1. Call to Order and Roll Call:
2. Old Business
   A. Previous Minutes
   B. Updates from Last Meeting
3. New Business
   A. Resident Open Forum
   B. Board Update
   C. Consideration of Common Area Applications
      1.) Little Library, Sherri LeGoff 5219 Brawner Place
   D. Budget Planning and Review – 2020 Budget and Tracking
   E. Reserve Planning – Kyle
   F. Proposal Consideration
      1.) Lancaster #30290- Linear Park, Leaf Removal
      2.) Lancaster #30300- 4916 Donovan, Stepping Stones
      3.) Lancaster #30303- 260-264 Medlock, French Drain
      4.) Lancaster #30310- 165-171 CSB, Erosion Control
      5.) Lancaster #30394- 4913 Waple, Reset Field Stone
      6.) Lancaster #30397- Linear Park, 2020 Maint. Contract
   G. Community Wide Irrigation Contract
   H. Pocket Parks
   I. Spring Flowers
   J. LED Lighting Pilot
   K. April 18 – Potomac River Watershed Clean up
   L. 2020 RFPs and Timelines
   M. Reminder – March 9, 2020 Regular Meeting
   N. Updates needed for The Compass newsletter
   O. Adjourn
MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
COMMON AREA COMMITTEE

Monday, January 13, 2020

The regularly scheduled monthly meeting of the Common Area Committee (CAC) was held on Monday, January 13, 2020. The meeting was called to order at 7:00 PM by Robert Burns, CAC Chairman in the club’s second floor meeting room.

Members Present: Robert Burns, CAC Chairman
Kyle Gerron, CAC Member
Linda Greenberg, CAC Member
Kathy McCollo, CAC Vice Chairman
Wendy Ulmer, CAC Member

Members Absent: S. Hockley Walsh, CAC Member, Mindy Lyle, CAC Member

Others in Attendance: Todd Branson, CMC, R. Philip and Cindy Deavel, 4916 Donovan

OLD BUSINESS:

Move to: Approve Meeting Minutes – December 9, 2019
Moved by: Burns
Seconded By: Greenberg
For: All
Against: None
Motion Passed

Updates from last meeting:

Pocket Parks: CMC continues seeking additional firms to bid for the work. CMC will work with McCollo and Greenberg to review the pre-bids in addition to reviewing classification of expenses between Operational and Reserve funds. Bid will be sent out after the pre-bid meeting scheduled on Feb 6th.

Sidewalk Brick Repair: CAC requested a schedule of which brick repairs have been completed and what work is still outstanding. This will inform a decision on the revised “not to exceed” amounts

New Business:

Resident Open Forum: Deavel provided pictures and background to the drainage issues in the intersecting area between Donovan and Murtha. Large tree roots have surfaced and water is pushed to outside of the common area to residence. Roots are are moving under the house which could cause structure damage. The tree Lancaster previously trimmed is hitting the house again. Deavel noted personal effort taken to trim the tree and seed the area without success.

Lancaster provided Proposal #29978 for the residents to mitigate the issues as it relates to Common Area which was previously approved (see CAC August Minutes) pending a revision to remove the line item for stepping stones.

Board Update: None

Common Area Applications: None
The following proposals were tabled pending revision and additional information:

**Leaf Removal – Linear Park (30290)** This proposal to remove leaves from Linear Park is tabled pending the outcome of conversations between CMC and the City. CMC is pushing the city to take responsibility for leaf removal.

**Discussion:**

**Power washing- Brick Fencing along Duke Street:** CMC received three bids and presented the lowest bid to power wash the outside brick fencing to CAC. CAC requested to see the other two bids and requests sourcing additional bids.

**Reserve Budget:** CAC reviewed the 2020 Reserve budget to send feedback to CMC and FAC. The question arose as to unfinished 2019 projects – do those funds carry to the 2020 Reserve budget for those line items? Gerron agreed to review and clarify CAC breakdown within reserves.

**CAC Budget:** CAC discussed monthly budget tracking as requested by FAC. A Google document with limited permissions was suggested as a solution. In addition, CAC stated a strong preference for GL codes to be recommended to us for proposals.

**LED Lights:** CMC is to search for additional vendors to bid on the conversion to LED lights within the community. Branson noted the switch to LED was a positive change for the clubhouse.

**RFPs Timeline:** CAC requested a timeline for the upcoming RFPs (eg. Paving, irrigation and landscape contract).

**Spring Flowers:** CMC & Lancaster to provide color guide; McCollem agreed to design and

The next meeting will be on February 10, 2020 at the Cameron Club.

The meeting adjourned at 8:23 PM.
APPLICATION SECTION
Homeowner(s) Name: Sherri Le Geoff Lot: 
Address: 5219 Brasier Pl
Phone: (h) 619-201-7433 (c) (w)

Please provide a complete, detailed description of the proposed modification, including sketches, drawings, a Plat/Site Survey and a written description. Please refer to the Architectural Design & Maintenance Standards (DMS) for the specific information that is to be provided for the type of change proposed. Use as many additional application forms for each exterior modification requested.

I purchased a free little library before I moved from California and would like to install it against fence of my property on next to the path. It would be the Steward for the library and responsible for upkeep. The library is made from eco-friendly plastic lumber made from recycled milk jugs. The box is 16" wide, 31" tall, 14" deep. I have also purchased a screw in post and top. The wood post is 15.31.5" long. The color is gray with a black roof.

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

City of Alexandria ordinances require you to file plans with the Department of Planning & Zoning for construction and modifications requiring a building permit.

I understand and agree that no work shall commence on this requested project until written approval of the ARC has been received by me.

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

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

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

The ARC will render a decision within forty-five (45) business days of receiving a completed application.
I purchased a Free Little Library just as we decided to move from San Diego to Alexandria so I never installed it. I would like to install it either against our back fence facing the path or next to the tree behind our home (5219 Brawner pl.). I would be the steward for the library and responsible for upkeep and repair, when necessary. The library is made of eco-friendly plastic lumber made from recycled milk jugs so it is weather resistant and easily cleaned. The library box is 16” wide, 21” tall, and 14” deep. I have also purchased a screw in post and topper, no cement needed! The wood post is 31.5” long. The color is grey with a black roof.

Placement would be to the left side of gate to our home, opposite side of the green boxes or next to the tree.
Thank you,

Sherri Le Goff
619 201-7433
5219 Brawner pl
January 3, 2020

CUSTOMER #229
Karen Soles/Todd Branson
Community Manager
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

Dear Karen and Todd,

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

LEAF REMOVAL – LINEAR PARK

Removal of leaves along Linear Park – (4) MEN FOR (4) HOURS AT $55.00 EACH

$880.00 – LABOR

$175.00 – DUMP FEE

PROPOSAL TOTAL: $1055.00

Payment terms: All payments are due within 30 days of invoice date unless otherwise specified. A 1.5% per month late charge will be applied to payments not made within 30 days of their due date.

In the event that the contract is placed in the hands of an attorney, whether or not suit is instituted, the client agrees to pay all reasonable attorneys fees incurred in such collection efforts.

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

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

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

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

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

DATE OF ACCEPTANCE:____________________________________

SIGNATURE:____________________________________
January 16, 2020

CUSTOMER # 229
Karen Soles
Community Manager
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

Dear Karen,

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

LANDSCAPE ENHANCEMENTS

1. 4916 Donovan Drive - Side of Residence
   Install (20) 2x2’ stepping stones @ $48.00 each.................................$960.00
   Labor
   (2) hours @ $55.00 each......................................................................$110.00

PROPOSAL TOTAL: $1070.00

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

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

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

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Authorized Signature: Carlos Rios

This proposal may be withdrawn by us if not accepted within 30 Days.

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

DATE OF ACCEPTANCE: ____________________________

SIGNATURE: ___________________________________
January 17, 2020

CUSTOMER # 229
Karen Soles
Community Manager
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

Dear Karen,

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

DRAINAGE PROPOSAL

At Unit 260-264 Medlock (Rear Common Area)

Scope of Work:
Outside of Unit 264
Regrade to direct water from downspout to a lower grade in grassy area.

Behind unit 260-262
Install a french drain 3' wide x 5' long x 2' deep to prevent water ponding

Labor (32) hrs. $55 each..........................................................$1,760.00
Gravel (3) $125 each............................................................$375.00
Perforated pvc pipe...............................................................$50.00
Filter sock............................................................................$75.00
Top soil..................................................................................$75.00
Sod.........................................................................................$150.00
PROPOSAL TOTAL: $2485.00

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

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Authorized Signature: ____________________________
Carlos Rios

This proposal may be withdrawn by us if not accepted within __30__ Days.

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

DATE OF ACCEPTANCE: ____________________________

SIGNATURE: ____________________________
February 4, 2020

CUSTOMER # 229
Karen Soles
Community Manager
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

Dear Karen,

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

EROSION CONTROL
165-171

At Edge of Planting Bed:
Install plastic landscape edge, approx. 2 - 4" above grade to hold mulch within mulch bed and prevent further erosion.

On Planting Bed:
Install hardwood mulch.

LABOR (4) hours at $55 each.................................................................................$220
6" landscape edge 6" (30') at $3.50 each.................................................................$105
Hardwood mulch (1) yard.......................................................................................$65

PROPOSAL TOTAL: $390.00

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

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DATE OF ACCEPTANCE:________________________________________

SIGNATURE:__________________________________________________
February 10, 2020

CUSTOMER # 229
Todd Branson
Assistant Community Manager
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

Dear Todd,

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

LANDSCAPE ENHANCEMENT

To Right of 4913 Waple Lane

Reset WVA Fieldstone in concrete near curb line. Area is approximately 2x3' (see attached picture as reference) .......... $300.00

PROPOSAL TOTAL: $300.00

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

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

Date of Acceptance

Signature

Authorized Signature: Carlos Rios

This proposal may be withdrawn by us if not accepted within 30 Days.
February 10, 2020

CUSTOMER # 226
Todd Branson
Assistant Community Manager
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

Dear Todd,

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

**LINEAR PARK MAINTENANCE (2020)**
**MULCH BEDS AND TREE RING WEED CONTROL**
- Hand pull large weeds growing in mulch beds and tree ring areas.
- Smaller weeds will be cut down with a line trimmer.
- No chemicals will be used.
- Service to be performed (4) times per season.
- TOTAL PRICE: $6,556.00 @ $1,639.00/EA TIME

**MOWING**
- Mowing, edging and trimming April through October.
- From residents back yard fences to asphalt path and from asphalt path to river.
- TOTAL PRICE: $10,825.50 @ $1,546.50/MO. X 7 MONTHS (APRIL THROUGH OCTOBER)

**TOTAL PROPOSAL PRICE: $17,381.50**

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

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

DATE OF ACCEPTANCE

SIGNATURE
PERIOD OF SERVICE: APRIL 1, 2020 – DECEMBER 1, 2020

February 10, 2020

Submitted to: Cameron Station Community Association
200 Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304
ATTN: Todd Branson, Asst. Community Manager

Project: Cameron Station Community Association

Irrigation Service

Lancaster Landscapes, Inc. proposes to maintain your automatic irrigation system. To do this, we suggest a series of periodic visits throughout the season. The goal of the inspections is to proactively identify irrigation problems and minimize system down time. Our goal is to maximize the efficiency of the irrigation system – use less water.

Irrigation Start up:

This visit is designed to prepare the irrigation system for the upcoming season. All water supplies are turned on and the piping system is checked for leaks. The automatic controller is tested to ensure proper operation of all zones. If applicable, the back-up battery is checked for proper operation and replaced if necessary. All wire connections are checked. Every head is checked for proper height and coverage. All nozzles are checked for proper spray and throw. All minor adjustments, including leveling, straightening, and adjusting of heads are performed in this visit. Any other repairs needed are made on a time and materials basis. A report can be submitted detailing the results of the inspection upon request. Any improvements needed and/or recommended will follow the inspection in the form of a proposal.

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<td>JOHN TICER</td>
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<td>TICER / BARBOUR</td>
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<td>DUKE STREET</td>
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<td>GARDNER DRIVE (NEW)</td>
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SUBTOTAL (Spring Start Up) $3,193.00

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Clarifications and Terms

PERIOD OF SERVICE: APRIL 1, 2020 – DECEMBER 1, 2020

1. Per local plumbing codes, it may be required each spring that the Owner provide an inspection of the backflow preventer by a Certified Back flow tester to determine that it is in proper working condition. Lancaster Landscapes can provide this service at an additional cost if so requested.

2. Our standard time and materials rates are as follows:
   a. If the system is currently maintained by a Lancaster Landscapes service agreement, the rate would be $83.00 per technician-hour and $48.00 per helper-hour plus materials.
   b. There is a 15% materials charge for incidental expenses such as glue, primer, Teflon tape, flags, etc.

3. Pre-authorization of repairs: This authorizes Lancaster Landscapes to make necessary repairs (up to $300.00) that would prevent the irrigation system from operating at the time of inspection. This is cost effective because it saves the cost of another service call. All repairs will be detailed in writing.

All material is guaranteed to be as specified. All work shall be completed in a workmanlike manner according to standard practices. Lancaster Landscapes shall not be held responsible for delays caused by strikes, accidents, or other events beyond our control. Payments for the invoiced work shall be received within thirty (30) days or the invoiced date.

The above work shall be scheduled upon written approval. This proposal is valid for 30 days from the date of issue.

Accept

Acceptance of Proposal

By: ___________________________  2/10/2020  Accepted: ___________________________  Date

Authorized Representative
Lancaster Landscapes, Inc.

Signature  Date

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