



**BOARD OF DIRECTORS MEETING**

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

**DRAFT AGENDA**

**Tuesday, January 30, 2024 – 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)

- |   |                  |
|---|------------------|
| <b>I. CALL TO ORDER</b>   | <b>7:00 PM</b>   |
| <b>II. APPROVAL OF AGENDA</b>   | <b>7:01 PM</b>   |
| <b>III. APPROVAL OF MINUTES – BOD Meeting – December 5, 2023</b>      | <b>7:02 PM</b>   |
| <b>IV. LT. LION – CITY OF ALEXANDRIA</b>                              | <b>7:03 PM</b>   |
| <b>V. CHARLES MAYNARD – CAMERON STATION CIVIC ASSOCIATION</b>         | <b>7:13 PM</b>   |
| <b>VI. HOMEOWNERS’ FORUM</b>  | <b>7:23 PM</b>   |
| <b>VII. TREASURER’S REPORT</b>  | <b>7:33 PM</b>   |
| <b>VIII. COMMITTEE REPORTS (FAC, ARC, A&amp;E, ComCom, CCFC, CAC)</b> | <b>7:43 PM</b>   |
| <b>IX. ARC Resident Appeal</b>  | <b>7:53 PM</b>   |
| A. ARC – Resident Appeal #1 – Tree Removal                            |                  |
| <b>X. MATTERS FOR BOARD DECISION</b>                                  | <b>8:03 PM</b>   |
| A. Cameron Club Facilities Committee (CCFC) Chair appointment         | Motion 2024-0101 |
| B. ComCom New Member Application                                      | Motion 2024-0102 |
| C. Lancaster Landscape Revised Proposal #30610                        | Motion 2024-0103 |
| D. Dedication Plaque Request for Common Area Bench                    | Motion 2024-0104 |
| <b>XI. MATTERS FOR BOARD DISCUSSION</b>                               | <b>8:33 PM</b>   |
| A. Snow Removal   |                  |

Prepared by:

Steve P. Philbin, M ed., CMCA®, ARM®, PCAM® (General Manager)

Angel Robles, CMCA®, AMS® (Assistant General Manager)

*\*Noted times above are only intended to serve as a guide and may be subject to change without notice depending upon the length of conversation by Board members.*

- XII. MATTERS FOR BOARD INFORMATION** **8:50 PM**
- A. Management Report
- Action Item list
  - Project Updates
- XIII. EXECUTIVE SESSION – See Executive Session Agenda** **8:57 PM**  
*(For the purpose to discuss and consider matters pertaining to the personal liability of members to the association)*
- XIV. NEW BUSINESS** **8:58 PM**
- XVI: ADJOURN** **9:00 PM**

DRAFT

Prepared by:  
Steve P. Philbin, M ed., CMCA®, ARM®, PCAM® (General Manager)  
Angel Robles, CMCA®, AMS® (Assistant General Manager)

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**MEETING MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**Tuesday, December 5, 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  
Joan Lampe, Vice President  
William Blumberg, Treasurer  
Brendan Hanlon, Director  
Megan Christensen, Director  
Tom Kopko, Director

**BOARD MEMBERS ABSENT:**

Chris Mulder, Secretary

**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  
Kathleen McCollum, Chair, CAC  
Takis Taousakis, Chair, FAC

**CALL TO ORDER:**

Mr. Hill called the meeting to order at 7:05 PM.

**APPROVAL OF AGENDA:**

**Motion:** Ms. Christensen moved, and Ms. Lampe seconded the motion to **APPROVE** the agenda as presented. **The motion passed unanimously, 6/0.**

**APPROVAL OF MINUTES:**

**Motion:** Ms. Christensen moved, and Mr. Kopko seconded the motion to **APPROVE** the minutes of the October 24, 2023, Board meeting. **The motion passed unanimously, 6/0.**

**Motion:** Ms. Christensen moved, and Mr. Hanlon seconded the motion to **APPROVE** the minutes of the November 6, 2023, Organizational meeting, as amended. **Following discussion an amended motion was made:**

**Amended Motion:** Ms. Christensen moved, and Ms. Lampe seconded the motion to **APPROVE** the November 6, 2023, Organizational meeting with the following additions:

- Add: Tom Kopko and Bill Blumberg as members present.

- Remove: Megan Christensen, Brendan Hanlon, and Tom Kopko listed as Board Officers.

**The amended motion passed unanimously, 6/0.**

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

In the absence of Lt. Lion, there was no report.

#### **ARTHUR IMPASTATO – CAMERON STATION CIVIC ASSOCIATION:**

Mr. Maynard has passed to Mr. Impastato the following summary report on the Bridge Studies, South Picket St Corridor Improvements Program, Vision Plan 2049, and Zoning for Housing.

Bridge Studies, the city has gotten an analysis and is trying to do a study of a bicycle study; both would be very expensive. Recommend the city pursue multi-mobile efforts via bike and pedestrian enhancements and not extend it to cars. If the big developments are approved, eliminating cars would be difficult. No funding for Landmark applies next year.

South Picket St Corridor Improvements Program a survey is closing on December 22, 2023, the city is asking to put a bike lane on South Picket St, Duke St, and Edsall Road. The city is monitoring this survey as there is a lot of traffic on South Picket.

Vision Plan 2049 is developed into new divisions. Supposed to be \$50k, already passed zoning for housing, and that will significantly alter what's going to be in the vision plan. Federation meeting, on the agenda February 6, 2024.

Zoning for Housing will affect every type of housing in Alexandria but does not affect our community directly unless we want to change the district under which they are governed. The Bellwether Research survey noted that fifty-eight percent of Alexandrians were opposed, and twenty-six percent were in favor. Another survey by the Alexandria Patch noted that 81.5% were opposed and 15.4% were in favor of the Zoning for Housing proposals. The City Council unanimously passed Zoning for Housing on November 28, 2023.

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

Topics discussed were:

- None.

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

Mr. Blumberg reported that as of the end of October, the association was in good financial shape, with operating expenses and the balance sheet under budget. The association's income is currently over budget, and expenses are under budget. Total YTD surplus of \$231,592. The increase in the use of irrigation water offset the lack of need for snow removal expenses. It was confirmed that they are continuing to reinvest in CDs at a good rate but will have to watch the interest rate structures closely, as that will probably change sometime in the next calendar year. He congratulated the FAC and noted that they would respond appropriately. He recommended they extend the CD maturity ladder with the only dark cloud on the horizon being that they do not know

what kind of winter to expect and that they have been lucky the last five (5) years with mild winters. He added that it pays to hold off transferring money from Owners' Equity into Reserves. There is an annual update of the association's reserve contribution that will prevent surprises and allow for tracking.

## **COMMITTEE REPORTS:**

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

No report.

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

No report.

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

On behalf of the Committee, Mr. Kopko reported that they finished decorating the gazebo, and on December 7<sup>th</sup> at noon is the community holiday party with vendors and photo booths.

### **4. Communications Committee**

Ms. Christensen reported that they welcomed ten (10) new residents last month and that the final newsletter will be out by the end of this week or early next. She added that they require a set of graphics for social media activities.

### **5. Facilities Committee**

Mr. Hanlon reported that the proposal for the pool contract would be presented later in the board package, adding that the usage of the facilities last month totaled 150 people/day or 4.5K for the month. There was a meditation course held during the month with 18 people in attendance and they received good feedback from those who attended. An email survey went out obtaining interest for an extra Pilates class, and within 24 hours, they received 156 responses with 70% in agreement to add an extra class.

### **6. Common Area Committee**

Ms. McCollum reported that they are putting in more tulips and plan to fill out the areas around the Cameron Club. The December holiday party potluck is coming up. She added that she needed to step down as Chair and is pleased that Secretary Martha Romans will be stepping up.

## **MATTERS FOR BOARD DECISION:**

### **A. Common Area Committee (CAC) Chair Appointment**

**Motion:** Ms. Christensen moved, and Mr. Hanlon seconded the motion to **APPROVE** the appointment of Martha Romans to the Communications Committee as the new Committee Chair. **The motion passed, 6/0.**

## **B. Pool Management Contract Proposals**

**Motion:** Mr. Hanlon moved, and Ms. Christensen seconded the motion to **APPROVE** the proposal from High Sierra in the amount of \$105K for year one (1) and follow on for a three (3) year contract in the amount of \$333K to be expensed from operating funds. **Following discussion, the motion passed, 6/0.**

## **C. Shuttle Bus Contract Proposals**

**Motion:** Mr. Hanlon moved, and Mr. Blumberg seconded the motion to **APPROVE** to open the discussion on the shuttle bus. **Following discussion, the motion passed, 6/0.**

**Amended Motion:** Mr. Hanlon moved, and Mr. Blumberg seconded the motion to **APPROVE** the proposal submitted by Limo Interconnect with a 24-passenger bus in the amount of \$179,880 for year one (1) with a contract of 3% increases for an additional two (2) years to be expensed from operating funds. **Following discussion, the motion passed, 6/0.**

## **MATTERS FOR BOARD DISCUSSION:**

### **Goldklang Group – Client News Alert**

Mr. Hill left the meeting at 8:16 PM.

Ms. Graham reported that the informational letter received and sent out to all Board Members from the attorneys suggests that no action be taken as a change would occur in 2024. If the requirement would change, it would not take effect until January 2025.

### **Board Policies and Procedures**

Mr. Hanlon reported that with two (2) new Board Members, it would be beneficial for them to agree and acknowledge compliance with previous agreements made (i.e., only one respondent on emails). Ms. Graham reported that a Board Conduct Procedure that was adopted previously is posted online and can also be emailed separately.

## **MATTERS FOR BOARD INFORMATION:**

### **1. Management Report**

- **Action Item List**

Included in the Board packet for review. Mr. Philbin reported that lighting work will be performed in January; they are still working on the rebate program with Dominion Energy and dealing with the rodent issue at the elementary school. He added that they communicated the issue to the principal, who knew of the issue for some time and stated they would put lids on the trashcans. He then emailed Mayor Justin Wilson, who said they would take care of it. The Associations have put up bait stations and have notified residents who said they are seeing action already. Mr. Kopko urged that the trashcans be moved, and power washed. Mr. Philbin continued to report that the contracts are done and will get Todd

to negotiate for the beginning of the year. They are having a difficult time with Terminix. Lastly, there will be a company event at CAMP so they will not be in the office on Friday, December 8<sup>th</sup>.

- Project Updates

The Board and Management discussed the potential benefits/detractors for weekly status reporting on receipt of updated access cards by owners. They discussed various options to ensure that everyone picked up their new access cards. Ms. Graham noted that CAMP can start by giving the Board a spreadsheet noting all owners who have or have not picked up their access cards. They will post six (6) signs around and throughout the office area and give them until January 8, 2024, for owners to retrieve their access cards before they are deactivated. CAMP will then go back to the list and, in addition to the signage, email the Board their thoughts on an updated solution. Mr. Philbin will send an email to Todd, with Ms. Christensen copied, to revisit the conversation regarding owner access to the shuttle without the new access card.

**EXECUTIVE SESSION:**

None.

**NEW BUSINESS:**

Ms. Lampe thanked Mr. Philbin and CAMP for everything they did.

**ADJOURN:**

**Motion:** Mr. Blumberg moved, and Mr. Hanlon seconded the motion to adjourn the meeting.

**The motion passed, 6/0, and the meeting was adjourned at 9:10 PM**

Respectfully Submitted,  
Minutes Services, LLC  
Sierra Sims

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X

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Joan Lampe  
Vice President

Cameron Station Community Association  
Financial Advisory Committee Meeting  
November 27, 2023  
FAC ZOOM Meeting  
Meeting ID 929 6235 3196 Passcode 007612

**MEETING MINUTES**

**I. Call to Order**

- a. The meeting was called to order at 7:04 pm.
- b. Members Present; Chairman Takis Taousakis, Fred Blum, Wendell Anderson, Mike Whanslaw and Sophia Lee. Jodi Wittlin was unable to attend.
- c. Others Present: Joan Lampe, old Board Treasurer and Board Liaison, new Board Treasurer and Board Liaison Bill Blumberg, Bill Boos, and Steve Philbin, Community Manager, CAMP.
- d. The meeting was conducted via ZOOM.
- e. There will be two openings on the FAC. Mike Whanslaw is leaving the community and Bill Blumberg was elected to the Cameron Station Board. Bill Blumberg will be the new Treasurer for the Cameron Station Board.
- f. Wendell Anderson agreed to take the minutes of the meeting.

**II. Approval of Agenda**

The agenda was approved unanimously.

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

The October 29, 2023, minutes were approved unanimously.

**IV. Resident Open Forum**

There were no residents present.

**V. Review of Financial Results**

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

No substantial changes in the report from October. The community is in good shape financially. Delinquencies are at 1.33% (anything below 2% is good). Most are related to late fees. Two to three (the larger ones) have been turned over to the

attorney.

Shuttle bus proposals have come in lower than expected. They will be considered by the board at its December meeting. After the board approves a proposal a comparison with the TMP requirement with the city of Alexandria will be made and there will be further follow up with the city if the approved proposal is below the TMP requirement.

Investments, all interest income items continue over budget.

Receivables continue to be in good shape.

**Expense items:**

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

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

— Clubhouse utilities were above budget as we caught up on unpaid gas bill from previous years.

—Irrigation Water, 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.

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

The Chair noted that we continue to be under budget.

b. Cameron Station Committee Spending & Committed Fund

All committees are expected to be under or close to budget for the year.

c. Reserve Fund Investment

We reclassified several expenses from operating to reserves which had positive

impact on the operating surplus.

As CD's mature, an evaluation of cash flow and yield curves will be made to determine the length of time for the purchase of new CD's.

Some of the engineering work for the third phase of the paving project will be done in 2023 resulting in some of the costs in this line item being in the 2023 reserve expense rather than 2024 expenses. Goal is to have paving done in June/July 2024 time frame.

- d. Review of the CIRA accounting database

The charts show we continue to have good performance.

## **VI. Old Business**

Steve Philbin reviewed the reserve project spreadsheet. Steve covered the highlights of the following projects.

- a. The Access System project,
- b. Asphalt project,
- c. The Tree and Shrubbery projects, and
- d. LED conversions of community streetlights and Clubhouse.

## **VII. New Business**

The FAC appreciation dinner will be Dec 11 at 7pm at LaCasa restaurant.

Meeting dates for 2024

Jan 29, Feb 26, March 25, April 29, May 20. June 24,

July 29. Aug 26, Sept 23, Oct 28, Nov 25, Dec 9 (Holiday event)

## **VIII. Meeting Adjournment**

The meeting was adjourned at 8:04 pm.

**DRAFT**

**CAMERON STATION COMMUNITY ASSOCIATION, INC.  
ARCHITECTURAL REVIEW COMMITTEE  
Tuesday January 9<sup>th</sup>, 2024**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday January 9<sup>th</sup>, 2024. The meeting was called to order at 7:02 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  
Trena Raines – ARC Member  
Mara Francis – ARC Member  
Sharon Wilkinson – ARC Member  
Tom Linton – ARC Member

**MEMBERS ABSENT**

Brian Sundin – ARC Member  
Paula Caro – ARC Vice Chair

**CHANGE OF ATTENDANCE**

None

**OTHERS IN ATTENDANCE VIA ZOOM**

Cameron Station Residents  
Steven Philbin, General Manager, Cameron Station Community Association  
Chris Mulder, Board liaison

**APPROVE AGENDA**

**MOVE TO: “I move to approve the agenda as submitted.”**

Moved By: Sharon Wilkinson

Seconded By: Mara Francis

For: All

Against: None

Absent: Brian Sundin, Paula Caro

**MOTION PASSED**

**HOMEOWNERS OPEN FORUM**

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

**REVIEW OF EXTERIOR MODIFICATION APPLICATIONS**

<b>Address</b>	<b>Proposed Modification</b>	<b>ARC Action / Vote</b>
<b>106 Cameron Station Blvd Front</b>	Staircase Railing Modification	<b>Disapproved as submitted.</b> Moved By: Trena Raines Seconded By: Sharon Wilkinson For: Stephen Pearson, Mara Francis Against: Tom Linton Absent: Brian Sundin, Paula Caro Abstain: None <b>MOTION PASSED</b>
<b>223 Medlock Ln</b>	Railing Installation	<b>Return for more information.</b> <b>(Regarding exact proposed placement of the railing)</b> Moved By: Sharon Wilkinson Seconded By: Trena Raines For: All Against: None Absent: Brian Sundin, Paula Caro Abstain: None <b>MOTION PASSED</b>
<b>236 Medlock Ln</b>	Landscaping	<b>Retroactively approved as submitted.</b> Moved By: Mara Francis Seconded By: Trena Raines For: All Against: None Absent: Brian Sundin, Paula Caro Abstain: None <b>MOTION PASSED</b>
<b>4912 John Ticer Dr</b>	Solar Installation	<b>Approved with the stipulation that the conduit trunk will be painted to match the color of the home's siding.</b> Moved By: Trena Raines Seconded By: Mara Francis For: All Against: None Absent: Brian Sundin, Paula Caro Abstain: None <b>MOTION PASSED</b>
<b>4924 Kilburn St</b>	Landscaping	<b>Approved with the clarification that approved project will replace the white granite chips with mulch and dichondra.</b> Moved By: Mara Francis Seconded By: Trena Raines For: All

**DRAFT**

		Against: None Absent: Brian Sundin, Paula Caro Abstain: None <b>MOTION PASSED</b>
<b>5061 Donovan Dr</b>	Landscaping	<b>Return for more information. (Selection of replacement tree appropriate for the west side of Donovan)</b> Moved By: Trena Raines Seconded By: Tom Linton For: All Against: None Absent: Brian Sundin, Paula Caro Abstain: None <b>MOTION PASSED</b>
<b>5098 English Terrace Unit 103</b>	Window Replacement	<b>Approved as submitted.</b> Moved By: Trena Raines Seconded By: Mara Francis For: All Against: None Absent: Brian Sundin, Paula Caro Abstain: None <b>MOTION PASSED</b>

**APPROVAL OF ELECTRONICALLY REVIEWED APPLICATIONS**

**MOVE TO: “I move to Ratify the unanimous email vote to approve the application for 262 Medlock Ln – Roof Replacement (Approved) and application for 150 Cameron Station Blvd – Roof Replacement (Approved w/ Stipulations) that were reviewed and approved via email in December 2023.”**

Moved By: Mara Francis

Seconded By: Sharon Wilkinson

For: Stephen Pearson, Tom Linton

Against: None

Absent: Brian Sundin, Paula Caro

Abstain: Trena Raines

**MOTION PASSED**

**APPROVAL OF ARC MEETING MINUTES**

**MOVE TO: “Approve the ARC Meeting Minutes from the December 5<sup>th</sup>, 2023, meeting as submitted.”**

Moved By: Mara Francis

Seconded By: Sharon Wilkinson

For: Stephen Pearson, Trena Raines

Against: None

Absent: Brian Sundin, Paula Caro

Abstain: Tom Linton

**MOTION PASSED**

**MATTERS FOR COMMITTEE DISCUSSION**

None

**BOARD MEETING REPORT**

Steve Philbin, the Cameron Station Community Association General Manager provided a short update of the Board's December activities.

**COVENANTS REPORT**

Brandon Throckmorton resigned in mid-December and Management is current searching for his replacement. As Management was focused on his transition and creating the meeting package for January, no Covenants report was available. The ARC chair requested this data be included in the February package.

**VIOLATIONS HEARINGS**

None

**MOVE TO: "Adjourn the Meeting at 8:36 p.m."**

Moved By: Mara Francis

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Brian Sundin, Paula Caro

Abstain: None

**MOTION PASSED**

*Minutes prepared by Stephen Pearson, ARC Chair.*

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**ACTIVITIES AND EVENTS MEETING**  
**January 3, 2024**

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  
Monica Stachowski – Committee Member  
Joy Burwell – Committee Member  
Sarah Turkaly – Committee Member

**COMMITTEE MEMBERS ABSENT:**

Christina Damhuis – Committee Member  
Pam Opiela – Committee Member

**ALSO PRESENT:** Linda Taousakis, Gwen Toops

**I. CALL TO ORDER**

**Motion:** The meeting is called to order at 7:35 p.m.

**II. APPROVAL OF MINUTES (none)**

**III. ITEMS FOR RECOMMENDATION:**

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

1. Holiday Party (Sunday, December 17)
  - a. Consider more vegetarian and gluten-free options, more cheesecake, less cinnamon cake desserts, signage for food menu
  - b. Consider self-serve for non-alcoholic drinks, depending on number of volunteers
  - c. Signup slots needed more during and after event
  - d. Book Santa and carriage rides early, Linda has potential alternative Santa

**IV. NEW BUSINESS**

1. Dates for Major Events
  - a. Easter - Sat 3/30
  - b. Spring Yard Sale - Sat 4/20, rain date 4/27
  - c. Fourth of July – Thurs 7/4
  - d. Pool Party – Sat 8/10
  - e. Fall Yard Sale – Sat 9/21, rain date 9/28
  - f. Halloween Party – Sat 10/26
  - g. Holiday Party – Sun 12/8
2. Shuttle Trip
  - a. Ask about distance or time requirement in the case for Wine Tour in Maryland
3. Trivia Night (Friday, March 15)
  - a. Will continue trivia like last year
4. Casino Night (early May)

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**ACTIVITIES AND EVENTS MEETING**  
**January 3, 2024**

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**V. ADJOURNMENT**

**Motion:** Andy\_\_\_\_\_ **MOVED** and Sarah\_\_\_\_\_ **SECONDED** to adjourn the meeting at 8:26 pm. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,  
  
Andrew Yang, Committee Chair

DRAFT MEETING MINUTES  
CAMERON CLUB FACILITIES COMMITTEE (CCFC)  
Thursday, January 11, 2024

The following individuals attended the meeting:

Ray Celeste, CCFC Chair  
Dan Ogg, CCFC Vice Chair (via Zoom)  
Dan McPhillips, CCFC Secretary (via Zoom)  
Michael Heard, CCFC Member  
Tim Regan, CCFC Member (via Zoom)  
Brendan Hanlon, Board Liaison (via Zoom)  
Jill Bakner, ProFIT (via Zoom)  
Rich Mandley, ProFIT  
Marty Menez, Resident (via Zoom)  
Allison Rivera, Resident (via Zoom)  
Angel Robles, CAMP (via Zoom)  
Steve Philbin, CAMP (via Zoom)  
John Lyons, Katchmark Construction (via Zoom)

The following individuals were absent: n/a

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

The Cameron Club Facilities Committee (CCFC) meeting was called to order by Ray Celeste at 7:06 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 McPhillips made a motion to approve the November 2023 CCFC meeting minutes, as written. Dan Ogg seconded the motion and it passed unanimously.*

**IV. Homeowners' Open Forum**

Marty Menez and Allison Rivera declined to comment.

**V. BOD update**

Brendan Hanlon provided the board update. The board did not meet in December so there is no update at this time.

**VI. ProFIT Report**

Jill Bakner provided the ProFIT update. Usage numbers in December were less than November. Attendance numbers for the group exercise classes have increased for 4 out of 10 classes, Stretch and Core was the most attended class.

One of the ellipticals has a broken pause button. ProFIT will order and install the necessary parts to fix this issue. The cost for the parts is estimated to be \$309.

On January 27<sup>th</sup> at 11am, ProFIT will host a jump rope challenge. The individual who can jump rope the longest will win 2 movie tickets to the Hoffman theater.

At the December CCFC meeting, a resident requested the addition of ballet bars in the men's and women's locker rooms to be used for private stretching. ProFIT recommended the CCFC not add the ballet bars as it may cause unnecessary congestion in the locker rooms especially during the summer pool months. The CCFC agreed with ProFIT's recommendation and did not approve the addition of the ballet bars. Ray Celeste will thank the resident for their input and explain why their recommendation was not adopted.

Current rules regarding trainers were discussed. ProFIT confirmed that they have gathered the necessary paperwork from all trainers currently training residents in the gym. Additionally, the CCFC highlighted that ProFIT is currently not enforcing Cameron Club Operating Rules & Procedures Exhibit C – Personal Trainer Agreement condition #6: *I shall not train any more than two separate Clients in the Fitness Facility in a single month.* Ray Celeste will draft a survey question on this matter to be offered to the entire Community to see if changes to the Operating Rules & Procedures are warranted.

## **VII. John Lyons – Katchmark Discussion on Cameron Club Report**

**A. Cameron Club Roof Inspection Report.** Mr. John Lyons from Katchmark Construction, Inc. presented finding from the October 11, 2023, inspection and the November 20, 2023, annual preventative maintenance visits. Mr. Lyons detailed significant issues with the flat and shingle roof. 22 photos were included in the report showing the poor condition of the roof. Mr. Lyons recommended fixing the issues on the flat roof and the issues with the parapet wall trim and coping. Proposals have been provided to the CCFC for both repairs. At this time, Mr. Lyons does not recommend replacing the shingle roof but noted that it should be replaced in 1-2 years.

## **VIII. Matters for Committee Decision**

- A. CCFC Chair Appointment.** *Dan McPhillips made a motion to **APPROVE** the appointment of Ray Celeste to the position of CCFC Chair for a 2-year term (2024-2026). Mike Heard seconded the motion and it passed unanimously.*
- B. CCFC Vice Chair Appointment.** *Tim Regan made a motion to **APPROVE** the appointment of Dan Ogg to the position of CCFC Vice Chair for a 2-year term (2024-2026). Mike Heard seconded the motion and it passed unanimously.*
- C. CCFC Secretary Appointment.** *Mike Heard made a motion to **APPROVE** the appointment of Dan McPhillips to the position of CCFC Secretary for a 2-year term (2024-2026). Tim Regan seconded the motion and it passed unanimously.*

## **IX. Matters for Committee Discussion**

- A. Katchmark Proposal 11/28/2023.** CAMP will obtain bids from at least 2 more roofing companies and present these at the February CCFC meeting for review.

- B. Katchmark Proposal 12/5/2023.** CAMP will obtain bids from at least 2 more roofing companies and present these at the February CCFC meeting for review.
- C. 2024 CCFC Meeting Schedule.** CCFC reviewed the draft meeting dates for 2024. No changes were required. CCFC will continue to meet the second Thursday of the month.
- D. Survey Results – Additional Complimentary Class.** ProFIT complied the results of the Pilates survey. 180 residents responded to the survey and 75% answered that they would like the Pilates class added. ProFIT estimated the classes will cost \$50-60 per class. *Mike Heard made a motion to **APPROVE** a 2-month (8 classes) trial of Pilates on Wednesday nights in the amount of \$520 to be expensed from Operating funds. Dan Ogg seconded the motion and it passed unanimously.*
- E. Access System Update.** CAMP continues to send out notices for residents to come pick up their access cards. Residents will need to have an updated access card by January 15, 2024, to continue using the Cameron Club.

## **X. Management Report**

- A. Action Item List/Pending Tasks.** The CCFC asked CAMP to look for a replacement for the wooden storage cubby (for keys, phones, etc.) located in the fitness center by the water fountain as it is in disrepair. CAMP will repair the current wooden storage cubby. If the repaired version is not sufficient to the CCFC, CAMP will then procure a new storage cubby.

CAMP will procure a replacement volleyball net for the basketball court.

Wall decorations purchased by CCFC for the men's and women's locker rooms have been installed.

High Sierra, Cameron Station's new pool management company, has inspected the pool and will be recommending maintenance. Proposals will be presented to CCFC at the next meeting. AquaMobile is prepared to conduct swim lessons for the community. It is the intent of the CCFC that the sign up information go out NLT April to the Community.

- B. Financial Committed Funds.** CCFC finished 2023 under budget and returned \$17,807.27 to the community. The Committee offered kudos to Tim Regan, CCFC Member and Management for performing their due diligence throughout the entire year.

## **XI. New Business**

There was no new business. The next CCFC meeting will be held on February 8<sup>th</sup> at 7:00pm.

## **XII. Adjournment**

*Michael Heard made a motion to adjourn the meeting at 8:51 pm. The motion was seconded by Tim Regan and approved unanimously.*



## **Cameron Club Monthly Report**

2023

### **Attendance and Usage**

December – 3,789

Average usage per day- 126

November – 4,327

- Average use per day- 144

## **Facility & Operations**

### **Group Exercise Class Program**

- The most attended class for this month was Stretch & Core. We had an increase in attendance, 4 out of 10 classes.

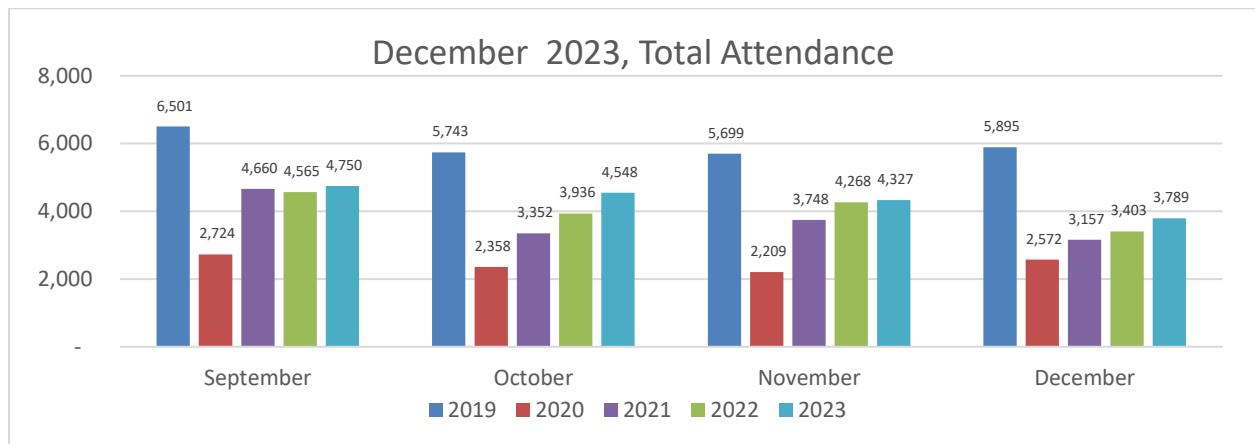
### **Exercise and Facilities Equipment**

- Currently we are in a good position as the year comes to an end. All equipment is operational. As we go forward, we will be making a recommendation on which pieces of strength equipment to switch out. Not only with this give the gym a fresh look but will also be more user friendly to Cameron residents.

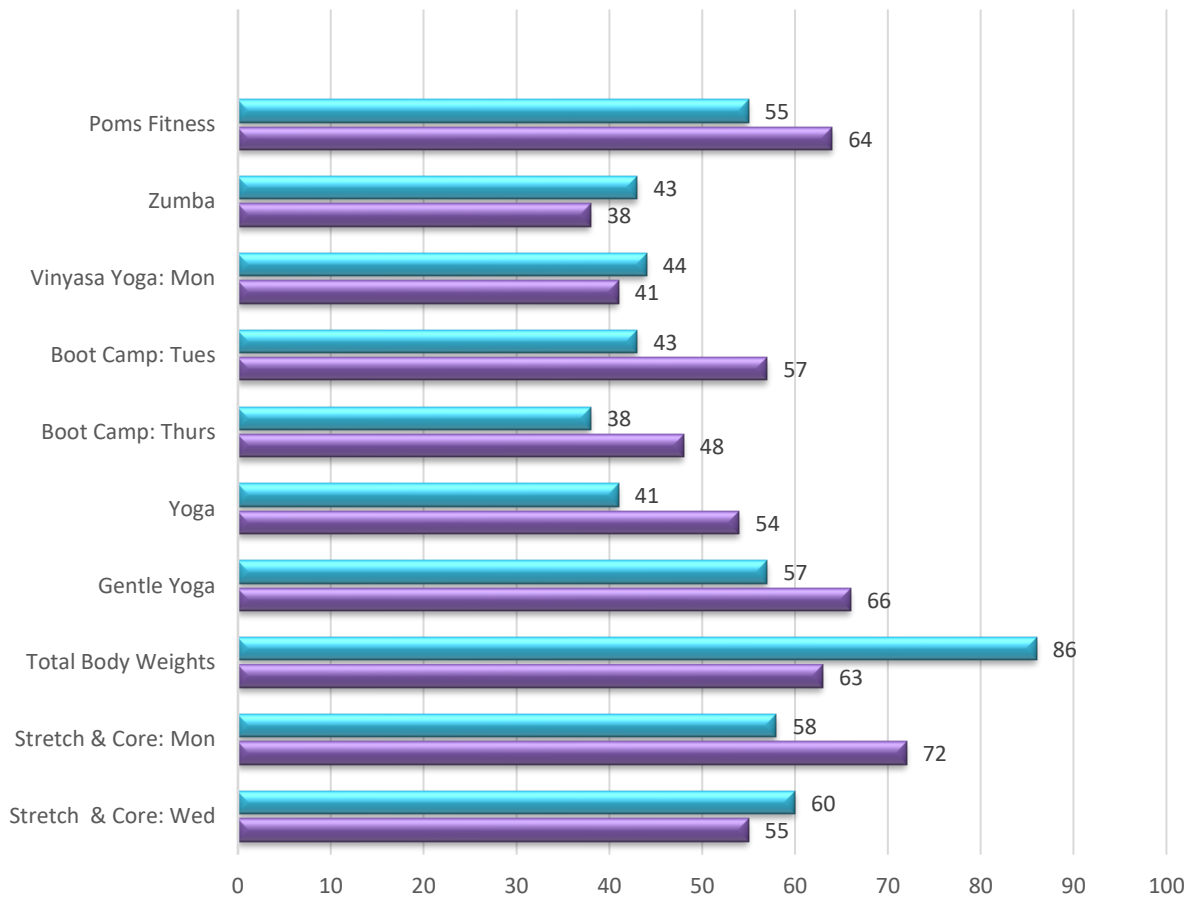
### **Programming**

- January is the month of new beginnings. In honor of this we want to start the year off right with cardio/jump rope challenge. This will take place on January the 27<sup>th</sup> at 11am. The person who can jump rope the longest without failure will win 2 movies tickets to the Hoffman theater. This contest will go on for 1 hour and the winner will be announced at the end of the hour.

## Graphs



## Class Attendance November/December 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	
December	60	58	86	57	41	38	43	44	43	55	
November	55	72	63	66	54	48	57	41	38	64	

December November

Meeting Minutes  
Cameron Station Community Association  
Common Area Committee (CAC)  
Monday, January 8, 2024 – 7:00 PM

The meeting was called to order at 7:02 pm by Martha Romans, CAC Chair

**Members Present:** Martha Romans, Kathy McCollom, Jeff Gathers, Don Williams, Justin Newsome, and Sarah Markel

**Members Not Present:** Patrick Kairouz

**Others in Attendance:** Joan Lampe; Angel Robles and Steve Philbin, CAMP; Adrienne Zaleski, Lancaster Landscapes; and various residents

**Motion to approve January 8 meeting agenda**

Moved by McCollom, seconded by Williams

For: All

Against: None

Motion Passed

**Motion to approve minutes of November 13 meeting**

Moved by Williams, seconded by Gathers

For: All

Against: None

Motion Passed

**HOMEOWNERS FORUM**

- I. Multiple community members proposed that a bench in the pocket part at Ferdinand Day Drive and Tancreti be dedicated in memory of Thomas “Jeff” Powers, a Cameron Station resident who recently passed away. Friends and neighbors, along with Mr. Powers’ wife, Melissa Bindocci, provided testimonials in tribute to his contributions to the community. Mindy Lyles, a resident of Tancreti Lane, noted there is an example of a similar plaque on a bench in front of the Cameron Club.

**Motion to approve a bench plaque in memory of Jeff Powers**

Moved by Katherine McCollom, seconded by Gathers

For: All

Against: None

Motion Passed

- II. Homeowners Katie Bilek, a resident of John Ticer Drive, and Matheus Stivaletti, of Waple Lane, requested that the paving stones be added to the area behind their homes. The land in question is the private property of each of the homeowners, and

not part of the Cameron Station common area. An easement allows access for utilities and drainage.

In 2023, the CAC approved a proposal to grade and reseed the area, but implementation was postponed because Lancaster determined that because downspouts from the individual homes are directed into the area, the reseeding would not be successful. Lancaster suggested that these individual downspouts be tied to a pipe leading directly to the storm drain.

Management agreed to research the issue, perform outreach to homeowners that may have impacted property, and work with Lancaster on proposals.

### **BOARD UPDATE**

Joan Lampe of the Cameron Station Executive Board provided two updates. The board has approved a new pool management company and a new shuttle bus contract. She noted that the board is making a concerted effort to increase volunteer engagement.

### **LANCASTER REPRESENTATIVE REPORT**

Zaleski reported the community has assets in place and is ready for snow removal. The final leaf removal of the season will be January 15. This will include Linear Park. Lancaster will use its remaining “tree days” to prune all crape myrtles in the common areas of the community.

### **MATTERS FOR COMMITTEE DISCUSSION**

- I. Motion 2024-0101 to Approve Lancaster Proposal 30610 Revised for \$28,633 to enhance the Donovan pocket park landscape to be expensed from Reserve Funds.**

This proposal was previously reviewed by the CAC and postponed to 2024.

McCollom noted some plant material was removed a couple of years ago and has yet to be replaced. The plan has been updated to include native plant varieties.

Moved by McCollom, seconded by Markel

For: All

Against: None

Motion Passed

- II. Motion 2024-0102 to Approve Common Area Committee Vice Chair Appointment**

Proposal to name Williams as CAC Vice President

Moved by Romans, seconded by McCollom

For: All

Against: None

Motion Passed

- III. Motion 2024-0103 to Approve Common Area Committee Secretary Appointment**

Proposal to name Markel as CAC Secretary

Moved by McCollom, seconded by Williams

For: All

Against: None

Motion Passed

## **MATTERS FOR COMMITTEE DISCUSSION**

### **2024 Planning Meeting - Discussion of Future Landscape Projects**

Zaleski provided a proposed 5-year timeline for renovation of Cameron Station's 18 pocket parks. She suggested that in 2024, in addition to the improvement of the Donovan pocket park, the CAC focus on improvements to the two pocket parks on Helmuth. One is on the corner of California and Helmuth and the other is on the corner of Knapp and Helmuth. This recommendation is based on recent resident input.

Williams asked that Lancaster number the pocket parks in their plan for future reference and provide an inventory on the status of each pocket park. Lancaster noted that they tried to spread work around the community over time.

To assist the CAC with long-range planning, Lancaster provided an overview of current trends in landscaping, many of which are also used in Arlington and elsewhere in Alexandria:

- Conservation landscaping
- Organic lawn care
- Removal of invasive material
- Expansion of tree canopy
- Installation of rain gardens
- Use of permeable surfaces
- Implementation of volunteer committees for storm wise credits (Lancaster can handle paperwork)
- Expanded use of battery-powered equipment
- Mulching of leaves

Lancaster will provide more information at the February meeting. There was a discussion about possibly publicizing it and making it part of a future meeting. Management will draft an email blast about this issue.

## **MANAGEMENT REPORT**

Philbin provided the following updates:

- 266 Medlock owner reports no water problems at this time.
- Linear Park, two years ago the city removed numerous dead trees with the intention of replacing them. Philbin communicated to the city that the tree replacements have not happened. The city arborist reports that funding for the new trees is in the fiscal year 2025 budget, which begins in July 2024.

- Martin Lane pocket park renovation is complete.
- Management will add dog leash signage to Martin Lane and on Donovan in front of Carlton Place.
- Management is working with Virginia American Water to resolve four water main leaks at Cameron Station on January 8, 2024.
- Regarding the January 15 leaf removal: there will be an e-blast to owners to rake out leaves to park before the 15th for removal.
- Management and Lancaster will review the pavers behind Barbour Place.
- Cameron Station won two awards (large community of the year and communicator of the year) through the Community Association Institute. Both awards will boost visibility for Cameron Station.

## **NEW BUSINESS**

### **I. CAC Meeting dates for October and November / 2024 Meeting Schedule**

Because the October and November meeting dates fall on federal holiday, it was agreed to move the October meeting to October 15 and the November meeting to November 12.

### **II. List of Committee Members**

Management will update the CAC roster after the executive board approves the recommendations. They will add an extension of Kairouz's term to the agenda for February.

### **III. Future Meeting Access**

Board will discuss possible use of access card for meeting attendance.

### **IV. Motion to Amend November Minutes to Correct a Street Name**

Moved Romans, seconded by Williams

For: All

Against: None

Motion Passed

**The next CAC meeting will be on Monday, February 12, 2024, at 7:00 PM**

The meeting adjourned at 9:18 PM

Respectfully submitted,

Sarah Markel

Property Address: 213 Somerville St  
Account Number: R0627920L0509205

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

10 December, 2023

To Cameron Station Community Association Board of Directors,

This letter serves as an official homeowner appeal to the Cameron Station Community Association (CSCA) Board of Directors (“Board”) in concern of the “*Final Letter – Notification that a Fine has been imposed*” letter dated November 8, 2023, but received on December 4, 2023, concerning a violation of removal and replacement of a private tree without ARC application approval. This letter is submitted in accordance with CSCA policy resolution 19-02 (*Enforcement and Due Process Procedures*) and Virginia Code 55.1-1807 and 1819 (*Property Owners’ Association Act*) (current edition).

I request that the Board overturn the Architectural Review Committee (ARC) ruling from November 7, 2023, eliminate the fine imposed by the ARC, and furthermore, overrule the ARC decision from October 3, 2023 denying permission to remove a privately owned tree under emergency conditions. This request is based on policy and administrative and policy resolutions of CSCA (19-02, 08-02-26, and 19-01), and Virginia Code 55.1 Property Owners’ Association Act (current edition). Specifically, I contend that the follow applies:

- The ARC decision on October 3<sup>rd</sup> was capricious per policy resolution 19-02, administrative resolution 08-02-26 (*Violation Clarification*), and administrative resolution 04-04-02 (*Establishment of Code of Conduct for Association Committees*) paragraph I.F. The series of statements made by the ARC chairman poisoned any productive discussion on the emergent nature of my request to remove and replace my tree under emergency conditions despite evidence provided by a licensed, professional arborist that the tree was in fact a hazard and at risk of falling down. The decision to violate 04-04-02 paragraph I.F. was entirely the decision of the ARC chairman.
- Due process was not followed. At no point did I receive a first or second notice of violation as required by policy resolution 19-02 (paragraph 7 is germane); I was, in fact, summoned to an ARC hearing on November 7<sup>th</sup> after being given notice of the hearing on October 24<sup>th</sup> by electronic means (only) in violation of both policy resolution 19-02 and Virginia Code 55.1-1819. Furthermore, results of the hearing on November 7<sup>th</sup> were not made known to me until December 4<sup>th</sup>, in violation of both policy resolution 19-02 and Virginia Code 55.1-1819. Additionally, provisions under 19-02 paragraph 8 were not allowed by process followed; no instructions on abating a “continuing” violation were given through any means.
- An excessive fine has been imposed by the ARC. The fine imposed is based on a continuing violation fee scale of \$10 per day for 90 days for removal and replacement of a private tree without ARC approval. In no manner has the ARC or management made it known to me how to stop, or abate, the “continuing” violation assessed. This is in violation of policy resolution 19-02, administrative resolution 08-02-26, and Virginia Code 55.1-1819. The management has acknowledged that this is a single offense that cannot be abated.

On October 9, 2023, I did have my “original” tree removed through professional and controlled means – however, there were, in fact, extenuating and emergent conditions that extended well beyond the authority of the CSCA rules and bylaws. This information was made known to the ARC, by me, but it was not appropriately considered due to the violation of 04-04-02 on October 3<sup>rd</sup>.

In September 2023, the tree was designated as a “hazard” by a licensed professional arborist in support of agreements made between myself and the Board during the July 2023 BoD meeting when I

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appealed a decision by the ARC. The arborist assessed the tree as structurally damaged and at risk of falling. This assessment was made after the arborist observed the tree wobbling (tilting back and forth) in light wind, and observed cycling upheaval in my paved areas (driveway and walkway) that were being caused by the tree root system as the tree wobbled.

I presented this information officially to the ARC at the first opportunity on October 3<sup>rd</sup>. However, the line of inquiry pursued by the ARC chairman was capricious and quickly devolved (knowingly and intentionally by the chairman) into a meeting where the homeowner (myself) was intentionally and publicly humiliated by the chairman. As the meeting continued, the chairman publicly impugned the character and integrity of the homeowner without any supporting evidence. Further, the ARC chairman dismissed the assessment of my arborist asserting that "I could make the arborist state anything I wanted in his report." The entire session addressing my situation was in violation of 04-04-02 paragraph I.F.

On October 7<sup>th</sup>, during a mild wind storm, my tree wobbled significantly. The crown of the tree was observed twisting in a way that had not been seen before. More importantly, deep bass "popping" and "cracking" noises were heard coming from the trunk of the tree and the ground surrounding the tree. Within a matter of hours, the tree came to rest at an angle of approximately 10 degrees toward my house. Due to this behavior, I determined I had no other choice but to take immediate action to remove the hazardous tree from my property – the safety of my property and adjoining properties took priority. Additionally, I was reminded by my counsel that city and state laws and responsibilities would make me responsible for any damage caused by the tree if it fell on my, or adjoining, property. On October 7<sup>th</sup>, I directed my arborist to remove the tree in a controlled manner at the soonest possible opportunity.

On October 9<sup>th</sup>, the original tree was removed by my arborist in a controlled and safe manner. On the same day, I replaced the original tree with a tree that met all DMS standards for private tree replacement. The original tree was replaced with a Trident Maple measuring 11 feet tall. Both the species and size are in accordance with, if not in excess, of all specifications of the DMS.

The post-mortem of the original tree showed that the base of the trunk had been severely compromised by "heart rot" and the entire weight of the 60 foot tree was being supported solely by a 5-inch ring of sapwood (new wood). Additionally, the primary root (tap root) of the tree was damaged and black in color. The summarized assessment by licensed on-site arborists was that while externally the tree appeared healthy, the inside of the tree was rotting away and the structure had been severely compromised. The cause of the wobble was combination of the rot and the tap root damage.

To help make this situation more relatable, allow me to ask a question with several variations. Place yourself in the situation I found myself. You have a private tree on your property that was assessed as a "hazard" by a licensed professional arborist from a nationally renowned company; the approval committee of the HOA (the ARC) denied your request for removal after impugning your integrity publicly; the same tree that was assessed as "at risk of falling" is now tilting, at a significant angle, towards your house after a day of wobbling and unusual noises coming from the trunk; you know that city and state laws and requirements take priority over HOA by-laws, what would you have done?

- Would you have allowed the tree to fall on your house potentially causing significant damage?
- Would you have allowed the tree to fall on the adjoining properties potentially causing hundreds of thousands of dollars in damage to your neighbors' houses?
- Would you have allowed it to fall on public property making you liable for damage to city property?

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- Would you have allowed it to fall and potentially cause significant injury to persons, which you would be liable for?
- Would you have done nothing and allow your neighbors to file a complaint with the City of Alexandria under ordinance 6-2-24 (the city can remove any tree deemed a public nuisance to public property [NOTE: Somerville street is a public road])?
- Would you do nothing and allow your neighbors to file a complaint with the HOA under Administrative Resolution 19-01 (Emergency Repairs) and allow HOA to take the tree down?
- Or, would you have taken immediate action as a responsible homeowner and address the situation?

On October 9<sup>th</sup>, I had no other option but to exercise my right and responsibility as a homeowner in the Commonwealth of Virginia and the City of Alexandria. That right and responsibility is to identify, address, mitigate (if possible), and remove (if required) hazards on my property in order to protect said property, adjoining properties, and prevent injury. My full intent was to comply with the processes contained in the CSCA by-laws and procedures, however, circumstances prevented me from doing so and required me to take immediate action.

In the aftermath of me taking required actions as a homeowner to protect my property and adjoining properties, my right to due process under 19-02 and Virginia Code 55.1-1819 was either denied, or disregarded by the ARC and management. I now face fines that many view as "retribution" given that there are no means stated in any documentation given to me by the association or management to correct a "continuing" violation; even the management acknowledges there are no remedies and it is a single occurrence. This is in violation of 19-02 (specifically paragraph 8), and 08-02-26 paragraph B (ix); and ultimately in possible violation of Virginia Code 55.1-1819.

I have been a homeowner in Cameron Station for 10 years now. I have seen Boards come and go, I have seen ARCs come and go, and I have seen management companies come and go. However, I have never seen a situation where a homeowner had to take emergency action(s) to protect their property and adjoining properties; where their pleas to governing committees, before and after the event, were dismissed as "unconvincing"; and fined by a committee for actions that the homeowner was required by city and state law to take.

Additional background information is provided in the addendum, as well as pictorial representation of the post-mortem of the original tree, and supporting documentation.

I truly hope this provides precedence (for the positive) for the community. I truly hope that this highlights that homeowner rights need to be addressed – aesthetics should never come before safety or property damage. I truly hope that no other homeowner has to go through what I have been through – this is not the way you treat neighbors.

If you have any questions, please let me know and I will address them as quickly as possible.



Bill Wren

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### Addendum

#### Tree Description:

The “tree” was a Willow Oak measuring 27 inches (diameter at breast height (DBH) 4.5 feet from the ground), minimum height of 55 feet tall (as measured by my *Davey Tree Experts*), with a canopy diameter of 45 feet (as measured by *Davey Tree Experts*.) Herein, this is referred to as the “tree.”

#### Background

##### July 2023

In July 2023, I applied for removal of the tree to the ARC to address imminent damage to my service lines (water and sewer) due to root intrusion and encasement. This was based on the tree’s close proximity to service lines, observed root proximity of the service lines, and the predicted mature size of the tree. The July request was based on an assessment from *JL Tree Service* and service line assessment provided by a contractor. The application was denied by the ARC due to “lack of evidence.”

I appealed the ARC July decision to the Board of Directors (BOD) during the July BOD meeting. During this meeting the BOD members had multiple questions and concerns about my package and the assessment performed, without my knowledge, by *Lancaster Landscape Services*. In response, I agreed to obtain a second opinion of the tree’s “current” and potential for damage to service lines, and also to address potential mitigations for the tree roots. I also agreed to compare the “the Lancaster report”, that assessed my tree as healthy and at no risk to adjoining properties, with my selected contractors report.

After the July BOD meeting, two major storm fronts hit the area with westerly wind gusts in excess of 60 mph. During these storms, the entirety of the tree was observed to tilt and wobble. Additionally, walkways and bricks were observed to upheave significantly during a short period of time (less than 1 day.) Some of the brick / drive damage was previously identified in my July submission, however, that damage was exasperated during the movement of the tree during the storms.

##### September 2023

In September I obtained a second opinion from *Davey Tree Experts* as requested by the BOD. During the second assessment, I included all of the additional questions the BOD had for root mitigation and how they compared with the *Lancaster Landscape* report generated by the CSCA. *Davey Tree Experts* confirmed that the original assessment I obtained from *JL Tree Service* in June 2023 was accurate and predictive – the tree was too big for the plot and posed a significant hazard to service lines based on the mature size of 80 – 120 feet tall with a DBH of 4-5 feet in diameter.

**Most importantly, *Davey* observed the tree tilting and wobbling, and assessed the tree was “at risk of falling.” All of these findings were included in my October submission to the ARC.**

The assessment of “at risk of falling” completely changed the nature of my request. It changed the nature of the request from one of roots, to an issue that included an immediate need to address a hazard located on my property.

#### October ARC Meeting:

In October 2023, I resubmitted my request for private tree removal and included all of the findings of my second assessment, to include all of the questions that had been asked during the July 2023 ARC meeting and the July 2023 BOD meeting. During this meeting, the ARC Chairman vociferously, strenuously, and publicly accused me of “manufacturing evidence” and stated that the entire package was not trustworthy. The ARC Chairman’s accusations were based on Exhibit A1 (*Damage to Property Roof*

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*Drain from Root Intrusion*) of the July BOD submission which were provided by a contractor I hired to clear my roof drain line.

1) Origin of the picture (Exhibit A1). The picture in A1 was provided by a contractor hired to clear / clean my roof drain line located in the front of my property. Upon investigation, it does appear that A1 has a high probability of being a “stock photo.” This issue is being addressed in the appropriate legal venues between those with legal standing.

2) Tainted Discussion. During the October 3<sup>rd</sup> meeting of the ARC, I attempted to present my revised application. However, the ARC Chairman immediately proceeded, for 8 minutes 45 seconds, to publicly and vociferously accuse me of intentionally misrepresenting evidence in front of the ARC and all homeowners attending the meeting. It is my opinion that the ARC Chairman’s accusations drowned out any significant or productive discussion during the October meeting. The change in nature of my request was completely disrupted by the Chairman’s fixation on A1; my presentation of the hazards presented by the tree was completely prevented by the non-germane discussion and accompanying accusations from the Chairman. This tainted discussion prevented me from adequately presenting my case and was not in compliance with CSCA meeting standards contained in the CSCA by-laws. After the beratement, I was given 2 minutes to present my entire application and answer questions / accusations raised by the ARC Chairman.

#### October 7<sup>th</sup>

After the October 3<sup>rd</sup> ARC meeting, I fully intended to revise and resubmit the package to address the comments of the committee. However, during a mild wind storm that occurred in the area on October 7<sup>th</sup>, the tree was observed tilting and wobbling up to 10 degrees. The crown of the tree was observed twisting in a way that had not been seen before. More importantly, deep bass “popping” and “cracking” noises were heard coming from the trunk of the tree and the ground surrounding the tree. At that time, I decided to take immediate action.

Based on the October 3<sup>rd</sup> interaction with the ARC, I saw no recourse within the CSCA bylaws that would allow for rapid action. On October 9<sup>th</sup>, I directed *Dave Tree Service* to remove the tree in a controlled manner.

#### Post-Mortem:

The post-mortem of the showed:

Finding 1: The trunk had “heart rot” in the lower portions of the trunk (from approximately 1 foot above grade to approximately 3 feet above grade) severely degrading the structural integrity of the tree – the entirety of the tree was likely being supported by approximately a 6-inch ring of sapwood. Heart rot was also observed in multiple primary limbs of the tree.

Finding 2: The primary root (taproot) of the tree appeared to be diseased and damaged.

Finding 3: A secondary, but important finding was that the top of the bole (top of the trunk, had been infested by wood boring insects that had severely compromised the integrity of the crown of the tree.

Overall Conclusion: In short, while the outside of the tree seemed healthy, the inside was rotting and being eaten away resulting in a dangerous and hazardous situation.

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Replacement Action / Compliance with DMS:

The original Willow Oak was replaced (the same day) with a Trident Maple tree, measuring 11 feet tall. This action was taken to ensure compliance with the CSCA DMS in all achievable respects.

Conclusion:

It is my firm belief that this is not the way things needed to end.

Had any member of the ARC reached out to me before the October meeting and stated that there was a question of the origin of part of my package in October – my response would have been “Thank You, I will investigate and correct the situation immediately.” Instead, the ARC decided to proceed on a different route. A route that resulted in public humiliation of a homeowner that discovered (thanks to the meeting) that he had been a victim of fraud committed against him by a contractor – a route of inquiry initiated and fully exploited by the Chairman for whatever reason.

· Illusions of “health” of a tree may not reveal the true nature of a problem. Aesthetics should never override the rights of a homeowner.

# 213 Somervelle – Willow Oak




- Characteristics (former)
  - Trunk Diameter: 27 inches (d.b.h) (Source: Davey Tree Service)
  - Height: 60 feet (Source: Davey Tree Service)
  - Canopy Diameter: 45 feet (Source: Davey Tree Service)
  - Mature Height (est): 80 – 120 feet (Source: US Department of Agriculture)
- Post-mortem results (source: Davey Tree Service)
  - Heart rot:
    - Located at base of trunk – approximately 2.5 feet of trunk affected beginning at ground level and moving up the trunk
    - Diameter of rot - approximately 18 inches (heart wood)
  - Tap Root:
    - Appeared black and fractured
  - Infestation:
    - Wood boring insects located at the top of trunk at the crown of the tree.
    - Affected over 60% of heart wood.
  - Overall:
    - Tree appeared healthy on the outside due to the sapwood being relatively unaffected.
    - Tree had been structurally compromised, primarily due to the heart rot at the base of the tree and fracture of taproot. Infestation was secondary, but could have created major issues in the right conditions.

Definitions: (Source: US Forestry Service)

**Sapwood** is the tree's pipeline for water moving up to the leaves. Sapwood is new wood. As newer rings of sapwood are laid down, inner cells lose their vitality and turn to heartwood.

**Heartwood** is the central, supporting pillar of the tree. Although dead, it will not decay or lose strength while the outer layers are intact. d.b.h. – diameter at breast height (4.5 feet from ground)

# Davey Assessment – September 2023



**DAVEY**  
Proven Solutions for a Growing World

The Davey Tree Expert Company  
6748 Gravel Ave  
Alexandria, VA 22310-3220  
Email: Jason.King@da  
9/18/2023  
Proposal #: 200600658-1695050859  
Account #:  
Home: (703) 259-8463  
Email: willw@da  
Recommend removing the Willow Oak due to upheaving roots and proximity to water & sewer lines (bricks in front of house have been moved from tree roots during last few storms). Tree is at risk of falling over.


Client  
Bill Wren  
213 Somervelle St  
Alexandria, VA 22304-8617

Tree Care  
☐ Tree Removal  
Willow Oak located in front  
-Remove to near grade  
Haul all resulting debris  
☐ Stump Grinding  
Willow Oak Stump located in front  
-Grind Stump below grade (deep enough to allow for new planting)  
Haul excess chips/debris

Service Period  
Price  
Tax  
Total

☐ Yes, please schedule the services marked above.

**ACCEPTANCE OF PROPOSAL:** The above prices and conditions are hereby accepted. You are authorized to do this work as specified. I am familiar with and agree to the terms and conditions appended to this form. All details have been noted. I understand that once accepted, this proposal constitutes a binding contract. This proposal may be withdrawn if not accepted within 30 days.

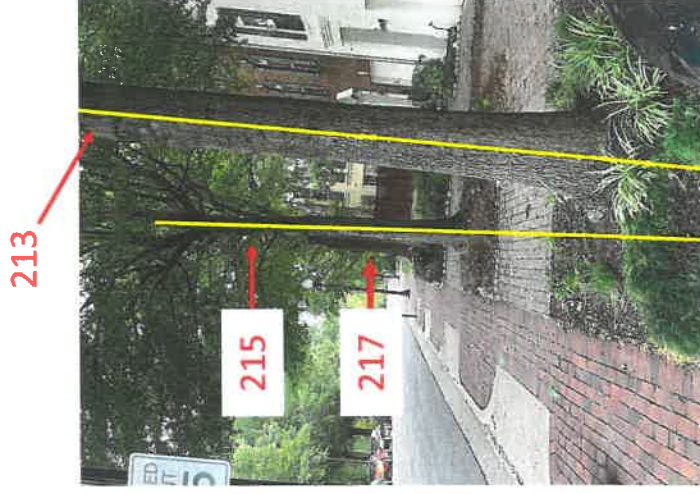


Jason King  
ISA Certified Arborist MA-63533A

Authorization  
Date

# Tree Tilt – October 7<sup>th</sup>

- Prior to October 7, the tree at 213 was parallel to the one at 215 Somervelle
- Picture indicates approximately 10 degree tilt towards the structure at 213 Somervelle



# Trunk Cross-section - Base of Tree

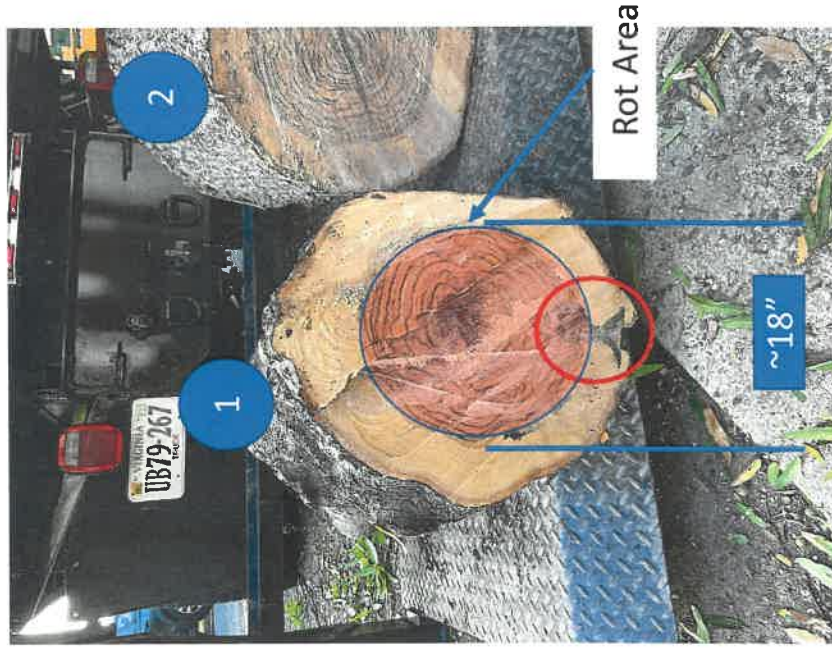


## Section 1 (base of tree)

- Heartwood was wet to the touch and had a very soft touch – it could be compressed with a finger
- Liquid coming from heartwood had foul smell – fungus smell
- Assessed as entire weight of tree was being supported by sapwood (approximately 4 inches wide)
- Section was 2.5 feet in length
- Taproot below section was black

## Section 2

- Cross section came from trunk above Section 1
- Normal growth and heartwood was solid and rigid



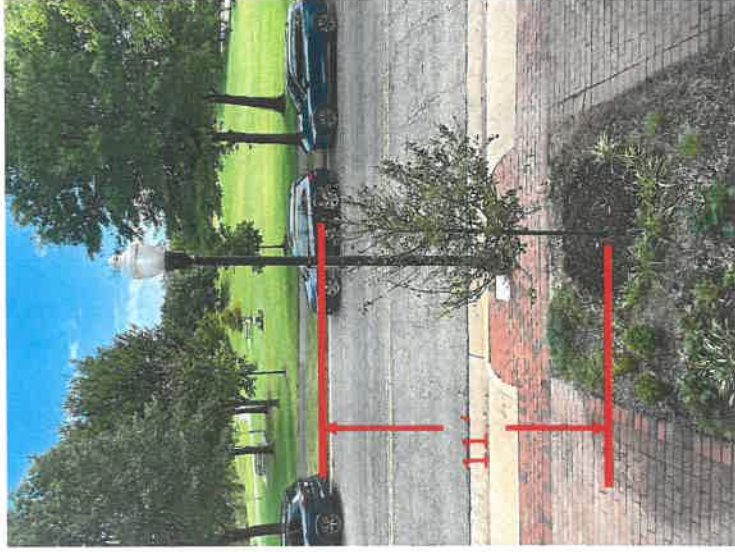
# Trunk cross-section - Crown



## Infestation

- > 60% of heartwood was affected by infestation
- Note:
  - Boreholes in non-linear / circular patterns
  - Boreholes in center of heart wood

# Replacement Tree – 213 Somerville



## Replacement Tree:

- Species: Trident Maple
- Height: 11 feet

## Requirements:

DMS Appendix D (Somerville Street) (2021 version)

- Norway Maple (Keithform)
  - Trident Maple
  - Crepe Myrtle
- DMS Height Requirement (2021 version)
- 6 foot (measured from ground)

Property Address: 213 Somerville St  
Account Number: R0627920L0509205

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

30 October, 2023

To Cameron Station Community Association,

This letter serves as an official homeowner response to the Notice of Violation (dated October 24, 2023 [revision 3]) from the Cameron Station Community Association (CSCA) delivered to me through electronic means on October 25, 2023. This violation pertains to private tree replacement without Architectural Review Committee (ARC) approval in accordance with CSCA Design and Maintenance Standards (DMS).

On October 9, 2023, I did in fact have my “original” tree removed through professional means. The tree removed and replaced was a 55-60 foot tall, 27 inch in diameter (trunk) Willow Oak assumed to be part of the original installation associated with the construction of the property in 1999. The tree was characterized as a hazard, in accordance with Commonwealth of Virginia legal definition, by a licensed professional and as such and as the homeowner, I was required to respond and correct the hazard under Commonwealth law. On the same day (October 9<sup>th</sup>) I had the original tree replaced with a tree that meets all DMS standards for private tree replacement. The original tree was replaced with a Trident Maple measuring 11 feet tall. Both the species and size are in accordance with, if not in excess, of all specifications of the DMS.

The only current violation of CSCA procedures is that this action was conducted without ARC approval. Though, with respect to ARC approval, there are extenuating circumstances, both in conduct of the meeting and changes in physical circumstance of the property.

On October 3, 2023 the CSCA ARC reviewed my second request to designate a tree located in front of my property as a “nuisance”. This revised request was based on an assessment from *Davey Tree Experts* in September 2023, in accordance with agreements made at the July 2023 CSCA Board of Directors (BOD) meeting. The second assessment showed that my tree was at risk of falling due to the evidence reviewed and observed by the licensed arborist I hired from a nationally known tree service. The ARC denied my request due to “Committee was not convinced that the tree falls under the DMS definition of a nuisance tree.” However, two primary factors come into play during and after the meeting:

1) Comments made by the ARC Chairman directed at me during that October 3<sup>rd</sup> meeting vociferously and publicly (in front of the ARC members and all attendees of the meeting) accused me of intentional misrepresentation of evidence, precluding me from having “due process” in accordance with CSCA by-laws for conduct of meetings, and severely tainted any discussion of the hazard identified on my property by *Davey*.

2) Physical conditions on my property changed significantly after the October 3<sup>rd</sup> ARC meeting.

Based on the second assessment performed by a licensed professional arborist from a nationally known company, my reasoning behind the removal of the tree changed significantly from my July application – all of this was included in my October ARC package. The second assessment revealed significant issues with my tree. The assessment, summarized, was that my tree was “at risk of falling” based on characteristics observed by *Davey*, but due to an unknown cause. This assessment documented that there was a hazard on my property – as a homeowner, by laws of the Commonwealth of Virginia and the City of Alexandria, I was required to address the hazard.

Property Address: 213 Somerville St  
Account Number: R0627920L0509205

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

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After the October 3<sup>rd</sup> ARC meeting, the situation on my property changed significantly. During a mild wind storm that occurred in the area on October 7<sup>th</sup>, the tree was observed tilting and wobbling up to 10 degrees. The crown of the tree was observed twisting in a way that had not been seen before. More importantly, deep bass “popping” and “cracking” noises were heard coming from the trunk of the tree and the ground surrounding the tree. The tree came to rest at an angle of approximately 10 degrees toward my townhouse. Because of this behavior, I decided to take immediate action – the safety of my property and adjoining properties took priority over CSCA procedures. On October 7<sup>th</sup>, I directed *Dave Tree Experts* to remove the tree in a controlled manner at the soonest possible opportunity.

On October 9, the tree was removed, on my order by *Davey Tree Experts*. The post-mortem of the tree showed that the base of the trunk had been severely compromised by “heart rot” and the entire weight of the 55 - 60 foot tree was likely being supported solely by a 5-inch ring of sapwood. Additionally, the primary root (tap root) of the tree appeared diseased and black in color. The summarized assessment on October 9<sup>th</sup> by licensed on-site arborists was that while externally the tree appeared healthy, the inside of the tree was rotting away.

On October 9<sup>th</sup>, I had no other option than to exercise my right and responsibility as a homeowner in the Commonwealth of Virginia and the City of Alexandria to identify, address, mitigate (if possible), and remove (if required) hazards on my property in order to protect said property, adjoining properties, and prevent injury. My full intent was to comply with the processes outlined in the CSCA DMS, however, circumstances prevented me from doing so and required me to take immediate action.

This is not the way I wanted this case to end. I did my best to adhere to CSCA procedures, and it was my full intention to continue to adhere to CSCA procedures as long as it took. However, based on comments and conduct of the ARC Chairman during the October 3<sup>rd</sup> meeting and the physical changes that occurred on my property on October 7, I felt I had no other choice but to proceed at my discretion in accordance with the Commonwealth law.

It is my firm belief that this is not the way things needed to end. Had any member of the ARC reached out to me, through any means, before the October meeting and stated that there was a question of the origin of part of my package in October – my response would have been “Thank You, I will investigate and correct the situation immediately.” Instead, the ARC Chairman decided to proceed on a different route. A route that resulted in public humiliation of a homeowner that discovered (thanks to the meeting) that he had been a victim of fraud committed against him by a contractor – a route of inquiry initiated and fully exploited by the Chairman.

Additional background information is provided in the addendum, as well as pictorial representation of the post-mortem of the original tree, and supporting documentation.

If you have any questions, please let me know and I will address them as quickly as possible.



Bill Wren

# Davey Assessment – September 2023



Client  
Bill Wren  
213 Somerville St  
Alexandria, VA 22304-8617

9/18/2023

Proposal #: 20060058-1695050859  
Account #:  
Home: (703) 259-8463  
Email: willwren@dmn.com

Recommend removing the Willow Oak due to upheaving roots and proximity to water & sewer lines (bricks in front of house have been moved from tree roots during last few storms). Tree is at risk of falling over.

Tree Care	Service Period	Price	Tax	Total
<input type="checkbox"/> Tree Removal Willow Oak located in front -Remove to near grade Haul all resulting debris				
<input type="checkbox"/> Stump Grinding Willow Oak Stump located in front -Grind Stump below grade (deep enough to allow for new planting) Haul excess chips/debris				

☐ Yes, please schedule the services marked above.

ACCEPTANCE OF PROPOSAL: The above prices and conditions are hereby accepted. You are authorized to do this work as specified. I am familiar with and agree to the terms and conditions appended to this form. All details have been noted. I understand that once accepted, this proposal constitutes a binding contract. This proposal may be withdrawn if not accepted within 30 days.

*Jason King*  
Jason King  
ISA Certified Arborist MA-63533A

Authorization \_\_\_\_\_ Date \_\_\_\_\_

Property Address: 213 Somerville St  
Account Number: R0627920L0509205

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

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### Addendum

#### Tree Description:

The “tree” was a Willow Oak measuring 27 inches (diameter at breast height (DBH) 4.5 feet from the ground), minimum height of 55 feet tall (as measured by my *Davey Tree Experts*), with a canopy diameter of 45 feet (as measured by *Davey Tree Experts*.) Herein, this is referred to as the “tree.”

#### Background

##### July 2023

In July 2023, I applied for removal of the tree to the ARC to address imminent damage to my service lines (water and sewer) due to root intrusion and encasement. This was based on the tree’s close proximity to service lines, observed root proximity of the service lines, and the predicted mature size of the tree. The July request was based on an assessment from *JL Tree Service* and service line assessment provided by a contractor. The application was denied by the ARC due to “lack of evidence.”

I appealed the ARC July decision to the Board of Directors (BOD) during the July BOD meeting. During this meeting the BOD members had multiple questions and concerns about my package and the assessment performed, without my knowledge, by *Lancaster Landscape Services*. In response, I agreed to obtain a second opinion of the tree’s “current” and potential for damage to service lines, and also to address potential mitigations for the tree roots. I also agreed to compare the “the Lancaster report”, that assessed my tree as healthy and at no risk to adjoining properties, with my selected contractors report.

After the July BOD meeting, two major storm fronts hit the area with westerly wind gusts in excess of 60 mph. During these storms, the entirety of the tree was observed to tilt and wobble. Additionally, walkways and bricks were observed to upheave significantly during a short period of time (less than 1 day.) Some of the brick / drive damage was previously identified in my July submission, however, that damage was exasperated during the movement of the tree during the storms.

##### September 2023

In September I obtained a second opinion from *Davey Tree Experts* as requested by the BOD. During the second assessment, I included all of the additional questions the BOD had for root mitigation and how they compared with the *Lancaster Landscape* report generated by the CSCA. *Davey Tree Experts* confirmed that the original assessment I obtained from *JL Tree Service* in June 2023 was accurate and predictive – the tree was too big for the plot and posed a significant hazard to service lines based on the mature size of 80 – 120 feet tall with a DBH of 4-5 feet in diameter.

**Most importantly, *Davey* observed the tree tilting and wobbling, and assessed the tree was “at risk of falling.” All of these findings were included in my October submission to the ARC.**

The assessment of “at risk of falling” completely changed the nature of my request. It changed the nature of the request from one of roots, to an issue that included an immediate need to address a hazard located on my property.

#### October ARC Meeting:

In October 2023, I resubmitted my request for private tree removal and included all of the findings of my second assessment, to include all of the questions that had been asked during the July 2023 ARC meeting and the July 2023 BOD meeting. During this meeting, the ARC Chairman vociferously,

Property Address: 213 Somerville St  
Account Number: R0627920L0509205

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

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strenuously, and publicly accused me of “manufacturing evidence” and stated that the entire package was not trustworthy. The ARC Chairman’s accusations were based on Exhibit A1 (*Damage to Property Roof Drain from Root Intrusion*) of the July BOD submission which were provided by a contractor I hired to clear my roof drain line.

1) Origin of the picture (Exhibit A1). The picture in A1 was provided by a contractor hired to clear / clean my roof drain line located in the front of my property. Upon investigation, it does appear that A1 has a high probability of being a “stock photo.” This issue is being addressed in the appropriate legal venues between those with legal standing.

2) Tainted Discussion. During the October 3<sup>rd</sup> meeting of the ARC, I attempted to present my revised application. However, the ARC Chairman immediately proceeded, for 8 minutes 45 seconds, to publicly and vociferously accuse me of intentionally misrepresenting evidence in front of the ARC and all homeowners attending the meeting. It is my opinion that the ARC Chairman’s accusations drowned out any significant or productive discussion during the October meeting. The change in nature of my request was completely disrupted by the Chairman’s fixation on A1; my presentation of the hazards presented by the tree was completely prevented by the non-germane discussion and accompanying accusations from the Chairman. This tainted discussion prevented me from adequately presenting my case and was not in compliance with CSCA meeting standards contained in the CSCA by-laws. After the beratement, I was given 2 minutes to present my entire application and answer questions / accusations raised by the ARC Chairman.

#### October 7<sup>th</sup>

After the October 3<sup>rd</sup> ARC meeting, I fully intended to revise and resubmit the package to address the comments of the committee. However, during a mild wind storm that occurred in the area on October 7<sup>th</sup>, the tree was observed tilting and wobbling up to 10 degrees. The crown of the tree was observed twisting in a way that had not been seen before. More importantly, deep bass “popping” and “cracking” noises were heard coming from the trunk of the tree and the ground surrounding the tree. At that time, I decided to take immediate action.

Based on the October 3<sup>rd</sup> interaction with the ARC, I saw no recourse within the CSCA bylaws that would allow for rapid action. On October 9<sup>th</sup>, I directed *Dave Tree Service* to remove the tree in a controlled manner.

#### Post-Mortem:

The post-mortem of the showed:

Finding 1: The trunk had “heart rot” in the lower portions of the trunk (from approximately 1 foot above grade to approximately 3 feet above grade) severely degrading the structural integrity of the tree – the entirety of the tree was likely being supported by approximately a 6-inch ring of sapwood. Heart rot was also observed in multiple primary limbs of the tree.

Finding 2: The primary root (taproot) of the tree appeared to be diseased and damaged.

Finding 3: A secondary, but important finding was that the top of the bole (top of the trunk, had been infested by wood boring insects that had severely compromised the integrity of the crown of the tree.

Property Address: 213 Somerville St  
Account Number: R0627920L0509205

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

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Overall Conclusion: In short, while the outside of the tree seemed healthy, the inside was rotting and being eaten away resulting in a dangerous and hazardous situation.

Replacement Action / Compliance with DMS:

The original Willow Oak was replaced (the same day) with a Trident Maple tree, measuring 11 feet tall. This action was taken to ensure compliance with the CSCA DMS in all achievable respects.

Conclusion:

It is my firm belief that this is not the way things needed to end.

Had any member of the ARC reached out to me before the October meeting and stated that there was a question of the origin of part of my package in October – my response would have been “Thank You, I will investigate and correct the situation immediately.” Instead, the ARC decided to proceed on a different route. A route that resulted in public humiliation of a homeowner that discovered (thanks to the meeting) that he had been a victim of fraud committed against him by a contractor – a route of inquiry initiated and fully exploited by the Chairman for whatever reason.

Illusions of “health” of a tree may not reveal the true nature of a problem. Aesthetics should never override the rights of a homeowner.

# 213 Somervelle – Willow Oak

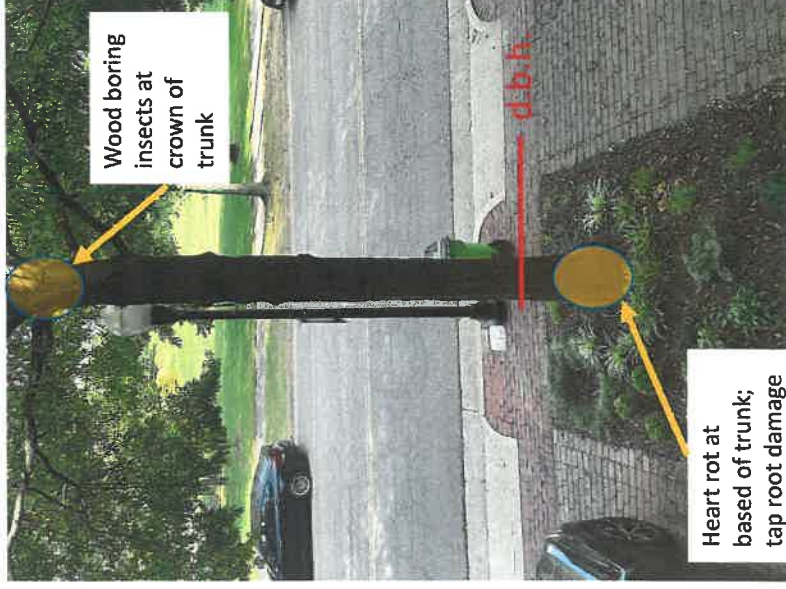
- Characteristics (former)
  - Trunk Diameter: 27 inches (d.b.h) (Source: Davey Tree Service)
  - Height: 55 feet (Source: Davey Tree Service)
  - Canopy Diameter: 45 feet (Source: Davey Tree Service)
  - Mature Height (est): 80 – 120 feet (Source: US Department of Agriculture)
- Post-mortem results (source: Davey Tree Service)
  - Heart rot:
    - Located at base of trunk – approximately 2.5 feet of trunk affected beginning at ground level and moving up the trunk
    - Diameter of rot - approximately 18 inches (heart wood)
  - Tap Root:
    - Appeared black and fractured
  - Infestation:
    - Wood boring insects located at the top of trunk at the crown of the tree.
    - Affected over 60% of heart wood.
  - Overall:
    - Tree appeared healthy on the outside due to the sapwood being relatively unaffected.
    - Tree had been structurally compromised, primarily due to the heart rot at the base of the tree and fracture of taproot. Infestation was secondary, but could have created major issues in the right conditions.

Definitions: (Source: US Forestry Service)

**Sapwood** is the tree's pipeline for water moving up to the leaves. Sapwood is new wood. As newer rings of sapwood are laid down, inner cells lose their vitality and turn to heartwood.

**Heartwood** is the central, supporting pillar of the tree. Although dead, it will not decay or lose strength while the outer layers are intact.

**d.b.h.** – diameter at breast height (4.5 feet from ground)

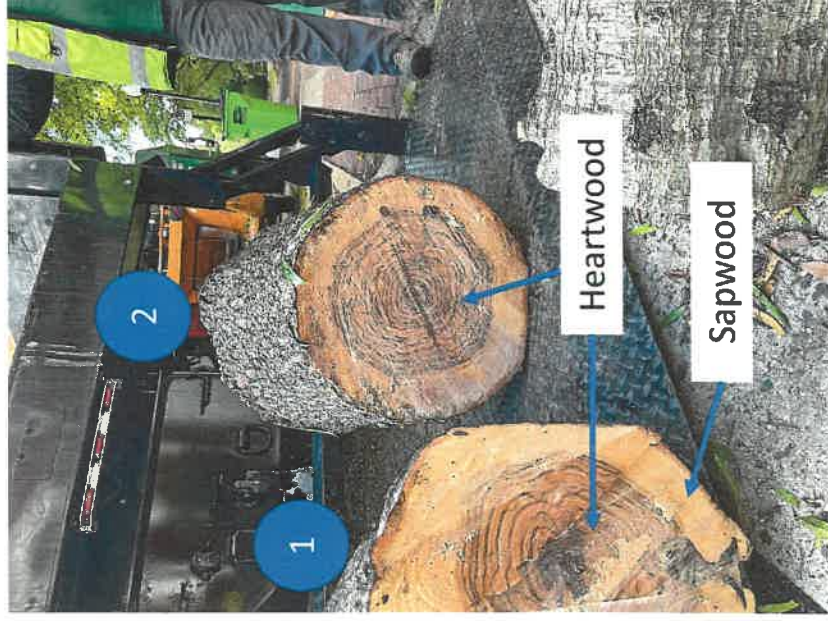


## Tree Tilt – October 7<sup>th</sup>



- Prior to October 7, the tree at 213 was parallel to the one at 215 Somerville
- Picture indicates approximately 5 degree tilt towards the structure at 213 Somerville

# Trunk Cross-section - Base of Tree



## Section 1 (base of tree)

- Heartwood was wet to the touch and had a very soft touch – it could be compressed with a finger
- Liquid coming from heartwood had foul smell – fungus smell
- Assessed as entire weight of tree was being supported by sapwood (approximately 5 inches wide)
- Section was 2.5 feet in length
- Taproot below section was black

## Section 2

- Cross section came from trunk above Section 1
- Normal growth and heartwood was solid and rigid



# Trunk cross-section - Crown



## Infestation

- > 60% of heartwood was affected by infestation
- Note:
  - Boreholes in non-linear / circular patterns
  - Boreholes in center of heart wood

**From:** [Bill Wren](#)  
**To:** [REDACTED]  
**Subject:** Re: Post-mortem of Willow Oak at 213 Somerville  
**Date:** Tuesday, October 10, 2023 4:40:27 PM

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Jason,  
Thank you very much for the quick response.

Obviously, we did not do a post-mortem in the laboratory, however, but I do believe that is sufficient explanation.

As an engineer, I can understand what happens whenever a primary structural member fails. Given that we're talking about the "heart wood" of the trunk I can completely understand how and why the tree was twisting and tilting now.

Again, thank you very much.

Bill Wren.

Sent from my iPhone

On Oct 10, 2023, at 14:57, King, Jason <Jason.King@[REDACTED]> wrote:

Hi Mr. Wren,

The center of the log (discolored portion) is non-living tissue and is prone to rotting/decaying which can explain why you could easily 'dig' through it. Not really sure if that had anything to do with the tree rocking back and forth though but the structure was definitely compromised by the rot; rocking was probably the taproot. I'm glad that the crew was careful around the plantings and infrastructure.

Thank you,  
Jason King  
ISA Certified Arborist  
The Davey Tree Expert Company / Alexandria Office 157131  
6748 Gravel Ave, Alexandria VA 22310  
P: [REDACTED]

**From:** willwren@gmail.com <willwren@gmail.com>  
**Sent:** Tuesday, October 10, 2023 9:17 AM  
**To:** King, Jason <Jason.King@[REDACTED]>  
**Subject:** Post-mortem of Willow Oak at 213 Somerville

Jason,

Again, thank the team that took care of my tree issue on Monday. As I

mentioned before, they made quick work of the job, were very professional, and seemed to take great care in preventing damage to the plantings and infrastructure around the tree that was removed.

I have attached a picture of two trunk sections from the tree. I'd ask that you give an assessment on what could have caused the issues that were observed. The trunk section on the left (refer to the picture) is the lower section of the trunk; the section in the middle of the picture is the trunk section that was cut immediately above the one on the left. When I mentioned in my previous email that there was a goo-like consistency on one of the trunk sections, it came from the trunk on the left. The center of the trunk section on the left was soft and had the consistency of a sponge; I was able to dig the center section out with my finger with little resistance.

Please let me know what you think.

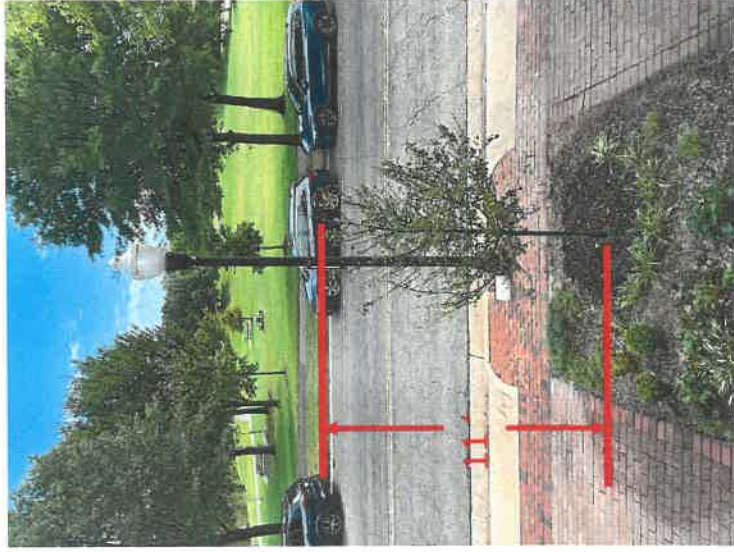
Bill Wren

Alexandria, VA

Cell: 703.259.8463

Email: [willwren@gmail.com](mailto:willwren@gmail.com)

# Replacement Tree – 213 Somerville



## Replacement Tree:

- Species: Trident Maple
- Height: 11 feet

## Requirements:

DMS Appendix D (Somerville Street) (2021 version)

- Norway Maple (Keithform)
  - Trident Maple
  - Crepe Myrtle
- DMS Height Requirement (2021 version)
- 6 foot (measured from ground)

FIRST CLASS MAIL

November 8, 2023

213 Somerville St.

Alexandria, VA 22304



**FINAL LETTER – Notification that a Fine has been imposed.**

Dear William E Wren Jr.:

It has been reported or observed during a routine site inspection performed on October 10, 2023, that the property at 213 Somerville St was out of compliance. Article "OBJECTIVES AND GENERAL INFORMATION", Section IV. of the DMS and the CSCA's Enforcement and Due Process Procedures, which states in part:

"The CSCA Governing Documents explicitly state that all exterior alterations require the prior written approval of the ARC, unless otherwise stated in the DMS or the Covenants. Furthermore, Article VII, Section 7.1(b) of the Covenants requires exterior changes not shown on the approved plan to have the approval of the City of Alexandria.

Section 6.9: "It shall be a violation of these covenants for any owner to construct, erect, install or maintain an improvement on any Lot without the prior written approval of the Architectural Review Committee. This regulation shall apply to any alteration, enlargement, demolition, removal, or any change whatsoever which alters the exterior appearance (including paint color) of the improvement or of the Lot on which it is situated, unless the Design & Maintenance Standards for the Architectural Review Committee expressly authorize the same without requiring specific approval."

This violation specifically regards: The removal and replacement of a private tree without an ARC Application approval.

A hearing was held on 11/7/2023 at the monthly ARC meeting. This letter is to inform you that the ARC has motioned to approve further enforcement action against your account. The motion passed allowing a \$10/day fine for 90 days not to exceed the maximum of \$900. Upon Receipt of this letter, fines will begin to accumulate on your account.

**Remit payment of the fine outlined herein to the following address:**

Cameron Station Community Association  
C/O Community Association Management Professionals  
211 E. Lombard St. PMB/ Box #134  
Baltimore, MD 21206-6102

If you have any questions, please contact us via email at [CAMSTATI@CiraMail.com](mailto:CAMSTATI@CiraMail.com) or call us at 703-567-4881.

Sincerely,

Brandon Throckmorton

Cameron Station Community Association

200 Cameron Station Boulevard

Alexandria, VA 22304

**Cameron Station Community Association, Inc.**  
 c/o Community Association Management Professionals  
 PO Box 803555  
 Dallas, TX 75380-3555

## VIOLATION NOTICE



**WILLIAM E WREN JR**  
 213 Somerville St  
 ALEXANDRIA, VA 22304

<b>Account Number</b>	R0627920L0509205
<b>Community ID</b>	CAMSTATI
<b>Property Address</b>	213 Somerville St Alexandria, VA 22304

October 24, 2023

### HEARING NOTICE

Dear WILLIAM E WREN JR:

It has been reported or observed during a routine site inspection on 10/20/2023 at 213 Somerville St, that the property continues to be out of compliance with **Article "OBJECTIVES AND GENERAL INFORMATION", Section V. of DMS** of the Declaration of Covenants, Conditions, and Restrictions (Deed Restrictions) for Cameron Station Community Association, Inc. which states, in part:

"The CSCA Governing Documents explicitly state that all exterior alterations require the prior written approval of the ARC, unless otherwise stated in the DMS or the Covenants. Furthermore, Article VII, Section 7.1(b) of the Covenants requires exterior changes not shown on the approved plan to have the approval of the City of Alexandria.

Section 6.9: "It shall be a violation of these covenants for any owner to construct, erect, install or maintain an improvement on any Lot without the prior written approval of the Architectural Review Committee. This regulation shall apply to any alteration, enlargement, demolition, removal or any change whatsoever which alters the exterior appearance (including paint color) of the improvement or of the Lot on which it is situated, unless the Design & Maintenance Standards for the Architectural Review Committee expressly authorize the same without requiring specific approval."

**To bring this property into compliance, please repair, replace and/or properly maintain all improvements to your property. This violation specifically regards the following item(s): Private Tree Replacement.**

#### **YOU ARE HEREBY NOTIFIED, PURSUANT TO THE COMMUNITY'S GOVERNING DOCUMENTS THAT:**

1. The Association's Enforcement & Due Process Procedures stipulates that the above alleged violation must be resolved by Monday, November 6, 2023 in order to bring your home into compliance. To ensure this violation is abated in a timely manner, Management requests that upon resolution, you send an email to [CAMSTATI@ciramail.com](mailto:CAMSTATI@ciramail.com), contact our Customer Service Group at 855-477-2267, drop off a letter or fax us a note indicating such.

2. If you feel this letter is in error, please provide the Association with a written refutation or explanation of the allegations listed above, as set forth in the Enforcement & Due Process Procedures Policy Resolution No. 19-02 paragraph 7.

3. You are hereby given an opportunity for a hearing before the Architectural Review Committee to contest this citation. The Hearing has been scheduled for the following time and location:

Hearing Date & Time: 11/7/2023 7:00:00 PM

Hearing Location: via Zoom... link will be provided to you.

You do have the right to be represented by counsel at the hearing. However, the Committee reserves the right to reschedule a hearing if you bring counsel in order for the Association to be similarly represented. After you have presented your defense, the ARC will convene into Executive Session to discuss the violation. The Committee will return to Open Session to announce their decision. The ARC shall also deliver the notice of decision by Certified Mail, Return Receipt Requested, or by hand delivery.

4. Please know that failure to take these steps may result in future due process action, which may include monetary charges to be assessed to your Lot in accordance with Article VIII of the Association Governing Documents and Section 55-513 of the Virginia Property Owners Act. This also may result in the suspension of Association privileges and the Association may also file suit to obtain injunctive relief in accordance with the Enforcement & Due Process Procedures Policy Resolution No. 19-02.

5. If you have already corrected the alleged violation, if this was a builder installed option, or if you have received prior approval, please submit the documentation (plat, closing statement, letter, etc.) and we will abate the violation. If you are unable to provide this information, or this is a modification that has not been submitted to the Architectural Review Committee for approval, please submit an Exterior Modification Application to [CAMSTATI@ciramail.com](mailto:CAMSTATI@ciramail.com) or drop off at the address below. The Exterior Modification Application can be obtained on the Resident Portal at [www.ciranet.com/ResidentPortal](http://www.ciranet.com/ResidentPortal).

6. You may have special rights or relief related to the enforcement action under Federal law, including the Civil Members Service Relief Act (50 U.S.C. app. Section 501 et seq.), if the property owner is serving on active military duty.



If you have any questions, please contact us via the Resident Portal at [www.ciranet.com/ResidentPortal](http://www.ciranet.com/ResidentPortal) or call us at 703-567-4881 or by email at [covenants@cameronstation.org](mailto:covenants@cameronstation.org).

Cameron Station Community Association, Inc.

Brandon Throckmorton  
Architectural Covenants Administrator

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



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

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**APPLICATION SECTION**

Homeowner(s) Name: Wren, William "Bill" Lot: \_\_\_\_\_

Address: 213 Somerville St, Alexandria, VA

Phone: (h) 703-259-8463 (c) \_\_\_\_\_ (w) \_\_\_\_\_

Email Address: willwren@gmail.com

Proposed Date of Removal: October 2023

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

Resubmission based on request of CSCA Board of Directors vote (July 2023 meeting) where ARC denial of original removal request (July 2023 ARC Meeting) was denied.

- Needed Action: removal of Willow Oak tree located in front of 213 Somerville. Replace IAW DMS and App D.

- Reason: 1. Tree is now tilting approximately 5-10 degrees towards Somerville St - caused by wind damage.

2. Tree movement caused walkway leading to front door to upheave by 3 inches in one day.

3. Tree root system is encasing water supply and sewer lines servicing the property.

4. 2 licensed arborists state the tree is the wrong species for the plot of land. It will continue to grow to 80-120 feet tall, with a trunk size of 4 feet, canopy of over 50 feet in diameter, and root ball in excess of 20 feet.

- Action: Remove current tree; grind stump and major roots to below ground level; replace tree IAW DMS

- Replacement Tree: Trident Maple (recommended by arborist as suitable replacement species for plot / planting area)

Refer to attachments for more detailed information.

**APPLICATION CONDITIONS**

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

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

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

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

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

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

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

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

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

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

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

**Homeowner(s) Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**BOARD ACTION**

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

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

**Comments or Stipulations:** \_\_\_\_\_

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**BOD Signature:** \_\_\_\_\_ **Approval/Disapproval Date:** \_\_\_\_\_

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

213 Somerville Street  
Tree Removal and Replacement – Supplemental Information  
September 2023

SUBMISSION:

This is a second submission is for the removal of Willow Oak in front of 213 Somerville Street in accordance with the Cameron Station Design Maintenance Standards (DMS) under the definition of “nuisance trees” (DMS page 29, Section I.A) and at the direction of the CSCA Board of Directors meeting from July 2023.

BACKGROUND:

- In July 2023, the homeowner submitted a request to the CSCA Architectural Review Committee (ARC) based on the recommendation of licensed arborists from *JL Tree Service* to remove the tree due to root intrusion into, and encasement of, service lines (water and sewer) for 213 Somerville which posed a significant financial hazard to the homeowner.
- The primary concern of the homeowner in the July submission was damage avoidance due to root intrusion, and encasement of, supply lines to the house. Each line represented in excess of \$8,000 to completely correct.
- The ARC denied the removal permit in July 2023 due to a “lack of evidence” of actual or imminent damage.
- The denied request was appealed, by the homeowner, to the CSCA Board of Directors in July 2023. The result of the meeting was the CSCA Board of Directors voted to return the application to the ARC for review and additional consideration.
- The homeowner obtained an additional review and assessment of the tree per the request of the CSCA Board of Directors by a licensed arborist – in this case the homeowner chose *Davey Tree Service*. *Davey Tree Service* stated that in addition to the root issues of concern in July, the tree also suffers from imbalance due to constraints in the canopy, and has a risk of toppling due to the imbalance – visible signs of tree movement are apparent. At the time of inspection, the tree was tilted 10 degrees towards the street due to damage suffered in recent wind storms.
- Summary of request is contained in Exhibit A.

FINDINGS and RECOMMENDATION (*Davey Tree Service*):

- Overall recommendation: Removal of the tree – tree is at risk of falling over (see Davey estimate / recommendation Exhibit B) and the tree is encasing service lines in the root system. Summary – the tree is too large for the small plot of land it is planted on; it has and will continue to cause issues.
  - Reason:
    - Tree species: while not invasive, the Willow Oak will grow to a mature size of 80 – 120 feet tall with a canopy of 50 – 60 feet in diameter. (See Exhibit C and D) The species of tree is not suitable for the small plot of land it is located on. *NOTE: Willow Oak is the predominate tree species on Somerville Street.*
    - Location of the tree:

213 Somerville Street  
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- Immediately next to the water and sewer service of the house
- Primary (structural) root intrusion is evident under the driveway, front walkway / path leading to the front door. Any correction to upheavals of the drive or walkways would be temporary.
- Canopy competition with the next tree causing uneven canopy growth leading to tree instability.
- The species of tree is not suitable for the small plot of land it is located on.
- Evidence of instability – upheaval of concrete and brick work in front of the house due to tree movement during wind storms in July and August. Front walkway has been upheaved by approximately 3 inches. Tree was tilted to Somerville Street by 10 degrees.
- Additional mitigating actions discussed during arborist evaluation:
  - Root trimming: Not an option for this tree
    - Roots in question are primary roots.
      - Trimming the roots to the degree necessary would likely kill the tree outright, or introduce a vector for disease to the tree leading to the death of the tree.
      - Roots in question are primary roots. Trimming the roots to the degree necessary would destabilize the tree even further increasing the likelihood of toppling during winds.
  - Root barriers. Not a recommended option. This would require the roots to be trimmed and a barrier installed to 36" below grade. Cost is estimated in excess of \$6500 with no guarantee of a permanent solution to the issue.
  - Growth slowing through chemical treatment: Not an option for this tree; it is already too large. Growth slowing would not correct instability or root intrusion.
  - Canopy Trimming. Canopy trimming would need to be extreme in order to rebalance the tree and would take several years to accomplish. Additionally, trimming would not address the issues with roots.

ACTION NEEDED:

- Remove Willow Oak professionally and in a controlled manner.
- Grind stump and roots to below grade to allow for replanting of landscaping and replacement tree
- Replace tree in accordance with CS DMS – tree of choice for Somerville Street – *Trident Maple* – per DMS Appendix D
  - *NOTE – Norway Maple (listed in Appendix D) is listed as an invasive species by Maryland, Pennsylvania, and New York.*
  - *NOTE – Willow Oak is not listed as a suitable replacement in Appendix D*
- Action is required to:
  - Enable the homeowner to reduce the likelihood of property damage:
    - Replacement cost of water service: \$10,000

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- Replacement cost of sewer service: \$8,000
- Enable the homeowner to mitigate / eliminate hazards to adjacent property and personnel hazards / liability – liability control.

# Exhibit A

Tree Removal Summary – 213 Somerville

# 213 Somerville Street September 2023

Tree Removal - Summary

# Willow Oak Summary

- Willow oak is medium size to large, attaining 24 to 37 m (80 to 120 ft) in height and commonly 100 cm (39.5 in) trunk diameter (*Source: USDA*)
- Despite being heavily used in landscaping in the Southern US (in cities such as Washington, D.C., Raleigh, Charlotte, and Atlanta) around malls, along roads, etc., the trees tend to grow larger than planners expect, which often leads to cracked sidewalks. (*Source: USDA and Wikipedia*)

# 213 Somerville

Tree (Willow Oak)

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

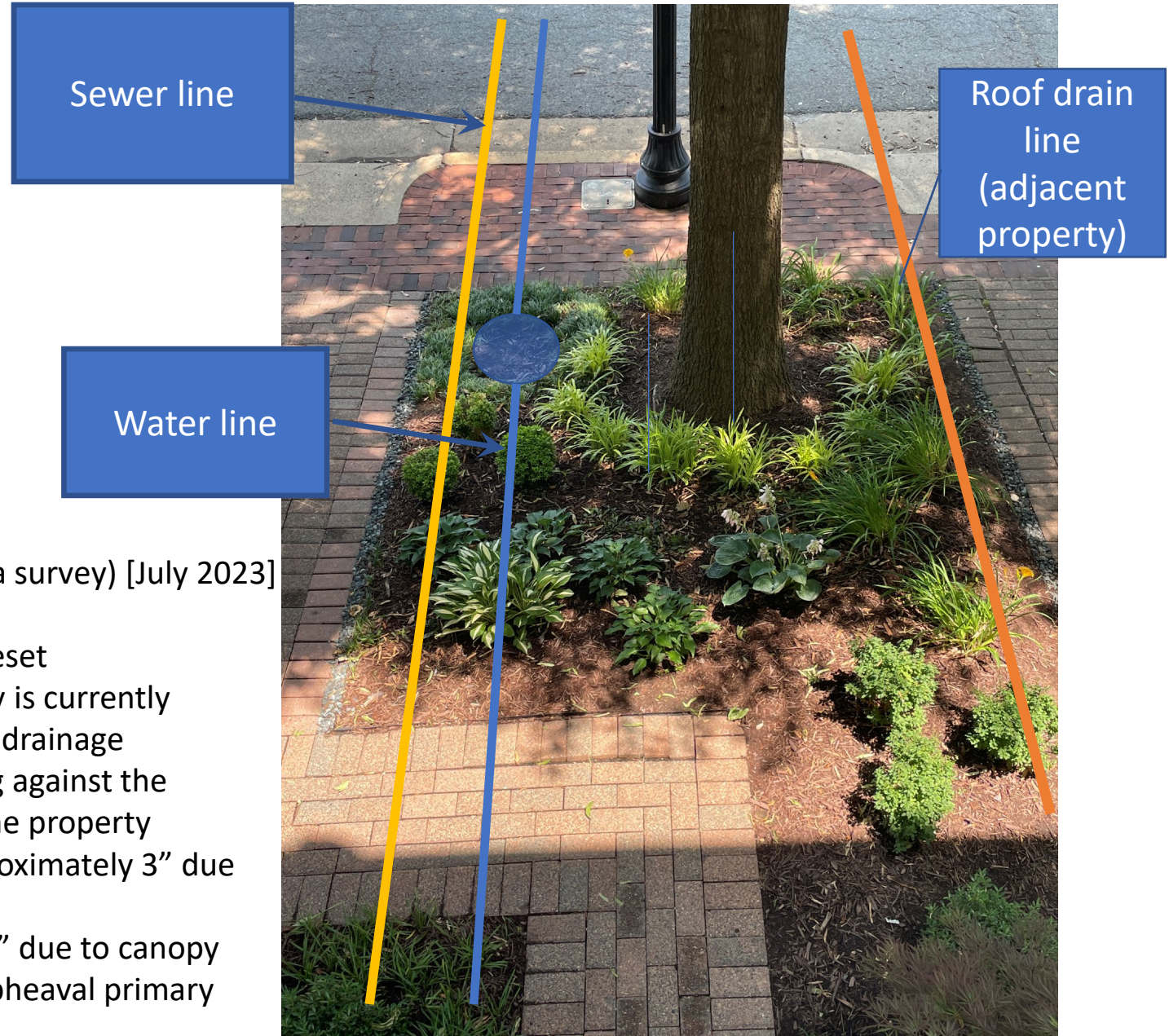
Location:

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

(Utility line locations determined by City of Alexandria survey) [July 2023]

Damage:

- Driveway – repeated root removal and paver reset
- Roof drain line – drain line of adjacent property is currently blocked by tree root system preventing proper drainage
- Water meter – root system is currently growing against the water meter and main water valve supplying the property
- Porch landing area has been upheaved by approximately 3" due to roots
- Arborist states "tree is in danger of falling over" due to canopy imbalance and visible ground and pavement upheaval primary around root locations



# Exhibit A1 – Damage to Property Roof Drain from Root Intrusion



# Exhibit A2 – Damage to Driveway Due to Root Undermining



Upheaval shown on right occurred in one day during July windstorms (westerly winds). Upheaval is approximately 3 inches.

Approximately 3 inches of concrete are beneath the bricks.

# Examples of Root Growth in Nearby Red and Willow Oak Trees



# Replacement Tree – Trident Maple per DMS Appendix D



- *Acer buergerianum*
- Common name: Trident Maple, Three-toothed Maple
- Pronunciation: A-ser ber-jer-ee-A-num
- Family: Sapindaceae, Aceraceae
- Genus: *Acer*
- Type: Broadleaf
- Deciduous tree, 20-35+ ft (6-11+ m) high, oval to rounded outline. Bark attractive, gray-brown with orange; exfoliating, scaly. Leaves opposite, simple, 4-9 cm long and wide, rounded or wedge-shaped at base, 3-lobed, 3 major veins, lobes are triangular and point forward, margin entire or slightly serrate, very lustrous dark green above, petiole about as long as the blade; fall color yellow, orange and red. Small greenish yellow flowers are hardly noticeable. Fruit (samara) about 2 cm long wings, parallel.
- **NOTE: Norway Maple (contained in DMS Appendix D) is characterized by multiple states as an “invasive” species.**

Recommended by arborist as suitable for plot size

# Exhibit B

Davey Tree Service – Summary of Findings and  
Estimate



9/18/2023

Proposal #: 20060058-1695050859  
Account #:  
Home: (703) 259-8463  
Email: willwren@gmail.com

Recommend removing the Willow Oak due to upheaving roots and proximity to water & sewer lines (bricks in front of house have been moved from tree roots during last few storms). Tree is at risk of falling over.

Tree Care	Service Period	Price	Tax	Total
<input type="checkbox"/> Tree Removal Willow Oak located in front -Remove to near grade Haul all resulting debris		\$1,320.00		\$1,320.00
<input type="checkbox"/> Stump Grinding Willow Oak Stump located in front -Grind Stump below grade (deep enough to allow for new planting) Haul excess chips/debris		\$300.00		\$300.00

☐ Yes, please schedule the services marked above.

**ACCEPTANCE OF PROPOSAL:** The above prices and conditions are hereby accepted. You are authorized to do this work as specified. I am familiar with and agree to the terms and conditions appended to this form. All deletions have been noted. I understand that once accepted, this proposal constitutes a binding contract. This proposal may be withdrawn if not accepted within 30 days.

Jason King

Jason King  
ISA Certified Arborist MA-63533A

## Authorization

Date

# Exhibit C

USDA Fact Sheet – Willow Oak

*Quercus phellos* L.

# Willow Oak

**Fagaceae -- Beech family**

**Bryce E. Schlaegel**

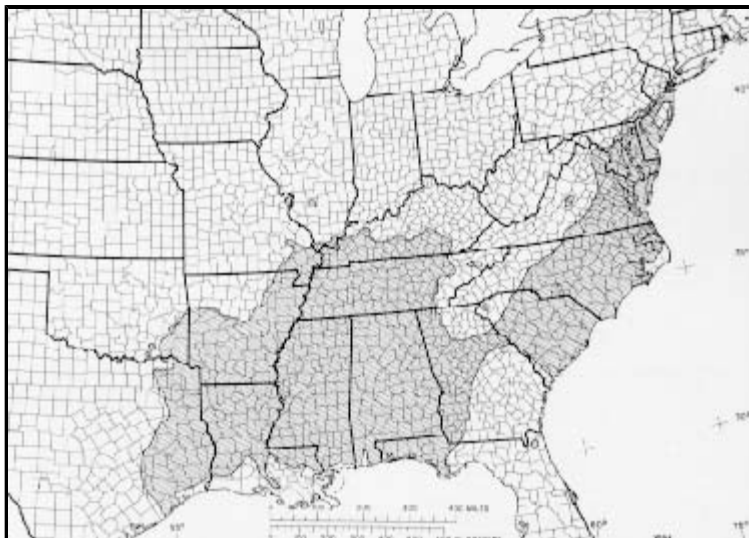
Willow oak (*Quercus phellos*), also known as peach oak, pin oak, and swamp chestnut oak, grows on a variety of moist alluvial soils, commonly on lands along water courses.

This medium to large southern oak with willowlike foliage is known for its rapid growth and long life. It is an important source of lumber and pulp, as well as an important species to wildlife because of heavy annual acorn production. It is also a favored shade tree, easily transplanted and used widely in urban areas.

## Habitat

### Native Range

Willow oak is found mainly in bottom lands of the Coastal Plain from New Jersey and southeastern Pennsylvania south to Georgia and northern Florida; west to eastern Texas; and north in the Mississippi Valley to southeastern Oklahoma, Arkansas, southeastern Missouri, southern Illinois, southern Kentucky, and western Tennessee (14).



-The native range of willow oak.

### Climate

The climate in which willow oak grows is humid and temperate, characterized by long, hot summers and mild, short winters. It grows mainly in the zone where daily normal temperatures are above 0° C (32° F). Frost-free days number 180 to 190 in

the north-northeastern range and 300 in the south-southwestern range (29). Average summer temperatures vary from 21° to 27° C (70° to 80° F), with extremes of 38° to 46° C (100° to 115° F). Average winter temperatures range from -4° to 13° C (25° to 55° F) with extremes to -29° C (-20° F). Average annual temperatures throughout the range are 10° to 21° C (50° to 70° F).

Across the entire range, surface winds in the summer are off the Gulf of Mexico and winter winds are variable. Normally there are about 2,700 hours of sunshine annually in willow oak's range. Relative humidity at noon ranges from 60 to 70 percent in January and 50 to 70 percent in July.

Annual precipitation varies from 1020 to 1520 mm (40 to 60 in) and is fairly evenly distributed throughout the year; there is slightly more precipitation in the summer in the southeastern portion of the range. Greatest precipitation is in the central Gulf area. Average annual snowfall varies from 0 to 127 cm (0 to 50 in) over the range. The normal number of days with snow cover of at least 2.5 cm (1 in) varies from 0 to 40.

## Soils and Topography

Willow oak grows on a variety of alluvial soils and is found on ridges and high flats on first bottoms of major streams. On second bottoms it grows on ridges, flats, and sloughs and can be very common in some minor stream bottoms. It develops best on clay loam ridges of new alluvium. Studies show that site quality of willow oak decreases from the higher to the lower topographic positions within a floodplain.

Willow oak is rarely found on upland sites but is occasionally seen on hardpan areas of very old terraces and on hammocks or bays. Trees on these sites are usually of poor quality.

In addition to topography, willow oak quality and growth rate are affected by soil characteristics and available moisture. In the Mississippi Delta, site quality decreases within each topographic position as clay content 30 to 46 cm (12 to 18 in) below the soil surface increases. For the non-Delta region in the South, site quality decreases within a topographic position as available potassium in the top 15 cm (6 in) of soil increases (26).

The best soils for willow oak growth are those that are deep (more than 1.2 in or 4 ft), without a pan, and relatively undisturbed (1). They are medium textured, silty or loamy, with no compaction in the surface for 30 cm (12 in) and are granular in the rooting zone below.

In contrast, the worst soils are shallow, have an inherent pan, or have been intensively cultivated for more than 20 years. They are fine textured, clayey, with a strongly compacted surface for 30 cm (12 in) and have a massive structure in the rooting zone.

Moisture must be readily available in the soil during the growing season for best willow oak growth. The ideal water table depth is 0.6 to 1.8 in (2 to 6 ft), while depths less than 0.3 in (1 ft) and greater than 3 m (10 ft) are unsuitable. Radial growth is not affected by standing water during the growing season (February to July) (4) but is greatly increased if the water table is artificially raised by impoundments to within 1.2 in (4 ft) of the soil surface (5).

For best growth, the topsoil should be at least 15 cm (6 in) deep, with more than 2 percent organic matter. Optimally, soil pH in the rooting zone should be 4.5 to 5.5. The site quality worsens as the topsoil becomes more shallow, organic matter decreases, and pH departs from optimum. The soils on which willow oak is most commonly found are in the orders Inceptisols and Alfisols.

## Associated Forest Cover

Willow oak is an important tree in the forest cover types Willow Oak-Water Oak-Diamondleaf Oak (Society of American Foresters Type 88) and Sweetgum-Willow Oak (Type 92). It is also a minor associate in Loblolly Pine-Hardwood (Type 82), Swamp Chestnut Oak-Cherrybark Oak (Type 91), Sugarberry-American Elm-Green Ash (Type 93), and Overcup Oak-Water Hickory (Type 96) (22). Other trees associated with willow oak are water oak (*Quercus nigra*), red maple (*Acer rubrum*), cedar elm (*Ulmus crassifolia*), eastern cottonwood (*Populus deltoides*), honeylocust (*Gleditsia triacanthos*), and persimmon (*Diospyros uirginiana*).

Swamp-privet (*Forestiera acuminata*), roughleaf dogwood (*Cornus drummondii*), hawthorn (*Crataegus* spp.), and American hornbeam (*Carpinus caroliniana*) are major shrub or small tree associates.

## Life History

### Reproduction and Early Growth

**Flowering and Fruiting-** Willow oak is monoecious; male and female flowers are in separate catkins on the same tree. Staminate flowers are in slender yellow-green hairy catkins, pistillate flowers are tiny, in few flowered clusters at junction of leaf stems. Flowering occurs from February to May, about a week before the leaf buds open.

Late freezes, after the flower and leaf buds have opened, kill the flowers and defoliate the trees. New leaves develop after the freeze, but a second crop of flowers is not produced.

**Seed Production and Dissemination-** Seed production starts when the tree is about 20 years old. The acorns are small, 10 to 15 mm (4 to 0.6 in) in length, about as broad as long, occurring solitary or in pairs (28). They mature between August and October of the second year after flowering. The first acorns to fall usually are not mature, as indicated by failure of the cup to detach easily. Good mature acorns are heavy and have a bright color with a brown micropylar end (3).

Good seed crops are produced nearly every year. Mature trees produce between 9 and 53 liters (0.25 to 1.5 bu) or about 5.2 to 31.3 kg (11.5 to 69 lb) of acorns per year. Since willow oak averages 603 seeds per liter (21.250/bu) (27), the number of seeds per tree ranges from about 5,400 to 31,900. Seeds are disseminated by animals and, in areas subject to overflow, by water.

Prolonged submersion of willow oak acorns reduces their germination ability slightly, but not enough to affect the species capability to regenerate an area (13).

The acorns can be stored under moist, cold conditions. For germination, acorn moisture content must not drop below 40 percent; a 50 percent moisture content is

preferable. Seeds should be stored at temperatures of 2° to 4° C (35° to 40° F) for 60 to 90 days before planting.

**Seedling Development-** Seeds germinate the spring following seedfall. Germination is hypogeal (27). The best seedbed is a moist, well-aerated soil with an inch or more of leaf litter. Early height growth is moderate; on good sites in the southern part of the range, seedlings average 1.4 in (4.5 ft) in 2 years.

Willow oak normally reproduces as a single tree or in very small groups. Reproduction occurs in small to large openings created either naturally or as a result of logging. Successful regeneration usually is the result of the presence of advance regeneration before the stand is disturbed. If willow oak regeneration does not exist on the ground before disturbance, there is little chance that successful regeneration of this species will occur. Seedlings are very intolerant of saturated soil conditions except during the dormant season, when they can tolerate complete submergence without appreciable mortality. After spring foliation, complete submergence longer than 5 to 7 days can be fatal, but seedling mortality usually does not occur unless saturation periods exceed 60 days (10). During saturation periods, some secondary roots are killed and no adventitious shoots are formed, height growth essentially halts. After the saturation period ends, growth of roots and shoots resumes.

Although willow oak exhibits only medium tolerance to shade, seedlings may persist for as long as 30 years under a forest canopy. They continually die back and resprout. As a result they may become misshapen. These seedling-sprouts respond to release (12).

**Vegetative Reproduction-** Willow oak readily sprouts from stumps of small trees. Sprouts from advance reproduction are a principal method of natural regeneration. Larger diameter stumps do not sprout readily.

Cuttings taken from young parent trees can be propagated if treated with indoleacetic acid; success decreases with increasing age of the parent tree. Untreated cuttings fail completely. Layering and budding are not effective as a means of vegetative reproduction.

## Sapling and Pole Stages to Maturity

**Growth and Yield-** Willow oak is medium size to large, attaining 24 to 37 m (80 to 120 ft) in height and commonly 100 cm (39.5 in) in d.b.h. On good sites it makes moderately rapid growth. Diameter growth is dependent upon tree size. In unmanaged stands on good sites, trees 15 to 30 cm (6 to 12 in) in d.b.h. averaged 6.6 cm (2.6 in) diameter growth in 10 years (18). In the 36 to 46 cm (14 to 18 in) class, they grew 7.9 cm (3.1 in) in 10 years; in the 51 to 71 cm (20 to 28 in) class, 7.1 cm (2.8 in). Dominant crop trees in a well-stocked managed stand probably average 8.9 to 10.2 cm (3.5 to 4.0 in) in d.b.h. growth in 10 years, with a maximum of 15.2 cm (6 in) (7,26).

Willow oak commonly exists as a major component in mixed bottom-land stands. In a fairly typical stand near Stoneville, MS, willow oak basal area averages 7.1 m<sup>2</sup>/ha (31 ft<sup>2</sup>/acre) out of a total of 21.1 m<sup>2</sup>/ha (92.0 ft<sup>2</sup>/acre) (19). The same willow oak component of the stand averages 57 273 kg/ha (51,100 lb/acre) of total dry fiber, 64 percent of which is contained in the bole; 87 percent of the total is contained in trees larger than 43.2 cm (17 in).

Willow oak has been successfully planted in stream bottoms or branch heads. After 17 years, trees averaged 10.9 cm (4.3 in) in d.b.h. and 14 m (46 ft) in height (6).

**Rooting Habit-** Where it occurs on alluvial soils, willow oak feeder roots are concentrated in the aerated layer above free water. Here they form extensive ectomycorrhizal associations that aid the tree in taking up nutrients and water and offer some protection against root diseases. Roots do not penetrate into the zone of free-standing water. In the soil region of best growth, root growth usually begins during early March.

Since complete soil saturation during the growing season inhibits root growth of seedlings, it probably has the same effect on mature trees. Production of ectomycorrhizae also is inhibited under saturated soil conditions, but once the excess soil moisture in the upper root zone dissipates, both root and mycorrhizae growth resume (9). Permanent standing water, however, kills the root system and ultimately the tree.

**Reaction to Competition-** A straight, tall, slender trunk is common. Not a rapid pruner on good sites, it is a very ineffective natural pruner on poor sites.

A tendency exists for the production of epicormic branches if the dormant buds along the main stem are stimulated to grow by some disturbance. Among the causal disturbances are breakage of the tree crown, wounding of the stem, drought, flooding, suppression, and unsuitable sites (16). Release stimulates epicormic branching on intermediate or suppressed trees, but dominant or codominant trees are much less susceptible. Thinning should aim at releasing undamaged trees pole size and larger that occupy dominant and codominant positions.

Although slow to heal from artificial pruning, live-branch wounds initially heal more rapidly than dead-branch wounds, but up to 4 years are required for healing more than 96 percent of either kind of wound (11).

Willow oak is a subclimax species and is classed as intolerant of shade. All trees, except those of poor vigor, respond well to release.

**Damaging Agents-** Squirrels, birds, and insects (mainly acorn weevils) reduce the fruit crop, as do hogs.

A principal enemy of willow oak is fire. Seedlings and saplings are killed by even a light burn; hot fires kill larger trees. Trees not immediately killed by the fire are often wounded and become susceptible to butt rot fungi.

A common canker on bottom-land willow oaks is caused by *Polyporus hispidus* (25). This insidious fungus grows rapidly, cankers lengthening 10 to 15 cm (4 to 6 in) per year, and may cause as much as 25 percent cull in some areas. Cankered trees should be removed as soon as possible, both to salvage the log and to remove the tree as a source of infection (15).

Perhaps the most serious insect pests are the trunk borers. They cause serious degrade in saw log quality. Three of the more common are the red oak borer (*Enaphalodes rufulus*), carpenterworm (*Prionoxystus robiniae*), and living-beech borer (*Goes pulverulentus*) (23,24).

Willow oak has been shown to be susceptible to acid rain, the foliage showing yellow or brown necrotic zones when exposed to simulated rain of less than 3.2 pH

(20).

## Special Uses

Since it produces an acorn crop almost every year, willow oak is an important species for wildlife food production. In addition to being a major supplier of food for game animals such as ducks, squirrels, deer, and turkey, willow oak supplies many other animals. Blue jays and red-headed woodpeckers are major consumers, while grackles, flickers, mice, and flying squirrels utilize the tree itself (8).

A favored shade tree, it is widely planted as an ornamental. It is also a good species to plant along margins of fluctuating-level reservoirs (21). Willow oak can be harvested when quite young and utilized as biomass (17). Pulp yields per unit volume of young versus old trees do not differ greatly and chemical demand in pulping is not greatly increased (2).

Willow oak is being utilized in hardwood plantations, since it gives a good combination of pulping characteristics and growth rate.

## Genetics

No racial variations of willow oak are known, but the following hybrids are recognized (14): *Quercus phellos* x *nigra* (*Q. x capesii* W. Wolf); *Q. phellos* X *velutina* (*Q. x filialis* Little); *Q. phellos* x *ilicifolia* (*Q. x giffordii* Trel.); *Q. phellos* x *rubra* (*Q. heterophylla* Michx. Q.; *Q. phellos* x *falcata* (*Q. x ludoviciana* Sarg.); *Q. phellos* x *shumardii* (*Q. x moultonensis* Ashe); *Q. phellos* x *marilandica* (*Q. rudkinii* Britton); *Q. phellos* x *palustris* (*Q. x schociana* Dieck.).

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# Exhibit D

Wikipedia Fact Sheet – Willow Oak

Quercus phellos

Quercus phellos, the willow oak, is a North American species of a deciduous tree in the red oak group of oaks. It is native to the south-central and eastern United States.

Description

It is a medium-sized tree growing to 20–30 meters (65–100 feet) tall (exceptionally to 39 m, 128 ft), with a trunk up to 1–1.5 m (3½–5 ft) in diameter (exceptionally 2 m or 6½ ft). It is distinguished from most other oaks by its leaves, which are shaped like willow leaves, 5–12 centimeters (2–4¾ inches) long and 1–2.5 cm (¾–1 in) broad with an entire (untoothed and unlobed) margin; they are bright green above, paler beneath, usually hairless but sometimes downy beneath. The fruit is an acorn, 8–12 millimeters (5⁄16–15⁄32 in) long, and almost as wide as long, with a shallow cup; it is one of the most prolific producers of acorns.[2] The tree starts acorn production around 15 years of age, earlier than many oak species.[3]




Autumn foliage

Willow oaks can grow moderately fast (height growth up to 60 cm or 2 ft a year), and tend to be conic to oblong when young, rounding out and gaining girth at maturity (i.e. more than 50 years).

Distribution and habitat

The species is most common in the American south and eastern states.[4] It can be found from Long Island Sound south to northern Florida, and west to southernmost Illinois, Missouri, Oklahoma, and eastern Texas.[5] Its natural range extends into southeastern Pennsylvania and southern New Jersey. It has also historically been recorded as occurring in Lancaster, Bucks, Chester, Delaware, and Philadelphia counties, chiefly on wet sites, occasionally in drier, upland ones.[6] Much of that area has been built over and developed since World War II, and the tree is now classified as endangered in the state.

Willow oak



Quercus phellos in Mississippi, United States

Conservation status

Extinct | Threatened | Least Concern

EX EW CR EN VU NT LC

Least Concern (IUCN 3.1)[1]

Scientific classification

Kingdom: Plantae

Clade: Tracheophytes

Clade: Angiosperms

Clade: Eudicots

Clade: Rosids

Order: Fagales

Family: Fagaceae

Genus: Quercus

Subgenus: Quercus subg. Quercus

It is most commonly found growing on lowland floodplains, often along streams, but rarely also in uplands with poor drainage, up to 400 m (1,300 ft) in altitude.

## Ecology

The acorns are eaten by squirrels and other wildlife.<sup>[2]</sup>

## Uses

Economic uses are primarily as an ornamental tree and the wood for pulp and paper production, but also for lumber; it is often marketed as "red oak" wood.

The willow oak is one of the most popular trees for horticultural planting, due to its rapid growth, hardiness, balance between axial and radial dominance, ability to withstand both sun and shade, light green leaf color and full crown. Despite being heavily used in landscaping in the Southern US (in cities such as Washington, D.C., Raleigh, Charlotte, and Atlanta) around malls, along roads, etc., the trees tend to grow larger than planners expect, which often leads to cracked sidewalks.

## References

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Section: *Quercus* sect.  
*Lobatae*

Species: *Q. phellos*

**Binomial name**

***Quercus phellos***  
L.



## External links

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- USDA Natural Resources Conservation Service: *Quercus phellos* Plant Profile (<https://plants.usda.gov/core/profile?symbol=QUPH>)
  - *Quercus phellos* information and images from Vanderbilt University (<http://bioimages.vanderbilt.edu/vanderbilt/6-193>)
  - Interactive Distribution Map of *Quercus phellos* (<http://www.plantmaps.com/nrm/quercus-phellos-willow-oak-native-range-map.php>)
  - photo of herbarium specimen at Missouri Botanical Garden, collected in Missouri in 1897 (<http://www.tropicos.org/ImageFullView.aspx?imageid=100302965>)
- 

Retrieved from "[https://en.wikipedia.org/w/index.php?title=Quercus\\_phellos&oldid=1107427478](https://en.wikipedia.org/w/index.php?title=Quercus_phellos&oldid=1107427478)"

▪

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



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

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**APPLICATION SECTION**

Homeowner(s) Name: William "Bill" Wren Lot: \_\_\_\_\_

Address: 213 Somerville St, Alexandria, VA

Phone: (h) 703-259-8463 (c) 703-259-8463 (w) \_\_\_\_\_

Email Address: willwren@gmail.com

Proposed Date of Removal: July 2023

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

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

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

**APPLICATION CONDITIONS**

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

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

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

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

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

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

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

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

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

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

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

Homeowner(s) Signature  Date: 28 June 2023

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**BOARD ACTION**

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

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

Comments or Stipulations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BOD Signature: \_\_\_\_\_ Approval/Disapproval Date: \_\_\_\_\_

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

# Tree Removal Application

213 Somerville Street

# 213 Somervelle

Tree (Willow Oak)

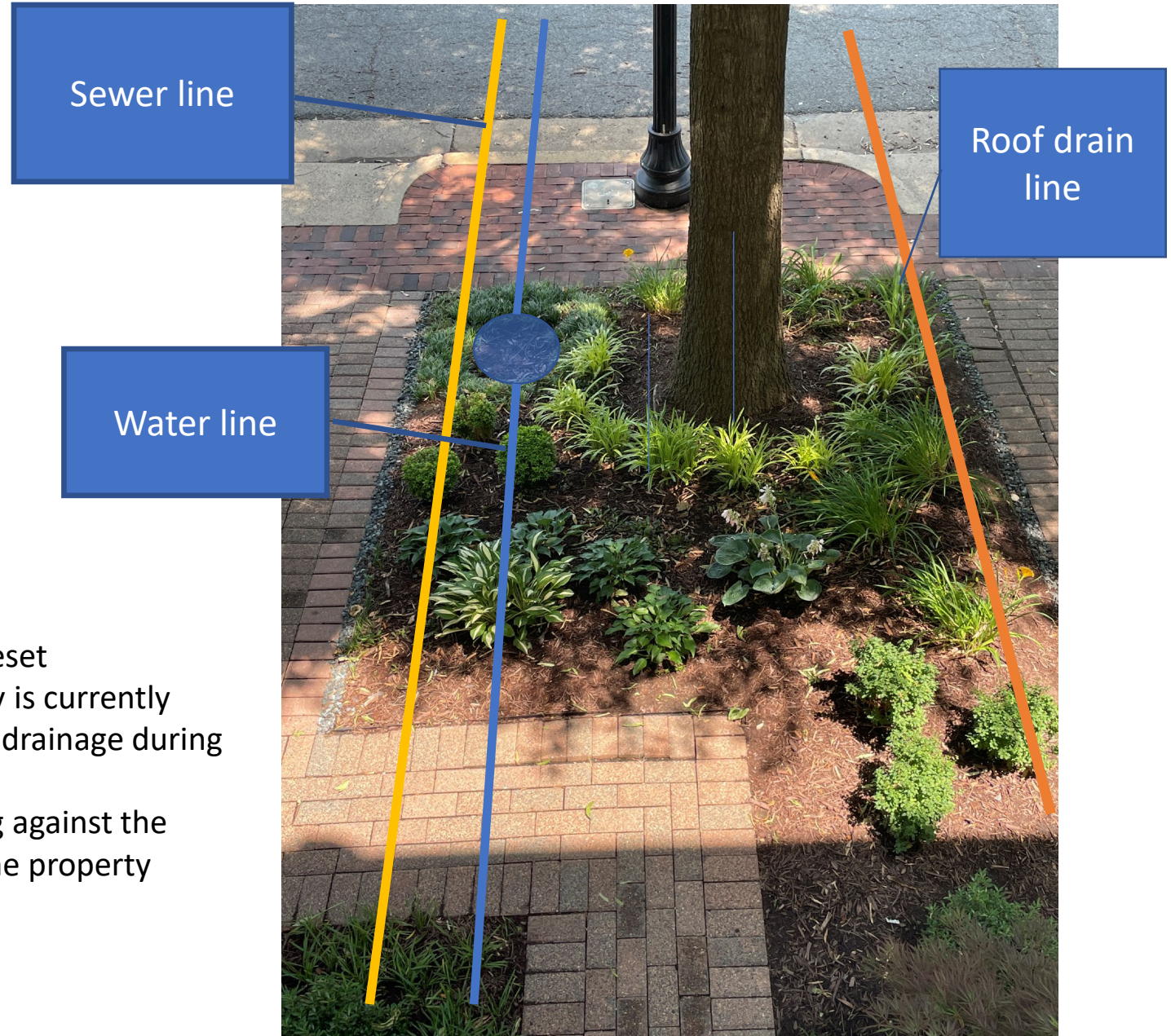
- 24" diameter (measured 1' above ground)
- 40' tall (based on survey measurement)

Location:

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

Damage:

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



# Examples of Root Growth in Nearby Trees



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



William E Wren Jr  
213 Somerville St  
Alexandria, VA 22304

Dear William E Wren Jr,

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

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

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

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

Sincerely,

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

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

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Account Number: R0627920L0509205  
Property Address: 213 Somerville St

21 July, 2023

To Cameron Station Board,

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

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

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

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

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

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

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

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

Bill Wren



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



# Exhibit 1b – Damage to Driveway Due to Root Undermining





**Cameron Station Community Association, Inc.  
Board of Directors Decision Request  
January 30, 2024**

**TOPIC: Cameron Club Facilities Committee (CCFC) Chair Appointment  
Motion 2024-0101**

**Motion:**

"I move to **APPROVE** the appointment of Ray Celeste as the new Cameron Club Facilities Committee Chair."

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

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

**Summary:**

During the CCFC meeting held on January 11, 2024, the Cameron Club Facilities Committee members unanimously voted to appoint Ray Celeste as the Chair. The Chair term position will be for a 2-year term; 2024-2026.

**CAMP Recommendation:**

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

**Budget Considerations:**

N/A



Cameron Station Community Association, Inc.  
Board of Directors Decision Request  
January 30, 2024

TOPIC: ComCom New Member Application  
Motion 2024-0102

Motion:

"I move to APPROVE the appointment of Shannon Augustus to the Communications Committee."

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

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

Summary:

During the Communications Committee held on January 10, 2024, the members unanimously voted to accept and recommend Shannon Augustus as a new ComCom member. The ComCom Member opening had been announced on the Weekly Email Blast – on December 1, 2023, as follows. Attached is Shannon Augustus' application.

**Communications Committee Member Opening**

The Communications Committee has one (1) opening for an individual with an interest in communications, marketing, or social media. Join us in keeping the community informed by contributing to writing, website and social media updates, and welcoming new neighbors. Contact Tricia Hemel at [communications@cameronstation.org](mailto:communications@cameronstation.org) for details. It's a great way to connect with your neighbors and have some fun!

CAMP Recommendation:

Management supports the committee decision appointment.

Budget:

N/A



**CAMERON STATION COMMUNITY ASSOCIATION, INC.**  
**Committee Member Registration Form**

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

Name: ShannonAugustus  
Home Address: 4950 Brenman Park Drive Apt. 214  
Email Address: shannon.augustus@gmail.com  
Telephone Number: 7036183660 (Cell) \_\_\_\_\_ (Home)

Condominium Owners please check the appropriate box:

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

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

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

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

\_\_\_\_\_  
I have a strong interest and expertise in the communications field. As a communications professional, I believe I can be helpful to the committee.  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
As a communications professional I enjoy working on branding, marketing, communication and feel that I can bring my talents to best serve my community  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your time and interest.



**Cameron Station Community Association, Inc.  
Board of Directors Decision Request  
January 30, 2024**

**TOPIC: Lancaster Landscape Revised Proposal # 30610  
Motion 2024-0103**

**Motion:**

"I move to **APPROVE** the **Lancaster Landscape** revised proposal #30610 for **\$28,663.00** to enhance the Donovan Pocket Park landscape to be expensed from Reserve Funds."

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

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

**Summary:**

The Common Area Committee members unanimously voted to recommend the Lancaster Landscape proposal #30610. Attached is the revised proposal #30610 for **\$28,663.00** to enhance the Donovan Pocket Park landscape.

**CAMP Recommendation:**

This proposal was approved last year in 2023 but moved to work on the Martin Ln project instead due to its condition. This project is now resurfacing.

**Budget Considerations:**

The Donovan Pocket Park landscaping enhancement of \$28,663.00 is to be expensed from Reserve Funds under Tree Shrubbery/Deceased/Dead.

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



**PROPOSAL NO.**  
30610REVISED152024

August 6, 2020 (revised 1.6.2021)

**CUSTOMER # 229**

Jennifer L. Gilmore, CMCA, AMS, PCAM  
Cameron Station Community Association  
200 Cameron Station Blvd.  
Alexandria, VA 22304

Dear Jennifer,

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

**Donovan Pocket Park Landscape Enhancement:**

**Tree work**

Remove (14) linden trees including stumps

Labor \$325 each.....	\$4,450
Dump fee.....	\$800.00

Keep all existing variegated liriope and remaining cherry trees.

prep and amend all planting beds fertilizer soil compo mixed..... \$2,400.00

**Plant Material Cost Only no Labor Included**

Install (14) kwanzan cherry 3" caliper \$595.00each.....	\$8,330.00
Install (6) hydrangea smooth (native) 24-30" \$95 each.....	\$570.00
Install (7) azalea Ben morrison 3 gallon \$95 each.....	\$665.00
Install (2) viburnum shasta 36" \$177 each.....	\$354.00
Install (12) spirea shirobana 24-30" \$77 each.....	\$924.00
Install (10) clethra hummingbird (native) 18-24 \$95 each .....	\$950.00
Install (9) weigela minuet 18-24" \$95 each.....	\$585.00
Install (10) daylilies stella d'oro 1 gallon \$27.50 each.....	\$855.00
Install (15) barberry purple leaf 3 gallon \$95 each.....	\$1,425.00.
Install (35) hosta patriot 1 gallon \$32.50 each.....	\$1,137.50
Install (250) daffodils \$1.75 each.....	\$437.50
Plant material cost total \$ 15,638.00	

Labor to install plant material.  
(72) hours \$65 each \$4,680.00

Hardwood mulch  
(20) yards \$95 each \$1,900.00

PROPOSAL TOTAL \$ 28,663.00

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

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

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

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

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

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

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

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



**Cameron Station Community Association, Inc.  
Board of Directors Decision Request  
January 30, 2024**

**TOPIC: Dedication Plaque Request for Common Area Bench  
Motion 2024-0104**

**Motion:**

"The Common Area Committee members motion to the Board to **ACCEPT** the request to add a dedicated plaque to one of the benches in the park of the corner of Tancreti Ln and Cameron Station Blvd to be expensed from Operating Funds."

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

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

**Summary:**

Residents came to the CAC meeting held on Monday, January 8, 2024, and requested to have a dedication plaque on one of the common area benches in memory of a resident who recently passed away. The written request is attached.

**CAMP Recommendation:**

Management supports the CAC recommendation to add the plaque.

**Budget Considerations:**

The dedication plaque is to be expensed from Operating Funds.

SAMPLE

In Loving Memory of  
✙ THOMAS "JEFF" POWERS ✙  
July 22, 1975 – Nov 14, 2023

**Location:** Pocket Park on the corner of Tancreti Ln and Cameron Station Blvd



2024 Action Item List

Date	Committee or mgmt	Item	Assigned To	Status	Comments
2024	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.
2024	mgmt	Trash along fence line	mgmt	continuous - monitoring event every Friday	City of Alexandria inspected the West End Village as did management on Friday, February 10 <sup>th</sup> . Management sent multiple pictures of trash along the common area fence behind Woodland Hall and the side of Home Depot. The City spoke to Home Depot and Home Depot indicated they would assess the trash along the property line daily. The City also indicated that they would initiate fines for future trash issues. We will closely monitor this to keep the property line clear of the trash. 2/28 Inspected the CSCA property fence line for trash today. Home Depot area is clean but areas behind business address 378-386 continue to have trash along the fence line.
2024	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)
2024	CAC	Brick Repair RFP	mgmt	in progress	Mgmt emailed Lancaster an RFP for brick repair; waiting on proposal. 12/2023 - proposals signed; pending for work schedule.
2024	CAC	Loose railing	mgmt	pending	loose railing on the steps on the side of 122 CSB
2024	CCFC	Clubhouse maintenance	mgmt	pending to be completed in 2024	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.
2024	CCFC	Cameron Club entrance mats	mgmt	in progress	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
2024	mgmt	Mgmt door logo	mgmt	in progress	Replace mgmt door logo with new CSCA logo
2024	CAC	CSB gazebo	mgmt	in progress - waiting on proposals	inspect and replace rotten wood at CSB gazebo and concrete. 12/2023 - waiting on proposals.
2024	mgmt	LED proposals	mgmt	placed on hold	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.
2024	mgmt	QR code at front door, adding Great room camera, adding and relocating a camera in the pool area	mgmt	pending	schedule a call with Travis from Force Security to go over the scanner. 1.9.24 emailed Travis regarding adding a camera to Great Room, QR for the front entrance door, relocating, and adding pool camera. 1.22.24 followed up with Travis, pending on response.
2024	mgmt	FLAGS	mgmt	moved to 2024	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.
2024	CAC	Linear Park trees replacement	mgmt	311 ticket submitted	12.5.23 - 311 Service Request 23-00044892
2024	CCFC	Elevator inspection	mgmt	scheduled	inspection scheduled for February 29th
2024	CCFC	Clock fixing	mgmt	in progress	Mark working on getting numbers to fixing the outside Cameron Club clock

Cameron Station Community Association  
Contract Schedule

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	1/1/2024	1/1/2026	Yes (30-day out)	\$252,434.00 - Year 2024 ; \$260,004.00 - Year 2025 ; \$267,816.00 - Year 2026	9/1/2023-9/1/2024	Contract includes (Landscape maintenance, Linear Park maintenance and leaf removal, floral rotation, irrigation services, pergola pruning, and tree trimming.)
Irrigation	Lancaster Landscape Services	1/1/2024	1/1/2026	Yes (30-day out)	Cost/s included under the landscape contract	9/1/2023-9/1/2024	<b>Spring Start-Up</b> - \$6,250.00 ; <b>Summer Mid-Year Inspection</b> - \$3,200.00 ; <b>Winterization</b> \$6,250.00. There are 213 irrigation zones and 32 timers.
Snow Removal	Lancaster Landscape Services	11/15/2023	4/15/2026	Yes (60-day out)	See Contract for rates	9/1/2023-9/1/2024	
Pool Management	High Sierra Pools	5/18/2024	9/29/2026	Yes (60-day out)	\$105,000.00 - Year 2024 ; \$110,000.00 - Year 2025 ; \$118,000.00 - Year 2026	3/1/2023 - 3/1/2024	<b>Included on the annual contract</b> (soft opening 5/18-5/19, 2024, lap swimming, aqua aerobics, extension of pool, chemicals for opening and closing the pool, winterization).
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	1/23/23-1/23/24	*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)	1/1/2024	12/31/2026	Yes (60-day out)	\$189,118.30 - Year 2024 ; \$194,225.01 - Year 2025 ; \$199,469.08 - Year 2026	12/01/2023-12/01/2024	
IT Support (All-Inclusive)	GRS Technology Solutions	8/1/2022	7/31/2025	Yes (90-day out)	\$21,600 (\$1,800/mo) - Year 2022 - 2025	N/A	
Fountain (Donovan Park)	Harmony Ponds, Inc	4/26/2023	12/31/2025	No	\$1,054.00 - Year 2023; \$1,103.00 - Year 2024; \$1,119.00 - Year 2025	12/31/23-12/31/24	
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	Limo Interconnect	1/1/2024	12/31/2026	Yes (30-day out)	\$153,360.00 - Year 2024; \$157,961.00 - Year 2025; \$162,700.00 - Year 2026	12/1/2023-12/1/2024	Twenty-four (24) passenger bus
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	6/1/2023-6/1/2024	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	6/1/2023-6/1/2024	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	6/1/2023-6/1/2024	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	6/1/2023-6/1/2024	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	6/1/2023-6/1/2024	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	6/1/2023-6/1/2024	annual inspection
Mail Station	Quadient	10/11/2023	4/10/2027		\$22.95/mo (\$68.85/quarter)	N/A	\$22.95/mo (\$68.85/quarter) for a 36-month rental.
Domain, Website, Private	Register.com	2/20/2024	2/20/2026	No	\$84	N/A	cameronstation.online (private registration, website forwarding, domain.online)

## Cameron Station Community Association Contract Schedule

<b>Shared Hosting</b>	Hostgator	5/2/2023	5/2/2024	No	\$227.88/mo	N/A	Domain (cameronstation.org)
<b>Domain, Website, Private</b>	Register.com	9/10/2022	9/10/2025	No	\$150	N/A	cameronstation.org (private registration, domain name, website forwarding, domain expiration protection)
<b>VoIP</b>	GRS Technology Solutions	7/15/2021	month-to-month	Yes	\$2,640.00	N/A	Monthly billing is \$198.22 + state and local fees charged per jurisdiction = \$220.
<b>Access System Control</b>	Force Security Solutions	10/3/2022	10/3/2025	Yes (30-day out)	\$0.00	N/A	Services include (fire alarm monitoring, intrusion, shuttle bus access, access control, and video surveillance)
<b>Shuttle Bus - Hotspot Data Plan</b>	T-Mobile	7/19/2023	7/19/2025	Yes (30-day out)	\$30/mo (\$15/each tablet)	N/A	Data plan for the usage of tablets to be used for the shuttle bus access
<b>Copier</b>	Arrow Technologies	2/15/2023	month-to-month	Yes (30-day out)	\$2,280.00 (\$190/mo) + sales tax	N/A	Copies/prints included - 1,000 B/W & 1,000 CLR/per month ; Overage CLR \$0.05 and B&W \$0.008
<b>Legal Counsel (Retainer)</b>	Rees Broome	6/2/2021	month-to-month	Yes	\$3,600 (\$300/mo retainer)	N/A	
<b>Pet Waste</b>	Doody Calls	No contract - as needed	No contract - as needed; used when maintenance tech is on vacation.	No	\$276/day to service 27 pet stations	emailed	services scheduled only for when maintenance staff is on vacation
<b>Pest Control</b>	Terminix	11/14/2014	11/1/2024	Yes for another year (30-day out prior to commencement of the new term)	\$5,270	10/1/2022-10/1/2023	\$110 (bait stations) + \$96 (bait stations) + \$247 (clubhouse) = \$453/mo
<b>Streetlights</b>	PSE	No contract - as needed	No contract - as needed	No	N/A	11/13/2022-11/13/2023	Services scheduled as needed
<b>Gas</b>	Constellation Energy	12/1/2015	12/1/2017 Variable rate -- month-to-month	Month-to-month	\$0.485/ per term	N/A	we are paying Constellation .799/ therm (variable rate) because it has been month-to-month since 2018 (when the fixed-rate contract was .485/therm ended).
<b>HVAC</b>	Jhood	1/1/2024	12/31/2026	Yes for another year (30-day out prior to commencement of the new term)	\$1,350 per quarter (Jan-March, April-June, July-Sept, Oct-Dec)	4/26/2023-4/26/2024	Quarterly preventative maintenance (1 spring insection, 1 fall inspection, 4 filter changes, 1 drive belt)
<b>Website</b>	Constant Contant	monthly subscription	monthly subscription	anytime	subject to Terms and Conditions of Constant Contact	N/A	Former service plan used to be \$69.29/mo; effective July 2023 rates increased 16% or \$81.02/mo based on a June 14th notice.
<b>Music - Fitness Center</b>	Spotify	monthly subscription	monthly subscription	anytime	subject to Terms and Conditions of Spotify	N/A	Former service plan used to be \$9.99/mo; effectively August 2023 rates increased to \$10.99/mo based on June 24th notice.
<b>Social Media</b>	Brand Design	month-to-month	month-to-month	anytime	\$4,740 (\$395/mo)	N/A	New Horizons merged with Brand Design in 2021