BOARD OF DIRECTORS' MEETING
HYBRID ZOOM MEETING – Henderson Room / Zoom
DRAFT AGENDA
Tuesday, June 30, 2026 – 7:00 PM
Until approved at the meeting, this draft agenda is subject to change.

Link: https://us06web.zoom.us/j/97385179058?pwd=TUg1V1IvM011VStJS2k5b3NEL0lRUT09
Meeting Number (access code): 973 8517 9058
Meeting Password: 319862
Join by phone: 301-715-8592 US (Washington DC)

I.	**CALL TO ORDER**	**7:00 PM**
II.	**APPROVAL OF AGENDA**	**7:01 PM**
III.	**APPROVAL OF MINUTES – Board Meeting Minutes – May 19, 2026**	**7:02 PM**
IV.	**RATIFICATION OF VOTE OUTSIDE MEETING**	**n/a**
V.	**CITY OF ALEXANDRIA POLICE DEPARTMENT – Lt Lion**	**7:04 PM**
VI.	**CAMERON STATION CIVIC ASSOCIATION – Sunny Pietrafesa**	**7:06 PM**
VII.	**HOMEOWNERS FORUM**	**7:10 PM**
VIII.	**TREASURER REPORT**	**7:20 PM**
IX.	**COMMITTEE REPORTS (FAC, CAC, ComCom, ARC, A&E, CCFC)**	**7:25 PM**
X.	**RESIDENT HEARINGS**	**n/a**
XI.	**MATTERS FOR BOARD DECISION**	**7:45 PM**

A.	CCFC Applicant Approval	2026 - 0601
B.	CAC Charter	2026 - 0602
C.	CCFC Charter	2026 - 0603
D.	ComCom Charter	2026 –0604
E.	FAC Charter	2026 - 0605
F.	Adopt-A-Park (3-year Contract) – Linear Park	2026 –0606
G.	Stor-Lane Reel (Lap Lane Swim Lane Storage Cart)	2026 –0607
H.	Parking Enforcement Contract (Executive Session)	**2026 --0608**

Prepared by:
Steven P. Philbin, M ed., CMCA®, ARM®, PCAM® (General Manager)
Garrett Hutzel (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 DISCUSSION/INFORMATION** A. July 2026 -- Board Meeting Date	**8:15 PM**
XIII.	**MATTERS FOR BOARD INFORMATION** Management Report / Project Updates	**8:20 PM**
XIV.	**NEW BUSINESS**	**8:25 PM**
XV.	**EXECUTIVE SESSION** *(For the purpose of hearing deliberation, contract review, and lawsuit discussion)*	**8:25 PM**
XVI.	**ADJOURN**	**8:35 PM**

Next Board Meeting: Tuesday, July ______ , 2026

Prepared by:
Steven P. Philbin, M ed., CMCA®, ARM®, PCAM® (General Manager)
Garrett Hutzel (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.*

CAMERON STATION

CAMERON STATON
BOARD OF DIRECTORS' MEETING
Tuesday, May 19, 2026 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:
Megan Christensen, President
Joan Lampe, Vice President
Brendan Hanlon, Secretary
Dan Ogg, Director
Sarah Barnes, Director
John Stowe, Director

BOARD MEMBERS ABSENT
Brian Sundin, Director

OTHERS PRESENT:
Steve Philbin, M ed., CMCA®, ARM® PCAM®, General Manager
Garrett Hutzel, Assistant General Manager
Takis Taousakis, Treasurer
Sunny Pietrafesa, Civic Association
Martha Romans, Chair, CAC
Tricia Hemmel, Chair, CommComm
Andy Yang, Chair, A&E
Ray Celeste, Chair, CCFC

CALL TO ORDER:
Ms. Christensen called the meeting to order at 7:01 pm.

APPROVAL OF AGENDA:
Motion: Mr. Hanlon moved and Mr. Ogg seconded the motion to APPROVE the agenda of the May 19, 2026 Board meeting as presented. **Following discussion, an amended motion was made:**

Amended Motion: Mr. Ogg moved and Ms. Lampe seconded the motion to APPROVE the agenda with the following amendment:

- Tabled CCFC Applicant Approval, Section XI, item F.
  The motion passed, 6/0.

APPROVAL OF MINUTES:
Motion: Mr. Ogg moved and Ms. Barnes seconded the motion to APPROVE the April 28, 2026 Board meeting minutes as presented. **The motion passed, 6/0.**

Amended Motion: Mr. Ogg moved and Ms. Lampe seconded the motion to APPROVE the agenda with the following amendment:

- Name spelling corrections (2)
  The motion passed, 6/0.

RATIFICATION OF VOTING OUTSIDE OF MEETING:

Mr. Ogg motioned and seconded by Ms. Barnes:
"I move to approve accepting the settlement offer of $15,667.31 from Bates' Trucking insurance carrier for the asphalt damage caused by a Bates truck on Barbour Drive in October 2023 and authorize Megan Christensen to execute the settlement agreement."
Following a discussion, the motion passed, 6/0.

CITY OF ALEXANDRIA POLICE DEPARTMENT – STAFF LIAISON: Lt Nick Lion

- Lt. Lion discussed crimes outside of Cameron Station (RT 1, etc.)
- Lt. Lion noted the Jazz Fest scheduled for June 6, 2026 in Old Towne Alexandria.
- Lt. Lion was not aware of "The Best of the West' event scheduled for June 6, 2026.

CAMERON STATION CIVIC ASSOCIATION:
Ms. Pietrafesa reported on the following topics:

- Duke Street Land Use
- Housing 2025 Master Plan
- Virginia Paving Asphalt Plant
- Van Dorn Street and Bridges Design Project

HOMEOWNER'S FORUM: No requests to speak.

TREASURER REPORT:

- All funds fully invested
- Recent CD rates – 3.9%
- FY25 Audit is very positive; appreciate management.
- Recommend the FAC charter to be approved by the Board (June)

COMMITTEE REPORTS:

1. Facilities Committee

Mr. Celeste reported:

- Successful pool soft opening weekend; guards are friendly
- Two applicants applied for CCFC – tabled until one additional interview (June)
- All Plumbing proposal in package to replace two Back Flow preventers
- Working through some questions related to the CCFC Charter

Mr. Hanlon reported:

- Health Fitness discussion on canceled/rescheduled classes went well

2. Financial Advisory Committee

Included in the Treasurers report.

3. Architectural Review Committee

No representation at the meeting.

4. Activities and Events Committee

- Bus to local play (May 30th and 31st) seems to be solid interest
- Tech Talk was a success
- Ice Cream Social 6/7
- Patriot Parade on 7/4

5. Communications Committee

- Welcomed nine (9) new families in April.
- Six (6) new blog posts in April.
- Pool page on the website was updated
- Facebook page had an increase in usage of 56% which may be due to the community yard sale.
- Recommending approval of the Communications Charter.
- Tech Talk occurred on Saturday, May 16th. Resident (Chris) discussed how we use technology to communicate with the community. Considering expanding as a series.
- Looking at a texting process for the community for items like canceled fitness classes

6. Common Area Committee

Ms. Romans reported

- Receiving Pride of Ownership nominations
- Requested ARC members to assist with assessing homes for awards
- Friday, May 22nd starts the community walk throughs (May – August)
- CAC recommends Board approve the proposal for Chris Kohl to complete the assessment of the irrigation system.
- City of Alexandria – Beautification Awards and Mindy a CAC representative to apply for the award(s)… due in a couple of months.

RESIDENT HEARINGS – N/A

MATTERS FOR BOARD DECISION:

A. FY25 – Audit Approval
Motion: Ms. Lampe moved and Mr. Hanlon seconded the motion to APPROVE the FY25 Audit as presented.
Reserves. **Following a discussion, the motion passed, 6/0.**

B. FY25 – Audit Representation Letter
Motion: Mr. Hanlon moved and Mr. Ogg seconded the motion to APPROVE the Board President to sign the FY25 – Audit Representation Letter to complete the FY25 Audit process. **Following a discussion, the motion passed, 6/0.**

C. FY26 & FY27 Audit Proposal
Motion: Mr. Hanlon moved and Ms. Lampe seconded the motion to APPROVE the engagement of Goldklang Group CPA, LLC – in the amounts of

- FY26 -- $8,400 – Audit / $1,000 Tax Preparation, and $41.10 per bank account
- FY27 -- $8,800 – Audit / $1,000 Tax Preparation, and $41.10 per bank account

as adjusted in accordance with the proposal, and to be expensed from Operating Funds. **Following a discussion, the motion passed, 6/0.**

D. Irrigation Consultant Proposal
Motion: Ms. Barnes moved and Mr. Ogg seconded the motion to APPROVE Chris Kohl to complete an assessment of the community irrigation system and create an RFP for the bidding process. The proposal amount approved is **$9,900 and will be expensed from Reserves**. **Following a discussion, the motion passed, 6/0.**

E. Back Flow Preventer Proposal
Motion: Mr. Hanlon moved and Ms. Barnes seconded the motion to APPROVE the All-Plumbing proposal to replace two of the four back flow preventers (for the pool and boiler system) at a cost of **$6,370** to be expensed from **Reserves**. **Following a discussion, the motion passed, 6/0.**

MATTERS FOR BOARD DISCUSSION: N/A

MATTERS FOR BOARD INFORMATION

Management Report

- Fitness Center Mgt and Shuttle Bus RFPs sent to potential bidders
- Pool RFP will be completed and sent out this week
- Ordered and paid for bench supplies to finish the ongoing community bench work
- Economizer being installed (for Fitness Center) on May 20th
- Assessing basketball court cooling issue on May 20th as well.
- PSE also assessing and fixing the lights in the Great Room… dimmer switch issue.

NEW BUSINESS:

Board President not available for the July 28th meeting and they are going to determine whether to hold the meeting without her or change the meeting date to July 21st. Decision will be made at the Tuesday, June 30, 2026, meeting.

EXECUTIVE SESSION: N/A

ADJOURNMENT:

Motion: Ms. Hanlon moved and Mr. Ogg seconded the motion to adjourn the meeting at 8:34 pm. **The motion passed unanimously, 6/0.**

Respectfully Submitted,
Steven P Philbin, GM
sphilbin@gocampmgmt.com

Cameron Station Community Association

Financial Advisory Committee Meeting

FAC Zoom Meeting at 7:00 pm on Monday, May 18, 2026

https://zoom.us/j/92962353196?pwd=cWh0Y2JZcHNlaHZtSTljbk11SEI3Zz09

Meeting ID: 929 6235 3196 Passcode: 007612 Dial in: +1 301 715 8592

MEETING Minutes

I. Call to Order.

a. The meeting was called to order at 7:01 PM

b. Members Present: FAC Chairman and Board Treasure Takis Taousakis, Fred Blum, Jason Barnes, Mariane Lewis.

c. Others Present: CAMP General Manager, Steve Philbin, and Joan Lampe, Board of Directors FAC Liaison.

d. The Meeting was conducted via Zoom

II. Approval of Agenda

a. The agenda was approved unanimously

III. Approval of April 27, 2026, FAC Meeting Minutes.

a. The April 27, 2026, minutes were approved unanimously

IV. Resident Open Forum

a. No residents attended the meeting

V. Review of Financial Results

a. **April 30, 2026, Financial Variance Report, Balance Sheet, Revenue and Expense Statements.** Discussion was led by the FAC Chair and Steve Philbin. As of April 30, 2026, the actual YTD operating revenue was $7,482 less (worse) and YTD operating expense was $12,162 less (better) than budget providing a YTD net operating income $4,680 more (better) than budget.

Revenue and Expenses – 2026 YTD Operating Fund Net surplus at the end of March was $54,994.

Large unfavorable expenses – there were no unfavorable expenses in April.

The delinquency percentage is .77% as of March 2026, well below the industry standard range of 3% to 5%.

Balance Sheet – Operating and Replacement are the two main funds. Total 04/30/2026 YTD operating assets were $1,246,793; and total replacement YTD assets were $1,307,533.

b. **Cameron Station Committee Spending and Committed Funds to middle of May 2026.** Beginning the second quarter, committees continue to execute their 2026 budgets with no issues of note.

c. **Fund Investments – Morgan Stanley.** One Cash account CD, in the amount of $102,000, matures on 20 May. The FAC agreed unanimously to reinvest this amount into a 6-month CD.

d. **Review of the CIRA accounting database** – 78% re-registered in ACH.

VI. Old Business

a. **Review of the projected 2026 Reserve Project Spreadsheet** - Steve Philbin reviewed large projects over the past month highlighting work on asphalt repairs, benches, brick work, and irrigation. There are no issues of note.

b. **Discuss progress on the Irrigation Improvements contractor** – The Common Area Committee (CAC) plans to recommend to the Board of Directors to approve hiring Chris Kohl, Consultant, to initiate a complete assessment of the irrigation systems in Cameron Station.

VII. New Business

a. **Discuss Refinements to the FAC Charter –** The committee discussed changes to the FAC charter and approved unanimously to recommend the Board of Directors approve of the updated FAC Charter.
Takis motioned, Fred seconded. Four (4) in favor and zero (0) oppose.

b. **Discuss the 2025 Financial Audit by Goldklang Group –** The committee discussed and approved unanimously to recommend the Board of Directors approve the 2025 Financial Audit by Goldklang Group PCAs, P.C. as drafted.
Jason motioned, Fred seconded. Four (4) in favor and zero (0) oppose.

VIII. Adjournment – 8:02 PM

Cameron Station Community Association, Inc.
Common Area Committee (CAC
Monday, June 8, 2026
7:00 pm

I. The meeting was called to order at 7:06 pm by Don Williams, CAC Acting Chair

Members present:	Mr. Williams, Mr. Gathers, Ms. Lyle, Ms. McCollom
Members not present:	Mr. Kairouz, Ms. Stowe, Ms. Romans
Others in attendance:	Mr. Stowe, Board Liaison
	Mr. Hutzel, Assistant General Manager, CAMP
	Mr. Ford, resident
	Ms. Zaleski, Lancaster Landscapes

II. APPROVAL OF AGENDA

Motion to approve agenda as recommended
Moved by Ms. McCollom, seconded by Ms. Lyle
Motion passed unanimously

III. APPROVAL OF MINUTES

Motion to approve minutes of May 11, 2026
Moved by Ms. Lyle, seconded by Ms. McCollom
Motion passed unanimously

IV. HOMEOWNER'S FORUM

Mr. Ford reported a leak in the irrigation system in Hellmuth Park near the visitor parking area and a tree that seems to be dying next to 334 Hellmuth. Ms. Zaleski said that she would have someone out to check on both issues. Ms. Lyle asked if something be put in the email blast informing residents of the reporting for irrigation leaks so that they do not wait until a CAC meeting to be reported.

V. BOARD UPDATE

Mr. Stowe said that the audit report was accepted and the budget was well managed.

VI. LANCASTER REPRESENTATIVE REPORT

Ms. Zaleski reported that the drought continues and they are providing supplemental water for trees and shrubs. We might want to increase the supplemental watering schedule. They are now on a 7 – 10-day mowing cycle and the 2nd lawn treatment was applied the first week of June. The 1st tree pruning is scheduled for the middle of June. The dogwood on the Ferdinand Day path was replaced and will receive supplemental water. Mr. Williams and Ms. Lyle indicated they will assist in providing water. Sidewalk application for weeds scheduled for June 19.

VII. MATTERS FOR COMMITTEE DECISION

A. Tree Replacement Proposal – Tancreti/Bessley Proposal #32053 from Reserve.
Motion 2026-0601

The committee discussed replacement trees for this location between townhomes. Considering vertical height for screening, evergreen species and root spread, the committee decided to use one American Holly and one Sweet Bay Magnolia in this space.

Motion to approve by Ms. Lyle, seconded by Ms. McCollom
Approved unanimously

B. Common Area Committee Charter
Motion 2026-0602

The committee discussed the updated charter and agreed that approval was appropriate.

Motion to approve by Ms. Lyle, seconded by Ms. McCollom
Approved unanimously

VIII. MATTERS FOR COMMITTEE DISCUSSION/INFORMATION

A. Irrigation Consultant Assessment Update
Frederick Irrigation will begin the assessment on June 12.

B. Community Walk Date: June 18, 9:00 am meet at the 400 Building

IX. MANAGEMENT REPORT

A. Action Item List/Pending Tasks
   Linear Park tree planting is beginning; Lancaster is under contract with the City.
   Mosquito treatment has been completed around the pool
B. Tree Replacement List
C. Budget/Financial Committed Funds (on budget)

X. NEW BUSINESS AND ANNOUNCEMENTS

Next CAC meeting Monday, July 13, 2026

XI. ADJOURN

Motion to adjourn at 8:03 pm
Moved by Ms Lyle, seconded by Ms McCollom
Approved unanimously

Communications Committee – June 9, 2026

No Meeting

CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Wednesday, May 20, 2026

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Wednesday, May 20, 2026. The meeting was called to order at 19:00 by ARC Chair Tom Linton 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

Peter Braun (PB) – ARC Member
Kevin King (KK) – ARC Member
Tom Linton (TL) – ARC Chair
Trena Raines (TR) – ARC Vice Chair/Secretary
Holland Stasi (HS) – ARC Member
Sharon Wilkinson (SW) – ARC Member

MEMBERS ABSENT

Joe Estrada (JE) – ARC Member

CHANGE OF ATTENDANCE

None

OTHERS IN ATTENDANCE VIA ZOOM

Cameron Station Residents
~~Brian Sundin – ARC Board Liaison~~
Avante Thomas, On-Site Covenants Administrator, Cameron Station Community Association

APPROVE AGENDA

MOTION: Approve the agenda for the April 15, 2026 ARC Meeting with the following changes: *None.*
Moved By: PB
Seconded By: TL
For: All
Against: None
Absent: JE
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, not associated with any of the exterior modifications applications for review this month:

- **Carmen Meade- editor of the Compass blog (com-com): process to submit an application seems confusing. Maybe a cheat sheet would be helpful. TR will liaise with the com-com to go over issues. Several homeowners had the same issues including confirmation that their application that their application had been received.**

REVIEW OF EXTERIOR MODIFICATION APPLICATIONS

Address	Homeowner Present?	Proposed Modification	ARC Action/Vote:
			• ***Approved as Submitted*** • ***Approved w/ Stipulation*** • ***Return for Additional Information*** • ***Denied***
115 Cameron Station Blvd	X	Window Replacement	**Approved** Moved By: KK Seconded By: PB For: All Against: None Absent: JE Abstain: None **MOTION PASSED**
203 Martin Ln	X	Door Replacement	**Approved w/ Stipulation that the door will be painted the same color and the hardware will be replaced in the same finish** Moved By: KK Seconded By: PB For: All Against: None Absent: JE Abstain: None **MOTION PASSED**
260 Cameron Station Blvd		Deck Replacement	**Approved w/ Stipulation that the dimensions, banisters, and finish/stain be replaced like for like** Moved By: TL Seconded By: PB For: All Against: None Absent: JE Abstain: None **MOTION PASSED**
261 Murtha St	X	Window Replacement	**Approved** Moved By: HS Seconded By: TL For: All Against: None Absent: JE Abstain: None **MOTION PASSED**

951 Brenman Park Dr #411	X	Window Replacement	**Approved w/ Stipulation that the replacement windows match the original grid pattern and color** Moved By: TL Seconded By: HS For: All Against: None Absent: JE Abstain: None **MOTION PASSED**
5000 John Ticer Dr	X	Window & Door Replacement	**Approved** Moved By: TL Seconded By: HS For: All Against: None Absent: JE Abstain: None **MOTION PASSED**
5012 John Ticer Dr	X	Roof Replacement	**Approved** Moved By: TL Seconded By: PB For: All Against: None Absent: JE Abstain: None **MOTION PASSED**
5051 Donovan Dr	X	Door Replacement	**Approved** Moved By: HS Seconded By: XX For: All Against: None Absent: JE Abstain: None **MOTION PASSED**
5060 Kilburn St	X	Roof Replacement	**Approved** Moved By: TL Seconded By: HS For: All Against: None Absent: JE Abstain: None **MOTION PASSED**
5061 Minda Ct	X	Roof Replacement	**Approved** Moved By: KK Seconded By: PB For: All Against: None

			Absent: JE Abstain: None **MOTION PASSED**
5116 Donovan Dr #101	X	Window & Sliding Door Replacement	**Approved w/ Stipulation that the grid patterns are like for like** Moved By: HS Seconded By: PB For: All Against: None Absent: JE Abstain: None **MOTION PASSED**
5211 Brawner Pl		Tree Replacement	**Denied** Moved By: TL Seconded By: KK For: All Against: None Absent: JE Abstain: None **MOTION PASSED**
5229 Tancreti Ln	X	Deck & Fence Replacement	**Approved** Moved By: KK Seconded By: PB For: All Against: None Absent: JE Abstain: None **MOTION PASSED**

APPROVAL OF ELECTRONICALLY REVIEWED APPLICATIONS
MOTION: Approve the Electronically Reviewed Emergency Applications:
- 117 Cameron Station Blvd – Roof & Dormer Replacement (Emergency) (stipulation that the color of new shingles match existing)
- 381 Cameron Station Blvd – HVAC Replacement (Emergency)
- 5236 Brawner Pl – Window Replacement (Electronic Review)

Moved By: TL
Seconded By: TR
For: All
Against: None
Absent: JE
Abstain: None
MOTION PASSED

APPROVAL OF ARC MEETING MINUTES

MOTION: Approve the ARC Meeting Minutes from the April 15, 2026 meeting, with the following edits: Minutes not distributed to ARC.

Tabled until June 2026 meeting.

MATTERS FOR COMMITTEE DISCUSSION

A. Board Update
B. ARC Attendee at May board meeting (TL/PB)
C. TR to work with Avante to develop single repository for files (Google Drive) and revise Exterior Modification Application Forms.

ADJOURN

MOTION: "I move to adjourn the meeting at 20:46"
Moved By: PB
Seconded By: TL
For: All
Against: None
Absent: JE
Abstain: None
MOTION PASSED

Minutes prepared by Trena Raines

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
June 3, 2026

COMMITTEE MEMBERS PRESENT:
Andrew Yang- Chair
Sarah Turkaly -Committee Member
Linda Taousakis - Committee Member
Christina Damhuis – Committee Member
COMMITTEE MEMBERS ABSENT: Ruby Masood, Rely Rodriguez

OTHERS PRESENT: Dan Ogg – Committee Liaison

I. CALL TO ORDER

Motion: The meeting is called to order at 8:03 p.m.

II. APPROVAL OF MINUTES

Motion: Andy______ **MOVED** and Linda___ **SECONDED** to approve the 5/6 meeting minutes as submitted {/or with the following changes}: month/date

III. ITEMS FOR RECOMMENDATION:

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

1. Tech Talk (Saturday, May 16)
   a. About 11 people attended, event went smoothly
   b. Recommend reducing Dunkin' down to 30 donut holes and one box of coffee
2. Shuttle Trip (Sat, May 30, Sun, May 31)
   a. Nine people attended, event went smoothly, and the times to shows were ok
   b. Recommend doing more in the future, such as future theater shows
   c. Other ideas, winery, DC museum

IV. NEW BUSINESS

1. Ice Cream Event (Sunday, June 7, 11 am – 1 pm)
   a. Andy will email management to announce parking lot closed in Cameron Connection
   b. Andy will email management to request/ensure cones to block off spaces
   c. Irina Babb has booked ice cream, balloon artist, glitter tattoo artist
2. Patriotic Parade (Saturday, July 4, 11 am)
   a. Podolsky agreed to sponsor event, prefer tin cups with logo, supplement with water bottles
   b. Andy will check last Rocklands order, research "Stupid Good BBQ" in Springfield
   c. Andy will order plates, napkins, utensils, serving gloves, 42-gallon trash bags from Amazon
   d. Bottled water, juice boxes, Bomb Pop popsicles (about 300 each)
   e. Andy will generate flyer and signup genius this week
   f. Need someone to start parade (Podolsky or representative)
   g. Need volunteers to set up canopy, tables, yard games, decorations
   h. We might need gym for backup
3. Pool Party (Saturday, August 8, noon – 3 pm)
   a. Andy will book Mission BBQ, DJ, face painter, balloon artist from last year

   b. Christina suggested a Hawaiian or 80s theme
4. New Ideas
   a. Cocktail/Mocktail class
   b. Cooking or baking class
   c. How to prevent no-shows? Collect deposit?

V. **ADJOURNMENT**

Motion: Andy________________ **MOVED** and Christina__________ **SECONDED** to adjourn the meeting at 8:33___pm. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,

Andrew Yang, Committee Chair

Cameron Club Facilities Committee Meeting
Draft Minutes, June 11, 2026

Attendees:

- Ray Celeste, CCFC Chair
- Anne Pence, CCFC Member
- Brendan Hanlon, Board Liaison (Via Zoom)
- Jeffrey Lepak, CCFC Member (Via Zoom)
- David Palmer (Via Zoom)
- Garrett Hutzel, AGM, CAMP Management
- Steve Philbin, GM, CAMP Management (Via Zoom)
- Homeowners Bernadette Graves, Jill Page, and Ms. Lawrence
- Jill Bakner, Health Fitness
- Gretchen Fahn, Health Fitness (Via Zoom)
- Cheryl Blum, CCFC applicant
- Sarah Skarda, CCFC applicant

I. Call to Order

The meeting was called to order at 7:00 pm.

II. Approval of Agenda

After a motion was made and seconded, the CCFC unanimously approved the agenda as proposed.

III. Approval of Minutes of April 2026 CCFC meeting

After a motion was made to approve the minutes and seconded, CCFC members voted unanimously to approve them.

IV. Homeowners' Forum/Presentation

Homeowner Bernadette Graves expressed the view that the Monday, Wednesday and Friday classes and instructors are working well for residents. She thanked the CCFC for working with residents to improve the transition. She stated that instructors Samantha and Courtney are gracious and attentive, and attendance is up in all classes. Homeowner Jill Page suggested that the CCFC consider acquiring a ski erg and an assault bike to give residents over 50 more options for total body workouts in the gym. The CCFC agreed to look into these options and consider acquisition. Homeowner Jill Page expressed a concern and dismay that 17-year-olds cannot bring friends to the pool and asked if the CCFC would consider lowering the age to allow for that, in line with policies at some other facilities. CCFC Chair Celeste explained that the pool capacity is technically insufficient for a community the size of Cameron Station. The total capacity for the pool plus the wading pool is 125 max; Cameron Station has around

5000 residents. Lowering the age at which residents can bring guests without adult supervision would likely overburden the pool and staff, which are often at capacity. The CCFC will discuss.

V. Board Update

Board Liaison Brendan Hanlon indicated that the Board had approved a letter to the community's auditor affirming various types of compliance and unanimously approving last year's audit, based upon the Finance Committee's recommendation. After a detailed review, the Board approved retaining our existing audit company, Sensen Accounts (spelling?) for fiscal years 2026 and 2027 at a fee of approximately $10,000/year. The Board approved engaging Frederick Irrigation to examine Cameron Station's systems, e.g., whether they need to be expanded and/or repaired. They will use drones to study areas without any irrigation, as those where it may not be working. The Board approved the backflow converters, and they are all online. Brendan confirmed that the Board is still considering installation of vehicle charging stations. Chair Celeste reiterates that he has concerns about the expense.

VI. Health Fitness (HF) Representative Report

HF Jill Bakner reported that 6470 residents/guests used the gym facilities in May, 208 per day. Attendance is up in 5 of 11 classes and we now have consistent instructors. HF is getting fewer emails and complaints from residents. CCFC Anne Pence shares that Suzanne McNichols has conveyed that resident class participants are pleased with how the classes have evolved recently. HF reports that the new Matrix treadmills have arrived and minor issues with their cords are addressed. The Aqua Zumba class has been moved so that attendees can remain at the pool when it opens. HF is now using wipes only in the gym and has identified a substitute that is less wet than the ones currently in use. Jill has met with Trish Hemel regarding the establishment of contact groups. Jill Bakner is the Acting Fitness Director, and instructor Samantha is also a manager. HF is interviewing permanent Fitness Directors, and trying to identify a sub in case one is needed for Samantha and Courtney. Recalling his previous comment that HF had to meet its contractual obligations, Board liaison Hanlon thanked them for stepping up.

VII. Matters for Committee Decision

A. Committee Applicants

There are two applicants: Cheryl Blum and Sarah Skarda. Sarah Skarda presents to the CCFC her reasons for wanting to become a CCFC member. She cites her experience in managing a project to renovate common areas in Fairlington, and her appreciation for communication, and intention to listen to residents. She is relatively new to Cameron Station and wants to get to know more residents and to contribute. CCFC Chair Celeste describes the role and policy issues that fall under the purview of the CCFC, and that the committee oversees a $500K budget. The

CCFC informs the two CCFC candidates that discussion of their applications will be discussed in Executive session, and a vote will be taken in open session.

A Motion was made to recommend to the Board of Directors Ms. Cheryl Blum be approved by the Board of Directors as a Committee Member for the CCFC. The Motion passed unanimously.

VIII. **Matters for Committee Discussion**

A. CCFC Charter Discussion Update

CCFC David Palmer questions why the proposed Charter would preclude a resident from being a CCFC member if they were a party to a legal action involving the Cameron Station Association even if the legal matter had nothing to do with CCFC issues. Board President Megan Christensen explains to the CCFC that the language in question was part of the original Charter, applies to every committee, reflects that committee members are part of the Association, and is supported by the Association's legal counsel. She also reports that the Common Area Committee also questioned the Charter's proposed annual renewal of committee memberships. That provision is related to the Association' insurance coverage requirements and is not intended in any way to cause committee members to resign or to make it more difficult to recruit members.

CCFC Jeff Lepak again asks whether the proposed Charter limits or changes the CCFC's budgetary authorities. CAMP Steve Philbin reiterate that the CCFC develops a budget and recommends its approval to the Board. CAMP management, not any CS committee, has the authority to approve budgeted expenditures up to $2500, although the CCFC always has the option of informing the Board of, or seeking its support for, and particular expenditure if it appears prudent. Moreover, the CCFC can always request Board approval for an expenditure, even if it exceeds or is outside of the existing budget. A motion is made that the CCFC approve the proposed Charter as drafted, and it is approved by a majority vote.

A Motion was made to accept the recommended changes of the CCFC Charter as proposed by the Board of Directors. It passed 2 – 1.

IX. Executive Session

X. Management Report

A. Action Items List: CAMP Garrett Hutzler reports that the pool is going well. Chair Celeste indicates that one resident was angry that lifeguards asked his child to take a swim test and that another resident requested that lap walking be allowed during lap swims. CAMP Philbin responds that lifeguards only request a swim test if they observe that it is necessary. He indicates that lap time is for swimming only, under fair housing and other legal considerations, and is set for 10 minutes before the end of each hour.

1. CAMP reports that we will have proposals for the elevator work by next month: from Otis, which will not do all the necessary work (e.g., on condensation lines and fire-rated boards) and Potomac, which will propose doing all the work for $14K.

2. After concerns were raised over lukewarm shower temperatures, CAMP replaced the recirculating pump and solved the issue.
3. CAMP got three bids for the rooftop blower unit. CAMP was planning to go straight to the Board and begin work.
4. CAMP is still looking into ways to block excess sunlight coming through basketball court windows during class. CCFC Pence suggests window film as a possibility.
5. Pictures were put up in the men's locker room.
6. The "Best of the West" event was a success.
7. CAM Philbin indicates that the pool management RFP will be sent to at least four companies. High Sierra will be good to work with.
8. CAMP Hutzler reports that pesticides have been applied to the bushes around the pool and Mainstreet landscaping will remove dead plants and replant new ones.
9. RFPs to replace the security cameras – which cost $53K three years ago – went out to two companies. CAMP is considering a "lease to own" proposal which would cost $100 to $200 per month. CS does not monitor the cameras but uses them to find specific incidents and individuals involved.
10. Aqua Mobile swim instructors have been introduced to the High Sierra lifeguards and made aware of their schedule.

B. **Committed Funds**: The Committee remains in a good position.

X. New Business

The next CCFC meeting is scheduled for Thursday, July 9, 2026, at 7:00PM.

XI. Adjournment

A motion to adjourn was made, seconded, and passed unanimously. The meeting adjourned at 9:31 pm.

Cameron Club Monthly Facilities Report

May 2026

Attendance and Usage

May – 6,470

Average usage per day- 208

April 5, 490

Average usage per day- 183

Facility & Operations

Group Exercise Class Program

- Outside of a few classes that the instructors may have a conflict, the five classes that were taught by the on-site manager are now being taught from consistent instructors who have all been getting very good feedback from the residents. Samantha has been covering Monday & Wednesday Stretch and Core, Alli has been teaching the Tuesday & Thursday Boot Camp, and Courtney is teaching the Friday Total Body Weights. These instructors will stay in place until a new manager is hired.
- Class attendance is on the rise now that the instructors are consistent.
- We had increased participation in 5 of the 11 classes offered.
- Aqua Zumba class time has been changed to 9:30am instead of 9:00am on Saturday Mornings.

Exercise and Facilities Equipment

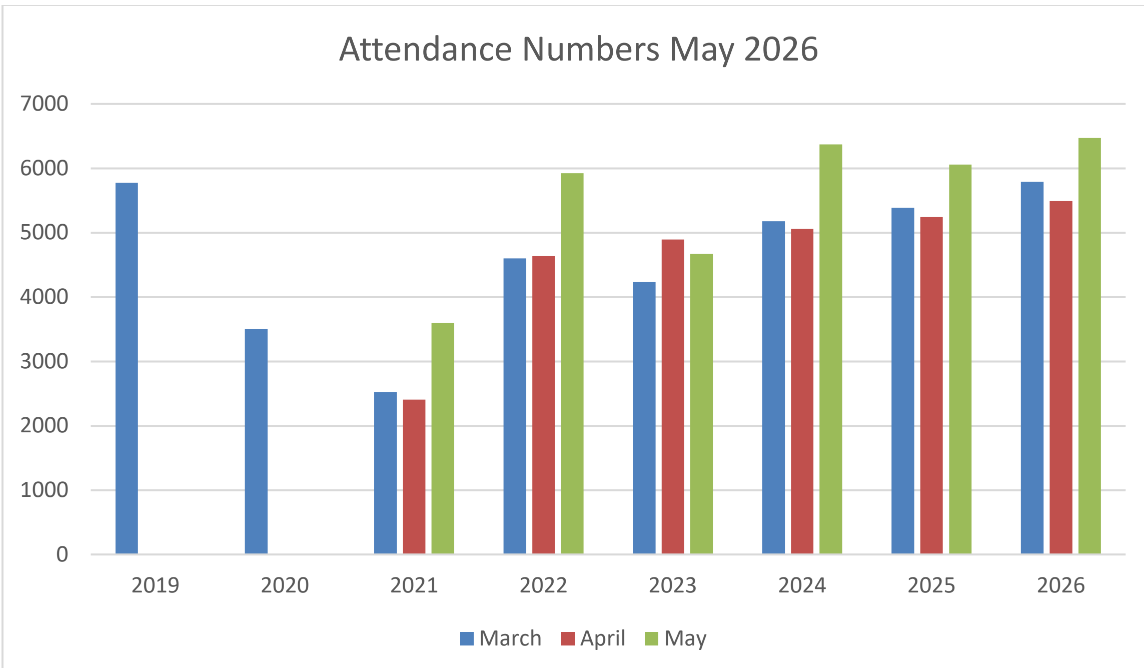
- The three new Matrix treadmills were delivered on June 3, 2026. There was a slight issue with the installation, as the power cords for the new treadmills were too short to reach the outlets.
- Matrix was immediately contacted, and they are sending three longer power cords to correct the issue.
- All spray bottles have been removed from the floor at the requests of the residents.
- A discussion was also held with management about switching to a different equipment wipes company, that would save money and is a better product then what we are currently offering.

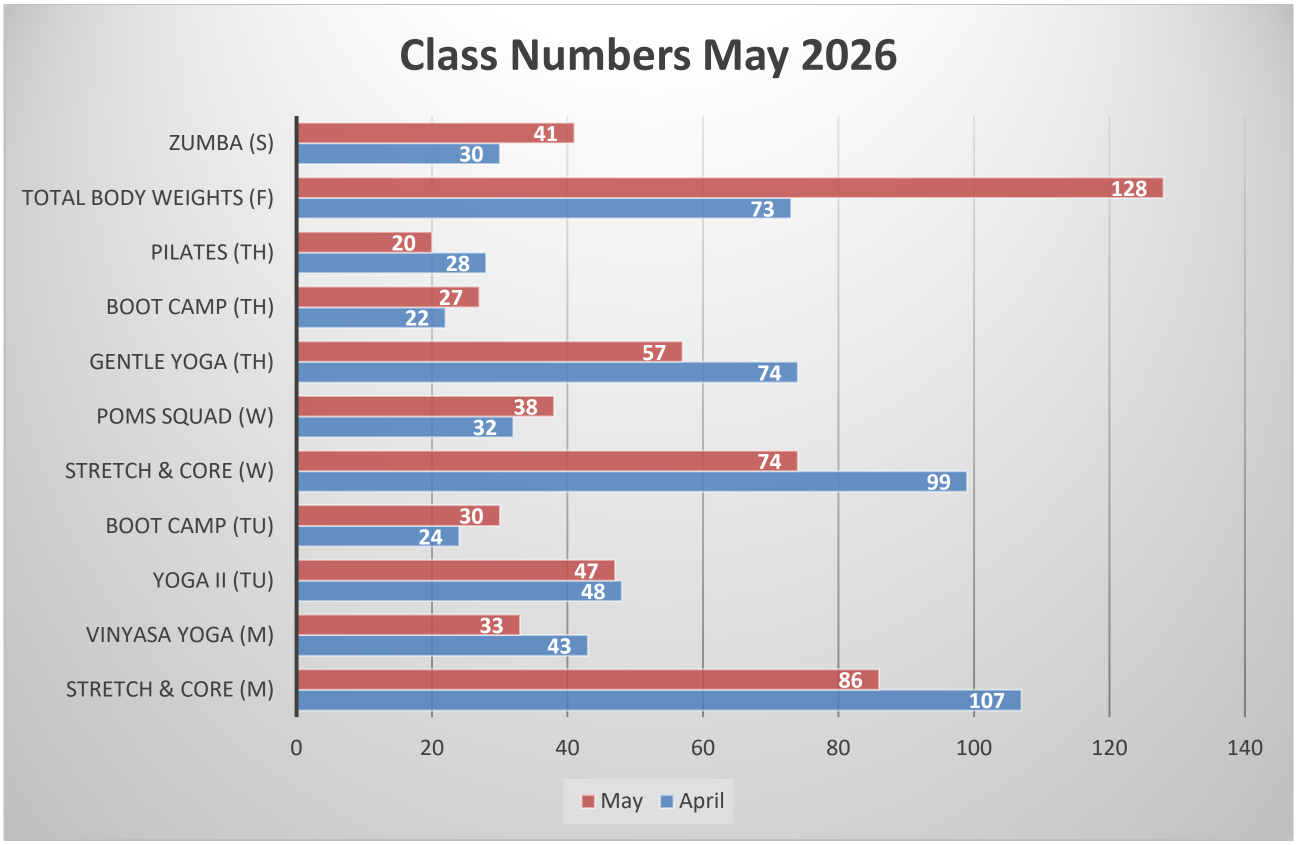
Programming

- Nothing to report currently. The team is focused on overall engagement and customer satisfaction with all residents when they visit the facility.

Resident Feedback

- Residents are quite happy with the consistency of instructors.
- As concerns, comments, and questions come in from residents, they are handled within a 24-hour time frame. We are happy to say that emails have started to slow down tremendously, as the residents feel that they are being heard and their needs are being met.


Attendance Numbers May 2026
7000
6000
5000
4000
3000
2000
1000
0
2019
2020
2021
2022
2023
2024
2025
2026
March
April
May


Class Numbers May 2026
ZUMBA (S)
TOTAL BODY WEIGHTS (F)
PILATES (TH)
BOOT CAMP (TH)
GENTLE YOGA (TH)
POMS SQUAD (W)
STRETCH & CORE (W)
BOOT CAMP (TU)
YOGA II (TU)
VINYASA YOGA (M)
STRETCH & CORE (M)
41
30
128
73
20
28
27
22
57
74
38
32
74
99
30
24
47
48
33
43
86
107
0
20
40
60
80
100
120
140
May
April

COMMUNITY ASSOCIATION MANAGEMENT PROFESSIONALS

Cameron Station Community Association Inc.
Board of Directors Meeting
June 30, 2026

TOPIC: CCFC Applicant Recommendation
Motion 2026-0601

Motion:

"I make a motion to **APPROVE** the CCFC applicant **Cheryl Blum**."

Motion: ___________________ **2nd:** _____________________

Summary:
The Cameron Club Facilities Committee (CCFC) received two applicants to interview for the membership of the Committee. Both candidates had strengths that would be valuable to the CCFC.

CAMP Recommendation:
Camp supports both candidates as potential members of the CCFC.

CAMERON STATION

A NEW COMMUNITY IN AN OLD TOWN. ALEXANDRIA.

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: Sarah Skarda

Home Address: 4919 Barbour Drive

Email Address: ______

Telephone Number: ______(Cell) ______(Home)

Condominium Owners please check the appropriate box:

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

1) Check the name of the Committee you would like to join (please include a 2nd choice as well):
   - ❑ Architectural Review Committee
   - ❑ Activities & Events Planning Committee
   - ❑ Cameron Club Facilities Committee
   - ❑ Common Area Committee
   - ❑ Communications Committee
   - ❑ Financial Advisory Committee

2) Provide a brief statement describing your qualifications (you may attach any pertinent information):
   I remodeled the Fairlington Mews common areas with new carpets, paint and added chair molding. I secured the contractor after getting numerous quotes and presented to the board. It was a $95,000 project.

3) State your reasons why you would like to join this committee:
   Just moved here and wanted to get involved and get to know people.

Thank you for your time and interest.

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: Cheryl Blum

Home Address: 4906 Waple Lane

Email Address: [redacted]

Telephone Number: [redacted] (Cell) ______________ (Home)

Condominium Owners please check the appropriate box:

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

1) Check the name of the Committee you would like to join (please include a 2nd choice as well):
   - ❑ Architectural Review Committee
   - ❑ Activities & Events Planning Committee
   - ❑ Cameron Club Facilities Committee
   - ❑ Common Area Committee
   - ❑ Communications Committee
   - ❑ Financial Advisory Committee

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

   I have a background in accounting and have taught math. I work well with many different types of personalities and know how to listen and evaluate needs. I have run and maintained a household for many years. I a

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

   I have lived in Camerson station for 8 years and have a vested interested in making the facilities the focal point of our community. The facitilies are one of the most attractive parts of our community. Giving the residents a place to meet, rest and relax while meetin

Thank you for your time and interest.

Cameron Station Community Association, Inc. 200 Cameron Station Boulevard, Alexandria, Virginia 22304
Phone (703) 567-4881 Fax (703) 567-4883 communitymanager@cameronstation.org .

Updated: September 3, 2010

Cameron Station Community Association, Inc.
Board of Directors Decision Request
June 30, 2026

TOPIC: Common Area Committee Charter
Motion 2026-0602

Motion:

"I move to **APPROVE** the **Common Area Committee Charter**."

Motion: ____________________ **2nd:** ____________________

Summary:
The CAC Charter was reviewed by the Committee and are submitting a recommendation to approve the charter to the Board.

CAMP Recommendation:
Management supports approving of the charter.

CAMERON STATION COMMUNITY ASSOCIATION

ADMINISTRATIVE RESOLUTION NO. 2026-__

COMMON AREA COMMITTEE CHARTER

WHEREAS, Article III, Section 3.4 of the Bylaws grants the Board of Directors (the "Board") of the Cameron Station Community Association (the "Association") all the powers necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters in which the applicable law or the Project Documents require to be exercised and done by the Association's membership; and

WHEREAS, the Board deems it desirable to establish a committee of homeowners to advise the Board, in a reasonable and productive manner, on issues affecting Association common area services and maintenance (excepting the Cameron Club).

NOW, **THEREFORE**, be it resolved that a Common Area Committee (the "Committee") shall be established, and that the following procedures for the Committee be adopted and implemented herewith:

A. RESPONSIBILITIES

The primary responsibility of the Committee is to advise the Board, in a reasonable and productive manner, on issues affecting common area services and maintenance (excepting the Cameron Club). In accomplishing this goal, the Board of Directors shall assign the Committee with tasks from time to time that may include but not be limited to providing the Board with recommendations regarding:

- Specifications and proposals for common area services and maintenance such as snow removal, trash collection, landscape maintenance, transportation services, etc.;
- Policies governing the use of the Association's common areas;
- The annual budget for common area management, maintenance, and enhancement; and
- Other items as directed by the Board.

B. ELIGIBILITY

Committee candidates and members shall be property owners, spouses, and/or partners of property owners, all of whom must be in good standing and reside permanently in a home within the Association on a full-time basis. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with the Association.

No member of the Committee shall be a member of any other committee of the Association. No more than one member of a household may be a member of the Committee.

C. APPOINTMENT AND TERMS

The total number of Committee members shall be seven (7). The Committee shall make recommendations to the Board on the appointment of Committee members.

Available Committee seats will be advertised at least thirty (30) days prior to appointment. Recruitment of candidates may be done through electronic communications, social media, the Association website, community bulletins, an announcement at the monthly Board meeting, or by any other means deemed appropriate by the Board.

Interested homeowners must submit a written request for appointment to the Association manager. Committee members in good standing are eligible for reappointment.

The Board will announce Committee appointments and the Committee Chair each year at the first business meeting of the Board following Annual Meeting of the Association for terms beginning in January of the following year. The Board may make additional appointments throughout the year if vacancies occur.

Committee members will be appointed for one (1)-year terms. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the year.

D. REMOVAL

The Board may remove any Committee member, including the Chair, at any time.

The Committee may make recommendations to the Board regarding the removal of committee members.

A Committee member may be removed, upon written notice from the Committee Chair, for failure to attend three consecutive committee meetings without notice or explanation.

E. ELECTION OF OFFICERS

The Board shall appoint the Chair of the Committee and the Committee shall recommend a candidate to be Chair to the Board. Other officers of the Committee may be elected by the Committee membership. The Committee shall appoint a Secretary who shall be responsible for recording accurate minutes of the Committee's meetings and submitting them to the Association manager, in a timely manner, for inclusion in the monthly Board meeting package and for posting on the Association's website.

The Chair, or his or her designee, shall be responsible for chairing meetings of the Committee. In addition, the Chair is responsible for responding in a timely manner to committee e-mail messages.

F. MEETINGS

Committee meetings shall be held in the community center or other recognized meeting place of the Association, or by a virtual forum. All Committee meetings shall be open to the owners and residents of the Association. In order for the membership of the Association to be reasonably informed of Committee meetings, the Committee Chairperson shall ensure that all regular committee meeting dates of the Committee are made available via electronic communication, social media, website, or through any other means of posting that the Board deems appropriate. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee Chair shall notify the Association's management staff at the earliest possible time so that the Association's membership can be reasonably notified. The Committee Chair shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings. "Special" meetings or rescheduled meetings may be scheduled by the Chair upon three (3) days' posted a notice stating the reason for the meeting.

The Committee Chair shall designate a time period on each meeting agenda for resident input.

A majority of the members of the Committee must be present to convene a meeting. A majority vote of members of the Committee while a quorum is present shall constitute a decision of the Committee. All voting shall be conducted in an open session.

All Committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

The Committee is responsible for approving minutes. Approved meeting minutes will be kept on file for review by homeowners. Minutes shall include a record of the date, time, and place of each meeting. Minutes shall also include a record of Committee member attendance and all votes of the Committee.

G. COMMUNICATIONS

In the interest of ensuring strong communications between the Board and the Committee, the Committee Chair, or their designee, will attend each regularly scheduled business meeting of the Board. The Committee representative will present Committee recommendations, update the Board on the status of pending committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding committee assignments.

The committee is expected to maintain regular communications with the Board liaison designated by the Board of Directors, the Association manager, and other Association committees.

The Committee will provide accurate and timely information about its activities for publication in Association communications. It is the responsibility of the Committee to ensure that this information is updated on a regular basis.

H. SUB-COMMITTEES

The committee may designate volunteer sub-committees to work on specific projects on behalf of, and at the direction of, the committee. Sub-committee volunteers are not voting members of the committee unless they have been appointed as such in accordance with Paragraphs B & C of this resolution.

The effective date for this resolution is _____________, 2026.

AMENDED AND ADOPTED by the Board of Directors this __ day of ________, 2026.

CAMERON STATION COMMUNITY
ASSOCIATION, INC.

By: ______________________________
Megan Christensen, President

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Policy Resolution was published to the members of Cameron Station Community Association on this ______ day of _____________, 2026.

____
Steve Philbin, Community Manager

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. 2026-__
COMMON AREA COMMITTEE CHARTER)

Duly adopted at a meeting of the Board of Directors held ______________________________.

Motion by: ______________________ Seconded by: _________________

VOTE:	YES	NO	ABSTAIN	ABSENT
__________________________ President	_____	____	_______	______
__________________________ Vice President	_____	____	_______	______
__________________________ Secretary	_____	____	_______	______
__________________________ Director	_____	____	_______	______
__________________________ Director	_____	____	_______	______
__________________________ Director	_____	____	_______	______
__________________________ Director	_____	____	_______	______

Cameron Station Community Association, Inc.
Board of Directors Decision Request
June 30, 2026

TOPIC: Cameron Club Facilities Committee
Charter Motion 2026-0603

Motion:
"I move to **APPROVE** the **Cameron Club Facilities Committee Charter**."________
Motion: ____________________ **2nd:** ____________________

Summary:
The Cameron Club Facilities Committee Charter was reviewed by the Committee and are submitting a recommendation to approve the charter to the Board.

CAMP Recommendation:
Management supports approving of the charter.

CAMERON STATION COMMUNITY ASSOCIATION, INC. ADMINISTRATIVE RESOLUTION NO. 2026-__

CAMERON CLUB FACILITIES COMMITTEE CHARTER

WHEREAS, Article III, Section 3.4 of the Bylaws grants the Board of Directors (the “Board”) of the Cameron Station Community Association (the “Association”) all the powers necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or Project Documents require the Association's membership to approve; and

WHEREAS, the Board deems it desirable to establish a committee of homeowners to advise the Board, in a reasonable and productive manner, on issues affecting the maintenance, use, and enjoyment of the Cameron Club;

NOW, THEREFORE, be it resolved that a standing Cameron Club Facilities Committee (the “Committee”) shall be established and shall operate according to the following guidelines:

I. RESPONSIBILITIES

The primary responsibility of the Cameron Club Facilities Committee is to advise the Board, in a reasonable and productive manner, on issues affecting the maintenance, use, and enjoyment of the Cameron Club and its facilities, including the swimming pool, fitness center, multi-purpose court, and meeting rooms. In accomplishing this goal, the Board shall assign the Cameron Club Facilities Committee with tasks from time to time, which may include but not be limited to:

- Providing the Board of Directors with recommendations for
  - specifications and scope of services for facilities management, maintenance, security, and enhancements;
  - policies for use of the facilities which are owned and maintained by the Association; and
  - rules and regulations for the use of the facilities;
- Provide recommendations to Financial Advisory Committee for expenses in the Committee's area of jurisdiction to be considered for inclusion in the Association's annual operating budget;
- As appropriate, assist with the development of a long-range capital improvements budget for improvements and enhancements to the Cameron Club and facilities;
- Review all Association related contracts and make recommendations to the Board as necessary;
- Submit minutes of committee meetings to the Community Manager for inclusion in the monthly report to the Board of Directors;

- Provide reports to the Association manager for inclusion in the monthly report to the Board on Committee activities and any decision item requests;
- Complete annual priorities assigned by the Board; and
- Perform other duties as assigned by the Board.

The Committee does not have the authority to obligate the Board or Association to any contract or obligate the Board or Association financially to any owner, resident, contractor, or vendor. Contracts may only be approved and signed by the Board.

II. BUDGET

One of the primary duties of the Committee is to assist in the development of a budget to financially cover the expenditures related to the management of the pool and fitness center, building maintenance, security, and enhancements. During budget development, the Committee shall submit to the Association manager a budget for the upcoming fiscal year. The budget request shall list each contract and special project. The request will be included as submitted in the draft annual budget to be submitted to the Financial Advisory Committee.

During budget preparation, as requested by the Financial Advisory Committee or Association manager, the Committee may be called to budget meetings to review submitted requests.

Once the Board approves the annual budget for the Association, items for which funding is approved are considered approved by the Board . The Committee may not expend any funds which are not budgeted.

If the Committee wishes to go over budget, increase the budget for a contract, repair, or special project not shown in the Association's annual budget, a request must be made to the Board. The Board may request the Financial Advisory Committee to review the request prior to making a decision.

III. ELIGIBILITY

Committee candidates and members shall be property owners, spouses, and/or partners of property owners, all of whom must be in good standing and reside permanently in a home within the Association on a full-time basis. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with the Association. A member of the Committee shall not serve on any other committee of the Association at the same time. There shall not be more than one member of a household serving on the Committee at the same time.

IV. NUMBER OF MEMBERS

The total number of the Committee shall be five (5). The Committee shall not operate with less than three (3) members. The Committee shall make recommendations to the Board on the appointment of Committee members.

V. APPOINTMENT & REMOVAL

Available committee seats will be advertised at least thirty (30) days prior to appointment. Recruitment of candidates may be done through electronic communications, social media, the Association website, community bulletins, an announcement at the monthly Board meeting, or by any other means deemed appropriate by the Board.

Interested homeowners must submit a written request for an appointment to the Association manager. Committee members in good standing are eligible for reappointment.

The Board will announce committee appointments and the Committee Chair each year at the first business meeting of the Board following the Annual Meeting of the Association for terms beginning in January of the following year. The Board may make additional appointments throughout the year if vacancies occur.

Committee members will be appointed for one (1)-year terms. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the year.

No owner shall continue to serve as a Committee member if such owner is more than sixty (60) days delinquent in meeting his or her financial obligations of the Association.

The Committee Chair may remove a Committee member who fails to attend three (3) consecutive meetings without the prior knowledge and approval of the Committee Chair.

If the Committee Chair believes that an eligible owner who has requested an appointment should not be appointed or that a sitting Committee member should be removed for reasons other than failure to attend three (3) consecutive meetings without the prior knowledge and approval of the Committee Chair, then the Committee Chair shall submit the matter to the Board for consideration at its next regularly scheduled meeting.

The Board of Directors may appoint or remove Committee members, including the Chair, with or without cause.

VI. MEETINGS

The Committee shall meet on a regular basis and meetings shall be held in the Cameron Club or other recognized meeting place of the association, or by a virtual forum. The Committee shall publish an annual calendar of meetings. All meetings shall be open to residents and owners of the Association.

Meetings shall have a time period set for input from any non-Committee members present.

The Chair may call special meetings of the Committee if five (5) business days' notice is provided to the Committee members and the Association stating the purpose of the meeting.

Quorum: A majority of members of the Committee must be present to convene a meeting or conduct business and shall constitute a quorum of the Committee..

If the Committee is unable to convene a meeting due to lack of a quorum, the Committee Chair may do one of the following:

1) Reschedule the meeting provided that a minimum of three (3) business days' notice can be provided to Committee members and interested parties, including the Association;

2) Cancel the meeting, and hold the meeting on the next regularly scheduled date.

Voting: The vote of a majority of Committee members present at a meeting with a quorum shall constitute the decision of the Committee. All voting shall be conducted in open session, with no secret voting allowed.

Minutes: Minutes shall be taken at every meeting of the Committee. Minutes shall show attendance, issues raised,, and all decisions of the Committee. Minutes shall be forwarded to the Association manager for inclusion in the monthly report to the Board. Approved meeting minutes will be kept on file for review by owners.

VII. DUTIES OF THE CHAIR

The duties of the Chair shall include, but may not be limited to the following:

- Develop the annual meeting calendar;
- Prepare meeting agendas;
- Preside over meetings;
- Provide each Committee member an opportunity for input;
- Ensure Committee members and those attending the meeting are treated fairly and with respect;
- Assign tasks to Committee members as necessary;
- Submit meeting minutes to the Board;
- Serve as the liaison to the Board and represent the Committee to the Board on any matters;
- Maintain regular communications with the Board liaison designated by the Board, if any, and with the Association manager;

- Ensure the Committee is performing duties as detailed in this resolution and requested by the Board.

VIII. COMMITTEE OFFICERS

The Board shall appoint the Committee Chair. At the Committee's meeting prior to the first business meeting of the Board following the Annual Meeting, the Committee members shall select a nominee and recommend him/her to the Board for appointment as the Chair. The Board shall then review the nomination and appoint a Chair accordingly. The Board reserves the right to appoint the nominee or appoint another Committee member in lieu of the Committee's recommendation to serve as Chair. The sitting Committee Chair shall continue to serve as Chair until a new appointment is made.

At the Committee's meeting prior to the first business meeting of the Board following the Annual Meeting, the Committee shall select a nominee and recommend him/her to the Board for appointment as a Vice Chair who shall serve in the absence of the Chair or at the request of the Chair.

The effective date for this resolution is _____________, 2026.

AMENDED AND ADOPTED by the Board of Directors this __ day of ________, 2026.

CAMERON STATION COMMUNITY
ASSOCIATION, INC.

By: ______________________________
Megan Christensen, President

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Resolution was published to the members of Cameron Station Community Association on this ______ day of _____________, 2026.

____

Steve Philbin, Community Manager

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. 2026-__
CAMERON CLUB FACILITIES COMMITTEE CHARTER)

Duly adopted at a meeting of the Board of Directors held ______________________________.

Motion by: ______________________ Seconded by: _________________

VOTE:	YES	NO	ABSTAIN	ABSENT
______________________ President	_____	____	_______	______
______________________ Vice President	_____	____	_______	______
______________________ Secretary	_____	____	_______	______
______________________ Director	_____	____	_______	______
______________________ Director	_____	____	_______	______
______________________ Director	_____	____	_______	______
______________________ Director	_____	____	_______	______

Cameron Station Community Association, Inc.
Board of Directors Decision Request
June 30, 2026

TOPIC: Communications Committee Charter
Motion 2026-0604

Motion:

"I move to **APPROVE** the **Communications Committee Charter**."

Motion: _____________________ **2nd:** _____________________

Summary:
The Communication Commitee Charter was reviewed by the Committee and are submitting a recommendation to approve the charter to the Board.

CAMP Recommendation:
Management supports approving of the charter.

VIRGINIA
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401

AAMC
ACCREDITED ASSOCIATION MANAGEMENT COMPANY

703.821.CAMP (2267) | www.gocampmgmt.com

CAMERON STATION COMMUNITY ASSOCIATION

ADMINISTRATIVE RESOLUTION NO. 2026 – __

COMMUNICATIONS COMMITTEE CHARTER

WHEREAS, Article III, Section 3.4 of the Bylaws grants the Board of Directors (the "Board") of the Cameron Station Community Association (the "Association") with all the powers necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or the Project Documents require the Association's membership to approve; and

WHEREAS, the Board deems it desirable to establish a Committee of residents to advise the Board, in a reasonable and productive manner, on issues related to Association communications.

NOW THEREFORE, be it resolved that a Communications Committee (the "Committee") shall be established, and that the following procedures for this Committee be adopted and implemented herewith:

A. RESPONSIBILITIES

The primary responsibility of the Committee is to advise the Board, in a reasonable and productive manner, on issues affecting communications. In accomplishing this goal, the Board shall assign the Committee with tasks from time to time that may include but not be limited to providing the Board with recommendations regarding:

- Specifications and proposals for services related to Association communication needs such as newsletters, electronic communications, social media, website, welcome packages, photography, community bulletins, signage, Association marketing materials, public relations, etc.;
- Policies related to Association communication vehicles such as newsletters, electronic communications, social media, website, welcome packages, photography, community bulletins, signage, Association marketing materials, public relations, etc.;
- Design, size, production, frequency, preparation, distribution, etc. of the newsletter, electronic communications, social media, website, welcome packages, photography, community bulletins, signage, Association marketing materials, etc.;
- Technology such as the acquisition/maintenance of Association hardware and software, or other technologies that improve communications or result in efficiencies or cost savings to the Association;

- Distribution of information pertaining to city, state, or regional issues impacting Cameron Station (planning, zoning, transportation, etc.);
- Development of positive communications/relationships with community civic association and local media outlets;
- The annual budget for communications; and
- Other items as directed by the Board.

B. ELIGIBILITY

Committee candidates and members shall be property owners in good standing or spouses, partners, or renters of property owners in good standing, all of whom must reside in a home within the Association on a full-time basis. A renter shall be defined as tenants on a signed lease or rental agreement. A property owner in good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with the Association.

No member of the Committee shall be a member of any other committee of the Association. No more than one member of a household, as described above, may be a member of this Committee.

C. APPOINTMENTS AND TERMS

The total number of Committee members shall be seven (7). The Committee shall make recommendations to the Board on the appointment of Committee members.

Available Committee seats shall be advertised at least thirty (30) days prior to appointment. Recruitment of candidates may be done through electronic communications, social media, the website, community bulletins, an announcement at the monthly Board meeting, or by any other means deemed appropriate by the Board.

Interested homeowners must submit a written request for appointment to the Association manager. Committee members in good standing are eligible for reappointment.

The Board will announce Committee appointments and the Committee Chair each year at the first business meeting of the Board following the Annual Meeting of the Association for terms beginning in January of the following year. The Board may make additional appointments throughout the year if vacancies occur.

Committee members will be appointed for one (1)-year terms. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the year.

D. REMOVAL

The Board may remove any Committee member, including the Chairperson, whose performance has been determined by the Board as unsatisfactory, at any time.

The Committee may make recommendations to the Board regarding the removal of Committee members.

A Committee member may be removed, upon written notice from the Committee Chair, for failure to attend three consecutive Committee meetings without notice or explanation.

E. ELECTION OF OFFICERS

The Board shall appoint the Chair of the Committee and the Committee shall recommend a candidate to be Chair to the Board. Other officers of the Committee may be elected by the Committee membership. The Chair shall appoint a Secretary who shall be responsible for recording accurate minutes of the Committee's meetings and submitting them to the Association manager, in a timely manner, for inclusion in the monthly Board meeting package and for posting on the Association's website.

The Chair, or his or her designee, shall be responsible for chairing meetings of the Committee. In addition, the Chair is responsible for responding to all Committee emails in a timely manner.

F. MEETINGS

Committee meetings shall be held in the community center, other recognized meeting places of the Association, or by virtual forum. All Committee meetings shall be open to the residents and owners of the Association. The Committee Chair shall ensure that all regular meeting dates of the Committee are posted via electronic communication, social media, website, or through any other means of posting that the Board deems appropriate. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee Chair shall notify the Association's management staff at the earliest possible time so that the Association's membership can be reasonably notified. The Committee Chair shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings. "Special" meetings or rescheduled meetings may be scheduled by the Chair upon three (3) days' posted notice stating the reason for the meeting.

The Committee Chair shall designate a time period on each meeting agenda for resident input.

Quorum: A majority of the members of the Committee must be present to convene a meeting.

If the Committee is unable to convene a meeting due to lack of a quorum, the Committee Chairperson may do one of the following:

1) Reschedule the meeting provided that a minimum of three (3) days' notice can be provided to Committee members and the Association's membership; or

2) Cancel and hold the meeting on the next regularly scheduled date.

Voting: The vote of a majority of Committee members present at a meeting with a quorum shall constitute the decision of the Committee. All voting shall be conducted in open session, with no secret voting allowed.

Minutes: Minutes shall be taken at every meeting of the Committee and are official meeting notes. Minutes shall:

- include a record of the date, time, and place of each meeting;
- include a record of Committee member attendance and all votes of the Committee; and · be forwarded to the Association's manager for inclusion in the monthly Board meeting package and posting on the website.

The Committee is responsible for approving minutes. Approved meeting minutes will be kept on file for review by homeowners.

G. COMMUNICATIONS

In the interest of ensuring strong communication between the Board and the Committee, the Committee Chair, or their designee, will attend each regularly scheduled business meeting of the Board. The Committee representative will present Committee recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding Committee assignments.

The Committee is expected to maintain regular communications with the Board liaison assigned to the Committee by the Board, the Association manager, and other Association committees.

The Committee will provide accurate and timely information about its activities regarding newsletters, electronic communications, social media, website, welcome packages, photography, community bulletins, signage, Association marketing materials, public relations, and other communication vehicles of the Association. It is the responsibility of the Committee to ensure that this information is updated on a regular basis.

The Committee operations shall be outlined in a Communications Committee Standard Operations and Policy Manual (the "SOP Manual"). The SOP Manual shall outline specific procedures regarding newsletters, electronic communications, social media, website, welcome packages, photography, community bulletins, signage, Association marketing materials, and public relations. The SOP Manual shall outline duties of subcommittees of the Committee. The Committee shall update the SOP Manual from time to time as needed.

H. SUBCOMMITTEES

The Committee may designate volunteer subcommittees to work on specific projects on behalf of, and at the direction of, the Committee. Subcommittee volunteers are not voting members of the Committee unless they have been appointed as such in accordance with paragraphs B and C of this Charter.

This Resolution is effective this __ day of ___________ 2026.

AMENDED AND ADOPTED by the Board of Directors this __ day of ________, 2026.

CAMERON STATION COMMUNITY
ASSOCIATION, INC.

By: ______________________________
Megan Christensen, President

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Resolution was published to the members of Cameron Station Community Association on this ______ day of _____________, 2026.

____
Steve Philbin, Community Manager

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. 2026-__
COMMUNICATIONS COMMITTEE CHARTER)

Duly adopted at a meeting of the Board of Directors held ______________________________.
Motion by: ______________________ Seconded by: _________________

VOTE:	YES	NO	ABSTAIN	ABSENT
__________________________ President	_____	____	_______	______
__________________________ Vice President	_____	____	_______	______
__________________________ Secretary	_____	____	_______	______
__________________________ Director	_____	____	_______	______
__________________________ Director	_____	____	_______	______
__________________________ Director	_____	____	_______	______
__________________________ Director	_____	____	_______	______

Cameron Station Community Association, Inc.
Board of Directors Decision Request
June 30, 2026

TOPIC: Financial Advisory Committee Charter
Motion 2026-0605

Motion:

"I move to **APPROVE** the **Financial Advisory Committee Charter**."

Motion: ____________________ **2nd:** ____________________

Summary:
The FAC Charter was reviewed by the Committee and are submitting a recommendation to approve the charter to the Board.

CAMP Recommendation:
Management supports approving of the charter.

CAMERON STATION COMMUNITY ASSOCIATION

ADMINISTRATIVE RESOLUTION NO. 2026-[_____]

FINANCIAL ADVISORY COMMITTEE CHARTER

WHEREAS, Article III, Section 3.4 of the Bylaws grants the Board of Directors (the “Board”) of the Cameron Station Community Association (the “Association”) all the powers necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters in which the applicable law or the Project Documents require to be exercised and done by the Association's membership; and

WHEREAS, the Board previously established a Financial Advisory Committee (the “Committee”) to advise the Board, in a reasonable and productive manner, on issues affecting the financial position of the Association.

NOW, THEREFORE, be it resolved that Financial Advisory Committee Charter is hereby amended, and that the following procedures for this committee be adopted and implemented herewith:

A. RESPONSIBILITIES

The primary responsibility of the Financial Advisory Committee is to advise the Board, in a reasonable and productive manner, on issues affecting the financial position of the Association. In accomplishing this goal, the Board shall assign the Committee with tasks from time to time that may include but not be limited to:

Providing the Board with recommendations regarding:

- The monthly financial statement as prepared by the Association’s managing agent
- Assessment of delinquencies and collection policies
- The annual audit and tax returns as prepared by the Association's audit firm
- Repair & replacement, operating, and capital reserves
- The annual budget as prepared by the Association’s managing agent
- The annual budget process

- Funding options for special projects or unbudgeted expenses
- Investments
- Assist other committees, as requested, with regards to the budget and/or other financial matters

B. ELIGIBILITY

Committee candidates and members shall be property owners, spouses, and/or partners of property owners, all of whom must be in good standing and reside permanently in a home within the Association on a full-time basis. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with the Association.

No member of the Committee shall serve on another committee of the Association while he or she serves on the Committee. No more than one member of a household may be a member of the Committee.

C. APPOINTMENT AND TERMS

The total number of Committee members shall be seven (7). The Committee shall make recommendations to the Board on the appointment of Committee members.

Available Committee seats will be advertised at least thirty (30) days prior to appointment. Recruitment of candidates may be done through electronic communications, social media, the Association website, community bulletins, an announcement at the monthly Board meeting, or by any other means deemed appropriate by the Board.

Interested homeowners must submit a written request for an appointment to the Association manager. Committee members in good standing are eligible for reappointment.

The Board of Directors will announce Committee appointments and the Committee Chair each year at the first business meeting of the Board following the Annual Meeting of the Association for terms beginning in January of the following year. The Board may make additional appointments throughout the year if vacancies occur.

Committee members will be appointed for one (1)-year terms. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the year.

D. REMOVAL

The Board may remove any Committee member, including the Chair, at any time.

The Committee may make recommendations to the Board regarding the removal of Committee members.

A Committee member may be removed, upon written notice from the Committee Chair, for failure to attend three consecutive committee meetings without notice or explanation.

E. ELECTION OF OFFICERS

The Board shall appoint the Chair of the Committee, and the Committee shall recommend a candidate to be Chair to the Board. Other officers of the Committee may be elected by the Committee membership. The Committee shall elect a Secretary who shall be responsible for recording accurate minutes of the Committee's meetings and submitting them to the Association manager, in a timely manner, for inclusion in the monthly Board meeting package and for posting on the Association's website. Minutes shall include a record of the date, time, and place of each meeting. Minutes shall also include a record of committee member attendance and all votes of the committee.

The Chair, or his or her designee, shall be responsible for chairing meetings of the Committee. In addition, the Chair is responsible for responding in a timely manner to Committee e-mail messages.

F. MEETINGS

Committee meetings shall be held in the community center, other recognized meeting places of the Association, or by a virtual forum. All Committee meetings shall be open to the owners and residents of the Association. In order for the membership of the Association to be reasonably informed of Committee meetings, the Committee Chair shall ensure that all regular Committee meeting dates of the Committee are made available through electronic communication, social media, website, or through any other means of posting that the Board deems appropriate. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee Chair shall notify the Association's management staff at the earliest possible time so that the Association's membership can be reasonably notified. The Committee Chair shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings. "Special" meetings or rescheduled meetings may be scheduled by the Chair upon three (3) days' posted notice stating the reason for the meeting.

The Committee Chair shall designate a time period on each meeting agenda for resident input.

A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. A majority vote of members, while a quorum is present shall constitute a decision of the Committee. All voting shall be conducted in an open session.

All committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

The Committee is responsible for approving minutes. Approved meeting minutes will be kept on file for review by homeowners. Minutes shall include a record of the date, time, and place of each meeting. Minutes shall also include a record of Committee member attendance and all votes of the Committee.

G. COMMUNICATIONS

In the interest of ensuring strong communications between the Board and the Committee, the Committee Chair, or his or her designee, will attend each regularly scheduled business meeting of the Board. The Committee representative will present Committee recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding Committee assignments.

The Committee is expected to maintain regular communications with the Board liaison designated by the Board, the Association manager, and other Association committees.

It is expected that the Committee will provide accurate and timely information about its activities for publication in Association communications It is the responsibility of the Committee to ensure that this information is updated on a regular basis.

H. SUB-COMMITTEES

The Committee may designate volunteer sub-committees to work on specific projects on behalf of, and at the direction of, the Committee. Sub-committee volunteers are not voting members of the Committee unless they have been appointed as such in accordance with Paragraphs B & C of this resolution.

The effective date for this resolution shall be ___________________, 2026.

AMENDED AND ADOPTED by the Board of Directors this ___ day of ____________________, 2026.

CAMERON STATION COMMUNITY ASSOCIATION, INC.

By: ______________________________
Megan Christensen, President

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Resolution was published to the members of Cameron Station Community Association on this ______ day of _____________, 2026.

____
Steve Philbin, Community Manager

RESOLUTION ACTION RECORD

ADMINISTRATIVE RESOLUTION NO. 2026-[__]

FINANCIAL ADVISORY COMMITTEE CHARTER

Duly adopted at a meeting of the Board of Directors held on Tuesday, ______________________, 2026.

Motion by: ______________________ Seconded by: _________________

VOTE:	YES	NO	ABSTAIN	ABSENT
__________________________ Megan Christensen, President	_____	____	_______	______
__________________________ Joan Lampe, Vice President	_____	____	_______	______
__________________________ Brendan Hanlon, Secretary	_____	____	_______	______
__________________________ Sarah Barnes, Director	_____	____	_______	______
__________________________ John Stowe, Director	_____	____	_______	______
__________________________ Dan Ogg, Director	_____	____	_______	______
__________________________ Brian Sundin, Director	_____	____	_______	______

Resolution Effective: ______________________, 2026.

COMMUNITY ASSOCIATION
MANAGEMENT PROFESSIONALS

Cameron Station Community Association, Inc.
Board of Directors Decision Request
June 30, 2026

TOPIC: Adopt-A-Park – Linear Park at Cameron Station Motion 2026-0606

Motion:

"I move to **APPROVE** the **3-year commitment to the City of Alexandria Adopt-A-Park Program, more specifically Linear Park at Cameron Station**."

Motion: ____________________ **2nd:** ____________________

Summary:
The City has provided a 3-year commitment to the Adopt-A-Park program. This used to be approved on an annual basis.

CAMP Recommendation:
Management supports the recommendation to sign a 3-year commitment to The Adopt-A-Park program and Linear Park at Cameron Station..

Recreation, Parks, and Cultural Activities
City of Alexandria, Virginia

ADOPT-A-PARK LITTER CONTROL
PROGRAM PROCEDURES

1. Primary Activities:
   - A. Each Organization shall pick up litter in their respective parks at least once a week. This includes paper, plastic, glass, aluminum, and other litter from the park as necessary to maintain a clean and litter-free environment.
   - B. Each Organization shall track the dates, hours, and number of volunteers for each cleanup and submit this information through the log link provided by the 15th of the following month.
   - C. The Adopt-A-Park (AAP) manager will send out an end-of-the-month reminder about submitting logs to all participating organizations. A 0.25-point deduction will be taken from the inspection score for each week missed. If no time logs are submitted for the month, it is assumed no clean ups took place and the group will receive a score of zero (0) for said month.
   - D. The AAP manager can supply gloves, trash pickers, and trash bags with expectation that the Organization returns the trash pickers at the end of the season. Litter shall be disposed of using the litter receptacles provided at the park and any bagged trashed should be left next to the litter receptacles.
   - E. If there is litter that the Organization is not comfortable removing, to report an overflowing can, illegal dumping, down trees, damaged playground equipment, or other issues identified within the park, call 311 or visit the 311 website at https://alex311.alexandriava.gov/customer/s/ and remember to include information about location within the park.
   - F. No planting, clearing, or trimming of any vegetations is allowed in the adopted parks unless the Organization gets approval from the city.
   - G. Contact Information:
     - a. General program email: adoptapark@alexandriava.gov
     - b. AAP manager: Raychel Frye, Natural Resources Manager, RPCA
       Office: 703-746-4651 Email: Raychel.frye@alexandriava.gov

2. Park Inspections:

A. Each park is inspected by the AAP manager, unannounced, once per month from April 1st through November 30th for a total of eight inspections.

B. Inspections are based on a 12-point system. The system is broken down into four segments: paper, plastic, glass, and aluminum, with each section receiving up to three (3) points. A perfect monthly score is 12 points.

Pieces of Litter	Points Off
0 to 2	0
3 to 5	-1
6 to 8	-2
9 to 11	-3

Up to three pieces of litter in any category is sufficient to reduce the score by 1 point. There is grace for the first two pieces. A generally littered appearance in any of the four categories would result in a score of 0.

3. Monetary Award

A. Program funding is provided by the State's Litter Prevention and Recycling Grant, which the City applies for each year. The grant amount will vary each year.

B. The monetary award is calculated based off the available grant funds, number of participating groups, and the weighted value of individual group's total points and the acreage of each park.

C. To receive the monetary award, the Organization must become a vendor with the City and provide an accurate W9. To become a vendor with the city, create an account through the following link https://selfservice.alexandriava.gov/vss/Vendors/default.aspx

For assistance contact the finance department at RPCAFinance@alexandriava.gov

D. Following the end of the season, the AAP manager will share the award letter with the total score for the season to the Organization's point of contact. If there is a problem with the score, contact the AAP manager as soon as possible to resolve the issue. Otherwise, follow the directions on the letter and send a signed copy back to the AAP manager.

E. The signed copy will be sent to finance, and a check will be mailed within 45 days to the address listed on the provided W9.

Recreation, Parks, and Cultural Activities
City of Alexandria, Virginia

ADOPT-A-PARK LITTER CONTROL
GROUP AGREEMENT

THIS AGREEMENT, made on: 6/8/2026, by and between the following Organization: Cameron Station Community Association, Inc, and the City of Alexandria, a municipal corporation of Virginia (City).

In consideration of the promises and mutual benefits contained herein and accruing to the parties, the parties agree to the terms as follows:

1. Maintenance by Organization

A. The Organization shall be responsible for certain maintenance and upkeep of the listed areas within the listed designated park Cameron Station Linear Park ______________________________,
and the total area the Organization shall be responsible for consists of 2.96 acres and is the portion of the land bordered on the north by Cameron Station neighborhood,
on the south by Backlick Run,
on the east by Somervelle St.,
and on the west by Armistead Booth Park ball field.
A map is attached to depict the area of responsibility.

B. The Organization shall be responsible for picking up and disposal of litter in their designated park as defined in the "Adopt-A-Park Litter Control Program Procedures", a copy of the procedures is attached and is incorporated herein by reference. These responsibilities shall include but are not limited to the removal of all paper, plastic, glass, aluminum, and other litter from the park as is necessary to maintain a clean and litter-free environment. All other maintenance, such as weeding, watering, mowing and repairs within the park shall remain the responsibility of the City.

C. The Organization shall perform litter control set out in subparagraph (b), above, not less than one time per week during the term of the Agreement.

D. The Organization shall track the dates, hours, and number of volunteers for each cleanup and submit this information through the log link provided by the 15th of the following month.

2. Inspections of the park(s) by the City

    A. The City shall conduct monthly inspections to ensure that the Organization has fulfilled their obligations under this Agreement. The City will keep record of monthly inspections and at the end of the season will share the accumulated points to each Organization's point of contact. At any one point during the season, the Organization may request to see this record. The inspection and point system are listed in the Program Procedures and will be used to determine the amount of the City's donation to the organization.

3. Monetary Award by the City

    A. The City shall provide a monetary award the Organization for their participation throughout the season.
    B. Program funding is provided by the State's Litter Prevention and Recycling Grant, which the City applies for each year. The grant amount will vary each year.
    C. The monetary award is calculated based off the available grant funds, number of participating groups, and the weighted value of individual group's total points and the acreage of each park.
    D. Any non-compliance, such as not meeting agreed upon requirements, will result in the forfeiture of the Organization's monetary award.

4. This Agreement shall be for the period between April 1st-Nov 30th (2026, 2027, 2028), contingent on annual grant funding.

    A. The City reserves the right to terminate this Agreement at its discretion, any time the Organization does not comply with the terms of the Agreement.

5. Indemnification

    A. The City and all of its officers, employees, and agents shall not be responsible for any and all injuries and/or damages incurred to private property and/or sustained by Organization members, their officers, employees, and agents and/or volunteers, for any and all claims by third parties against the City, its agents, officers, and employees, and/or Organization members, their officers, employees and agents and/or volunteers which may arise out of the services performed under this Agreement.

Recreation, Parks, and Cultural Activities
City of Alexandria, Virginia

6. Representations
   A. By the signature below of its authorized legal representative, the Organization represents that it accepts this Agreement and agrees to comply with and be bound by its terms and conditions.
7. Amendment
   A. No amendment of this Agreement shall be binding on either party unless set forth in a written document duly executed by the authorized representatives of both parties.
8. Applicable Law
   A. This Agreement shall be interpreted, construed and enforced under the laws of the Commonwealth of Virginia, including but not limited to the City's ordinances and regulations.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Raychel Frye　　　　　　　　　　6/8/2026

RPCA Adopt-A-Park Manager Signature　　　　Date

Raychel Frye, Natural Resources Manager

703-835-5899, raychel.frye@alexandriava.gov

______________________________　　______________________________

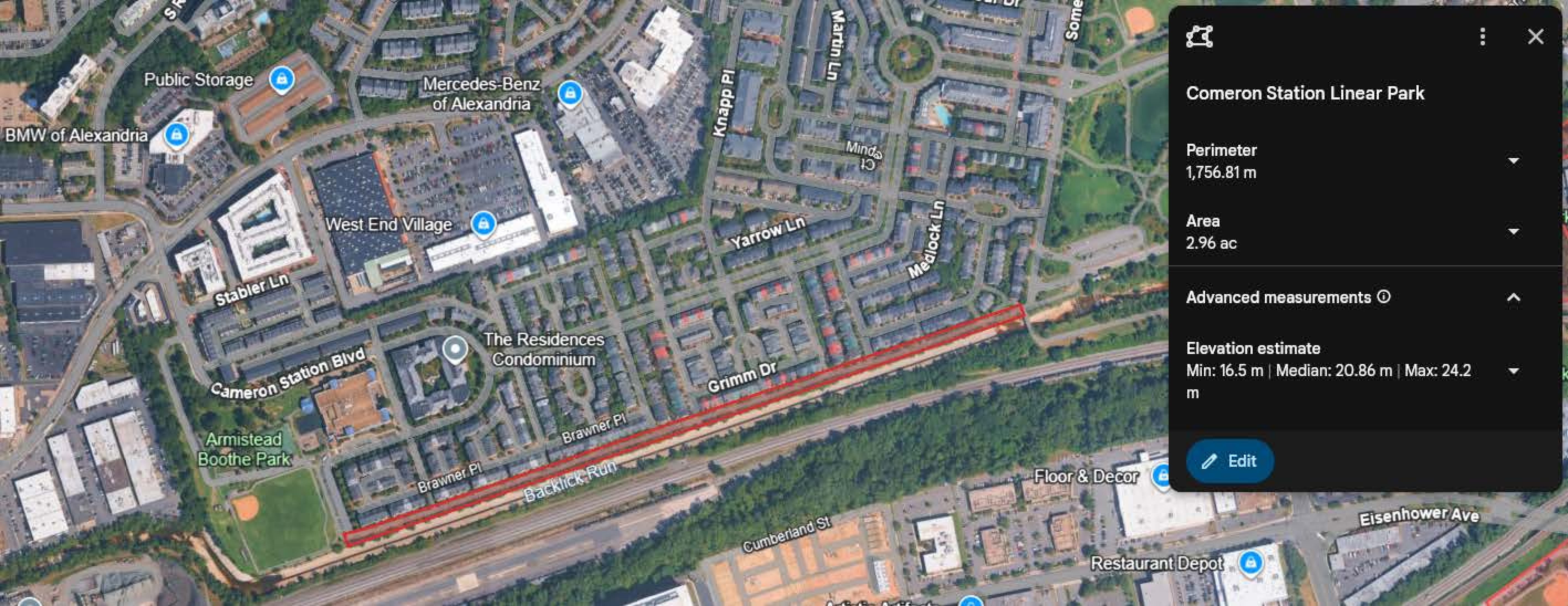
Organization's Representative Signature　　　　Date

____

Organization's Representative Printed Name

____

Organization's Representative Email


Comeron Station Linear Park
Perimeter
1,756.81 m
Area
2.96 ac
Advanced measurements ⓘ
Elevation estimate
Min: 16.5 m | Median: 20.86 m | Max: 24.2 m
Edit
Public Storage
Mercedes-Benz of Alexandria
BMW of Alexandria
West End Village
Stabler Ln
Cameron Station Blvd
The Residences Condominium
Armistead Boothe Park
Brawner Pl
Brawner Pl
Backlick Run
Grimm Dr
Yarrow Ln
Medlock Ln
Knapp Pl
Martin Ln
Minda Ct
Cumberland St
Floor & Decor
Eisenhower Ave
Restaurant Depot

CAMP
COMMUNITY ASSOCIATION
MANAGEMENT PROFESSIONALS

Cameron Station Community Association, Inc.
Board of Directors Decision Request
June 30, 2026

TOPIC: Replace Stor-Lane Reel (Lap Lane Cart)
Motion 2026-0607

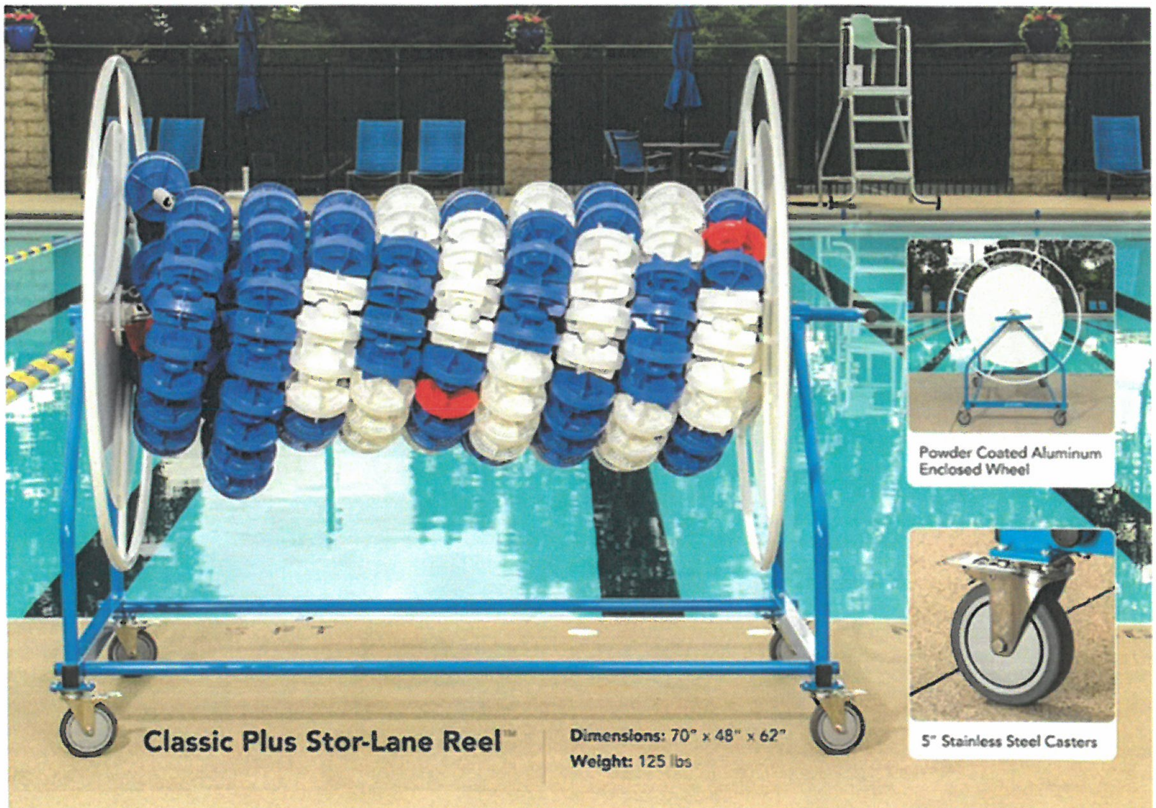
Motion:

"I move to **APPROVE** the **Competitor Classic Plus Stor-Lane Reel not to exceed $ 3,500 and to be charged to Reserves.**."

Motion: ____________________ **2nd:** ____________________

Summary:
In recent months, the caster wheels on the bottom of the Stor-Lane Reel cart have broken and now the axle holding the plastic lap lanes has broken away from the cart. It is an original cart to the community and time to replace it. The tax is approximately $153.00 and shipping $200.00. I am working with SwimOutet to negotiate a 15% discount and free delivery. However, I am also verifying this is the best cart for Cameron Station CA (size and weight for the existing lap lane material). I should have all information by the time of the Board meeting on Tuesday.

CAMP Recommendation:
Management supports replacing the Lap Lane cart.



Competitor

Classic Plus Stor-Lane Reel

$2,550.00

Or 4 equal installments by Afterpay ⓘ

Direct

Color: White

Quantity:

— 1 + Buying in Bulk?

Estimated Shipment: Tue, Jun 30