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

Wednesday, October 3, 2012

The regularly scheduled monthly meeting of the Common Area Committee (CAC) for October was held on Wednesday, October 3, 2012. The meeting was called to order at 7:10 PM by Robert Burns, Chairman, in the dining room of the Vigil Home.

Members Present: Robert Burns, CAC Chairman H. Donna Dymon, CAC Secretary
Suzanne Vigil, CAC Vice Chairman Kathy McColom, CAC Member
Henry Chan, CAC Member Susan Willis, CAC Member

Member Absent: Ann Dunlap, CAC Member

Others in Attendance: Mindy Lyle, Board Liaison Chris Newburgh, CMC Representative
Joel Owen, Lancaster Representative Carlos Rios, Lancaster Landscapers

Move to: Approve Agenda
Moved By: Burns
Seconded By: Vigil
For: All
Against: None
MOTION PASSED

OLD BUSINESS:

Move to: Approve Meeting Minutes August 2012
Moved By: Vigil
Seconded By: Chan
For: All
Against: None
MOTION PASSED

Updates from Last Meeting:

1. Landscaping Updates:
   - Tancretti Pocket Park: Gingko trees were approved and scheduled for replacement next week.
   - Bessley Place North Pocket Park: Committee agreed to hold installing the proposed brick cross-walk.
   - Bessley Place South 5237-5324 (Property Address Area) Common Area: Proposal Requested.
   - 165 CSB Cherry Tree Replacement: To be replaced and completed by October 12.
   - Follow-up requested to learn who has responsibility for the “Pump House” in the circle: Lyle described the procedure needed to address removal of the Pump House. Commencement of the procedure is planned for January 2013.
   - Requested Proposal 22230 – 5237-5241 Bessley at Back Common Area – Proposal Vote:
     Move to: Approve Proposal 22230
     Moved By: Vigil
     Seconded By: Chan
     For: All
     Against: None
     MOTION PASSED

   - Fall Flower Planting: The Committee electronically reviewed, voted, and approved the Color Combo for the
Common Area Fall Planting and affirmed that at this meeting.

2. September Walk Through Updates:
   - 171 (area) CSB Tree Replacement: Scheduled for replacement next week.
   - Livermore Lane Pass-Through Tree Replacements: Scheduled for replacement next week.
   - Stop Sign Replacement at the Circle: Lyle explained the procedure needed to procure replacement signs which will be completed by the Cameron Station Management Office.
   - Ticer Pocket Park Sprinkler: The irrigation system required additional assessment and evaluation prior to a solution recommendation.
   - Oak Tree / Common area between 5009 Donovan and 226 Cameron Station Blvd.: Tree work scheduled for next week.
   - Tancretti Pocket Park: Holly & Crepe Myrtle scheduled for replacement next week.
   - Maple Tree Replacement– 161-163 CSB: Tree replacement scheduled for next week.
   - Plantings needed – Large Electric Unit – Back of 239 Somerville: Lancaster has submitted a proposal to complete the needed work but needs to re-submit because that has not been received.
   - Green Mold – 5269 Pocosin Lane area on Livermore Lane: Lancaster requested mold eradication be put on hold until assessment of the extent of the mold problem exists in the community, and to determine the best method to address this problem.
   - Livermore Lane Walk-Through to Trade Center: The Committee asked to have this area added to maintenance contract proposal. Newburgh stated agreement terms with the Trade Center needed to be reviewed to determine delineation of maintenance responsibilities.
   - 5261 COL Johnson (area) Landscaping Revision: The revision is scheduled for next week.
   - 174-180 CSB Brick Arch Pass-Through (area): The Committee requested determination of responsibility for this area. Is it Common Area or Private Property Ownership? Cameron Station Management needs to be consulted to make the determination.
   - Linear Park Irrigation Completion Update: The committee requested an irrigation update be readied for the next meeting.
   - Bessley South Pocket Park Tall Grass: Request for proposal to remove tall grass from the area.
   - 474 Ferdinand Day (area) Tree and Landscaping Maintenance: The Committee requested determination of responsibility for this area. Is it Common Area or Private Property Ownership? Cameron Station Management needs to be consulted to make the determination.

NEW BUSINESS:
A. Resident Open Forum – No residents present
B. Board Update – No Board Update
C. Ratification of Proposals Submitted: No proposals submitted.
D. Requests:
   - Acting Committee Member or Ad Hoc Member: Vigil requested appointment of an acting member while the regular member is absent. The committee requested discussion with Management to determine whether such a member can be added.
     - Management Response October 5, 2012: There are no temporary/acting members. If a position becomes vacant, the position requires announcement to the community for candidate replacement.
   - Distribution of “Fall Clean-up” Notices: The Committee requested Newburgh deliver a status report deciding committee authority to deliver notices to homeowners suggesting landscaping clean-up. Specifically, whether it is an Architectural Review Committee or a Common Area Committee responsibility.
   - Investigate damage sustained post two parties in the Gazebo Circle Park: Consult with management if inspections were conducted to determine the party causing the damage.
     - Management Response October 5, 2012: Management was notified of both parties prior to the dates and inspections were completed. Management stated that if there were
issues it would be difficult to determine which event caused the damage.

Appreciation Lunch to Thank the Lancaster Landscaping Employees Tending Cameron Station: The Committee supported the proposal planned to thank the employees of Lancaster Landscaping for their work keeping the community beautiful. Also, the Landscaping Service was instrumental in Cameron Station’s receipt and recognition by the City of Alexandria to receive a 2012 City of Alexandria’s Beautification Award.

Management Response October 5, 2012: Management identified October 11, 2012 at 1130 for the Appreciation Lunch.

Plaque to Honor Arthur Cotton Moore, Gazebo Architect: Lyle discussed the merits of the internationally acclaimed architect who designed the Cameron Station Gazebo. She recommended that when the Gazebo’s repainting is completed, a plaque be installed commemorating his design and contribution to our community.

E. Updates for Compass and Newsletter – McCollom reported a surge in requests for Volunteer Gardener Services. She requested Cameron Station Management include an article to address the scope of work responsibilities provided by the Volunteer Program with an e-mail blast.

F. Executive Session: The Committee moved to go into Executive Session at 8:18 PM.

Move to: Enter Executive Session
Moved By: Burns
Seconded By: Vigil
For: All
Against: None
MOTION PASSED

Move to: Exit Executive Session
Moved By: Burns
Seconded By: Vigil
For: All
Against: None
MOTION PASSED

The Committee exited Executive Session at 8:37 PM.

Next Meeting – November 7, 2012

Move To: Adjourn at 8:40 PM
Moved by: Burns
Seconded by: Vigil
For: ALL
Against: NONE
MOTION PASSED