 and Excess/Umbrella Liability Insurance coverage in the amount of at least \$9,000,000 for a total of at least \$10,000,000. This insurance coverage will include liability to cover bodily injury and/or property damage directly due to the CONTRACTOR'S negligence, the CONTRACTOR'S agents or the CONTRACTOR'S employees, including loss of life which may be sustained by any patron or guest of the pool, within the enclosed area of the pool during normal hours of pool operation. The OWNER understands that except for situations directly involving the negligence of the CONTRACTOR, the CONTRACTOR'S agents, or the CONTRACTOR'S employees, the CONTRACTOR will not be held liable or responsible, in any way, to any person or firm as a result of the maintenance, operation, management or use of the pool due to faulty construction, defective workmanship, or other circumstances beyond the CONTRACTOR'S control, including but not limited to, the use of the facility in violation of this Agreement and the use of the facility by any individual while the facility is closed. The CONTRACTOR will not be responsible for any hydrostatic damage.
- B. The CONTRACTOR will provide Workers' Compensation insurance in accordance with state requirements.
- C. The CONTRACTOR will provide the OWNER with a certificate of insurance naming the OWNER as the insured. This certificate of insurance will be provided prior to the start of the period covered by this Contract.
- D. If the OWNER chooses to authorize the consumption of alcoholic beverages at or around the pool area, the OWNER agrees to and hereby indemnifies and holds the CONTRACTOR harmless for any action, claims, damages, accidents and incidents arising out of or resulting from such consumption and further agrees to pay the CONTRACTOR'S attorney fees and all other costs incurred defending such claims. Without written consent from the OWNER, the CONTRACTOR will strictly prohibit the consumption of alcoholic beverages at pool facility.

SECTION XVII. CONTRACT RATIFICATION AND EFFECTIVE DATE

- A. If the CONTRACTOR has executed and submitted this Contract to the OWNER as proposal or for approval by the OWNER and the OWNER delivers this Contract, fully executed, to the CONTRACTOR within thirty (30) days from the date shown next to the CONTRACTOR'S signature, this Contract will be fully effective and binding for both parties. If the OWNER fails to accept or deliver this Contract within thirty (30) days, but accepts this Contract at a later time, this Contract will be made void at the option of the CONTRACTOR. The CONTRACTOR may exercise his option to void the Contract by advising the OWNER via written notice within ten (10) days after the actual receipt of the OWNER'S delayed acceptance. Such written notice will void this Contract exempting both parties from any liability whatsoever. If the CONTRACTOR fails to exercise his option to void the Contract within the time set forth above, both parties will be fully bound by the Contract.
- B. This Contract will be effective when executed by both the CONTRACTOR and the OWNER as stipulated by conditions stated in the preceding paragraph.

SECTION XVIII. PAYMENT TO CONTRACTOR

- A. In the event that the local health department or the CONTRACTOR'S liability insurance provider, as a condition for insuring or continuing to provide such liability insurance, requires that the CONTRACTOR have more personnel on duty than the number described in Section II, the OWNER agrees to pay the CONTRACTOR all of the additional costs incurred by the employment of such extra personnel, lifeguards, pool operators, etc. and the OWNER further agrees that the total amount of compensation and the payment schedule described in Section IV will be amended accordingly.
- B. Invoices not paid within thirty (30) days from the date of the invoice will incur interest at the rate of 5% per month. In the event that this account is referred to an attorney for collection, the Owner agrees to pay those attorney's fees and costs incurred by the Contractor from the date of referral.
- C. The OWNER agrees and understands that the CONTRACTOR may terminate this Contract, upon five (5) days written notice, in the event that the OWNER fails to make any payment due to the CONTRACTOR in accordance with the provisions of this Contract.
- D. It is further agreed that the OWNER will pay any increases in payroll taxes or minimum wage costs which may be incurred by the CONTRACTOR after the signing of this Contract. If the minimum wage is increased after the signing of this Contract, the OWNER agrees to pay the CONTRACTOR the amount of the wage increase per hour.
- E. If after this Contract becomes effective the CONTRACTOR'S liability insurance rate increases, the parties agree that the OWNER will pay the additional cost.

SECTION XIX. ADDITIONAL CONDITIONS

This Contract embodies the entire understanding between the parties, and that there are no additional verbal agreements, representations or warranties made in connection herewith.

EXHIBIT A

HOURS OF OPERATION

Beginning, **Saturday, May 20th, 2023**, the pool will open its facilities during the following hours/schedule:

Cameron Station Club Pool Hours (Memorial Day thru Labor Day)			
Item	Days	Hours	Lifeguards on Duty
Main and wading pool	Monday – Friday (weekdays)	10:30 AM – 8:30 PM	3
Main and wading pool	Saturday – Sunday (weekends)	10:30 AM – 8:30 PM	3

Swimming Lessons and Other Activities			
Item	Days	Hours	Lifeguards on Duty
Lap Swimming	Monday – Friday (weekdays)	6:00 AM – 8:00 AM (Memorial Day to Labor Day weekend)	1
Aqua Aerobics	Saturdays	9:00 AM – 10:00 AM	1

Soft Opening and Extension of Pool Season			
Item	Days	Hours	Lifeguards on Duty
Soft Opening	Weekend Only – Saturday and Sunday (The weekend before Memorial Day weekend)	10:30 AM – 8:30 PM	3
Extension of Pool Season	Weekends Only (until end of September) (Starting the weekend after Labor Day weekend)	10:30 AM – 8:30 PM	3



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
POOL MANAGEMENT SERVICES**

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

September 29, 2023

EXHIBIT TWO

COST PROPOSAL

Project Name: Pool Management Services Contract

Date: 10/09/2023

Contractor: Premier Pool Management, Inc.

- For the aforementioned services, the Association agrees to pay the Contractor as noted below which includes labor and material for services described above.
- Payment of an invoice shall be made by the Association's Managing Agent for the month worked within thirty (30) days of invoice receipt so long as no contract dispute exists.
- The Contractor shall provide three (3) guards on duty at all times during pool hours. See Hours of Operation.

2024 POOL SEASON (Year One)

Monthly Rate: \$ 18,250.00

Hourly Rate for additional guard (above 3 lifeguards): \$ 30.00/hr.

Soft Opening (Saturday, May 18th and Sunday, May 19th) cost: \$ 1,800.00 (included in the contract price)

Pool Season Extension (Saturdays/Sundays beyond Labor Day weekend) cost: \$ \$7,200 (weekends until end of Sep,
included in the contract price)

Lap Swim cost \$ 30.00/hr. (included in the contract price per schedule provided)

Aqua Aerobics cost per hour: \$ 30.00/hr. (included in the contract price per schedule provided)

Overall Annual Contract Price: \$ \$109,500.00



2025 POOL SEASON (Year Two)

Monthly Rate: \$ 18,883.33

Hourly Rate for additional guard (above 3 lifeguards): \$ 30.00/hr.

Soft Opening (Saturday, May 17th and Sunday, May 18th) cost: \$ 1,800.00 (included in the contract price)

Pool Season Extension (Saturdays/Sundays beyond Labor Day weekend) cost: \$ \$7,200 (weekends until end of Sep, included in the contact price)

Lap Swim cost \$ 30.00/hr. (included in the contract price per schedule provided)

Aqua Aerobics cost per hour: \$ 30.00/hr. (included in the contract price per schedule provided)

Overall Annual Contract Price: \$ 113,300.00

2026 POOL SEASON (Optional – Year Three)

Monthly Rate: \$ 20,100.00

Hourly Rate for additional guard (above 3 lifeguards): \$ 35.00/hr.

Soft Opening (Saturday, May 16th and Sunday, May 17th) cost: \$ \$1,800.00 (included in the contract price)

Pool Season Extension (Saturdays/Sundays beyond Labor Day weekend) cost: \$ 5,400 (weekends until end of Sep, included in the contact price)

Lap Swim cost \$ 30.00/hr. (included in the contract price per schedule provided)

Aqua Aerobics cost per hour: \$ 30.00/hr. (included in the contract price per schedule provided)

Overall Annual Contract Price: \$ 120,600.00



General References

The following are some of our clients. Additional references are available upon request.

<p>Columbus Club of Arlington Inc. Arlington, VA 22207</p> <p><u>Mr. Nick Beirne (GM)</u> operations@columbusclubevents.com (703)563-9656</p> <p>Going into 6th season of service Outdoor Multi-guard Facility American/International Staff</p>	<p>414 Light Street Baltimore, DC 21202</p> <p><u>Ms. Blake Nicholson (GM)</u> bnicholson@414lightstreet.com (410)500-9999</p> <p>Going into 2nd season of service Outdoor Single-guard Facility American/International Staff</p>	<p>Germantown Park Germantown, MD 20874</p> <p><u>Ms. Kenya Smith (PM)</u> kenya.smith@germantownpark.org (301)972-1850</p> <p>Going into 9th season of service Outdoor Multi-guard Facility American/International Staff</p>
<p>Glen Forest Community Pool Falls Church, VA 22041</p> <p><u>Ms. Karen Haworth</u> glenforestcommunity@gmail.com (571)259-1413</p> <p>Going into 6th season of service Outdoor Single-guard Facility American/International Staff</p>	<p>209 @ Pickwick Baltimore, MD 21209</p> <p><u>Mr. Steve Rosenbaum (CAMO)</u> steve@liveqmg.com (410)303-7989</p> <p>Going into 2nd season of service Outdoor Single-guard Facility American/International Staff</p>	<p>Prospect Bay Country Club Grasonville, MD 21638</p> <p><u>Mr. Jon Vodehnal (PM)</u> jvodehnal@prospectbaycc.com (410)827-6950</p> <p>Going into 5th season of service Outdoor Multi-guard Facility American/International Staff</p>
<p>Greenfields at Brandermill Germantown, MD 20876</p> <p><u>Ms. Maria Farias (PM)</u> maria@summitmanage.com (301)495-0146</p> <p>Going into 5th season of service Outdoor Multi-guard Facility American/International Staff</p>	<p>Bayside Condominiums Chester, MD 21619</p> <p><u>Ms. Tina Hohenstein (CM)</u> tina.hohenstein@fsresidential.com (443)496-5525</p> <p>Going into 2nd season of service Outdoor Single-guard Facility American/International Staff</p>	<p>Altus Towson Row Towson, MD 21204</p> <p><u>Ms. Gretchen Smutney (PM)</u> gsmutney@theyorktowson.com (410) 348-1491</p> <p>Going into 2nd season of service Outdoor Single-guard Facility American/International Staff</p>
<p>Courtyards at UMD College Park, MD 20740</p> <p><u>Mr. Christopher Mason (Assoc Dir)</u> (301)314-2466</p> <p>Going into 5th season of service Outdoor Single-guard Facility American/International Staff</p>	<p>Worldgate Athletic Club and Spa Herndon, VA 20171</p> <p><u>Mr. Henry Gudelsky (Operations Dir)</u> hgudelsky@wtsinternational.com (917)584-3028</p> <p>Going into 3rd season of service Indoor Single-guard Facility American/International Staff</p>	<p>Fox Hill Club & Residences Bethesda, MD 20817</p> <p><u>Mr. Anthony Absalon (Fitness Dir)</u> FoxHill.CLD3@sunriseseniorliving.com (301)968-1845</p> <p>Going into 6th season of service Indoor Single-guard Facility American/International Staff</p>

PREMIER POOL MANAGEMENT INC.

12339 Carroll Avenue, Suite B • Rockville, MD 20852 • T: 301.989.2200 • F: 301.989.2261

WWW.PREMIERSWIM.COM



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/22/2023

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

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

PRODUCER HMS Insurance Associates, Inc. 20 Wight Ave Suite 300 Hunt Valley MD 21030	CONTACT NAME: Karen Bearsch PHONE (A/C, No, Ext): 410-785-1613 E-MAIL ADDRESS: kbearsch@hmsia.com	FAX (A/C, No): 443-632-3496
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Berkley Specialty Insurance Company		31295
INSURER B: Acceptance Indemnity Insurance Company		20010
INSURER C: Scottsdale Insurance Company		41297
INSURER D: Indian Harbor Insurance Company		36940
INSURER E: Progressive Casualty		24260
INSURER F: Technology Insurance Company		42376

COVERAGES**CERTIFICATE NUMBER:** 1684664968**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 checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			CGL0122780	3/23/2023	3/23/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
E	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			956872519	3/23/2023	3/23/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			EMM000075102	3/23/2023	3/23/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
F	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A	TWC4092301	3/23/2023	3/23/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Excess Umbrella 1			SXS005872402	3/23/2023	3/23/2024	Occurrence/Aggregate \$3,000,000
C	Excess Umbrella 2			XLS2001662	3/23/2023	3/23/2024	Occurrence/Aggregate \$4,000,000 Ded: \$5000

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

CERTIFICATE HOLDER**CANCELLATION**

Sample

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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6184 Old Franconia Road Alexandria, Virginia 22310

Office: (703) 373-0350 Fax: (703) 373-0354 <http://www.premieraquatics.com>

2024 Swimming Pool Management Agreement

SECTION 1:

POOL NAME & ADDRESS:

Cameron Station Community Association
200 Cameron Station Blvd
Alexandria, Virginia 22304

OWNER/AGENT:

Steven Philbin
Phone: 703-567-4881
sphilbin@gocampmgmt.com

SECTION 2:

SEASON DATES & FACILITY HOURS:

Season Opens: May 25, 2024
Season Closes: September 02, 2024
Monday: 10:30 am to 08:30 pm
Tuesday: 10:30 am to 08:30 pm
Wednesday: 10:30 am to 08:30 pm
Thursday: 10:30 am to 08:30 pm
Friday: 10:30 am to 08:30 pm
Saturday: 10:30 am to 08:30 pm
Sunday: 10:30 am to 08:30 pm
Holiday: 10:30 am to 08:30 pm
School: 10:30 am to 08:30 pm

PERSONNEL:

Regular Operation Schedule

Total Staff Hours: 236 hrs per week
Total Open Hours: 70 hrs per week

School Operation Schedule

Total Staff Hours: 236 hrs per week
Total Open Hours: 70 hrs per week

SECTION 3:

COMPENSATION TO CONTRACTOR & PAYMENT SCHEDULE:

OWNER agrees to pay CONTRACTOR the total amount of: **\$109,350.00**

OWNER agrees to pay CONTRACTOR **fifteen percent (15%)** upon execution of the contract (Pre-payment).

The payments shall be due on the following dates:

Pre-payment:	\$16,402.50		
1-Jan-2024	\$0.00	1-Jul-2024	\$21,870.00
1-Feb-2024	\$0.00	1-Aug-2024	\$10,935.00
1-Mar-2024	\$0.00	1-Sep-2024	\$0.00
1-Apr-2024	\$16,402.50	1-Oct-2024	\$0.00
1-May-2024	\$21,870.00	1-Nov-2024	\$0.00
1-Jun-2024	\$21,870.00	1-Dec-2024	\$0.00

SPECIAL NOTES:

Three fully certified lifeguards on duty at all times. One guard to arrive at 5:45am on weekdays for early morning lap swim (6:00am-8:00am). One guard to arrive 8:45am Saturdays Only for Aqua Aerobics (9:00am-10:00am). One guard to arrive 30 minutes prior to opening for start-up & cleaning purposes daily. Contract includes: Janitorial supplies (i.e. paper products & cleaning supplies); Off-season Monthly Inspections, and all pool chemicals (shock, chlorine, ph control, balancing chemicals cyanuric acid). In addition, the pool facility will be open the weekend of 5/18/24 & 5/19/24 (Soft Opening) from 10:30am to 8:30pm w/three lifeguards on duty at all times. Add'l hourly rate for lifeguards:

\$45/man-hour. Cost for additional weekends after Labor Day Weekend: \$3,395.00 per weekend & must be signed by 8/1/24 for staffing purposes. # of Weekends: _____ Signature: _____ Date: _____

Contract to automatically renew for 2025 Pool Season for: \$111,350.00 & for the 2026 Pool Season for:

\$113,350.00. Note: Any increase in the minimum wage for State, Local &/or Federal are not included in this pricing

ACCEPTED: Owner/Agent

Premier Aquatics

By: _____

By: Mark Raeder

Date: _____

Date: 10/03/2023

Signature: _____

Signature: *Mark Raeder*

This agreement is only valid if accompanied by Section 4 through 19 of the Pool Management Agreement.

SECTION 4 – OPENING POOL & BASIC SERVICES

The CONTRACTOR (unless beyond its control) will prepare the swimming pool and facilities for summer operation by completing the following routine basic services:

- A. Inspect the pool(s), its premises, and plumbing
- B. Re-assemble bathhouse and pool fresh water system and advise OWNER of any needed repairs
- C. Drain the pool and remove the pool cover (If CONTRACTOR is asked to store the cover off-site, there will be a fee of \$750.00 to the OWNER)
- D. Remove debris from pool and acid clean (if required); Note: If water quality is poor from winter months there may be an additional cost to OWNER for additional chemicals needed to clean pool(s) at a cost up to \$1,000.00 per body of water. Contractor is not responsible for damage to any swimming pool or deck that may arise from hydrostatic pressure.
- E. Check all equipment and facilities; advise OWNER of needed repair(s) prior to fill
- F. Fill pool, inspect circulation and filtration system
- G. Properly store and utilize required chemicals
- H. Install diving boards, ladders, guard chairs and safety ropes
 - I. Place filtration and chlorination system in operation
- J. Check system for proper operation and advise OWNER of needed repair(s)
- K. Prepare bathhouse facility for use
- L. Check previous year's inventory (if available)
- M. Cooperate with any contractors in preparing pool for operation
- N. Backwash and vacuum pool
- O. Schedule and be present for any required local or state Health Department Standard
- P. Arrange and clean pool furniture. OWNER to provide cleaning chemicals. If the storage location of the pool furniture is outside of pool premises, there will be an additional charge of up to \$1000.00 to move the furniture to pool area.
- Q. Contractor will apply for and obtain all health permits, electrical permits and fire permits, excluding health permits for pools located in Washington, DC. If Owner prefers to obtain these permits, Owner must notify Contractor in writing by March 1st. Contractor will invoice Owner cost of health and fire permits plus a processing fee of \$125.00 unless these permit fees are included in this contract as stated in Section 3 of this contract. Electrical inspections will be invoiced at a cost of \$400.00 per main pool, and \$250.00 for each additional body of water (wading pool, spa, lap pool, etc.) unless permit fee is included in this contract as stated in Section 3 of this contract. Owner agrees to authorize repairs up to \$250.00 to pass electrical inspection to avoid a re-inspection fee. Any facility that needs extensive repairs to pass electrical inspection over the \$250.00 allowance will be subject to a re-inspection fee of \$225.00. Any electrical repairs over \$250.00 will be sent to owner for approval. Electrical inspections required in the city of Falls Church, City of Fairfax, and Town of Herndon are subject to additional fees up to \$1,500.00 to obtain electrical permits.

The OWNER will be responsible for the following items by March 1st:

- A. Provide CONTRACTOR with copies of any Health Department notices of violation(s) promptly when received by OWNER
- B. Provide CONTRACTOR with four (4) sets of keys to the pool enclosure and facilities (yearly). Keys cut by CONTRACTOR will be billed to the OWNER
- C. Provide CONTRACTOR with adequate receptacles at the pool to contain debris and have receptacles removed from the pool area after cleaning is completed
- D. Prepare the bathhouse for use:
 - a. Complete all building repairs: broken windows or doors, toilet partitions, drywall, etc.
 - b. Provide soap, towels, tissue and other consumable supplies as needed
 - c. Complete any needed plumbing repairs. Hot water heaters must be made operational to pass pre-opening inspection
 - d. Paint interior and exterior of bathhouse (if required)
 - e. Inspect the electrical system, repair the system as required; supply and install all light bulbs as needed
 - f. Provide working locks on all doors, gates and windows

- g. Turn on fresh water to bathhouse
- E. Have telephone hooked up for use by April 1st (phone must be within enclosure and comply with Local Health Department swimming pool health code). If the owner does not supply a phone that can call non emergency, Premier Aquatics will supply a cell phone for the facility at a cost of \$500.00 for the summer.
- F. Hard wired telephone indemnity: A hard wired phone line must be at pool in order to ensure communications are available in the event of an emergency and 911 needs to be called. The use of cellular phones is subject to failure caused by poor signals and can be routed to the wrong 911 operator, which can cause delays. Portable non hard wired phones are subject to failure due to poor signals or malfunctioning batteries. If Owner fails to provide a hard wired telephone line, Owner will indemnify and save harmless the Contractor from liability for any damage or loss of any type which may arise as a result of any type of failure associated with the telephone provided or supplied by the owner. Owner agrees to defend Contractor against any claims brought or actions filed against the Contractor with respect to the subject of this indemnity.
- G. OWNER must place a block for long distance on all telephones in pool area. OWNER IS RESPONSIBLE FOR ANY AND ALL TELEPHONE CHARGES, FEE, TAXES, ETC)
- H. Complete any needed repairs inside pool enclosure, such as concrete deck, caulking, area lights, drinking fountains, etc.
- I. Supply adequate FREE parking for pool personnel
- J. Provide all members with a pool pass or an adequate method of entry to pool facility
- K. Provide CONTRACTOR with complete set of written rules by May 1st or four weeks prior to opening day
- L. Perform or furnish within a reasonable time anything else necessary to pool opening which CONTRACTOR has not agreed to provide

SECTION 5 – MAINTENANCE OF POOL

A daily inspection will be made of the pool to inspect and clean facilities. The CONTRACTOR will be responsible for the following:

- A. Maintaining water quality, in conformance with the Health Department required standards
- B. Maintain proper filter operation by backwashing, cleaning cartridges and/or cleaning pump strainer as required
- C. Operate pool in accordance with recognized safety rules and enforcement of OWNER's written rules
- D. Cooperate with OWNER in obtaining necessary permits from local Health Departments and other regulatory bodies, with OWNER responsible for securing permit and payment of all fees incurred
- E. Clean bathhouse, pool deck and pool office as required and if time is available
- F. Vacuum pool and general cleaning of surrounding pool area
- G. Secure facility nightly by performing duties required for closing and to ready pool for the following day
- H. CONTRACTOR is not responsible for any swimming pool(s) that overflow due to fill lines connected to filter system (in-line fill lines). This includes water bills, landscaping, rooms below, parking garages, etc.

SECTION 6 – CHEMICALS

The CONTRACTOR will order chemicals necessary to adjust the chlorine and pH levels in the pool. Payment for these chemicals shall be the sole responsibility of the OWNER (unless otherwise stated in Section 3 - Special Notes located on front page of contract). Any chemicals needed to adjust cyanuric acid level, total alkalinity and calcium hardness of the water (i.e. Sodium Bicarbonate, Cyanuric Acid and Calcium Chloride) or any reagents needed to test the water (i.e. DPD tablets/liquid, phenol red tablets/liquid) shall be the sole responsibility of the OWNER. The OWNER understands that the standard chemicals used by CONTRACTOR and most other pool operators are likely to discolor or otherwise adversely affect any carpeted surfaces over which they are delivered, moved or stored. CONTRACTOR disclaims all responsibility of damages to carpet caused by standard chemicals. OWNER will be billed monthly for chemicals. If chemicals are included in this contract (per Section 3 - Special note section) and if a significant leak is detected in a swimming pool and the Owner does not fix the leak, the Contractor may bill the following amounts per month: \$500.00 per month for all pools up to 100,000 gallons, \$750.00 per month for all pools 100,001 to 200,000 gallons, and \$1,000 per month for all pools 200,001 to 300,000 gallons. All wading pools and spas will be billed \$250.00 per month for additional chemicals if leaking.

SECTION 7 – SUPPLIES & MATERIALS

Supplies such as soap, brushes, paper products, cleaners, disinfectant, first-aid equipment/supplies, water test kit reagents, cleaning equipment and other expendable items needed the operation of the pool shall be the sole responsibility of the OWNER.

SECTION 8 – PERSONNEL

- A. All personnel, except as otherwise provided, employed by the CONTRACTOR for work under this agreement shall be employed solely by the CONTRACTOR and will be employees of the CONTRACTOR. The CONTRACTOR will be responsible for paying these employees and shall pay all Social Security, Workman's Compensation and other taxes incident to the work of said employees.
- B. All lifeguards employed by the CONTRACTOR shall have proper Red Cross Basic Lifeguarding, Lifeguard Training or equivalent certification, and CPR (if required). The management personnel shall, in addition, be certified or licensed pool operators. The CONTRACTOR will provide a training program for each employee, which will include instruction and review in the following areas: Swimming pool rules, facilities and equipment operation and maintenance, local Health Department requirements (including water quality standards), lifeguard standards, required conduct and professional techniques.
- C. In the event Premier Aquatics is not the pool management company, OWNER agrees to not hire or have any other Contractor hire, any personnel that are employed by Premier Aquatics for a period of three (3) years after the contract expires between OWNER and CONTRACTOR.
- D. The CONTRACTOR, if requested by the OWNER, shall supply additional personnel at a fee of \$45 per hour (per lifeguard) for Virginia facilities for each lifeguard. \$50.00 per hour (per lifeguard) will be billed for Maryland and DC facilities.
- E. If the pool is scheduled to close one day per week and in the event that a Holiday falls on that day, the pool will be opened for the Holiday and closed the following day. If the July 4th Holiday falls on a weekend day (Saturday or Sunday), the pool will be open the Holiday hours on that day. If the OWNER wants to extend the Holiday hours on the Friday prior to the Holiday or Monday following the Holiday, there is an additional cost to the OWNER if the daily hours are more than the regular contracted hours.
- F. OWNER agrees to inform CONTRACTOR of any activities conducted at the pool during non-operating hours. The OWNER shall be liable for payment of any lifeguards and/or insurance during such activities. The OWNER shall assume sole liability for any function held at the pool in which alcohol is available. CONTRACTOR is not responsible for and shall have a complete defense against any and all claims, damages, liability and judgments in connection with personal injury and/or damage to property arising from or out contractor and/or trespassers.'
- G. OWNER agrees to pay for a minimum of two (2) lifeguards on duty during all swim team meets, practices, pool parties, etc. CONTRACTOR must be notified two (2) weeks prior to any events outside of contract.
- H. For multi-guard facilities, Contractor reserves the right to adjust staffing coverage based on bather load, weather, and other factors that influence lifeguard coverage. If more man hours are needed as specified in Section 2 of the contract, Owner will be contacted for approval.
- I. During the hours of operation, the swimming pool(s) will be closed for 15 minutes per hour for a lifeguard break. This time will be used for maintaining water chemistry, filtration system maintenance, and cleaning of bathrooms.

SECTION 9 – POOL INSTRUCTION

The CONTRACTOR may conduct swimming lessons, taught by qualified personnel, for a fee, subject to the approval of the OWNER. Such instruction may be offered privately or in groups and will not interfere with the regular pool operation. Fee for the above mentioned instruction shall be mutually agreeable to CONTRACTOR and OWNER.

SECTION 10 – SUPERVISORY AGREEMENT

The CONTRACTOR agrees to conduct a minimum of two (2) written inspections per week of the pool facility, the related equipment and facilities and the performance of CONTRACTOR provided personnel. Inspections will only completed between Memorial Day and Labor Day. The CONTRACTOR will act as a consultant with the OWNER representative and meet with him/her periodically to discuss pool operation and any related matters.

SECTION 11 – EMERGENCY CLOSING OF POOL

The OWNER and/or CONTRACTOR may close the pool in an emergency situation, whether the emergency is caused by breakdown of equipment, or by other causes outside the CONTRACTOR's control or during inclement weather; this shall not require any change or adjustment in any of the provisions of this agreement. Should the pool close for a period of more than ten (10) consecutive days because of mechanical failure, the necessity of extensive repairs, the elements by order of any local or state regulatory body for any reason outside of the CONTRACTOR's control and responsibility, the CONTRACTOR shall refund fifty percent (50%) of the daily operating cost from the tenth day of closure until the pool is re-opened for normal operation. The daily operating cost is to be computed at one percent (1%) of the total contract cost.

The swimming pool facility will be closed if the forecasted or actual ambient temperature is 69 degrees or less. If the swimming pool facility is not open by 4pm, due to inclement weather, the facility will remain closed for the rest of the day. In the event that inclement weather arrives 6pm or later, the facility will close for the remainder of the evening. Contractor will make attempt to notify owner of any pool closing, but Contractor reserves the right to close the pool. There is no credit or refund for a pool closing due to inclement weather.

Contractor shall have the right to reduce the number of personnel hours provided per day in the event of inclement weather, without any adjustment in compensation due to Contractor according to Section 3.

SECTION 12 – INSURANCE, LIABILITY & EXCLUSIONS

- A. The CONTRACTOR shall maintain Public Liability Insurance from an insurance company of national reputation in the amount of at least \$10,000,000.00. Liability to cover bodily and/or property damage directly due to the negligence of CONTRACTOR, his agents, or his employees, including loss of life that may be sustained by any patron or guest within the enclosed area of the pool during pool hours. It is understood that except for negligence of the CONTRACTOR, his agents, or his employees, the CONTRACTOR will not be liable or responsible to any person or firm as a result of the use of the pool within the enclosed area of the pool during pool hours. The CONTRACTOR will be exempt from liability due to mechanical failure of equipment, damage to the pool due to faulty construction, defective workmanship or circumstances beyond the CONTRACTOR's control. CONTRACTOR shall not be responsible for hydrostatic damage.
- B. A certificate of insurance will be sent to the OWNER prior to beginning of the period covered by this Agreement
- C. CONTRACTOR shall maintain Workmen's Compensation Insurance in accordance with State requirements
- D. CONTRACTOR WILL STRICTLY PROHIBIT CONSUMPTION OF ALL ALCOHOLIC BEVERAGES EXCEPT TO THE EXTENT SPECIFICALLY AUTHORIZED BY THE OWNER IN WRITING. OWNER SHALL BE RESPONSIBLE FOR MAKING POOL PATRONS AWARE OF ITS ALCOHOL POLICY BY POSTING PROMINENT SIGNS OR IN SOME OTHER REASONABLE FASHION. If OWNER authorizes consumption of alcohol beverages at or around the pool, the OWNER agrees to and does hereby indemnify and hold the CONTRACTOR harmless for any actions, claims, damages, accidents and incidents arising out or resulting from such consumption and further agrees to pay CONTRACTOR attorney fees and all other costs of defending such claims.
- E. This Agreement does not cover any pool use or operation authorized or permitted by the OWNER outside the hours of operation and management stated in Section 2. Should OWNER desire to authorize or permit use or operation of the pool or the holding of any function after hours of operation, Owner must inform Contractor for the dates and times of events so Contractor can schedule and staff adequate lifeguard coverage. If OWNER decides to not have lifeguard staff for any event or to hire Contractors employees directly, OWNER agrees to pay all such employees directly for their services and agrees to and does hereby indemnify and hold the CONTRACTOR harmless for all claims, injuries or damages of any kind whatsoever, arising out or result in from or connected in any way with such use, operation or function and to pay CONTRACTOR's attorney fees and all other costs of defending such claims.
- F. There will be an additional charge per entity if Owner requires additional insurance to include completed operations. Completed operations endorsement is not included on Contractor's insurance coverages.

SECTION 13 – UTILITIES

The OWNER shall provide water, electricity and gas (if required) for the operation of the pool. The OWNER shall

provide a hard-wired telephone service and OWNER shall be solely responsible to pay any charges to such telephone service. CONTRACTOR shall not be responsible for any charges whatsoever, including but not limited to toll charges, long distance, directory assistance, return calls, etc.

SECTION 14 – ADDITIONAL SERVICES & OBLIGATIONS

- A. The CONTRACTOR, if requested by the OWNER, will operate the pool beyond the season opening and closing date if lifeguard staff is available. This request must be approved in writing by July 1st. A written proposal for additional lifeguard coverage will be sent to Owner for approval.
- B. The CONTRACTOR will be responsible for filling out accident report forms and will report such accidents to the OWNER and participating insurance companies within 24 hours of any such accident.
- C. The CONTRACTOR will advise the OWNER of any needed swimming pool repair(s) or equipment. If requested by the OWNER, the CONTRACTOR will supply equipment or effect repairs upon receiving authorization from further agreed and understood that such repairs are to be paid for without set off and regardless of any claim or dispute under the Contract and that notwithstanding alleged breach of any covenant under this contract that said repairs and equipment bills and invoices are due and payable by the OWNER within 15 days of presentment. OWNER agrees the provisions Section 16-A applies to any bills for such repairs or equipment.
- D. CONTRACTOR, if requested by the OWNER, will obtain all health permits for the pool operation required by local or state regulatory bodies with a \$125.00 processing fee per permit. Payment for permit fees will be the sole responsibility of the OWNER.
- E. Owner will provide CONTRACTOR and CONTRACTOR'S employees with adequate free parking.

SECTION 15 – CLOSING & WINTERIZATION OF POOL

The CONTRACTOR agrees that after the pool closing date as stated herein; it shall perform the following services in connection with closing and winterizing the pool facility.

- A. Drain all pumps that require draining (if possible)
- B. Un-cover and drain hair and lint strainer
- C. Drain all re-circulating and vacuum lines that require draining and are so constructed that they can be drained
- D. Backwash and drain filters (if possible)
- E. Fill all bathhouse fixtures with anti-freeze and drain drinking fountain. Property is responsible for winterizing all electrically powered drinking fountains.
- F. Store all first aid equipment, testing equipment and diving board(s)
- G. Open to ½ maximum all valves that are required to be opened
- H. Secure and store chlorinator
 - I. Drain and store hoses, guard chairs (if possible), ladders and pool furniture (if possible)
- J. Inspect all equipment, visible piping and machinery
- K. Notify OWNER/AGENT on completion of pool closing
- L. Secure and lock pool facility for off season
- M. Submit a list of repair recommendations for the following season
- N. CONTRACTOR will not be responsible for any freeze damage and recommends at Owner's expense to hire a certified plumbing company to inspect the winterization of all fresh water plumbing lines and winterization of water fountains.
- O. CONTRACTOR will not be responsible for any freeze damage when main water cut off is not readily accessible or in an unsecured area.
- P. Install pool cover. Install winter algaecide and/or anti-stain at OWNER's request and expense
- Q. Store pool furniture (at location in pool enclosure); if pool furniture is stored off-site, there will be an additional cost of up to \$650.00 to the OWNER.
- R. Water fountains will be left in place. Only the traps will be removed and will be unplugged if needed. Contractor is not responsible for repairs or freeze damage to water fountains.

SECTION 16 – TIME CLAUSE

- A. This Agreement shall be effective when executed or ratified by both parties.
- B. The CONTRACTOR has the option to void this agreement if this contract is not signed by OWNER and sent to CONTRACTOR within 7 days from the date of this agreement.

SECTION 17 – COMPENSATION TO CONTRACTOR

- A. There will be a late penalty of five percent (5%) automatically imposed and assessed to OWNER on specified contract payments as stated in Section 3 of this agreement if received more than (5) days after the scheduled contract payment date or any other late invoices, plus Interest at the rate of two percent (2%) per month will be charged on all unpaid balances which are owing beginning thirty (30) days after the date which said payment is due hereunder. Although not required as part of this agreement, Contractor will send invoices out for all contract payments as a reminder that the payment is due. Contractor recommends that the Owner follows the payment schedule as specified in Section 3 to avoid any late fees.
- B. The prepayment of the contract, if applicable, is not refundable for any reason and payment is due upon signing. All prepayment invoices will be billed to Owner by January 1st or when the contract is signed if the contract is signed after January 1st.
- C. Owner agrees to pay all other invoices (repairs, products, chemicals, additional lifeguard services, etc.) within 30 days of the date on the invoice. Any invoice not paid with 30 day grace period will be subject to a 5% late fee.
- D. If it is necessary for CONTRACTOR to turn over collection to any attorney or to file suit against OWNER or OWNER's Agent for overdue amounts. OWNER agrees to pay all costs and reasonable attorney fees. If it is necessary or preferable for CONTRACTOR to refer overdue fees to a collection agency for collection, the OWNER agrees to reimburse CONTRACTOR for any fees or expenses charged by such collection agency.
- E. If paying any invoice by credit card, Owner will be charged a 4% credit card processing fee.
- F. Contractor will invoice Owner for any required membership fees, registration fees, or processing charges for invoices of 3rd party companies that the Owner requires the Contractor to join or use (i.e., Compliance Depot, RMIS, etc.). This amount billed to Owner will be the cost of the service plus \$95.00 processing fee.
- G. In the event the Federal or Local minimum wage is increased after the date the contract is created by Contractor, the OWNER will pay as additional compensation hereunder, that portion of CONTRACTOR's expenses attributable to the CONTRACTOR's employees at the OWNER's pool facility. This amount will be calculated and invoiced to the Owner at an amount calculated at 120% of the minimum wage increase multiplied by the number of man hours for the season. This calculation includes workman's compensation insurance and taxes. Unless otherwise specified in this contract in Section 3, minimum wage increases are not included in this contract and will be invoiced by June 1st payable within 30 days. For multiyear contracts, the minimum wage increase bills will be cumulative.
- H. In the event that between the effective date of this contract and the closing date of the pool, CONTRACTOR's liability insurance rate increases, the parties agree that the OWNER will pay the additional cost.
- I. The price for the service of CONTRACTOR which are set forth in Section 3 – compensation to contractor & payment schedule – was calculated based upon the number of personnel which OWNER requested be provide as per Section 2 – personnel. In the event the Local Health Department or the liability insurance, requires that CONTRACTOR have more personnel on duty than the number described in Section 2 – personnel, then and in that event, OWNER agrees to pay to CONTRACTOR all of the additional costs it incurs in the employment of such extra personnel, lifeguards, etc. and OWNER further agrees the total amount of compensation and the payment schedule set forth in Section 3 – will be amended accordingly.
- J. It is agreed and understood that CONTRACTOR may terminate this Agreement, upon seven (7) days written notice, in the event the OWNER fails to make any payment due to CONTRACTOR in accordance with the provisions of this Agreement.

SECTION 18 - OTHER PROVISIONS

- A. Owner agrees that it is not a breach of this agreement if Contractor cannot supply services under this agreement by any reason of unanticipated issues, circumstances, or acts beyond Contractor's control, such as immigration and visa issues, any infectious disease or virus (i.e. Covid-19), strike, labor dispute, labor shortage, war, changes in laws or regulations, acts of God, or any other reason that unforeseeably delays, interferes, or limits Contractor's performance of service under this Agreement. In the event the facility does not open, the Owner will receive a credit as specified in Section 11 of this agreement.
- B. This contract has been calculated based upon a 101-day season from the Saturday before Memorial Day to Labor

Day Monday. If within any calendar year of this agreement, the season calculates to a 108-day period, then the basic contract price set forth in Section 3 shall be increased by an additional 7%. The Owner will be invoiced this increase due on June 1st. Please note the 2026 Pool Season is a 108-day period.

- C. Amendments, modifications, additions, or deletions to this contract shall only be valid if they are in writing and signed or initialed by authorized representatives of both parties.
- D. In the event that any part of this contract is found to be void, the remaining provisions of this contract shall nonetheless be binding with the same effect as though the void provisions were deleted.
- E. In the event that Owner changes management companies during the course of this agreement, Contractor shall not be encumbered to sign a new agreement with new management company. The original agreement as accepted by both Contractor and Owner shall prevail, and all monies previously agreed to be owed to Contractor for services rendered and to be rendered will still be owed to Contractor.
- F. During routine evaluations of the facility, safety inspectors or Contractor may determine there is a need for additional lifeguard coverage. Owner agrees to be billed at a rate of \$45.00 per man hour for Virginia facilities and \$50.00 per man hour for Maryland and DC facilities to supply additional lifeguard staff. Deferred payment arrangements may be available. If additional lifeguard coverage is not approved by Owner, Contractor may terminate this agreement immediately without notice or will limit the number of patrons and restrict usage in certain areas of the pool facility.
- G. Contractor will not be responsible for any damages to furniture or equipment due to wind, rain, inclement weather, or any acts of nature.
- H. If Owner has a cartridge filter system and the cartridges need to be cleaned more than once per week, Contractor reserves the right to charge an additional service call fee of \$75.00
- I. If a vendor agreement is required for the execution of this contract, the language in this contract body will supersede that of the vendor agreement.
- J. A gas surcharge may be added to all invoices for delivery of parts, chemicals, repairs, or supplies.

SECTION 19 – MISCELLANEOUS

This Contract embodies the entire understanding between the parties, and there are no additional verbal agreements or representations made in connection herewith.



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
POOL MANAGEMENT SERVICES**

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

September 29, 2023

INTRODUCTION

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

PURPOSE

CSCA is soliciting proposals for competent and experienced licensed contractors to provide pool management services for The Cameron Club pool.

THE CAMERON CLUB

The Cameron Club is a 13,000-square-foot two-story building that consists of the CAMP management office, great room, conference meeting rooms, fitness center, half-court basketball / multi-purpose court, and an outdoor and wading pool that was constructed in October 2001. Various activities are held within The Cameron Club.



REQUEST FOR PROPOSAL TIMETABLE

Proposals are due **no later than 5:00 pm, on Thursday, October 5, 2023.** The anticipated schedule for this RFP and contract approval is as follows:

<u>September 29, 2023,</u>	RFP Issued and/or additional information. (Exhibit Four)
<u>October 5, 2023,</u>	Responses are due no later than 5:00 p.m.
<u>October 12, 2023,</u>	Cameron Station Cameron Club Facilities Committee will determine the top two companies and invite these companies to provide a presentation and an interview.
<u>To Be Determined,</u>	Presentation & Interview with Cameron Club Facilities Committee and CAMP Management.
<u>December 5, 2023,</u>	Board of Directors Review and Award Pool Management Contract based on budget constraints as well as recommendation consideration by Cameron Club Facilities Committee (CCFC), and CAMP management.
<u>January 1, 2024,</u>	Contract Start Date

E-mail submittals are acceptable and preferred; please submit your proposal or any questions regarding this solicitation to managers@cameronstation.org. If you are sending your proposal via US Mail or courier, **please submit it to the address below to arrive by no later than 5:00 p.m. Thursday, October 5, 2023.**

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



PROPOSAL INSTRUCTIONS

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

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

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

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

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

PERFORMANCE PERIOD

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

○ **Base Year I:**

January 1, 2024 – December 31, 2024

○ **Option Year II:**

January 1, 2025 – December 31, 2025

○ **Option Year III:**

January 1, 2026 – December 31, 2026

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



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
POOL MANAGEMENT SERVICES**

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

September 29, 2023

EXHIBIT ONE

I. PROPOSAL REQUIREMENTS

This quotation shall include all labor, and appropriate tax to provide necessary services to perform the management of the pool facilities in accordance with the specifications of this Agreement.

II. SCOPE OF WORK / WORK SPECIFICATIONS

The following Scope of Work indicates the specification for the 2024 – 2026 pool management contract for the Cameron Station Community Association. All work shall include all labor, materials, equipment, supplies, and services necessary to perform this scope of work in the community's outdoor pool as it exists on the date of the signed agreement. The Contractor shall always have a competent and dedicated onsite supervisor in charge and available to their staff. Work shall be performed per specifications and services as outlined below in a manner suitable to Cameron Station Community Association, hereinafter referred to as the "Association" and the bidder hereinafter referred to as the "Contractor."

III. PERSONNEL

- A. All personnel employed by the Contractor shall be employed solely by the Contractor and shall be the employees of the Contractor. The Contractor shall be responsible for advertising and recruiting help, payment to its employees, and shall pay all social security, workman's compensation, and other taxes incident to the work of all Contractor employees.



- B. The Contractor agrees that it will ensure that all hiring practices/guidelines are followed and any decisions regarding the hiring of personnel are in compliance with the Equal Employment Opportunity Laws, wage and hour laws, and other federal state, and local requirements and agrees to indemnify Association in the event that there is a violation of such laws.
- C. The pool company shall be responsible for ensuring that all staff assigned to the property comply with all directives from the Commonwealth of Virginia, the City of Alexandria, and the Federal Government.
- D. Contractor shall screen for COVID-19 screening and social distance monitoring of guests.
- E. If Virginia is still subject to the State of Emergency, the pool company shall require its staff to do all of the following:
 - 1. Wear face coverings supplied by the Contractor over their nose and mouth while on the Association property, except while in the water or responding to distressed swimmers.
 - 2. Wear all personal protective equipment recommended by the Centers for Disease Control or the Commonwealth of Virginia, if applicable in a pool setting. The contractor shall provide any required personal protective equipment for use by the Contractor's staff.
 - 3. Comply with all OSHA requirements as established by Virginia regulations.
 - 4. Clean and disinfect shared equipment, including guard chairs, after each use.
 - 5. Report to the Association's designated management liaison within twenty-four (24) hours of any known COVID-19 infections of Contractor personnel or staff who have been on the Association property and cooperate with the Association in contact tracing efforts.
 - 6. Screen all personnel, and staff before each shift, and prohibit any from entering the Association's property if any of the foregoing has a fever of 100.4 degrees Fahrenheit or higher; senses a fever; has a cough, shortness of breath, chills, sore throat, or muscle aches that cannot be attributed to another health condition; or any combination of the foregoing. Daily screening logs shall be made available to the Association upon request.
 - 7. Require personnel to frequently wash their hands with soap and water and/or use alcohol-based hand sanitizers with at least 60% alcohol.
 - 8. Maintaining social distancing of no less than 10 feet at all times.

- F. If additional hours of service are needed, or if additional staffing is needed, the Contractor, if requested by the Association, shall supply personnel for these additional hours of service. The fees for increased hours of regular service shall be in addition to the Basic Contract price and shall be billed at a rate mutually agreeable to all parties.
- G. Contractor's personnel shall maintain all necessary licenses at all times. All certificates must be visibly posted in the pool office. Qualifications for guards should be American Red Cross course lifesaving certification, at minimum, and management personnel shall, in addition, be certified pool operators.
- H. All pool contractor staff, including substitutes, will be familiar with the Rules and Regulations for pool usage. Pool management staff will be familiar with all terms and conditions of this contract. If the contractor utilizes any CSCA residents or friends/relatives of residents, this information must be divulged prior to the hiring of such individuals.
- I. The Contractor agrees to conduct routine inspections during the full-time operation of the pool. A written inspection report will be completed weekly, and a copy will be provided to the Association's designated management liaison for review. The Contractor will advise the Association of the general pool operations and any related maintenance issues that need to be addressed.
- J. Copies of all inspections and disciplinary actions are taken, and complaint forms must be forwarded to the management company within twenty-four hours of the occurrence. All "saves" or issues with rules not being followed (i.e., alcohol consumption on the pool deck, or not following the general rules of the pool, must be provided to management within one business day of the incident to include name, address, age (if child), contact information, and full incident report as to what transpired.
- K. The Contractor staff, but not limited to lifeguards and supervisors, must use the Cameron Club access card system to enter the Cameron Club through the main entrance, and then walk through the Club to enter the pool area. All Contractor staff members will be expected to swipe their access card each day. It is a requirement that all pool staff properly sign in and sign out of the building with our access system.
- L. The Contractor pool supervisor will meet either in person or digital platform with the Association's General Manager on a weekly basis to discuss the operations of the pool and to address any concerns that may arise.



IV. SUPPLIES

- A. Contractor shall obtain all chemicals necessary for the operation of the pool. Payment for such chemicals shall be the sole responsibility of the Contractor.
- B. Contractor shall obtain all supplies or materials needed, including but not limited to first aid equipment, paper supplies, and regular janitorial supplies needed for the operation of the pool. Payment of such supplies shall be the sole responsibility of the Contractor. Supplies other than paper and regular janitorial supplies, including, but not limited to buckets, brooms, etc., shall be purchased by the Contractor and paid by the Contractor.
- C. The Contractor will submit a proposal to management for all supplies and repair work for management approval or for management.
- D. Contractor recommended or required proposals of supplies/services must be reviewed with management staff at the CSCA pool.

V. OPENING OUTDOOR POOL – STANDARD CONTRACTOR SERVICES

The contractor will be responsible for preparing the outdoor swimming pool and facility for opening by completing the following standard services:

- A. Conduct and submit to the Association a written inspection report necessary to render the pool and filtration system operational.
- B. Drain, clean, and fill the pool when necessary.
- C. Clean bathhouse, furniture, tables, chairs, umbrellas, and pool deck area.
- D. Arrange pool deck furniture, tables and chairs, and umbrellas at the beginning of the day and end of the day to ensure a consistently clean and organized presentation.
- E. Place filtration and chlorination system in operation and check for proper operation.
- F. Arrange and be present at any local or state Health Department Pre-Opening Inspection required.
- G. Remove pool cover(s) and store it in the facility's designated storage room.
- H. Contractor will advise the Association of all needed repairs and necessary supplies within thirty (30) days of the execution of this contract.
- I. Where required, the contractor will obtain any required licenses and permits before the date of the pool opening.

- J. Contractor must provide incident reports to management regarding events (i.e. inappropriate behavior, alcohol confrontations, life safety occurrences, or any matter that violates the CSCA pool rules and regulations) Reports must be on the GM's desk within 24 hours of any incident. Incidents occurring when the management office is closed, must be submitted by 9:00 am on the next business day.
- K. Serious life safety matters or issues requiring fire or police personnel must be reported to management via phone once the situation is stabilized.

VI. EMERGENCY CLOSING OF POOL

The Association and or contractor may close the pool facility in an emergency situation or with management approval during inclement weather. Whether the pool closure is caused by mechanical failure, inclement weather, inadequate security for the protection of the lifeguard at the facility, or by any other causes outside of the contractor's control, there will be no charge or adjustment in the compensation to the contractor. In the event that the pool is closed for a period of more than ten (10) days because of mechanical failure, the necessity of extensive repairs, or by order of any local or state regulatory body the contractor shall refund fifty percent (50%) of the per day operating cost from the eleventh (11) day until the pool is reopened for normal operation.

- A. For a major equipment failure or emergency, the Contractor may shut down the pool for the length of time required to repair the failure. The contractor shall notify the Association's designated management liaison will be informed immediately.
- B. Should more than three (3) days be necessary to perform repairs and/or restore the pool to normal operating condition, the Contractor shall forego or refund eighty percent (80%) of the monthly contract cost, pro-rated on a daily basis for each day of non-operation beginning with the fourth (4th) day of non-operation, until such time as the pool resumes normal operation.
- C. In the event of an emergency closing of the pool, the contractor will notify the Association's designated management liaison of such closing and the estimated time for reopening of the pool.
- D. In the event of closing for sanitary reasons, all health department regulations will be strictly adhered to. The contractor will also notify the Association's designated management liaison of such closing and the estimated time for reopening of the pool. The contractor will also notify residents of reopening times by written notice at the entrance to the pool.
- E. Contractor must notify the Association's designated management liaison of any decisions to close the pool are not made prematurely and only occur at such times when such inclement weather is imminently approaching. The Contractor cannot arbitrarily close the pool at any time without communication with management.

VII. DAILY MAINTENANCE AND OPERATION OF THE POOLS

A daily inspection and general cleaning shall be performed each morning prior to opening, on-going throughout the day and in the evening to include Cleaning and disinfecting shared equipment as recommended by CDC, Government mandates, and Cameron Station Pool Operation Plan and Rules, please refer to EXHIBIT FOUR. The Contractor will be responsible for the following:

- A. Maintain proper filter operation by backwashing and/or cleaning the pump strainer as required.
- B. Maintain water quality in conformance with required standards.
- C. Maintain required Health Department records.
- D. Clean Bathrooms and Pool office as required.
- E. Clean pool area inside pool enclosure.
- F. Vacuum pool bottom, clean waterline tiles, and skimmer baskets, as necessary.
- G. Provide curious, responsible, and mature enforcement of all the owner's written pool rules as are reasonable and in accordance with all federal, state, and local laws and regulations and safety factors.
- H. Contractor is not responsible for any losses or damages caused when the pool is not open, by those acts or omissions of third parties over whom contractor has no control or by failure of the owner to comply in a timely manner with its responsibilities under their contracted agreement.

VIII. CLOSING AND WINTERIZATION OF OUTDOOR POOLS

The Contractor will close the pool upon the termination of the previously stated operating season and winterize the swimming facility by performing the following services:

- A. Disconnect piping at fixtures as required and drain all piping that can be drained.
- B. Remove, clean, and store skimmer baskets.
- C. Remove and store in the compound the pool ladders, handrails, lifeguard chairs, safety ropes, and diving board.
- D. Drain pool to the appropriate water level. The contractor is responsible during the winter months for keeping the water level below the tile line.
- E. Open all valves in the filter room with the required opening.
- F. Backwash and drain filter tank and filter piping.

- G. Uncover and drain hair and lint strainer.
- H. Inspect all visible plumbing. If pipes are below, drain points, or behind walls, or in ceilings which are not visible, contract or will not be held responsible for any freeze damage.
- I. If the main water cut-off is not accessible, or is in an unsecured area, Contractor will not be held responsible for any freeze damage.
- J. Install winter algaecide and motor protectants at the contractor's expense.
- K. Store chlorinators, chemical feeders, and flow meters on-premises.
- L. Store pool maintenance, testing equipment, and supplies on-premises.
- M. Store all pool deck furniture in a designated location within the clubhouse.
- N. On completion of pool closing, the contractor will notify Association.
- O. Submit to the Association a detailed inspection report covering the condition of the pool facility and related equipment.
- P. Make monthly inspections of the pool facilities over the winter months. Any freeze damage shall be reported immediately to the Association.
- Q. Schedule and conduct a winterization walk-through with the Association's designated management liaison no later than **the second week of October each year of the contract**, to verify completion of all required services.

IX. MAINTENANCE AND REPAIRS

- A. Contractor will perform preventive maintenance and minor routine repairs to the equipment and the Association shall pay for the cost of the parts and material upon prior approval of the Association's designated management liaison.
- B. All repairs or replacement of equipment, during the season necessary for the operation of the pool or to maintain health and safety standards will be at the Association's expense. It will be the responsibility and duty of the Contractor to notify the Association of the need for repairs or work. The contractor will submit a written proposal and review with management prior to the Association's approval to initiate repair(s).
- C. The Association is not required to use the Contractor exclusively for such repairs.

- D. Contractor shall at all times strive to anticipate preventive maintenance needs and shall provide the same.
- E. Contractor shall perform any additional services requested by the Association, which services shall be extra and in addition to the fees provided herein. Such services beyond the contract shall be billed monthly.

X. SWIMMING LESSONS AND OTHER ACTIVITIES

- A. The Contractor shall provide and/or assist the Association with Swimming Lessons and provide the necessary staff. If the Contractor does not offer swimming lessons, only an Association-approved company (i.e., AquaMobile) will be permitted to provide such services.
- B. The Contractor shall assist the Association in accommodating Lap Swimming activities and provide the necessary staff.
- C. The Contractor shall assist the Association in accommodating Aqua Aerobics activities and provide the necessary staff.

XI. SOFT OPENING AND EXTENSION OF POOL SEASON

The soft opening of the pool will be considered the weekend before Memorial Day weekend. Extension of the Pool Season will be considered beyond the Labor Day weekend remaining open during weekends only (Saturdays and Sundays).

XII. UTILITIES

The Association shall provide water and electricity for the operation of the pool. The Association shall provide telephone service at the Association's expense.

XIII. HOURS OF OPERATION

Beginning, **Saturday, May 18th, 2024 (Year#1)**, the pool will open its facilities during the following hours/schedule:

Cameron Station Club Pool Hours (Memorial Day thru Labor Day)			
Item	Days	Hours	Lifeguards on Duty
Main and wading pool	Monday – Friday (weekdays)	10:30 AM – 8:30 PM	3
Main and wading pool	Saturday – Sunday (weekends)	10:30 AM – 8:30 PM	3

Swimming Lessons and Other Activities			
Item	Days	Hours	Lifeguards on Duty
Swimming Lessons	TBD	TBD	1 (one if the pool is not open during regular hours)
Lap Swimming	Monday – Friday (weekdays)	6:00 AM – 8:00 AM (Memorial Day to Labor Day weekend)	1
Aqua Aerobics	Saturdays	9:00 AM – 10:00 AM	1

Soft Opening and Extension of Pool Season			
Item	Days	Hours	Lifeguards on Duty
Soft Opening	Weekend Only – Saturday and Sunday (Weekend before Memorial Day weekend)	10:30 AM – 8:30 PM	3
Extension of Pool Season	Saturdays/Sundays Only (Starting the weekend after Labor Day weekend)	10:30 AM – 8:30 PM	3

The Board of Directors reserves the right, in its sole discretion, to increase and decrease the pool hours, and/or close the pool.

CHARGES AND PAYMENTS

Contractor in accordance with this Agreement, the Association agrees to pay the Contractor upon receipt of invoices. The contract amount will be broken down into seven (7) payments, paid monthly, starting from March 1st through September 1st. Invoices will be paid within 30 days of receipt. Invoices must be emailed to accountspayable@ciiramail.com and copied to managers@cameronstation.org.

DURATION OF AGREEMENT

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

NOTICE PROVISION

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: Paradise Pool Service, LLC
Attn: Ed Garcia President
3131 Draper Dr
Suite A
Fairfax, VA 22031

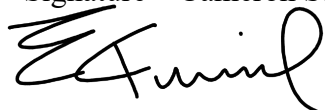
If the Association: Steve Philbin, General Manager
Community Association Management Professionals (CAMP)
Agent for Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

INTERPRETATION

The Laws of the State 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 Paradise Pool Service, LLC which is Contractor has caused its name to be signed by its President, all pursuant to due and proper authority, all as of the date first written above.

Signature – Cameron Station Community Association



Signature – [Contractor Name]

Date

October 4, 2023

Date





**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
POOL MANAGEMENT SERVICES**

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

September 29, 2023

EXHIBIT TWO

COST PROPOSAL

Project Name: Pool Management Services Contract

Date: October 4, 2023

Contractor: Paradise Pool Service, LLC

- For the aforementioned services, the Association agrees to pay the Contractor as noted below which includes labor and material for services described above.
- Payment of an invoice shall be made by the Association's Managing Agent for the month worked within thirty (30) days of invoice receipt so long as no contract dispute exists.
- The Contractor shall provide three (3) guards on duty at all times during pool hours. See Hours of Operation.

2024 POOL SEASON (Year One)

Monthly Rate: \$ \$12,271 Jan 2024 then \$12,267 Feb through Aug 2024

Hourly Rate for additional guard (above 3 lifeguards): \$ 35.00

Soft Opening (Saturday, May 18th and Sunday, May 19th) cost: \$ 2,975 (included in price)

Pool Season Extension (Saturdays/Sundays beyond Labor Day weekend) cost: \$ 3,920 per weekend

Lap Swim cost \$ 45.00

Aqua Aerobics cost per hour: \$ 30.00

Overall Annual Contract Price: \$ 98,140



2025 POOL SEASON (Year Two)

Monthly Rate: \$ 12,881.25 Jan 2025 through Aug 2025

Hourly Rate for additional guard (above 3 lifeguards): \$ 35

Soft Opening (Saturday, May 17th and Sunday, May 18th) cost: \$ 3,200 (included in the price)

Pool Season Extension (Saturdays/Sundays beyond Labor Day weekend) cost: \$ 4,225 per weekend

Lap Swim cost \$ 45.00

Aqua Aerobics cost per hour: \$ 30.00

Overall Annual Contract Price: \$ 103,050

2026 POOL SEASON (Optional – Year Three)

Monthly Rate: \$ 14,457.50 Jan 2026 through Aug 2026

Hourly Rate for additional guard (above 3 lifeguards): \$ 35.00

Soft Opening (Saturday, May 16th and Sunday, May 17th) cost: \$ 3,200 (included in the price)

Pool Season Extension (Saturdays/Sundays beyond Labor Day weekend) cost: \$ 4,225 per weekend

Lap Swim cost \$ 45.00

Aqua Aerobics cost per hour: \$ 30.00

Overall Annual Contract Price: \$ 115,660 **one additional week of summer



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
POOL MANAGEMENT SERVICES**

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

September 29, 2023

EXHIBIT THREE

CONTRACTOR AND COVID-19- RELATED DUTIES
(If reinstated by local, state, or federal government)

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Association has implemented preventative measures required by the Commonwealth of Virginia and recommended by health agencies (including the Centers for Disease Control and Virginia Department of Health) to reduce the spread of COVID-19 among users of the communal areas within the Association. However, the Association cannot guarantee that the communal areas, such as pools, gyms, computer room, and clubhouse facilities (the “communal areas”), will not become infected with COVID-19. Further, using the communal areas could increase the risk to users of contracting COVID-19.

It is understood that the Contractor has agreed to perform the following additional obligations as a result of Federal, State, and Local ordinances related to the communal areas. The Parties understand that these obligations may change and to the extent they do, and additional action(s) is/are required for communal areas to be open, the Parties shall work together to negotiate revisions to the Contract if needed. Contractor shall be solely responsible for ensuring their employees and agents adhere to all COVID-19 Guidelines, including but not limited to:



1. Wearing face coverings supplied by Contractor over their nose and mouth while on the Association property.
2. Wearing all personal protective equipment recommended by the Centers for Disease Control. The contractor shall provide its staff with all required personal protective equipment.
3. Cleaning and disinfecting shared equipment after each use.
4. Reporting to the Association's managing agent within twenty-four (24) hours of any known COVID-19 infections of Contractor personnel or staff who have been on the Association property and to cooperate with the Association in contact tracing efforts.
5. Screening all personnel and staff before each shift and prohibiting any from entering the Association's property if any of the foregoing has a fever of 100.4 degrees Fahrenheit or higher; sense a fever; have a cough, shortness of breath, chills, sore throat, or muscle aches that cannot be attributed to another health condition; or any combination of the foregoing. Daily screening logs shall be made available to Association upon request.
6. Requiring personnel to frequently wash their hands with soap and water and/or use alcohol-based hand sanitizers with at least 60% alcohol.
7. Maintaining social distancing of no less than 10' feet at all times.
8. Using gloves to remove any trash or debris from the communal areas and properly disposing of all trash.
9. Following all regulatory requirements, including safety measures, issued by the Commonwealth of Virginia to protect employees and/or patrons accessing areas where the Contractor is performing services.

USE AND FACILITIES

1. Two lanes will be marked for lap swimming or water exercise and will be limited to one person per lane. The remainder of the pool is available for open swimming, provided all users remain at least 10 feet away from people who are not members of their household.
2. The wading pool shall remain closed until otherwise determined by the Board of Directors.
3. All occupants of the pool area shall be required to wear a mask when not within the swimming pool, except for (a) children five (5) and under; and (b) people with medical conditions that prevent them from wearing a mask, provided the person requesting the medical exemption signs a form certifying they have such a medical condition.
4. The locker rooms will be open for access to sinks, showers, and toilets. However, the lockers will be blocked off and are not to be used.

5. No pool toys or items that may be shared are allowed in the pool area (to prevent the spread of COVID-19).
6. No community pool-deck furniture will be put out to minimize the chance of spreading COVID-19 (and to reduce the cleaning demand on the clubhouse staff). Patrons may bring their own pool-deck furniture.
7. The drinking fountain on the pool deck will be secured and is not to be used.

SOCIAL DISTANCE MONITORING

1. All persons shall remain at least 10 feet away from any person who is not a member of their own household. This requirement applies to all locations in the pool, on the pool deck, or in any other accessible facilities of the Association, including the entrance through the Cameron Club and the bathroom.
2. Each person using the pool shall be required to socially distance as set forth in Paragraph D.1. and must follow the direction of any lifeguard, pool attendant or any other similar person to maintain social distance in the event they become too close to another person who is not a member of their household.
3. Sitting/gathering areas for individuals or family units that live together will be marked on the pool deck with tape. These areas will be spaced to maintain 10 feet of social distancing. All patrons must remain within their designated area unless using the swimming pool or bathroom facilities.

CONTRACTOR ADDITIONAL RESPONSIBILITIES

1. Non-assignment
This Agreement is intended to be an agreement solely between the above-named parties and is not assignable without the express written consent of the Association.
2. Services
The services required are set forth in the pool management agreement. Such services are to be performed in a good workmanlike manner.
3. Reservation and Entrance System
 - All persons using the pool are required to register for a block of time during which they may use the pool. Reservations may be made beginning three (3) days prior to the intended date of use of the pool.
 - Reservations system will utilize Omnify scheduling software, and reservations will be made in 1.5-hour increments, with 30 minutes allowed for cleaning at the end of the 1.5-hour reservation period. The last reservation period of the day shall be for 1 hour.

- No more than 20 patrons will be permitted in the pool at the same time. The Board of Directors reserves the right to increase the level of occupancy of the pool up to the maximum permitted under the then-current Executive Order issued by the Governor.
- Each time a resident enters the pool, the resident will be required to complete a "Health Screening Form and Assumption of Risk Agreement." If the resident is accompanied by minors (under age 18), the resident will also be required to sign forms on behalf of the minors.
- Residents shall only be permitted to bring minors from their same household to the pool. Any minors who reside in a different household than the adult who is accompanying them to the pool will be denied entry.
- No guests will be permitted entry into the pool.
- All persons admitted to the pool must display a valid Cameron Station ID card displaying a 2020 Cameron Station sticker.
- All persons entering and exiting the pool shall enter and exit through the Cameron Club entrance door near the multipurpose court - where the front desk is located.
- Signs will be posted at the pool and the entrance through the Cameron Club as required by the Commonwealth of Virginia.



**INVITATION TO BIDDERS
REQUEST FOR PROPOSAL (RFP)
FOR
POOL MANAGEMENT SERVICES**

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

September 29, 2023

EXHIBIT FOUR

POOL RULES

The Pool Rules under the Cameron Club Operating Rules and Procedures Policy Resolution No. 2022-02 (Amended) are subject to change by the Cameron Club Facilities Committee (CCFC) or the Board of Directors at any time.

VII. POOLS

Swimming Pool :

The pool manager and pool management contractor are responsible for the safe and orderly operation of the pool. The pool manager and lifeguards have been provided with copies of the Cameron Station Pool Rules and have also been instructed in the rules of the pool, by the CSCA Management Staff. Any questions/concerns about the rules or enforcement must be addressed to the CSCA manager. If concerns are not resolved, issues should be addressed to the Board of Directors.

For safety purposes, children under the age of 12 are not permitted in the swimming pool area.

unless accompanied by a Facilities Pass holder 18 years of age or older.

Residents ages 12 – 15 may use the pool unaccompanied after they have passed a swim test administered by a Cameron Station lifeguard.

Residents age 16 and older may use the pool unaccompanied.

Cameron Station Facilities Pass holders may bring only four (4) guests per household to use the pool area at any one time. Guests must be accompanied by at least one (1) Facilities Pass holder. 18 years of age or older.



Residents may request an exception to the Guest Pass Policy requiring Facilities Pass Holders to accompany their guest(s) as follows: (1) The request must be in writing and be submitted to the management office no later than 48 business hours prior to the date for which the exception is requested; and (2) the request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of visit. If granted, the exception will be for weekdays only (no weekends or holidays). Additionally, the same rules pertaining to guest pass use, age restrictions, number of guests, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities. Swimming lessons are only to be provided by a pool management company who holds the proper credentials and insurance. If the current pool management company is not able to provide swimming instruction, residents in need of these services as well as private swimming instructors must work with and be approved by management and/or the Board of Directors to ensure proper documents, credentials, and insurance requirements are in place. Swimming lessons can only be provided during the hours established by the Association.

The pool will be cleared by the pool manager/lifeguard for a lap swim for the last 10 minutes of each hour. Children under 18 months of age shall be permitted into the pool with their parent or guardian during lap swimming.

Persons who have obvious infections (colds, lesions, open sores, inflamed eyes, nasal or ear discharge, communicable diseases, etc.) will not be allowed in the pool area. Sanitary habits are a responsibility of everyone, and anyone displaying improper behavior will be asked to leave the pool area by the pool manager. **The decision to refuse access of a person to the pool shall be in the sole and reasonable discretion of the pool manager, lifeguard, and/or CSCA manager.** The pool will be immediately closed upon the occurrence of any person vomiting, urinating, or defecating in or around the pool. The pool will remain closed until the incident is properly cleaned. Persons shall not be permitted to use the pool until the pool/lifeguard supervisor is satisfied, in their sole and reasonable discretion, that the problem has been remedied.

All swimmers must first shower before initially entering the pool.

The pool may be closed at any time due to breakdown or operational problems, and/or at the discretion of the pool manager, CSCA manager, and/or the Club manager on duty. The pool and pool area will be closed during electrical storms and/or when rain makes it difficult to see any part of the pool or pool bottom clearly. The pool will be closed at the first sound of thunder and/or sighting of lightning and will remain closed for thirty (30) minutes after the last sighting.

General Pool Area Rules

No person shall use the swimming and wading pools unless the pools are officially open.

Unauthorized persons entering the swimming and wading pools when they are closed will risk prosecution for trespassing in addition to the suspension of privileges up to the legal maximum

provided under Virginia law.

Parties are not permitted in the pool area.

Abusive, offensive, or profane language is prohibited. Loud noise disturbance is prohibited.

Smoking is not permitted in the pool, pool deck, or in locker rooms.

Breakable objects are not permitted in the pool or on the pool deck area.

Food and drink must be consumed at least 6 feet away from the pool water.

No gum is permitted in the pool or on the pool deck.

Users must wear proper swimming attire in the pools. Persons whose swim attire causes a safety hazard will be asked to change attire or leave the pool area. No cut-offs, dungarees or similar attire will be permitted in the pool.

Baby strollers must have operational brakes when parked on the pool deck. No diving is allowed, except for sanctioned swim team practices or events.

Running, pushing, wrestling, excessive splashing, standing, or sitting on shoulders, or causing undue disturbance in/or around the pool area is prohibited.

Spitting of water or similar unhygienic actions is not allowed. No hanging or sitting on the lane markers is permitted.

Items that may be potentially hazardous or annoying to another swimmer are not permitted (i.e., hard balls, water guns, etc.). This excludes floating devices used by parents to contain and keep infants safe in the water.

Large rafts, oversized toys, or other floating objects used by children or adults over the age of 4 may not be permitted for use in the pool to be determined at the sole and reasonable discretion of the pool manager.

All children three (3) years and younger or those not yet potty trained must wear swimmer's diapers with waterproof diaper covers. Children will not be admitted without a swimmer's diaper, and the diaper must be worn at all times within the pool or pool area. Disposable diapers, cloth diapers, or plastic/rubber pants are not substitutes and will not be permitted. If a child has a hygienic accident in the pool, the pool manager should be notified immediately. The CSCA staff will generate a report of this incident if the incident results in the pool closure.

All children using inflatable armbands, water wings, or any approved Coast Guard flotation device must be supervised one-on-one by an adult who is in the water and is within arm's length of the child. At the pool manager's discretion, certain flotation devices may not be permitted.

Except for official helper dogs (seeing-eye, etc.), no pets are allowed in or around the pool. Tables on the deck area may not be reserved by placing towels and/or personal belongings on them. The use of privately owned chairs and tables is prohibited.

Persons under the influence of alcohol will not be allowed in the pools.

Loud noise causing disturbance of the reasonable peace and enjoyment of other persons using the pool will be determined in the reasonable and sole discretion of the pool manager.

Wading Pool :

The pool staff does not supervise the wading pool; accordingly, the pool is to be used at the individual's own risk. CSCA is not responsible for any improper use or incidents that occur in or around the wading pool.

The wading pool is for **children who are six (6) years of age and under** and must always be supervised by a Facilities Pass Holder 18 years of age or older, who remains alert on the pool deck in the vicinity of the wading pool.

The gate to the wading pool shall remain closed at all times. All children must shower before entering the wading pool.

All safety rules that govern the swimming pool also apply to the wading pool.



Paradise Pool Service, LLC

REFERENCES 2024

1. Trump National Golf Club
Mr. Trent Lang
20391 Lowes Island Blvd
Sterling, VA 20165
703-444-4802
trent.lang@trumpgolf.com

2. Fairwood Community Association
Mr. Brandon Butler
12600 Fairwood Parkway
Bowie, MD 20720
301-809-6172
agm@fairwoodcommunity.org

3. Oak Creek HOA
Ms. Tamika Davis
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
301-390-1721
tdavis@oakcreekclub.com

4. Sugarland Run HOA
Sequoia Management
Ms. Asma Khan
200 Greenfield Ct
Sterling, VA 20164
703-430-4500
akhan@sequoiamgmt.com



Paradise Pool Service, LLC

5. Villages at Parkland Splash Park
William C Smith, Inc.
Mr. George Pollard
1901 Savannah St SE
Washington D.C. 20020
202-889-8861
vop@wcsmith.com



Paradise Pool Service, LLC



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/08/2022

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

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

PRODUCER Brown & Brown Insurance Agency of Virginia, Inc. 11220 Assett Loop, Suite 304 Manassas VA 20109	CONTACT NAME: Bethany Rodriguez PHONE (A/C, No, Ext): (703) 361-3191 FAX (A/C, No): (703) 361-5182 E-MAIL ADDRESS: bethany.rodriguez@bbrown.com
INSURED Paradise Pool Service, LLC 3131 Draper Dr Suite A Fairfax VA 22031-5120	INSURER(S) AFFORDING COVERAGE INSURER A: The Cincinnati Insurance Company INSURER B: The Cincinnati Indemnity Company INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 10677 23280

COVERAGES**CERTIFICATE NUMBER:** 22-23 Master**REVISION NUMBER:** 2

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 GA472 09/18 (AI,WOS,PNC) GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			EPP 0611280	04/04/2022	04/04/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> AA288VA <input checked="" type="checkbox"/> AI/WOS/PNC			EPP 0611280	04/04/2022	04/04/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ 0			EPP 0611280	04/04/2022	04/04/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	EWC 0611279	04/04/2022	04/04/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Leased & Rented Equipment - ACV - Special Form			EPP 0611280	04/04/2022	04/04/2023	Limit \$25,000 Deductible \$500

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

Evidence of Insurance

CERTIFICATE HOLDER**CANCELLATION**Paradise Pool Service, LLC
3131 Draper Drive
Suite A
Fairfax VA 22031

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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**Cameron Station Community Association, Inc.
Board of Directors Decision Request
December 5, 2023**

**TOPIC: Shuttle Bus Contract Proposals
Motion 2023-1203**

Motion:

“Management recommends Limo Interconnect either the 24-passenger bus (\$14,990/mo or \$179,880/per year) or the 28-passenger bus (\$16,624/mo or \$199,488/per year) with a 3% increase in the additional two-years to be expensed from Operating Funds.”

Motion: _____

2nd: _____

Summary:

Fleet Transportation has not been able to perform their contract as agreed upon and management has bid out the shuttle bus service. It is management's opinion that a change is necessary to address the various and ongoing customer service issues.

CAMP Recommendation:

Management recommends Limo Interconnect either the 24-passenger bus (\$14,990/mo or \$179,880/per year) or the 28-passenger bus (\$16,624/mo or \$199,488/per year) with a 3% increase in the additional two-years.

Budget Considerations:

To be expensed from Operating Funds – TMP Expenses.

Shuttle Bus - Comparison Matrix

14 Passenger Shuttle Bus

	<u>Fleet</u> (Current Vendor)	<u>Fleet</u> (Current Vendor)	<u>Reston Limousine</u>	<u>Limo Interconnect</u>	<u>Ramjay Inc.</u>
Contact	David Glazier, Owner	David Glazier, Owner	Bill Bouweiri, Director of Sales	Patrick Jeanty, Owner	Jayasekar Jayaraman, Owner
Service Hours	Monday through Friday, excluding all 12 recognized Federal Holidays	Monday through Friday, excluding all 12 recognized Federal Holidays	Monday through Friday, excluding all 12 recognized Federal Holidays	Monday through Friday, excluding all 12 recognized Federal Holidays	Monday through Friday, excluding all 12 recognized Federal Holidays
Bus Schedule	Current schedule (5:30 AM - 9:30 AM - M-F / 4:00 PM - 7:30 PM - M-F)	Current schedule (5:30 AM - 9:30 AM - M-F / 4:00 PM - 7:45 PM - M-F)	Current schedule (5:30 AM - 9:30 AM - M-F / 4:00 PM - 7:45 PM - M-F)	Current schedule (5:30 AM - 9:30 AM - M-F / 4:00 PM - 7:45 PM - M-F)	Current schedule (5:30 AM - 9:30 AM - M-F / 4:00 PM - 7:45 PM - M-F)
Service Route	John Ticer Drive / Seven (7) stops within the CSCA along Cameron Station Blvd / Van Dorn Metro Station	John Ticer Drive / Seven (7) stops within the CSCA along Cameron Station Blvd / Van Dorn Metro Station	John Ticer Drive / Seven (7) stops within the CSCA along Cameron Station Blvd / Van Dorn Metro Station	John Ticer Drive / Seven (7) stops within the CSCA along Cameron Station Blvd / Van Dorn Metro Station	John Ticer Drive / Seven (7) stops within the CSCA along Cameron Station Blvd / Van Dorn Metro Station
Transportation Vehicle/Service Van Specification	2 buses - 32 passengers	2 buses (2) 14 Passenger Vans Only available in the 23+ passenger vehicles	2 buses (2) 14 Passenger VanTerra ADA Bus	2 buses (2) 14 Passenger Mercedes Smartliner ADA Van (based on need -- immediate requests or call to schedule) -- Office in Kingstowne (4 miles away)	N/A - Only bidding on 25 passenger buses
ADA/Handicap Accessible	None	NO	Yes - If Requested (2) 14-Passenger ADA Buses	Yes -- Immediate calls or schedule bus	N/A - Only bidding on 25 passenger buses
Pricing	No increase for the life of the contract. 2018 May - 2019 Apr - \$17,500/month - \$210,000/Yr 2019 May - 2020 Apr - \$17,500/month - \$210,000/Yr 2020 May - 2021 Apr - \$17,500/month - \$210,000/Yr 2021 May - 2022 Apr - \$17,500/month - \$210,000/Yr 2022 May - 2023 Apr - \$17,500/month - \$210,000/Yr 2023 May - 2024 Apr - \$17,500/month - \$210,000/Yr * <u>Currently paying \$18,375/month at this time.</u>	<u>4.5% increase each year</u> after the first year of service. January 1, 2024 - December 31, 2024 - \$21,500/month - \$258,000/Yr January 1, 2025 - December 31, 2025 - \$22,468/month - \$269,616/Yr January 1, 2026 - December 31, 2026 - \$23,479/month - \$281,748/Yr	<u>5.0% increase each year</u> after the first year of service. January 1, 2024 - December 31, 2024 - \$24,423/month - \$293,081/Yr January 1, 2025 - December 31, 2025 - \$25,645/month - \$307,735/Yr January 1, 2026 - December 31, 2026 - \$26,927/month - \$323,122/Yr	<u>3.0% increase each year</u> after the first year of service. January 1, 2024 - December 31, 2024 - \$12,780/month - \$153,360/Yr January 1, 2025 - December 31, 2025 - \$13,163/month - \$157,961/Yr January 1, 2026 - December 31, 2026 - \$13,558/month - \$162,700/Yr	N/A - Only bidding on 25 passenger buses
Total Cost	\$17,500/monthly - \$630,000/ 3 Yrs. * Contract longer but for comparison I used the 3 year numbers)	January 1, 2024 - December 31, 2026 -- <u>\$809,364</u>	January 1, 2024 - December 31, 2026 -- <u>\$923,938</u>	January 1, 2024 - December 31, 2026 -- <u>\$474,021</u>	N/A - Only bidding on 25 passenger buses

Fuel Surcharge	Not included in contract, but they have been invoicing CSCA \$875/month	Will NOT be in contract	Fuel Surcharge: In the event that circumstances outside the control of the Customer and RLS result in excessively high fuel costs, defined as beginning when the price of regular fuel reaches \$3.75/gallon. A fuel surcharge of 3.50%, with an additional 1.75% for each \$.50 increase, will be added to the monthly invoicing for each shuttle route. The price of fuel must remain above/below the cost point for a period of thirty calendar days to activate/deactivate the surcharge. Surcharge pricing is retroactive to the beginning of the month in which the price of fuel surpasses the cost point for thirty days. Such changes will be based upon the weekly Department of Energy's Official Energy U.S. Retail Diesel Report – Central Atlantic.	Per Owner - "We never do "surcharge""	N/A - Only bidding on 25 passenger buses
Additional Trips	No Charge	Excursions or additional services that may be requested from time to time will be billed at the prevailing retail rate, less 15% preferred customer base rate discount	If Cameron Station requires charter, event, or other transportation, Reston Limousine can accommodate these needs and will extend a 20% discount off current commercial rates. RLS is equipped with a fleet of 235 vehicles ranging from 3-Passenger Sedans to 54-Passenger Coach Buses	FREE DC Tours / Wine Tours / Six Flags / Etc.	N/A - Only bidding on 25 passenger buses
					N/A - Only bidding on 25 passenger buses
Complaints	For Compliments, Complaints, or vehicle status updates: 703-933-2600, option 2	For Compliments, Complaints, or vehicle status updates: 703-933-2600, option 2	Call company or CSCA management.	Email to Patrick directly and he will respond and copy management for our files.	N/A - Only bidding on 25 passenger buses
Delays	For delays over 10 minutes, notification will be made via our text messaging system.	For delays over 10 minutes, notification will be made via our text messaging system.	Reston Limousine Shuttle App – A smart device application available for all riders, this app is powered by Samsara & TransLoc and provides real-time vehicle tracking, pop-up notifications (for any delays/traffic/accident/weather concerns), and a dashboard to display any promotional information that CSCA may decide to push regarding local events and news.	Lending Page -- See latest updates on service such as traffic issues.	N/A - Only bidding on 25 passenger buses
Type of Vehicle Offered	Ford F550 chassis	Ford F550 chassis	Ford	Premier Executive Berkshire Buses	N/A - Only bidding on 25 passenger buses
CSCA Branding Logo Bus Wrapped	N/A	NO -- Will <u>NOT</u> provide CSCA Logo on buses... only a small sign	Costs associated with vehicle wrapping and branding, as illustrated in the mock-up, will be complementary as a value add for this submission	FREE Shuttle Wrap	N/A - Only bidding on 25 passenger buses
Access System reader communicating with new access system	???	Yes	RLS understands that passengers must scan their Cameron Station ID Cards for access to the shuttle vehicle. We are fully equipped to administer this system and have previous experience with tablet/kiosk mounted systems within our vehicles. It is our current understanding that Cameron Station will be providing the smart tablet devices.	Yes - can accommodate CSCA IPAD for Access System.	N/A - Only bidding on 25 passenger buses
				FREE Executive Black Car Service to Airport	

Shuttle Bus - Comparison Matrix

24 Passenger Shuttle Bus

	Fleet (Current Vendor)	Fleet (Current Vendor)	Reston Limousine (Reston)	Limo Interconnect (Kingstowne)	Limo Interconnect (Kingstowne)	Ramjay Inc. (Alexandria)
Contact	David Glazier, Owner	David Glazier, Owner	Bill Bouweiri, Director of Sales	Patrick Jeanty, Owner	Patrick Jeanty, Owner	Jayasekar Jayaraman, Owner
Service Hours	Monday through Friday, excluding all recognized Federal Holidays	Monday through Friday, excluding all 12 recognized Federal Holidays	Monday through Friday, excluding all 12 recognized Federal Holidays	Monday through Friday, excluding all 12 recognized Federal Holidays	Monday through Friday, excluding all 12 recognized Federal Holidays	Monday through Friday, excluding all 12 recognized Federal Holidays
Bus Schedule	Current schedule (5:30 AM - 9:30 AM - M-F / 4:00 PM - 7:30 PM - M-F)	Current schedule (5:30 AM - 9:30 AM - M-F / 4:00 PM - 7:45 PM - M-F)	Current schedule (5:30 AM - 9:30 AM - M-F / 4:00 PM - 7:45 PM - M-F)	Current schedule (5:30 AM - 9:30 AM - M-F / 4:00 PM - 7:45 PM - M-F)	Current schedule (5:30 AM - 9:30 AM - M-F / 4:00 PM - 7:45 PM - M-F)	Current schedule (5:30 AM - 9:30 AM - M-F / 4:00 PM - 7:45 PM - M-F)
Service Route	John Ticer Drive / Seven (7) stops within the CSCA along Cameron Station Blvd / Van Dorn Metro Station	John Ticer Drive / Seven (7) stops within the CSCA along Cameron Station Blvd / Van Dorn Metro Station	John Ticer Drive / Seven (7) stops within the CSCA along Cameron Station Blvd / Van Dorn Metro Station	John Ticer Drive / Seven (7) stops within the CSCA along Cameron Station Blvd / Van Dorn Metro Station	John Ticer Drive / Seven (7) stops within the CSCA along Cameron Station Blvd / Van Dorn Metro Station	John Ticer Drive / Seven (7) stops within the CSCA along Cameron Station Blvd / Van Dorn Metro Station
Transportation Vehicle/Service Van Specification	2 buses - 32 passengers	3 buses (2) 24 Passenger Minibus, and (1) 23 Passenger ADA/Wheelchair Lift Equipped Bus	2 buses (2) 24 Passenger Minibus	2 buses (2) 28 Passenger Buses, and ADA Van (based on need -- immediate requests or call to schedule) -- Office in Kingstowne (4 miles away)	2 buses (2) 24 Passenger Buses, and ADA Van (based on need -- immediate requests or call to schedule) -- Office in Kingstowne (4 miles away)	2 buses (2) 25 Passenger Bus
ADA/Handicap Accessible	None	Yes - Only one	Yes - If Requested (2) 24 Passenger Minibus (ADA)	Yes -- Immediate calls or schedule bus	Yes -- Immediate calls or schedule bus	Not Yet - 1 bus *Must purchase one if we need one as one of the buses.
Pricing	No increase for the life of the contract. 2018 May - 2019 Apr - \$17,500/month - \$210,000/Yr. 2019 May - 2020 Apr - \$17,500/month - \$210,000/Yr. 2020 May - 2021 Apr - \$17,500/month - \$210,000/Yr. 2021 May - 2022 Apr - \$17,500/month - \$210,000/Yr. 2022 May - 2023 Apr - \$17,500/month - \$210,000/Yr. 2023 May - 2024 Apr - \$17,500/month - \$210,000/Yr. ** Currently paying \$18,375 (includes fuel surcharge)	4.5% increase each year after the first year of service. January 1, 2024 - December 31, 2024 - \$28,800/month - \$345,600/Yr. January 1, 2025 - December 31, 2025 - \$30,096/month - \$361,152/Yr. January 1, 2026 - December 31, 2026 - \$31,450/month - \$377,400/Yr.	5.0% increase each year after the first year of service. January 1, 2024 - December 31, 2024 - \$28,322/month - \$339,865/Yr. January 1, 2025 - December 31, 2025 - \$29,738/month - \$356,859/Yr. January 1, 2026 - December 31, 2026 - \$31,225/month - \$374,702/Yr.	3.0% increase each year after the first year of service. January 1, 2024 - December 31, 2024 - \$16,624/month - \$199,488/Yr. January 1, 2025 - December 31, 2025 - \$17,123/month - \$205,473/Yr. January 1, 2026 - December 31, 2026 - \$17,636/month - \$211,637/Yr.	3.0% increase each year after the first year of service. January 1, 2024 - December 31, 2024 - \$14,990/month - \$179,880/Yr. January 1, 2025 - December 31, 2025 - \$15,440/month - \$185,276/Yr. January 1, 2026 - December 31, 2026 - \$15,9036/month - \$190,835/Yr.	3.0% increase each year after the first year of service. January 1, 2024 - December 31, 2024 - \$17,500/month - \$210,000/Yr. January 1, 2025 - December 31, 2025 - \$18,025/month - \$216,300/Yr. January 1, 2026 - December 31, 2026 - \$18,568/month - \$222,789/Yr.
Total Cost	\$17,500/monthly \$630,000/ 3 Yrs. * Contract longer but for comparison I used the 3 year numbers)	January 1, 2024 - December 31, 2026 -- <u>\$1,084,152</u>	January 1, 2024 - December 31, 2026 -- <u>\$1,071,426</u>	January 1, 2024 - December 31, 2026 -- <u>\$616,557</u>	January 1, 2024 - December 31, 2026 -- <u>\$555,991</u>	January 1, 2024 - December 31, 2026 -- <u>\$649,089</u>
Fuel Surcharge	Not included in contract, but they have been invoicing CSCA \$875/month		Fuel Surcharge: In the event that circumstances outside the control of the Customer and RLS result in excessively high fuel costs, defined as beginning when the price of regular fuel reaches \$3.75/gallon, A fuel surcharge of 3.50%, with an additional 1.75% for each \$.50 increase, will be added to the monthly invoicing for each shuttle route. The price of fuel must remain above/below the cost point for a period of thirty calendar days to activate/deactivate the surcharge. Surcharge pricing is retroactive to the beginning of the month in which the price of fuel surpasses the cost point for thirty days. Such changes will be based upon the weekly Department of Energy's Official Energy U.S. Retail Diesel Report -- Central Atlantic.	Per Owner - "We never do "surcharge"	Per Owner - "We never do surcharge"	Price Includes: * Fuel & Environmental Surcharges * Administrative Fees * Taxes * Driver Wages * Vehicle & Maintenance Costs

Additional Trips	No Charge	Excursions or additional services that may be requested from time to time will be billed at the prevailing retail rate, less 15% preferred customer base rate discount	If Cameron Station requires charter, event, or other transportation, Reston Limousine can accommodate these needs and will extend a 20% discount off current commercial rates. RLS is equipped with a fleet of 235 vehicles ranging from 3-Passenger Sedans to 54-Passenger Coach Buses	FREE DC Tours / Wine Tours / Six Flags / Etc.	FREE DC Tours / Wine Tours / Six Flags / Etc.	Any trips other than the normal trips (DC/Winery/Special trips -- 35% off)
Complaints		For Compliments, Complaints, or vehicle status updates: 703-933-2600, option 2		Email to Patrick directly and he will respond and copy management for our files.	Email to Patrick directly and he will respond and copy management for our files.	(703) 567-6272 --- Press ! And it goes to manager.
Delays		For delays over 10 minutes, notification will be made via our text messaging system.	Reston Limousine Shuttle App -- A smart device application available for all riders, this app is powered by Samsara & TransLoc and provides real-time vehicle tracking, pop-up notifications (for any delays/traffic/accident/weather concerns), and a dashboard to display any promotional information that CSCA may decide to push regarding local events and news.	Lending Page -- See latest updates on service such as traffic issues.	Lending Page -- See latest updates on service such as traffic issues.	Sends message to Cameron Station ... no capability to communicate with residents/owners.
Type of Vehicle Offered	Ford F550 chassis	Ford F550 chassis	Ford	Premier Executive Berkshire Buses	Premier Executive Berkshire Buses	2022 Starcraft Allstar XL 30' Transit Bus (no ADA/HC Access)

CSCA Branding Logo Bus Wrapped	N/A	NO -- Will <u>NOT</u> provide CSCA Logo on buses.	Costs associated with vehicle wrapping and branding, as illustrated in the mock-up, will be complementary as a value add for this submission	FREE Shuttle Wrap	FREE Shuttle Wrap	Buses will be designated to the community and wrapped as needed by community management
Access System reader communicating with new access system	???	Yes	RLS understands that passengers must scan their Cameron Station ID Cards for access to the shuttle vehicle. We are fully equipped to administer this system and have previous experience with tablet/kiosk mounted systems within our vehicles. It is our current understanding that Cameron Station will be providing the smart tablet devices.	Yes - can accommodate CSCA IPAD for Access System. FREE Executive Black Car Service to Airport	Yes - can accommodate CSCA IPAD for Access System. FREE Executive Black Car Service to Airport	Yes
Additions						

Shuttle Bus - Comparison Matrix 32 Passenger Shuttle Bus					
	Fleet (Current Vendor)	Fleet (Current Vendor)	Reston Limousine	Limo Interconnect	Ramjay Inc.
Contact	David Glazier, Owner	David Glazier, Owner	Bill Bouweiri, Director of Sales	Patrick Jeanty, Owner	Jayasekar Jayaraman, Owner
Service Hours	Monday through Friday, excluding all recognized Federal Holidays	Monday through Friday, excluding all 12 recognized Federal Holidays	Monday through Friday, excluding all 12 recognized Federal Holidays	Monday through Friday, excluding all 12 recognized Federal Holidays	Monday through Friday, excluding all 12 recognized Federal Holidays
Bus Schedule	Current schedule (5:30 AM - 9:30 AM - M-F / 4:00 PM - 7:30 PM - M-F)	Current schedule (5:30 AM - 9:30 AM - M-F / 4:00 PM - 7:45 PM - M-F)	Current schedule (5:30 AM - 9:30 AM - M-F / 4:00 PM - 7:45 PM - M-F)	Current schedule (5:30 AM - 9:30 AM - M-F / 4:00 PM - 7:45 PM - M-F)	Current schedule (5:30 AM - 9:30 AM - M-F / 4:00 PM - 7:45 PM - M-F)
Service Route	John Ticer Drive / Seven (7) stops within the CSCA along Cameron Station Blvd / Van Dorn Metro Station	John Ticer Drive / Seven (7) stops within the CSCA along Cameron Station Blvd / Van Dorn Metro Station	John Ticer Drive / Seven (7) stops within the CSCA along Cameron Station Blvd / Van Dorn Metro Station	John Ticer Drive / Seven (7) stops within the CSCA along Cameron Station Blvd / Van Dorn Metro Station	John Ticer Drive / Seven (7) stops within the CSCA along Cameron Station Blvd / Van Dorn Metro Station
Transportation Vehicle/Service Van Specification	2 buses - 32 passengers	2 buses (1) 31 Passenger Bus, and (1) 27 Passenger Bus with ADA/WC Lift Equipped Bus	2 buses (2) 32 Passenger Minibus -- ADA Bus	N/A - Only bidding on 14, 24, 28 passenger buses (See 2nd bid on the 24-passenger page)	N/A - Only bidding on 25 passenger buses
ADA/Handicap Accessible	None	Yes - Only one	Yes - If Requested (2) 32-Passenger Minibus -- ADA Buses	N/A - Only bidding on 14, 24, 28 passenger buses	N/A - Only bidding on 25 passenger buses
Pricing	No increase for the life of the contract. 2018 May - 2019 Apr - \$17,500/month - \$210,000/Yr 2019 May - 2020 Apr - \$17,500/month - \$210,000/Yr 2020 May - 2021 Apr - \$17,500/month - \$210,000/Yr 2021 May - 2022 Apr - \$17,500/month - \$210,000/Yr 2022 May - 2023 Apr - \$17,500/month - \$210,000/Yr 2023 May - 2024 Apr - \$17,500/month - \$210,000/Yr	<u>4.5% increase each year</u> after the first year of service. January 1, 2024 - December 31, 2024 - \$30,000/month - \$360,000/Yr January 1, 2025 - December 31, 2025 - \$31,350/month - \$376,200/Yr January 1, 2026 - December 31, 2026 - \$32,761/month - \$393,132/Yr	<u>5.0% increase each year</u> after the first year of service. January 1, 2024 - December 31, 2024 - \$30,406/month - \$364,864/Yr January 1, 2025 - December 31, 2025 - \$31,926/month - \$383,107/Yr January 1, 2026 - December 31, 2026 - \$33,522/month - \$402,263/Yr	N/A - Only bidding on 14, 24, 28 passenger buses	N/A - Only bidding on 25 passenger buses
Total Cost	\$17,500/monthly. \$630,000/ 3 Yrs. * Contract longer but for comparison I used the 3 year numbers)	January 1, 2024 - December 31, 2026 -- <u>\$1,129,332</u>	January 1, 2024 - December 31, 2026 -- <u>\$1,150,234</u>	N/A - Only bidding on 14, 24, 28 passenger buses	N/A - Only bidding on 25 passenger buses
Fuel Surcharge	Not included in contract, but they have been invoicing CSCA \$875/month		Fuel Surcharge: In the event that circumstances outside the control of the Customer and RLS result in excessively high fuel costs, defined as beginning when the price of regular fuel reaches \$3.75/gallon. A fuel surcharge of 3.50%, with an additional 1.75% for each \$.50 increase, will be added to the monthly invoicing for each shuttle route. The price of fuel must remain above/below the cost point for a period of thirty calendar days to activate/deactivate the surcharge. Surcharge pricing is retroactive to the beginning of the month in which the price of fuel surpasses the cost point for thirty days. Such changes will be based upon the weekly Department of Energy's Official Energy U.S. Retail Diesel Report -- Central Atlantic.	N/A - Only bidding on 14, 24, 28 passenger buses	N/A - Only bidding on 25 passenger buses
				N/A - Only bidding on 14, 24, 28 passenger buses	N/A - Only bidding on 25 passenger buses
Additional Trips - CSCA -- (i.e. winery)	No Charge	Excursions or additional services that may be requested from time to time will be billed at the prevailing retail rate, less 15% preferred customer base rate discount	If Cameron Station requires charter, event, or other transportation, Reston Limousine can accommodate these needs and will extend a 20% discount off current commercial rates. RLS is equipped with a fleet of 235 vehicles ranging from 3-Passenger Sedans to 54-Passenger Coach Buses	N/A - Only bidding on 14, 24, 28 passenger buses	N/A - Only bidding on 25 passenger buses
				N/A - Only bidding on 14, 24, 28 passenger buses	N/A - Only bidding on 25 passenger buses
Complaints		For Compliments, Complaints, or vehicle status updates: 703-933-2600, option 2		N/A - Only bidding on 14, 24, 28 passenger buses	N/A - Only bidding on 25 passenger buses

Delays		For delays over 10 minutes, notification will be made via our text messaging system.	Reston Limousine Shuttle App – A smart device application available for all riders, this app is powered by Samsara & TransLoc and provides real-time vehicle tracking, pop-up notifications (for any delays/traffic/accident/weather concerns), and a dashboard to display any promotional information that CSCA may decide to push regarding local events and news.	N/A - Only bidding on 14, 24, 28 passenger buses	N/A - Only bidding on 25 passenger buses
Type of Vehicle Offered	Ford F550 chassis	Ford F550 chassis	Ford	N/A - Only bidding on 14, 24, 28 passenger buses	N/A - Only bidding on 25 passenger buses
CSCA Branding Logo Bus Wrapped	N/A	NO -- Will <u>NOT</u> provide CSCA Logo on buses.	Costs associated with vehicle wrapping and branding, as illustrated in the mock-up, will be complementary as a value add for this submission	N/A - Only bidding on 14, 24, 28 passenger buses	N/A - Only bidding on 25 passenger buses
Access System reader communicating with new access system	???	Yes	RLS understands that passengers must scan their Cameron Station ID Cards for access to the shuttle vehicle. We are fully equipped to administer this system and have previous experience with tablet/kiosk mounted systems within our vehicles. It is our current understanding that Cameron Station will be providing the smart tablet devices.	N/A - Only bidding on 14, 24, 28 passenger buses	N/A - Only bidding on 25 passenger buses
				N/A - Only bidding on 14, 24, 28 passenger buses	



4741 Clifton Rd
Temple Hills, MD 20748

703.933.2600

Fax: 703.933.7407

www.fleettransportation.com

info@fleettransportation.com

Transportation Service Agreement

October 31, 2023

Shuttle Service for:

Cameron Station Community Association, Inc.

200 Cameron Station Blvd

Alexandria, VA 22304

1/1/2024 to 12/31/2026

3-year term

Fleet Transportation's objective is to provide professional shuttle transportation and superior customer service for Cameron Station Community Association, Inc.

Our goal is to exceed your expectations.

Shuttle service is operated by Fleet Transportation, LLC.

For Compliments, Complaints, or vehicle status updates: 703-933-2600, option 2
For delays over 10 minutes, notification will be made via our text messaging system.

This service includes the following:

Shuttle Service and Schedule

Shuttle services are to be provided between the Cameron Station Community and the Van Dorn Metro Station Kiss and Ride per the attached schedule, Monday to Friday, excluding agreed holidays. The fees for this service are based on the current schedule and times and any changes will require mutual approval of both Fleet and Cameron Station Community Association, Inc.

Vehicles

(2) 14 Passenger Vans

Vehicle Features Include:

- Full height step-on vehicle for ease of access and passenger comfort
- Fully Climate Controlled Passenger Cabin
- High Back Seats
- **GPS Tracking Enabled**
- Equipped with Cellular Telephone
- Safety Systems and Equipment as mandated by Federal, State, and Local Laws

Vehicle Parking and Security Procedures

- Secure Parking
- Vehicles will be security and safety swept daily

All vehicles will be parked, disinfected, and secured at our office facility to prevent any unauthorized access. The parking is secured by video surveillance.

All vehicles will be swept for suspicious packages or damage via drivers and staff prior to departure and upon return to our facility during our inspection process. These vehicle safety inspection procedures will be outlined in detail below.

Vehicle Maintenance, Safety, and Reserve Vehicles

- Regular Service Intervals of 7,500 miles
- Extensive Maintenance Every 15,000 miles
- Brake pads replaced every 20,000 miles
- Tires replaced every 45,000 miles
- Twice Daily Driver and Supervisor Inspections
- Immediate Repair of Any and All Safety Hazards
- Reserve Vehicles and Staff for 1 Hour Response Time

Our vehicles are meticulously maintained beyond industry standards and subjected to the manufacturer's severe duty maintenance schedules.

Regular oil changes and safety inspections are performed every 7,500 miles. Additional more extensive maintenance and safety inspections are performed at every 15,000 miles. These services include oil changes, transmission and coolant flushes, filter renewal, tune ups and overall safety inspections. Brake pads and tires are replaced as needed or at 20,000 and 45,000-mile intervals respectively, whichever comes first.

Regular maintenance services are coupled with daily safety inspections by shop staff and drivers. Twice daily inspections for items such as steering, brake, and tire wear or defects, lighting operation. Interior safety checks include seating, flooring, lighting, emergency windows, wheelchair lifts, and climate control. Additionally, all vehicles are checked for any damage and suspicious packages. All vehicles deemed unsafe for operation are pulled out of service and repaired immediately.

These inspections are performed once in the morning prior to departure from the garage and again in the evening upon return to the garage. Our procedures insure the smoothest running operation possible with a low incidence of unexpected mechanical failure.

Back-up vehicles are always kept in reserve in the unlikely event of vehicle breakdown. In this event, stand-by vehicles and staff are at the ready to provide a substitute vehicle within an approximate 60-minute response time.

Our maintenance and repair procedures yield increased vehicle uptime and mean uninterrupted services and a seamless operation for you.

Vehicle Washing and Cleaning

- Daily Interior Cleaning
- Twice Weekly Exterior Cleaning
- Interior Deep Cleaning Every 6 Months
- Yearly Exterior Buff and Wax

All vehicles employed in this shuttle service will be cleaned daily upon the return to our facility.

A full-time cleaning staff is employed to keep our vehicles in showroom condition. Vehicles will have all trash removed, floors mopped, seats vacuumed, and interior windows cleaned daily. In addition to full daily interior cleanings, vehicle exteriors will be washed twice weekly.

All vehicles are buffed and waxed every 12 months and have full interior deep cleanings every 6 months. These cleaning processes provide you with a high standard of cleanliness and keep our fleet looking brand new.

Drivers

- Courteous, customer service focused drivers
- Fully licensed, trained, and uniformed
- All Salary, Bonuses, Payroll Taxes, and Health Insurance Benefits
- Hiring, US DOT Employment Procedures, Training, Discipline, and Termination
- Drivers will display Photo ID name placards

A dedicated drivers will be provided for this account when work is awarded. Back-up drivers will be also allocated. Our drivers will be responsible for safe operation of vehicles and will be aware of US DOT and VA DMV regulations. Our driver focus is on required skills and technical proficiency, as well as customer service, courtesy, and dependable behavior.

Fleet Transportation, LLC will provide for hiring, firing, training, and scheduling of all drivers. Our cautious and extensive interviewing and hiring process ensures each driver meets and exceeds your needs. Our hiring process will include a drug test, criminal background check, and other processes per US DOT/FMCSA requirements. Drivers are required to have a minimum of 12 months related CDL/driving experience. We will investigate to ensure the driver is fully and properly licensed, criminally background checked, is free of driving violations, and has a record of safe driving. We will ensure that the driver presents a good appearance, is able to speak, comprehend, read and write English, and be physically able to perform the assigned work related to the shuttle service. Fleet provides initial professional training and continuous follow-up training in customer service and safe/defensive driving.

Drivers wear uniforms including: Pressed white shirt, tie, black pants, and a Fleet Transportation jacket as needed. Drivers are required to have good hygiene and be well groomed at all times.

Our driver will be equipped with a cellular phone, allowing for constant communication between Fleet dispatch and the client regarding traffic situations, schedule delays or other emergencies.

The driver will maintain a daily log. These daily logs will be compiled, and a monthly usage report will be provided to the client.

Licensing and Insurance

Fleet Transportation, L.L.C. is fully licensed and insured. We hold Washington Metropolitan Area Transit Commission Certificate Number 563, US DOT Number 955308, and Virginia Contract Passenger Certificate 228. These certificates grant Fleet full operating authority to transport passengers in Virginia, the District of Columbia, and surrounding metropolitan jurisdictions.

Vehicles are insured with the minimum motor vehicle liability and property damage limits of \$5,000,000, meeting and/ or exceeding all federal, state, and local requirements. A general commercial policy and Worker's Compensation is also provided. We will provide you with a certificate of insurance, naming the client as additional insured.

Customer Service, Dispatch and Supervision

The client will be assigned a dedicated supervisor who will facilitate all matters concerning this shuttle service. Your supervisor will be available during business hours and is your first point of contact.

Account and customer service representatives, as well as dispatchers are available 24 hours a day/ 7 days a week at (703) 933-2600 for emergency contact and scheduling needs.

Passengers are to be advised to contact Fleet dispatch for any and all updates regarding shuttle status or complaints. Fleet will be your passengers' first point of contact and our dedicated account supervisor will remain in constant contact regarding any and all complaints and customer relations.

Text Message Status Updates

Fleet Transportation will provide a text message system that will allow passengers, parents/guardians, and management to "opt-in" to a text message system that will allow for real time updates when the shuttle bus is delayed due to inclement weather or other incidents. Passengers may opt-in by texting their keyword from any mobile phone to 844-612-2165 :

csbus

Inclement Weather or Other Emergency

In the event of inclement weather or any other emergency, the client should contact Fleet Transportation's account representative/dispatch via email and phone to discuss and ultimately determine if the shuttle shall be in operation. Please use the following contact information: info@fleettransportation.com and 703-933-2600, option 1 for dispatch. We will follow OPM guidelines and suspend service when the Federal Government is closed. If service is cancelled due to OPM closure or inclement weather/other emergency beyond the control of Fleet, there will be no rebates for services. However, if services are cancelled by Fleet Transportation there will be a rebate equal to the number of hours of service or shifts missed.

Other Conditions

Fleet Transportation WILL:

Abide by all requirements for the resident access system.

Allow the client / residents onto the bus when the bus arrives at the metro pick up area. In cases of extreme heat, cold and/or bad weather, the contractor must allow clients / residents immediate access on to the bus and assist passengers when loading and unloading vehicles.

Verify train schedules via cell phone and allow time for the client / residents to get to the shuttle bus. **Specifically, on the last pick-up of the night when the train may be late.**

In cases of problems that arise, the shuttle bus contractor must work with management to accommodate client / resident and properly resolve any issues.

Display the shuttle bus driver's name and driver information must be posted on the bus so that it is visible to all bus riders AND The current shuttle bus schedule will be posted inside the shuttle bus for the client / residents to view.

Will set the radio station to WTOP ONLY and keep at a minimum volume so that it is not disruptive to the client / residents.

Will adhere to a no smoking/vaping permitted in or around the bus by driver or client / residents.

Provide monthly ridership activity reports and management will have access to these reports.

Provide information related to GPS access on the shuttle buses and the access management will have to view this information. This link will be provided via a real time link to our GPS system.

Fleet Transportation CAN NOT PROVIDE:

A bus wrap identifying Cameron Station CA for the client / residents and for marketing the community. However, Fleet can provide signage as desired by the community for this purpose.

ADA/HC options for the shuttle bus service in the 14 passenger Van vehicle sizes. ADA/HC accessible options are only available in our fleet via 23 passenger vehicles and larger.

Signage

The shuttle vehicle will be identified with signs advising of shuttle route. Cameron Station will provide artwork for desired signage.

Agreed Holidays

Federal OPM guidelines will be followed to determine dates of observance for listed Federal Holidays. This shuttle service will not run on the following twelve (12) holidays:

New Year's Day
Martin Luther King Jr Day
President's Day (Observed)
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

Schedule of Operation

**Please see attached schedule

Cost of Service & Billing

(2) 14 passenger Vans

MONTHLY FEE:

Year One \$21,500.00
Year Two \$22,467.50
Year Three \$23,478.54

Rates include all fees.

Excursions or additional services that may be requested from time to time will be billed at the prevailing retail rate, less a 15% preferred customer base rate discount.

Billing is monthly in advance and due upon receipt.

Contract Period

This agreement is for services proposed for the dates of 1/1/2024 to 12/31/2026 (3-year term).

All terms and conditions agreed and accepted by:

Name:

Title:

Date: _____

Fleet Transportation, LLC

Date: _____

Morning Departures, until 9:06 AM

AM RUN	BRENMAN PARK DR	DONOVAN/JOHN TICER	KILBURN	MURTHA	CALIFORNIA/GRIMM	POCOSIN/TANCRETI	HAROLD SECORD	VAN DORN METRO (Kiss & Ride)
BUS-1	5:51	5:52	5:53	5:54	5:55	5:56	5:57	6:06
BUS-2	6:11	6:12	6:13	6:14	6:15	6:16	6:17	6:26
BUS-1	6:31	6:32	6:33	6:34	6:35	6:36	6:37	6:46
BUS-2	6:51	6:52	6:53	6:54	6:55	6:56	6:57	7:06
BUS-1	7:11	7:12	7:13	7:14	7:15	7:16	7:17	7:26
BUS-2	7:31	7:32	7:33	7:34	7:35	7:36	7:37	7:46
BUS-1	7:51	7:52	7:53	7:54	7:55	7:56	7:57	8:06
BUS-2	8:17	8:18	8:13	8:14	8:15	8:16	8:17	8:26
BUS-1	8:31	8:32	8:33	8:34	8:35	8:36	8:37	*8:46
BUS-2	8:51	8:52	8:53	8:54	8:55	8:56	8:57	*9:06

Afternoon Departures, until 7:23 PM

PM RUN	VAN DORN METRO (Kiss & Ride)	HAROLD SECORD	POCOSIN/TANCRETI	CALIFORNIA/GRIMM	MURTHA	KILBURN	DONOVAN JOHN TICER	BRENMAN PARK DR
BUS-1	4:12	4:21	4:22	4:23	4:24	4:25	4:26	4:27
BUS-2	4:32	4:41	4:42	4:43	4:44	4:45	4:46	4:47
BUS-1	4:52	5:01	5:02	5:03	5:04	5:05	5:06	5:07
BUS-2	5:12	5:21	5:22	5:23	5:24	5:25	5:26	5:27
BUS-1	5:32	5:41	5:42	5:43	5:44	5:45	5:46	5:47
BUS-2	5:52	6:01	6:02	6:03	6:04	6:05	6:06	6:07
BUS-1	6:12	6:21	6:22	6:23	6:24	6:25	6:26	6:27
BUS-2	6:32	6:41	6:42	6:43	6:44	6:45	6:46	6:47
BUS-1	*6:52							
BUS-2	*7:23							

Notes:

- ***The buses that arrive at the Metro at 8:46 am and 9:06 am do not return to Cameron Station, and the buses that depart at 6:52 pm and 7:23 pm buses do not return to the Metro. Riders are not picked up at these stops/times.**
- To receive text alerts concerning delays, cancellations, etc. send a text to **(844) 612-2165** with the keyword **csbus**.
- Buses stop at the intersection of Cameron Station Blvd and the referenced street (other than the Metro station).
- This service is provided to CSCA residents and their guests only. Residents and guests **must** show their Cameron Station Facilities ID (with the applicable year's sticker) or Guest Shuttle Pass to the driver upon boarding.
- If/When the Shuttle bus is running early, drivers are directed to wait until the designated departure time.
- If/When the Metro train is running late, drivers are directed to wait until the train has arrived for the Afternoon Departure Schedule.
- Drivers are directed to stop only at designated stops. Exceptions will be made only for residents using canes, walkers, or crutches.
- Shuttles run Monday – Friday unless noted on Federal Holidays, [linked here](#). The shuttle service will also follow government delays or cancellations.
- Email questions/feedback/customer service issues to managers@cameronstation.org.



4741 Clifton Rd
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703.933.2600
Fax: 703.933.7407

www.fleettransportation.com
info@fleettransportation.com

Transportation Service Agreement

October 31, 2023

Shuttle Service for:

Cameron Station Community Association, Inc.
200 Cameron Station Blvd
Alexandria, VA 22304

1/1/2024 to 12/31/2026
3-year term

Fleet Transportation's objective is to provide professional shuttle transportation and superior customer service for Cameron Station Community Association, Inc.

Our goal is to exceed your expectations.

Shuttle service is operated by Fleet Transportation, LLC.

For Compliments, Complaints, or vehicle status updates: 703-933-2600, option 2
For delays over 10 minutes, notification will be made via our text messaging system.

This service includes the following:

Shuttle Service and Schedule

Shuttle services are to be provided between the Cameron Station Community and the Van Dorn Metro Station Kiss and Ride per the attached schedule, Monday to Friday, excluding agreed holidays. The fees for this service are based on the current schedule and times and any changes will require mutual approval of both Fleet and Cameron Station Community Association, Inc.

Vehicles

(1) 24 passenger Minibus AND (1) 23 passenger ADA/Wheelchair Lift Equipped Bus

Vehicle Features Include:

- Full height step-on vehicle for ease of access and passenger comfort
- Fully Climate Controlled Passenger Cabin
- High Back Seats
- **GPS Tracking Enabled**
- Equipped with Cellular Telephone
- Safety Systems and Equipment as mandated by Federal, State, and Local Laws

Vehicle Parking and Security Procedures

- Secure Parking
- Vehicles will be security and safety swept daily

All vehicles will be parked, disinfected, and secured at our office facility to prevent any unauthorized access. The parking is secured by video surveillance.

All vehicles will be swept for suspicious packages or damage via drivers and staff prior to departure and upon return to our facility during our inspection process. These vehicle safety inspection procedures will be outlined in detail below.

Vehicle Maintenance, Safety, and Reserve Vehicles

- Regular Service Intervals of 7,500 miles
- Extensive Maintenance Every 15,000 miles
- Brake pads replaced every 20,000 miles
- Tires replaced every 45,000 miles
- Twice Daily Driver and Supervisor Inspections
- Immediate Repair of Any and All Safety Hazards
- Reserve Vehicles and Staff for 1 Hour Response Time

Our vehicles are meticulously maintained beyond industry standards and subjected to the manufacturer's severe duty maintenance schedules.

Regular oil changes and safety inspections are performed every 7,500 miles. Additional more extensive maintenance and safety inspections are performed at every 15,000 miles. These services include oil changes, transmission and coolant flushes, filter renewal, tune ups and overall safety inspections. Brake pads and tires are replaced as needed or at 20,000 and 45,000-mile intervals respectively, whichever comes first.

Regular maintenance services are coupled with daily safety inspections by shop staff and drivers. Twice daily inspections for items such as steering, brake, and tire wear or defects, lighting operation. Interior safety checks include seating, flooring, lighting, emergency windows, wheelchair lifts, and climate control. Additionally, all vehicles are checked for any damage and suspicious packages. All vehicles deemed unsafe for operation are pulled out of service and repaired immediately.

These inspections are performed once in the morning prior to departure from the garage and again in the evening upon return to the garage. Our procedures insure the smoothest running operation possible with a low incidence of unexpected mechanical failure.

Back-up vehicles are always kept in reserve in the unlikely event of vehicle breakdown. In this event, stand-by vehicles and staff are at the ready to provide a substitute vehicle within an approximate 60-minute response time.

Our maintenance and repair procedures yield increased vehicle uptime and mean uninterrupted services and a seamless operation for you.

Vehicle Washing and Cleaning

- Daily Interior Cleaning
- Twice Weekly Exterior Cleaning
- Interior Deep Cleaning Every 6 Months

- Yearly Exterior Buff and Wax

All vehicles employed in this shuttle service will be cleaned daily upon the return to our facility.

A full-time cleaning staff is employed to keep our vehicles in showroom condition. Vehicles will have all trash removed, floors mopped, seats vacuumed, and interior windows cleaned daily. In addition to full daily interior cleanings, vehicle exteriors will be washed twice weekly.

All vehicles are buffed and waxed every 12 months and have full interior deep cleanings every 6 months. These cleaning processes provide you with a high standard of cleanliness and keep our fleet looking brand new.

Drivers

- Courteous, customer service focused drivers
- Fully licensed, trained, and uniformed
- All Salary, Bonuses, Payroll Taxes, and Health Insurance Benefits
- Hiring, US DOT Employment Procedures, Training, Discipline, and Termination
- Drivers will display Photo ID name placards

A dedicated drivers will be provided for this account when work is awarded. Back-up drivers will be also allocated. Our drivers will be responsible for safe operation of vehicles and will be aware of US DOT and VA DMV regulations. Our driver focus is on required skills and technical proficiency, as well as customer service, courtesy, and dependable behavior.

Fleet Transportation, LLC will provide for hiring, firing, training, and scheduling of all drivers. Our cautious and extensive interviewing and hiring process ensures each driver meets and exceeds your needs. Our hiring process will include a drug test, criminal background check, and other processes per US DOT/FMCSA requirements. Drivers are required to have a minimum of 12 months related CDL/driving experience. We will investigate to ensure the driver is fully and properly licensed, criminally background checked, is free of driving violations, and has a record of safe driving. We will ensure that the driver presents a good appearance, is able to speak, comprehend, read and write English, and be physically able to perform the assigned work related to the shuttle service. Fleet provides initial professional training and continuous follow-up training in customer service and safe/defensive driving.

Drivers wear uniforms including: Pressed white shirt, tie, black pants, and a Fleet Transportation jacket as needed. Drivers are required to have good hygiene and be well groomed at all times.

Our driver will be equipped with a cellular phone, allowing for constant communication between Fleet dispatch and the client regarding traffic situations, schedule delays or other emergencies.

The driver will maintain a daily log. These daily logs will be compiled, and a monthly usage report will be provided to the client.

Licensing and Insurance

Fleet Transportation, L.L.C. is fully licensed and insured. We hold Washington Metropolitan Area Transit Commission Certificate Number 563, US DOT Number 955308, and Virginia Contract Passenger Certificate 228. These certificates grant Fleet full operating authority to transport passengers in Virginia, the District of Columbia, and surrounding metropolitan jurisdictions.

Vehicles are insured with the minimum motor vehicle liability and property damage limits of \$5,000,000, meeting and/ or exceeding all federal, state, and local requirements. A general commercial policy and Worker's Compensation is also provided. We will provide you with a certificate of insurance, naming the client as additional insured.

Customer Service, Dispatch and Supervision

The client will be assigned a dedicated supervisor who will facilitate all matters concerning this shuttle service. Your supervisor will be available during business hours and is your first point of contact.

Account and customer service representatives, as well as dispatchers are available 24 hours a day/ 7 days a week at (703) 933-2600 for emergency contact and scheduling needs.

Passengers are to be advised to contact Fleet dispatch for any and all updates regarding shuttle status or complaints. Fleet will be your passengers' first point of contact and our dedicated account supervisor will remain in constant contact regarding any and all complaints and customer relations.

Text Message Status Updates

Fleet Transportation will provide a text message system that will allow passengers, parents/guardians, and management to "opt-in" to a text message system that will allow for real time updates when the shuttle bus is delayed due to inclement weather or other incidents. Passengers may opt-in by texting their keyword from any mobile phone to 844-612-2165 :

csbus

Inclement Weather or Other Emergency

In the event of inclement weather or any other emergency, the client should contact Fleet Transportation's account representative/dispatch via email and phone to discuss and ultimately determine if the shuttle shall be in operation. Please use the following contact information:

info@fleettransportation.com and 703-933-2600, option 1 for dispatch. We will follow OPM guidelines and suspend service when the Federal Government is closed. If service is cancelled due to OPM closure or inclement weather/other emergency beyond the control of Fleet, there will be no rebates for services. However, if services are cancelled by Fleet Transportation there will be a rebate equal to the number of hours of service or shifts missed.

Other Conditions

Fleet Transportation WILL:

Abide by all requirements for the resident access system.

Allow the client / residents onto the bus when the bus arrives at the metro pick up area. In cases of extreme heat, cold and/or bad weather, the contractor must allow clients / residents immediate access on to the bus and assist passengers when loading and unloading vehicles.

Verify train schedules via cell phone and allow time for the client / residents to get to the shuttle bus. **Specifically, on the last pick-up of the night when the train may be late.** In cases of problems that arise, the shuttle bus contractor must work with management to accommodate client / resident and properly resolve any issues.

Display the shuttle bus driver's name and driver information must be posted on the bus so that it is visible to all bus riders AND The current shuttle bus schedule will be posted inside the shuttle bus for the client / residents to view.

Will set the radio station to WTOP ONLY and keep at a minimum volume so that it is not disruptive to the client / residents.

Will adhere to a no smoking/vaping permitted in or around the bus by driver or client / residents.

Provide monthly ridership activity reports and management will have access to these reports.

Provide information related to GPS access on the shuttle buses and the access management will have to view this information. This link will be provided via a real time link to our GPS system.

Provide one 23 passenger ADA/HC option for this shuttle bus service.

Fleet Transportation CAN NOT PROVIDE:

A bus wrap identifying Cameron Station CA for the client / residents and for marketing the community. However, Fleet can provide signage as desired by the community for this purpose.

Signage

The shuttle vehicle will be identified with signs advising of shuttle route. Cameron Station will provide artwork for desired signage.

Agreed Holidays

Federal OPM guidelines will be followed to determine dates of observance for listed Federal Holidays. This shuttle service will not run on the following twelve (12) holidays:

New Year's Day
Martin Luther King Jr Day
President's Day (Observed)
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

Schedule of Operation

**Please see attached schedule

Cost of Service & Billing

(2) 24 passenger Minibus AND (1) 23 passenger ADA/Wheelchair Lift Equipped Bus

MONTHLY FEE:

Year One \$28,800.00
Year Two \$30,096.00
Year Three \$31,450.32

Rates include all fees.

Excursions or additional services that may be requested from time to time will be billed at the prevailing retail rate, less a 15% preferred customer base rate discount.

Billing is monthly in advance and due upon receipt.

Contract Period

This agreement is for services proposed for the dates of 1/1/2024 to 12/31/2026 (3-year term).

All terms and conditions agreed and accepted by:

Name:
Title:

Date: _____

Fleet Transportation, LLC

Date: _____

Morning Departures, until 9:06 AM

AM RUN	BRENMAN PARK DR	DONOVAN/ JOHN TICER	KILBURN	MURTHA	CALIFORNIA/ GRIMM	POCOSIN/ TANCRETI	HAROLD SECORD	VAN DORN METRO (Kiss & Ride)
BUS-1	5:51	5:52	5:53	5:54	5:55	5:56	5:57	6:06
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BUS-1	8:31	8:32	8:33	8:34	8:35	8:36	8:37	*8:46
BUS-2	8:51	8:52	8:53	8:54	8:55	8:56	8:57	*9:06

Afternoon Departures, until 7:23 PM

PM RUN	VAN DORN METRO (Kiss & Ride)	HAROLD SECORD	POCOSIN/ TANCRETI	CALIFORNIA/ GRIMM	MURTHA	KILBURN	DONOVAN JOHN TICER	BRENMAN PARK DR
BUS-1	4:12	4:21	4:22	4:23	4:24	4:25	4:26	4:27
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BUS-1	*6:52							
BUS-2	*7:23							

Notes:

- ***The buses that arrive at the Metro at 8:46 am and 9:06 am do not return to Cameron Station, and the buses that depart at 6:52 pm and 7:23 pm buses do not return to the Metro. Riders are not picked up at these stops/times.**
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- Buses stop at the intersection of Cameron Station Blvd and the referenced street (other than the Metro station).
- This service is provided to CSCA residents and their guests only. Residents and guests **must** show their Cameron Station Facilities ID (with the applicable year's sticker) or Guest Shuttle Pass to the driver upon boarding.
- If/When the Shuttle bus is running early, drivers are directed to wait until the designated departure time.
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- Drivers are directed to stop only at designated stops. Exceptions will be made only for residents using canes, walkers, or crutches.
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- Email questions/feedback/customer service issues to managers@cameronstation.org.



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Transportation Service Agreement

October 31, 2023

Shuttle Service for:

Cameron Station Community Association, Inc.
200 Cameron Station Blvd
Alexandria, VA 22304

1/1/2024 to 12/31/2026
3-year term

Fleet Transportation's objective is to provide professional shuttle transportation and superior customer service for Cameron Station Community Association, Inc.

Our goal is to exceed your expectations.

Shuttle service is operated by Fleet Transportation, LLC.

For Compliments, Complaints, or vehicle status updates: 703-933-2600, option 2
For delays over 10 minutes, notification will be made via our text messaging system.

This service includes the following:

Shuttle Service and Schedule

Shuttle services are to be provided between the Cameron Station Community and the Van Dorn Metro Station Kiss and Ride per the attached schedule, Monday to Friday, excluding agreed holidays. The fees for this service are based on the current schedule and times and any changes will require mutual approval of both Fleet and Cameron Station Community Association, Inc.

Vehicles

(1) 31 Passenger Bus AND (1) 27 passenger ADA/WC Lift Equipped Bus

Vehicle Features Include:

- Full height step-on vehicle for ease of access and passenger comfort
- Fully Climate Controlled Passenger Cabin
- High Back Seats
- **GPS Tracking Enabled**
- Equipped with Cellular Telephone
- Safety Systems and Equipment as mandated by Federal, State, and Local Laws

Vehicle Parking and Security Procedures

- Secure Parking
- Vehicles will be security and safety swept daily

All vehicles will be parked, disinfected, and secured at our office facility to prevent any unauthorized access. The parking is secured by video surveillance.

All vehicles will be swept for suspicious packages or damage via drivers and staff prior to departure and upon return to our facility during our inspection process. These vehicle safety inspection procedures will be outlined in detail below.

Vehicle Maintenance, Safety, and Reserve Vehicles

- Regular Service Intervals of 7,500 miles
- Extensive Maintenance Every 15,000 miles
- Brake pads replaced every 20,000 miles
- Tires replaced every 45,000 miles
- Twice Daily Driver and Supervisor Inspections
- Immediate Repair of Any and All Safety Hazards
- Reserve Vehicles and Staff for 1 Hour Response Time

Our vehicles are meticulously maintained beyond industry standards and subjected to the manufacturer's severe duty maintenance schedules.

Regular oil changes and safety inspections are performed every 7,500 miles. Additional more extensive maintenance and safety inspections are performed at every 15,000 miles. These services include oil changes, transmission and coolant flushes, filter renewal, tune ups and overall safety inspections. Brake pads and tires are replaced as needed or at 20,000 and 45,000-mile intervals respectively, whichever comes first.

Regular maintenance services are coupled with daily safety inspections by shop staff and drivers. Twice daily inspections for items such as steering, brake, and tire wear or defects, lighting operation. Interior safety checks include seating, flooring, lighting, emergency windows, wheelchair lifts, and climate control. Additionally, all vehicles are checked for any damage and suspicious packages. All vehicles deemed unsafe for operation are pulled out of service and repaired immediately.

These inspections are performed once in the morning prior to departure from the garage and again in the evening upon return to the garage. Our procedures insure the smoothest running operation possible with a low incidence of unexpected mechanical failure.

Back-up vehicles are always kept in reserve in the unlikely event of vehicle breakdown. In this event, stand-by vehicles and staff are at the ready to provide a substitute vehicle within an approximate 60-minute response time.

Our maintenance and repair procedures yield increased vehicle uptime and mean uninterrupted services and a seamless operation for you.

Vehicle Washing and Cleaning

- Daily Interior Cleaning
- Twice Weekly Exterior Cleaning
- Interior Deep Cleaning Every 6 Months

- Yearly Exterior Buff and Wax

All vehicles employed in this shuttle service will be cleaned daily upon the return to our facility.

A full-time cleaning staff is employed to keep our vehicles in showroom condition. Vehicles will have all trash removed, floors mopped, seats vacuumed, and interior windows cleaned daily. In addition to full daily interior cleanings, vehicle exteriors will be washed twice weekly.

All vehicles are buffed and waxed every 12 months and have full interior deep cleanings every 6 months. These cleaning processes provide you with a high standard of cleanliness and keep our fleet looking brand new.

Drivers

- Courteous, customer service focused drivers
- Fully licensed, trained, and uniformed
- All Salary, Bonuses, Payroll Taxes, and Health Insurance Benefits
- Hiring, US DOT Employment Procedures, Training, Discipline, and Termination
- Drivers will display Photo ID name placards

A dedicated drivers will be provided for this account when work is awarded. Back-up drivers will be also allocated. Our drivers will be responsible for safe operation of vehicles and will be aware of US DOT and VA DMV regulations. Our driver focus is on required skills and technical proficiency, as well as customer service, courtesy, and dependable behavior.

Fleet Transportation, LLC will provide for hiring, firing, training, and scheduling of all drivers. Our cautious and extensive interviewing and hiring process ensures each driver meets and exceeds your needs. Our hiring process will include a drug test, criminal background check, and other processes per US DOT/FMCSA requirements. Drivers are required to have a minimum of 12 months related CDL/driving experience. We will investigate to ensure the driver is fully and properly licensed, criminally background checked, is free of driving violations, and has a record of safe driving. We will ensure that the driver presents a good appearance, is able to speak, comprehend, read and write English, and be physically able to perform the assigned work related to the shuttle service. Fleet provides initial professional training and continuous follow-up training in customer service and safe/defensive driving.

Drivers wear uniforms including: Pressed white shirt, tie, black pants, and a Fleet Transportation jacket as needed. Drivers are required to have good hygiene and be well groomed at all times.

Our driver will be equipped with a cellular phone, allowing for constant communication between Fleet dispatch and the client regarding traffic situations, schedule delays or other emergencies.

The driver will maintain a daily log. These daily logs will be compiled, and a monthly usage report will be provided to the client.

Licensing and Insurance

Fleet Transportation, L.L.C. is fully licensed and insured. We hold Washington Metropolitan Area Transit Commission Certificate Number 563, US DOT Number 955308, and Virginia Contract Passenger Certificate 228. These certificates grant Fleet full operating authority to transport passengers in Virginia, the District of Columbia, and surrounding metropolitan jurisdictions.

Vehicles are insured with the minimum motor vehicle liability and property damage limits of \$5,000,000, meeting and/ or exceeding all federal, state, and local requirements. A general commercial policy and Worker's Compensation is also provided. We will provide you with a certificate of insurance, naming the client as additional insured.

Customer Service, Dispatch and Supervision

The client will be assigned a dedicated supervisor who will facilitate all matters concerning this shuttle service. Your supervisor will be available during business hours and is your first point of contact.

Account and customer service representatives, as well as dispatchers are available 24 hours a day/ 7 days a week at (703) 933-2600 for emergency contact and scheduling needs.

Passengers are to be advised to contact Fleet dispatch for any and all updates regarding shuttle status or complaints. Fleet will be your passengers' first point of contact and our dedicated account supervisor will remain in constant contact regarding any and all complaints and customer relations.

Text Message Status Updates

Fleet Transportation will provide a text message system that will allow passengers, parents/guardians, and management to "opt-in" to a text message system that will allow for real time updates when the shuttle bus is delayed due to inclement weather or other incidents. Passengers may opt-in by texting their keyword from any mobile phone to 844-612-2165 :

csbus

Inclement Weather or Other Emergency

In the event of inclement weather or any other emergency, the client should contact Fleet Transportation's account representative/dispatch via email and phone to discuss and ultimately determine if the shuttle shall be in operation. Please use the following contact information:

info@fleettransportation.com and 703-933-2600, option 1 for dispatch. We will follow OPM guidelines and suspend service when the Federal Government is closed. If service is cancelled due to OPM closure or inclement weather/other emergency beyond the control of Fleet, there will be no rebates for services. However, if services are cancelled by Fleet Transportation there will be a rebate equal to the number of hours of service or shifts missed.

Other Conditions

Fleet Transportation WILL:

Abide by all requirements for the resident access system.

Allow the client / residents onto the bus when the bus arrives at the metro pick up area. In cases of extreme heat, cold and/or bad weather, the contractor must allow clients / residents immediate access on to the bus and assist passengers when loading and unloading vehicles.

Verify train schedules via cell phone and allow time for the client / residents to get to the shuttle bus. **Specifically, on the last pick-up of the night when the train may be late.** In cases of problems that arise, the shuttle bus contractor must work with management to accommodate client / resident and properly resolve any issues.

Display the shuttle bus driver's name and driver information must be posted on the bus so that it is visible to all bus riders AND The current shuttle bus schedule will be posted inside the shuttle bus for the client / residents to view.

Will set the radio station to WTOP ONLY and keep at a minimum volume so that it is not disruptive to the client / residents.

Will adhere to a no smoking/vaping permitted in or around the bus by driver or client / residents.

Provide monthly ridership activity reports and management will have access to these reports.

Provide information related to GPS access on the shuttle buses and the access management will have to view this information. This link will be provided via a real time link to our GPS system.

Provide one 27 passenger ADA/HC option for this shuttle bus service.

Fleet Transportation CAN NOT PROVIDE:

A bus wrap identifying Cameron Station CA for the client / residents and for marketing the community. However, Fleet can provide signage as desired by the community for this purpose.

Signage

The shuttle vehicle will be identified with signs advising of shuttle route. Cameron Station will provide artwork for desired signage.

Agreed Holidays

Federal OPM guidelines will be followed to determine dates of observance for listed Federal Holidays. This shuttle service will not run on the following twelve (12) holidays:

New Year's Day
Martin Luther King Jr Day
President's Day (Observed)
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

Schedule of Operation

**Please see attached schedule

Cost of Service & Billing

(1) 31 Passenger Bus AND (1) 27 passenger ADA/WC Lift Equipped Bus

MONTHLY FEE:

Year One \$30,000.00
Year Two \$31,350.00
Year Three \$32,760.75

Rates include all fees.

Excursions or additional services that may be requested from time to time will be billed at the prevailing retail rate, less a 15% preferred customer base rate discount.

Billing is monthly in advance and due upon receipt.

Contract Period

This agreement is for services proposed for the dates of 1/1/2024 to 12/31/2026 (3-year term).

All terms and conditions agreed and accepted by:

Name:
Title:

Date:_____

Fleet Transportation, LLC

Date:_____

Morning Departures, until 9:06 AM

AM RUN	BRENMAN PARK DR	DONOVAN/JOHN TICER	KILBURN	MURTHA	CALIFORNIA/GRIMM	POCOSIN/TANCRETI	HAROLD SECORD	VAN DORN METRO (Kiss & Ride)
BUS-1	5:51	5:52	5:53	5:54	5:55	5:56	5:57	6:06
BUS-2	6:11	6:12	6:13	6:14	6:15	6:16	6:17	6:26
BUS-1	6:31	6:32	6:33	6:34	6:35	6:36	6:37	6:46
BUS-2	6:51	6:52	6:53	6:54	6:55	6:56	6:57	7:06
BUS-1	7:11	7:12	7:13	7:14	7:15	7:16	7:17	7:26
BUS-2	7:31	7:32	7:33	7:34	7:35	7:36	7:37	7:46
BUS-1	7:51	7:52	7:53	7:54	7:55	7:56	7:57	8:06
BUS-2	8:17	8:18	8:13	8:14	8:15	8:16	8:17	8:26
BUS-1	8:31	8:32	8:33	8:34	8:35	8:36	8:37	*8:46
BUS-2	8:51	8:52	8:53	8:54	8:55	8:56	8:57	*9:06

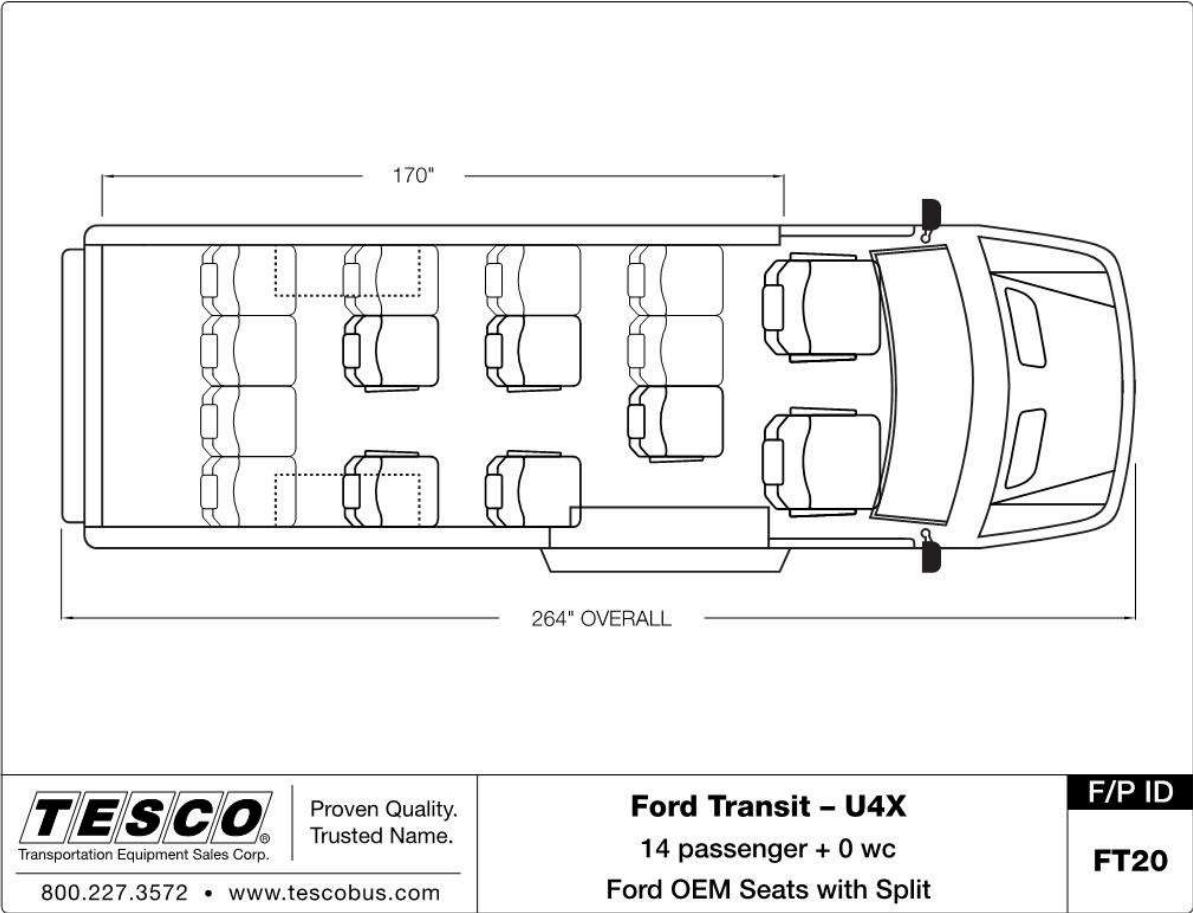
Afternoon Departures, until 7:23 PM

PM RUN	VAN DORN METRO (Kiss & Ride)	HAROLD SECORD	POCOSIN/TANCRETI	CALIFORNIA/GRIMM	MURTHA	KILBURN	DONOVAN JOHN TICER	BRENMAN PARK DR
BUS-1	4:12	4:21	4:22	4:23	4:24	4:25	4:26	4:27
BUS-2	4:32	4:41	4:42	4:43	4:44	4:45	4:46	4:47
BUS-1	4:52	5:01	5:02	5:03	5:04	5:05	5:06	5:07
BUS-2	5:12	5:21	5:22	5:23	5:24	5:25	5:26	5:27
BUS-1	5:32	5:41	5:42	5:43	5:44	5:45	5:46	5:47
BUS-2	5:52	6:01	6:02	6:03	6:04	6:05	6:06	6:07
BUS-1	6:12	6:21	6:22	6:23	6:24	6:25	6:26	6:27
BUS-2	6:32	6:41	6:42	6:43	6:44	6:45	6:46	6:47
BUS-1	*6:52							
BUS-2	*7:23							

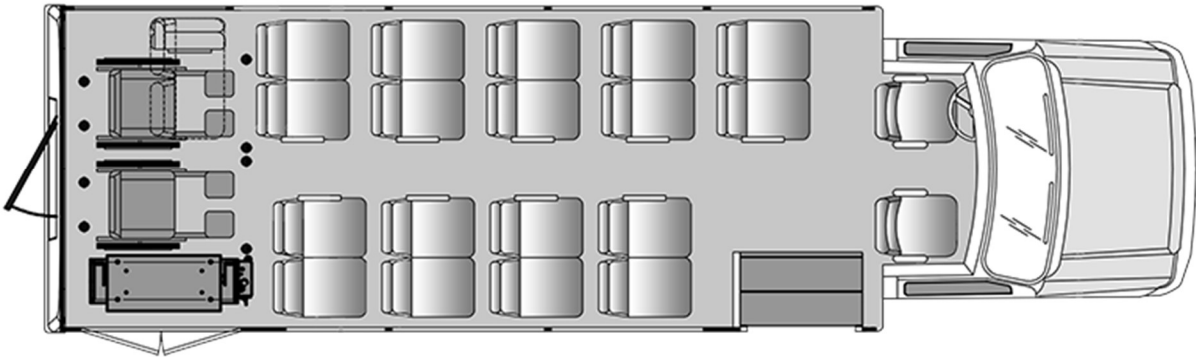
Notes:

- ***The buses that arrive at the Metro at 8:46 am and 9:06 am do not return to Cameron Station, and the buses that depart at 6:52 pm and 7:23 pm buses do not return to the Metro. Riders are not picked up at these stops/times.**
- To receive text alerts concerning delays, cancellations, etc. send a text to **(844) 612-2165** with the keyword **csbus**.
- Buses stop at the intersection of Cameron Station Blvd and the referenced street (other than the Metro station).
- This service is provided to CSCA residents and their guests only. Residents and guests **must** show their Cameron Station Facilities ID (with the applicable year's sticker) or Guest Shuttle Pass to the driver upon boarding.
- If/When the Shuttle bus is running early, drivers are directed to wait until the designated departure time.
- If/When the Metro train is running late, drivers are directed to wait until the train has arrived for the Afternoon Departure Schedule.
- Drivers are directed to stop only at designated stops. Exceptions will be made only for residents using canes, walkers, or crutches.
- Shuttles run Monday – Friday unless noted on Federal Holidays, [linked here](#). The shuttle service will also follow government delays or cancellations.
- Email questions/feedback/customer service issues to managers@cameronstation.org.

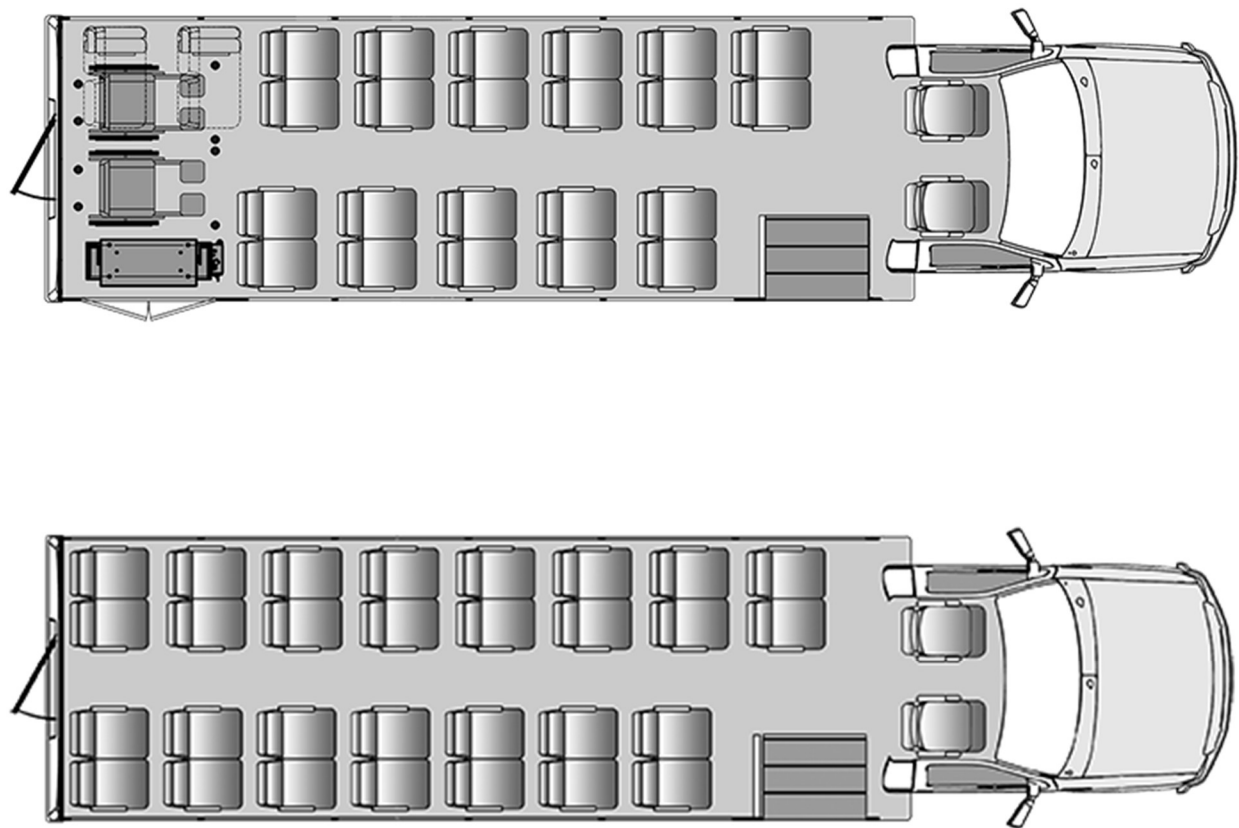
Fleet Transportation Proposed 14 passenger Van Floor Plan



Fleet Transportation Proposed 22 plus WC and 24 passenger Floor Plans



Fleet Transportation Proposed 27 plus WC and 31 passenger Floor Plans



Cameron Station Community Association, Inc.

Shuttle Bus Service



RLS - Price & Technical Proposal

Submitted to:

Steven P. Philbin, General Manager
sphilbin@gocampmgmt.com

Submitted by:



45685 Elmwood Court
Sterling, VA 20166
Phone: 703-478-0500
Fax: 703-471-0184

Bill Bouweiri, Director of Sales
bbouweiri@restonlimo.com, 703-343-0032

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1. Company Background

Founded in 1989 and incorporated in 1990 in the State of Virginia, Reston Limousine and Travel Service, Inc., d/b/a Reston Limousine (RLS), is a privately held, certified Women Owned Business (WBENC) business whose core competency is passenger transportation service to include shuttle transportation and event/charter and executive transportation services. With over 400 employees and a fleet of approximately 235 vehicles, Reston Limousine operates the largest charter and private shuttle transit service in the Washington D.C. area, the 10th largest in the nation, and the largest woman owned transit service in the nation.

Reston Limousine's headquarters complex, located at 45685 Elmwood Court, Sterling, Virginia, is the location of the Driver Training Center, 24/7/365 Dispatch and Customer Service Representative, and in-house five-Bay 24/7 Vehicle Service Center. The Reston Limousine 24/7 Operations Center includes the reservations, dispatch, and fleet maintenance departments. The Reston Limousine headquarters complex measures approximately 20,000 square feet and provides the base of operations for approximately two-thirds of the fleet of buses, vans and luxury limousines, which is available 24 hours a day, seven days a week. Reston Limousine also has a 3-acre satellite office located at 9200 A East Hampton Drive, Capitol Heights, Maryland. RLS has additional satellite locations in Baltimore, Maryland, and Fairfax, Virginia.

As an organization our passion is to provide a variety of transportation solutions for individuals and groups that exceed clients' expectations at home and around the world through our commitment to safety, excellent service, and lasting relationships.

Our Core Values are:

- Culture of Caring: respect and appreciation for our employees and clients
- Teamwork: fostering integrity and support among employees and clients
- Customer Commitment & Service Excellence: ensuring service excellence, safety, and peace of mind
- Continuous Innovation & Agility: we never stop improving
- Safety Always: in everything we do

1.1 Diverse Firms

RLS is a global transportation company with a diverse customer base. Inclusion and diversity are critical to our mission but also a fundamental part of who we are. As a women-owned business, inclusion has been an integral part of the RLS family since the beginning. We strive to employ the most talented employees who come from diverse backgrounds and perspectives. In support of these goals, over 79% of RLS employees are women and minorities.

We acknowledge that diversity without inclusion is a flawed ideal. We aim to have a team that supports innovation and creativity; so, in addition to our diverse team, our employees strive to focus on inclusion and employee sustainability. Being able to respect, connect, and encourage unique voices will allow our team, our products, and our community to better enrich itself. Our goal is to demonstrate to our team our commitment to diversity and inclusion by showing respect for all and encouraging open collaboration and communication.

1.2 Green Initiatives

RLS is conscious of our carbon footprint, and we are determined to continuously implement solutions aimed at reducing our greenhouse gas emissions and improving upon our overall impact on the environment. Over the years of Reston Limousine's operations, we have launched the following directives geared towards reaching these goals:

- **Recyclable Content** – We partner with three companies (Safety-Kleen, Metal Pro, Waste Management) to ensure the proper disposal/recycling of used material. Through these partnerships we are able to recycle/reuse all petroleum waste to heat parts of our facility, recycle our metal and cardboard, and properly dispose of hazardous and non-hazardous waste.
- **Environmentally Preferable Equipment** – The majority of RLS fleet is comprised of vehicles constructed of fiberboard and aluminum, both materials considered to be recyclable and sustainable materials, while also contributing to efficient fuel consumption due to their light-weight properties. In addition, compressed natural gas (CNG) fueled vehicles, and electric battery powered vehicles have started to be integrated into the RLS fleet, with future goals of the entire fleet being comprised of only natural gas or electricity fueled vehicles. Both vehicle variants produce significantly fewer harmful emissions than gasoline and diesel.
- **Energy Efficient** – As it stands, about 50% of the RLS fleet is fueled by diesel as opposed to gasoline. With diesel fuel, our vehicles consume less fuel per mile than gasoline would allow, and we continuously monitor all engines for idle time. These two factors decrease our fuel consumption and most importantly reduce our production of harmful emissions. In addition, we implement refrigerant recycling machines in the operation and upkeep of vehicle HVAC systems, not only to recycle and reuse refrigerant for energy efficiency, but to minimize harmful leakage that would contribute to the depletion of the ozone layer.

RLS understands that while these directives are great, there is still much more to be accomplished in our goal of becoming an environmentally friendly company.

1.3 Executive Team

The executive team overseeing Reston Limousine operations possess the highest level of experience required in transportation.



President & Chief Executive Officer, Kristina Bouweiri

Reston Limousine is led by President and CEO Kristina Bouweiri, who possesses a B.A. in International Affairs from The George Washington University and is a recognized leader in the transportation industry. She sits on the board of several organizations and serves as a mentor for women in business. As CEO, Ms. Bouweiri oversees operations of the total organization and manages the human and physical resources. Using her entrepreneurial vision, she develops and implements plans to provide the highest level of quality service to Reston Limousine clients.



Chief Financial Officer, Hans Zeigler

Mr. Zeigler is a senior financial/operational executive skilled in managing small and mid-sized businesses and passionate about team building and empowerment. His industry background includes technology, manufacturing, professional services and transportation. Mr. Zeigler's core competencies include: working capital management, financial modeling and forecasting, team building and leadership, process improvement, organizational turnarounds, and performance measurement. Mr. Zeigler was named "Smart CFO" by CEO Magazine in 2009 and 2014. He has a bachelor's degree in economics from the Catholic University of America and an MBA from Vanderbilt University.



Director of Operations, Doug Compton

Mr. Compton is an organizational management specialist offering 25 years of progressive experience in maintenance, parking, and transportation environments. A skilled communicator with the proven ability to work with and through others to produce positive results. An effective leader and trainer with the ability to highlight the talents of others for improved team efforts and timely results. Mr. Compton oversees all of Reston Limousine's shuttle routes and charter operations to ensure overall quality performance. Mr. Compton comes with 20+ years of management experience and has extensive experience in policy and procedures, training, marketing, mentoring, and customer service. Mr. Compton has a BS in Business Administration from the University of Florida and an MS in Management from the Florida Institution of Technology.

1.4 Experience

RLS was awarded our first ground transportation contract in 1992 which brings over 30+ years of experience delivering like-services to those required by Cameron Station. RLS dispatches an average of 1,800 event/charter trips per month, with over 3,000 such trips in peak months. Our RLS shuttle systems transport approximately 375,000 passengers per month on approximately 90 individual routes for approximately 50 shuttle contracts.

RLS comes with extensive experience in the corporate, non-profit, university, and federal environments, including current support of multiple employee and residential shuttle routes. This experience uniquely positions RLS to provide Cameron Station with the most intuitive, technically progressive, and seamless experience; driving RLS to achieve our commitment of exceeding all goals and standards expected of us and set forth by Cameron Station.

1.5 References

Reston Limousine offers the below references as a testament to our experience and service level provided to our clients:

- **George Mason University – Charter & Shuttle Services**
 - Josh Cantor – Director of Parking & Transportation
 - jcantor1@gmu.edu
 - 703.993.1239
- **George Washington University – Charter & Shuttle Services**
 - Charles Wurz | Director – Transportation & Logistics
 - charles.wurz@gwu.edu
 - 202.994.3106
- **Reston Town Center Association – Shuttle Services**
 - Robert Goudie | Executive Director
 - rgoudie@restontc.org
- **Tyson’s Tower – Shuttle Services**
 - Nona Diggs – General Manager
 - ndiggs@tysonstowers.net
 - 703.281.2080
- **Tyson’s Park Place – Shuttle Services**
 - Derrick Wade – Vice President, Property Manager (B. F. Saul Property Company)
 - Derrick.Wade@bfsaul.com
 - 301.986.6329

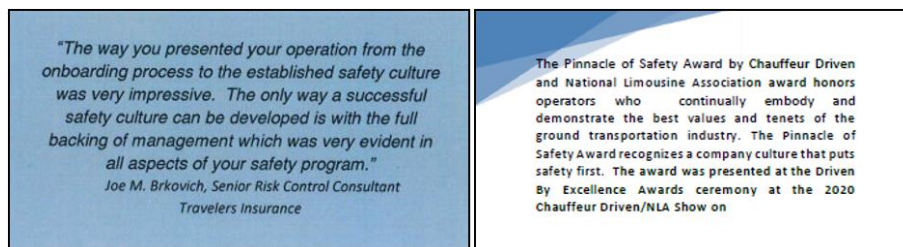
2. RLS Safety, Training, & Fleet

2.1 Safety Department

In an industry in which safety is an inherent risk due to the services being provided, RLS understands that the safety of our drivers, passengers, and fellow drivers must remain the biggest priority for RLS. Many factors are involved with providing a safe, reliable, and efficient transportation service, with two significant factors being DOT/FMCSA/DTMO compliance and driver training. To ensure that RLS continues to meet/exceed all training, safety, and compliance standard, we employ an on-staff Safety and Training Manager, Rush Kamdar, who supports our commitment to these factors. RLS is one of the few passenger transportation companies in the Washington, DC – Baltimore Metropolitan areas that takes this step in employing an on-staff Safety and Training Manager.

RLS conducts all operations in a manner to avoid risk of injury to persons or damage to property. Safety standards include a standard safety and health program. RLS is in full compliance with all industry standards including both state and federal regulatory requirements. RLS complies and is regulated by the Department of Transportation Federal Motor Carrier Safety Administration (FMCSA) and the Washington Metropolitan Area Transit Commission (WMATC) who regionally regulates private sector motor carriers transporting passengers in the Washington Metropolitan area.

Reston Limousine's Safety Management System (SMS) is our currently utilized and proven methodology that combines experience with the Department of Transportation's Federal Motor Carrier Safety Administration regulations. Holding the highest safety rating bestowed by DOT/FMCSA/DTMO demonstrates our continued focus on safety. The Driver/Staff Training is a component of the company's SMS. In a most recent Loss Analysis performed by Travelers Insurance, we received the accolades shown below (left graphic). In addition, RLS was recently awarded the Pinnacle of Safety Award by the *Chauffeur Driven* and National Limousine Association (right graphic)



RLS furnishes safety equipment and instructions for all employees according to the job standards. RLS's fleet and safety departments maintain and furnish vehicle inspection, accident, injury, and any other records/reports reasonably requested by Cameron Station. Reston Limousine will always comply with all applicable local, state, and federal safety, health, and environmental laws and regulations. RLS will advise and train all Personnel performing services under this Agreement. All Reston Limousine Personnel will have completed required safety training and instruction prior to being allowed to perform the services stated in this proposal. Reston Limousine will provide Cameron Station with a log of completed driver safety training requirements upon request.

Our contingency planning that ensures on time performance when a driver is not available on short notice has been in place for many years and is proven to work by our on-time performance rate. If a driver is sick, they are required to give their supervisor at least four hours' notice of their absence. This allows the supervisor to locate a trained backup driver in a timely manner. If a driver does not give the required notification, they accrue negative points in their performance record. This information is used in the driver's annual performance review process. In cases of mechanical failure or unforeseen circumstance causing a vehicle in operation inoperable, RLS guarantees backup vehicle arrival within 2 hours of notice.

2.2 RLS Drivers

Our drivers must have a high school diploma (or GED), and prior commercial driving experience. A general knowledge of the geographic area is preferred. It is preferred that applicants be at least 25 years of age, possess a clean driving record, and pass a pre-employment drug test, and criminal background and credit checks, if applicable. Drivers assigned to Cameron Station shuttle services will meet the following minimum requirements:

- Minimum two (2) years overall driving experience.
- One year of licensed commercial driving experience with passenger-conveyance type vehicles seating 16 or more passengers.
- Driving record free of traffic citations or other vehicular related convictions.
- Driving records will reflect plus-points.
- No conviction of driving under the influence of drugs or alcohol or driving while intoxicated, and/or no assignment (voluntary or judicial) to the Virginia Alcohol Safety Awareness Program (VASAP) or an equivalent program within the past three years.
- Meet physical requirements for commercial drivers as set forth by the U.S. Department of Transportation Federal Motor Carrier Safety standards, for local zone operations.
- No criminal conviction involving sex offender offenses.
- Hold certification for formal ADA training in the operation of specialized equipment for the mobility impaired, including wheelchair lifts and related tie-downs.
- 20-20 vision, corrected by prescribed contacts or glasses, if required.
- Be able to read, write, speak fluently, and understand the English language.

Drivers will be dressed in their RLS uniform while on the job; this uniform is comprised of a white button up shirt, red tie, black pants, black belt, and black shoes. Drivers will not be permitted during operational hours to use strong fragrances such as cologne or perfume.

2.3 Driver Screening

RLS is dedicated to meeting all customers' requirements. To achieve these goals, we follow a strict hiring process. Our team's recruitment efforts are focused upon not only our ability to recruit experienced and capable resources with the required credentials, but to retain them for the duration of the contract and beyond. Retention of key personnel is a critical component in the work functions identified within this contract.

Initial screening consists of obtaining a completed application, an applicant-supplied police record (typically covering 10 years), and a copy of the applicant's driving record which is no more than 30 days old.

During the interview, we describe the requirement to pass criminal conviction investigations including sex offender background checks for all full or part time employees. During the initial interview, the applicant's driver's license and DOT card, and medical card, is validated. New hires must complete an I-9 and provide two forms of identification as defined on the I-9. Once the I-9 is completed and the applicant has passed all required tests and accepted a position, they receive their route assignment. All drivers are required to have their DOT card in their possession while operating a contract vehicle. Our recruiting and hiring procedures have resulted in retention rates which have enabled Reston Limousine To deliver a consistently high level of quality service. These retention rates facilitate our ability to provide a fully trained, qualified, and stable work force that allows us to completely staff our current commitments and replacement drivers as needed.

Drug-Free Personnel Policy - Reston Limousine is committed to protecting the safety, health and wellbeing of all employees and will not tolerate the abuse of alcohol, drugs or other controlled substances in the workplace. We recognize that alcohol abuse and drug use pose a significant threat to our corporate goals as well as the safety of our customers. We have established a drug-free workplace program that balances respect for individuals with the need to maintain an alcohol and drug-free environment. Any employee showing a positive reading, or any evidence of alcohol use or impairment will result in immediate termination of employment with Reston Limousine.

2.4 Driver Training

The RLS training facility contains state-of-the-art training tools including video, computer interaction, case studies, and knowledge comprehension tests. Drivers receive initial training upon commencement of employment, and continuing education throughout their employment.

Cameron Station shuttle assigned drivers will be expected to adhere to policy which includes the following requirements:

- Know their job responsibilities and geographic area they will be servicing.
- Execute responsibilities promptly and professionally.
- Drive in a safe and courteous manner.
- Preserve mutual respect with fellow employees and ridership.
- Maintain a positive and professional team attitude.
- Passenger ID Check
- Monitor train arrival times

2.5 Fleet Department

Reston Limousines' Fleet Department is managed by Daniel Craig, who possesses more than 28 years of experience in vehicle maintenance. Reston Limousine does, and will continue to, comply with all applicable laws, ordinances, and other legal requirements governing the operation of motor carriers. Reston Limousine performs consistent assessment and maintenance of all its vehicles. All Reston Limousine vehicles are compliant with the strictest safety standards and come with manufacturer warranties. RLS operates two fully functional facilities strategically located east and west of Washington, D.C. Each facility is fully secured via video surveillance inside and out, and a secured door entry system. Our maintenance facilities operate 24/7.

Regular preventive maintenance is performed on all vehicles, which also includes a complete bumper-to-bumper inspection designed to identify and prevent defects that could potentially affect the performance of the vehicle. In addition, RLS is equipped with mobile repair units that may be dispatched on-site to address scheduled maintenance or last-minute maintenance issues.

RLS will have full responsibility for the vehicles, including all costs to keep the equipment in excellent condition and appearance. Our maintenance and cleaning schedules demonstrate our commitment to providing Cameron Station with safe and clean vehicles. Regular maintenance is performed on a schedule that meets or exceeds manufacturers' recommendations.

2.6 Technology

Samsara & Transloc

TransLoc and Samsara are considered to be industry leaders in their respective fields, providing mission-critical, world-class software and hardware utilized to efficiently manage and optimize mobility services.

RLS synergizes these two platforms together to provide a suite of management tools such as:

- **APC Technology** – Automated Passenger Count reporting.
- **Pre- and Post-Trip Inspection Application** – Smart Device app accessible via company issued devices. This app integrates with the Samsara Vehicle Gateway to ensure consistency and vehicles specificity.
- **Vehicle Tracking** – We know where our vehicles are, at all times.
- **Unlimited WiFi** – Passenger's gain access to WiFi while inside our vehicles.
- **Idle Time Management** – We know when our vehicles exceed an idling limit.
- **Proactive Mechanical Diagnostics** – We know when our vehicle needs maintenance.
- **Surveillance Cameras** – We see what our driver sees, real time.
- **Driver Performance Monitoring** – We are alerted to abrupt movement or if a driver takes their eyes off the road.
- **Real Time Traffic Monitoring** – We know where traffic will impede on on-time performance, and we monitor this proactively.
- **Reston Limousine Shuttle App** – A smart device application available for all riders, this app is powered by Samsara & TransLoc and provides real-time vehicle tracking, pop-up notifications (for any delays/traffic/accident/weather concerns), and a dashboard to display any promotional information that CNH may decide to push regarding local events and news.



2.7 Regulatory Compliance

Reston Limousine is in full compliance with all industry standards including both state and federal regulatory requirements. Reston Limousine complies and is regulated by the Department of Transportation Federal Motor Carrier Safety Administration (FMCSA).

2.8 Insurance

Reston Limousine has full comprehensive business insurance coverage (business owners, liability, automotive, worker compensation, and umbrella). Reston Limousine continues to manage and maintain an excellent insurance and safety record, further demonstrating the quality of Reston Limousine management and its drivers. Reston Limousine currently exceeds most requirements by carrying a \$9,000,000 umbrella rider (total \$10M coverage). This level of insurance exceeds industry standards and is outlined below:

- **General Liability Insurance** - Comprehensive Bodily Injury and Property Damage Liability Insurance covering the work, the performance of the work and everything incidental thereto, with Bodily Injury (including death) and Property Damage limits of not less than One Million Dollars (\$1,000,000) per occurrence combined single limit. General liability excludes loss resulting from ownership maintenance or use of an automobile.
- **Automobile Public Liability and Property Damage Insurance** - Automobile Public Liability and Property Damage insurance, including coverage on owned, hired, borrowed, leased, and non- owned automobiles, if used in connection with the performance of the work, with Bodily Injury and Property Damage limits of not less than One Million Dollars (\$1,000,000) per occurrence combined single limit.
- **Workers' Compensation and Employers' Liability Insurance** - Worker's Compensation and Employer's Liability Insurance in accordance with the applicable laws of the state in which the work is to be performed or of the state in which Reston Limousine is obligated to pay compensation to employees engaged in the performance of the work. The policy limit under the Employer's Liability Insurance section shall not be less than One Hundred Thousand Dollars (\$100,000) for any one accident.
- **Umbrella Liability Insurance** - Umbrella liability insurance in the amount of Nine Million Dollars (\$9,000,000) each occurrence/aggregate.

3. Cameron Station – Shuttle Operations

3.1 Scope of Work

RLS fully comprehends the scope of work as outlined in the RFP and addendum (A). The shuttle service is to operate Monday – Friday, with exceptions on Federal Holidays or severe weather deeming road travel to be unsafe. Services will be operated via two (2) 32-Passenger ADA Buses, between John Ticer Drive and the Van Dorn Metro, stopping at seven (7) stops along Cameron Station Boulevard.

RLS acknowledges that adjustments to the shuttle route or schedule may be made in the future, at the sole discretion of Cameron Station; we will remain flexible and ready to adapt to any adjusted requirements that are proposed to or requested of RLS.

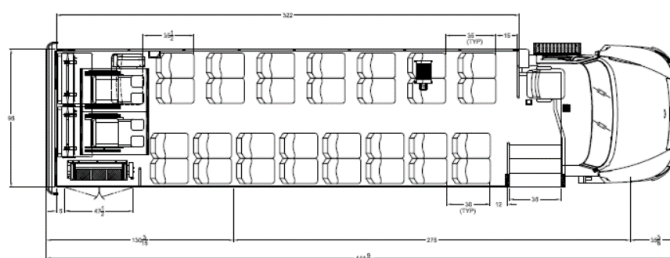
3.2 Back-Up Vehicle

During all times of shuttle operation, RLS will have a back-up vehicle ready for dispatching if necessary. We prioritize on time performance, world-class service, and performance of work. In order to meet these goals, we have a fleet of back-up vehicles for all shuttle routes, readily available.

In addition, if the primary driver(s) provides RLS with short notice of unavailability to operate the shuttle, our route supervisors and managers will be trained on Cameron Station shuttle route specifics so that in these instances, our management/supervisor team will be able to operate the shuttle and ensure performance of work is met.

3.3 Proposed Vehicles

RLS proposes the use of existing RLS fleet for operation on the Cameron Station Shuttle Service. Vehicle make/model will vary depending on notice of award provided to RLS when/if selected. At that time, RLS shall review available resources within our fleet and propose available options to CSCA for review/approval. Models will be similar in make/model to the below images:



3.4 Vehicle Wrapping/Branding

The two (2) dedicated shuttle vehicles will include Cameron Station provided branding/logos for ease of identification. A mock-up for the dedicated vehicles may be referenced below:



3.5 Shuttle Operations Support Team

RLS recognizes that the success to any operation is heavily dictated by the support, infrastructure, and team members behind it. Our shuttle solution provides Cameron Station with a team of highly skilled and experienced individuals working together to ensure all contract requirements, service levels, and expectations are met. The following bio's give a brief overview of the team that would be dedicated to Cameron Station. In addition to this team, RLS has a team of shuttle operation supervisors that provide additional support to the shuttle operation. These assignments will be provided to Cameron Station at that time.



Senior Shuttle Operations Manager, Ms. Helen Shackelford

Ms. Shackelford is a highly experienced and effective working professional with over 25+ years of industry experience. Her approach to managing complex shuttle systems has been transformational to the shuttle operations side of RLS, and her value/effectiveness cannot be understated. As our Senior Shuttle Operations Manager, Ms. Shackelford conducts driver training, oversees client relations, administers continual retraining, and manages the day-to-day for over 40 distinct shuttle contracts.

**Safety & Training Manager, Lisa Grant**

As the Safety & Training Manager, Ms. Grant has 15 years of experience in transportation. She has worked in Transit and Paratransit and holds many certifications. To name a few: TSI, Accident Investigation, Smith System, Certified Safety and Security Officer and ADA Compliance. She is responsible for In-House Training, Route Observations, Road Tests, Safety Campaigns, OSHA Inspections, and Post Accident Retraining's. Ms. Grant's will tell you that what gets her up in the morning is to see every driver return safely, back to their homes and families. It is this goal that drives her absolute commitment to ensuring safety, day in and day out.

**Fleet Manager/Maintenance Foreman, Daniel Craig**

Mr. Craig is responsible for the maintenance and upkeep of the entire Reston Limousine fleet and coordination of the mechanic team. Mr. Craig monitors all vehicles to maintain compliance with operational and maintenance procedures in accordance with manufacturer recommendations in addition to all state and federal safety benchmarks. He possesses more than 28 years' experience in vehicle maintenance.

**IT Manager, Joseph Swetnam**

Mr. Swetnam is a multi-talented, highly skilled manager with 14 years in the passenger transportation industry, including 12 years in management. An expert in electronic safety management, GPS tracking and hours-of-service logging systems, Mr. Swetnam has introduced and managed major technology initiatives at Reston Limousine, including a new fleet management system, a comprehensive electronic form system, and online video training for new and current drivers.

**Controller, Melissa Beard**

As Controller, Mrs. Beard is responsible for all financial aspects of the program. Mrs. Beard will work closely with Mr. Sweeney and Ms. Bennett to ensure all shuttle invoices are compliant with contract requirements and billing amounts are reconciled to actual services rendered.

**Lian Bennett, Contract Specialist**

As Reston Limousine's Contract Specialist, Ms. Bennett oversees contract compliance for approximately 50 contracts. Ms. Bennett's attention to detail and organizational skills in document management and project management ensures compliance on all contracts. Ms. Bennett interfaces with sales and operations and oversees the terms and conditions to ensure contract requirements are clearly communicated and adhered to companywide.

3.6 Passenger ID Checks

RLS understands that passengers must scan their Cameron Station ID Cards for access to the shuttle vehicle. We are fully equipped to administer this system and have previous experience with tablet/kiosk mounted systems within our vehicles. It is our current understanding that Cameron Station will be providing the smart tablet devices.

3.7 Shuttle App for Riders

CSCA approved riders will have access to the Reston Limousine shuttle app on their smart device. This app comes with many capabilities as outlined in section 2.6 of this proposal.

- ***Reston Limousine Shuttle App*** – A smart device application available for all riders, this app is powered by Samsara & TransLoc and provides real-time vehicle tracking, pop-up notifications (for any delays/traffic/accident/weather concerns), and a dashboard to display any promotional information that CSCA may decide to push regarding local events and news.

3.8 WMATA Tracking

As part of the standard operating procedure, drivers operating the last afternoon loop from the metro will be trained on tracking the train schedule to account for the possibility of late arrivals. The drivers will be instructed to wait a mutually agreed upon timeframe before departing to ensure all community members have access to the shuttles.

3.9 Interior Vehicle Postings

Designated shuttle vehicles will be equipped with interior signage displaying the currently assigned driver name and contact details for their supervisor. Interior posting shall also include the shuttle bus schedule as defined by CSCA.

3.10 Ridership Reporting

RLS is equipped to provide various shuttle operating reports as requested by CSCA. These reports include but are not limited to: ridership (daily, weekly, monthly, etc.), on-time performance, mileage, idling, etc. We track all performance based metrics via our TransLoc and Samsara integrations which automate these processes. If necessary, we can create an online dashboard for CSCA to view these metrics and pull the reports in real-time, eliminating the need to request from the designated shuttle support team. This online dashboard build may come at additional cost, and will need to be negotiated further if CSCA would like to pursue this route.

3.11 Executive Summary

Our approach at RLS is to provide our clients with a solution tailored to their specific needs. We aim to create partnerships, and problem solve any issues that may arise pre-emptively before the issues happen. With this approach, infrastructure and a support team is required. Unlike most local operators, we have the infrastructure and support needed to do just that.

With decades of experience in the shuttle field, we are equipped to meet and exceed all requirements and service level expectations set forth in the RFP.

4. Pricing

Section 4.1 includes pricing options for three options: Option 1 – 14-Passenger VanTerra, Option 2 – 24-Passenger Minibus, Option 3 – 32-Passenger Minibus. Pricing is based on the following shuttle schedule, with two vehicles operating:

Morning Departures, until 9:06 AM

AM RUN	BRENMAN PARK DR	DONOVAN/ JOHN TICER	KILBURN	MURTHA	CALIFORNIA/ GRIMM	POCOSIN/ TANCRETI	HAROLD SECORD	VAN DORN METRO (Kiss & Ride)
BUS-1	5:51	5:52	5:53	5:54	5:55	5:56	5:57	6:06
BUS-2	6:11	6:12	6:13	6:14	6:15	6:16	6:17	6:26
BUS-1	6:31	6:32	6:33	6:34	6:35	6:36	6:37	6:46
BUS-2	6:51	6:52	6:53	6:54	6:55	6:56	6:57	7:06
BUS-1	7:11	7:12	7:13	7:14	7:15	7:16	7:17	7:26
BUS-2	7:31	7:32	7:33	7:34	7:35	7:36	7:37	7:46
BUS-1	7:51	7:52	7:53	7:54	7:55	7:56	7:57	8:06
BUS-2	8:17	8:18	8:13	8:14	8:15	8:16	8:17	8:26
BUS-1	8:31	8:32	8:33	8:34	8:35	8:36	8:37	*8:46
BUS-2	8:51	8:52	8:53	8:54	8:55	8:56	8:57	*9:06

Afternoon Departures, until 7:23 PM

PM RUN	VAN DORN METRO (Kiss & Ride)	HAROLD SECORD	POCOSIN/ TANCRETI	CALIFORNIA/ GRIMM	MURTHA	KILBURN	DONOVAN JOHN TICER	BRENMAN PARK DR
BUS-1	4:12	4:21	4:22	4:23	4:24	4:25	4:26	4:27
BUS-2	4:32	4:41	4:42	4:43	4:44	4:45	4:46	4:47
BUS-1	4:52	5:01	5:02	5:03	5:04	5:05	5:06	5:07
BUS-2	5:12	5:21	5:22	5:23	5:24	5:25	5:26	5:27
BUS-1	5:32	5:41	5:42	5:43	5:44	5:45	5:46	5:47
BUS-2	5:52	6:01	6:02	6:03	6:04	6:05	6:06	6:07
BUS-1	6:12	6:21	6:22	6:23	6:24	6:25	6:26	6:27
BUS-2	6:32	6:41	6:42	6:43	6:44	6:45	6:46	6:47
BUS-1	*6:52							
BUS-2	*7:23							

4.1 SOW Summary & Pricing – Cameron Station Shuttle

- **Hours of operation:** Monday – Friday
 - *AM Shift:* 0545 – 0900 (Bus 1)
 - *PM Shift:* 1615 – 1900 (Bus 1)
 - *AM Shift:* 0615 – 0915 (Bus 2)
 - *PM Shift:* 1630 – 1930 (Bus 2)
- **Holidays:** Pricing assumes shuttle does not run on any federal holidays
- **Vehicle Type(s):** 14-Passenger VanTerra, 24-Passenger Minibus, 32-Passenger Minibus (All ADA equipped)
- **Vehicle Storage:** Pricing options listed assume offsite vehicle storage.
- **Contract Term:** January 1, 2024 – December 31, 2026 (3-year term)

Cameron Station - RFP	14 Passenger VanTerra ADA	14 Passenger VanTerra ADA	Total
	Monday-Friday (Bus 1) 5:45am-9:00am, 4:15pm-7:00pm (off-site)	Monday-Friday (Bus 2) 6:15am-9:15am, 4:30pm-7:30pm (off-site)	
Monthly (Year 1)	\$ 12,211.71	\$ 12,211.71	\$ 24,423.43
Annually (Year 1)	\$ 146,540.56	\$ 146,540.56	\$ 293,081.12
		Annually (Year 2)	\$ 307,735.18
		Annually (Year 3)	\$ 323,121.94

Option 1 Total Annual Estimate (Year 1): **\$293,081.12**

Cameron Station - RFP	24 Passenger Bus ADA	24 Passenger Bus ADA	Total
	Monday-Friday (Bus 1) 5:45am-9:00am, 4:15pm-7:00pm (off-site)	Monday-Friday (Bus 2) 6:15am-9:15am, 4:30pm-7:30pm (off-site)	
Monthly (Year 1)	\$ 14,161.06	\$ 14,161.06	\$ 28,322.12
Annually (Year 1)	\$ 169,932.71	\$ 169,932.71	\$ 339,865.42
		Annually (Year 2)	\$ 356,858.69
		Annually (Year 3)	\$ 374,701.63

Option 2 Total Annual Estimate (Year 1): **\$339,865.42**

Cameron Station - RFP	32 Passenger Bus ADA	32 Passenger Bus ADA	Total
	Monday-Friday (Bus 1) 5:45am-9:00am, 4:15pm-7:00pm (off-site)	Monday-Friday (Bus 2) 6:15am-9:15am, 4:30pm-7:30pm (off-site)	
Monthly (Year 1)	\$ 15,202.67	\$ 15,202.67	\$ 30,405.33
Annually (Year 1)	\$ 182,431.99	\$ 182,431.99	\$ 364,863.98
		Annually (Year 2)	\$ 383,107.18
		Annually (Year 3)	\$ 402,262.54

Option 3 Total Annual Estimate (Year 1): **\$364,863.98**

- **Price:** The pricing provided in this proposal is good for 30 calendar days from submission. Pricing is inclusive of fuel, maintenance, weekly cleaning, backup drivers and vehicles, route planning, driver training, safety management, Wifi, Reston Limousine shuttle app, and all technology noted above.
- **WMATA:** Pricing does not include the cost of a bus bay agreement if applicable. Many stations do not require a bus bay agreement. Access to bus bays or WMATA stops are the responsibility of the client.

4.2 Vehicle Branding/Wrapping Costs

Costs associated with vehicle wrapping and branding, as illustrated in the mock-up, will be complementary as a value add for this submission.

4.3 Complimentary Shuttle Features

The following features are offered to RLS clients as a part of our standard offering; additional features may be implemented upon request:

- **Ridership:** *Reston Limousine will provide monthly electronic ridership reports by time by stop.*
- **Reston Limousine Shuttle APP:** *The system, which allows passengers to know where the vehicle is and when it will arrive at a stop, will be implemented within 60 days of contract award. Implementation may take less time depending on when the final route is approved.*
- **WiFi:** *Vehicles will be equipped with WiFi.*

4.4 Ancillary Services/Charter Services

If Cameron Station requires charter, event, or other transportation, Reston Limousine can accommodate these needs and will extend a 20% discount off current commercial rates. RLS is equipped with a fleet of 235 vehicles ranging from 3-Passenger Sedans to 54-Passenger Coach Buses:

- 3-Passenger Sedan (Lincoln MKT/Lincoln Continental)
- 6-Passenger SUV (Chevy Escalade/Chevy Suburban/Ford Expedition)
- 13-Passenger Van Terra (Ford Turtletop)
- 13-Passenger Executive Van Terra (Ford Turtletop)
- 20-33 Passenger Mini Buses (Various)
- 55-Passenger Coach Bus (Van Hool)

These vehicles come with ADA capabilities or luggage capabilities if requested.

For any services required outside of regular contracted working hours or general scope, RLS is well equipped to accommodate any need. We are fully operational 24/7 and have resources available for nearly any request and can guarantee most services with up to 24-hour notice.

4.5 Fuel Surcharge Clause

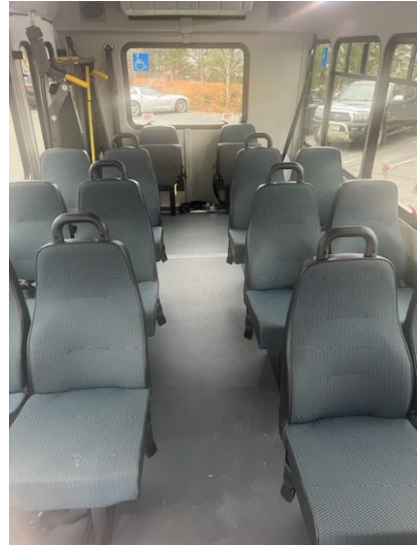
If awarded, RLS requires the following surcharge clause be built into the contract.

Fuel Surcharge: *In the event that circumstances outside the control of the Customer and RLS result in excessively high fuel costs, defined as beginning when the price of regular fuel reaches \$3.75/gallon. A fuel surcharge of 3.50%, with an additional 1.75% for each \$.50 increase, will be added to the monthly invoicing for each shuttle route. The price of fuel must remain above/below the cost point for a period of thirty calendar days to activate/deactivate the surcharge. Surcharge pricing is retroactive to the beginning of the month in which the price of fuel surpasses the cost point for thirty days. Such changes will be based upon the weekly Department of Energy's Official Energy U.S. Retail Diesel Report – Central Atlantic.*

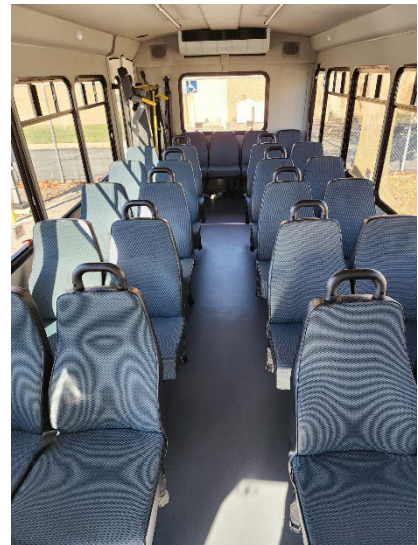
Upon written request, RLS may send a sample contract to Cameron Station.

Reston Limousine Shuttle Bus Pictures

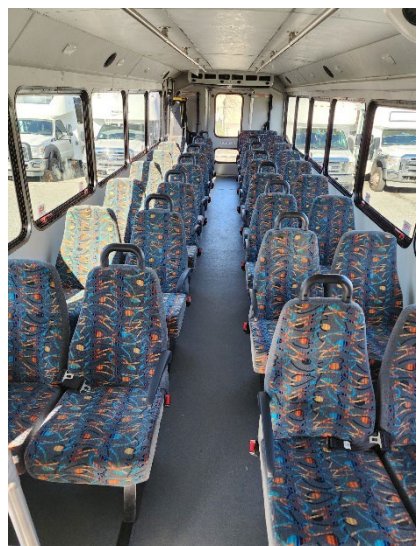
➤ 14 Passenger ADA Exterior and Interior



➤ 24 Passenger ADA Exterior and Interior



➤ 32 Passenger ADA Exterior and Interior



SERVICE AGREEMENT

It gives us great joy at the thought of serving you this year! You will benefit at so many levels: **1)** Impressive image **2)** Advertising signage on the shuttle **3)** Clear differentiator **4)** Competitive advantage **5)** High satisfaction

FREE Added Values

- **20% OFF** Total Value Discounts Savings
- **FREE** Executive Black Car Service to Airport
- **FREE** Shuttle Wrap
- **FREE** DC Tours / Wine Tours
- **FREE** Six Flags Summer Trips
- **White Glove** Service

WHO

CAMERON STATION

WHAT

MERCEDES BENZ SMARTLINER (14 PAX) – 8hrs

MERCEDES BENZ SMARTLINER (14 PAX) – 8hrs

WHEN

Days: Monday-Friday * NOTE: two shuttles rotating during rush hour cycle times (overlap)

Times: [2 BENZ 8hrs X 2] 5:45A-9:45A / 4:15P-8:15P Hours: 16 per day

(80/wk) - [AM: 4hrs X 2 / PM: 4hrs X 2] – Yr total: 4,000 hrs.

Weeks: 52 (Off Federal Holidays)

WHERE

To/from: VAN DORN METRO

Vendor: Zinzendorf Group LLC

Vendor type: Transportation

Insurance level: Moderate

CAMERON STATION

200 Cameron Station Blvd

Alexandria, VA 22304

INSURANCE COVERAGE

- General Liability - \$1,000,000

Each Occurrence

Products-Comp/Op Aggregate

General Aggregate – \$2M

- Auto Liability - \$5,000,000

Combined Single Limit Additional Insured

- Workers Comp - \$1,000,000

♣ Service Period: 1/2024 - 12/2026

♣ Monthly Fees: **\$12,780**

Mercedes Benz Smartliner (1) – 8hrs/day: \$6,390

Mercedes Benz Smartliner (2) – 8hrs/day: \$6,390

-deposit & invoices due by the 5th of each month

If any additional seat capacity need becomes evident, we will satisfy or upgrade the Mercedes Benz Smartliner at no additional cost during the fiscal year. (24 pax to 32 pax)

♣ 2025 COLA/YR: 3%

OUR SERVICE DIFFERENTIATORS

- **FREE Shuttle Wrap**
- **FREE Black Car Service to airport**
- **FREE DC Tours**
- **FREE Wine Tours**
- **FREE Six Flags Summer Trips**
- **FREE Online Shuttle Landing Page Bulletin Board (traffic updates)**
- **OWNER ACTIVE IN DAILY BUSINESS MANAGEMENT**
- **OPERATIONS MANAGER IN THE FIELD DAILY**
- **MASTER MECHANIC ON STAFF**
- **BACKUP VEHICLE ON STANDBY**
- **FLOATER SHUTTLE AT VAN DORN METRO**
- **TEAM OF 23 DRIVERS**
- **SUPERIOR PROACTIVE UPKEEP**
- **HANDICAP MINIVAN shift support**

Service Terms

Smoking is Prohibited in vehicle.

The use of any illegal substance is prohibited in the shuttle.

The client accepts a minimum of \$350 fee for any physical damage or extensive cleanup to the shuttle caused by a Passenger.

Zinzendorf Group is not responsible for any items left in the vehicle. Anything found after a cycle will be returned to your main office.

Zinzendorf Group is not responsible for road accident delays, weather delays or any other Acts of God during service.

In cases of emergency, **Zinzendorf Group** will call the Police and/or EMS and advise your main office contact person.

Payment terms

One month deposit payment required.

First month pre-payment prior to launch day.

Invoice sent out by the 15th of each prior month

Invoice **Due: 5th of the month**

Cancellation Policy

60-day notice is required.

Promo Discounts chargeback

Options

Park the bus on the premises (client not liable)

Use of similar bus at times as replacement

Final basic wrap design approval

Timeliness

Shuttle will be on agreed location according to operation schedule

Shuttle will conclude a run at the agreed upon time

We follow Federal government winter weather advisory

We follow Federal Holidays

Arbitration

Any controversy arising out of or related to the Agreement, or the breach of this Agreement, shall be settled by arbitration.

(signature)

CAMERON STATION

200 Cameron Station Blvd
Alexandria, VA 22304

(Signature)

Zinzendorf Group, LLC

4250 N. Fairfax Drive - Ste 640
Arlington, VA 22203
(703) 875.8701

Exp.: 11/15

anytime ➡ anywhere

Limo
Interconnect



anytime ⇨ anywhere

Limo
Interconnect



anytime ⇨ anywhere

Limo Interconnect



FREE WINE TOURS / DC TOURS

*account current

anytime ➡ anywhere

Limo
Interconnect



FREE Six Flags Trip

*account current

anytime ⇨ anywhere

Limo
Interconnect

FREE BLACK CAR SERVICE TO AIRPORTS – 2019 XTS



*account current

anytime ⇨ anywhere

Limo
Interconnect

FREE BLACK CAR SERVICE TO AIRPORTS – Lincoln 2023



SERVICE AGREEMENT

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FREE Added Values

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- **FREE** Six Flags Summer Trips
- **White Glove** Service

WHO

CAMERON STATION

WHAT

PREMIUM EXECUTIVE BERKSHIRE BUS (24 PAX) – 7hrs

PREMIUM EXECUTIVE BERKSHIRE BUS (24 PAX) – 7hrs

WHEN

Days: Monday-Friday * NOTE: two shuttles rotating during rush hour cycle times (overlap)

Times: [2 BUSES 7hrs X 2] 5:45A-9:15A / 4:15P-7:45P Hours: 14 per day

(70/wk) - [AM: 3.5hrs X 2 / PM: 3.5hrs X 2] – Yr total: 3,500 hrs.

Weeks: 52 (Off Federal Holidays)

WHERE

To/from: VAN DORN METRO

Vendor: Zinzendorf Group LLC

Vendor type: Transportation

Insurance level: Moderate

CAMERON STATION

200 Cameron Station Blvd

Alexandria, VA 22304

INSURANCE COVERAGE

- General Liability - \$1,000,000

Each Occurrence

Products-Comp/Op Aggregate

General Aggregate – \$2M

- Auto Liability - \$5,000,000

Combined Single Limit Additional Insured

- Workers Comp - \$1,000,000

♣ Service Period: 1/2024 - 12/2026

♣ Monthly Fees: **\$14,990**

Premium Executive Berkshire Bus (1) – 7hrs/day: \$7,495

Premium Executive Berkshire Bus (2) – 7hrs/day: \$7,495

-deposit & invoices due by the 5th of each month

♣ 2025 COLA/YR: 3%

OUR SERVICE DIFFERENTIATORS

- **FREE Shuttle Signage**
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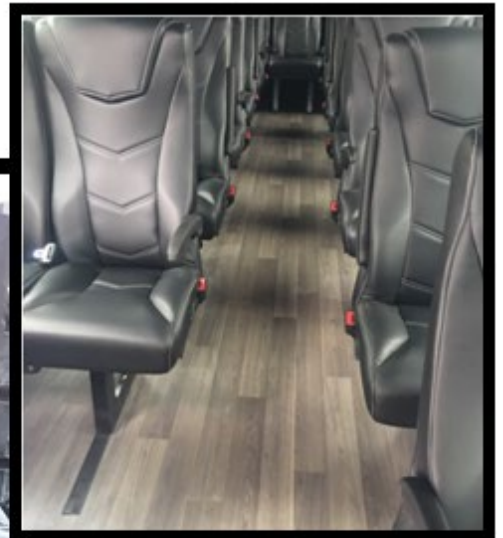
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FREE WINE TOURS / DC TOURS



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FREE BLACK CAR SERVICE TO AIRPORTS – 2019 XTS



*account current

anytime ↗ anywhere

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FREE BLACK CAR SERVICE TO AIRPORTS – Lincoln 2023



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CAMERON STATION

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General Aggregate – \$2M

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- Workers Comp - \$1,000,000

♣ Service Period: 1/2024 - 12/2026

♣ Monthly Fees: **\$16,624**

Premium Executive Berkshire Bus (1) – 7hrs/day: \$8,312

Premium Executive Berkshire Bus (2) – 7hrs/day: \$8,312

-deposit & invoices due by the 5th of each month

♣ 2025 COLA/YR: 3%

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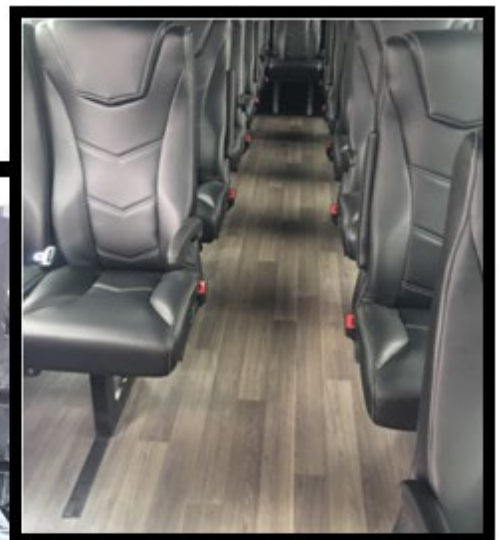
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FREE WINE TOURS / DC TOURS



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Limo
Interconnect

FREE BLACK CAR SERVICE TO AIRPORTS – 2019 XTS



*account current

anytime ➡ anywhere

Limo
Interconnect

FREE BLACK CAR SERVICE TO AIRPORTS – Lincoln 2023





**PROPOSAL: SHUTTLE SERVICES
OCTOBER 2023**

**Prepared for:
Cameron Station Community Association
200 Cameron Station Blvd
Alexandria VA 22304**





To Steven & the Cameron Station Community,

We appreciate you giving us an opportunity to submit a proposal to service your community's needs. Please let me know of any questions or concerns regarding this Request for Proposal, and we look forward to working with your firm and client.

Sincerely,

Jayasekar Jayaraman Founder/CEO

Ramjay Inc.

jj@ramjayinc.com

202.369.269



SCOPE OF WORK

- Shuttle service will operate Monday through Friday, excluding all recognized Federal Holidays.
- Shuttle Service will operate between the following locations:
 - John Ticer Drive – Cameron Station – Alexandria VA 22304
 - Seven (7) stops within the Cameron Station Community
 - Van Dorn Metro Station – Alexandria VA
- Shuttle Service will operate within the following hours:
 - Monday-Friday: 5:30AM to 9:30AM
 - Monday-Friday: 4:00PM to 7:30PM
- Shuttle Riders must show their Cameron Station Facilities ID or Shuttle Guest Pass in order to ride the shuttle, with no exceptions.
- Increment weather & emergency incident scheduling will be determined with Cameron Station Management and adhered to per policy.
- Contract term – 36 Months beginning November 1, 2023.
- Pricing includes:
 - Fuel & Environmental Surcharges
 - Administrative Fees
 - Taxes
 - Driver Wages
 - Vehicle & Maintenance costs
- All operations will be handled with adherence to local health and safety practices, and also in accordance with the US CDC and their guidelines.
- Equipment – (2) 25 Passenger Buses
 - All buses must have working seatbelts & safety equipment for all passengers
 - At least one of the buses must be ADA/Handicap accessible.
 - Buses will be designated to the community and wrapped as needed by community management.
 - A backup bus will be provided within a reasonable timeframe.



OPERATIONAL NEEDS

All buses will be equipped with:

- Active telematics, that can be reported to Cameron Station leadership as needed, or in intervals as requested.
- Dash cameras that record both inside and outside the bus.
- Fire Extinguishers and Safety Equipment

We will be ready to support and align with any new operational systems implemented by Cameron Station leadership i.e. Scan Card systems.

PRICING

Services rendered will be billed on a monthly basis at the following pricing:

Pricing will increase at 3% every 12 months with the first increase set at November 2023.

Price changes must be approved by both parties.

Pricing Schedule

Pricing	Monthly	Yearly
November 2023 – October 2024	\$17,500	\$210,000
November 2024 – October 2025	\$18,025	\$216,300
November 2025 – October 2026	\$18,567.75	\$222,789



Ramjay Reference

1. Kathy Caceres

Property Manager

Address: 4380 King Street

Alexandria VA 22302

Tel: 703-379-8777

Email: KCaceres@windsorcommunities.com

Website: www.halsteadtowerbywindsor.com

2. Laurence Gensler

Regional Property Manager

Address: 2329 Nostrand Avenue #500

Brooklyn, NY

Tel: 718-692-4181 ext. 504

Email: laurence@rosevalleymanagement.com

Website: rosevalleymanagement.com

3. Tiana Moore

General Manager

Town Square at Mark Center

Address: 1459 N. Beauregard Street

Alexandria, VA 22311

Tel: 703.578.7800

Email: tmoore@eqr.com

4. Louis Kovalsky

Area Director

UDR and its affiliated companies

Alexandria Regional Office

Address: 5579 Harrington Falls Lane, Suite 1054

Alexandria, VA 22312

Tel: 703.750.6415 F: 703.750.6417

Email: lkovalsky@udr.com

Website: www.UDR.com

Ramjay Shuttle Bus Pictures

- 25-passenger exterior and interior



Principals

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

1801 Robert Fulton Drive, Suite 200
Reston, VA 20191

Associate Principals

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

Managers

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

October 24, 2023

Cameron Station Community Association, Inc.
c/o Community Association Management Professionals (CAMPS)
4114 Legato Road
Suite 200
Fairfax, VA 22033

CLIENT NEWS ALERT

The Corporate Transparency Act - Reporting Beneficial Ownership Information

The recently enacted Corporate Transparency Act will require corporations and 'similar entities' to report information on any individuals with 'substantial control' over the entity to the Financial Crimes Enforcement Network (FinCEN), a bureau of the U.S. Department of Treasury.

These new reporting requirements go into effect soon and will be applicable to community associations. The individuals with 'substantial control' would most likely include the entire board of directors.

It is our understanding that this will apply to all common interest realty associations regardless of incorporation status unless they can meet the exceptions for tax-exempt entities (Form 990 filers) or for large entities (20+ full time employees and \$5 million+ in gross receipts).

The information to be reported includes the individual's legal name, date of birth, residential or business address, and a unique identifier number (driver's license number, state identification card number, or passport number). Information collected will be stored in a private database and made available only to government agencies to help combat financial crimes. The guidance we have been given is 'if in doubt, report it'. Once reported, if there are any changes, the information will need to be updated within one year of the change. The format for submitting this information is still being developed by the FinCEN. The fines for non-compliance will be \$500 per day up to a maximum of \$10,000 and/or 2 years in prison.

The effective date for existing entities will be January 1, 2025. The effective date for newly formed entities (formed after 12/31/23) will be January 1, 2024, with a short grace period after the formation date.

While our firm will not be able to assist with these filing requirements, we are hopeful that associations may be able to use the services of a third-party company that provides registered agent services.

For additional information, visit the U.S. Treasury Financial Crimes Enforcement Network website at <https://www.fincen.gov/boi>.

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.
2.17.23	mgmt	Shuttle Bus Survey	mgmt	closed	Survey sent out regarding the current shuttle bus schedule & customer service – requested a response by Sunday, February 26 th . 2/28 - there have been 85 responses for the shuttle bus survey.
2.17.23	mgmt	Access System rules and regulations policy	mgmt	approved and adopted	Sent Cameron Club Operating Rules and Procedures and the Access to Rec Facilities to Board to review redlined recommendations before the February Board meeting. 2/28 policy resolution approved and adopted at the February Board meeting.
2.17.23	mgmt	Trash along fence line	mgmt	continuous - monitoring event every Friday	City of Alexandria inspected the West End Village as did management on Friday, February 10 th . Management sent multiple pictures of trash along the common area fence behind Woodland Hall and the side of Home Depot. The City spoke to Home Depot and Home Depot indicated they would assess the trash along the property line daily. The City also indicated that they would initiate fines for future trash issues. We will closely monitor this to keep the property line clear of the trash. 2/28 Inspected the CSCA property fence line for trash today. Home Depot area is clean but areas behind business address 378-386 continue to have trash along the fence line.
2.17.23	mgmt	Ad Hoc Paving Committee meeting	mgmt	scheduled	Ad Hoc Paving Committee meeting with Gardener Engineering – the first meeting is scheduled for Thursday, March 2 nd at 6:30 pm.
2.17.23	mgmt	Trash Fuel Surcharge	mgmt	as of 3/17 waiting on Bates response	While we did receive some suggested “floor to ceiling” language for the trash cost increase, we are now setting up communications with Bates Trucking. Our preference, as we have with Fleet Transportation, is a flat amount until the price of gas goes below \$4.00/gallon. In assessing the current amount on the Bates invoices, management believes that the recommended amount of increased costs should be at least half of what they are currently charging. We are not attempting to commit the Association to anything but to determine a reasonable amount to protect the Association from future increases. 3/24 Bates Trucking. Heather spoke to Bruce Bates regarding fuel surcharges and increase trash costs above the 3% permitted in year #3 of the contract. Bruce informed her that he would respond in writing with his thoughts. We are waiting on a response. Currently, when I receive each invoice, I back out the fuel surcharge and anything over the approved 3% increase permitted for year #3 of the trash contract. The fuel surcharge balance (April 2022 – March 2023 = \$24,787.76) and the trash hauling increase amount January – March above the approved 3% = \$388.35 (Total = \$25,176.11)
2.17.23	mgmt	Sub Association Agreement	mgmt	done	Received Main Street Condominium signature page this week. We are only waiting on the Woodland Hall Condominium signature page at this time. Steve Richter, the management representative for Woodland Hall Condominium, is unavailable to speak until next Tuesday. 3/24 Sub-association Agreement. Woodland Hall refused to sign the sub-association agreement. Response letter being approved by legal. Letter sent to Woodland Hall & Richter Management on 3-17-23. No response was received this week.
2.22.23	mgmt	Access System Training	mgmt	closed	Mgmt met with Force to start training the staff on the new access system (access card / mobile credential registration). Future training sessions to occur. Working on punch list items.
2.27.23	CCFC	Order bike seat	mgmt	delivered and installed	Delivery date March 2nd. Order #982744.
2.27.23	CCFC	Peloton bike inquiry	mgmt	closed	follow up with CCFC regarding the Peloton bike. We have a resident (jmencow@gmail.com) interested in the Peloton bike. 3/10 - the CCFC members will hold for a period of 30 days until they make a recommendation on getting rid of the Peloton bike.

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

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

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

4.14.23	mgmt	Sewer Line repair ar Donovan Dr (4900 block)	mgmt	Informational	Bid process to repair the sewer line between two manhole covers (60' of pipe) on Donovan Dr (4900 block -- next to the pocket park with the fountain)
4.18.23	CAC	lock in 5122 Knapp Pl	mgmt	completed	meter with a lock at 5122 Knapp Pl.
4.18.23	mgmt	Vehicle Registration Form	mgmt	completed	Received approx. 150-200 vehicle registrations within the last two weeks.
4.18.23	mgmt	Reserve Study	mgmt	closed	Reserve Study – Level III – update. Management has been working with CCFC, CAC, and FAC regarding recommendations for updating the Reserve Study. A summary of the information will be prepared by management and should be ready next week. Committees have been notified that they will present their recommendations to FAC and the Board at the end of the month. This information will be forwarded to PM+ Reserves after being reviewed by the Board.
4.28.23	mgmt	Summer Paving Project – Section 2	mgmt	BoD approved	(1) Bids received; Ad Hoc Committee will review bids with the engineer and management next week once we determine the meeting day/time. (2)Donovan Drive Infrastructure Update --- There is no pipe breach or break. It is a belly in the pipe that will need to be addressed. The issue occurred in the 1990s when the sewer line was installed. The PVC pipe was laid in the ground but there was a space below the PVC pipe (not flush against the ground) which eventually caused the soil and stone to push down on the pipe causing a belly. There have been no backups within the homes on Donovan Dr but there is a pool of sewage water laying in this area. It does need to be excavated and a small section of PVC pipe replaced. Bids forthcoming.
4.28.23	CCFC	Access System	mgmt	completed	Access System registration email was sent out today.
4.28.23	ARC	weekly summary 4/24-28	mgmt	completed	(1) Violations issued this week: <u>10</u> ARC. (28 Potential hearing notices to be issued.) (2) Violations issued 2023 YTD (ARC): 315 (per document archive in CIRA) (3) ARC applications processed this week: 7. (4) Follow-up inspections completed this week: B&B reports – 32 vehicles ticketed (within the last two shifts) for management to follow up. (5) Comprehensive inspections this week: N/A (6) Comprehensives next week: Reinspection of Minda Court and Comay Terrace. Start inspections on Somerville Street. (7) Brandon ticketed 10 cars with CSCA resident decals parked in visitor spaces this week. (8) NOTE: 2 cars were towed this week.
4.28.23	CAC	Median on Brenman Park Dr	mgmt	completed	Median on Brenman Park Dr (between 4950 & 4951 Brenman Park Dr) -- part of the park is fenced off for grass restoration.
5.5.23	CAC	Fire Hydrant - 151 CSB	mgmt	311 ticket submitted	Fire hydrant leaking at 151 CSB ticket #23-00011948
5.5.23	CCFC	Pool	mgmt	completed	All pool inspections are occurring next week.
5.5.23	Ad Hoc Paving Committee	Summer Paving Project – Section 2	mgmt	completed	Ad Hoc Paving Committee met last night and they are ready to provide a recommendation for a paving contractor for Summer 2023. Info in upcoming Board package.
5.5.23	CCFC	Access System	mgmt	completed	Temp employee entering access system data.
5.5.23	ARC	weekly summary 5/1-5	mgmt	completed	1. Violations issued this week: <u>19</u> ARC. 2.Violations issued 2023YTD (ARC): 428 (per document archive in CIRA)3.ARC applications processed this week: 3.4.Follow-up inspections completed this week: N/A5.B&B reports – 30 vehicles ticketed for management to follow up.6.Comprehensive inspections this week: Somerville St7.Comprehensives next week: John Ticer Dr, Barbour Dr8.Brandon ticketed 13 cars with CSCA resident decals parked in visitor spaces this week. 9.NOTE: 3 cars were towed this week.
5.5.23	CCFC	Cameron Club - Interior Painting Project	mgmt	completed	Cameron Club – Interior Painting Project – on schedule; attached pictures of the fitness center. Remaining areas to be painted – Henderson Room, Board Room; Mgt Office Hallway & Storage Room, and ProFIT Lob & Storage Room. Painters will be done Tuesday, May 9 th . 5.12.23 Cameron Club – Interior Painting Project – completed; We continue to assess items in storage closets. Window washing and deep cleaning of Cameron Club occurring Friday – Sunday of this weekend.
5.5.23	CAC	Donovan Drive - Sewer Line Project	mgmt	BoD approved	Donovan Drive – Sewer Line Project – Everyone agrees that the 15’ PVC pipe (with a belly) needs to be replaced. Bids coming in now are approx. \$18,800 to dig up and fix. This work must be completed before the street is milled and paved. 5.12.23 Sewer Line Project – no update; waiting on Board meeting for approval for a proposal to complete the work. 6.8.23 - Donovan Drive - Sewer Line PVC Pipe Replacement. The permit was received Wednesday 6.7.23 (two days late) and All Plumbing is about to start digging there today. They are waiting for Miss Utility to mark the area. This should be
5.5.23	CAC	Towed vehicles	mgmt	completed	FYI... Two owners' cars on Martin Lane were towed Tuesday. They both were very upset about their car being towed. I sent them the parking resolution and indicated that if they felt they did not violate the parking policy to set up an appointment to meet with me. I have not heard more from them. One of the cars was the red Mini Cooper that you were copied on this week.
5.5.23	mgmt	Reserve Study	mgmt	completed	Reserve Study -- Information going to PM+ Reserves early next week to start the update. 5.12.23 Next step is to set up a meeting with PM+ and management to review the information presented to the Board.
5.5.23	mgmt	Water and soil samples	mgmt	completed	Back in December 2022, EA Engineering, Service, and Technology, Inc. completed water and soil samples throughout Cameron Station. The summary is attached for the Board to review. If you have any questions, I can forward them to my contact at EA EST, Inc.

5.5.23	CAC	Fire Hydrants	mgmt	closed	Two fire hydrants are of concern in Cameron Station. They are both City fire hydrants. The fire hydrant at 150 CSB has an out-of-service tag on it. Last night, I received a report that the fire hydrant across the street at 151 CSB is leaking. We put in a 3-1-1 ticket this morning. I stressed urgency because the two fire hydrants are close together. We did call Virginia American Water and we were told to contact the City of Alexandria.
5.9.23	CAC	Approved Lancaster Landscape proposal 31770	mgmt	approved	Mulch Installation - Woodland Hall mailboxes - side of 435 CSB and Ferdinand Day Dr
5.9.23	CAC	Approved Lancaster Landscape proposal 31766	mgmt	approved	Drainage control - walkway to home depot closest to steps and side of steps
5.9.23	CAC	Approved Lancaster Landscape proposal 31771	mgmt	approved	Mulch Installation - south entrance along curb damaged turf at the 400 Cameron Station "The Residences"
5.11.23	CAC	Sprinklers at Donovan and Martin Ln Pocket Park	mgmt	fixed	sprinklers leaking
5.12.23	CCFC	Pool	mgmt	completed	On schedule to open Saturday, May 20 th (Soft Opening)
5.12.23	CAC	Vehicle Registration Form	mgmt	completed	Vehicle registrations -- before April there were 1432 vehicles registered. As of this week, there are approximately 3500 vehicles registered.
5.12.23	CCFC	Access System	mgmt	completed	As of this week, we have 586 homes that have completed the registration. There are 37 homes that we need to place information at their doors regarding signing up for a new access card because we do not have email information for these homes. We are requesting they register their vehicles and provide information for the access system.
5.12.23	ARC	weekly summary 5/8-12	mgmt	completed	Violations issued this week: <u>20</u> ARC. 2.Violations issued 2023 YTD (ARC): 448 (per document archive in CIRA) 3.ARC applications processed this week: 4. 4.Follow-up inspections completed this week: N/A 5.B&B reports – 31 vehicles were ticketed for management to follow up. 6.Comprehensive inspections this week: Finished Somerville 7.Comprehensives next week: Finish John Ticer 8.Brandon ticketed 10 cars with CSCA resident decals parked 9.NOTE: 1 car was towed this week.
5.12.23	mgmt	FY22 Draft Audit	mgmt	completed	Close to being completed. It is very possible that the draft audit could be sent out to the Board before the May meeting.
5.12.23	Ad HOC	City of Alexandria - Paving contact	mgmt	completed	My paving contact from the City indicated that Somerville Street will be completed in FY27 (July 1, 2026 – June 30, 2027). There is no information on Brenman Park Dr and Ferdinand Day Dr.
5.15.23	CCFC	Plyo Box	mgmt	completed	PlyoBox ordered and delivered
5.23.23	CAC	Murtha Street sign hanging	mgmt	completed	200 Blk sign
5.23.23	CAC	Irrigation valve dripping	mgmt	completed	main irrigation valve next to 5174 Brawner dripping. Update - Union was loose. It will need to be replaced. 5.24.23 Curt Cummings aka "aquamen" to provide a proposal in a week or two
5.25.23	CAC	Irrigation leak	mgmt	completed	I noticed what appears to be a slow leak around this sprinkler head. It's located across from 5162 Brawner in the small pocket park
5.30.23	CAC	Lancaster Proposal #31711	mgmt	BoD approved	drainage control between 264-266 Medlock Ln (rear)
5.30.23	CAC	Lancaster Proposal #31768	mgmt	BoD approved	tree removal and installation - home depot walkway at livermore
6.7.23	CAC	Water leak behind 230/232 CSB	mgmt	completed	management placed an emergency ticket through American Water on 6.5.23. American Water placed an orange cone to identify the location. 6.8.23 - Management reported a water leak to Virginia American Water on Monday afternoon. The leak occurred next to a water shut-off valve in a garage alley between Medlock Lane and Cameron Station Blvd... behind the 230-240 block of Cameron Station. Virginia American Water came out Tuesday and placed a cone next to the shut-off valve. No other work was performed at that time. We provided cell phone numbers and ask them to provide us with an update. They did not. On Wednesday night, the leak became larger, and as you can see, by the attached picture, they will need to dig in this area. The positive scenario is the leak will be fixed before we pave this area in late July.
6.6.23	CAC	Removal of stumps per proposal 31477	mgmt / Lancaster	completed	proposal 31477 approved in June 2022 - removal of stumps not yet removed behind Donovan Dr and Kilburn St (between houses). 6.8.23 management emailed Lancaster to assess the area and complete the work by removing the stumps.
6.8.23	CAC	Loose railing	mgmt / Lancaster	pending	loose railing on the steps on the side of 122 CSB
6.8.23	CCFC	Peloton bike	mgmt	completed	CCFC members requested that the Peloton bike is to be removed from the fitness center until a Peloton Rep assesses the machine due to a recent seat recall. ProFit was tasked to get in contact with Peloton.
6.8.23	CCFC	Cameron Club waiver	mgmt	completed	A new waiver form is in place at the front desk so that each CSCA guest sign in.
6.8.23	CCFC	Addition of stanchions	mgmt	completed	Per CCFC request stanchion line dividers placed in the Cameron Club entrance.
6.8.23	CCFC	Revise LED Basketball retrofit proposal	mgmt	completed	Management reached out to the contractor regarding the LED retrofit project and learned that a dimmer switch is not available for commercial-grade lights. Management is pending on CCFC direction on whether they move forward with the original proposal presented at the June CCFC meeting to be then presented to the Board.
6.8.23	CCFC	Reserve Study	mgmt	completed	Management will forward the Zoom meeting link to the CCFC members to attend a meeting with PM+ regarding the reserve study.

6.8.23	CCFC	Pool lane divider	mgmt	completed	Per CCFC member request, management reached out to American Pool to assess the pool swimming lane dividers. American Pool is assessing the dividers and recommended to order additional pieces to replace the missing pieces.
6.15.23	CAC	drain inlet	mgmt	completed	drain inlet close to 5237 Brawner is clogged with debris
6.16.23	CAC	broken wire	mgmt	proposal received and approved	There is a broken or worn wire that runs the last middle island at Ferdinand day. Wire is very old and it may be the outer coating causing short. We need to excavate to add another wire or repair. I will give you a not exceed as we may need to run wire through 2-3 islands to get there.
6.20.23	CAC	sprinkler head broken	mgmt	completed	sprinkler head at corner of Cameron Station Blvd. and Harold Secord is broken.
6.27.23	CAC	gate next to 414 Ferdinand Day Dr	mgmt	completed	The brick fence next to 414 Ferdinand Day has an iron gate. Some of the paint is peeling and the iron is rusting
6.27.23	CCFC	pool camera history request	mgmt	completed	ticket #18422, Pool Camera Video History for June 18 and 19. Residents drinking alcohol at pool
7.3.23	CCFC	Heartline work order	mgmt	completed	Quote #92657 Heartline Fitness - Repair and Replacement of parts. 7.5.23 The manufacturer has notified us that the parts needed for your repairs are currently on backorder. The expected delivery date is about 4 to 6 weeks. Once we receive your part(s): (1) A technician will contact you to schedule the repair. (2) We will continue to update you if any changes occur. We apologize for any inconvenience and appreciate your patience. As always, we thank you for choosing Heartline Fitness System as your fitness equipment service provider. 7.18.23 - Heartline email received parts backordered. 7.25.23 - Heartline email received parts back-ordered. 8.1.23 - Heartline email received parts back-ordered. 8.22.23 - strength equipment pads replaced, still waiting on other parts (handles for the ellipticals).
7.3.23	CAC	Donovan and Martin Ln Pocket Park	Lancaster	proposal approved 7/12/2023	It appears that we have lost two river birch trees in the community to the drought. Please place them on your list to replace. we are working on a proposal for the Donovan and Martin lane pocket park 2 dead river birch and 1 snow bell. 6.3.23 - proposal #31824 received and pending for CAC review and approval at their July meeting.
7.6.23	CCFC	Loose pool light	mgmt	completed	second pool light from the clubhouse on the east side of the pool is loose.
7.18.23	CAC	mulch and dirt	mgmt	311 ticket submitted	mulch and dirt wash into the sidewalk in front of 111 Cameron Station Blvd. 311 ticket submitted 23-00029508
7.18.23	CAC	reset brick	mgmt	311 ticket submitted	reset brick in the sidewalk close to 499 Cameron Station Blvd. 311 ticket submitted 23-00029512
7.18.23	CAC	Green Telecommunication Box rear side of units 5255 Colonel Johnson Ln and 5150 California Ln	mgmt	completed	Management reached out to VA Verizon contract services local manager, Gary King and Walter Gorham. They will check on the terminal tomorrow 7/19/23 and follow up with a work order to repair the box.
7.18.23	CCFC	Peloton Bike delivery	mgmt	delivered	CCFC approved purchasing a new Peloton Bike during their 7/13 meeting. Peloton bike delivery expected 8/11 between 12:00 PM - 4:00 PM
7.28.23	CCFC	Access System	mgmt	completed	1. As of this week, 1288 homes have completed the registration. 2. We start printing access cards Monday, 7/31.
8.1.23	CCFC	Wifi range	mgmt	completed	A resident requested a higher range frequency as the wifi signal is weak. Management reached out to GRS and provided the following information: "Cisco Access Points range from \$1000-\$3000. Once we access the area, we can tell you what you need. Not sure if we will need an outdoor one since you mentioned the pool area. Outdoor APs would be water tested etc. and are on the higher end."
8.11.23	CAC	lattice broken	mgmt	completed	tree limb broken that damaged lattice of newly installed fence on English and Knapp Ter. Maintenance to remove branch scheduled for Monday, August 14th.
8.18.23	CCFC	Pool	mgmt	completed	Assessing proposal received from American Pool for necessary work and other items recommended in the amount for \$10,027 -- pool work / pool equipment repair; management reviewing with American Pool.
8.18.23	CAC	Summer Paving Project – Section 2	mgmt	completed	1. Concrete replacement completed. 2. Asphalt Replacement (Phase #1) – Knapp Place – completed. 3. Asphalt Replacement (Phase #2) – Martin Lane and East/West Martin Lane Garage Alleys - completed. 4. Asphalt Replacement (Phase #3) – Medlock Lane, Medlock Lane Garage Alleys Behind, and Murtha Street - completed. 5. Asphalt Replacement (Phase #4) – Kilburn Street, Donovan Dr. Circle to Knapp Place, and Carlton Place garage at 5116 / 5120 Donovan Dr --- completed. 6. Asphalt Replacement (Phase #5) – Yarrow Lane & English Terrace – Starts July 31st – August 2nd -- completed. 7. Asphalt Replacement (Phase #6) – Donovan Dr (CSB to Somerville St) and 211-223 Medlock Lane and Garage Alley – completed. 8. Asphalt Replacement (Phase #7) – Donovan Dr (CSB to Donovan Park at Carlton Place) and Minda Court -- completed. 9. Asphalt Replacement (Phase #8) – Kilburn Street (CSB to Somerville Street), Comay Terrace (behind 191 Somerville Street), and Lannon Street (Behind 4950 Brenman Park Drive – completed. 10. Punchlist – Crosswalks and brick sidewalks remain.
8.18.23	CCFC	Access System	mgmt	in progress	1. As of this week, 1355 homes have completed the registration. 2. Access Cards distribution begins. We are asking those residents with cards to start using them in the Cameron Club. 3. Access Cards to shuttle bus will begin September. We will need to train the shuttle bus drivers with the iPads (card readers).
8.18.23	ARC	ARC Information	mgmt	Informational	1. Violations issued this week: <u>22</u> . 2. Violations Issue YTD: 606 3. ARC applications processed this week: <u>3</u> . 4. Follow-up inspections completed this week: <u>N/A</u> 5. Comprehensive inspections this week: Started Kilburn Street and Donovan Drive 6. Comprehensives next week: Finish Kilburn Street and Donovan Drive 7. Brandon/Parking Enforcement ticketed <u>13</u> cars with CSCA resident decals parked in visitor spaces/no visitor pass displayed. 8. NOTE: <u>1</u> car was towed this week.
8.18.23	mgmt	Miscellaneous	mgmt	Informational	1. Initiating tasks for Annual Meeting in November 2023. 2. Fitness Center Mgt Contract Pre-bidders meeting Monday, 8/21/23 3. Home Depot Path – landscape project will begin Monday, August 28 th . 4. Contracts Bidding – Pest Control, Pool Management, Fitness Center Management, and Landscaping 5. FY2024 Budget v1(version1) – under management review next week.

					6. Signal88 is adjusting well to the parking enforcement role in CSCA. 7. Brawner Place – 8 visitor parking spaces – installed signs and completed stenciling.
8.30.23	CCFC	Treadmill quote	mgmt	approved	Board approved the Freemotion Quote #Q-34711 to buy two (2) new treadmills.
8.30.23	CAC	Landscape contract 2024-2026	mgmt	approved	The BoD reviewed and approved Lancaster landscape, irrigation, and snow removal contract for 2024-2026.
9.19.23	mgmt	FLAGS	mgmt	in progress	flags for NO MOW and NO TREATMENT 10.3.23 - Steve to follow up with Andrew regarding yellow flags VS. reflectors. 10.30.23 - email all NO MOW and NO FERTILIZE list including picture of the flag.
9.19.23	CAC	Common Area fence	mgmt	completed	167 Barrett PI - Joanna Jordano add a 2x4 piece of wood run along side of the common area fence
9.19.23	mgmt	Williams Painting check payments	mgmt	received	Williams Painting check payments 9.26.23 - Juana emailed and will follow up with a phone call. 10.10.23 - \$250 forthcoming this week.
9.19.23	mgmt	Halloween	mgmt	completed	Halloween Police Officer Presence. 9.26.23 - Steve to call the Sheriff. 10.3.23 - Signal 88 to provide two additional officers and ACPD officer to drove in the community.
9.19.23	CCFC	A/C and Heating System	mgmt	completed	Cameron Club A/C and Heating Systems - there are 7 a/c and 7 heating systems. A spreadsheet needs to be created with model #, system date installed, and lifespan.
9.19.23	CCFC	Clubhouse maintenance	mgmt	in progress	Exterior inspection of the Cameron Club painting and caulking façade. 11.20.23 the Cameron Club was inspected by Katchmark and prepared an inspection report of the building. Report and proposal are forthcoming to the CCFC members and the Board.
9.19.23	CCFC	Pool White Coat	mgmt	next year item	pool main and wading white coat 10.3.23 Paradise Pool coming out to inspect
9.19.23	CCFC	Fitness Center mirror	mgmt	completed	replace broken fitness center mirror 9.26.23 - Mark to price out
9.19.23	mgmt	Staff signature	mgmt	completed	Update mgmt staff signitures with new CSCA logo and font
9.19.23	CCFC	Cameron Club entrance mats	mgmt	pending	replace all Cameron Club entrance mats with new CSCA logo 9.26.23 - Juana to upload new CSCA logo into GAMs Dropbox folder. Steve working with GAM and SBT
9.19.23	mgmt	Mgmt door logo	mgmt	pending	Replace mgmt door logo with new CSCA logo
9.19.23	CCFC	ADA seats	mgmt	completed	Replace both men and women ADA shower seats 9.26.23 - option design to be sent to Steve by Mark
9.19.23	CCFC	shower curtains	mgmt	Completed	buy new shower curtains for men and women showers 9.26.23 - Mark to buy a sample from Walmart
9.19.23	CAC	water ponding	mgmt	completed	Water table/sprinkler head on South middle section of John Ticer gazebo park and East side 9.26.23 - Steve to email LL to send Curt out
9.19.23	CAC	Pocosin Pocket Park	mgmt	completed	landscape attention and address Pocosin Pocket Park - pictures provided by the facilities manager and to be addressed by the landscaping company on 9/21/2023
9.19.23	CAC	CSB gazebo	mgmt	In progress - waiting on proposals	inspect and replace rotten wood at CSB gazebo and concrete
9.19.23	mgmt	Fire hydrant	mgmt	completed	follow up with Paul Tilles from Guardian Fire Protection about the fire hydrant maintenance reports
9.19.23	mgmt	shuttle bus access system	mgmt	completed	email Paul from Fleet Transportation to go over new access system process
9.19.23	mgmt	Signal 88 vehicle report	mgmt	completed	email Signal 88 copy of vehicle report (license plates and CSCA decal #)
9.19.23	CAC	Ivy over fence on Knapp on the corner close to Barrett	mgmt	completed	remove ivy of the common area fence - Lancaster to take care of
9.19.23	mgmt	Trademasters	mgmt	completed	install 3 3/4 unions one on each drain to clean the drains everytime they are inspected 9.26.23 - Mark to inspect the drain and clean
9.26.23	mgmt	GRS inventory	mgmt	inventory report received	Equipment inventory
9.26.23	mgmt	email Quadient	mgmt	completed	inquire on new equipment arrival
9.26.23	CCFC	exhaust fan at kitchen	mgmt	completed	install exhaust fan in the Great Room kitchen
9.26.23	mgmt	follow up with Tony (PSE)	mgmt	completed	follow up with Tony from PSE regarding the email sent regarding audibles for installation at clubhouse
9.26.23	mgmt	LED proposals	mgmt	In agenda of BoD meeting 12/5/2023	replace remainder of clubhouse lights to LED. Proposals to be presented to CCFC members first, then to the Board. 10.10.23 two proposals in the desk, waiting on rebates. Goal is to complete work this year.
9.26.23	mgmt	Ask CAMP managers for maintenance recommended contractors	mgmt	completed	ask managers for exhaust fan, roof inspection, and overall maintenance contractors
9.26.23	CCFC	Access System	mgmt	in progress	access system ID and mobile credential issuance in progress
9.26.23	CAC	California and Helmuth Ln	mgmt	completed	email all residents close to pocket park on the corner of California and Helmuth Ln. Invite residents to the next October CAC meeting for a 20-mns discussion.
9.26.23	mgmt	zoom call with Waple, Tull, and John Ticer residents	mgmt	no longer required	schedule a zoom call with Waple, Tull and John Ticer residents impacted by erosion control project behind these units.
9.27.23	CCFC	Ellipticals handle bars	mgmt	completed	elliptical handle bars arrived and installed by Heartline
10.3.23	CCFC	Shampoo entrance matts (4)	mgmt	completed	NSC to deep clean-shampoo the matts.
10.6.23	CCFC	Treadmill #11 - maintenance required	ProFit	completed	Treadmill #11 needs a new console
10.6.23	CCFC	Elliptical #20 - maintenance required	ProFit	completed	Elliptical #20 needs a new pause button
10.6.23	CCFC	Leg press - maintenance required	ProFit	completed	The leg press machine has a bolt working its way through the back pad.
10.10.23	CCFC	Pool Repairs	mgmt	in progress	Sealing in/out the pool completed, pending on replacement of coping stones to match. Pending on American Pool to deliver lap lanes.
10.10.23	CCFC	Copping stones and bricks	mgmt	completed	Reset coping stones around the pool

10.10.23	CCFC	Elevator	mgmt	inspection scheduled	elevator pressure test load. 11.7.23 - inspection scheduled January 16th
10.17.23	CCFC	Fitness Center form template	mgmt	completed	reach out to Jill. 10.24.23 emailed Jill asking for template
10.17.23	CAC	Pest Control	mgmt	completed	reach out to Terminix regarding invoices
10.17.23	mgmt	Uniforms	mgmt	in progress	jacket, polos, long sleeve, shirts, (L) - (XXXL), hats, beanie,
10.24.23	mgmt	bid comparison skimmers and coping	mgmt	completed	merge all skimmers and coping tiles and do a bid comparison matrix
10.24.23	mgmt	credit application	mgmt	completed	Juana to complete Traffic Safety Supplies credit application
10.24.23	mgmt	great room door pad	mgmt	in progress	set up great room door pad access
11.7.23	mgmt	scanner at front door	mgmt	meeting scheduled with Force	schedule a call with Travis from Force Security to go over the scanner

Cameron Station Community Association
Contract Schedule

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Contract	Company	Begin Date	End Date	Auto-Renew?	Annual Cost	COI	General Notes
Erie Insurance	Cascade Insurance Group, LLC	4/15/2023	4/15/2024	No	\$27,106.00	N/A	Policy no. Q61-0089506 (Property and Liability), Q28-1570970 (Umbrella), Q88-6500706 (Workers Comp) - Payments made annually at renewal. (Savings of \$12,500 including cyber)
Cyber Insurance	Hiscox Insurance Company, Inc	4/15/2023	4/15/2024	No	Cost included under the Insurance	N/A	Cyber Insurance Extension - Policy no. HCXCYB-Q-1115587/1
Audit and Tax Services	Goldklang Group	1/1/2024	6/30/2024	No	See the notes section	N/A	The contract covers the preparation of the December 31, 2022 (\$6,700) and 2023 (\$6,900) audits. Preparation of the federal and state income tax returns will be \$600 per year. (May - draft / June - final) + \$32 per (7) bank accounts.
Management	Community Association Management Professionals (CAMP)	8/1/2020	7/31/2025	Yes	\$146,892.00 - Year 2021 ; \$149,066.00 - Year 2022 ; \$151,272.18 - Year 2023 ; \$153,511.01 - Year 2024 ; \$155,782.97 - Year 2025	N/A	
Landscaping	Lancaster Landscape Services	1/1/2021	12/31/2023	Yes (30-day out)	\$243,022.00 - Year 2021 ; \$244,606.00 - Year 2022 ; \$246,202.00 - Year 2023	9/1/2022-9/1/2023	Contract includes (Landscape maintenance, Linear Park maintenance and leaf removal, floral rotation, irrigation services, pergola pruning, and tree trimming.) RFP going out.
Irrigation	Lancaster Landscape Services	1/1/2021	12/31/2023	Yes (30-day out)	Cost/s included under the landscape contract	9/1/2022-9/1/2023	Spring Start-Up - \$5,193 ; Summer Mid-Year Inspection - \$2,800 ; Winterization \$5,193. RFP going out. There are 213 irrigation zones and 32 timers.
Snow Removal	Lancaster Landscape Services	11/15/2022	4/15/2023	No	See Contract for rates	9/1/2022-9/1/2023	
Pool Management	American Pool	5/29/2021	12/31/2023	Yes (cancel prior September 9th during the current contract year)	\$51,275.00 - Year 2021 ; \$55,895.00 - Year 2022 ; \$58,695.00 - Year 2023	10/25/2022-10/25/2024	2021 Contract Addendum - \$22,308.20 ; 2021 Winterization - \$2,899.90 ; 2022 Contract Addendum - \$25,274.57 ; 2022 Winterization - \$3,254.43.
Business Internet, Video, and Voice	Comcast	11/1/2022	11/1/2024	Yes	\$6,592.08	N/A	Data, Security Edge, and Voice Package at a discounted rate of \$529.39/mo + \$19.95/mo - Static IP Address required for the camera surveillance). Savings of \$2,400 for both years.
Trash Removal Service (CSCA Master)	Bates Trucking, Inc	1/1/2021	12/31/2025	Yes (60-day out)	\$312,797.16 - Year 2021 ; \$312,797.16 - Year 2022 ; 3% increase - Year 2023 ; 3% increase - Year 2024 ; 3% increase - Year 2025	9/11/2022-9/11/2023	*Includes all Condominium Associations <u>EXCEPT</u> for Main Street (Republic Services). *Price does not include recycling processing fee.
Janitorial Services	National Service Contractors (NSC)	4/1/2022	3/31/2025	Yes (30-day out)	\$44,196 - Year 2022 ; \$44,196 - Year 2023 ; \$45,072 - Year 2024	4/01/2023-4/01/2024	Areas and Services covered (general office and public areas, carpet cleaning, restrooms, locker rooms, fitness center, stairwells, elevator, interior and exterior windows, exterior walkways, and basketball court.

Cameron Station Community Association
Contract Schedule

Elevator Equipment Preventative Maintenance	Potomac Elevator Company	12/31/2021	12/22/2024	Yes (90-day out)	\$2,286.60 (\$190.55/mo)	emailed	Quarterly service maintenance at \$571.65/mo. Maintenance schedule is from Dec-Feb, Mar-May, June-Aug, Sep-Nov.
Fitness Center Management	Professional Fitness Management (ProFIT)	1/1/2021	12/31/2023	Yes (90-day out)	\$171,781.92 - Year 2021 ; \$175,217.64 - Year 2022 ; \$178,722.00 - Year 2023	12/01/2022-12/01/2023	2% annual increase.
IT Support (All-Inclusive)	GRS Technology Solutions	8/1/2022	7/31/2025	Yes (90-day out)	\$21,600 (\$1,800/mo)	N/A	
Fountain (Donovan Park)	Harmony Ponds, Inc	4/26/2023	12/31/2025	No	\$1,054.00	12/31/22-12/31/23	
Parking Enforcement	Signal 88	7/1/2023	6/30/2024	Yes (30-day out)	\$41,034.00	4/29/2023-4/29/2024	
Shuttle Bus	Fleet Transportation LLC	5/1/2018	3/31/2024	Yes (60-day out)	\$210,000 (\$17,500/mo)	6/1/2022-6/1/2023	Per the Tenth Addendum 4/1/2021, the initial contract is extended 11/mo.
Backflow	Guardian Protection Services	4/1/2023	3/31/2026	Yes	\$5,182.00 - Year 2023 ; \$5,345.00 - Year 2024 ; \$5,510.00 - Year 2025	6/1/2022-6/1/2023	Annual Inspection
Fire Alarm Test / Inspection	Guardian Protection Services	4/1/2023	3/31/2026	Yes	\$5,182.00 - Year 2023 ; \$5,345.00 - Year 2024 ; \$5,510.00 - Year 2025	6/1/2022-6/1/2023	Annual inspection (Simplex 4010ES fire alarm panel, main fire alarm panel, and smoke and duct sensor); Quarterly inspection (Tamper switch)
Wet / Dry Sprinkler	Guardian Protection Services	4/1/2023	3/31/2026	Yes	\$5,182.00 - Year 2023 ; \$5,345.00 - Year 2024 ; \$5,510.00 - Year 2025	6/1/2022-6/1/2023	Quarterly wet sprinkler system inspection; Annual dry sprinkler system inspection
Fire Extinguisher	Guardian Protection Services	4/1/2023	3/31/2026	Yes	\$5,182.00 - Year 2023 ; \$5,345.00 - Year 2024 ; \$5,510.00 - Year 2025	6/1/2022-6/1/2023	8 ABC / 1 H2O
Fire Hydrants (75 total)	Guardian Protection Services	4/1/2023	3/31/2026	Yes	\$5,182.00 - Year 2023 ; \$5,345.00 - Year 2024 ; \$5,510.00 - Year 2025	6/1/2022-6/1/2023	25 fire hydrant maintained per year
Elevator Recall	Guardian Protection Services	4/1/2023	3/31/2026	Yes	\$5,182.00 - Year 2023 ; \$5,345.00 - Year 2024 ; \$5,510.00 - Year 2025	6/1/2022-6/1/2023	annual inspection
Mail Station	Pitney Bowes / Quadient after 10/9/2023	3/12/2018 / to start on 10/9/2023 with Quadient	Bid out and signed new contract; Current contract ends 10/9/2023 / New contract ends on 10/9/2026 with Quadient	Yes (90-day out) - termination contract submitted 4.12.23	\$3,000	N/A	Signing with Quadient and moving away from PB. Quadient new equipment will be delivered on 10/09/2023. New bill with Quadient will be at \$22.95/mo (\$68.85/quarter) for a 36-month rental.
Domain, Website, Private	Register.com	2/20/2023	2/20/2024	No	\$84	N/A	cameronstation.online (private registration, website forwarding, domain.online)

Cameron Station Community Association Contract Schedule

Shared Hosting	Hostgator	5/2/2023	5/2/2024	No	\$227.88/mo	N/A	Domain (cameronstation.org)
Domain, Website, Private	Register.com	9/10/2022	9/10/2025	No	\$150	N/A	cameronstation.org (private registration, domain name, website forwarding, domain expiration protection)
VoIP	GRS Technology Solutions	7/15/2021	month-to-month	Yes	\$2,640.00	N/A	Monthly billing is \$198.22 + state and local fees charged per jurisdiction = \$220.
Access System Control	Force Security Solutions	10/3/2022	10/3/2025	Yes (30-day out)	\$0.00	N/A	Services include (fire alarm monitoring, intrusion, shuttle bus access, access control, and video surveillance)
Shuttle Bus - Hotspot Data Plan	T-Mobile	7/19/2023	7/19/2025	Yes (30-day out)	\$30/mo (\$15/each tablet)	N/A	Data plan for the usage of tablets to be used for the shuttle bus access
Copier	Arrow Technologies	2/15/2023	Signed new agreement with Arrow but it is a month-to-month agreement.	Yes (30-day out)	\$2,280.00 (\$190/mo) + sales tax	N/A	Copies/prints included - 1,000 B/W & 1,000 CLR/per month ; Overage CLR \$0.05 and B&W \$0.008
Legal Counsel (Retainer)	Rees Broome	6/2/2021	month-to-month	Yes	\$3,600 (\$300/mo retainer)	N/A	
Pet Waste	Doody Calls	No contract - as needed	No contract - as needed; used when maintenance tech is on vacation.	No	\$276/day to service 27 pet stations	emailed	services scheduled only for when maintenance staff is on vacation
Pest Control	Terminix	11/14/2014	11/1/2023	Yes	\$5,270	10/1/2022-10/1/2023	\$110 (bait stations) + \$96 (bait stations) + \$247 (clubhouse) = \$453/mo
Streetlights	PSE	No contract - as needed	No contract - as needed	No	N/A	11/13/2022-11/13/2023	Services scheduled as needed
Gas	Constellation Energy	12/1/2015	12/1/2017 Variable rate -- month-to-month	Month-to-month	\$0.485/ per term	N/A	we are paying Constellation .799/ therm (variable rate) because it has been month-to-month since 2018 (when the fixed-rate contract was .485/therm ended).
HVAC	Trademasters Service	6/1/2014	5/31/2024	Yes for another year (60-day out)	\$2,688 (\$224.05/mo Jan thru July) - Increase of 3% August thru Dec \$230.77	4/1/2023-4/1/2024	The contracts auto-renew for a year and the payments are made semi-annually (July and January). Two inspections per year. \$1,305/Semi-Annual (January thru June; July thru Dec).
Website	Constant Contant	monthly subscription	monthly subscription	anytime	subject to Terms and Conditions of Constant Contact	N/A	Former service plan used to be \$69.29/mo; effective July 2023 rates increased 16% or \$81.02/mo based on a June 14th notice.
Music - Fitness Center	Spotify	monthly subscription	monthly subscription	anytime	subject to Terms and Conditions of Spotify	N/A	Former service plan used to be \$9.99/mo; effectively August 2023 rates increased to \$10.99/mo based on June 24th notice.
Social Media	Brand Design	month-to-month	month-to-month	anytime	\$4,740 (\$395/mo)	N/A	New Horizons merged with Brand Design in 2021