



**BOARD OF DIRECTORS' MEETING  
HYBRID ZOOM MEETING – Henderson Room / Zoom  
DRAFT AGENDA**

**Tuesday, December 2, 2025 – 7:00 PM**

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

Link: <https://us06web.zoom.us/j/97385179058?pwd=TUg1V1lvM011VStJS2k5b3NEl0lRUT09>

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

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

I.	CALL TO ORDER	7:00 PM
II.	APPROVAL OF AGENDA	7:01 PM
III.	APPROVAL OF MINUTES – Board Meeting Minutes – October 2025	7:02 PM
IV.	CITY OF ALEXANDRIA POLICE DEPARTMENT – Lt Lion	7:03 PM
V.	CAMERON STATION CIVIC ASSOCIATION – Sunny Pietrafesa	7:07 PM
VI.	HOMEOWNERS FORUM	7:10 PM
VII.	TREASURER REPORT	7:30 PM
VIII.	COMMITTEE REPORTS (FAC, CAC, ComCom, ARC, A&E, CCFC)	7:35 PM
IX.	RESIDENT HEARINGS	n/a
X.	RATIFICATION OF ELECTRONIC VOTES	n/a
XI.	MATTERS FOR BOARD DECISION	8:10 PM
	A. Committee Applicant (CCFC)	Motion 2025 – 1201
	B. Elevator Consultant	Motion 2025 -- 1202
	C. Terminate Ad Hoc Paving Committee	Motion 2025 -- 1203
	D. Terminate Executive Committee	Motion 2025 -- 1204

Prepared by:

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

Patrice Johnson (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.	<b>MATTERS FOR BOARD DISCUSSION/INFORMATION</b>	8:20 PM
	<ul style="list-style-type: none"> <li>• NEW Board/Committee Training – January <u>7, 20, 21, or 22</u>, 2026 <u>at 7:00 pm</u></li> <li>• Board of Directors – Tentative Meeting Schedule for 2026 (below)</li> <li>• 4th of July Flags Throughout Community</li> <li>• Review of Documents and Policies</li> </ul>	
XIII.	<b>MATTERS FOR BOARD INFORMATION</b>	8:35 PM
	<p>A. Management Report</p> <ul style="list-style-type: none"> <li>• Project Updates</li> </ul>	
XIV.	<b>EXECUTIVE SESSION – See Executive Session Agenda</b> <i>(For the purpose of consulting with legal counsel)</i>	8:40 PM
XV.	<b>NEW BUSINESS</b>	n/a
XVI:	<b>ADJOURN</b>	9:00 PM

**Next Board Meeting: Tuesday, January 27, 2025**

**DRAFT -- Board of Directors – 2026 Tentative Meeting Schedule**

**Tuesday, January 27, 2026, at 7:00 pm**

**Tuesday, February 24, 2026, at 7:00 pm**

**Tuesday, March 31, 2026, at 7:00 pm**

**Tuesday, April 28, 2026, at 7:00 pm**

**Tuesday, May 19, 2026, at 7:00 pm (Memorial Day is May 25th)**

**Tuesday, June 30, 2026, at 7:00 pm**

**Tuesday, July 28, 2026, at 7:00 pm**

**Tuesday, August 25, 2026, at 7:00 pm**

**Tuesday, September 29, 2026, at 7:00 pm**

**Tuesday, October 27, 2026, at 7:00 pm**

**Monday, November 2, 2026, at 7:00 pm (Annual and Organizational Meetings)**

**Tuesday, December **8th or 15th**, 2026, at 7:00 pm**

Prepared by:

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

Patrice Johnson (Assistant General Manager)

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**CAMERON STATON  
BOARD OF DIRECTORS' MEETING  
Tuesday, October 28, 2025 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, Vice President  
William Blumberg, Treasurer  
Joan Lampe, Secretary  
Sarah Barnes, Director  
Brendan Hanlon, Director  
John Stowe, Director

**BOARD MEMBERS ABSENT**

Andrew Hill, President

**OTHERS PRESENT:**

Heather Graham, CMCA®, PCAM®, Executive Vice President of Community Association Management Professionals (CAMP)  
Steve Philbin, M ed., CMCA®, ARM® PCAM®, General Manager  
Patrice Johnson, Assistant General Manager  
LT. Lion, City of Alexandria Police  
Sunny Pietrafesa, Civic Association  
Ray Celeste, Chair, CCFC  
Martha Romans, Chair CAC  
Tom Linton, Chair, ARC  
Andrew Yang, Chair, A&E  
Takis Taousakis, Chair, FAC

**CALL TO ORDER:**

Ms. Christensen called the meeting to order at 7:02 pm.

**APPROVAL OF AGENDA:**

**Motion:** Mr. Blumberg moved and Mr. Stowe seconded the motion to APPROVE the agenda of the October 28, 2025 Board meeting as presented. **Following discussion, an amended motion was made:**

**Amended Motion:** Ms. Lampe moved and Ms. Blumberg seconded the motion to APPROVE the agenda of the October 28, 2025 Board meeting with the following addition:

- Under Matters for Board Discussion/Information, add: Cameron Station Food Pantry
- Under Matters for Board Decision, item G, TABLE: DMS Updates

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

**APPROVAL OF MINUTES:**

**Motion:** Mr. Blumberg moved and Mr. Stowe seconded the motion to APPROVE the minutes of the September 30, 2025 Board meeting as presented. **Following discussion, an amended motion was made:**

**Amended Motion:** Mr. Hanlon moved and Mr. Stowe seconded the motion to APPROVE the minutes of the September 30, 2025 Board meeting with the following amendment:

- Page 3 of 6, under Activities and Events Committee, change: October 5<sup>th</sup> to September 5<sup>th</sup>

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

**CITY OF ALEXANDRIA POLICE DEPARTMENT – STAFF LIAISON:**

Lt. Lion reported that for the month there were 43 calls for service, mainly parking and traffic related; there was a service call for 400 Cameron Station Blvd condos for an inoperable garage door; for the West end and city-wide crime is down for the year; and there was one homicide in the area that was domestic related.

**CAMERON STATION CIVIC ASSOCIATION:**

Ms. Pietrafesa discussed the following topics:

Crash Corridor Campaign- On October 7, 2025, the Alexandria Police Department announced that will focus enforcement efforts on speeding and distracted driving as part of the city’s Vision Zero initiative, which aims to eliminate traffic fatalities and serious injuries on local roads. The department is targeting three intersections where crashes have clustered over the past three years: Duke Street and Washington Street, King Street and Interstate 395, and Duke Street and Van Dorn Street

Metro Shutdowns- Planned shutdowns for the route from Pentagon City to National Airport/Potomac yard-VT for 10 weekends in February, May, and June 2026.

## **HOMEOWNER'S FORUM:**

- Anne Pence: stated that 205 residents have signed a petition on behalf of the former fitness manager Psy Scott, she stated she reached out to Psy, and he was not opposed to residents starting the petition. The residents recognize his contribution and dedication to Cameron Station fitness center and fitness programs. The petition requested that Health Fitness meet with residents, or Psy, for a negotiation and they chose not to meet with him or the residents.
- Ray Celeste: Suggested that Management reach out to the condominium Associations in Cameron Station to see if they would want to offset the cost for the EV Charging stations.

## **TREASURER REPORT:**

Mr. Blumberg reported that the income, expenses, and receivables are favorable and if that continues should expect to end the year with a surplus; the Committees are all within budget; the aged receivables are under 1% and below industry standards. There are two operating CDs that will mature at the end of October and beginning of November and continue to watch the interest rates. The proposed FY2026 fiscal year assessment increase is 2.87%, and the increase is mainly due to increases in contract costs and lower interest income on investments.

## **COMMITTEE REPORTS:**

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

Mr. Taousakis reported that it was a successful year, all the Committees are doing a good job staying on budget and may end the year with a small surplus.

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

Mr. Linton reported that the Committee reviewed sixteen applications at their September meeting, mostly for window and door replacements; they held seven violation hearings; and there are two members whose terms are expiring, and the Committee is recommending renewal.

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

Mr. Wang reported that the Committee hosted the Halloween party which was successful; and their upcoming events will be Game Night on November 14<sup>th</sup> and the Holiday Party in December.

### **4. Communications Committee**

Ms. Christensen reported that the Committee did not meet this month; and the Meet and Greet they hosted was successful.

**5. Facilities Committee**

Mr. Celeste read a thank you letter that the Committee would like to send to Psy Scott. (Attached to minutes as Appendix A) Also stated that there is one item on the agenda tonight for the Board's consideration, there is one open position on the Committee a resident who has expressed interest in joining and the Committee supports their appointment.

**6. Common Area Committee**

Ms. Romans reported that the Committee did not meet this month; and work on the Helmuth pocket park continues.

**RESIDENT HEARINGS**

**A. Appeal ARC Decision Hearing -- Tree Removal Request**

The resident was present for their hearing and stated the reason they would like to remove their front yard tree is because the tree is overgrown for the property size, it is causing damage to their brick driveway and sewer lines. The resident requested to remove the tree and replace it with a non-flowering variety.

**MATTERS FOR BOARD DECISION:**

**A. Committee Renewal (ARC)**

**Motion:** Mr. Hanlon moved and Mr. Blumberg seconded the motion to re-appoint Trena Raines, of the Architectural Review Committee, to another two-year term. **The motion passed, 6/0.**

**B. Committee Renewal (ARC)**

**Motion:** Mr. Blumberg moved and Mr. Stowe seconded the motion to re-appoint Brian Sundin, of the Architectural Review Committee, to another two-year term. **Following discussion, the motion passed, 5/0/1.**

**In favor:** Ms. Christensen, Ms. Lampe, Mr. Blumberg, Mr. Stowe, and Ms. Barnes

**Opposed:** None

**Abstention:** Mr. Hanlon

**C. Committee Renewal (A&E)**

**Motion:** Mr. Stowe moved and Ms. Barnes seconded the motion to re-appoint Sara Turkaly, of the Activities & Events Committee, to another two-year term. **The motion passed, 6/0.**

D. Committee Renewal (A&E)

**Motion:** Mr. Hanlon moved and Mr. Blumberg seconded the motion to re-appoint Christine Damhuis, of the Activities & Events Committee, to another two-year term. **The motion passed, 6/0.**

E. Committee Applicant (CCFC)

**Motion:** Mr. Hanlon moved and Mr. Blumberg seconded the motion to APPROVE the Cameron Club Facilities Committee applicant, Jeff Lepak, as recommended at the CCFC Meeting. **The motion passed, 6/0.**

F. FY2026 Draft Budget

**Motion:** Mr. Blumberg moved and Mr. Stowe seconded the motion to APPROVE the FY26 Draft Budget as presented. **Following discussion, the motion passed, 6/0.**

**MATTERS FOR BOARD DISCUSSION:**

Cameron Station Food Pantry

**Motion:** Mr. Hanlon moved and Ms. Lampe seconded the motion to APPROVE the recommendation to host a temporary food pantry for 10 weeks contingent on Managements approval of the rules and process. **The motion passed, 6/0.**

**MATTERS FOR BOARD INFORMATION:**

Management Report

- Project Updates: Mr. Philbin reported that he is working on finalizing the trash contract and setting up an operational meeting with the new trash haulers; the Board approved a foreclosure and on October 23<sup>rd</sup> received monies from that; the voting calculation for the annual meeting is currently at 16%; the City removed all the dead trees from Linear Park; work continues on the Helmuth pocket park; and ongoing street light repair/replacement.

**NEW BUSINESS:**

None.

## **EXECUTIVE SESSION:**

**Motion:** Mr. Blumberg moved and Ms. Barnes seconded the motion to move into an executive session for the purpose of discussing a hearing and a fee waiver request. **The motion passed unanimously, 6/0, and the meeting was convened into executive session at 8:44 pm.**

**Motion:** Mr. Blumberg moved and Mr. Stowe seconded the motion to exit the executive session. **The motion passed unanimously, 6/0, and the meeting was reconvened into open session at 9:20 pm.**

i.     **Ratifying Decisions Made in Executive Session**

**Motion:** Mr. Hanlon moved and Ms. Barnes seconded the motion to remove the ARC fees on Acct # XXXXXX9558 due to the fact that the resident is currently in compliance with the HOA requirements. **The motion passed, 6/0.**

**Motion:** Mr. Hanlon moved and Mr. Blumberg seconded the motion to uphold the resident's appeal to remove a tree on her property subject to the resident working with ARC to determine a suitable tree for this lot. **The motion passed, 6/0.**

**Motion:** Mr. Stowe moved and Mr. Hanlon seconded the motion to award the Mark Pillow Award to Pat Sugrue. **The motion passed, 6/0.**

**Motion:** Mr. Stowe moved and Mr. Blumberg seconded the motion to award the Volunteer of the Year Award to Susan Klejst. **The motion passed, 6/0.**

## **ADJOURNMENT:**

**Motion:** Mr. Blumberg moved and Mr. Stowe seconded the motion to adjourn the meeting at 9:25 pm. **The motion passed unanimously, 6/0.**

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

30 October 2025

The Honorable Psy Scott  
Fitness Director, Cameron Station Community  
200 Cameron Station Boulevard  
Alexandria, Virginia 22304-7768

Dear Psy,

On behalf of the Cameron Club Facilities Committee (CCFC), I want to thank you for your ten plus years of outstanding service to Cameron Station. Psy, you have taught hundreds of classes such as Boot Camp and Stretch and Core. You have coordinated our ten-class schedule with ease and to the great benefit of our cherished Community.

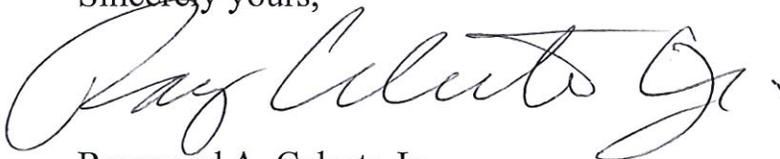
You have offered fitness advice and recovery tips to hundreds of our cherished Residents. You have volunteered extra time to cover hours for employees who have been out sick. You have consistently worked 12-hour days to ensure we have coverage at our front desk.

Your positive influence has been incredible for years and I am extremely grateful for your untiring support and your fantastic attitude. Thank you for being so highly professional and skilled in your role as our Fitness Director.

You have exceeded my expectations of your role here for years. I am quite sad for our beloved Community as it is us who will lose out when you are gone. I am so grateful for all that you have done for us and will always be so.

Thank you, Sir!!! God bless you and I wish you all the best as you start your new chapter of life.

Sincerely yours,

A handwritten signature in cursive script, reading "Ray Celeste Jr.", written in black ink.

Raymond A. Celeste Jr.  
Chair, Cameron Club Facilities Committee  
Colonel, U. S. Marine Corps (Ret.)

## **Cameron Station Community Assoc. 12/2/25 Board Meeting – Key Updates**

*Update by Sash Impastato Consiglieri  
Cameron Station Civic Association*

### ***Current Matters***

- 1. Duke Street Closures***
- 2. Duke Street Land Use Plan***
- 3. Economic Summit/ALX Forward***
- 4. Flooding Assessment***
- 5. Housing 2040 Master Plan***
- 6. Landmark Mall Redevelopment & West End Transit Center***
- 7. Virginia Paving Asphalt Plant***
- 8. Virginia Railway Express Long Bridge Project***
- 9. Zoning For Housing***

**Green font indicates new additions from prior updates to the HOA board.**

### ***Duke Street Closures***

**Civic Assoc. Position:** The Civic Association is monitoring the situation with respect to (1) repair of the Duke Street bridge, (2) Landmark Mall redevelopment, (3) Duke Street In Motion, (4) Duke Street interchange improvements, and (5) the Cameron Overpass over Duke Street to Ben Brenman Park, in order to mitigate unnecessary disruption of traffic along Duke Street due to construction and repair work along Duke Street related to these four projects.

**Implementation Date:** Through 2028.

**Current Status:** Ongoing.

**Next Step:** Continue monitoring.

**Project Summary:** There will be major disruptions of traffic along and near Duke Street through at least 2028 because of construction overlapping among the following five projects: rehabilitation of the Duke Street bridge on Duke over I-395 with construction occurring in 2024; the redevelopment of Landmark Mall with construction occurring through 2028; the passage of the Duke Street in Motion bus rapid transit project which will entail lots of construction on and near Duke Street in 2026 and 2027; interchange improvements along Duke Street which will involve construction in 2026 and 2027; and the Cameron Overpass over Duke Street to Ben Brenman Park. Given the potential for these five projects to cause enormous traffic disruption on Duke Street, Jim Parajon, Alexandria City Manager, appointed Emily Baker, Deputy City Manager, as the point person on this matter. The main City staff person in charge of allowing

contractors to close off lanes on City streets is Division Chief of Permits and Inspections, Alex Boulden (alex.boulden@alexandriava.gov) or (703)746-4224 (office). On August 29, September 9, November 7, 2025, the Civic Association contacted Mr. Boulden about three incidents where traffic along Duke Street was either limited to one lane or completely blocked off. In response to further clarity from city staff on when the contractor is allowed to close Duke to one lane only, we were informed as follows:

1. **Frequency** – Contractors are not permitted to reduce Duke Street to a single lane in each direction multiple times throughout the day at their discretion. The contractor did not coordinate this specific modification with us prior to implementing it. We have reminded them of their requirement to coordinate with our staff before reducing traffic in any direction to only one lane. In addition, we have increased the frequency in which our site inspector visits each day to help prevent this type of occurrence in the future.
2. **Permitted Activities** – Lane reductions to a single lane in either direction is only allowed when work cannot be performed safely within the existing travel lanes or shoulders. Examples include utility crossings, storm or sanitary connections, and certain equipment mobilizations that require direct access to the roadway. Routine work such as material staging, deliveries, or site access is not permitted to reduce the roadway to a single lane.
3. **Permitted Hours** – These lane reductions are only allowed during non-rush-hour periods, generally between 9:00 AM – 3:30 PM on weekdays, unless otherwise directed. Lane closures are prohibited during morning and evening peak periods.
4. **Maximum Duration** – Lane reductions to one lane are to be kept as short as possible. They are permitted only for the time required to complete the specific task and must be reopened immediately once the activity is complete. Prolonged or repeated closures for convenience are not acceptable.
5. **Monitoring:** The Department of Permits and Inspections will continue to closely monitor the site to ensure the contractor is responsible for managing lane closures and only doing so when necessary.

On November 14, 2025, the Civic Association requested that the City notify it in advance of their granting permission to contractors to close off Duke Street completely or close off all but one lane along the stretch of Duke Street from South Jordan to the ramp off of Duke to I-395 South. In response to our request, Mr. Boulden informed us that “City staff [will] make every effort to coordinate construction activities and minimize disruptions along corridors as critical as Duke Street” and that City staff “will continue to work toward providing as much advance notice as possible to affected communities regarding any significant lane closures or traffic impacts. This notice will be provided through variable message boards and social media communications when possible. In general, we strive to limit lane reductions on Duke Street and authorize closures only when they are essential for safe and feasible construction operations.”

## **Duke Street Land Use Plan**

**Civic Assoc. Position:** The Civic Association is monitoring this matter due to its proximity to Cameron Station to try and ensure that whatever plans for redevelopment occur along Duke Street they will not unnecessarily adversely impact traffic and density along Duke Street.

**Implementation Date:** Late 2026 or early 2027.

**Current Status:** It is anticipated that this matter will go before Council in November 2026.

**Next Step:** Continue monitoring and submit comments.

**Project Summary:** As a part of the Duke Street in Motion project, City staff began contacting civic associations in December 2024 noting that “in April the City is going to be starting a new land use planning process along Duke Street.” The project website states that “The FY 2024-2025 Interdepartmental Long Range Planning Work Program adopted by City Council includes the 2025 launch of a community planning process to update the comprehensive land use plan for the Duke Street Corridor ... The planning process will explore topics such as land use, environment and climate, equity, mobility and connectivity, pedestrian safety and accessibility, parks and open space, and housing affordability. The project area is from Landmark Mall to the King Street Metro along Duke Street. The northern and southern boundaries remain unclear. Staff now anticipate that this process will go to City Council for a vote in late 2026 or early 2027. City staff still does not have an answer for how this will tie in with the Housing Master Plan 2040, Vision Plan 2049, or the Zoning For Housing initiatives other than to say that they would be working closely with staff involved in those matters.

Based on a City staff presentation at the May 7, 2025 meeting of the Cameron Station Civic Association and subsequent newspaper articles, the Duke Street Land Use Plan will cover (1) land uses and design (i.e. housing and affordability, and townhouse and multi-unit buildings), (2) environment and climate, (3) equity, (4) mobility and connectivity, (5) pedestrian safety and accessibility (i.e. walking and biking, but not car traffic), (6) parks and open space, and (7) infrastructure.

There was a “kick-off meeting” on June 9, 2025. Based on a Zebra article dated June 12, 2025, the following, among other things, transpired; “participants identified Mobility and Safety as the most important topic in the plan, followed by Affordable Housing. Many people emphasized walkability and bicycle accessibility, especially to grocery stores and other essential needs, as big issues in the corridor, along with a lack of trees and benches on the sidewalks. Others complained about the dangerous traffic along Duke St, describing feeling ‘landlocked’ into their neighborhoods by the hard-to-cross avenue ... Jeff Farner, Alexandria’s Deputy Director of the Department of Planning and Zoning, loves the idea of ‘greening’ the corridor. ‘There are big segments of the corridor that need trees,’ he says. Farner explains how trees help separate pedestrians from cars going forty miles per hour, provide much-needed shade during the summer and help create a neighborhood’s sense of place.”

At or shortly after the September 25, 2025, community meeting, it was disclosed that there would be community meetings scheduled October 23, 2025, and April, June, and September 2026, with votes by Planning Commission and City Council in November 2026. The City issued draft guiding principles on September 25, 2025, covering land use and design, mobility and safety, parks and open space, housing, sustainability, and health. Based on the guiding principles noted under “housing”, it appears that City staff may be leaning towards increasing density along the Duke Street corridor since the guiding principles for “housing”, among others, are as follows: “Increase the supply and diversity of housing options accessible to households of all incomes”; “Expand committed affordable rental and homeownership opportunities.” The City staff presentation for the September 25 meeting noted that the top priorities that poll respondents wanted the Duke Street Land Use Plan to focus on are: “Improving mobility, with frequent comments about addressing traffic congestion; Improving economic well-being, growth and stability in the corridor; Improving pedestrian and bike safety; and Expanding parks and open space.”

At the October 23, 2025, community meeting, among other things, senior City staff made it clear that they will not add more travel lanes for cars and would rather design travel lanes that are narrower to design streets for multi-modal travel. City staff believe that, if you increase rental housing supply, costs will go down. City staff stated they hope to have the design plan ready in the Spring of 2026. The City staff presentation at the October 23 meeting as well as at a November 12, 2025, meeting at Cameron Station noted the same four areas of focus as their September 25 presentation discussed directly above. For more info, go to: <https://www.alexandriava.gov/DukeStreetPlan>.

### **Economic Summit/ALX Forward**

**Civic Assoc. Position:** The Civic Association. is monitoring this matter.

**Implementation Date:** Unclear when a vote by City Council will be taken.

**Current Status:** Community input being sought.

**Next Step:** Continue monitoring.

**Project Summary:** On May 8, 2025, the City, the Alexandria Economic Development Partnership and TIP Strategies held an Economic Summit. TIP Strategies discussed findings of their economic study and provided a “strategic framework and action plan to foster equitable economic development in Alexandria.” At the Summit, Mayor Gaskins stated that “[o]ur path forward must be grounded in the vision of our residents and our businesses, but also the insights of our data. Because when we listen deeply to our community and we pair that wisdom with strong analytics, we are going to be able to create a strategy that is not only innovative and impactful, but one that is actionable and enduring.”

On July 1, 2025, City Council received an update from City staff on the economic summit. Based on a July 2, 2025 ALXNow article (See <https://www.alxnow.com/2025/07/01/alexandria-outlines-economic-development-roadmap-following-community-summit/>), the “emerging strategic framework focuses on three main goals: place-based development, business retention and recruitment, and entrepreneurship and innovation.” The article notes that, with respect to place-based development, “participants emphasized strategic development and placemaking, with a priority on transformative real estate projects that preserve Alexandria’s historic character. Connectivity and physical design emerged as key themes, with community members advocating for eco-friendly spaces, green areas, walkability, protected bike lanes, and enhanced public transit connections. The article notes that, with respect to business retention and recruitment, participants “centered on strengthening foundations for business success through improved infrastructure, streamlined processes, accessible funding mechanisms, and robust mentorship platforms. Participants also focused on strategic industry recruitment in high-value sectors, including aerospace, defense technology, artificial intelligence, and life sciences.” The article notes that, with respect to entrepreneurship and innovation, participants “highlighted building comprehensive networks connecting entrepreneurs with essential resources, including access to funding and venture capital. Participants emphasized streamlining regulatory processes to make Alexandria a hub for technology and startups.”

On November 21, 2025, City staff issued a document titled “ALX Forward A Strategic Framework For Economic Growth” that follows themes presented at the Economic Summit on May 8, 2025. The ALX Forward Framework has the same three main goal areas as noted in the Economic Summit: place-based development; business retention and recruitment; and entrepreneurship and innovation. For place-based development the Framework prioritizes Potomac Yard, Old Town North, West End, Carlyle, and Eisenhower East. For business retention, the Framework proposes auditing economic development websites recognition, doing campaigns to support sports and entertainment events, disseminating business success stories, and leveraging Virginia Tech to attract investments from innovative industries. With respect to entrepreneurship and innovation, the Framework proposes expanding support for small businesses and fostering the growth of innovative, high-growth startups by building the entrepreneurship ecosystem, expanding incubator and accelerator spaces, and by fostering entrepreneurial skills. The City has imposed a deadline for public feedback on the ALX Forward Framework of December 5, 2025. To submit feedback on the ALX Forward Framework, go to: <https://www.research.net/r/AlexandriaVA-ALXForward>. For more info, go to: <https://www.alexandriava.gov/ALXForward> and <https://www.alexandriava.gov/EconomicSummit>.

## **Flooding Assessment**

**Civic Assoc. Position:** The Civic Association is monitoring this matter to see what its effects on Cameron Station might be.

**Implementation Date:** June 2026 issuance of a Flood Resilience Plan.

**Current Status:** In process.

**Next Step:** Continue monitoring.

**Project Summary:** On November 10, 2025, the City hosted its first Alexandria Flood Resilience Plan community meeting which included a presentation summarizing the feedback received from the flood survey, draft flood model results and community vulnerability analysis, a Q&A, and the opportunity to provide input on how flooding impacts the community. The City's new flooding assessment map presented at this meeting identified watersheds in the West End as some of Alexandria's most vulnerable flood zones. Areas considered most at-risk of flooding include the Potomac waterfront, Four Mile Run and Hooffs Run — as well as new additions like Holmes Run, Cameron Run and Backlick Run. According to the City presentation, the Holmes Run, Cameron Run and Backlick Run areas will require "further study." Currently City staff intend to gather more data, have another community meeting in February or March 2026, and then issue a final Flood Resilience Plan in June 2026. For more info, go to:

<https://www.alexandriava.gov/flood-action/flood-resilience-plan>.

## **Housing 2040 Master Plan**

**Civic Assoc. Position:** The Civic Association is monitoring this matter to see when and what will be proposed in the Housing Plan 2040. Of particular concern would be (1) any changes to the application of RMF zoning in locations near Cameron Station, (2) removal or severely cutting back on parking minimums for new development projects, (3) allowing developers to determine the floor-area ratios (FAR), (4) expanding FAR in exchange for additional affordable housing, or (5) allowing changes to the Cameron Station Coordinated Development District to allow multifamily housing to be built within the community.

**Implementation Date:** Spring 2026.

**Current Status:** Pop ups and more community engagement to occur in 2025 and 2026.

**Next Step:** Continue monitoring and submit comments, as necessary.

**Project Summary:** Per the City website, the "2013 Housing Master Plan (HMP) established principles, goals, and strategies to address Alexandria's housing needs through 2025. The City is undertaking an update to the HMP to shape the City's housing principles, goals, and projects through 2040. "

Based on a February 4, 2025, memorandum from Planning & Zoning Director Moritz to the City Planning Commission, the Housing 2040 Master Plan will be conducted in two Phases. Per this memorandum, Phase 1 will “track towards a December 2025 public hearing with community engagement planned through the Fall. Key Housing 2040 milestones include the release of draft updated housing principles and goals (Spring) and preliminary recommendations (Summer) for public review and feedback. Several topics have been prioritized in CY25 as part of Phase 1: Homeowner Resources, Tenant Resources and Protections, Housing Preservation, Affordable Housing Financial Tools, and Affordable Housing Contribution Procedure Updates. A workplan for Phase 1 recommendation implementation in CY26 + will be proposed.” Per the same memorandum, Phase 2 will consist of a “limited number of select Housing 2040 topics will continue into and/or be undertaken in CY26 due to their scale and scope. These include studying mixed-income senior housing + care models and identifying strategies to strengthen aging residential condominiums in coordination with local and regional partners and community stakeholders.”

The City issued a presentation providing an update on the Housing 2040 Master Plan at a meeting on June 5, 2025, before the Alexandria Housing Affordability Advisory Committee and the Landlord-Tenant Relations Board. Based on the presentation, it appears that the main goal of this Housing 2040 Master Plan is to create no less than 2,250 rental units that are affordable to low- and moderate-income households. At the July 30, 2025, meeting of the Alexandria Housing Affordability Advisory Committee City staff discussed several considerations in defining affordability. In addition, staff discussed considerations when setting new targets such as the following: What targets can be reached with anticipated projected funding? What targets can be achieved within the 2040 timeframe?; How should cost differentials in programs, projects, and services inform Housing 2040 targets and priorities?; How do we weigh rental vs homeownership needs?; How do we weigh new affordable housing construction vs affordable housing preservation?; How do we evaluate tradeoffs?; Should citywide targets be developed or should targets be established by small area plan?; Should targets focus on expanded housing opportunity (housing choice) in addition to affordability?; What other progress indicators should be tracked, such as the % of Alexandrians experiencing housing cost and severe housing cost burden?

On November 17, 2025, City staff held a meeting on the matters relating to the Landlord Tenant and Affordable Housing Preservation project anti-displacement recommendations and strategies. On the issue of anti-tenant displacement, meeting attendees favored emergency rental assistance, city rental subsidies, capping rent increases, and limiting tenant fees for parking and pets. On the issue of preserving affordable housing, meeting attendees favored city funded financial and technical assistance to property owners and extending affordability commitments at existing housing sites.

The Civic Association believes that the Housing 2040 Master Plan, Vision Plan 2049 and Zoning For Housing are all interrelated with their main focus being adding more density in Alexandria than envisioned or allowed for in current small area plans or under current zoning policies in order to promote affordable housing. For more information, go to: <https://www.alexandriava.gov/HousingPlan>.

### **Landmark Mall Redevelopment & West End Transit Center**

**Civic Assoc. Position:** The Civic Association is monitoring the situation to see whether the redevelopment project proceeds in accordance with its Coordinated Development Design (CDD).

**Implementation Date:** Construction of the Inova hospital to be completed by 2028 with the redevelopment of the remainder of the site to be completed by 2032.

**Current Status:** Construction ongoing.

**Next Step:** Continue monitoring.

**Project Summary:** The Landmark/Van Dorn Corridor Plan was approved by City Council in 2009, updated in 2019, and amended on July 6, 2021, to include updated recommendations for the former Landmark Mall site and is expected to be completed by 2028. The redevelopment includes a new hospital campus at the site of the former Landmark Mall. There will be a diverse offering of rental and for-sale housing opportunities – including affordable housing, senior housing, market-rate apartments, condominiums, and townhouses. In addition, there will be a transit hub and a new Alexandria Fire-EMS station. Construction has begun and is expected to continue until 2028 with the completion of the new Inova hospital. Groundbreaking for the Inova Hospital occurred on September 30, 2024, and a request to build 110 townhomes on the southeast corner of Landmark Mall was approved by Planning Commission on October 1, 2024. Based on a February 4, 2025 memorandum from Planning & Zoning Director, Karl Moritz, to the City Planning Commission, the City Department of Transportation and Environmental Services is already involved in the following four transportation access initiatives: “**Access to Landmark Sidewalk Project:** This initiative will improve pedestrian connectivity, making it easier and safer for people to walk to and from the site. **Landmark Transit Hub:** A new multimodal transfer point will provide seamless connections for bus riders and travelers switching between transportation modes. **On-Route Charging Pilot:** Supporting the DASH electric bus fleet, this pilot will introduce on-route charging infrastructure to enhance the efficiency and sustainability of transit services. **Landmark Mall Ramp from I-395:** This project will improve safety and traffic flow for drivers accessing the hospital directly from I-395.”

The City began community outreach in September 2025 at the planned West End Transit Center to be located at Landmark Mall. Once complete, [this new transit hub will serve multiple DASH lines 30, 32, and 35 and Metrobus lines A25, A27, A28, A29, F23 and F24](#) and act as a key transfer point for two future Bus Rapid Transit (BRT) corridors. [The Transit Center opened for service on November 2, 2025. Final designs are still in process and will not be completed until 2026. Currently plans are to have sheltered seating, clear route and design signage, enhanced accessibility and security, and parking for bikes and scooters.](#)

At the September 29, 2025 Eisenhower West/Landmark Van Dorn Implementation Advisory Group meeting City staff gave an update on the I-395/Duke Street ramp improvement project and noted that the purposes of the project were to reduce conflict between drivers on Duke Street and drivers coming from I-395, provide direct access to the new Inova hospital at Landmark Mall, and improve traffic safety on Duke. VDOT approved the project in September 2024. Construction is to start in the Spring of 2026 with completion by the Summer of 2027.

[On October 18, 2025, City Council approved the redevelopment proposal for Block D at Landmark Mall which is a 275 unit building next to the new Inova hospital.](#)

For more information, go to: <https://www.alexandriava.gov/LandmarkVanDorn> ; <https://www.inova.org/landmark>; < <https://www.inova.org/seminaryroad>>; <https://westendva.com/>; <https://www.alexandriava.gov/small-area-plans/eisenhower-west-landmark-vandorn-implementation>; <https://www.alexandriava.gov/capital-projects/project/landmark-mall-redevelopment-infrastructure>; <https://www.alexandriava.gov/transportation-planning/west-alexandria-transit-center>.

### **Virginia Paving Asphalt Plant**

**Civic Assoc. Position:** The Civic Association is monitoring this project to ensure that Virginia Paving complies with its current special use permit (“SUP”) by vacating its property on or before January 1, 2027.

**Implementation Date:** January 1, 2027.

**Current Status:** Virginia Paving has received bids to buy its property, but its outside council has stated that they would file a lawsuit if the City attempted to enforce this provision of its SUP.

**Next Step:** City staff is supposed to make formal inquiry of Virginia Paving in 2025 as to the progress they have made to ensure their departure on January 1, 2027.

**Project Summary:** The Civic Association understands that there are parties that may be interested in acquiring the land upon which the Virginia Paving Company asphalt plant in Alexandria currently operates. Should these negotiations reach fruition, it is conceivable that the asphalt plant will cease its operations prior to the January 1, 2027, deadline imposed by Alexandria City Council in its current SUP. This plant is on Courtney Avenue off Van Dorn Street and a block up from Modera Tempo on South Pickett Street (5601 Courtney Avenue) and is less

than a football field away from Tucker Elementary School. The Civic Association took the lead in ensuring that the City imposed a sunset provision on plant operations in 2006 as part of its SUP and again in 2019 when that provision was enforced by City Council. As part of the 2006 SUP, the plant was also required to implement many environmental upgrades. Prior to these upgrades, Virginia Paving had been cited for over twenty federal, state, and local environmental violations. In response to an inquiry from the Cameron Station Civic Association, on January 15, 2025, the Director of the Planning & Zoning Department, Karl Moritz, informed us that “[t]he Virginia Paving SUP approval, which allows the asphalt use to continue operating until January 1, 2027, directs staff to inquire with the applicant after 2024 about their redevelopment plans. That requirement is on our radar and now that it is January 2025, we will be formally reaching out to Virginia Paving shortly. Once we receive information about the status of the site, we will share that information with City Council and with the community, including Cameron Station (of course!).” On November 4, 2025, the Cameron Station Civic Association sent Paul Stoddard (Director of Planning & Zoning) an email requesting that City staff make inquiry of Virginia Paving as to the status of their plans to relocate by January 1, 2027. In response, Director Stoddard stated that they would make inquiry about Virginia Paving and report back.

### **Virginia Railway Express Long Bridge Project**

**Civic Assoc. Position:** The Civic Association is monitoring this project given that we have an ethanol transloading facility adjacent to our community.

**Implementation Date:** 2030 or 2031.

**Current Status:** Major construction is to begin in January 2026, and it is anticipated that construction will last five years.

**Next Step:** Continue monitoring.

**Project Summary:** The existing Long Bridge is a railroad bridge owned and operated by CSX Transportation (CSXT) that crosses the Potomac River from Northern Virginia into Washington, DC. Long Bridge Project is a \$2.3 billion project that is intended to alleviate rail congestion across the Potomac by building a new, two-track railroad bridge next to the existing Long Bridge which will create a four-track corridor and double the rail capacity across the river. Construction on the major rail capacity expansion project will move some Virginia Railway Express (VRE) train ending points to Alexandria station. According to a recent VA Patch article, “Alexandria's King Street Metro and its adjacent Virginia Railway Express/Amtrak station will see busier activity starting in 2026 amid the Long Bridge Project ... several projects are beginning in Alexandria to add a fourth rail, make VRE Alexandria Station platform improvements, replace the King and Commonwealth bridges replacement and make King and Commonwealth streetscape improvements ... At Alexandria Station, riders can transfer to the adjacent King Street-Old Town Metro on the Blue and Yellow Lines to continue trips to D.C. On VRE's Fredericksburg Line, transfers to Metro's Franconia-Springfield Station on the Blue Line are also an option.” For more info, go to: [https://www.vre.org/about/long-bridge-project-/#CT\\_Main\\_0\\_rptMain-link-groups-0](https://www.vre.org/about/long-bridge-project-/#CT_Main_0_rptMain-link-groups-0).

## **Zoning For Housing**

**Civic Assoc. Position:** The Civic Association is monitoring this matter to see when and what will be proposed in Phase 2 of Zoning for Housing. Of particular concern would be (1) any changes to the application of RMF zoning in locations near Cameron Station, (2) removal or severely cutting back on parking minimums for new development projects, (3) allowing developers to determine the floor-area ratios (FAR) when it comes to building approval, (4) expanding FAR in exchange for additional affordable housing, or (5) allowing changes Cameron Stations Coordinated Development District to allow multifamily housing to be built within the community.

**Implementation Date:** Unknown.

**Current Status:** City Council is monitoring the effects of Phase 1 of Zoning for Housing.

**Next Step:** Continue monitoring.

**Project Summary:** City Staff unveiled a “Zoning For Housing” plan to City Council on November 22, 2022. This plan changed the zoning for every type of housing in Alexandria and is the greatest change in zoning since 1992. These proposals affect every type of zone other than that for communities currently governed by a Coordinated Development District (CDD) such as but not limited to Cameron Station. However, even such communities would be subject to the Zoning For Housing changes should a request to change the CDD ever be made.

There was overwhelming opposition to these proposals and there were many serious unanswered questions posed by residents. November 17, 2023, Bellwether Research survey noted that 58% of Alexandrians are opposed and only 26% in favor. Another survey by the Alexandria Patch just days before the November 28 vote by City Council noted that 81.5% were opposed and only 15.4% were in favor of the Zoning For Housing proposals. Nevertheless, City Council unanimously passed Zoning For Housing on November 28, 2023. The City staff report issued just a few days before the Planning Commission unanimous vote in favor of the proposal on November 1, 2023, unveiled plans for the City to engage in even more far-reaching zoning changes in Phase 2 of Zoning For Housing. While some at the City Council meeting on November 28 called for a pause in Phase 2, it remains to be seen what City Council will do, particularly in light of the call by some on Planning Commission to remove all minimum parking requirements and allow developers to determine (FAR) when it comes to building approval.

On January 17, 2024, The Coalition For A Livable Alexandria (CLA) and seven other plaintiffs filed a lawsuit against the City in Alexandria Circuit Court Alexandria. The lawsuit, among other things, alleges that both Planning Commission and City Council acted beyond their statutory authority in adopting Zoning For Housing because they failed to consider how these zoning changes would affect density, stormwater management, flooding, traffic congestion, sewer and waste removal systems, the recycling system, public open space, tree canopy, the City’s energy plan, and the City’s water distribution plan. A poll conducted by the Alexandria Times that closed on August 30, 2024, revealed that 78% of respondents were “happy the Zoning for Housing lawsuit is proceeding” with only 16% of respondents voting that they were

unhappy the lawsuit was proceeding. This represents the third poll showing that many City residents are opposed to the Zoning for Housing initiatives. On November 12, 2025, the court granted the motion for summary judgment of the City thereby upholding the Zoning For Housing Initiative. The CLA stated that it “will conduct a comprehensive review of the Judge’s order and carefully consider all available legal options.”

The CLA lawsuit can be found at [https://img1.wsimg.com/blobby/go/dfd8705f-efd0-48d2-bd7f-e7e7ab887005/downloads/1.%20PL%20CLA%20Complaint%20and%20Cover%20Sheet%20\(01-17-202.pdf?ver=1705689071860](https://img1.wsimg.com/blobby/go/dfd8705f-efd0-48d2-bd7f-e7e7ab887005/downloads/1.%20PL%20CLA%20Complaint%20and%20Cover%20Sheet%20(01-17-202.pdf?ver=1705689071860). An analysis of the City proposals by the CLA Alexandria can be found at <https://img1.wsimg.com/blobby/go/dfd8705f-efd0-48d2-bd7f-e7e7ab887005/downloads/CLA%20Preliminary%20Assessment%20of%20the%20Proposed%20202.pdf?ver=1696473858905>>. The main CLA website can be found at: <https://livablealexandria.org/>. The City’s recommendations and data can be found at <https://www.alexandriava.gov/sites/default/files/2023-09/Z4H-Fact-Sheets-20230905.pdf> , <https://www.alexandriava.gov/sites/default/files/2023-09/Zoning-for-Housing-Units-Infrastructure-20230925.pdf>, and <https://www.alexandriava.gov/planning-and-zoning/zoning-for-housinghousing-for-all>, respectively. The COG Regional Fair Housing Plan is at: <https://www.mwcog.org/documents/2023/11/15/metropolitan-washington-regional-fair-housing-plan-equity-fair-housing-housing/>.

#### **Upcoming Civic Association Meetings**

**Membership Meetings:** at 7:00-8:30pm = February 4, March 4, May 6, September 2, and November 4, 2026.  
**Executive Committee Meetings:** at 7:00-8:30pm = January 7, April 1, June 3, August 5, and October 7, 2026.

**Become a voting member of the Civic Association.** Cameron Station residents, Cameron Station real property owners, and business owners (ages eighteen or older) are non-voting Cameron Station Civic Association members. If you would like to have a vote on Civic Association matters or become eligible for leadership positions, you can become a voting member for just \$20 per year. This small fee supports the Civic Association's operating expenses and helps us continue representing the neighborhood effectively. Voting members also receive more detailed updates on matters affecting Cameron Station and are eligible to become officers or directors. To become a voting member of the Civic Association, you must fill out our membership form at [https://www.cameronstation.org/pdf/images/CSCA\\_Civic\\_Membership\\_Form\\_2025.pdf](https://www.cameronstation.org/pdf/images/CSCA_Civic_Membership_Form_2025.pdf). You can pay the \$20 per person annual membership fee by cash or a check (made payable to the Cameron Station Civic Association) or pay via Zelle to [cameronstacivic@gmail.com](mailto:cameronstacivic@gmail.com)). If paying by cash or check, send the payment with your membership form to: Cameron Station Civic Association 200 Cameron Station Blvd, Alexandria, VA 22304. If using Zelle, send the membership form [cameronstacivic@gmail.com](mailto:cameronstacivic@gmail.com) which can also be used to contact us.

## **Cameron Station Community Association**

### **Financial Advisory Committee Meeting**

#### **FAC Zoom Meeting at 7:00 pm on Monday October 27, 2025**

<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: Chairman Takis Taousakis, Fred Blum, Jason Barnes, Matthew Rickert, and Mariane Lewis
  - c. Others Present: CAMP Community Manager Steve Philbin, Board Treasurer and Board Liaison Bill Blumberg
  - d. The Meeting was conducted via Zoom
- II. Approval of Agenda
  - a. The agenda was approved unanimously
- III. Approval of September 29, 2025, FAC Meeting Minutes.
  - a. The September 29, 2025, minutes were approved unanimously
- IV. Resident Open Forum
  - a. No residents attended the meeting
- V. Review of Financial Results
  - a. **August 2025, Financial Variance Report, Balance Sheet, Revenue and Expense Statements.** Discussion was led by the FAC Chair and Steve Philbin. Overall, the operating budget and expenditures are healthy. The actual YTD operating revenue was \$1,908 less (worse) than budget, but YTD operating expense was \$135,196 less (better) than budget providing a YTD net operating income \$133,288 better than budget.
  - b. **Revenue and Expenses.** Actual YTD Operating Fund Net surplus at the end of September was \$54,741.

**Large unfavorable expenses** – there were no large unfavorable expenses this month.

**The delinquency percentage** is .69% as of September, well below the industry standard range of 3% to 5%.

**Balance Sheet** – Operating and Replacement are the two main funds. The total 09/30/2025 YTD operating liabilities and fund balance was \$714,895 and the owners' equity balance is \$426,495. The total replacement YTD liabilities and fund balance was \$1,191,530.

- c. **Cameron Station Committee Spending and Committed Funds to mid-September 2025.** Committees continue to manage their budgets well shown by positive variance from all committees and plans to close out their budgets in the final months.
- d. **Fund Investments** – Morgan Stanley. None of the current investments matured nor were there new investment purchases his past month. Two cash CDs will mature at the end of October and beginning of November. The FAC recommended purchasing a three-month and six-month CD once matured.
- e. **Review of the CIRA accounting database** – 76.8% re registered in ACH.

VI. Old Business

- a. **Review the 2025 Reserve Project Spreadsheet** - Steve Philbin reviewed large projects over the past month with no significant changes.

VII. New Business

- a. **Final discussion (if any questions from the BOD) of the 2026 Budget**  
By an email vote, The FAC voted unanimously to recommend the 2026 budget with a 2.78% increase to the Board of Directors for their approval.
- b. **TMP Remaining obligations: Options of using the TMP.** The FAC began initial discussions on spending excess TMP funds in the 2026 budget. Follow on discussions and recommendations will take place in the new year.

VIII. Adjournment – 7:48 PM

Cameron Station Community Association, Inc.  
Common Area Committee (CAC)  
Monday, November 17, 2025  
7:00 pm

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

Members present: Ms. Romans, Mr. Williams, Mr. Gathers, Mr. Kairouz, Ms. Lyle,  
Ms. McCollom, Ms. Stowe  
Members not present: none  
Others in attendance: Mr. Stowe, Board Liaison  
Mr. Rios, Lancaster Landscaping  
Patrice Johnson, CAMP Management

## II. APPROVAL OF AGENDA

Motion to approve the agenda by Ms. Lyle; seconded by Mr. Williams  
Motion passed

## III. APPROVAL OF MINUTES

Motion to approve the minutes of meeting on September 8, 2025.  
Moved by Ms. Lyle; seconded by Mr. Williams  
Note to correct spelling of names: McCollom and Ms. Lyle  
Motion passed with corrections to names.

## IV. HOMEOWNERS FORUM

1. Resident Scott Ford expressed thanks for completion of Helmuth Park: job well done on redesign, shape, plants, overall look. Universally positive response from neighbors. Thanks, too, for the street light repair.

2. Resident of Cameron Station Blvd/Woodland Hall expressed concern about landscaping. Resident did not feel it has kept up at the same standard as the rest of the community. Also did not feel that leaf collection and mulching are being done to contract specifications.

Ms. Johnson responded that Mr. Philbin was communicating with the Woodland Hall General Manager. Leaf collection and pick up is done 4 times. Oftentimes, pre-pile work will be done several days ahead of pick up. Mulching happens twice a year, mainly in the spring and then touch up in fall.

CAC will follow up with management about any additional work needed.

3. Ms. Stowe reported that a resident had expressed concern about the pathway at the east end of the pool leading from Kilburn to the alleyway behind Main Street Condominiums including:

- broken curb and debris
- light pole base in need of painting
- dead turf on both sides of sidewalk
- dead bushes along fence at east end of pool
- resident fence in need of repair

Pictures were given to Ms. Johnson. Management will ascertain whether responsibility for the various items lies with the Cameron Station HOA, Main Street Condominiums, or individual homeowner.

#### V. BOARD UPDATE: Mr. Stowe

- 2026 Budget approved
- Annual Meeting and Elections held. Some discussion about trip hazards on sidewalks. Residents are encouraged to report problems to the management office.
- A board member expressed concern that the Brawner pocket park seemed expensive relative to what was done.
- The board approved removal of a tree behind Tancreti as requested by a homeowner.
- Holiday events: reminder to please volunteer to help.
- Donate to the new food pantry.
- New trash contract begins in January. New bins will be distributed. The last day for Bates is 12/30.
- Mr. Stowe will continue to be CAC liaison in the coming year.

Ms. Johnson will include a reminder in the community email blast to report needed repairs, such as sidewalk hazards, to [managers@cameronstation.org](mailto:managers@cameronstation.org).

#### VI. LANCASTER LANDSCAPING REPORT: Mr. Rios

- Next leaf removal coming up the week of Thanksgiving.
- Replacement of dead trees will take place before Thanksgiving. Regarding the Bessley/Knapp pocket park, it was noted that 2 dead hornbeams were original plantings and therefore a proposal to replace must be approved.
- The conservation garden behind Somervelle and Murtha (east side) will be planted the week after Thanksgiving.

#### VII. MATTERS FOR COMMITTEE RECOMMENDATION

##### A. Lancaster Landscapes Proposal #31594

Tabled for further discussion until May to allow time for observation of the site.

## VIII. MATTERS FOR COMMITTEE DISCUSSION

### **A. Irrigation Progress Report: Mr. Williams**

A representative from Frederick Engineering interviewed with the Financial Advisory Committee and toured Cameron Station. The committee is seeking an irrigation consultant to map the existing system, assess what is needed, and write an RFP for a contractor to do the needed work. The aim is to reduce the number of controllers, monitor baseline flow rates and report leaks and determine areas for expansion to provide additional irrigation. Internet connectivity will be required. Due to the cost, Mr. Philbin has solicited three more bids with interviews to take place in January. Mr. Williams will continue to be a part of the process as a liaison to the Financial Advisory Committee.

### **B. Linear Park Design: Daniel Unkle, Landscape Architect from City of Alexandria Recreation and Parks**

- A contractor spent two weeks in the Linear Park removing dead trees, trees growing through the fence and three species of invasive trees.
- There will be planting in 5 blocks in 2026-2027, starting on the west end which has more gaps.
- New plantings will be a mix of evergreen and deciduous trees and shrubs, including arborvitae, holly, magnolia, juniper, red maple, beauty berry, limelight hydrangea and oakleaf hydrangea.
- Noted that there are 18 trees on the north side of the trail are missing. Elm and crabapple are the main species. There is also a remaining dead Linden tree to be removed.
- Work so far has only addressed the south side; will consider north side as work commences and they move through the zones.
- Trees will be 2" caliper, typically 8' tall.

## IX. MANAGEMENT REPORT: Ms. Johnson

### **A. Action Item List/Pending Tasks**

- Brickwork to eliminate trip hazard on CS Blvd. 311 tickets have been submitted
- Remaining sod work on Brawner pocket park

### **B. Budget/Financial Committed Funds**

- Planting of shrubs at end of Col Johnson completed
- 3 tree trimming days left in budget
- Ending year on budget despite the early January snow; have not had to go to Owners' Equity

Ms. Johnson agreed to provide the dead tree list in future CAC meeting packets.

## XI NEW BUSINESS AND ANNOUNCEMENTS

- Next meeting Dec. 8 at Mr. Gathers' home.
- Ms. Romans reported on the Meet and Greet for new residents
- Ms. Lyle has information for holiday donations to Tucker Elementary families.

#### VII. MOTION TO ADJOURN

Moved by Ms. Lyle; seconded by Mr. Williams

Motion passed

The meeting was adjourned 8:40 pm.

Respectfully submitted,  
Linda Stowe, Secretary

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**COMMUNICATIONS COMMITTEE MEETING**  
**November 12, 2025**

The meeting was held in a hybrid format: in person and on Zoom.

**COMMITTEE MEMBERS PRESENT:**

Tricia Hemel (Chair)  
Chris Brown  
Susan Klejst  
Pat McCombie  
Gwen Toops

**COMMITTEE MEMBERS ABSENT:**

Carmen Mead  
Emma Watson

**ALSO PRESENT:**

Juana Michel (CAMP Representative)  
Sarah Barnes (Board liaison)  
Megan Christensen  
Pat Sugrue

**CALL TO ORDER**

Tricia Hemel called the meeting to order at 7:04 pm. A quorum was present.

**I. APPROVAL OF AGENDA**

**Motion:** The agenda was approved with no changes.

**Result:** Motion carried.

**II. APPROVAL OF MINUTES**

**Motion:** The minutes from the September 10, 2025, meeting were approved with no changes.

**Result:** Motion carried.

**III. RESIDENT OPEN FORUM**

Megan Christensen, former Board liaison, congratulated Pat Sugrue and Susan Klejst on their community volunteer awards, as announced during the Annual Meeting.

**IV. ITEMS FOR DECISION OR RECOMMENDATION**

None.

**V. MATTERS FOR COMMITTEE INFORMATION**

**Management Report:** Juana Michel reported that management emailed residents the updated budget and assessments for 2026. She stated that management has posted this information on the website, as well as information

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**COMMUNICATIONS COMMITTEE MEETING**  
**November 12, 2025**

on how to pay assessments. She added that management is working on processing visitor/guest parking passes to be mailed out before 2026.

**Board Update:** Sarah Barnes reported that she will be the new Board liaison, transitioning from Megan Christensen. She stated that the Board is exploring methods to streamline communications. She congratulated the Committee on a successful Meet & Greet in October.

**Committee Chair Report:** Tricia Hemel congratulated Pat Sugrue and Susan Klejst on their community volunteer awards. She stated that she has submitted applications to the Washington Metropolitan Chapter Community Associations Institute for Community of the Year, Communicator of the Year, and Charitable Community of the Year.

She noted that the Give & Take Pantry in Cameron Club is successfully running, and she is monitoring use and keeping items organized. She requested that management include a photo of the pantry in this week's *Connection*.

She stated that the committee holiday gathering will be held on December 12, 2025.

Finally, she asked Committee members to think about goals for 2026, to be discussed at the December meeting.

**The Compass Subcommittee:** Pat Sugrue stated the subcommittee received the first draft of the end-of-year print edition of *The Compass*, and the committee is reviewing and making edits. *The Compass* will be mailed in early December to every physical address in Cameron Station and homeowners who live outside of Cameron Station

**The Connection:** Juana Michel stated that she will add information about Adopt a Family, the 2026 budget, and a Civic Association update to this week's *Connection*.

**Welcome Subcommittee:** Susan Klejst thanked the Committee for their help at the October meet and greet event. She reported that there are 24 new residents since the September meeting.

**Social Media:** Tricia Hemel reported that she continues to work with BRAND to post and monitor content.

**Website:** Tricia Hemel reported that the shuttle bus page has been updated and that LMK is updating the Board and Committee pages. She stated that she is finalizing photographs of Board and Committee members.

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**COMMUNICATIONS COMMITTEE MEETING**  
**November 12, 2025**

**Analytics**: Chris Brown shared social media statistics, including top posts across all channels: trail updates, Halloween events, Goodwill truck, and “happy fall.” He stated that *The Compass* posted 11 articles during September and October, with “Thank you, Psy” as the most popular article.

**Photography**: Tricia Hemel stated that the Dropbox photos are organized for 2025, and she will add a new link for 2026 photos. She stated that the Committee will hold a quarterly photo contest in 2026 instead of the Cameron Station Bucket List.

**Community Outreach**: Tricia Hemel noted that the committee previously approved creating a Canva account for committee to ensure consistent branding/graphics and would like to have it set up in 2026. The committee also discussed revisiting the Community Outreach and Charity Liaison position for review in 2026.

**Bulletins & Signage**: Nothing to report.

**Budget**: Tricia Hemel reported that the Committee’s budget is in good shape with funds available for the end-of-year *Compass* issue.

**VI. OLD BUSINESS**

None

**VII. NEW BUSINESS**

None

**VIII. UPCOMING MEETINGS AND EVENTS**

Board Meeting: December 2, 2025 – Tricia Hemel will attend  
Communications Committee: December 10, 2025

**IX. ADJOURNMENT**

Tricia Hemel adjourned the meeting at 8:18 pm.

Respectfully Submitted,  
Gwen Toops

**CAMERON STATION COMMUNITY ASSOCIATION, INC.**  
**ARCHITECTURAL REVIEW COMMITTEE**  
**Wednesday, October 15, 2025**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Wednesday, October 15, 2025. The meeting was called to order at 19:05 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 Member  
Sharon Wilkinson (SW) – ARC Member

**MEMBERS ABSENT**

Brian Sundin (BS) – ARC Vice Chair  
Holland Stasi (HS) – ARC Member

**CHANGE OF ATTENDANCE**

Kevin King left the meeting at 21:05

**OTHERS IN ATTENDANCE VIA ZOOM**

Cameron Station Residents  
Avante Thomas, On-Site Covenants Administrator, Cameron Station Community Association

**APPROVE AGENDA**

**MOTION: Approve the agenda for the October 15, 2025, ARC Meeting with the following changes:**

**None.**

Moved By: SW

Seconded By: TR

For: All

Against: None

Absent: BS, HS

**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 modification applications for review this month. **There were no homeowner comments.**

**REVIEW OF EXTERIOR MODIFICATION APPLICATIONS**

Address	Homeowner Present?	Proposed Modification	ARC Action/Vote: <ul style="list-style-type: none"> <li>• <i>Approved as Submitted</i></li> <li>• <i>Approved w/ Stipulation</i></li> <li>• <i>Return for Additional Information</i></li> <li>• <i>Denied</i></li> </ul>
125 Cameron Station Blvd		Roof Replacement	<p><b>Return for Additional Information – color of existing roof; confirm existing trim color; a plat would be helpful.</b></p> <p>Moved By: SW                      Seconded By: TW                      For: All                      Against: None                      Absent: BS, HS                      Abstain: None  <b>MOTION PASSED</b></p>
154 Cameron Station Blvd		Storm Door installation	<p><b>Approved as Submitted</b></p> <p>Moved By: TR                      Seconded By: KK                      For: PB, TL                      Against: None                      Absent: BS, HS                      Abstain: SW  <b>MOTION PASSED</b></p>
191 Somerville St #310		Window Replacement	<p><b>Approved as Submitted</b></p> <p>Moved By: TR                      Seconded By: TL                      For: All                      Against: None                      Absent: BS, HS                      Abstain: None  <b>MOTION PASSED</b></p>
239 Murtha St		Landscaping	<p><b>Approved as Submitted</b></p> <p>Moved By: TL                      Seconded By: PB                      For: All                      Against: None                      Absent: BS, HS                      Abstain: None  <b>MOTION PASSED</b></p>
237 Murtha St		Tree Replacement	<p><b>Approved as Submitted w/ stipulation that the replacement tree be a minimum of six’ tall and two” in diameter at chest height.</b></p>

			<p>Moved By: TR          Seconded By: TL          For: All          Against: None          Absent: BS, HS          Abstain: None  <b>MOTION PASSED</b></p>
239 Murtha St	X	Tree Replacement	<p><b>Approved as Submitted w/ stipulation that the replacement tree be a minimum of 6’ tall and 2” in diameter at chest height.</b>          Moved By: TR          Seconded By: PB          For: All          Against:          Absent: BS, HS          Abstain: None  <b>MOTION PASSED</b></p>
260 Medlock Ln		Tree Replacement	<p><b>Return for Additional Information – specify the replacement tree species.</b>          Moved By: KK          Seconded By: TL          For: All          Against: None          Absent: BS, HS          Abstain: None  <b>MOTION PASSED</b></p>
336 Cameron Station Blvd	X	Patio Door & Window Replacement	<p><b>Approved as Submitted w/ the stipulation that the windows be replaced like for like (option #2); add signature to application.</b>          Moved By: TL          Seconded By: PB          For: All          Against: None          Absent: BS, HS          Abstain: TR  <b>MOTION PASSED</b></p>
365 Livermore Ln	X	Roof Replacement	<p><b>Approved as Submitted</b>          Moved By: TL          Seconded By: PB          For: All          Against: None          Absent: BS, HS          Abstain: None  <b>MOTION PASSED</b></p>

4913 Donovan Dr	X	Window Replacement	<p><b>Approved as Submitted</b>  Moved By: TL  Seconded By: KK  For: All  Against: None  Absent: BS, HS  Abstain: SW  <b>MOTION PASSED</b></p>
5024 Gardner Dr	X	Door Replacement & Storm Door Installation	<p><b>Return for Additional Information – clarify whether vision light is transparent and all door features are being replaced like for like.</b>  Moved By: TL  Seconded By: SW  For: All  Against: None  Absent: BS, HS  Abstain: None  <b>MOTION PASSED</b></p>
5024 Gardner Dr	X	Window Replacement	<p><b>Approved as Submitted w/ the stipulation that the windows be replaced like for like.</b>  Moved By: TL  Seconded By: PB  For: All  Against: None  Absent: BS, HS  Abstain: None  <b>MOTION PASSED</b></p>
5026 Grimm Dr	X	Tree Replacement	<p><b>Denied</b>  Moved By: SW  Seconded By: TL  For: All  Against: None  Absent: BS, HS  Abstain: PB  <b>MOTION PASSED</b></p>
5170 California Ln		Window Replacement	<p><b>Return for Additional Information – specify which windows will be replaced and the quantity.</b>  Moved By: SW  Seconded By: KK  For: All  Against: None  Absent: BS, HS  Abstain: None  <b>MOTION PASSED</b></p>

5232 Brawner Pl	X	Fence Replacement	<b>Approved as Submitted</b> Moved By: TL Seconded By: PB For: All Against: None Absent: BS, HS Abstain: None <b>MOTION PASSED</b>
5234 Bessley Pl	X	Deck Replacement	<b>Approved as Submitted</b> Moved By: KK Seconded By: TR For: All Against: None Absent: BS, HS Abstain: None <b>MOTION PASSED</b>

**APPROVAL OF ELECTRONICALLY REVIEWED APPLICATIONS**

**MOTION: Ratify the unanimous email votes approving the Emergency Application(s):**

**237 Murtha – solar panel installation \*1 abstention**

**5051 Kilburn – railing installation**

Moved By: TL

Seconded By: KK

For: All

Against: None

Absent: BS, HS

Abstain: None

**MOTION PASSED**

**APPROVAL OF ARC MEETING MINUTES**

**MOTION: Approve the ARC Meeting Minutes from September 17, 2025, meeting, with the following edits:**

Moved By: TL

Seconded By: TR

For: All

Against: None

Absent: BS, HS

Abstain: None

**MOTION PASSED**

**MATTERS FOR COMMITTEE DISCUSSION**

- A. Board Update
  - a. 10/18 Meet and greet to be attended by Tom and Trena
  - b. Final DMS is unlikely to be ready by the end of the year.
- B. ARC Attendee at October board meeting.
  - a. Tom will attend.
- C. ARC Membership and Term Renewals
  - a. TR and BS are up for renewal.
  - b. SW is considering stepping down.

**VIOLATION HEARINGS**

Acct: XX8917 (5171 Brawner Pl; screens missing)

**MOTION: Abate violation**

Moved By: TL

Seconded By: PB

For: All

Against: None

Absent: HS, BS, KK

Abstain: None

**MOTION PASSED**

Acct: XX9210 (215 Somerville St; screens missing)

Acct: XX8936 (5190 Brawner Pl; screens missing)

Acct: XX8945 (5209 Brawner Pl; screens missing)

**MOTION: Grant 60-day extension**

Moved By: TL

Seconded By: KK

For: All

Against: None

Absent: BS, HS

Abstain: None

**MOTION PASSED**

Acct: XX8925 (5180 Brawner Pl; screens missing)

Acct: XX8949 (5217 Brawner Pl; screens missing & weed/moss growth on driveway)

Acct: XX8958 (5229 Brawner Pl; clean rear exterior of home)

**MOTION: Impose fine of \$10/day for a period of 90 days until abated**

Moved By: TL

Seconded By: PB

For: All

Against: None

Absent: HS, BS, KK

Abstain: None

**MOTION PASSED**

**ADJOURN**

**MOTION: "I move to adjourn the meeting at 21:35"**

Moved By: TL

Seconded By: PB

For: All

Against: None

Absent: HS, BS, KK

Abstain: None

**MOTION PASSED**

*Minutes prepared by Trena Raines*



**Cameron Station Community Association, Inc.  
Activities & Events Committee - No Monthly  
Meeting November 5, 2025**

Attendees:

- Ray Celeste, CCFC Chair/Acting Secretary
- Paul King, CCFC Member (Via Zoom)
- Jeffrey Lepak, CCFC Member (Via Zoom)
- Brendan Hanlon, Board Liaison
- Patrice Johnson, CAMP Management
- Jill Bakner, Health Fitness
- Gretchen Fahn (Via Zoom)
- Anne Pence, Homeowner

Absent: David Palmer, CCFC Member

**There is one recommendation to the board under item VII below.**

I. Call to Order

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

II. Approval of Agenda

A motion was made to approve the agenda with the addition of adding under VII, paragraph B to consider recommending Anne Pence to the Board of Director's to be a member of the CCFC. Ray Celeste made the motion, and Paul King seconded it and it passed unanimously . A motion was then made to pass the agenda by Ray Celeste and Paul King seconded it. The motion passed unanimously.

III. Approval of Minutes

Paul King noted the date was wrong and should be changed to 16 October 2025. The change was noted and Ray Celeste made the motion to pass October's minutes. The motion was seconded by Paul King and passed unanimously.

IV. Homeowners' Forum/Presentation by CCFC applicant Anne Pence

Homeowner Anne Pence was present in person, having applied for a position as a member of the CCFC. Anne Pence spoke about her desire to serve the Community and is an avid user of the pool, fitness center, and clubhouse.

V. Board Update

Board Liaison Brendan Hanlon advised that the Board unanimously approved the CCFC's recommendation to have Jeff Lepak become a member of the CCFC. The Cameron Station budget for the year commencing 01 January 2026 was approved with a 2.8% overall increase.

VI. Health Fitness Report

Health Fitness employee Jill Bakner provided the Cameron Club Monthly Report. Ms. Bakner reported that they are waiting on delivery of a new treadmill and that another treadmill went down and will be repaired. They are also replacing the back rest pad of the leg extension machine. Health Fitness requested management to purchase a set of 10-pound dumb bells. She also announced that they are deep into the interview process for a new Fitness Director. Ray Celeste encouraged Health Fitness to aggressively advertise the new Pilates class.

VII. Matters for Committee Decision

A. 2026 Pool Hours extension was tabled.

B. The CCFC discussed Ms. Pence's application to become a member of the CCFC. The CCFC unanimously passed a motion to recommend to the Board that it approve Ms. Pence's appointment as a member of the CCFC. Jeff Lepak made the motion, and Paul King seconded it, and it passed unanimously.

VIII. Matters for Committee Discussion

A. The committee engaged in a brief discussion regarding the requirement for all residents to comply with existing rules and regulations pertaining to access into the Cameron Club Facility. A more detailed discussion was tabled until next month when more Committee members can be present. CCFC requested a representative from FORCE, our access computer vendor be present at the next meeting.

B. A fitness center complaint was discussed, and it was the consensus of the Committee that CAMP send a letter to the resident requesting the resident comply with all existing Fitness center regulations and that this letter be reviewed by the Community's counsel for appropriate language.

IX. Management Report

A. Action Item List: All the chairs have been cleaned in time for the Community's annual Holiday party. The bike rack is under repair. One of the fitness center's TV's is being replaced. CAMP is working with GRS, who is our IT support to fix the spotty computer connectivity as it is not the same throughout the clubhouse.

B. Ms. Johnson reviewed the CCFC operating budget items. No significant issues were noted, and we are on track to finish the year on budget.

X. New Business

The next CCFC meeting is scheduled for 11 Dec 2025, at 7:00PM.

XI. Adjournment

A motion to adjourn was made by Jeff Lepak and seconded by Paul King at 8:30 pm. The Motion passed unanimously.



## Cameron Club Monthly Report

October 2025

### **Attendance and Usage**

October – 5,683

Average usage per day- 183

September – 6,088

- Average use per day-202

## **Facility & Operations**

### **Group Exercise Class Program**

- The most attended class for this month was Stretch & Core. We had an increase in attendance, 6 out of 10 classes.

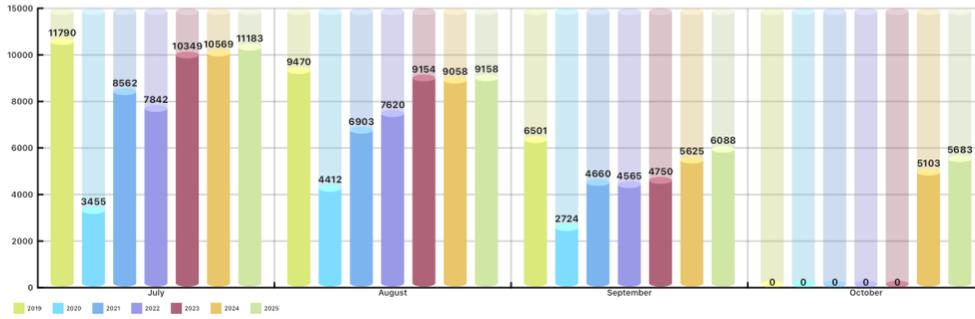
### **Exercise and Facilities Equipment**

- We are currently waiting for new handles for the tricep push-down/curl combo. The preacher curl needs a new protective sleeve. These parts have been ordered, and we will follow up with LIV/Heartline as to estimated time of arrival. We will also follow up with management as to the arrival of the new treadmill.

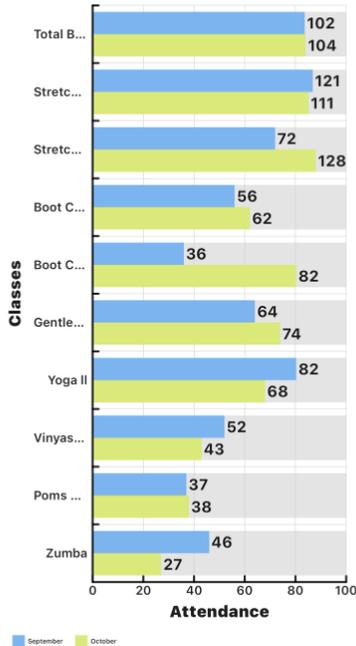
### **Programming**

In October we Kicked off the Body Blitz Challenge. Residents had 3 exercises consisting of Squats, Push-ups and Burpees. For each day of the month, you increase the the reps by 2 and the exercises are done consecutively. By the end of the month, you have done 991 reps of each exercise with a total of 2,973 repetitions. The feedback we got from residents was it was harder around the third week of the challenge. Most reported that they missed a couple of days but tried to make it up by doing extra repetitions. There were reports of increased strength and endurance. Those that couldn't do Burpees substituted with walk-outs.

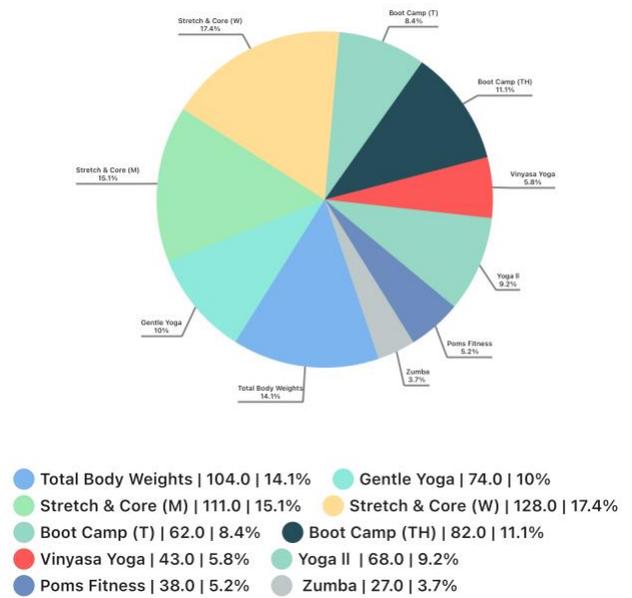
## Attendance Numbers October 2025



### Class Numbers October 2025



### Percentage October 2025





**Cameron Station Community Association, Inc.  
Board of Directors Meeting  
December 3, 2025**

**TOPIC: CCFC Applicant  
Motion 2025-1201**

**Motion:**

“I move to **APPROVE** the Cameron Club Facilities Committee Applicant -- Anne Pence as recommended at the CCFC Meeting.

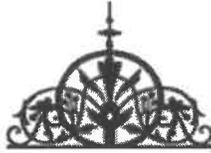
**Motion:** \_\_\_\_\_

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

**Summary:** The Cameron Club Facilities Committee (CCFC) met on November 13, 2025. They interviewed a candidate, Anne Pence, interested in joining the Committee.

**CAMP Recommendation:**

Management supports this recommendation of the Cameron Club Facilities Committee.



**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: A. Anne Pence  
Home Address: 5235 Brawner  
Email Address: canne.pence@gmail.com  
Telephone Number: 703 625 4879 (Cell) N/A (Home)

Condominium Owners please check the appropriate box:

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

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

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

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

I'm a 15 year resident who loves this community. I'm active in organizing & participating in a wide-range of community events here. I care about and know a great deal about fitness, CS amenities/value and I'm very experienced by team-based management.

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

I've always made full use of the CS facilities (fitness center, gym, pool) and see them as core to the value of our properties, our community cohesion & well-being, and my own excellent health. I want to bring my expertise & energy to serving the community and ensuring excellent facilities.

Thank you for your time and interest.

Cameron Station Community Association, Inc.  
200 Cameron Station Boulevard, Alexandria, Virginia 22304  
Phone (703) 567-4881 [managers@cameronstation.org](mailto:managers@cameronstation.org)



**Cameron Station Community Association, Inc.  
Board of Directors Meeting  
Decision Request  
December 2, 2025**

**TOPIC: Elevator Consulting  
Motion 2025-1203**

**Motion:**

“I make a motion to **APPROVE** \_\_\_\_\_ to complete the necessary elevator consulting work related to the single elevator in the *Cameron Club*.”

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

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

**Summary:**

The Financial Advisory Committee (FAC) and management will interview two elevator consulting candidates – Michael Walsh and Marc Castrillon at the FAC Meeting on Monday, December 1, 2025. The FAC will present their recommendation to the Board of Directors at the Board meeting on Tuesday, December 2nd.

**CAMP Recommendation:**

CAMP recommends we approve the FAC recommendation.

# ELEVATOR

## CONSTRUCTION CONSULTANTS

**Date:** September 12, 2025

**To:** Steve Philbin – General Manager

**Company:** Cameron Station CA

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

**Subject: Proposal for Elevator Audits Services – Elevator Construction Consulting**

Mr. Philbin,

Thank you for the opportunity to submit this proposal for Elevator Audit services in support of your upcoming elevator modernization project. As dedicated elevator consultants with deep industry expertise, our team is prepared to provide comprehensive PM services to ensure your project is delivered on time, within budget, and in full compliance with all applicable codes and safety standards.

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### Scope of Services

We propose to provide the following Project services:

**Full elevator equipment audit and feasibility Study to include scope of recommendations to consider for elevator modernization of (1) one elevator.**

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### Fee Structure

Our proposed fee for the above-described services is:

#### Phase I - \$1,850.00 complete assessment and recommendations

**TBD Optional – Phase 2 – Elevator Modernization Project Management – 6% of modernization costs. (Ex. – Modernization cost \$250,000. Our 6% fee = \$15,000.) Includes – Solicitation of bids, Bid leveling, Contractor selection, Project Management services (4) progress updates, Pre-Inspection, Inspection coordination, Project turnover.**

Pricing good for 30 days. Payment terms to be determined based on project milestones or monthly invoicing.

### Why ECC (Elevator Construction Consultants)?

With a proven track record of delivering complex vertical transportation projects, we bring:

- Specialized knowledge of elevator systems and construction logistics
- Familiarity with local code requirements and inspection protocols
- A collaborative, proactive approach to project delivery

We are confident in our ability to serve as a trusted partner and advocate throughout the life of this project.

 (+1) 267.788.0617

 330 W. 34<sup>th</sup> St., New York, NY 10001

 Michael.Walsh@ElevatorCC.com

 stobuildinggroup.com

# ELEVATOR

CONSTRUCTION CONSULTANTS

Please don't hesitate to contact me at 267-788-0617 or michael.walsh@elevtorcc.com if you have any questions or require additional details.

We look forward to the opportunity to contribute to your project's success.

Sincerely,



**Michael P. Walsh**  
Vice-President  
267-788-0617  
michael.walsh@elevatorcc.com

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**Cameron Station Community Association**  
Responsible Party



## ELEVATOR CONSTRUCTION CONSULTANTS

Streamlining performance. Minimizing delays. Elevating outcomes.



“At ECC, we become a part of your project team. We’re a resource that helps manage your complete elevator installation, all the way from schematic design to the completion and turnover. Today, I’m proud to say that we’ve passed 97% of all our elevator inspections on the first time out.”—Michael Walsh, STOBG Vice President of ECC

### WHO WE ARE

Elevator and escalator systems are critical to construction timelines. STO Building Group’s Elevator Construction Consultants (ECC) aim to eliminate inefficiencies, reduce first-time inspection failures, and ensure elevators and escalators support, rather than hinder, project delivery. Led by industry veteran Michael Walsh, ECC offers a specialized team that brings clarity, consistency, and quality to vertical systems across all STOBG business units.

### WHAT WE DO

#### ECC’s Building Owners & Managers Consulting

Strategic support for every stage of your elevator system’s lifecycle.



#### NEEDS ASSESSMENT & PLANNING

We evaluate traffic, code, and building conditions to plan efficient, compliant elevator systems.



#### PROJECT MANAGEMENT

We manage modernization and installation projects from contractor selection to closeout.



#### MAINTENANCE & OPERATIONAL SUPPORT

We optimize maintenance contracts, track performance, and support staff training and troubleshooting.



#### MODERNIZATION & UPGRADES

We assess aging systems and deliver phased upgrade plans that improve reliability with minimal disruption.



#### LEGAL & REGULATORY COMPLIANCE

We offer code audits, compliance support, and expert witness services to ensure full regulatory alignment.



### ABOUT MICHAEL WALSH, VICE PRESIDENT, ECC

Michael Walsh brings over 36 years of hands-on experience in the elevator and escalator industry, beginning his career as an apprentice and progressing through installation, modernization, and maintenance roles. After owning and selling Allied Elevator in 2015, he shifted his focus to consulting, joining LF Driscoll as Senior Project Manager of Vertical Transportation. There, he led over 43 projects, including the \$1.6 billion PennFirst Pavilion and the \$2.5 billion CHOP New Patient Tower, both complex healthcare facilities with extensive vertical transportation systems.

**GET IN TOUCH** [Michael.Walsh@ElevatorCC.com](mailto:Michael.Walsh@ElevatorCC.com) | (d) +1 610-668-0950 | (m)+1 267-788-0617



# Michael Walsh

## Vice-President Elevator Construction Consultants

Michael Walsh has 36 years of experience within the escalator and elevator industry, in every role from apprentice to business owner working with elevators, escalators and moving sidewalks.

Michael's comprehensive knowledge and experience in the industry includes over 22 different proficiencies in and certifications for unique elevator systems and controls. In addition, he is licensed as an elevator mechanic in multiple states and as a National QEI Elevator Inspector.

**36 Years**  
working in the  
construction industry

### Education & Credentials

Fire Science  
Community College of the Air  
Force, Associates

Courses in Business Administration  
The Pennsylvania State University

ASME, Qualified Elevator  
Inspector(QEI)

OSHA 30 Hour

Master Electrician/Elevator  
Constructor License State of  
Delaware

Elevator Installation License  
State of New Jersey

Pennsylvania Elevator Inspector

New Jersey State Elevator Inspector

Commercial Drone Certification  
FAA Part 107

### Project Experience

#### **Penn Medicine, The Pavilion, Philadelphia, PA** 1,500,000 SF | 17 FLOORS | NEW CONSTRUCTION | LEED GOLD

500 private patient rooms and 47 operating rooms, inpatient care for the Abramson Cancer Center, surgical suites, and a new emergency department.

#### **Jefferson Health New Jersey, Cherry Hill Hospital Patient Pavilion, Cherry Hill, NJ**

##### 230,000 SF | 7 FLOORS | NEW CONSTRUCTION

90 private patient rooms, critical care unit, intensive care unit, surgical suites, cafeteria, five-floor lobby atrium, central utility plant. Demolition of the existing east administration wing and a medical office building were completed to make space for the new tower.

#### **Grand View Health, Hospital Expansion, Sellersville, PA** 198,131 SF | 5 FLOORS | ADDITION, FITOUT

Expansion features a new Emergency Department with 28 treatment rooms and two trauma bays, a full service radiology suite, a cardiac catheterization lab inclusive of 10 operating rooms, 26 flexible acuity intensive care rooms, and 26 medical-surgical private patient rooms.

#### **Penn Medicine, Lancaster General Hospital, Emergency Department Expansion, Lancaster, PA**

##### 116,549 SF | 2 FLOORS | NEW CONSTRUCTION & RENOVATION

79 exam rooms, triage rooms, behavioral health rooms, trauma bays, 54,000 sf kitchen-dining-server area, renovation of existing ED, administrative space, parking garage and drop-off circle reconfiguration.

# Michael Walsh

Vice-President

Elevator Construction Consultants

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## Project Experience (continued)

**The Pennsylvania State University, Eric J. Barron Innovation Hub, State College, PA**  
**100,000 SF | 6 FLOORS | NEW CONSTRUCTION | LEED SILVER**

Demolition and replacement of a two-story historic building with a new educational facility with makerspaces and below-ground parking.

**Drexel University College of Medicine at Tower Health, Wyomissing, PA**  
**180,000 SF | 6 FLOORS | NEW CONSTRUCTION**

Immersive learning experience with medical procedure simulation classrooms, anatomy lab, Information Commons (Library), lounge areas, a game room, classrooms, labs, fitness center, and café.

**American Bible Society, Faith & Liberty Discovery Center, Philadelphia, PA**  
**40,000 SF | 1 FLOOR | NEW CONSTRUCTION & RENOVATION**

New cultural attraction on Independence Mall featuring six galleries, 3D immersive theater, 9,000 sf glass lobby, as well as a sculpture representing the Declaration of Independence, the U.S. Constitution, and the Bible.

**Abington-Jefferson Health, Abington Hospital, Woodland Parking Garage Replacement, Abington, PA**

**101,400 SF | 5 FLOORS, 247 SPACES | NEW CONSTRUCTION & RENOVATIONS**

Demolition of original garage and construction of a new precast above ground parking garage with enclosed pedestrian bridge. Project also included renovations to connecting the dental office and waiting area, ambulatory lobby, valet areas.

**Residences at Easton & Hamilton, New Brunswick, NJ**

**229,742 SF | 9 FLOORS | NEW CONSTRUCTION**

New nine-story apartment building, which is a new, mixed-use structure. The apartments vary from one to five bedrooms and are designed for graduate and under-graduate housing.

**Endura Advisory Group, San Pedro Plaza Elevator Modernization, San Antonio, TX**

**163,834 SF | 13 FLOORS | RENOVATION**

**Edward J Minskoff Equities, 1166 Avenue of the Americas, New York, NY\***

**1,700,000 SF | 44 FLOORS | RENOVATION/MODERNIZATION**

Responsible for Project Management and Consulting on the modernization of 24 passenger elevators and 4 freight elevators. This was a 3.5 year modernization valued at \$12.2 million. TEI Elevator was the elevator contractor.

**Brookfield Properties, SoNo Collection Mall, Norwalk, CT\***

**717,000 SF | 4 FLOORS | NEW CONSTRUCTION**

Responsible for general installation oversight of 28 Escalators, 16 Passenger Elevators and 7 Freight Elevators. Schindler Elevator was awarded the project at \$12.8 million.

# Michael Walsh

Vice-President

Elevator Construction Consultants

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## Project Experience (continued)

### **Millennium Hotels, Bostonian Hotel, Boston, MA\***

Responsible for Project Management and Consulting for a modernization of 3 Passenger Elevators. Otis Elevator was awarded the project and completed in February 2019.

### **The Biltmore Hotel, Los Angeles, CA\***

Built in 1923, The Biltmore Hotel is designated as a Los Angeles Historic Monument. The hotel has over 1500 rooms and 70,000 sq ft of meeting space. The hotel is 11 stories tall. There is also a 350,000 sq ft, office building that was opened in 1985. Responsible for the modernization of 6 passenger elevators in the office building and 12 elevators within the hotel. ThyssenKrupp was awarded the modernization valued at \$11.3 million.

### **The Salvation Army, San Juan, Puerto Rico\***

The Salvation Army NYC paid for the purchase and renovation of a 3 story building in San Juan. Responsible for Project Management and Consulting for the installation of 2 Passenger Elevators and 1 freight Elevator. Otis Elevator was awarded the project and completion was projected in May 2018. In September 2017, while under construction, the entire building was destroyed during Hurricane Maria.

*\*Project completed prior to working at LF Driscoll*

## MISSION STATEMENT

CBA Elevator Consultants takes pride in providing excellent customer service, clear communication, and quality consistency. Setting the proper expectations and understanding our customers' needs is essential to maintaining a successful partnership with our clients. We maintain high standards and maximum results on every project with a principal-driven project team, comprehensive project management and quality assurance review of contract documents.

## EXECUTIVE SUMMARY

CBA Elevator Consultants, LLC, is a full-service elevator and escalator consulting firm established in 2005. We offer comprehensive design and engineering services for all vertical transportation devices in new and existing structures.

CBA is also a NYC Licensed Inspection Agency that performs test witnessing services for over 4,000 Category 1 & 5 tests annually and conducts Annual Periodic Inspections as well. CBA possesses MBE Certifications in New York, New Jersey, and Pennsylvania.

## CORE COMPETENCIES

**Accreditations:** As a Certified MBE owned small business, we have access to special government programs and an increased government contract option. This allows us to help our customers satisfy their government contractual requirements. CBA also maintains an Elevator Inspection Contractor's License, permitting CBA to engage in vertical transportation inspections in New York.

**Experience:** Averaging over 25 years of elevator industry experience, our professional staff holds NYC DOB Inspector/Director Licensing and/or QEI certification to conduct inspections nationwide.

**Service:** Working as your consultant, we can provide the focus and attention needed to deliver great service to our customers on fulfilling their job requirements. We offer in-house engineering services for virtually all types of vertical systems. Our client base is diverse and includes colleges / universities, architectural / engineering firms, building owners, real estate management organizations and Municipal, State and Federal government agencies.

**Quality:** The high-quality and timely delivery of our work is what sets us apart and makes us one of the leading vertical consultants in the industry. We continuously keep up to date with new code changes and technologies to keep passengers using elevators we oversee safe.

Modernization	New Installation	3rd Party Test Witnessing	Periodic Inspections
Maintenance Agreements	System & Equipment Evaluations	Preventative Maintenance Audits	Due Diligence
Engineered Layout Drawings	Feasibility Study	Peer Review	Green Initiative / Sustainability Efforts

September 16<sup>th</sup>, 2025

VIA E-MAIL  
[sphilbin@gocampmgt.com](mailto:sphilbin@gocampmgt.com)

Steven Philibin  
General Manager  
Cameron Station Community Association  
200 Cameron Station Blvd  
Alexandria, VA 22304

***Re: Elevator Modernization Consulting Services Fee Proposal***  
***Property Located at: 200 Cameron Station Boulevard, Alexandria, VA 22304***  
***Proposal # C25-154.01 – R1***

Dear Steven,

We are pleased to present this proposal to provide annual elevator consulting services for Cameron Station Community Association. Based on our review; the following represents the agreement by and between CBA Elevator Consultants LLC, hereinafter referred to as “CBA Consultants”, and Cameron Station Community Association, hereinafter referred to as the “Client”.

1) **PURPOSE OF AGREEMENT:**

The purpose of this Agreement is to state the terms and conditions under which CBA Elevator Consultants, LLC will provide consulting services for the vertical transportation systems in the above referenced building, hereinafter referred to as the “Project”.

2) **SCOPE OF WORK:**

Provide elevator transportation consulting services for the **Elevator Modernization** of one (1) hydraulic elevator located at 200 Cameron Station Boulevard, Alexandria, VA 22304.

### 3) **SERVICES TO BE RENDERED:**

CBA CONSULTANTS will provide Elevator Consulting services to modernize the above-mentioned elevator with state-of-the-art equipment including, but not limited to new controllers, new machines and /or power units, new door operating equipment, new cabs, and all fixtures. All design work will meet all local and national code requirements, including ADA compliance if applicable.

#### **PHASE I –DOCUMENT PREPARATION:**

- A. CBA Consultants will perform a site survey of the existing elevator equipment to determine which equipment is in satisfactory condition and can be retained and which equipment is beyond economical repair or upgrading to convert all four elevators into new passenger elevator / service elevators. We will review building plans and / or architect's plans (if any) to prepare the necessary documents for the modernization of the existing elevators.
- B. Prepare detailed Technical Specifications based on our survey findings and mutually agreed upon for one (1) elevator.
- C. Provide any elevator equipment mechanical and electrical design data that may be required.
- D. Attend virtual elevator design meetings. (Not to exceed 1 meeting.)
- E. Provide the Client with directions in the design and cab finishes, entrance information and special operating features.
- F. Provide a Full-Service Maintenance Specification for all elevators in this proposal.
- G. Assist in pre-qualifying elevator contractors and provide competitive bids.
- H. Issue the bid documentation to pre-qualified Elevator Contractors which would incorporate, but not be limited to, the following information:
  1. A Formal Invitation to Bid.
  2. Terms and Conditions governing elevator installation.
  3. Specifications for Elevator Modernization.
  4. Specifications and Contract for a Full-Service Maintenance Contract.
  5. A Bid Proposal Form.

#### **PHASE II – BID REVIEW / LEVELING:**

- A. Provide assistance with the bidding process. Send out, as required by The Client, bid documentation to vendors.

- B. Organize one (1) pre-bid conference / walkthrough for vendors to visit the property on their own and equipment.
- C. Hold discussions with the vendors, via telephone, to answer any queries for clarification purposes of bid document.
- D. Issue Addendum or Alternates, as necessary.
- E. Provide a detailed spreadsheet analysis of the bids received in the bid document. We will address the Contractor's qualifications, bid offer, voluntary alternates, and exceptions if any.
- F. Attend the interview meeting with the Client to hold discussions with bidders whose proposals are viable and competitive (Not to exceed 1 meeting).
- G. Issue recommendation for the contract award based on the bid proposal review and contract interviews.
- H. Prepare AIA Document for one (1) elevator.

### **PHASE III - SHOP DRAWING REVIEW:**

- A. **Submittals:** Review elevator and elevator cab shop drawings for compliance with the project specifications as well as applicable codes. Return marked-up copies in the standard turn-around period of ten (10) working days. The consultant is responsible for expediting shop drawing submissions received from the trade Contractor. However, on certain projects with many devices, CBA Consultants may require more than a ten (10) working day review period if multiple shop drawing packages are submitted simultaneously. Every attempt to keep to schedule will be made.

**Note:** If more than two (2) drawing re-submittals and/or if cab drawing reviews are required, they will be performed by CBA on a timecard basis and billed as an extra fee to the contract total.

- B. Review and approve or disapprove all substitutions and "or equal" products, equipment and materials submitted by the Trade Contractor.
- C. Respond to all RFIs generated by the Trade Contractor and provide interpretation of design intent relative to the Contract Documents.

### **PHASE IV - CONSTRUCTION SERVICES:**

This phase will be billed at \$3,000 per site visit / in-person meetings. CBA Consultants will perform a minimum of two (2) site visits / meetings during the construction services phase to evaluate work in progress by the contractor.

### **SITE VISIT SCHEDULE BREAKDOWN IS AS FOLLOWS:**

- A. Attending one (1) job site visit / meetings during construction of the elevator to evaluate work in progress by the Contractor. Subsequent to each such visit, issue a written letter /report on our findings. Progress payment application approval (AIA), if required, shall be made during these site visits only.

- B. Upon the substantial completion of the contracted work, we will conduct one (1) thorough examination per modernized elevator. This examination will be used to compile a punch list, monitor the system operation, and record all pertinent operating performance data for comparison purposes. A list of all deficiencies and recommendations will be compiled and delivered to the contractor for his immediate attention and corrective action by the contractor.

ASSUMED PROJECT SCHEDULE:

*\*Note: Phase IV is based on an assumed 16-month modernization schedule. If either the design / or the construction duration of the project extend beyond the project schedule, the fee for the continued services will be adjusted using an annual escalation rate of 5.0%*

- C. Review close-out documents and warranties.

**FEES: COST OF SERVICES AND TERMS OF PAYMENT:**

<b><u>COST OF SERVICES:</u></b>	<b>\$18,500.00 for One (1) elevator*</b> <b>*Plus Tax, if applicable</b>
<b><u>TERMS OF PAYMENT:</u></b>	
Down Payment:	None (Prior Scope Report)
Phase I: Lump sum of 90% upon issuance of draft specifications 10% upon issuance of final specifications	\$10,000.00
Phase II: Bid Review / Leveling	\$ 1,500.00
Phase III: Shop Drawings Review	\$ 1,000.00
Phase IV: Fee: Construction Services (2 site visits at \$3,000 to be billed separately).	\$ 6,000.00

**4) REIMBURSABLE EXPENSES:**

- A. Any additional consulting services requested by the Client that is over and above the Scope of Work will be billed on a timecard basis using our hourly fee schedule. Any additional site visits or meetings will be billed at a flat rate of \$3,000 per visit.
- B. It is expected that invoices will be paid within thirty (30) days of rendering. One and a half percent (1.5%) per month interest will be charged on any invoice that is outstanding for over sixty (60) days.

- C. Any property managed, owned, supplemented, or financed by a Government Agency that mandates documents be sealed (i.e., stamped) by a Professional Engineer, Architectural Engineer or Registered Architect shall be subject to the extra fee charged or imposed in connections with the services specified in this Agreement.
- D. The following reimbursable expenses will be billed at cost plus a ten percent (10%) handling charge with our normal invoices. Reimbursable Expenses include expenses incurred by CBA Consultants in the interest of the Project for:
1. Any courier and / or express delivery services and handling of Drawings, Specifications and Documentation, if requested.
  2. Expense of additional insurance coverage or limits, including professional liability insurance, requested by the Owner in excess of that normally carried by the Consultant.
  1. Living and traveling expenses for any travel outside the New York Metropolitan area.
  2. Bulk document reproduction and CAD plotting.
  3. Long distance telephone and facsimile charges.

**1) TERMINATION OF AGREEMENT:**

- A. This agreement may be terminated under the following circumstances:
1. By either party upon seven (7) days' notice thereof to the other party.
  2. If terminated by Client, CBA Consultants will be compensated for all services rendered prior to such termination.
- B. This proposal is valid for a period of 90 days from the date of this proposal.
- C. At any time past the signed Proposal/Services Agreement should the project be delayed or suspended by the Client for over 120 days, CBA has the right to amend the fee or cancel the Proposal/Services Agreement at which time the Client will pay Consultant for all services rendered prior to and including the effective date of such termination.

**5) INDEMNIFICATION:**

The parties mutually agree that the CBA Consultants is not liable under any circumstances for:

- A. Consequential damage caused by others.

- B. Loss, damage, or delay of job caused by accidents, strikes, lockouts or any other causes beyond CBA Consultants control.
- C. Any and all means, methods, techniques or procedures of equipment installation or the safety precautions incident to the work.
- D. CBA Consultants shall be responsible for the work performed directly by his employees or those persons retained by CBA Consultants to perform work in conjunction with this project and shall defend, indemnify and hold harmless the Client against, damages, actual out of pocket costs or actual out of pocket expenses (including, without limitation, reasonable attorney fees) arising out of any of the foregoing.
- E. CBA Consultants shall not be responsible for the acts or omissions of the Client or any of the Client's other consultants, contractor(s), sub-consultant(s), their agents or employees, or other persons performing any of the work, and Client shall defend, indemnify and hold harmless the Consultant against claims, damages, actual out of pocket costs or actual out of pocket expenses (including, without limitation, reasonable attorney fees) arising out of any of the foregoing.
- F. CBA Consultants shall not have control over and shall not be responsible for construction or maintenance means, methods or techniques, sequences, or procedures or for safety precautions and programs in connection with the work since these are solely the contractor's responsibility under their maintenance or construction contract. CBA Consultants shall not have control over acts of omissions of the contractor, subcontractors or their agents or employees or of any other persons performing portions of the work.
- G. CBA Consultants shall not be responsible for any consequential damage or punitive damages or damages based on a claim of loss of business, loss of business opportunity, or loss of revenue.
- H. The Client shall be responsible for the payment of sales and use tax which may be imposed or assessed by the State of Virginia or any other state or local jurisdiction in connection with the services provided by CBA Elevator Consultants, LLC. The Client shall indemnify and hold harmless CBA Consultants and its agents and employees against any such sales and use tax, claims and liabilities.

**6) GENERAL CONDITIONS / MISCELLANEOUS PROVISIONS:**

- A. This Agreement is binding upon the original parties and their respective heirs, assigns, administrators, executors, or legal representatives (as permitted by this Agreement).
- B. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.
- C. Should one (1) or more provisions within the Agreement be held invalid, illegal, or unenforceable, the Agreement will be construed to survive such a holding and the invalid, illegal or unenforceable provisions will not affect other provisions of the Agreement.

- D. The writing constitutes the sole intention of the parties. Any and all prior oral and /or written agreements or understandings between the parties are hereby suspended with respect to the subject matter hereof.
- E. These documents as instruments of service are and shall remain the property of CBA Consultants whether the project for which they are prepared is executed or not. This proposal covers the use of CBA Consultants drawings, reports, specifications, and all documents for this project only. These contract documents shall NOT be used by the client on other projects except by agreement in writing and with appropriate additional compensation to CBA Elevator Consultants, LLC.
- F. Value Engineering (VE) items approved by the GC / Owner during the bid phase that requires CBA contract documents to be modified will be considered over and above the Scope of Work and will be billed on a timecard basis using our current rates.
- G. The proposal does not include the review of substituted designs (by various elevator manufacturers) submitted during the overall design phase of the project. If requested to perform such an analysis, a supplementary proposal will be issued.
- H. No deduction shall be made from CBA Consultants' compensation due to penalty, liquidated damages, or other account of the cost changes in the work other than those for which the consultant is held legally liable.
- I. The proposal set forth in this Agreement shall automatically terminate and be of no further force and effect unless the Client returns a duly executed counterpart of this Agreement to the Consultant within sixty (60) days of the date first set forth above, time being of the essence.
- J. If the equipment is to be installed in a new or extended hoistway in an existing structure, unforeseen field conditions may result in re-design work and / or additional services that will be considered beyond the Scope of Services previously outlined. The additional work, when authorized by the Client, will be invoiced monthly on a timecard basis.
- K. All work is to be completed in a satisfactory manner. Alterations to the above proposal involving extra costs will be executed only upon written consent of the parties involved and will become an extra charge over and above the contracted fees.

### **Disclaimer**

CBA Elevator Consultants' review and survey services are limited to observation and documentation of visible conditions within the elevator hoistway, pit, and machine room. Our services do not include structural engineering, testing, or certification of load-bearing adequacy of any building components. Any analysis, calculations, or reinforcement design related to structural adequacy shall be performed by others (Structural Engineer engaged by the Architect/Owner).

**ACCEPTANCE OF PROPOSAL:**

The above services, fees, all contract documentation, and general conditions are satisfactory and are hereby accepted. You are authorized to perform the work as specified. Payment will be made in accordance with the terms of payment outlined above.

Kindly execute both original documents in writing, return one (1) with the retainer fee to CBA Elevator Consultants, LLC. Retain one (1) original for your records.

*CAMERON STATION COMMUNITY ASSOCIATION*

**Client**

*CBA ELEVATOR CONSULTANTS, LLC*

**Consultant**

*STEVEN PHILIBIN*

**Print Authorized Name**

*MARC CASTRILLON*

**Print Authorized Name**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Authorized Signature**

*GENERAL MANAGER*

**Title**

*ACCOUNT EXECUTIVE*

**Title**

\_\_\_\_\_  
**Date of Acceptance**

*SEPTEMBER 16<sup>th</sup>, 2025*

**Date of Acceptance**

**ALL FAXED SIGNATURES ARE RECOGNIZED AS ORIGINALS.  
EXECUTION OF THIS SIGNATURE PAGE REPRESENTS THE ACCEPTANCE OF THE ENTIRE PROPOSAL.**

**SCHEDULE OF FEES:****FEE SCHEDULE FOR ADDITIONAL SERVICES / HOURLY RATES (2025)**

\*Additional services beyond the scope of this proposal will be billed at the following hourly rate:

<b>Category</b>	<b>Rate</b>
Principal	\$450.00
Sr. Project Manager	\$425.00
Project Manager	\$390.00
Field Engineer	\$350.00
Inspector	\$325.00
Design Engineer	\$325.00
CADD Operator	\$275.00
Technical Administrator	\$245.00
Others (Office Staff)	\$150.00

\*Rates are reviewed on an annual basis.



November 11<sup>th</sup>, 2025

VIA E-MAIL  
[sphilbin@qocampmgt.com](mailto:sphilbin@qocampmgt.com)

Steven Philibin  
General Manager  
Cameron Station Community Association  
200 Cameron Station Blvd  
Alexandria, VA 22304

***Re: Scope Report for Modernization / Consulting Services Fee Proposal***  
***Property Located at: 200 Cameron Station Boulevard, Alexandria, VA 22304***  
***Proposal # C25-154 – R1***

Dear Steven,

We are pleased to present this proposal to provide annual elevator consulting services for Cameron Station Community Association. Based on our review; the following represents the agreement by and between CBA Elevator Consultants LLC, hereinafter referred to as “CBA Consultants”, and Cameron Station Community Association, hereinafter referred to as the “Client”.

**1) PURPOSE OF AGREEMENT:**

The purpose of this Agreement is to state the terms and conditions under which CBA Consultants will provide consulting / engineering services for the vertical transportation systems in the above referenced building, hereinafter referred to as the “Project”.

**2) SCOPE OF WORK:**

Provide vertical transportation consulting services for the **Scope Report** of the modernization of one (1) existing elevator located at 200 Cameron Station Boulevard, Alexandria, VA 22304.

### 3) **SERVICES TO BE RENDERED:**

CBA CONSULTANTS will provide a scope report for the modernization of the existing elevator to be installed at the referenced location. All consulting work will meet all local and national code requirements, including ADA compliance if applicable and include state-of-the-art equipment including, but not limited to new controllers, new machines and /or power units related to hydraulic installations.

#### **PHASE I – SCOPE REPORT:**

- A. Participate in web-based design and coordination meetings (not to exceed 2) to consult with the Architect and / or Owner, and Design Team members to discuss the project and establish design requirements. Discuss requirements of the building or anticipated occupancy and their influence on the vertical transportation systems.
- B. Establish the analysis design criteria with the client.
- C. Submit a written report based upon the design coordination meeting(s) and direction of the client, to include viable recommendations and solutions.
- D. Report shall include:
  - Recommended solutions
  - Equipment profile
  - Electrical requirements
  - Equipment Budget estimate
  - Related building work
  - Structural components
- E. Discuss the report and alternative solutions via telephone conference. Update the analysis and recommendations based upon the revised designs. CBA shall include up to two (2) revisions to assist with a final design. Upon resolution and selection of final design, the following preliminary information shall be provided:
  - Site assessment report
  - Technical recommendation document
  - Compliance checklist
  - Preliminary cost estimate
  - Draft project schedule

***(This space is intentionally left blank)***

**4) COST OF SERVICES AND TERMS OF PAYMENT:**

**COST OF SERVICES:**                      **\$5,000.00\* for One (1) Passenger Elevator**  
**\*Plus, tax If Applicable**

**TERMS OF PAYMENT:**

50% Upon Signing Proposal	\$2,500.00
50% Upon Final Report	<u>\$2,500.00</u>
<b>TOTAL</b>	<b>\$5,000.00*</b>

**5) REIMBURSABLE EXPENSES:**

- A. Any additional consulting services requested by the Client that is over and above the Scope of Work will be billed on a timecard basis using our hourly fee schedule. Any additional site visits or meetings will be billed at a flat rate of \$3,000 per site visit / meeting.
- B. It is expected that invoices will be paid within thirty (30) days of rendering. One and a half percent (1.5%) per month interest will be charged on any invoice that is outstanding for over sixty (60) days.
- C. Any property managed, owned, supplemented, or financed by a Government Agency that mandates documents be sealed (i.e., stamped) by a Professional Engineer, Architectural Engineer or Registered Architect shall be subject to the extra fee charged or imposed in connections with the services specified in this Agreement.
- D. The following reimbursable expenses will be billed at cost plus a ten percent (10%) handling charge with our normal invoices. Reimbursable Expenses include expenses incurred by CBA Consultants in the interest of the Project for:
1. Any courier and / or express delivery services and handling of Drawings, Specifications and Documentation, if requested.
  2. Expense of additional insurance coverage or limits, including professional liability insurance, requested by the Owner in excess of that normally carried by the Consultant.
  3. Living and traveling expenses for any travel outside the New York Metropolitan area.
  4. Bulk document reproduction and CAD plotting.
  5. Long Distance telephone and facsimile charges.

**6) TERMINATION OF AGREEMENT:**

- A. This agreement may be terminated under the following circumstances:
1. By either party upon seven (7) days' notice thereof to the other party.
  2. If terminated by Client, CBA Consultants will be compensated for all services rendered prior to such termination.
- B. This proposal is valid for a period of 90 days from the date of this proposal.
- C. At any time past the signed Proposal/Services Agreement should the project be delayed or suspended by the Client for over 120 days, CBA has the right to amend the fee or cancel the Proposal/Services Agreement at which time the Client will pay Consultant for all services rendered prior to and including the effective date of such termination.

**7) INDEMNIFICATION:**

The parties mutually agree that the CBA Consultants is not liable under any circumstances for:

- A. Consequential damages caused by others.
- B. Loss, damage, or delay of job caused by accidents, strikes, lockouts or any other causes beyond CBA Consultants' control.
- C. Any and all means, methods, techniques or procedures of equipment installation or the safety precautions incident to the work.
- D. CBA Consultants shall be responsible for the work performed directly by his employees or those persons retained by CBA Consultants to perform work in conjunction with this project and shall defend, indemnify, and hold harmless the Client against, damages, actual out of pocket costs or actual out of pocket expenses (including, without limitation, reasonable attorney fees) arising out of any of the foregoing.
- E. CBA Consultants shall not be responsible for the acts or omissions of the Client or any of the Client's other consultants, contractor(s), sub-consultant(s), their agents or employees, or other persons performing any of the work, and Client shall defend, indemnify, and hold harmless the Consultant against claims, damages, actual out of pocket costs or actual out of pocket expenses (including, without limitation, reasonable attorney fees) arising out of any of the foregoing.
- F. CBA Consultants shall not have control over and shall not be responsible for construction or maintenance means, methods or techniques, sequences, or procedures or safety precautions and

programs in connection with the work since these are solely the contractor's responsibility under their maintenance or construction contract.

- G. CBA Consultants shall not be responsible for any consequential damage or punitive damages, or damages based on a claim of loss of business, loss of business opportunity, or loss of revenue.
- H. The Client shall be responsible for the payment of sales and use tax which may be imposed or assessed by the State of Virginia or any other state or local jurisdiction in connection with the services provided by CBA Elevator Consultants, LLC. The Client shall indemnify and hold harmless CBA Consultants and its agents and employees against any such sales and use tax, claims and liabilities.

**8) GENERAL CONDITIONS / MISCELLANEOUS PROVISIONS:**

- A. This Agreement is binding upon the original parties and their respective heirs, assigns, administrators, executors, or legal representatives (as permitted by this Agreement).
- B. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.
- C. Should one (1) or more provisions within the Agreement be held invalid, illegal, or unenforceable, the Agreement will be construed to survive such a holding and the invalid, illegal or unenforceable provisions will not affect other provisions of the Agreement.
- D. The writing constitutes the sole intention of the parties. Any and all prior oral and /or written agreements or understandings between the parties are hereby suspended with respect to the subject matter hereof.
- E. These documents as instruments of service are and shall remain the property of CBA Consultants whether the project for which they are prepared is executed or not. This proposal covers the use of CBA Consultants' drawings, reports, specifications, and all documents for this project only. These contract documents shall NOT be used by the client on other projects except by agreement in writing and with appropriate additional compensation to CBA Elevator Consultants, LLC.
- F. Value Engineering (VE) items approved by the GC / Owner during the bid phase that requires CBA contract documents to be modified will be considered over and above the Scope of Work and will be billed on a timecard basis using our current rates.
- G. The proposal does not include the review of substituted designs (by various elevator manufacturers) submitted during the overall design phase of the project. If requested to perform such an analysis, a supplementary proposal will be issued.
- H. No deduction shall be made from CBA Consultants' compensation due to penalty, liquidated damages, or other account of the cost changes in the work other than those for which the consultant is held legally liable.

- I. The proposal set forth in this Agreement shall automatically terminate and be of no further force and effect unless the Client returns a duly executed counterpart of this Agreement to the Consultant within sixty (60) days of the date first set forth above, time being of the essence.
- J. If the equipment is to be installed in a new or extended hoistway in an existing structure, unforeseen field conditions may result in re-design work and / or additional services that will be considered beyond the Scope of Services previously outlined. The additional work, when authorized by the Client, will be invoiced monthly on a timecard basis.
- K. All work is to be completed in a satisfactory manner. Alterations to the above proposal involving extra costs will be executed only with the written consent of the parties involved and will become an extra charge over and above the contracted fees.

*(This space is intentionally left blank)*

**ACCEPTANCE OF PROPOSAL:**

The above services, fees, all contract documentation, and general conditions are satisfactory and are hereby accepted. You are authorized to perform the work as specified. Payment will be made in accordance with the terms of payment outlined above.

Kindly execute both original documents in writing, return one (1) with the retainer fee to CBA Elevator Consultants, LLC. Retain one (1) original for your records.

*CAMERON STATION COMMUNITY ASSOCIATION*

**Client**

*CBA ELEVATOR CONSULTANTS, LLC*

**Consultant**

*STEVEN PHILIBIN*

**Print Authorized Name**

*MARC CASTRILLON*

**Print Authorized Name**

**Authorized Signature**

**Authorized Signature**

*GENERAL MANAGER*

**Title**

*ACCOUNT EXECUTIVE*

**Title**

**Date of Acceptance**

*NOVEMBER 11<sup>th</sup>, 2025*

**Date of Acceptance**

**ALL FAXED SIGNATURES ARE RECOGNIZED AS ORIGINALS.  
EXECUTION OF THIS SIGNATURE PAGE REPRESENTS THE ACCEPTANCE OF THE ENTIRE PROPOSAL**

**FEE SCHEDULE FOR ADDITIONAL SERVICES / HOURLY RATES (2025)**

\*Additional services beyond the scope of this proposal will be billed at the following hourly rate:

<b>Category</b>	<b>Rate</b>
Principal	\$450.00
Sr. Project Manager	\$425.00
Project Manager	\$390.00
Field Engineer	\$350.00
Inspector	\$325.00
Design Engineer	\$325.00
CADD Operator	\$275.00
Technical Administrator	\$245.00
Others (Office Staff)	\$150.00

\*Rates are reviewed on an annual basis.



**Garry Legregni**  
Sr Project Manager

Garry Legregni is a highly seasoned elevator expert with 40 years of experience. Starting as a repair service apprentice, Garry spent 20 years working his way up to repair & modernization manager before moving to the consulting side of elevators. Garry spent over 10 years at a major elevator consulting firm then moved back to the contractor side. Garry has since then moved back to consulting with CBA Elevator Consultants.

**10-20 Post Avenue, New York, NY, LIHC Investments**

Sr. Project Manager responsible for the modernization of four (4) elevators. This project includes specifications for modernization and full-service maintenance agreement, overseeing invitation of qualified elevator contractors to bid on the project, leveling bids and providing analysis, Review of shop drawings, performing site visits during construction phase of project and acceptance tests.

**30 Prospect Ave, Hackensack, NJ, Hackensack University Medical Ctr.**

Sr. Project Manager responsible for the modernization of two (2) elevators. This project includes specifications for modernization and full-service maintenance agreement, overseeing bid invites, leveling of bids and analysis, shop drawings review, and site visits during construction.

**Atlantic Street Parking, Hackensack, NJ, City of Hackensack**

Sr. Project Manager responsible for the modernization of four (4) hydraulic elevators. This project includes scope and design development, full-service specifications, bidding and review, shop drawings review and construction administration services to close-out.

**DCAS - 1 Centre Street, New York, NY, LiRo - Hill**

Sr. Project Manager responsible for the modernization of twenty-seven (27) passenger elevators and four (4) freight elevators. This project includes specification revisions to accommodate DCAS requirements, bid RFI's, shop drawings review, construction administration services and project close-out.

**100 South Street, Morristown, NJ (Mayo Theatre), F.J Rawding Architecture & Planning**

Sr. Project Manager responsible for the new installation of 1 passenger and 1, 8,000lb freight elevator. This project includes design development, specifications, bid RFI's, shop drawings review, construction administration services and project closeout.

**EXPERIENCE HIGHLIGHTS:**

- ◇ Modernizations
- ◇ New Installations

**EDUCATION:**

- ◇ County College of Morris, Randolph, NJ
- ◇ Local One Elevators Constructors School

**CERTIFICATIONS:**

- ◇ NYC Licensed Elevator Inspector
- ◇ QEI Licensed Inspector
- ◇ OSHA 510 Construction (30 Hours)

**YEARS EXPERIENCE:**

40

**Marc Castrillon**

Account Executive / Jr Project Manager

Marc Castrillon is a Consultant for CBA, providing a unique blend of qualities that bring successful completion to projects he is assigned to. Marc has a strong emphasis on strategic thinking and creative solutions to complex issues. He works closely with every department in the organization on special projects and thrives in dynamic environments where he is constantly challenged by complex projects. His strong communication skills and dedication to tasks are a cornerstone in his leadership approach.

**Relevant Experience**

**LIRR – 24 Stations (Dewberry Engineers)**

Project Manager assisting in the new installation and modernization of 33 elevators and 3 escalators in accordance with ADA guidelines and LIRR Station Design Guidelines. Mr. Castrillon led engineering surveys for several stations in conjunction with the engineering and project management team while also attending online meetings as required.

**MTA – 13 Stations (Dewberry Engineers)**

Project Manager responsible for the modernization and new installation of 35 elevators across 13 stations owned by the MTA. The project includes survey and feasibility, preliminary design and technical specifications, design-build, and construction administration services.

**110 First Street, Jersey City, NJ (BLDG Management)**

Lead Project Manager responsible for evaluations of 6 elevators in a residential building in Jersey City, NJ. Performed in-depth visual and hands-on studies of all vertical transportation equipment after water damage shut down all 6 elevators on site. A comprehensive 79-page report was compiled showcasing his findings and oversaw the modernization of the elevators.

**1 Centre Street, New York, NY (The LiRo Group)**

Project Manager assisting in the engineering survey and project timeline of modernization of 31 elevators in the Department of Citywide Administration Services (DCAS) building. Provided layout drawings to the mechanical engineering team for AutoCAD design, as well as attending meetings providing project progression updates to clients and stakeholders.

**SUNY College of Optometry, New York, NY (RMF Engineering)**

Project Manager assisting the Sr. Project Manager in the evaluation of 8 elevators as well as specifications for modernization, elevator maintenance contract, shop drawing reviews, construction administration services, and project closeout. Also responsible for attending in-person bi-weekly meetings to review the progression of the project.

**1200 Market Street, Philadelphia, PA (Loews Hotel)**

Assisted with evaluation of 13 elevators in the Loews Hotel and reviewing proposals provided by several elevator contractors. The evaluation includes a comprehensive report of the current elevator’s conditions, concerns for vertical transportation equipment past code regulations and recommendations for bringing elevators to code. The proposal comparison was a review of costs for modernizing the elevators and which has the best value.

**EXPERIENCE HIGHLIGHTS:**

- ◇ Project Management
- ◇ Modernization & New Installation

**EDUCATION:**

- ◇ Rowan University, Glassboro, NJ

**DEGREES:**

- ◇ Bachelor’s Degree - Business Management
- ◇ Bachelor’s Degree - Human Resources Management
- ◇ Master of Business Administration

**CERTIFICATIONS:**

- ◇ Long Island Railroad – Roadway Worker Protection Training
- ◇ MTA NYC Transit – Track Safety Certification
- ◇ OSHA 30-Hour Construction Safety & Health

**YEARS EXPERIENCE:**

7

**WITH CURRENT FIRM: 5**



**Wilson G. Castrillon**

President / Senior Vertical Transportation Engineer

*40+ Years' Experience*

*MBE Certified*

Wilson Castrillon consistently utilizes his expertise for a multitude of notable vertical transportation projects. In 2005 he founded CBA Elevator Consultants, LLC. Known as CBA Consultants, his company provides clients with services ranging from compliance, condition assessments, maintenance management, modernization, and new installations of elevators across New York City. With active involvement as both a consultant and an engineer, his primary responsibilities include designing and engineering all types of elevators. This includes machine-room-less and hole-less hydraulic elevators. Theoretical traffic studies, equipment layout drawings coordination between architects and building representatives are also within his expertise.

**Relevant Experience**

**Newark Liberty International Airport, Terminal One, Newark, NJ. Principal In-charge, Design Engineer.**

Lead engineer for the design development of the installation of twenty-seven (27) elevators, two (2) escalators, and two moving walks. Mr. Castrillon assisted in the preparation of the layout drawings for all the vertical devices. The project consisted of new installation, specifications, full elevator service maintenance contract, and shop drawings review. Construction administration services to include field surveys and pre-inspection of the elevators are performed upon request.

**Long Island Railroad (LIRR) Design Services for Twenty-Four Station Upgrades, Various locations, NY, Principal In-charge, Design Engineer.**

Responsible in overseeing the project and review layout drawings for a total of ten new stations that include new installations of passenger elevators and escalators in various locations. Our services include schematic design through construction documents while adhering to MTA and APTA guidelines.

**Long Island Railroad (LIRR), Babylon Station Platform Upgrades and ADA Upgrades, Babylon, NY, (Sub-consultants for Dewberry Engineers, Inc.) Principal In-charge, Design Engineer.**

Responsible for overseeing the project and confirm accuracy of layout drawings prepared. Project included writing specifications and maintenance specs for the removal of existing passenger elevators and escalators and installing new components in their place while adhering to LIRR and APTA guidelines. Services included schematic design, design development for a design-build project.

**Brooklyn Army Terminal, Brooklyn, NY, Principal In-charge, Design Engineer.**

Responsible for overseeing the engineering team design elevator drawings for the new installation of two 6,000 lb. passenger elevators, two 15,000 lbs. freight elevators, one 10,000 lb. service elevator and one 25,000lb freight elevator.

**140 West Street "Verizon Building"**

Lead vertical transportation consulting firm for the Verizon Building's conversion into a high-end residential and commercial space. Project tasks include engineering services for the addition of a new floor, modernization of five elevators, and the new installation of four passenger elevators and six escalators. CBA provided schematic designs, layout drawings, modernization, and maintenance specifications, responded to RFI's during the bidding process, reviewed shop drawings, and managed construction throughout the project phase.

**VA Hospital, Bronx, NY (Sub-consultant for NK Architects)**

Lead vertical transportation consulting firm for the design, engineering, and modernization of 17 elevators. CBA provided maintenance specifications, responded to RFI's during the bidding process, reviewed shop drawings, and managed construction throughout the installation phase. A final punch out was performed after the sign-off on each elevator. The modernization was structured to minimize disruption to the hospital patients and staff.



**Cameron Station Community Association, Inc.  
Board of Directors Meeting  
Decision Request  
December 2, 2025**

**TOPIC: Terminate Ad Hoc Paving Committee  
Motion 2025-1204**

**Motion:**

“I make a motion to **APPROVE** to terminate the Ad Hoc Paving Committee.”

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

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

**Summary:**

The Ad Hoc Paving Committee was a temporary committee created to assist management and Gardner Engineering with the tasks and oversight associated with the 3-year paving project. The paving project for Cameron Station has been completed, and the committee is no longer functioning.

**CAMP Recommendation:**

CAMP recommends we approve this termination recommendation.



**Cameron Station Community Association, Inc.  
Board of Directors Meeting  
Decision Request  
December 2, 2025**

**TOPIC: Terminate Executive Committee  
Motion 2025-1205**

**Motion:**

“I make a motion to **APPROVE** to terminate the Executive Committee.”

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

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

**Summary:**

The Executive Committee was a temporary committee created to assist management and the association’s attorney manage a specific legal matter.

**CAMP Recommendation:**

CAMP recommends we approve this termination recommendation.