



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

Tuesday, May 28, 2024 – 7:00 PM

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

Link: <https://us06web.zoom.us/j/97385179058?pwd=TUg1V1lvM011VStJS2k5b3NELOIRUT09>

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

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

- | | |
|---|------------------|
| I. CALL TO ORDER | 7:00 PM |
| II. APPROVAL OF AGENDA | 7:01 PM |
| III. APPROVAL OF MINUTES – BOD Meeting – April 30, 2024, | 7:02 PM |
| IV. CITY OF ALEXANDRIA POLICE DEPARTMENT – STAFF LIAISON | 7:03 PM |
| V. CAMERON STATION CIVIC ASSOCIATION – CHARLES MAYNARD | 7:13 PM |
| VI. HOMEOWNERS’ FORUM | 7:23 PM |
| VII. TREASURER’S REPORT | 7:33 PM |
| VIII. COMMITTEE REPORTS (FAC, ARC, A&E, ComCom, CCFC, CAC) | 7:43 PM |
| IX. MATTERS FOR BOARD DECISION | 7:53 PM |
| A. Lancaster Landscape proposal #31233 | Motion 2024-0501 |
| B. Lancaster Landscape proposal #31251 | Motion 2024-0502 |
| C. Transferring Excess Owners Equity to Reserves | Motion 2024-0503 |
| D. FY23 Draft Audit | Motion 2024-0504 |
| E. FY24 and FY25 Audit Engagement Letter | Motion 2024-0505 |
| F. Parking Enforcement contract proposals | Motion 2024-0506 |
| X. MATTERS FOR BOARD DISCUSSION | 8:33 PM |
| A. Black Car Service | |

Prepared by:

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

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

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

XI. MATTERS FOR BOARD INFORMATION	8:50 PM
A. Management Report <ul style="list-style-type: none">• Action Item list• Project Updates	
XII. EXECUTIVE SESSIONS <i>(Not applicable to this meeting)</i>	8:57 PM
XIII. NEW BUSINESS	8:58 PM
XVI: ADJOURN	9:00 PM

DRAFT

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

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MEETING MINUTES
BOARD OF DIRECTORS MEETING
Tuesday, April 30, 2024 7:00 P.M.

NOTICE: This meeting was held in a hybrid format via Zoom and in-person in the Henderson room.

BOARD MEMBERS PRESENT:

Andrew Hill, President
Joan Lampe, Vice President
William Blumberg, Treasurer
Brendan Hanlon, Director
Tom Kopko, Director
Megan Christensen, Director

BOARD MEMBERS ABSENT

Chris Mulder, Secretary

OTHERS PRESENT:

Heather Graham, CMCA®, PCAM®, Executive Vice President of Community Association Management Professionals (CAMP)
Steve Philbin, M ed., CMCA®, ARM® PCAM®, General Manager
Angel Robles, CMCA®, AMS®, Assistant General Manager
Charles Maynard, Civic Association
Lt. Lion, APD
Takis Taousakis, Chair, FAC
Steve Pearson, Chair, ARC
Andrew Yang, Chair, A&E
Tricia Hemmal, Chair, CommComm
Martha Romans, Chair, CAC

CALL TO ORDER:

Mr. Hill called the meeting to order at 7:01 pm.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

Motion: Mr. Blumberg moved, and Mr. Kopko seconded the motion to **APPROVE** the minutes of the March 26, 2024, Board meeting. **The motion passed unanimously, 6/0.**

CITY OF ALEXANDRIA POLICE DEPARTMENT – STAFF LIAISON:

Lt. Lion reported that the department is still in the process of assigning a new community liaison; for April there were seventy-five (75) calls for service, more calls coming from the Ben Brenman Park area; within the community, there were no quality-of-life concerns; larceny from auto is the main call dispatched in the West End.

CAMERON STATION CIVIC ASSOCIATION:

Mr. Charles Maynard reported on the Eisenhower Avenue transportation study. The proposed changes would affect traffic between Eisenhower and South Van Dorn, the study will be completed by the summer of 2024, and the next step of the study is the final recommendations and grant application development and funding. The South Picket Corridor Improvement Program, association is monitoring this project since there is already extensive traffic on South Picket Street between Duke and Edsall Road, installing a road diet and eliminating car lanes would make traffic worse, Civic Association does not endorse a road diet. The implementation date is the summer of 2025, and the next step is to go to the City council for a vote in June of 2024.

HOMEOWNER'S FORUM:

Topics discussed were:

- Chris – stated that when the Donovan Dr pocket park was renovated it looked like there were healthy trees removed. A few years ago he submitted a request to the ARC to remove a large tree in front of his home and that request was denied and wanted to share his observation that it is not fair to deny an owner's request to remove an inappropriately sized tree in their yard and the Association removed healthy trees for a park renovation. Also requested the Association remove the dog waste bins from that park to discourage dog owners from allowing their dogs to use that park.
- Chris – stated that the Board should consider re-doing the crosswalks with stamped asphalt when they approve the asphalt project.

TREASURER'S REPORT:

Mr. Blumberg reported that the Association is in a good financial position; YTD there is a surplus of \$86,000; total cash and investments are 2.5 million dollars; and the delinquency rate is low; a CD in the amount of \$240,000 will mature in May; will continue to review cash needs for upcoming large projects this summer like the last phase of paving, clubhouse roof replacement and pool repairs; and income is over budget, expense are under budget and all the Committees are under budget.

COMMITTEE REPORTS:

1. Financial Advisory Committee

No report.

2. Architectural Review Committee

Mr. Pearson reported that the Committee reviewed twenty-one (21) applications in April and ratified five (5) electronic votes and the DMS review process is underway.

3. Activities and Events Committee

Mr. Yang reported that the Spring Yard Sale was on April 20th and attendance was down due to the weather; the Shred event took place and upcoming events will be BINGO night on May 17th and a pool party.

4. Communications Committee

Ms. Hemmel reported that there were seventeen (17) blogs posted on the website; Working on updating pages and photos on the website; working on usage report for the website; and welcoming twelve (12) new residents to the Community.

5. Facilities Committee

Mr. Hanlon reported that Pilates classes received good feedback and the Committee recommends adding a Pilates class once a week; they also decided that an additional lap lane be added in the community pool from 7:00 pm until 8:30 pm, Monday through Thursday; they also approved purchasing another Peloton bike.

6. Common Area Committee

Ms. Romans reported that the Donovan pocket park renovation was completed; the Committee will begin their community walk-through in May; the Committee will also be reviewing the DMS and approved trees list for any needed updates.

MATTERS FOR BOARD DECISION:

A. Cameron Club Great Room Moisture Sealant Proposal

Motion: Mr. Hanlon moved, and Mr. Kopko seconded the motion to **APPROVE** Haus Custom proposal to seal the Cameron Club Great Room concrete floor in the amount of \$ 16,150.00 to be expensed from Reserve Funds. **Following discussion, the motion passed, 6/0.**

B. Cameron Club Carpet Replacement Proposals

Motion: Mr. Hanlon moved, and Ms. Lampe seconded the motion to **APPROVE** Haus Custom proposal to replace the Cameron Club carpet in the amount of \$39,060.00 to be expensed from Reserve Funds. **Following discussion, the motion passed, 6/0.**

C. Bench Slats Replacement Proposal

Motion: Mr. Hanlon moved, and Ms. Lampe seconded the motion to **APPROVE** the Tangent proposal for \$3,652.13 for material to replace bench slats of thirteen benches throughout the Cameron Station community to be expensed from Reserve Funds. **Following discussion, the motion passed, 6/0.**

D. Paving Proposals

Motion: Mr. Blumberg moved, and Mr. Kopko seconded the motion to **APPROVE** the base bid from Fairfax Paving for asphalt remediation to be paid out of Reserve Funds. **Following discussion, an amended motion was made:**

Amended Motion: Mr. Hanlon moved, and Ms. Lampe seconded the motion to **APPROVE** base bid from Fairfax Paving for asphalt remediation, also including the irrigation work, one conduit, and stamped concrete, to be paid out of Reserve Funds. **Following discussion, the motion passed, 4/2/0.**

In favor: Mr. Hill, Ms. Lampe, Mr. Hanlon and Mr. Kopko

Opposed: Ms. Christensen and Mr. Blumberg

MATTERS FOR BOARD DISCUSSION:

None.

MATTERS FOR BOARD INFORMATION:

1. Management Report

- Action Item list
Included in the Board packet for review.

- Project Updates
Mr. Philbin reported that two fire hydrants in the community are leaking, and a vendor will be out to repair them; due to the timing of the paving of Cameron Station Blvd the association's paving may be pushed back so that they are not driving heavy equipment down Cameron Station Blvd after it is paved; and the draft audit was received recently and will be forwarded to the Board. Black Car Service update – there have been over 140 reservations and the Board continued for an additional 30-day trial.

NEW BUSINESS:

None.

EXECUTIVE SESSION:

(Not applicable to this meeting)

ADJOURNMENT:

Motion: Mr. Blumberg moved, and Mr. Kopko seconded the motion to adjourn the meeting. **The motion passed, 6/0, and the meeting was adjourned at 9:10 PM.**

Respectfully Submitted,
Minutes Services, LLC
Dolly Sharma
dolly@minutesservices.com

X

Joan Lampe
Vice President

5/28/24 Cameron Station Community Assoc. Board Meeting – Upcoming Events of Interest

*Update by Charles Maynard
President
Cameron Station Civic Association*

Current Matters

- 1. Ben Brenman Bikeshare Station***
- 2. South Pickett Street Corridor Improvements Program***

Ben Brenman Bikeshare Station

Civic Assoc. Position: The Civic Association is monitoring the situation to ensure the most logical placement of a bikeshare station.

Implementation Date: Unclear when or who makes the decision on this.

Project Details:

At the Civic Association membership meeting on May 1, 2024, Sean Martin (Program Manager, Capital Bikeshare and Dockless Mobility) discussed the three proposed locations for a bikeshare station in or near Ben Brenman Park. Mr. Martin said that the City is conducting outreach with residents of Cameron Station on three proposed locations for one bikeshare station of 15 bikes that would be 40 feet X 6 feet. The three locations are (1) Brenman Park Drive and Sommerville Street, (2) Brenman Park Drive and Comay Terrace, or (3) Sommerville Street and Deer Run Court. Of note is the fact that options 1 and 3 are in the street and option 2 is on a sidewalk near the coffee shop. Participants at the Civic Association meeting seemed to prefer option 1, but strongly suggested that the City place the bikeshare in the park rather than in the street. Mr. Martin noted that options 1 and 3 were in the street due to the land being in a Resource Protection Area. Participants suggested that, since many other park amenities were on the grassland, that they reconsider placing the small bikeshare station in the park rather than in the street given there are safety and traffic concerns.

For the survey on the locations for the Ben Brenman bikeshare placement, go to: <https://www.research.net/r/AlexandriaVA-PotentialCameronStationCapitalBikeshareStationLocation>. For more information on the bikeshare program in general, go to: <https://www.alexandriava.gov/Bikesharing>.

South Pickett Street Corridor Improvements Program

Civic Assoc. Position: The Civic Association is monitoring this project very carefully since there is already extensive traffic on South Pickett Street between Duke Street and Edsall Road. The Civic Association does not endorse a road diet as an appropriate option for this trafficway.

Implementation Date: Summer 2025.

Current Status: City staff released initial design recommendations on April 19, 2024.

Next Step: Traffic and Parking Board vote on June 24, 2024 or possibly July 22, 2024.

Project Details:

The stated purpose of the City of Alexandria's South Pickett Street Corridor Improvements Project is to make it easier and safer for people to travel on South Pickett Street between Duke Street and Edsall Road, no matter their age, ability, or mode of transportation.

On April 19, 2024, City staff issued a press release announcing a two week survey on the initial design plans for the South Pickett Street Corridor Improvements Project. These design plans issued on April 19 envision a road diet whereby two of the four car lanes along this trafficway would be removed for protected bike lanes.

The Civic Association continues to support Alexandria's efforts to engage the community in connection with designs for corridor improvement on South Pickett Street between Edsall Road and Duke Street to address roadway safety issues. This section of South Pickett Street is a known traffic congestion area due to a number of reasons, including numerous car dealerships, high-density apartments and an active shopping center anchored by the Home Depot. As a result, car and tractor trailer traffic is quite heavy. Cars are often backed up from the left turn lane off of Duke Street onto South Pickett all the way into the intersection of Duke and Cameron Station Boulevard. Additionally, tractor trailers and numerous trucks enter and exit the trafficway to access Home Depot as well as the car dealerships throughout the day. Reducing the thoroughfare to only one lane in each direction, might cause traffic to come to a standstill and will seriously impede tractor trailers from being able to make deliveries and pickups on this trafficway.

In such a highly congested area, the Alexandria Complete Street Design Guidelines set forth other safety measures more suitable than a road diet when designing a road, repaving, or contemplating other safety-driven corridor improvements. A number of these safety-driven improvements are being proposed by City staff such as additional pedestrian crossings, curb extensions, speed reductions and no turn on red. These safety improvements should be tried out first before implementing a road diet that can cause harm to businesses and impede traffic.

Moreover, there are already bike paths nearby. Further, the Proposed Bicycle Network in the adopted Mobility Plan does not call for a dedicated bike lane on South Pickett Street nor does the Eisenhower West Small Area Plan (EWSAP). The EWSAP recommends "enhanced bicycle corridors throughout Eisenhower West, especially on major streets including Eisenhower Avenue, Van Dorn Street and South Pickett Street, the Multimodal Bridge, and Farrington Connector. Enhanced bicycle corridors include a separate on-street facility for

bicyclists, which **may include a bike lane**, separated or buffered bike lane, climbing lane or sidepath.” (Emphasis added) Hence, a bike lane is not mandated or necessary.

This section of South Pickett houses several businesses accessible predominantly by car, including, but not limited to, Eastern Automotive Group, Passport Nissan of Alexandria, BMW of Alexandria, Mercedes-Benz of Alexandria, Wiygul Automotive Clinic and Home Depot. It was not until the Cameron Station Civic Association approached these named businesses that any of them knew of the City’s plans. All of them are opposed to a road diet.

As a direct consequence of the involvement of the Cameron Station Civic Association, the City is now finally reaching out to businesses along South Pickett Street and has stated that it will conduct testing to see whether or not the tractor trailers delivering supplies to Home Depot and the car dealerships would be able to back into the parking areas of such businesses with the proposed road diet design in place. In addition, City staff has said that it is no longer shooting to have this matter taken for a final vote by the Traffic and Parking Board on June 24, 2024 and that the vote may be delayed in order to further assess the effects of the City staff proposals on businesses.

For more information, go to: <https://www.alexandriava.gov/transportation-planning/project/south-pickett-street-corridor-improvements>. You must register in advance to attend or speak at Traffic and Parking Board meetings and can do so at <https://www.alexandriava.gov/TrafficParkingBoard#MeetingScheduleandMaterials>. You can send written comments to the Traffic and Parking Board up to 24 hours in advance of their meeting to sheila.mcgraw@alexandriava.gov.

Charles Maynard
President
Cameron Station Civic Association

We would love to have you join the Civic Association. To join, send a check made payable to the Cameron Station Civic Association for \$10 per person (ages 18 and older) with your name(s), address, phone number and email address to: Cameron Station Civic Association 200 Cameron Station Blvd, Alexandria, VA 22304. To contact the Civic Association please email cameronstacivic@gmail.com.

Cameron Station Community Association
Financial Advisory Committee Meeting
April 29, 2024
FAC ZOOM Meeting
Meeting ID 929 6235 3196 Passcode 007612

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 7:08 pm.
- b. Members Present; Chairman Takis Taousakis, Wendell Anderson, Fred Blum, Matthew Rickert, and Sophia Lee.
- c. Others Present: Board Vice President Joan Lampe, Board Treasurer and Board Liaison Bill Blumberg, Bill Boos, and CAMP Community Manager Steve Philbin.
- d. The meeting was conducted via a Zoom.

II. Approval of Agenda

- a. The agenda was approved unanimously.

III. Approval of Previous Month's Minutes

- a. The March 25, 2024, minutes were approved unanimously.

IV. Resident Open Forum

- a. No residents present.

V. Review of Financial Results

- a. March 31, 2024, Financial Variance Report, Balance Sheet, Revenue and Expense Statements.

Discussion was led by the FAC Chair and Steve Philbin. The Chair noted that the overall operating income is \$86,321. Steve stated that almost everything is close to budget on the income (positive variance of \$5,002 YTD for operating revenue). The big numbers are snow removal, and we are familiar with TMP expenses.

Income items (March 31, 2024):

--Cleaning Fees, positive variance of \$3,500.

--Legal Reimbursements, negative variance of \$897.

--Room Rental Income, positive variance of \$1,650.

Expense items (March 31, 2024):

--Snow Removal, positive variance of \$20,871.

--General R&M, positive variance of \$6,189.

--General Maintenance Supplies (supplies), positive variance of \$773.

--General Maintenance Supplies (repairs & maintenance), positive variance of \$6,189.

--Irrigation Water, positive variance of \$1,525.

--Lighting Supplies, negative variance of \$1,474.

--Pet Stations, positive variance of \$1,625.

--Street R&M, positive variance of \$6,500.

--Turf Treatments and Enhancements, positive variance of \$8,333.

--Elevator Services, negative variance of \$842.

--Access System Supplies, negative variance of \$2,424. Steve stated that we had to order more cards and ink than expected. Additional cards were purchased at \$5 a piece and if people lose them, they will be charged \$25 for replacement. Management estimated more people would utilize free mobile credentials, than actually did. 555 people still have not registered under the new access system. We are still setting up the system so we should probably move any cards over to reserves and use the variance there.

--Parking Enforcement, positive variance of \$5,413.

--TMP Expenses, positive variance of \$13,812. Regarding the black car service to the airport, there is no cost to us. It is a marketing cost for the limo service. It is beneficial for them because they want to get a return service. They are working on an app for April.

--Admin Salaries, positive variance of \$8,339.

--Homeowner Activities, negative variance of \$939. They did not have many activities at the beginning of the year, but now they have several so this will balance out.

--Meeting Expenses, positive variance of \$1,386.

Aged Receivables (March 31, 2024):

Delinquency percentage 1.09%.

Steve stated that we started to foreclose on one home, and they paid. Someone with a balance of \$15,000 is paying tomorrow, so the \$28,000 will be cut in half.

b. Balance Sheet

Operating and Replacement are the main two funds. We discussed the \$194,803 on fund transfers – should be zeroed out.

c. Revenue and Expenses

Net surplus of \$102,541 YTD.

d. Cameron Station Committee Spending & Committed Funds

--Activities & Events (A & E), \$1,839.30 out of \$33,000.00 budget committed or spent.

--Comm-Comm, \$ 6,126.64 out of \$25,782.00 budget committed or spent.

--Cameron Club Facilities Committee (CCFC), \$385,710.94 out of \$430,526.00 budget committed or spent.

--Common Area Committee (CAC), \$296,705.29 out of \$425,082.00 budget committed or spent.

e. Fund Investments – Morgan Stanley

The FAC recommends keeping the BMO Harris CDs as-is.

Steve stated that as of today, the balance in the reserve checking account is \$165,000.

Because Cameron Station Blvd is being paved on June 17 for 2 weeks, the engineer recommended pushing the paving project back from July 8 to August 8. So, we do not need the \$715,000 as early as expected.

We will still have the carpet expense \$40,000, which became \$56,000 because of moisture damage, then \$14,000 for wood replacement and a couple other things. The wading pool and the pool are \$47,000 in May. Those are the key components up until August. We also have our normal LED lights \$2-3,000 per month. Every 6 lights cost us under \$2,000. We have caught where they have mistakenly billed us for lights. There are other expenses like irrigation work, and park benches. We have \$165,000 right now in reserves checking, and do not want to go below \$100,000.

Regarding the \$240,000 Poppy Bank-CA maturing 5/10/24, Fred suggested we can move some of the \$240,000 to one of the Morgan Stanley Savings accounts. MSBNA

account balance is currently \$47,000 and can be filled up to maintain below the \$250,000. The remaining money will be needed for paving in August/September.

- f. Review of the CIRA accounting database.

The Chair noted that everything is in good shape as far as expenses, allocations, and violations. 75.6% of residents are currently registered in ACH.

VI. Old Business

- a. Review 2024 Reserve Project Spreadsheet

The Cameron Club roof work is complete, for which we paid \$61,000.

The Ad Hoc Committee's recommendation of asphalt stamps vs. pressed brick pattern was discussed.

Regarding the 2023 audit, Steve and Heather will review and forward to the FAC after they make changes to the draft. The owner's equity is currently at 28%, so there will be a significant amount of money to move to the reserves.

VIII. Adjournment

The meeting was adjourned at 8:06pm.

CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday May 14th, 2024

The month's meeting of the Architectural Review Committee (ARC) was held on Tuesday May 14th, 2024. The meeting was called to order at 7:00 p.m. by ARC Chair Stephen Pearson with a quorum present. The meeting was conducted via Zoom in accordance with Administrative Resolution No. 2022-15 (Amended): ARC Charter.

ARC MEMBERS IN ATTENDANCE VIA ZOOM

Stephen Pearson – ARC Chair
Paula Caro – ARC Vice Chair
Brian Sundin – ARC Member
Trena Raines – ARC Member
Sharon Wilkinson – ARC Member
Tom Linton – ARC Member

MEMBERS ABSENT

Mara Francis – ARC Member

CHANGE OF ATTENDANCE

Trena Raines left the meeting at 8:43 PM and returned at 8:46 PM.

OTHERS IN ATTENDANCE VIA ZOOM

Cameron Station Residents
Avante Thomas, On-Site Covenants Administrator
Chris Mulder, Board liaison

APPROVE AGENDA

MOVE TO: "I move to approve the agenda as submitted."

Moved By: Sharon Wilkinson

Seconded By: Trena Raines

For: All

Against: None

Absent: Mara Francis

MOTION PASSED

HOMEOWNERS OPEN FORUM

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

REVIEW OF EXTERIOR MODIFICATION APPLICATIONS

Address	Proposed Modification	ARC Action / Vote
122 Cameron Station Blvd	Roof Replacement	<p>Approved as submitted. Moved By: Sharon Wilkinson Seconded By: Trena Raines For: All Against: None Absent: Mara Francis Abstain: None MOTION PASSED</p>
137 Cameron Station Blvd	Window Replacement	<p>Approved as submitted. Moved By: Paula Caro Seconded By: Sharon Wilkinson For: All Against: None Absent: Mara Francis Abstain: None MOTION PASSED</p>
187 Cameron Station Blvd	Deck Restain Application	<p>Approved as submitted. Moved By: Trena Raines Seconded By: Trena Raines For: All Against: None Absent: Mara Francis Abstain: None MOTION PASSED</p>
198 Martin Ln	Siding (Façade) Replacement	<p>Approved with the stipulation that the siding is replaced like-for-like. Moved By: Tom Linton Seconded By: Trena Raines For: All Against: None Absent: Mara Francis Abstain: None MOTION PASSED</p>
198 Martin Ln	Window Replacement	<p>Approved as submitted. Moved By: Trena Raines Seconded By: Sharon Wilkinson For: All Against: None Absent: Mara Francis Abstain: None MOTION PASSED</p>
223 Medlock Ln	Railing Installment	<p>Returned for more information. Moved By: Sharon Wilkinson</p>

		<p>Seconded By: Trena Raines For: All Against: None Absent: Mara Francis Abstain: None MOTION PASSED</p>
233 Medlock Ln	Landscaping	<p>Approved as submitted. Moved By: Trena Raines Seconded By: Sharon Wilkinson For: All Against: None Absent: Mara Francis Abstain: None MOTION PASSED</p>
241 Somerville St	Fence Replacement	<p>Retroactively approved as submitted. Moved By: Brian Sundin Seconded By: Paula Caro For: Stephen Pearson, Tom Linton, Trena Raines Against: None Absent: Mara Francis Abstain: Sharon Wilkinson MOTION PASSED</p>
243 Somerville St	Fence Replacement	<p>Retroactively approved as submitted. Moved By: Brian Sundin Seconded By: Trena Raines For: Paula Caro, Tom Linton, Sharon Wilkinson Against: None Absent: Mara Francis Abstain: Stephen Pearson MOTION PASSED</p>
245 Somerville St	Fence Replacement	<p>Retroactively approved as submitted. Moved By: Trena Raines Seconded By: Paula Caro For: All Against: None Absent: Mara Francis Abstain: None MOTION PASSED</p>
247 Somerville St	Fence Replacement	<p>Retroactively approved as submitted. Moved By: Tom Linton Seconded By: Trena Raines For: All Against: None Absent: Mara Francis Abstain: None</p>

		MOTION PASSED
254 Medlock Ln	Light Fixture Replacement	Approved as submitted. Moved By: Trena Raines Seconded By: Brian Sundin For: All Against: None Absent: Mara Francis Abstain: None MOTION PASSED
301 Lannon Ct	Door/Shutter Repainting	Disapproved as submitted Moved By: Paula Caro Seconded By: Sharon Wilkinson For: Stephen Pearson Against: None Absent: Mara Francis Abstain: Tom Linton, Brian Sundin, Trena Raines MOTION DOES NOT PASS
301 Lannon Ct	Door/Shutter Repainting	Return for more information. (Colors more aligned with approved colors) Moved By: Trena Raines Seconded By: Brian Sundin For: All Against: None Absent: Mara Francis Abstain: None MOTION PASSED
472 Ferdinand Day Dr	Window Replacement	Approved as submitted. Moved By: Brian Sundin Seconded By: Paula Caro For: All Against: None Absent: Mara Francis Abstain: None MOTION PASSED
4921 Donovan Dr	Landscaping	Disapproved as submitted. Moved By: Trena Raines Seconded By: Sharon Wilkinson For: All Against: None Absent: Mara Francis Abstain: None MOTION PASSED
4922 Kilburn St	Tree Replacement	Approved with the stipulation that the replacement tree is 6' tall when planted and the application is signed by the homeowner.

		<p>Moved By: Trena Raines Seconded By: Brian Sundin For: All Against: None Absent: Mara Francis Abstain: None MOTION PASSED</p>
5002 Gardner Dr	Tree Replacement	<p>Disapproved as submitted. Moved By: Tom Linton Seconded By: Trena Raines For: All Against: None Absent: Mara Francis Abstain: None MOTION PASSED</p>
5116 Knapp Pl	Window Replacement	<p>Approved as submitted. Moved By: Trena Raines Seconded By: Brian Sundin For: Sharon Wilkinson, Tom Linton Against: Stephen Pearson, Paula Caro Absent: Mara Francis Abstain: None MOTION PASSED</p>
5121 Knapp Pl	Roof Replacement	<p>Approved as submitted. Moved By: Brian Sundin Seconded By: Trena Raines For: All Against: None Absent: Mara Francis Abstain: None MOTION PASSED</p>
5123 Knapp Pl	Roof Replacement	<p>Approved as submitted. Moved By: Tom Linton Seconded By: Brian Sundin For: All Against: None Absent: Mara Francis, Trena Raines Abstain: None MOTION PASSED</p>
5257 Col Johnson Ln	Tree Replacement	<p>Approved as submitted. Moved By: Brian Sundin Seconded By: Sharon Wilkinson For: All Against: None Absent: Mara Francis Abstain: Tom Linton MOTION PASSED</p>

256 Cameron Station Blvd	Roof Replacement	Approved as submitted. Moved By: Tom Linton Seconded By: Trena Raines For: All Against: None Absent: Mara Francis Abstain: None MOTION PASSED
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APPROVAL OF ARC MEETING MINUTES

MOVE TO: “Approve the ARC Meeting Minutes from the April 2nd 2024 meeting as submitted.”

Moved By: Tom Linton
Seconded By: Trena Raines
For: Stephen Pearson, Paula Caro
Against: None
Absent: Mara Francis
Abstain: Sharon Wilkinson, Brian Sundin

MOTION PASSED

MATTERS FOR COMMITTEE DISCUSSION

None

BOARD MEETING REPORT

Board member and ARC liaison Chris Mulder provided a short update of the Board’s December activities.

COVENANTS REPORT

None provided.

VIOLATIONS HEARINGS

None

ARC NEWS

ARC Vice Chair Paula Caro revealed that this meeting would be her last meeting. She originally planned to work for the ARC for just two years. She stayed with the ARC considerably longer and was a principal contributor to the success of the committee since joining it in December 2020. Her diligence and insightful contributions as well as her service to Cameron Station will be sorely missed. At the conclusion of the meeting, ARC Chair Stephen Pearson also announced that he would be resigning, effective immediately. Mr. Pearson joined the ARC in April 2019 and was elected to chair the committee in October 2020.

MOVE TO: “Adjourn the Meeting at 9:23 p.m.”

Moved By: Sharon Wilkinson
Seconded By: Trena Raines

For: All

Against: None

Absent: Mara Francis

Abstain: None

MOTION PASSED

Minutes prepared by Stephen Pearson, ARC Chair.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
May 1, 2024

1 This meeting was held by hybrid electronic communication means of virtual video conference and in the
2 Cameron Station clubhouse Henderson Room.

3
4 **COMMITTEE MEMBERS PRESENT:**

5 Andrew Yang - Chair
6 Sarah Turkaly – Committee Member
7 Christina Damhuis – Committee Member

8
9 **COMMITTEE MEMBERS ABSENT:** Monica Stachowski – Committee Member

10
11 **ALSO PRESENT:** Tom Kopko

12
13 **I. CALL TO ORDER**

14 **Motion:** The meeting is called to order at 8:05 p.m.

15
16 **II. APPROVAL OF MINUTES**

17 **Motion:** Andy_____ **MOVED** and Christina___ **SECONDED** to approve the 4/3 meeting minutes as
18 submitted {/or with the following changes}: month/date

19
20 **III. ITEMS FOR RECOMMENDATION:**

- 21 1. Spring Yard Sale (Saturday, April 20)
 - 22 a. Same format and procedure for Fall Yard Sale
- 23 2. Shred Event (Saturday, April 27)
 - 24 a. Event went smoothly, would use same format if run again next year

25
26 **IV. NEW BUSINESS**

- 27 1. Boozy Bingo Night (Friday, May 17, 7-9 pm)
 - 28 a. Set up eight tables (six chairs), plus round tables
 - 29 b. Andy will order same/similar foods to Trivia Night, smaller fruit/veggie trays
 - 30 c. Christina will purchase alcohol (budget \$250), additional wine cups
 - 31 d. Sarah will purchase gift cards (\$10 each, 10 total, from local vendors)
 - 32 e. Christina will bring bluetooth speaker, Andy backup speaker
 - 33 f. Set up in Great Room at 6 pm
- 34 2. Ice Cream Event (Sunday, May 19, 11 am – 1 pm)
 - 35 a. Irina Babb may need canopy/tents and folding tables set up time TBA
- 36 3. Patriotic Parade (Thursday, July 4, 11 am)
 - 37 a. Similar format to past years
 - 38 b. Consider vegetarian options, Rocklands veggie burger
 - 39 c. Use all canopies to cover the line with shade
 - 40 d. Consider bottled water, juice boxes to help with crowd flow
 - 41 e. Tom will look into blocking/redirecting traffic around circle
- 42 4. Pool Party (Saturday, August 10, noon – 3 pm)

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
May 1, 2024

- 43 a. Similar set up to last year, DJ, Mission BBQ, furniture rentals
44 5. Food Trucks
45 a. Christina obtained contact information
46 b. Food trucks have minimum order amounts, Andy will check past sales data
47 c. Brenman Park near Somerville (more potential customers) or Cameron Station Pool Lot
48

49
50 **V. ADJOURNMENT**

51
52 **Motion:** Andy _____ **MOVED** and Sarah _____ **SECONDED** to adjourn the
53 meeting at 8:41 pm. The motion passed unanimously and the meeting was adjourned.
54

55
56
57 Respectfully Submitted,
58
59 Andrew Yang, Committee Chair



MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
April 15, 2024

The meeting was on zoom.

COMMITTEE MEMBERS PRESENT:

Tricia Hemel - Chair
Emma Watson - Editor
Susan Klejst
Elizabeth Dubow
Linda Taousakis
Gwen Toops

COMMITTEE MEMBERS ABSENT:

Lenore Marema

ALSO PRESENT:

Ava Avila - Welcome Committee
Juana Michel - CAMP
Pat Sugrue- Newsletter Subcommittee

CALL TO ORDER

Tricia Hemel called the meeting to order at 7:02pm. A quorum was present.

I. APPROVAL OF AGENDA

On a Motion, Moved and Seconded, the agenda was approved.

II. APPROVAL OF MINUTES

On a Motion, Moved and Seconded, the minutes from the Committee's April 10, 2024, meeting were approved with minor corrections.

III. RESIDENT OPEN FORUM

No residents were present.

IV. MATTERS FOR COMMITTEE RECOMMENDATION/DECISION

LMK Website support agreement approved.
Notion project planning platform approved – estimate three users.

V. MATTERS FOR COMMITTEE INFORMATION/DISCUSSION

Management Report: Pool soft opening May 18; all residents must have updated access card or may be denied entry. Carpet replacement taking place in Cameron Club: hope to be completed by July. City has been contacted regarding paving of Cameron Station Blvd. which must settle before heavy paving trucks for other areas of community can travel on it. Estimated time frame is August, 2024. Black car service going well; Community Manager Steve Philbin is liaison between company and residents.

Board Update: No update.

Committee Chair Update

Tricia Hemel thanked members for providing estimates of time spent working for Committee/Subcommittees in April, 2024.

Welcome Subcommittee: Susan Klejst reported that there were 13 new residents to be welcomed.



MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
April 15, 2024

Website: Gwen Toops reported some updates to website will be done by LMK going forward. Committee discussed what information should be included on the website's community calendar and how to promote calendar as the "go-to" place for all dates and deadlines. Recommendation to add calendar graphic to email blast. Will request Google analytics for website/blog from LMK every month.

Newsletter Subcommittee: Emma Watson reported that 30 blogs have been posted and five articles are ready to be published. Committee discussed continuing memoriams for neighbors who have passed away and recommends publishing in the end-of-year printed edition. Committee discussed JMail alerts for residents who wish to be notified when new blog is posted; LMK will update. Committee discussed printing copies of blogs posts and put in binders in Cameron Club and Cameron Café.

E-blast: Pat Sugrue reported general feedback regarding the importance of the eblast in keeping residents informed: It is a very valuable avenue of communication, but consensus if that it is too long and repetitive. Committee will discuss possible improvements. Ava Avila volunteered to design a survey to get input from the entire community if needed.

Social Media: Elizabeth Dubow reported a 38% increase in reach for Facebook page and 130% increase in reach for Instagram. Discussion on whether X is useful enough to community.

Photography Subcommittee: Linda Taousakis reported organizing photos in Dropbox in April. Two new residents have expressed interest in taking photos for community. Policy will be developed about not allowing anyone to use community photos for profit.

Marketing & Public Relations: No report.

Bulletins & Signage: None

Action Item: SOP

Budget: Budget on track for 2024.

VI. OLD BUSINESS: None

VII. UPCOMING MEETINGS/EVENTS:

Tricia Hemel shared a few upcoming event dates.

ADJOURNMENT:

Tricia Hemel adjourned the meeting at 8:50pm.

Respectfully Submitted,
Patricia Sugrue

DRAFT MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC)
Thursday, May 9, 2024

The following individuals attended the meeting:

Ray Celeste, CCFC Chair
Dan Ogg, CCFC Vice Chair (via Zoom)
Dan McPhillips, CCFC Member and Recording Secretary (via Zoom)
Tim Regan, CCFC Member (via Zoom)
David Palmer, CCFC Member
Jill Bakner, ProFIT (via Zoom)
Angel Robles, CAMP (via Zoom)
Rich Mandley, ProFIT (via Zoom)
Marty Menez, Resident
Guy Torres, Resident

The following individuals were absent:
Brendan Hanlon, BOD liaison

I. Call to Order/Establish Quorum

The Cameron Club Facilities Committee (CCFC) meeting was called to order by Ray Celeste at 7:03 p.m.

II. Approval of Agenda

David Palmer made a motion to approve the agenda as written. Dan Ogg seconded the motion and it passed unanimously.

III. Approval of Minutes

David Palmer made a motion to approve the April CCFC Meeting Minutes as written. Dan Ogg seconded the motion and it passed unanimously.

IV. Homeowners' Open Forum

Guy Torres requested CCFC expand adult swim lap lane hours.

Marty Menez recommended the CCFC adopt formal language to limit residents from monopolizing gym equipment.

V. Board of Directors (BOD) update

Brendan Hanlon provided the board update via email. Dan Ogg read Brendan Hanlon's email to the CCFC which listed the following:

A. The BOD approved the CCFC recommendation for Cameron Club Great Room Moisture Sealant.

- B. The BOD approved the CCFC recommendation for Cameron Club Carpet Replacement.
- C. As I previously communicated there are minor edits to the previously approved Cameron Club Operating Rules and this is in the meeting packet for tonight's meeting.
- D. I updated the BOD on CCFC's intent to add a dedicated swim lane for evening pool sessions.
- E. Ray Celeste added that the BOD's President wanted to see if there was a commercial grade Peloton bike.

VI. ProFIT Report

- A. ProFIT March 2024 Report.** Jill Bakner provided the ProFIT update. Usage numbers in April were less than March. Attendance numbers for the group exercise classes were higher for 5 out of 11 classes, Total Body Weights was the most attended class.

ProFIT has identified a trainer for the morning fitness class that was approved for a trial run by the CCFC at the April meeting. The first morning class will be held on May 21st. ProFIT will work with CAMP to advertise the class in the weekly email blast and will post flyers around the Cameron Club.

ProFIT will develop a plan to replace a portion of the current gym equipment. The plan will be presented to the CCFC at the June meeting.

ProFIT is investigating the commercial version of the Peloton bike. The details will be provided to the CCFC for consideration.

VII. Matters for Committee Decision

- A. Amended P.R. No. 24-02 Cameron Club Operating Rules and Procedures.** CAMP presented the modified Cameron Club Operating Rules and Procedures. CCFC reviewed the changes and determined that additional changes may be necessary. David Palmer will review the document and send a finalized version to the CCFC for electronic vote. Mr. Plamer will add language covering the 30 minute lap lane time limit when another person is waiting.

VIII. Matters for Committee Discussion

- A. Circuit Training.** CCFC requested a recommendation from ProFIT on how best to handle the circuit training issues raised by Marty Menez. ProFIT recommended sending residents gym etiquette guidelines. ProFIT will provide the gym etiquette language to CAMP for publishing in the weekly email blast to residents.
- B. Gym Music.** A resident requested that no music should be played inside the fitness center. The resident complained that the music is always from the 80s and is too loud. After discussion, CCFC determined that music should continue to be played.

However, at ProFIT's recommendation, a different genre of music will be played each day.

- C. Lap Swim Lane hour extension.** The CCFC directed CAMP to get quotes from High Sierra Pools for an additional 30 minutes and an additional 60 minutes of lap swimming on weekday mornings. CCFC will take an electronic vote to ensure this change is completed before the pool season begins.

IX. Management Report

A. Action Item List/Pending Tasks.

- a. The pool maintenance has been completed by High Sierra Pools.
- b. During the roof repair of the Cameron Club, water damaged the ceiling of the fitness center. The damaged ceiling has been repaired and repainted.
- c. NSC performed a deep cleaning of the Cameron Club locker rooms.
- d. The pool camera has been moved higher so it is not blocked by the pool umbrellas.

- B. Access System Update.** CAMP continues to issue mobile credentials and physical access cards.

- C. Pool Opening Update.** The Cameron Station pool will have a soft opening on May 18th. CAMP is working with High Sierra to make sure the pool is ready for the coming pool season. All the pool furniture has been cleaned and CAMP is looking into replacing all the lane dividers. CAMP will also be replacing pool toys and ensuring that there are enough umbrellas for the tables and to be placed around the pool deck.

- D. Financial Committed Funds.** The CCFC budget is slightly over budget on some line items, but it is still well positioned for the year.

X. New Business

There was no new business. The next CCFC meeting will be held on June 13th at 7:00pm.

XI. Adjournment

David Palmer made a motion to adjourn the meeting at 8:20 pm. The motion was seconded by Dan Ogg and it passed unanimously.



Cameron Club Monthly Report

April 2024

Attendance and Usage

April – 5,060

Average usage per day- 168

March – 5,175

- Average use per day- 166

Facility & Operations

Group Exercise Class Program

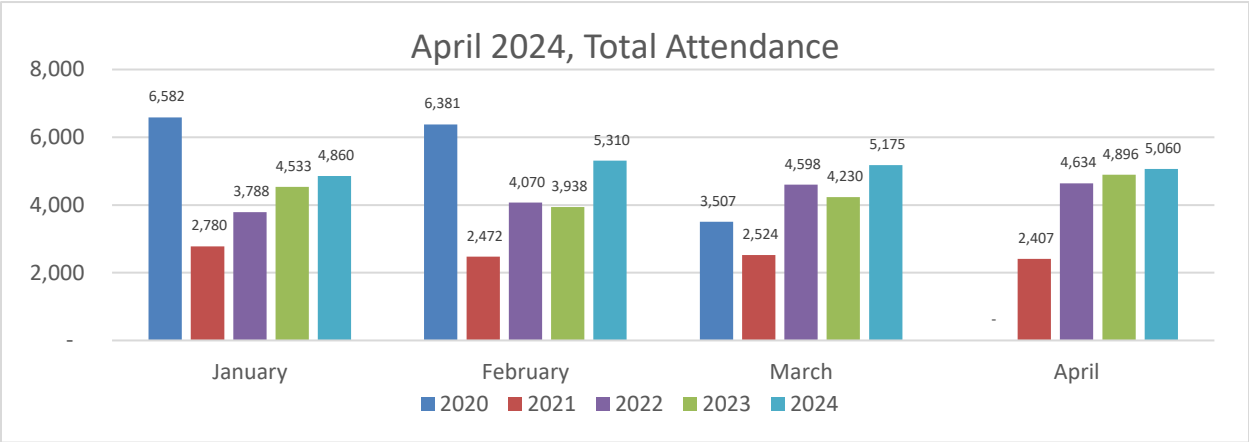
- The most attended class for this month was Total Body Weights. We had an increase in attendance, 5 out of 11 classes.

Exercise and Facilities Equipment

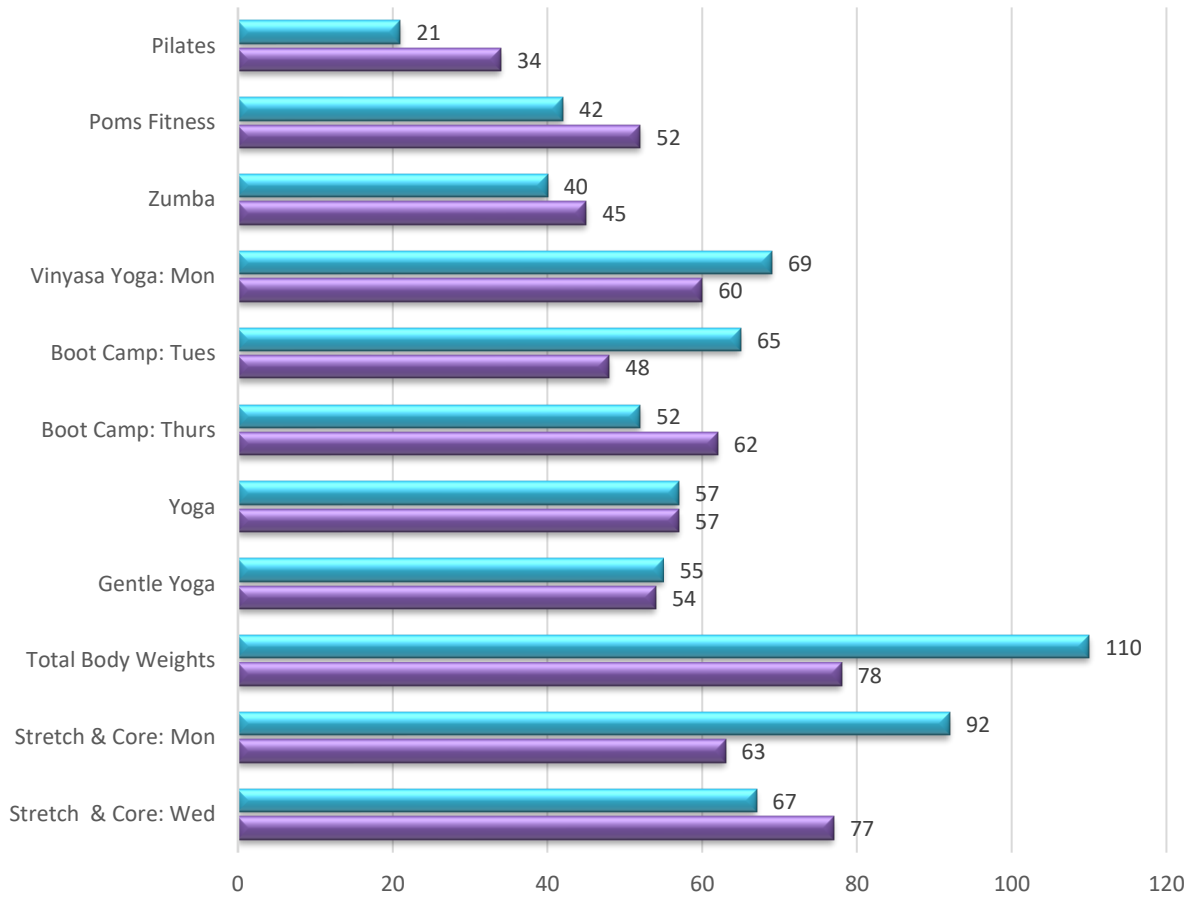
- The leg extension/hamstring curl along with the pec/rear delt combo piece and the lat pulldown/row combo piece had been repaired. The electrical socket #9 has been repaired which puts all of our treadmills 100 percent operational.

Programming

- We are working with Body Frame for the month of June to do a workshop on pain management. This workshop will be hands on with residents. There will be a focus on alternative techniques such as micro current to aid residents in pain relief and wellness. Andrew Karr with Mile Massage Inc is confirmed for Saturday May 25th. This hands-on workshop will be for 2 hours starting from 10:30am – 12:30pm. It will be a combination of massage, herbs, and nutrition.



Class Attendance March 2024/April 2024



	Stretch & Core: Wed	Stretch & Core: Mon	Total Body Weights	Gentle Yoga	Yoga	Boot Camp: Thurs	Boot Camp: Tues	Vinyasa Yoga: Mon	Zumba	Poms Fitness	Pilates
April	67	92	110	55	57	52	65	69	40	42	21
March	77	63	78	54	57	62	48	60	45	52	34

■ April
 ■ March

Meeting Minutes
Cameron Station Community Association
Common Area Committee (CAC)
Monday, May 13, 2024 – 7:00 PM

The meeting was called to order at 7:01 pm by Martha Romans, CAC Chair

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

Members Not Present: Patrick Kairouz

Others in Attendance: Steve Philbin, CAMP; Joan Lampe, Cameron Station Board of Directors liaison to the CAC; Adrienne Zaleski, Lancaster Landscapes, two homeowners (see below).

Motion to approve agenda

Moved by McCollom, seconded by Williams

For: All

Against: None

Motion Passed

Motion to approve minutes of April meeting

Moved by Markel, seconded by Williams

For: All

Against: None

Motion Passed

HOMEOWNERS FORUM

Karen Nevarez, of 345 Helmuth Lane, reported satisfaction with the recent improvements to the Helmuth Lane pocket park. She noted that there is a need for additional pruning at 5155 California Lane. Homeowner Scott Ford, of 335 Helmuth Lane, also praised the recent improvements. He noted he would like to be part of future conversations about the park. Ford will attend future CAC meetings.

BOARD UPDATE

Joan Lampe of the Cameron Station Board of Directors provided the following updates:

- The bench slat replacement project around the community is continuing.
- The homeowners' clubhouse pool is ready for a soft opening on May 18th.
- Carpet replacement and sealant proposals for the clubhouse were approved. (See management report below.)
- The last phase of the community-wide paving project is moving ahead this year.

- Verizon is installing fiber optic cables across the community, and this may affect some landscaping in the common areas. (See Lancaster representative report below.)

LANCASTER REPRESENTATIVE REPORT

- Common area mowing is underway and will continue through the season.
- Several areas of mulching that were disrupted by the ongoing Verizon fiberoptic cable installation will be addressed.
- An electrical shortage in the community gazebo affected some nearby streetlights and the irrigation system. That problem has been traced to a circuit breaker on John Ticer; parts have been ordered for the faulty circuit breaker. A partial mitigation is in place for the irrigation system.
 - Due to this remediation effort, the previously planned installation of flowers around the gazebo on Saturday, May 11, 2024, was not affected. Flowers were successfully planted.
- A lawn care application is scheduled for late May.
- The previously discussed tree diapers on Bessley Place, Ferdinand Day, and other locations will be put in place in late May. (See April 2024 minutes.)

MATTERS FOR COMMITTEE DISCUSSION

- **Motion 2024-0501 to approve Lancaster Landscape proposal #31233** for \$2,970.00 to address a drainage issue on the side of 232 Medlock Lane by creating a swale of river rock to direct the rainwater out of the immediate area. This issue was brought to the CAC through the homeowner's forum in April 2024.

Moved by Markel, seconded by McCollom

For: All

Against: None

Motion Passed

- **Motion 2024-0502 to approve Lancaster Landscape proposal #31251** for \$2,661.00 to enhance the bare common area between Cameron Station Condos and Carlton Place Condo where turf cannot be established. During the CAC discussion, Williams suggested monitoring mulch to make sure it stays in place

Moved by McCollom, seconded by Williams

For: All

Against: None

Motion Passed

MATTERS FOR COMMITTEE DISCUSSION

- The Cameron Station Architectural Review Committee (ARC). Romans requested input from the CAC regarding revisions to the Design and Maintenance Standards (DMS) in response to the ARC's request for comments from the CAC:
 - The DMS, as written, does not give homeowners a reasonable option for preventing drainage into common areas. The CAC discussed ideas for giving homeowners options for addressing the issue of drainage. There was general agreement that the rule about not draining water into common area is unenforceable. The possibility of requiring homeowners to use pop-up drains was discussed. It was noted that the pop-up drains tend to get damaged by the lawn mowers.
 - The DMS includes a list of allowable trees that appears to date from the early 2000s. Lancaster will review the list of trees with management to ensure that the ARC has an up-to-date list of trees that homeowners can plant (with appropriate sizing) on their own property. Management will provide a marked-up document to the CAC for review prior. There was discussion around giving ARC flexibility to determine which trees are best for each situation rather than prescribing specific trees for specific locations.
- Waple, Tull, John Ticer project status discussion. (See Motion 2024-0302 approved by the CAC in March 2024.) Management visited the site today and noted the drainage swale was successfully installed. In response to a homeowner who had asked management why it wasn't extended further, management noted they will monitor to ensure the current solution is sufficient.
- Rain garden on Barbour Drive. Zaleski will draw up a plan and timeline for the installation of a rain garden on Barbour Drive. Management noted that the timeline and plan will need to be sent to Barbour Drive residents.
- Tree removal. A homeowner recently noted that he was denied a request to remove a tree, yet the CAC approved the removal of 14 trees as part of a pocket park redesign. (See Motion 2024-0101 approved by the CAC in January 2024.) The CAC discussed the need for consistent guidance for homeowners on removal of trees.
 - The same homeowner also noted that the Donovan Lane pocket park has too many dog owners using it and suggested removal of pet waste bin. No action taken at this time.

MANAGEMENT REPORT

- Philbin noted that over the past year the John Ticer Drive pocket park irrigation invoice was consistently higher than that of other pocket parks (\$144 per month vs. ~\$18 per month). A call to Alexandria City (the City) revealed that the park has a larger line than others in the community. In the interest of long-term cost

savings, the CAC instructed management to explore the fees associated with reducing the size of the line.

- About six benches will have their slats replaced at Brenman Park in the median. The new bench slats come with a 50-year warranty.
- The recent pool renovations are complete, and the pool is ready for a soft opening on May 18, 2024.
- New carpet for the clubhouse is arriving this week. To preserve the carpet, a moisture barrier will be added to the Great Room prior to carpet installation.
- The City will begin a paving project on Cameron Station Boulevard on June 17, 2024. The project will start at Duke Street and over two weeks will progress to Pickett Street. The City will assess asphalt stamped areas near the school. Currently, they are proposing high-visibility crosswalks near the school. All crosswalks on Cameron Station will also have high-visibility crosswalks.
- Verizon's fiber optic project is currently on section 4 out of 9. While removing asphalt is not part of this project, workers will need to dig in the common areas to access existing (or install new) pedestals. Management will continue to provide updates via email to the community. (See above for remediation efforts for disrupted landscaping.)

NEW BUSINESS

- The first CAC walk-through of 2024 takes place Thursday, May 16, at 8:30 a.m.
 - McCollom will send an email with time, place, and location.
- The future dates for 2024 walk-throughs are June 20, July 18, and August 15.
- An announcement about the 2024 Pride of Ownership competition has been sent out. McCollom requested a volunteer to assist with judging the nominees on the first Saturday in June.

ADJOURN

The meeting adjourned at 8:45 PM

The next CAC meeting will take place Monday, June 10, 2024, at 7:00 PM

Respectfully submitted,

Sarah Markel



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
May 28, 2024**

**TOPIC: Lancaster Landscape Proposals #31233
Motion 2024-0501**

Motion:

“I move to **APPROVE** the Lancaster Landscape proposal for \$2,970.00 to be expensed from Operating Funds.”

Motion: _____

2nd: _____

Summary:

At the May 13, 2024, meeting, the Common Area Committee members unanimously approved recommending the Lancaster Landscape proposal #31233 to the Board of Directors for final approval. The proposed work will address drainage issues on the side of 232 Medlock Ln – common area to dig and create a swale of about 3ft wide by 55ft long to direct out all the rainwater that accumulates in the area. The swale will be built of three (3) tons of 3-5” river jack.

CAMP Recommendation:

There is \$6,000 in Erosion Control for the year. Management has no issues with the presented proposal and supports the committee’s recommendation to the Board.

Budget Considerations:

To be expensed from Operating Funds under Erosion Control.

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



PROPOSAL NO.
31233

April 9, 2024

CUSTOMER # 229

Steve Philbin/Angel Robles
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

Dear Steve and Angel,

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 WORK

232 MEDLOCK LANE (Side)

- DIG TO CREATE A SWALE 3FT WIDE BY 55FT LONG: TO CATCH AND DIRECT OUT ALL THE RAINWATER THAT ACCUMULATES IN THAT AREA

- THE SWALE WILL BE BUILT USING 3-5" SIZE RIVER JACK

- LABOR..... \$1,800.00

- MATERIAL: (3) TONS OF RIVER JACK 3-5"..... \$1,170.00

PROPOSAL TOTAL \$ 2,970.00

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

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

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

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

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

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____





**Cameron Station Community Association, Inc.
Board of Directors Decision Request
May 28, 2024**

**TOPIC: Lancaster Landscape Proposal #31251
Motion 2024-0502**

Motion:

“I move to **APPROVE** the Lancaster Landscape proposal for \$2,661.00 to be expensed from Operating Funds.”

Motion: _____

2nd: _____

Summary:

At the May 13, 2024, meeting, the Common Area Committee members unanimously approved recommending the Lancaster Landscape proposal #31251 to the Board of Directors for final approval. The proposed work will be to enhance the bare common area between Cameron Station Condos and Carlton Place Condo where turf cannot be established.

CAMP Recommendation:

There is \$25,000 in Turf Treatments and Enhancements for the year. Management has no issues with the presented proposal and supports the committee’s recommendation to the Board.

Budget Considerations:

To be expensed from Operating Funds under Turf Treatments and Enhancements.



May 6, 2024

CUSTOMER # 229

Steve Philbin/Angel Robles
 Cameron Station Community Association
 200 Cameron Station Blvd.
 Alexandria, VA 22304

Dear Steve and Angel,

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

COMMON AREA BETWEEN CAMERON STATION CONDOS AND CARLTON PLACE
(BARE AREA WHERE TURF CANNOT BE ESTABLISHED)

- EXTEND MULCH BED
- INSTALL (3) 18X18" STEPPING-STONES
- OUTSIDE OF EXTENDED BED, INSTALL TOP-SOIL AND GRASS SEED

- LABOR	\$975.00
- MATERIAL:	
(10) YARDDS \$85 EACH	\$850.00
(3) 18X18" STEPPING-STONES \$42 EACH	\$126.00
TOP-SOIL AND GRASS SEED	\$275.00
(3) OTTO LUYKEN 18-24" \$145 EACH	\$435.00

PROPOSAL TOTAL \$ 2,661.00

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

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

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

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

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

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____





**Cameron Station Community Association, Inc.
Board of Directors Decision Request
May 28, 2024**

**TOPIC: Transferring Excess Owners Equity to Reserves
Motion 2024-0503**

Motion:

“I motion to **APPROVE** to move excess of Owners Equity in the amount of **\$341,000.00** into Reserves.”

Motion: _____

2nd: _____

Summary:

Based on the recommendation of the auditor management and the Financial Advisory Committee agree to transfer \$341,000.00 from Owners’ Equity to Reserves.

CAMP Recommendation:

Management fully supports the decision to move \$341,000.00 to Reserve Funds.

Budget Considerations:

N/A



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
May 28, 2024**

**TOPIC: FY23 Draft Audit
Motion 2024-0504**

Motion:

“I motion to **ACCEPT** the FY23 draft audit as presented.”

Motion: _____

2nd: _____

Summary:

Goldklang Group CPA’s prepared the FY23 audit and it is presented in draft form at this time.

CAMP Recommendation:

Management agrees with the draft audit and supports the Boards approving it.

Budget Considerations:

N/A



MEMORANDUM

TO: Cameron Station - Financial Advisory Committee (FAC)

FROM: CAMP, LLC – Heather Graham, Steve Philbin, Bill Boos

DATE: May 13, 2024

RE: 2023 Audit Draft

CC: Board of Directors

Attached is a copy of the 2023 draft audit as prepared by Goldklang and Associates. Overall, the audit is unqualified and represents the Association is in a healthy financial position with no specific issues of concern. A few points are noted below for the Board/Committee's reference:

- The Association ended the year with a surplus between income and expenses in the amount of \$192,339
- Coupled with the surplus noted above, the year-end balance in Member's Equity of \$785,951, which represents 28.43% of the annual assessments. As you know, it is recommended that the Association maintain between 10 – 20% of annual assessments (ranging between \$276,483 - \$552,967). After further review, it is recommended that the Board consider a transfer from Equity/Operating Reserves to the Repair and Replacement Reserve fund in the amount of \$341,000 which would then place the Equity balance at approximately \$444,951 which would be 15.7% of the 2024 annual assessment rate.
- There is a note that indicates the Association's actual year end balances in the Reserve fund are less than the stated balance in the Reserve Study. This is because the Reserve Study is conducted several months in advance of the end of the fiscal year and the amounts provided for the purposes of the Reserve Study are estimates. The balance will be impacted as a result of 1) more Reserve expenditure being needed than estimated prior to year-end, and 2) the actual costs of replacement are higher than estimated. The Association reviews and updates the Reserve Study regularly and continues to make contributions in line with the noted recommendations. The balance variations are typically given that the estimates are being provided at least 6 months prior to the end of the fiscal year.
- The Association's delinquency rate is at 1%, which is below the 3-5% industry average and considered positive. Based on the excellent delinquency rate of 1%, it is obvious that management and the board are involved with resident delinquency accounts.
- The Board reviews the investment policy every other year as part of their annual calendar tasks.
- Management discusses and reviews the insurance policy annually with the CSCA insurance broker.
- The Board and the Financial Advisory Committee (FAC) review and/or discuss the financials monthly with management. In addition, the Board and FAC have access to CIRA (accounting software) to assess financial details.
- As in prior audits, it continues to note that there are Prior Owner Prepaid Balances in the amount of \$11,913. As you may recall, upon reconciliation of all Prior Owner Delinquency Balances, any prepaid balances would



need to be escheated to the state, which is not a function of management, nor does the auditor manage this responsibility. As a result, the credit balances remain on the Association's Balance Sheet.

At the next Committee meeting, it is requested that the FAC review and recommend approval of the audit as prepared along with the transfer of Equity to the Repair and Replacement fund. If you would like to meet with the auditor, please let us know and we will coordinate their attendance at the next Committee meeting, if possible.

Please let us know if you have any questions or concerns.



Principals

Howard A. Goldklang, CPA, MBA
Donald E. Harris, CPA
Anne M. Sheehan, CPA
S. Gail Moore, CPA
Jeremy W. Powell, CPA
Renee L. Watson, CPA

1801 Robert Fulton Drive, Suite 200
Reston, VA 20191

Associate Principals

Matthew T. Stiefvater, CPA
Sheila M. Lewis, CPA

Managers

Andrew T. Plaugher, CPA
Michele S. Lizama, CPA
Jennifer L. Murray, CPA

April 29, 2024

Board of Directors
Cameron Station Community Association, Inc.

Dear Board Members:

Enclosed, please find the draft audit for Cameron Station Community Association, Inc. for the year ended December 31, 2023.

- Please sign and date the enclosed representation letter. The letter should be signed by either the President or Treasurer of the Association and the management agent representative. **This letter needs to be returned to our office before the audit can be finalized.**
- Please send the Association's most recent financial statements (which should include the balance sheet and income statement) to our office with the signed representation letter. We are requesting this information to comply with auditing standards.
- **Please return the signed representation letter and most recent financial statements to our office within 60 days from the date of this letter.** This information can be mailed, faxed or emailed to our office. Our email address is RLs@GGroupCPAs.com.

If we do not receive the above information within 60 days from the date of this letter, we may need to perform additional audit procedures to satisfy ourselves that no material events have occurred from the date that we completed our audit fieldwork through the date that we receive the signed representation letter. These additional procedures would include examining the bank statements, minutes, financial statements, general ledger and would also include inquiries of management and the board of directors. **We will bill the Association for these additional audit procedures at our hourly rates.**

Please do not hesitate to contact us if there are any questions regarding the draft audit.

Sincerely,

Goldklang Group CPAs, P.C.

GOLDKLANG GROUP CPAs, P.C.

Exclusively serving Homeowners, Condominiums and Cooperative Associations in MD, DC and VA since 1974.

phone 703 391 9003 fax 703 391 9004 www.GGroupCPAs.com



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INFORMATION INCLUDED WITH THE AUDIT

COVER LETTER - The audit report is issued in draft for the Association to review. The cover letter explains what information must be returned to our office before the audit report (and other letters) can be finalized.

INDEPENDENT AUDITOR'S REPORT - This is our report on the Association's financial statements. Once finalized, the Association may distribute this document, along with the audited financial statements, notes to financial statements and any supplementary information in its entirety to members, potential members, etc.

MANAGEMENT LETTER - The management letter is not a required communication under auditing standards, but is a by-product of the audit. We generally issue a management letter to communicate our comments and recommendations. Use of this letter is restricted to the board of directors and management.

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE UNDER AU-C §260 - Under the Clarified Statements of Auditing Standards AU-C §260 we are required to communicate audit matters that, in our professional judgment, may be significant and relevant to those charged with governance of the Association. Use of this letter is restricted to the board of directors and management.

COMMUNICATION OF SIGNIFICANT DEFICIENCIES AND/OR MATERIAL WEAKNESSES UNDER AU-C §265 - Under the Clarified Statements of Auditing Standards AU-C §265, we are required to communicate in writing any significant deficiencies and/or material weaknesses in the Association's internal controls. Use of this letter is restricted to the board of directors and management. If we did not note any significant deficiencies or material weaknesses, no letter will be issued.

ADJUSTED TRIAL BALANCE AND ADJUSTING JOURNAL ENTRIES - These are the proposed audit adjustments for the period under audit.

REPRESENTATION LETTER (Separate Attachment) - The representation letter is a letter from the Association to us confirming that to the best of your knowledge and belief all information was provided or disclosed to us. This letter needs to be signed by the President or Treasurer of the Association and the management agent representative. The letter needs to be returned to our office before the audit can be finalized.

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Independent Auditor's Report

To the Board of Directors of
Cameron Station Community Association, Inc.

Opinion

We have audited the accompanying financial statements of Cameron Station Community Association, Inc., which comprise the balance sheet as of December 31, 2023, and the related statements of revenues, expenses and changes in fund balances, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cameron Station Community Association, Inc. as of December 31, 2023, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Cameron Station Community Association, Inc.'s December 31, 2022 financial statements, and our report dated June 30, 2023 expressed an unmodified opinion on those financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Cameron Station Community Association, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair

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presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Cameron Station Community Association, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Cameron Station Community Association, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Cameron Station Community Association, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Disclaimer of Opinion on Required Supplementary Information

Accounting principles generally accepted in the United States of America require that information on future major repairs and replacements on page 13 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Financial Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required

supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Reston, Virginia

Draft

CAMERON STATION COMMUNITY ASSOCIATION, INC.
BALANCE SHEET
DECEMBER 31, 2023

(with summarized financial information as of December 31, 2022)

	Operating	Replacement Reserves	Capital Improvement Fund	Total 2023	Total 2022
<u>ASSETS</u>					
Cash and Cash Equivalents	\$ 456,676	\$ 217,369	\$ -	\$ 674,045	\$ 1,500,677
Interest-Bearing Deposits	389,000	1,314,000	-	1,703,000	1,347,000
Due to/from Assessments Receivable - Net	199,398	(199,398)	-	-	-
Accounts Receivable - Other	23,902	-	23,902	23,902	29,317
Income Taxes Receivable	2,219	-	2,219	2,219	25,717
Accrued Interest	1,706	-	-	-	2,295
Prepaid Expenses	11,518	16,842	-	18,548	4,957
	11,518	11,518	-	11,518	9,542
Total Assets	<u>\$ 1,084,419</u>	<u>\$ 1,348,813</u>	<u>\$ -</u>	<u>\$ 2,433,232</u>	<u>\$ 2,919,505</u>

LIABILITIES AND FUND BALANCES

Accounts Payable	\$ 114,889	\$ 39,959	\$ -	\$ 154,848	\$ 152,383
Income Taxes Payable	6,675	-	-	6,675	610
Prepaid Assessments	176,904	-	-	176,904	190,866
Total Liabilities	<u>\$ 298,468</u>	<u>\$ 39,959</u>	<u>\$ -</u>	<u>\$ 338,427</u>	<u>\$ 343,859</u>
Total Fund Balances	<u>\$ 785,951</u>	<u>\$ 1,308,854</u>	<u>\$ -</u>	<u>\$ 2,094,805</u>	<u>\$ 2,575,646</u>
Total Liabilities and Fund Balances	<u>\$ 1,084,419</u>	<u>\$ 1,348,813</u>	<u>\$ -</u>	<u>\$ 2,433,232</u>	<u>\$ 2,919,505</u>

See Accompanying Notes to Financial Statements

CAMERON STATION COMMUNITY ASSOCIATION INC.
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2023
(with summarized financial information for the year ended December 31, 2022)

	Operating	Replacement Reserves	Capital Improvement Fund	Total 2023	Total 2022
REVENUES:					
Assessments	\$ 2,369,824	\$ 395,010	\$ -	\$ 2,764,834	\$ 2,681,512
Interest	85,048			85,048	40,737
Newsletter	1,660			1,660	2,150
Credit Loss Recovery - Receivables	2,326			2,326	1,336
Other	39,978			39,978	43,321
Total Revenues	\$ 2,498,836	\$ 395,010	\$ -	\$ 2,893,846	\$ 2,769,056
EXPENSES:					
Management Fees	\$ 152,205	\$ -		\$ 152,205	\$ 149,985
Legal, Audit and Tax Preparation	65,005			65,005	73,328
Engineer/Consulting	2,950			2,950	-
Insurance	27,512			27,512	27,109
Community Activities	32,055			32,055	29,799
Reimbursed Payroll and Related Costs	464,279			464,279	441,115
Communications	17,743			17,743	13,798
Administrative	97,711			97,711	112,158
Trash Removal	373,544			373,544	362,803
Health Club	233,489			233,489	237,943
Shuttle Bus	199,955			199,955	210,690
Landscaping	315,810			315,810	324,796
Janitorial	52,396			52,396	51,302
Pool	99,373			99,373	94,268
Utilities	104,344			104,344	94,452
Common Area Maintenance	49,451			49,451	94,491
Income Taxes	18,675			18,675	7,315
Reserve Expenditures	-	1,068,190		1,068,190	1,117,086
Total Expenses	\$ 2,306,497	\$ 1,068,190	\$ -	\$ 3,374,687	\$ 3,442,438
Excess (Deficiency) of Revenues Over Expenses	\$ 192,339	\$ (673,180)	\$ -	\$ (480,841)	\$ (673,382)
FUND BALANCES:					
Beginning of Year	593,612	1,931,418	50,616	2,575,646	3,249,028
Inter-Equity Transfer	-	50,616	(50,616)	-	-
End of Year	\$ 785,951	\$ 1,308,854	\$ -	\$ 2,094,805	\$ 2,575,646

See Accompanying Notes to Financial Statements

CAMERON STATION COMMUNITY ASSOCIATION, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2023
(with summarized financial information for the year ended December 31, 2022)

	Operating	Replacement Reserves	Capital Improvement Fund	Total 2023	Total 2022
CASH FLOWS FROM OPERATING ACTIVITIES:					
Excess (Deficiency) of Revenues Over Expenses	\$ 192,339	\$ (673,180)	\$ -	\$ (480,841)	\$ (673,382)
Adjustments to Reconcile Excess (Deficiency) of Revenues Over Expenses to Net Cash Provided by Operating Activities:					
Credit Loss (Recovery) - Receivables	(2,326)			(2,326)	(1,336)
Decrease (Increase) in:					
Due to/from	(275,873)	275,883	(10)	-	-
Assessments Receivable	7,741			7,741	390
Accounts Receivable - Other	23,498			23,498	(23,934)
Income Taxes Receivable	2,295			2,295	6,091
Accrued Interest	(209)	(13,382)		(13,591)	(2,218)
Prepaid Expenses	(1,976)			(1,976)	16,431
Increase (Decrease) in:					
Accounts Payable	4,094	(1,629)		2,465	19,218
Income Taxes Payable	6,065			6,065	610
Prepaid Assessments	(13,962)			(13,962)	(7,278)
Net Cash Flows from Operating Activities	<u>\$ (58,314)</u>	<u>\$ (412,308)</u>	<u>\$ (10)</u>	<u>\$ (470,632)</u>	<u>\$ (665,408)</u>
CASH FLOWS FROM INVESTING ACTIVITIES					
Received from Interest-Bearing Deposits	\$ 593,000	\$ 833,000	\$ -	\$ 1,426,000	466,000
Disbursed for Interest-Bearing Deposits	(445,000)	(1,337,000)	-	(1,782,000)	(1,061,000)
Net Cash Flows from Investing Activities	<u>\$ 148,000</u>	<u>\$ (504,000)</u>	<u>\$ -</u>	<u>\$ (356,000)</u>	<u>\$ (595,000)</u>
Net Change in Cash and Cash Equivalents	\$ 89,686	\$ (916,308)	\$ (10)	\$ (826,632)	\$ (1,260,408)
Cash and Cash Equivalents at Beginning of Year	366,990	1,133,677	10	1,500,677	2,761,085
Cash and Cash Equivalents at End of Year	<u>\$ 456,676</u>	<u>\$ 217,369</u>	<u>\$ -</u>	<u>\$ 674,045</u>	<u>\$ 1,500,677</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:					
Cash Paid for Income Taxes				<u>\$ 13,100</u>	<u>\$ 9,000</u>

See Accompanying Notes to Financial Statements

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023

(with summarized comparative financial information for the year ended December 31, 2022)

NOTE 1 - NATURE OF OPERATIONS:

The Association is organized under the laws of the Commonwealth of Virginia for the purposes of maintaining and preserving the common property of the community. The Association is located in Alexandria, Virginia. The Association's Board of Directors administers the operations of the community. The Association consists of the following types of members:

Single-family and Townhomes	1,007 members
Cameron Station Condominium	120 members
Woodland Hall Condominium	60 members
Oakland Hall at Cameron Station	92 members
Carlton Place	144 members
Main Street Condominium	198 members
Residences at Cameron Station	148 members
Commercial Units	1 member

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES:

A) Method of Accounting - The financial statements are presented on the fund method of accounting in which financial resources are classified for accounting and reporting purposes in the following funds established according to their nature and purpose:

- Operating Fund - This fund is used to account for financial resources available for the general operations of the Association.
- Replacement Reserves - This fund is used to accumulate financial resources designated for future major repairs and replacements.
- Capital Improvement Fund - This fund is used to accumulate financial resources available for capital improvements.

The financial statements include certain prior-year summarized comparative information in total but not by fund. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Association's financial statements for the year ended December 31 of the prior year, from which the summarized information was derived.

B) Member Assessments - Association members are subject to annual assessments to provide funds for the Association's operating expenses and major repairs and replacements. Assessment revenue is recognized as the related performance obligations are satisfied at transaction amounts expected to be collected. The Association's performance obligations related to its assessments are satisfied over time on a daily pro-rata basis using the input

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023
(with summarized comparative financial information for the year ended December 31, 2022)
(CONTINUED)

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

method. Assessments receivable at the balance sheet date are stated at the amounts expected to be collected from outstanding assessments from members. The Association's policy is to retain legal counsel and place liens on the properties of homeowners whose assessments are delinquent. Any excess assessments at year end are retained by the Association for use in the succeeding year. The Association treats uncollectible assessments as credit losses. Methods, inputs, and assumptions used to evaluate when assessments are considered uncollectible include consideration of past experience and susceptibility to factors outside the Association's control.

C) Common Property - Real property and common areas acquired from the declarant and related improvements to such property are not recorded in the Association's financial statements since the property cannot be disposed of at the discretion of the Board of Directors. Common property includes, but is not limited to, land, recreational facilities and site improvements.

D) Estimates - The preparation of financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

E) Cash Equivalents - For purposes of the statement of cash flows, the Association considers all highly liquid interest-bearing deposits and investments with an original maturity date of three months or less to be cash equivalents.

NOTE 3 - REPLACEMENT RESERVES:

The Association's governing documents require that funds be accumulated for future major repairs and replacements. Accumulated funds are generally not available for expenditures for normal operations.

The Association had reserve studies conducted during 2021 and 2023 by PM+ Reserves. The table included in the Supplementary Information on Future Major Repairs and Replacements is based on the 2023 study.

The 2021 study recommends a contribution to reserves of \$390,520 for 2023. For 2023, the Association budgeted for and contributed \$395,010 to replacement reserves. The Association elected to transfer \$50,616 from the capital improvement fund to replacement reserves during 2023.

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023
(with summarized comparative financial information for the year ended December 31, 2022)
(CONTINUED)

NOTE 3 - REPLACEMENT RESERVES: (CONTINUED)

Funds are being accumulated in replacement reserves based on estimates of future needs for repair and replacement of common property components. Actual expenditures may vary from the estimated future expenditures and the variations may be material; therefore, amounts accumulated in the replacement reserves may or may not be adequate to meet all future needs for major repairs and replacements. If additional funds are needed, the Board of Directors, on behalf of the Association may increase regular assessments, pass special assessments, or delay major repairs and replacements until funds are available.

As of December 31, 2023 and 2022, the Association had designated \$1,308,854 and \$1,931,418, respectively, for replacement reserves. These designated reserves were funded by cash and interest-bearing deposits.

NOTE 4 - INCOME TAXES:

For income tax purposes, the Association may elect annually to file either as an exempt homeowners association or as an association taxable as a corporation. As an exempt homeowners association, the Association's net assessment income would be exempt from income tax, but its interest would be taxed. Electing to file as a corporation, the Association is taxed on its net income from all sources (to the extent not capitalized or deferred) at normal corporate rates after corporate exemption, subject to the limitation that operating expenses are deductible only to the extent of income from members. For 2023 and 2022, the income taxes were calculated using the corporate method.

The Association's policy is to recognize any tax penalties and interest as an expense when incurred. The Association's federal and state tax returns for the past three years remain subject to examination by the Internal Revenue Service and the Commonwealth of Virginia.

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023
(with summarized comparative financial information for the year ended December 31, 2022)
(CONTINUED)

NOTE 5 - CASH AND INTEREST-BEARING DEPOSITS: (CONTINUED)

As of December 31, 2023, the Association maintained its funds in the following manner:

Institution	Cash and Cash Equivalents*	Interest-Bearing Deposits
Pacific Western Bank (Various Institutions)	\$ 425,695	\$ -
Morgan Stanley (Various Institutions)	248,350	1,703,000
Totals	\$ 674,045	\$ 1,703,000

*See Note 2(E) above.

Balances at banks are insured by the FDIC for up to \$250,000 per financial institution. Amounts in excess of the insured limits were \$0 and \$306,654 as of December 31, 2023 and 2022, respectively. The Association's management agent had obtained excess insurance coverage for the Pacific Western Bank accounts to cover the funds in excess of the FDIC insurance limit as of December 31, 2022.

Cash and securities held at a SIPC member brokerage firm are insured by the SIPC for up to \$500,000, which includes \$250,000 limit for cash. The Association maintains funds in a brokerage account which are subject to SIPC limits.

NOTE 6 - ASSESSMENTS RECEIVABLE - NET:

The Association treats uncollectible assessments as credit losses. Methods, inputs, and assumptions used to evaluate when assessments are considered uncollectible include closely monitoring of outstanding assessment balances by management, member payment history of outstanding assessment balances, and susceptibility to factors outside the Association's control.

On January 1, 2023, the Association adopted FASB Accounting Standards Update No. 2016-13, *Financial Instruments – Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments* which affects current U.S. GAAP primarily as it relates to the methodology for estimating allowances for credit losses and the presentation and disclosure requirements.

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023

(with summarized comparative financial information for the year ended December 31, 2022)
(CONTINUED)

NOTE 6 - ASSESSMENTS RECEIVABLE - NET: (CONTINUED)

The main effect resulting from the adoption of the new standard is that previously reported allowance for doubtful assessments are now shown as allowance for credit losses. The adoption of the new guidance resulted in no changes to unappropriated members' equity as of January 1, 2023.

	2023	2022
Assessments Receivable	\$ 29,202	\$ 38,117
Less: Allowance for Credit Losses	(5,300)	(8,800)
Assessments Receivable - Net	\$ 23,902	\$ 29,317
Draft		
Allowance for Credit Losses:		
Beginning Balance	\$ 8,800	\$ 8,200
Write-Offs	(1,174)	-
Recoveries	-	1,936
Provision	(2,326)	(1,336)
Ending Balance	\$ 5,300	\$ 8,800

NOTE 7 - CAPITAL IMPROVEMENT FUND:

The Association has established a reserve for capital improvements. During 2021, the Association elected to contribute \$24,000 to this fund. The Association also contributed \$36 of interest income to this fund in 2022. As of December 31, 2022, the balance in the capital improvement fund was \$50,616. The Association elected to transfer the balance to replacement reserves during 2023.

NOTE 8 - PAYROLL AND RELATED COSTS:

The Association's management agent utilizes a central management payroll system, whereby payroll returns were filed under the management agent's name and federal identification number. In addition to the payment of management fees, the Association reimbursed management for wages, payroll taxes, workers' compensation and health insurance for employees that performed work for the Association.

CAMERON STATION COMMUNITY ASSOCIATION, INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

(with summarized comparative financial information for the year ended December 31, 2022)

(CONTINUED)

NOTE 9 - SUBSEQUENT EVENTS:

In preparing these financial statements, the Association has evaluated events and transactions for potential recognition or disclosure through [date to be inserted upon finalization], the date the financial statements were available to be issued.

Subsequent to year-end, the Association entered into a contract for roof repair and replacement at the Cameron Club for \$61,140 and also incurred other replacement reserve fund expenditures totaling approximately \$38,000.

Draft

CAMERON STATION COMMUNITY ASSOCIATION, INC.
SUPPLEMENTARY INFORMATION ON FUTURE MAJOR
REPAIRS AND REPLACEMENTS
DECEMBER 31, 2023
(UNAUDITED)

The Association had a replacement reserve study review conducted by PM+ Reserves during 2023 to estimate the remaining useful lives and the replacement costs of the components of common property. Replacement costs were based on the estimated costs to repair or replace the common property components at the date of the study. The estimated replacement costs presented below do not take into account the effects of inflation between the date of the study and the date the components will require repair or replacement; however, the Association's replacement reserve study does take inflation into consideration when evaluating future expenditures and recommended contribution to reserves.

The following has been extracted from the Association's replacement reserve study and presents significant information about the components of common property.

<u>Component</u>	<u>2023 Estimated Remaining Useful Life (Years)</u>	<u>2023 Estimated Replacement Cost</u>
<u>Community Center:</u>		
Exterior	1-22	\$ 289,850
Interior Decoration and Features	1-29	541,260
Mechanical/Plumbing/Electrical Systems	1-28	1,328,410
Paavements/Concrete	1-14	2,301,730
Other Property Features	1-20	1,049,810
EV Charging Stations	1	80,000



Principals

Howard A. Goldklang, CPA, MBA
Donald E. Harris, CPA
Anne M. Sheehan, CPA
S. Gail Moore, CPA
Jeremy W. Powell, CPA
Renee L. Watson, CPA

1801 Robert Fulton Drive, Suite 200
Reston, VA 20191

Associate Principals

Matthew T. Stiefvater, CPA
Sheila M. Lewis, CPA

Managers

Andrew T. Plaugher, CPA
Michele S. Lizama, CPA
Jennifer L. Murray, CPA

Management Letter

This communication is intended solely for the information and use of management and the board of directors and is not intended to be and should not be used by anyone other than these specified parties.

April 29, 2024

Board of Directors and Management
Cameron Station Community Association, Inc.

Dear Board Members and Management:

In planning and performing our audit of the financial statements of Cameron Station Community Association, Inc. as of December 31, 2023 and for the year then ended, in accordance with auditing standards generally accepted in the United States of America, we considered the Association's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. Accordingly, we do not express an opinion on the effectiveness of the Association's internal control.

However, during our audit, we became aware of matters that are opportunities for strengthening internal controls and improving operating efficiency. This letter summarizes our comments and suggestions regarding those matters.

Association Specific Comments

Financial Analysis

Associations budget their income evenly over a twelve-month period. When assessments become delinquent, cash flow problems develop and the Association may have problems paying its monthly expenses. Assessments receivable at a level of 3% or less of annual assessments indicates good collection procedures and has a positive impact on cash flow, whereas a balance of more than 3% of annual assessments suggests the Association may have future cash flow problems. As of December 31, 2023, the Association's assessments receivable balance of \$29,202 (before deducting the allowance for credit losses of \$5,300) was equal to 1% of annual assessments. We recommend the Association continue to aggressively pursue all delinquent accounts.

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As of December 31, 2023, the Association had a surplus of 785,951 in excess operating funds. This represents 28% of annual assessments. We recommend the Association maintain excess operating funds at a level of 10% to 20% of annual assessments. Any funds in excess of 20% may be transferred to replacement reserves.

The designated replacement reserves of \$1,308,854 as of December 31, 2023 were funded by cash and interest-bearing deposits.

Income Taxes

For 2023, we recommend the Association file using the corporate method.

Contribution to Reserves

According to the reserve study's recommendations, the Association's replacement reserve balance does not appear to be sufficient. The 2023 study recommends a balance at year-end of \$1,367,500. As of December 31, 2023, the Association had \$1,308,854 designated for replacement reserves. We recommend the Association consider whether an additional contribution is necessary.

Prior Owner's Prepaid Balance Carried Forward

As of December 31, 2023, there was a prior owners prepaid balance of \$11,913. We continue to recommend the Association investigate this balance and refund the amounts. If the owners cannot be located, we recommend the Association discuss with its attorney whether the funds should be turned over to the State as unclaimed property.

Leases

Accounting Standards Update No. 2016-02, *Leases (Topic 842)*, now requires all leases longer than 12 months to be recorded as assets and liabilities on the balance sheet. Previously, operating leases were not capitalized. The Association has a lease for a copier and a postage machine. The leases were not recorded on the balance sheet in the Association's financial statements. We did not propose an adjustment to record the leases because the amount of the leases or remaining lease payments was not material to the Association's financial statements.

Industry Standard Comments

The comments below are industry standard recommendations that we believe provide important guidance to all associations, especially since the volunteers serving on the Association's Board of Directors change periodically. The comments listed below do not imply that the Association is not in compliance with these industry standard recommendations, but rather serve as reminders.

Insurance

We recommend the Association meet with its insurance agent at least annually to discuss insurance coverage. The Association should make sure the insurance policies provide the necessary and appropriate protection. In addition to all of the standard coverage that is usually recommended, the Association should maintain appropriate crime and directors & officers (D&O) coverage. At a minimum, the Association should maintain crime coverage that equals or exceeds the total of its funds or as required by state law. It should be structured to include a defalcation or misappropriation

committed by a Board member, an employee of the Association, or employees of the management company, including principals.

Investment Policy

The Association should have a conservative investment policy, which is structured around three elements, in order of importance 1) safety, 2) liquidity and 3) yield. Because safety and liquidity are of prime importance to any association, we recommend investments be limited to instruments of the federal government, which are backed by its full faith and credit, and money market accounts and certificates of deposit at insured institutions.

Periodically, the Association should monitor its accounts for FDIC and SIPC coverage. The FDIC insurance limit is \$250,000 per financial institution. Cash and securities held at a SIPC member brokerage firm are insured by the SIPC for up to \$500,000, which includes \$250,000 limit for cash. The Association should also periodically check the ratings for all financial institutions used by the Association.

Monitoring Activities

The Board of Directors is an integral part of the Association's internal controls. Each month the individual board members should be performing monitoring activities. When performed routinely, these monitoring activities strengthen the Association's internal controls and are essential to ensuring the financial security of the Association's resources.

The Board of Directors should obtain and read the monthly financial statements as prepared and presented by management. At a minimum, the financial statements should include a balance sheet, income statement with budget to actual comparisons, a check register, a general ledger, and bank statements with reconciliations. Variances and unusual transactions should be discussed with management and resolved in a timely manner.

The Board of Directors should consider periodically reviewing randomly selected copies of paid invoices to ensure that the appropriate level of approval has occurred and that the approval is appropriately documented. The Board of Directors should also consider selecting invoices from vendors not recognized or not used on a regular basis.

We shall be pleased to discuss our comments and recommendations in greater detail and we are always available to give advice on any financial matter. Please do not hesitate to contact us if there are any questions regarding proper accounting procedures or the implementation of our suggested changes.

Very truly yours,

GOLDKLANG GROUP CPAs, P.C.



Principals

Howard A. Goldklang, CPA, MBA
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Communication with Those Charged with Governance under AU-C §260

This communication is intended solely for the information and use of management and the board of directors and is not intended to be and should not be used by anyone other than these specified parties.

April 29, 2024

Board of Directors and Management
Cameron Station Community Association, Inc.

Dear Board Members and Management:

We have audited the financial statements of Cameron Station Community Association, Inc. as of December 31, 2023 and for the year then ended and have issued our report thereon. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards (GAAS)

As stated in our engagement letter, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility for the supplementary information required by the Financial Accounting Standards Board, as described by professional standards, is to apply certain limited procedures to the information about management’s methods of preparing the information; however, we will not express an opinion or any assurance on the information.

Planned Scope and Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

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Our audit will include obtaining an understanding of the Association and its environment, including the system of internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association or to acts by management or employees acting on behalf of the Association. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning: cash, accounts receivable, other assets, accounts payable and other liabilities, income taxes, revenue, expenses, and equity. According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Association are described in Note 2 to the financial statements. The Association has implemented FASB Accounting Standards Update No. 2016-13 in 2023. Accordingly, the accounting change has been applied using a modified retrospective approach. We noted no transactions entered into by the Association during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no significant accounting estimates for the year under audit.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was the disclosure of subsequent events, if applicable.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The adjusting journal entries have been provided to the Association and will be posted to the Association's accounts, if appropriate. The journal entries are material, either individually or in the aggregate, but are limited to individual account consolidations or reclassifications for financial statement presentation purposes only.

Disagreements with Management

For purposes of this letter, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Association's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Association's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Required Supplementary Information

With respect to the supplementary information required by the Financial Accounting Standards Board, we applied certain limited procedures to the information, including inquiring of management about their methods of preparing the information; comparing the information for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge

obtained during the audit of the basic financial statements; and obtaining certain representations from management, including about whether the required supplementary information is measured and presented in accordance with prescribed guidelines.

Very truly yours,

GOLDKLANG GROUP CPAs, P.C.

Draft

Account # / Description	Prior Period (Adjusted) 12/31/2022	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
1010-00-00 Cash - Operating Fund	94,097.01	208,012.42			208,012.42	B-1
1010-05-00 Cash - Morgan Stanley MM - Operating Reserve	341.10	389.24			389.24	B-2
1010-06-00 Cash - Morgan Stanley Savings & Time Deposits	23,041.22	244,944.25			244,944.25	B-2
1010-08-00 Cash - Forbright Bank MM - Operating	120,346.68					
1010-09-00 Cash - Forbright Bank ICS Operating	125,365.35					
1010-20-00 Cash - Morgan Stanley CDs - Operating Reserve	537,000.00	389,000.00			389,000.00	B-2
1010-30-00 Onsite Petty Cash Acct	3,799.01	3,330.84			3,330.84	B-5
1020-00-01 Cash-Replacement Fund-Reserves	167,519.76	214,352.19			214,352.19	B-4
1020-08-01 Forbright Bank - MM Reserves	125,361.12					
1020-20-01 Cash Morgan Stanley MM Reserves	1,596.45	1,310.77			1,310.77	B-2
1020-25-01 Cash Morgan Stanley Savings & Time Deposits-Res		1,706.16			1,706.16	B-2
1020-30-01 Cash Forbright Bank ICS Reserves	839,200.09					
1020-35-02 Cash-Pacific Western Capital Improvement Fund	9.86					
1020-40-01 Cash Replacement Fund CD Reserves	810,000.00	1,314,000.00			1,314,000.00	B-2
1210-00-00 A/R Residential Assessments	38,117.03	29,202.15			29,202.15	E-1
1210-10-00 A/R Other	717.17	2,219.08			2,219.08	E-2
1210-15-00 A/R Taxes	2,295.00					
1210-16-00 A/R - Insurance Claims	25,000.00					
1210-20-00 Accrued Investment Interest - Operating	1,496.69	1,705.59			1,705.59	B-2
1210-20-01 Interest Receivable Reserves	3,460.04	16,842.22			16,842.22	B-2
1250-00-00 Allowance for Doubtful Accounts	(8,800.00)	(5,300.00)			(5,300.00)	F-1
1410-00-00 Prepaid Expense	1,364.14	3,557.36			3,557.36	G-2
1410-10-00 Prepaid Insurance	8,178.37	7,961.04			7,961.04	G-1
1530-00-00 Due from Operating Fund		4,595.88	AJE-1	(4,595.88)		
1530-00-01 Due from Operating Fund Reserves		(4,595.88)	AJE-1	4,595.88		

Adjusted Trial Balance
for the period ended December 31, 2023

Account # / Description	Prior Period (Adjusted) 12/31/2022	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
2010-00-00 A/P Trade	(22,620.30)	(56,573.27)	AJE-5	(600.00)	(57,173.27)	N-1
2010-00-01 Accounts Payable Reserves	(36,634.45)	(39,958.79)			(39,958.79)	N-1
2100-00-00 Prepaid Residential Assessments	(190,865.92)	(176,903.84)			(176,903.84)	E-1
2510-00-00 Other Current Liabilities	(13,114.14)	(12,269.94)			(12,269.94)	N-3
2510-15-00 TMP Payable	(44,539.00)	(26,164.00)			(26,164.00)	N-4
2510-25-00 Accrued Payroll	(15,763.33)	(12,305.16)			(12,305.16)	N-2
2510-30-00 Accrued Expenses	(14,759.40)	(12,192.68)	AJE-4	5,215.62	(6,977.06)	N-1
2510-30-01 Accrued Expenses - Reserves	(4,954.44)					
2510-35-00 A/P Income Taxes	(610.00)		AJE-6	(6,675.00)	(6,675.00)	T-1
3020-00-00 Funds Transfers Operating		194,803.45	AJE-1	(194,803.45)		
3020-00-01 Funds Transfers Reserves		(194,803.45)	AJE-1	194,803.45		
3060-00-00 Prior Years Surplus/Deficit Operating	(538,233.87)	(593,612.00)	AJE-3	0.51	(593,611.49)	***
3060-00-01 Prior Years Surplus/Deficit Reserves	(1,931,417.77)	(1,982,033.11)	AJE-3	673,179.38	(1,308,853.73)	R-1
3060-00-02 Capital Reserve Beg Balance	(50,615.85)					
(Profit) Loss	(55,377.62)	478,779.48		(671,120.51)	(192,341.03)	
	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	

Account # / Description		Prior Period	Unadjusted	Adjustments		Adjusted	Workpaper Reference
		(Adjusted) 12/31/2022	Balance Dr (Cr)	Ref #	Dr (Cr)	Balance Dr (Cr)	
4010-00-00	Residential Assessments - SFD/TH	(1,648,669.23)	(1,700,206.18)			(1,700,206.18)	Y-1
4050-00-00	Assessments - Commercial	(34,152.00)	(35,372.03)			(35,372.03)	Y-1
4060-00-00	Assessments - Condo	(998,691.24)	(1,029,256.06)			(1,029,256.06)	Y-1
4220-00-00	Assessment Allocation - Operating		395,010.00	AJE-1	(395,010.00)		
4220-00-01	Assessment Allocation - Reserves		(395,010.00)	AJE-1	395,010.00		
4265-00-00	Website Income	(1,200.00)	(1,200.00)			(1,200.00)	
4510-00-00	Late Fees	(18,630.78)	(8,900.00)			(8,900.00)	
4510-10-00	Collection Fees - Lien Filing	(17,022.57)	(12,109.94)			(12,109.94)	
4520-00-00	Late Payment Charges Waived	8,615.00	1,187.53			1,187.53	
4530-00-00	Miscellaneous Income	(1.00)	(4,991.62)	AJE-2 AJE-6	2,325.68 490.00	(2,175.94)	
4530-01-00	Club Cleaning Fees	(5,902.50)	(5,870.00)			(5,870.00)	
4530-05-00	Returned Check Fees	(275.00)	(300.00)			(300.00)	
4530-06-00	Newsletter Advertising	(2,150.00)	(1,660.00)			(1,660.00)	
4530-08-00	Sponsorship Income	(3,000.00)	(3,400.00)			(3,400.00)	
4530-30-00	HOA Compliance Fees		(820.00)			(820.00)	
4530-50-00	Interest Income - Operating	(40,700.60)	(85,047.94)			(85,047.94)	Y-2
4530-50-02	Interest Income - Capital Improvement Fund	(35.85)					
4540-00-00	Room Rental Income		(6,315.00)			(6,315.00)	
4540-10-00	Amenity Center Rental	(5,902.50)	(75.00)			(75.00)	
4825-00-00	Bad Debt Recovery	(1,336.39)		AJE-2	(2,325.68)	(2,325.68)	F-1
5210-00-00	Electric Service	27,353.80	24,694.78			24,694.78	
5210-10-00	Irrigation Water	29,355.37	34,466.65			34,466.65	
5210-15-00	Grounds & Landscaping - Contract	172,965.07	181,110.02			181,110.02	X-1
5210-20-00	Flower Rotation & Landscape Enhancements	27,249.75	36,870.00			36,870.00	X-1

Account # / Description		Prior Period	Unadjusted	Ref #	Adjustments	Adjusted	Workpaper Reference
		(Adjusted)	Balance		Dr (Cr)	Dr (Cr)	
		12/31/2022	Dr (Cr)			Dr (Cr)	
5210-25-00	Turf Treatment and Enhancements	23,375.00	19,470.00			19,470.00	
5210-30-00	General Repairs/Maint	21,301.96	18,416.14			18,416.14	
5210-35-00	General Maintenance Supplies	2,187.37	2,818.49			2,818.49	
5210-40-00	Irrigation System Contract	13,186.00	13,186.00			13,186.00	
5210-45-00	TMP Expenses	210,690.00	199,955.00			199,955.00	X-1
5210-50-00	Pest Control Contract	4,939.00	5,544.00			5,544.00	
5210-55-00	Lighting Supplies/Repair & Maintenance	1,712.03	1,717.71			1,717.71	
5210-60-00	Linear Park Landscape Maintenance	17,729.95	17,730.00			17,730.00	
5210-65-00	Pet Stations	8,886.13	10,420.66			10,420.66	
5210-70-00	Tree and Shrub Maintenance	64,500.00	44,175.00			44,175.00	X-1
5210-75-00	Street/Curb/Gutter Repair & Maint	650.00					
5210-80-00	Fountain Maintenance	1,002.00	1,054.00			1,054.00	
5210-85-00	Snow Removal Contract	42,344.50					
5430-10-00	Erosion Control	2,830.00					
5430-20-00	Irrigation Repairs	2,960.00	3,269.00			3,269.00	
5440-00-00	Health Club Management/Staff	175,217.53	177,735.39			177,735.39	X-1
5440-10-00	Clubhouse Utilities	37,742.52	45,182.36			45,182.36	X-1
5440-15-00	Uniforms		804.58			804.58	
5440-20-00	Elevator Contract	5,959.27	4,959.11			4,959.11	
5440-25-00	Fire Supression System	4,797.21	5,140.25			5,140.25	
5440-30-00	HVAC Contract	3,673.19	3,336.88			3,336.88	
5440-35-00	Janitorial Services	43,752.00	44,196.00			44,196.00	X-1
5440-40-00	Special Cleanings	7,550.00	8,200.00			8,200.00	
5440-45-00	Pool Management Contract	81,169.51	89,856.54			89,856.54	X-1
5440-50-00	Safety & Security	2,417.50	4,834.12			4,834.12	

Account # / Description		Prior Period	Unadjusted	Ref #	Adjustments	Adjusted	Workpaper Reference
		(Adjusted)	Balance		Dr (Cr)	Dr (Cr)	
		12/31/2022	Dr (Cr)			Dr (Cr)	
5440-55-00	Fire Prevention & Protection	3,133.46	4,082.40			4,082.40	
5440-60-00	Building Repair/Maint	26,202.82	10,421.98			10,421.98	
5440-65-00	Community Center Improvement	2,314.90	1,335.53			1,335.53	
5440-70-00	Fintess Equipment Repair & Maintenance	6,561.40	10,364.03			10,364.03	
5440-75-00	Fitness Center Supplies	5,666.96	7,898.14			7,898.14	
5440-80-00	Access System Supplies		3,108.57			3,108.57	
5440-85-00	Access System Repairs	899.26					
5440-90-00	Pool Equipment Repair/Maint	6,929.69	3,487.65	AJE-5	600.00	4,087.65	
5440-95-00	Pool Supplies	6,167.93	5,428.11			5,428.11	
5440-96-00	Recreation Supplies/Equipment	1,100.39	273.28			273.28	
5610-10-00	Other Expenses - Signage	2,849.38	2,404.70			2,404.70	
5610-15-00	Other Expenses - Watering Supplies		6,270.00			6,270.00	
5660-00-00	Trash and Recycling Service	362,802.83	373,544.44			373,544.44	X-1
6010-00-00	Audit/Tax Returns	7,274.00	7,510.00			7,510.00	X-1
6010-15-00	Reserve Study		2,950.00			2,950.00	X-1
6010-20-00	Legal Services	3,800.00	3,800.00			3,800.00	X-1
6010-25-00	Legal Fees - Collections	23,232.87	23,726.19			23,726.19	X-1
6010-30-00	Legal Fees - General Counsel	39,021.32	29,968.87			29,968.87	X-1
6110-00-00	CAC Events & Awards	28,599.30	30,654.68			30,654.68	
6110-10-00	Pride of Ownership Gifts	1,200.00	1,400.00			1,400.00	
6120-00-00	Other Communications		839.00			839.00	
6120-10-00	Newsletter	6,947.08	9,903.05			9,903.05	
6120-15-00	Website Maintenance	2,111.04	2,260.59			2,260.59	
6120-20-00	Social Media	4,740.00	4,740.00			4,740.00	
6210-00-00	D & O Insurance	5,041.74	5,738.45			5,738.45	G-1

Account # / Description		Prior Period	Unadjusted	Ref #	Adjustments	Adjusted	Workpaper Reference
		(Adjusted) 12/31/2022	Balance Dr (Cr)		Dr (Cr)	Balance Dr (Cr)	
6210-10-00	Liability/Property Insurance	9,126.24	10,027.70			10,027.70	G-1
6210-15-00	Umbrella Insurance	3,958.99	4,083.87			4,083.87	G-1
6210-20-00	Fidelity/Workman's Comp	594.19	620.00			620.00	G-1
6210-25-00	Crime Protection Coverage	3,576.00	3,600.00			3,600.00	G-1
6210-30-00	Cyber Liability \$3 Million Coverage	4,811.85	3,442.31			3,442.31	G-1
6210-40-00	Insurance expenses for Reimbursement	8,619.10					
6310-00-00	Administrative Payroll	385,438.58	400,338.94			400,338.94	X-2
6310-10-00	Payroll Taxes/Benefits/Costs	55,676.48	63,939.99			63,939.99	X-2
6310-20-00	Management Fees	149,985.29	152,205.04			152,205.04	X-1
6410-00-00	Miscellaneous	1,260.06					
6410-05-00	Annual Meeting	7,096.85	8,698.16			8,698.16	
6410-10-00	Printing/Copying	5,399.70	5,711.32			5,711.32	
6410-15-00	Bank Charges	624.42	203.13			203.13	
6410-30-00	Collection Charges	1,118.82	1,051.00			1,051.00	
6410-35-00	IT Support	19,500.00	21,100.03			21,100.03	
6410-36-00	Meeting Expenses	8,564.00	6,904.59			6,904.59	
6410-40-00	Software Licenses	1,110.47	1,014.93			1,014.93	
6410-50-00	Office Supplies	7,195.72	3,954.93			3,954.93	
6410-55-00	Postage	8,056.80	3,846.07			3,846.07	
6410-60-00	Office Equipment Lease	4,826.43	3,368.36			3,368.36	
6410-65-00	Bundled Telecom Services	11,920.23	10,421.35			10,421.35	
6410-80-00	Parking Enforcement	23,571.52	33,826.10	AJE-4	(5,215.62)	28,610.48	
6410-85-00	Courier/Delivery Service	305.51					
6410-90-00	Decals & Parking Passes	9,498.42	2,595.47			2,595.47	
6410-95-00	Permits and Licenses	2,107.49	230.20			230.20	

Account # / Description	Prior Period (Adjusted) 12/31/2022	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
7010-00-01 Capital Expenditures - Reserves		1,068,189.89	AJE-3	(1,068,189.89)		
8130-00-00 Income Taxes	7,315.00	12,490.00	AJE-6	6,185.00	18,675.00	T-1
9200-00-02 Capital Improvement Interest Contribution	35.85					
9800-00-01 Repair/Repl Reserves	388,290.00		AJE-3	395,010.00	395,010.00	R-1
	<u>(55,377.62)</u>	<u>478,779.48</u>		<u>(671,120.51)</u>	<u>(192,341.03)</u>	

Account #	Account Name / Description	Debits	Credits
12/31/2023			
			AJE 1
		<hr/>	
1530-00-01	Due from Operating Fund Reserves	4,595.88	
1530-00-00	Due from Operating Fund		4,595.88
3020-00-01	Funds Transfers Reserves	194,803.45	
3020-00-00	Funds Transfers Operating		194,803.45
4220-00-01	Assessment Allocation - Reserves	395,010.00	
4220-00-00	Assessment Allocation - Operating		395,010.00
	To combine accounts for FS presentation.		
12/31/2023			
			AJE 2
		<hr/>	
4530-00-00	Miscellaneous Income	2,325.68	
4825-00-00	Bad Debt Recovery		2,325.68
	To reclassify bad debt recovery for FS presentation.		
12/31/2023			
			AJE 3
		<hr/>	
9800-00-01	Repair/Repl Reserves	395,010.00	
7010-00-01	Capital Expenditures - Reserves		1,068,189.89
3060-00-01	Prior Years Surplus/Deficit Reserves	673,179.38	
3060-00-00	Prior Years Surplus/Deficit Operating	0.51	
	To record 2023 fund activity for FS presentation.		
12/31/2023			
			AJE 4
		<hr/>	
2510-30-00	Accrued Expenses	5,215.62	
6410-80-00	Parking Enforcement		5,215.62
	To reverse client accrual - contract ended in May 2023.		
12/31/2023			
			AJE 5
		<hr/>	
5440-90-00	Pool Equipment Repair/Maint	600.00	
2010-00-00	A/P Trade		600.00
	To record additional accounts payable per auditor's search.		
12/31/2023			
			AJE 6
		<hr/>	
8130-00-00	Income Taxes	6,185.00	
2510-35-00	A/P Income Taxes		6,675.00
4530-00-00	Miscellaneous Income	490.00	

Account #	Account Name / Description	Debits	Credits
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To reclassify prior year tax amount, record 2023 income tax expense and amount payable as of 12/31/23.

Totals	<u>1,677,415.52</u>	<u>1,677,415.52</u>
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Representation Letter

This letter needs to be signed by the Board President or Treasurer and management representative, if applicable, and returned to our office within 60 days.

Cameron Station Community Association, Inc.

GOLDKLANG GROUP CPAs, P.C.
1801 Robert Fulton Drive, Suite 200
Reston, Virginia 20191

Dear Auditors:

The representation letter is provided in connection with your audit of the financial statements of **Cameron Station Community Association, Inc.** which comprise the balance sheet as of **December 31, 2023**, and the related statements of revenues, expenses and changes in fund balances, and cash flows for the year then ended, and the related notes to the financial statements (collectively, the “financial statements”), for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered to be material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, **to the best of our knowledge and belief**, the following representations made to you during your audit:

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter, including our responsibility for the preparation and fair presentation of the financial statements. In regard to the non-attest services outlined in our engagement letter to be performed by you, we have –
 - Assumed all management responsibilities.
 - Designated an individual with suitable skill, knowledge, or experience to oversee the services.
 - Evaluated the adequacy and results of the services performed.
 - Accepted responsibility for the results of the services.
 - Ensured that the data and records are complete and we have sufficient information to oversee the services.
- The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- The methods, significant assumptions, and data used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with U.S. GAAP.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.

- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the Association's accounts, if appropriate.
- Revenue from contracts with customers has been appropriately accounted for and disclosed in accordance with FASB ASC 606, *Revenue from Contracts with Customers*. All contracts underlying revenue recognized in the financial statements have commercial substance and have been approved by appropriate parties. We have considered side agreements, implied promises, and unstated customary business practices in identifying performance obligations in the contracts. We have sufficient and appropriate documentation supporting all estimates and judgements underlying the amount and timing of revenue recognized in the financial statements.
- We have implemented ASU 2016-13, *Financial Instruments-Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments* during the period. We have implemented the new accounting standard in accordance with the transition guidance prescribed in the ASU. We have sufficient and appropriate documentation supporting all estimates and judgements underlying the amounts recorded and disclosed in the financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- Material concentrations have been properly disclosed in accordance with U.S. GAAP and are complete and accurate.
- Guarantees, whether written or oral, under which the Association is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.
- Transfers or designations of equity balance or inter-equity borrowings have been properly authorized and approved and have been properly recorded or disclosed in accordance with U.S. GAAP.
- Uncollectible inter-equity loans have been properly accounted for and disclosed in accordance with U.S. GAAP.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the Association from whom you determined it necessary to obtain audit evidence.
- We have fully disclosed to you all terms of contracts that affect the amount and timing of revenue recognized in the financial statements, including price adjustments, side agreements, implicit provisions, unstated customary business practices, or other arrangements (written or oral).
- We have provided you with minutes of meetings of the Board of Directors.

- We have analyzed all financial instruments and appropriately recorded and/or disclosed expected credit losses in accordance with FASB ASC 326, *Financial Instruments-Credit Losses*.
- We have provided you with communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, if any.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the Association and involves:
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud or suspected fraud affecting the Association's financial statements communicated by employees, former employees, regulators, or others.
- We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- We have disclosed to you the identity of the Association's related parties and all the related party relationships and transactions, including any side arrangements, of which we are aware.
- Except as made known to you and disclosed in the notes to the financial statements, the Association has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- If applicable, we have reviewed our long-lived assets for impairment whenever events or changes in circumstances have indicated that the carrying amount of assets might not be recoverable and have appropriately recorded the adjustment.
- Assessments receivable recorded in the financial statements represent valid claims against debtors for assessments or other charges arising on or before the balance sheet date and have been reduced to their estimated net realizable value.
- We have reviewed with our insurance agent the adequacy of our insurance coverage, including compliance with any statutory or documentary requirements.
- We acknowledge our responsibilities for presenting the required supplementary information (RSI) in accordance with U.S. GAAP. The RSI is measured and presented within prescribed guidelines, and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI. The board of directors is collecting fund for future major repairs and replacements in conformity with the Association's policy to fund for those needs based on a study conducted in 2023.

The board of directors believes the funds will adequately provide for future major repairs and replacements. If additional funds are needed, the Board of Directors, on behalf of the Association may increase regular assessments, pass special assessments, or delay major repairs and replacements until funds are available.

- We understand that the Association is responsible for the choice of income tax filing method and the consequences thereof. The Association’s allocation of expenses against membership and non-membership income conforms to IRS rules, which require that the allocation be made “on a reasonable and consistently applied basis.” We have adequately documented such allocation. If the Association has excess membership income in the current year the Association, for tax purposes, has elected to either (a) offset it against next year’s assessments or (b) refund it to members. We have adequately documented such election in the current year.
- We have disclosed to you all material events, if any, that would require adjustments to, or disclosure in, the financial statements. In addition, we represent that no other material events have occurred since you completed your audit fieldwork on April 17, 2024 and through the date of this letter. Examples of material events include, but are not limited to, fraud, contracts for replacement reserve expenditures, losses due to a fire, changes in ongoing litigation or new litigation and approval of special assessments. Material events that have occurred are:

**Cameron Station Community Association, Inc.
December 31, 2023**

Management Representative:

Signature

Printed Name

Date

President/Treasurer:

Signature

Printed Name

Date

Client ID# 1619



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
May 28, 2024**

**TOPIC: FY24 and FY25 Audit Engagement Letter
Motion 2024-0505**

Motion:

“I motion to **ACCEPT** the Goldklang Group CPAs, P.C. engagement letter for preparation of FY24 and FY25 audit and tax returns as presented.”

Motion: _____

2nd: _____

Summary:

Goldklang Group CPA’s preparation audit fees for FY24 will be \$7,600 and \$900 for tax returns, and FY25 audit fees will be \$8,000 and \$900 for tax returns. In addition, bank confirmation costs will be \$37.80 per account confirmed.

CAMP Recommendation:

Management recommends and supports the Board accepting Goldklang Group CPAs engagement letter.

Budget Considerations:

To be expensed from Operating Funds under Audit & Tax Services.

Proposal for Audit & Tax Services



Working *harder*
for your association
with ***unparalleled***
expertise.

Who We Are

Goldklang Group CPAs is the area's leading CPA firm specialized in providing audit, tax, budget, and consulting services to Common Interest Realty Associations (CIRAs).

With more than 40 years of experience, our firm possesses superior knowledge and understanding of the unique accounting needs and operations of homeowners associations, condominiums and cooperatives. This expertise and experience allows us to deliver exceptional personalized service to our clients that assist them in achieving their goals.

Our accountants are passionate about what they do and committed to working with our clients to achieve the best outcome. They possess superior knowledge of the accounting and tax issues facing community associations. We pride ourselves on this and in providing clients with quality products that far exceed industry standards.

The Goldklang Advantage

1 Our firm is 100% dedicated to providing audit and tax services to Common Interest Realty Associations (CIRA).

2 Superior knowledge of audit and tax issues facing community associations with an exceptional understanding of how community associations operate.

3 Our accountants deliver a high-degree of personalized, hands-on service working closely with on-site and off-site property management representatives and Board of Directors in conducting field work.

4 Consistently at the forefront of any tax law changes and interpretations that may affect our clients.

5 Proactive corporate philosophy to always deliver more by providing guidance in specialized areas that are unique to our clients.

6 Our work has been independently peer reviewed since 1991 by the American Institute of Certified Public Accountants (AICPA) Private Companies Practice Section (PCPS) – receiving the highest rating available of “pass” every time.

Contact Information

1801 Robert Fulton Drive, Ste 200
Reston, Virginia 20191

703-391-9003 tel
703-391-9004 fax

800-934-7006 toll-free
866-416-9212 toll-free fax
cpas@ggroupcpas.com

www.GGroupCPAs.com





Our Expertise

Auditing

Goldklang Group CPAs follows generally accepted auditing standards (GAAS) to perform audits, but we go above and beyond these standards by performing certain procedures that are extremely beneficial to our clients. Some of the procedures include examining a large percentage of the paid invoices and reconciling payments made to vendors to the signed contracts. Often, we are the last ones to look at the Association's records and we find duplicate payments or overpayments that result in savings for our clients.

Taxation

Our tax department strives to keep informed of any tax law changes that may affect homeowner associations, condominiums, or cooperatives. We are dedicated to providing accurate tax returns to our clients in a timely manner, and to filing tax extensions on time. We provide guidance in specialized areas that are unique to our clients, such as the treatment of declarant warranty settlements and proceeds for the condemnation of common area land. Since we are solely focused on CIRAs, we have developed a unique expertise and go above and beyond providing tax services to our clients

Consulting

We are available to consult with our clients in areas such as these:

- Budget Development Consultation
- Guidelines for Capitalization of Assets
- Investment Procedures and Guidelines
- Accounting Procedures
- Analyzing Bank Loan Options

“ We are a large luxury high rise condo - well managed and well financed with a sterling reputation. Goldklang has been our partner for well over a decade and has kept us sailing a steady course through many a choppy sea. You couldn't have a better partner for this journey.

Board President

“ Our firm manages over 150 community associations. Goldklang Group is the auditor and tax provider of choice for most of our portfolio. Not because they are the biggest, but because they are the best. Prompt, professional and thorough, we count on Goldklang Group to work with integrity and focus for our clients. The information they provide greatly assists us in providing excellent financial advice to our Boards of Directors.

Property Manager

“ The accountants at Goldklang provide superior and professional accounting service to their clients and are always available to address particular accounting and tax questions that may arise. They take pride in doing high quality accounting and tax work on a timely basis. I recommend them highly.

Attorney

What to Expect from the Audit Process

The Engagement

Our firm is engaged to perform the services outlined in this proposal once the engagement letter is signed and returned to our office. Once we receive the signed engagement letter, we will contact the previous auditing firm, if any, for required information we will need to begin the audit. We will also work with the board of directors and management agent representative for any necessary information we may need in order to begin the fieldwork.

We're more than your accountant – we're your partner who brings a unique combination of specialized experience and skills to the table, as well as accounting expertise that can help you enhance your operations.

Fieldwork

Our audit fieldwork will begin once the financial statements for the period under audit have been prepared. If the draft or final audit is needed by a certain date, please let us know in advance, so that we can make every effort to accommodate the request.

Audit Report - Draft

Once we complete the audit, a draft copy of the audit will be provided to the Association for review. The draft package will include the following information:

Cover Letter – The audit report is issued in draft for the Association to review. The cover letter explains what information must be returned to our office before the audit report (and other letters) can be finalized.

Independent Auditor's Report – This is our report on the Association's financial statements. Once finalized, the Association may distribute this document, along with the audited financial statements, notes to financial statements and any supplementary information in its entirety to members, potential members, etc.

Representation Letter – The representation letter is a letter from the Association to us confirming, that to the best of your knowledge and belief, all information was provided or disclosed to us. This letter needs to be signed by the President or Treasurer of the Association and the management agent representative, and returned to our office before the audit can be finalized.

Management Letter – The management letter is not a required communication under auditing standards, but is a by-product of the audit. We generally issue a management letter to communicate our comments and recommendations. Use of this letter is restricted to the board of directors and management.

Communication with Those Charged with Governance under AU-C §260 – Under AU-C §260, we are required to communicate audit matters that, in our professional judgment, may be significant and relevant to those charged with governance of the Association. Use of this letter is restricted to the board of directors and management.

Communication of Significant Deficiencies and/or Material Weaknesses under AU-C §265 – Under AU-C §265, we are required to communicate in writing any significant deficiencies and/or material weaknesses in the Association's internal controls. Use of this letter is restricted to the board of directors and management. If we did not note any significant deficiencies or material weaknesses, no letter will be issued.

Adjusted Trial Balance and Adjusting Journal Entries – These are the proposed audit adjustments for the period under audit.

Audit Report - Final

After the board and the management company have reviewed and accepted the audit, the representation letter will need to be signed and returned to our office. Once we process the completed representation letter, the audit will be finalized. Our office will provide you with a copy of the final audit in electronic format. Bound copies will be provided upon request.

As an added service to our clients, we are available to meet with the board and management to present the final audit and answer any questions you may have. Additional fees apply. Additionally, even though we audit your financial statements on an annual basis, we are available throughout the year for questions. We do not charge for routine questions and are happy to be a resource for board members and managers.



Meet our Principals



Howard A. Goldklang, CPA, MBA

Howard Goldklang is founder and president of Goldklang Group CPAs, P.C. He has been active in the auditing of condominiums and community associations since 1974. Howard is a founder and a past president of the Washington Metropolitan Chapter of Community Associations Institute (CAI). On CAI's national level, he is immediate past President of the Foundation for Community Association Research. Howard is the author of CAI's GAP report "The Role of the Association Treasurer", co-editor and one of the authors of the CAI GAP report "A Guide to Replacement Reserve Funds and Long-Term Reserve Funding", and is contributing financial editor to CAI's magazine, Common Ground. He is a member of CAI's Property Management Development Program Faculty and a member of its "Task Force for Transition from Developer to Association Control". Howard is licensed in Virginia, Maryland, North Carolina, Texas, and the District of Columbia.



Donald E. Harris, CPA

Donald Harris has been in public accounting and a member of Goldklang Group CPAs, P.C. since 1982. Admitted as a shareholder in 1991, he now serves as the firm's principal in charge of quality control. Don has extensive experience in accounting and tax preparation for common interest realty associations. Since becoming certified in 1985, Don has been a member of national, state, and local CPA societies. He has served on the Community Association Institute's Membership/ Chapter Advisory Committee and was a member of its National Accountant's Committee. He has served on the Audit and Accounting Committee for the Virginia Society of CPAs. Don has also published articles for the Ledger Quarterly accountants' magazine. He has been involved with the George Mason University Alumni Association, serving as past treasurer. He has also served as his homeowner's association treasurer. Don is licensed in Virginia, Maryland and the District of Columbia.



Anne M. Sheehan, CPA

Anne Sheehan began her career with Goldklang Group CPAs, P.C. in January 1991, and was admitted as a shareholder in January 2004. She received her Bachelor of Science degree in Accounting from George Mason University in Fairfax, Virginia. Anne has developed a thorough expertise in the auditing of common interest realty associations. She is actively involved in the audits of many of the largest and most complex associations in the Washington

Metropolitan area. Anne has also developed the firm's innovative process for our association ballot counting service. Anne maintains her CPA license in Virginia, Maryland and the District of Columbia.



S. Gail Moore, CPA

Gail Moore was admitted as a shareholder in January 2004. She received her Bachelor of Science degree in Accounting in May 1991 from George Mason University in Fairfax, Virginia. She joined the firm in January 1992. During her years with our firm, she has been responsible for the audits of some of the largest and most complex associations in the Washington Metropolitan area. Gail currently manages the Tax Department, which includes federal and state income tax return preparation for all of our firm's clients as well as tax research for firm clients. She has also continued her involvement in the audit process by supervising audit staff and completing audits. Gail is licensed in Virginia, Maryland and the District of Columbia.



Jeremy W. Powell, CPA

Jeremy Powell joined the firm in 1998 after earning a B.B.A. in Accounting from Averett University. Jeremy obtained his CPA license in 2001 and is currently licensed in Virginia, Maryland and the District of Columbia. He is a member of the Virginia Society of CPAs and the American Institute of Certified Public Accountants (AICPA).

Renee L. Watson, CPA



Renee Watson joined the firm in 1999 after earning a B.B.A. in Accounting from James Madison University. Renee obtained her CPA license in 2003 and is currently licensed in Virginia, Maryland and the District of Columbia. She is a member of the local chapter of Community Associations Institute (CAI) and has served as a committee member. She is also a member of the Virginia Society of CPAs and the American Institute of Certified Public Accountants (AICPA).



ARE ALL AUDITS THE SAME?

Questions to Ask Before Hiring an Auditing Firm

Audit reports from different CPA firms may look the same, but do you really know the amount of work and expertise that went into performing your audit? Is your Association getting the most benefit for the money paid for the audit?

Audits can be designed in many ways to meet auditing standards and audit reports have required standard wording, so audit reports may look similar. However, the underlying work that the auditor performs to support the audit report is important. Before you hire an auditing firm, make sure you understand the work the firm will do for your Association. It could save you thousands of dollars!

How much experience does the firm have in auditing Common Interest Realty Associations (CIRAs)?

It is important to know your auditor understands CIRAs and their unique accounting needs and operations. Our firm specializes in providing audit and tax services exclusively to CIRAs, and we have been doing this for more than 40 years.

What is your firm's quality control process?

A CPA firm's quality control process is essential to ensure the firm is following audit and accounting standards. Our firm's quality control process is multi-layered, both with audit work papers and audit reports. The audit fieldwork is performed by an auditor and once completed, the audit report and work papers are reviewed in detail by the principal-in-charge. The audit report is then reviewed by a staff accountant and a technical reviewer before going to the client in draft format and by a principal at finalization.

Does the auditor obtain an understanding of the Association's internal controls during the audit?

It is important for the auditor to obtain an understanding of the internal controls so the audit fieldwork can be properly planned and the auditor can let the Association know if there are any internal control areas to be improved. Our firm obtains an understanding of the internal controls each year. We ask questions of the board, management agent and property manager to obtain our understanding of the internal controls. We also perform walk-throughs of the important internal controls during our audit fieldwork.



Q How many hours will the auditor spend on the audit fieldwork?

The quality and quantity of the audit fieldwork has a direct impact on the quality of the audit and the benefit the Association gets out of having an audit conducted. In accordance with our firm's policy, a majority of the hours on the audit engagement are devoted to the audit fieldwork.

Q Who will prepare our tax returns?

CIRA taxation issues can be complex and are often very unique. The Association needs a CPA firm that knows the tax issues that CIRAs encounter. Our firm has a separate, fully staffed tax department that makes sure our clients don't pay more taxes than required. Tax returns are prepared and signed by a CPA. We also handle tax research for our clients. Our tax return preparation process also includes a multi-layered quality control process.

Q Do you look at our bank statements, paid invoices and contracts during the audit fieldwork?

For most Associations, expenses are the one area of the financial statements that are variable and subject to more risk. Therefore, examining bank statements, activity in bank accounts, paid invoices, and contracts should be an important part of the audit. Our firm looks at all of these records and more. We schedule all of the Association's bank account activity for the year. We reconcile the cash receipts from the bank statement to the general ledger to ensure the Association's funds remained in the Association's bank account during the year. We trace cash transfers and reconcile the interest earned from the bank statement to the general ledger. We examine supporting documents for 70%-80% of the disbursements to ensure the disbursements are for services provided to the Association and are not duplicate payments. We also reconcile payments made to vendors to the contracts approved by the board. We are often the last ones to look at these records. Our firm finds hundreds of thousands of dollars in duplicate payments or overpayments each year that are refunded to our clients.



Goldklang Group CPAs, P.C.
1801 Robert Fulton Drive
Suite 200
Reston, Virginia 20191

703-391-9003 tel
703-391-9004 fax

www.GGroupCPAs.com

We Found Our Clients Almost **\$5 Million** in Just Five Years.

Our firm takes pride in the quality of work, level of detail and expertise that we bring to our clients.

Through the detailed work that we perform on audits, which includes examining numerous Association documents such as bank statements, paid invoices and contracts, we often identify duplicate payments, overpayments, payments submitted for other associations and over payments of taxes. This has saved our clients millions of dollars!

HOW MUCH HAS YOUR AUDITOR **SAVED** YOUR ASSOCIATION?

To quantify how much we have saved our clients, we began keeping a schedule of savings we found starting July 1, 2018. In just five years, through June 30, 2023, the total savings is almost \$5 million.

While we cannot guarantee that we will find savings for every client, the audit and tax procedures we have designed and perform for each audit and tax return have demonstrated the benefit our work provides to our clients.

Category	# of Occurrences	Amount
Duplicate Payment of Invoices	248	\$1,358,308
Overpayment of Invoices	100	\$1,524,402
Invoices Paid for Another Association	205	\$569,385
Missing Income	57	\$381,676
Overpayment of Taxes	28	\$288,714
Cash Withdrawals without Support	10	\$60,820
Assessments Not Charged	33	\$45,491
Funds Deposited into Another Association's Account	16	\$119,434
Fraud	7	\$54,682
Missing Certificate of Deposit	1	\$12,450
Other (i.e. Bank Error)	23	\$496,171
Total	728	\$ 4,911,533



Principals

Howard A. Goldklang, CPA, MBA
Donald E. Harris, CPA
Anne M. Sheehan, CPA
S. Gail Moore, CPA
Jeremy W. Powell, CPA
Renee L. Watson, CPA

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Associate Principals

Matthew T. Stiefvater, CPA
Sheila M. Lewis, CPA

Managers

Andrew T. Plaughner, CPA
Michele S. Lizama, CPA
Jennifer L. Murray, CPA

Engagement Letter

May 14, 2024

Board of Directors and Management
Cameron Station Community Association, Inc.

Dear Board of Directors and Management:

We are pleased to confirm our understanding of the services we are to provide for Cameron Station Community Association, Inc. for the years ended December 31, 2024 and 2025. The following pages of this engagement letter outline the objectives of the engagement and professional fees.

Audit Scope and Objective

We will audit the financial statements of Cameron Station Community Association, Inc., which comprise the balance sheets as of December 31, 2024 and 2025, and the related statements of income, members' equity and cash flows for the years then ended, and the disclosures (collectively, the "financial statements"). The financial statements will include supplementary information about future major repairs and replacements required by the Financial Accounting Standards Board (FASB) if the Association has a replacement reserve study. Although we will apply certain limited procedures with respect to the required supplementary information, we will not audit the information and will not express an opinion on it. Also, if the Association wishes to present supplementary information accompanying the financial statements, that information will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

The objectives of our audits are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles in the United States of America. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that,

individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audits in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association or to acts by management or employees acting on behalf of the Association.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will obtain an understanding of the Association and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audits, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risks of material misstatement which may be present as part of our audit planning: cash, accounts receivable, other assets, property and equipment, investments, debt and related liabilities, accounts payable and other liabilities, income taxes, revenue, expenses, and equity. According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Association's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include direct confirmation of certain assets and liabilities by correspondence with selected owners, creditors, and financial institutions. Our procedures will not determine whether the funds designated for future major repairs and replacements are adequate to meet such future costs because such a determination is outside the scope of the engagement. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Other Services

We will prepare the Association's federal and state income tax returns for the years ended December 31, 2024 and 2025 based on information provided by you. During our audit, if applicable, we will provide certain nonattest services such as the preparation of the financial statements and related notes to the financial statements in conformity with accounting principles generally accepted in the United States of America, reconciliation of general ledger account balances, cash to accrual conversions, and depreciation and amortization calculations based on information provided by you.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement preparation services, and any other nonattest and tax services previously identified. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise you with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regards to those matters.

You agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and the results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audits will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing and maintaining internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance. You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Association from whom we determine it necessary to obtain audit evidence. At the conclusion of our audits and before the audits can be finalized, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Association complies with applicable laws and regulations. You are responsible for the preparation of the required supplementary information about future major repairs and replacements. You are responsible for the preparation of supplementary information in conformity with accounting principles generally accepted in the United State of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Engagement Administration, Fees, and Other

We understand that you and your management agent will provide all documents and other evidence requested by our firm to complete our audits.

Anne M. Sheehan, CPA is the engagement principal and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for the preparation of the December 31, 2024 and 2025 audits will be \$7,600 and \$8,000, respectively. Our fee for the preparation of the federal and state income tax returns will be \$900 per year. As part of our audit process, we may need to confirm the Association's bank account balances. Many banks require our firm to use a third-party service to confirm bank accounts and we will bill the Association for the direct cost incurred for any bank confirmations. Currently, the cost is \$37.80 per account confirmed.

The fees above are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. Fee adjustments may be needed due to management or financial reporting changes, such as change in management agents, special assessments or borrowings, etc. We will bill for changes to the draft audit that are at the request of the Association. If the Association requests us to attend meetings, we will bill for such meetings at our hourly rates, including travel time.

Our fees for audit services will be billed when we issue the draft audit report and for tax services when the tax returns are prepared, if applicable. We reserve the right to progress bill. Invoices are payable upon receipt. A late payment fee of 2% may be charged to all balances not paid within 30 days of invoice date. We reserve the right to suspend our services or to withdraw from this engagement in the event that any of our invoices are deemed delinquent.

Additionally, this engagement letter supersedes any previously issued engagement letter covering these service years.

Reporting

We will issue a written report upon completion of our audits of the Association's financial statements. Our report will be addressed to the Board of Directors of the Association. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of the circumstances, it may be necessary for us to modify our opinion or add an emphasis of matter, other-matter paragraph, or separate section to our auditor's report, or if necessary, withdraw from the engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Discontinuation of Services

Should the Association decide to terminate this agreement for any reason after completion of the first year's engagement, but prior to the commencement of audit fieldwork for the second or subsequent year, notice must be provided in email or by mail.

If we elect to terminate our services for nonpayment, inability to obtain necessary financial records, or for any other reason not provided for in this letter, our engagement letter will be deemed to have been completed upon written notification of termination even if we have not issued a report. You will be invoiced for time expended through the date of termination and any out-of-pocket costs.

In the event we have not received this signed engagement letter within 90 days of issuance, the engagement letter will be voided. You may thereafter request reissuance of an engagement letter.

Representation Letter and Issuance of Final Audit

An audit representation letter will be included with the draft audits. This letter is required by auditing standards and is needed to finalize the audits. It must be signed by the Board President or Treasurer and a management representative. The signed letter must be returned to our office within 60 days of the date of the draft audits with most recent financial statements to our office. If not received within 60 days, we will bill the Association for additional audit procedures at our standard hourly rates. These additional audit procedures are required if the representation letter is past due. Once the audits have been finalized, we will provide you with an electronic copy of the audit reports.

If we do not receive the signed engagement letter before the income tax extension filing deadline, we will automatically prepare income tax extensions. If the engagement letter is subsequently not accepted, we will bill \$100 for the income tax extension preparation.

This signed engagement letter should be returned to us by email, fax, or mail at:

Goldklang Group CPAs, PC
1801 Robert Fulton Drive, Suite 200
Reston, Virginia 20191
Email: engagement_letters@ggroupcpas.com
Fax: 703.391.9004

We appreciate the opportunity to serve you and look forward to working with you in the upcoming year. We believe this letter accurately summarizes the significant terms of our engagement. If the above is acceptable to you, please sign below and return this letter to us, retaining a copy for your files.

Please contact us with any questions.

Very truly yours,



GOLDKLANG GROUP CPAs, P.C.

RESPONSE:

This letter sets forth the understanding of Cameron Station Community Association, Inc.:

Board Representative:

Signature
1619 E1224 1225

Printed Name

Date



Principals

Howard A. Goldklang, CPA, MBA
Donald E. Harris, CPA
Anne M. Sheehan, CPA
S. Gail Moore, CPA
Jeremy W. Powell, CPA
Renee L. Watson, CPA

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Reston, VA 20191

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Sheila M. Lewis, CPA

Managers

Andrew T. Plaughner, CPA
Michele S. Lizama, CPA
Jennifer L. Murray, CPA

Acknowledgment of Management Responsibilities

May 14, 2024

Management Agent for
Cameron Station Community Association, Inc.

Dear Management Agent:

We are pleased to confirm your acknowledgment of management responsibilities for the services we are to provide for Cameron Station Community Association, Inc. for the years ended December 31, 2024 and 2025.

Audit Scope and Objective

We will audit the financial statements of Cameron Station Community Association, Inc., which comprise the balance sheets as of December 31, 2024 and 2025, and the related statements of income, members' equity and cash flows for the years then ended, and the disclosures (collectively, the "financial statements"). The financial statements will include supplementary information about future major repairs and replacements required by the Financial Accounting Standards Board (FASB) if the Association has a replacement reserve study. Although we will apply certain limited procedures with respect to the required supplementary information, we will not audit the information and will not express an opinion on it. Also, if the Association wishes to present supplementary information accompanying the financial statements, that information will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements taken as a whole.

The objectives of our audits are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles in the United States of America. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that,

individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audits in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association or to acts by management or employees acting on behalf of the Association.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will obtain an understanding of the Association and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audits, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risks of material misstatement which may be present as part of our audit planning: cash, accounts receivable, other assets, property and equipment, investments, debt and related liabilities, accounts payable and other liabilities, income taxes, revenue, expenses, and equity. According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Association's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include direct confirmation of certain assets and liabilities by correspondence with selected owners, creditors, and financial institutions. Our procedures will not determine whether the funds designated for future major repairs and replacements are adequate to meet such future costs because such a determination is outside the scope of the engagement. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Other Services

We will prepare the Association's federal and state income tax returns for the years ended December 31, 2024 and 2025 based on information provided by you. During our audit, if applicable, we will provide certain nonattest services such as the preparation of the financial statements and related notes to the financial statements in conformity with accounting principles generally accepted in the United States of America, reconciliation of general ledger account balances, cash to accrual conversions, and depreciation and amortization calculations based on information provided by you.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement preparation services, and any other nonattest and tax services previously identified. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise you with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regards to those matters.

You agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and the results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audits will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing and maintaining internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance. You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Association from whom we determine it necessary to obtain audit evidence. At the conclusion of our audits and before the audits can be finalized, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Association complies with applicable laws and regulations. You are responsible for the preparation of the required supplementary information about future major repairs and replacements. You are responsible for the preparation of supplementary information in conformity with accounting principles generally accepted in the United State of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Engagement Administration

We understand that you and your management agent will provide all documents and other evidence requested by our firm to complete our audit.

Very truly yours,

Goldklang Group CPAs, P.C.

GOLDKLANG GROUP CPAs, P.C.

RESPONSE:

This letter sets forth the acknowledgment of management responsibilities for the services we are to provide for Cameron Station Community Association, Inc.:

Management Representative:

Nancy Murphy

Signature
1619 E1224 1225

Nancy Murphy
Printed Name

5/15/2024
Date



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
May 28, 2024**

**TOPIC: Parking Enforcement contract proposals
Motion 2024-0506**

Motion:

“I move to **APPROVE** Signal 88 company proposal in the amount of **\$43,284.00** (\$34.55/ per hour) to provide parking enforcement and safety patrol services to be expensed from Operating Funds.”

Motion: _____

2nd: _____

Summary:

This was bid out last year and most of the bidders came in at \$37 and \$41 an hour excluding Signal 88 at \$32.88 per hour. We spoke to previous bidders and except for K17 Security were not interested in lowering their rate.

CAMP Recommendation:

Management has worked and shaped Signal 88 services to fulfill the community's needs. We recommend continuing with Signal 88 for another year.

Budget Considerations:

Parking Enforcement and Safety Patrol Services to be expensed from Operating – Parking Enforcement.

Cameron Station Community Association

Parking Enforcement and Safety Patrol Comparison Matrix - (3-days a week)

Contract Expires in June 30, 2024

Bidders based their parking enforcement and safety patrol service proposal numbers according to the following scope: (*) **3-days a week**, (*) 8/hr shifts, (*) vehicle patrol, (*) unarmed staff, (*) weekly reports.

	Signal 88 (Current Contract)	Signal 88	K17 Security
Contract Term	<u>July 1, 2024 - June 30, 2025</u>		
Hours per shift	8/hrs per shift (flexible)		
Total Shifts	3/days per week		
Total hours per week	24/hrs per week		
Hourly Rate	\$32.88	\$34.55	\$41.50
Total Annual Cost	\$41,192	\$43,284	\$51,991



PROPOSAL

Signal, LLC

3880 S 149th Street, Suite 102
 Omaha, NE 68144
 Phone: 877.498.8494
 Fax: 402.502.2078

Serviced By: FourFront, LLC dba Signal of Northern Virginia

6709 Hanson Lane
 Lorton, Virginia 22079
 Matthew Quinn
 Phone: 703-665-1263 x700
 Fax: 703-665-1263
 Email: mquinn@teamsignal.com

Service Location:
Cameron Station
 Steven Philbin, General Manager
 200 Cameron Station Blvd
 Alexandria, VA 22304
 Phone: 703-567-4881 Ext. 201
 Email: sphilbin@gocampmgmt.com

Bill To:
Cameron Station
 Steven Philbin, General Manager
 200 Cameron Station Blvd
 Alexandria, VA 22304
 Phone: 703-567-4881 Ext. 201
 Email: sphilbin@gocampmgmt.com

Proposal Date: 4/10/2024
Good Through: 5/10/2024

Service Dates:
 Start: 7/1/2024
 End: 6/30/2025

Fax:

Fax:

<u>Standard Services:</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>	<u>Week Total</u>	<u>Price Per Service</u>	<u>Total</u>
Vehicle Patrol	8		8		8			24	\$ 34.55	\$ 829.20
Week Total									\$	829.20

Management Company:
 Cameron Station Community Association

Payment Terms:
 Net 30

Price Per Unit:
 \$ -

Monthly Total	\$	3,607.02
Fuel	0.00%	\$ -
Taxes	0.00%	\$ -
Monthly	\$	3,607.02

Description of Services:

Signal will provide an unarmed, uniformed officer wearing Signal-style gear with 3M Reflective lettering in a well-marked, GPS enabled SUV equipped with cellular and camera technology to conduct 24 vehicle and foot patrols focused on parking enforcement and safety between 1pm - 5am. Signal will conduct patrols on three different days each week; the management team will be informed in advance to the patrol schedule. Patrols will focus on providing a security presence, deterring non-resident use of private amenities, inspections of all community parking areas, and enforcement of HOA parking regulations. Officer will deter unsafe and unauthorized activity and report suspicious activity. Signal will provide real-time electronic reports at the conclusion of each patrol, full access to Signal's reporting portal, and updated assessments with recommendations as necessary. Additionally, during the hours of service, all residents are provided a non-emergency "Alarm Response Line" to report all non-emergency violations and suspicious activity. Inclusive in this cost are random, nightly supervisor checks to ensure officer quality, to maintain service consistency, and to provide officer assistance, as required. Additional dedicated officer (without vehicle) support is available for \$30/hour, \$35/hour for events, and \$44/hour for short/no-notice (such as Firewatch) service.

Holidays: 1.5x Regular Rate

New Year's Day, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day, Black Friday, Christmas Eve, Christmas Day, New Years Eve

Agreement

By signing this contract you are agreeing to the description of services herein and as listed in the attached "General Terms & Conditions," and promise to remit payment based upon the above listed terms. Quoted price good for 30 days.

Client: _____

Signal: MDQ

SECURITY-SERVICES AGREEMENT

TERMS AND CONDITIONS

1. **Services to Be Performed.** Contractor shall furnish the following Services, if such be indicated on the first page of this Agreement, subject to the terms and conditions herein.
 - a. **Community-Based Roving Patrol Tours.** If so indicated on the first page of this Agreement, Contractor shall perform Community-Based Roving Patrol Tours, which shall consist of roving vehicle patrols of Customer's Location(s), manned by unarmed uniformed security officers, performed in accordance with the times, Location(s), and frequencies specified on the first page of this Agreement. Officers performing such tours shall (i) evaluate the Location(s) for criminal activity, vandalism, disorderly conduct, loitering or other nuisance behavior, lighting conditions and sprinkler operations; (ii) enforce parking and other of Customer's regulations for use of the Location(s); and (iii) conduct random foot patrols to check gates, doors, windows, or lights at Customer's Location(s).
 - b. **Community-Based Dedicated Roving Patrol Tours.** If so indicated on the first page of this Agreement, Contractor shall provide Community-Based Dedicated Roving Patrol Tours, which shall consist of Community-Based Roving Patrol Tours described above, dedicated exclusively to the Location(s) specified on the first page of this Agreement.
 - c. **Armed Dedicated Roving Patrol Tours.** If so indicated on the first page of this Agreement, Contractor shall provide Armed Dedicated Roving Patrol Tours, which shall consist of the services described as Community-Based Dedicated Roving Patrol Tours above, but shall be performed by armed law enforcement personnel or licensed and trained armed civilian security officers.
 - d. **Dedicated Community-Based Security Services.** If so indicated on the first page of this Agreement, Contractor shall provide Dedicated Community-Based Security Services, which shall consist of having unarmed uniformed officers manning security desks designated by Customer and conducting camera patrols via closed circuit television, if applicable, and/or foot patrols, in order to monitor the perimeter of the Location(s). The officers shall also provide escorts for employees, tenants, and customers as requested; conduct interior and exterior lighting and sprinkler assessments; respond to alarms; enforce parking and other of Customer's regulations for use of the Location(s); and use reasonable efforts to ban and bar individuals from the premises as directed by Customer.
 - e. **Dedicated Armed Security Services.** If so indicated on the first page of this Agreement, Contractor shall provide Dedicated Armed Security Services, which shall consist of the Dedicated Community-Based Security Services described above, but shall be performed by armed law enforcement personnel or licensed and trained civilian security officers.
 - f. For all Services indicated on the first page of this Agreement, Contractor shall (i) regularly post activity reports, noting the name of the security guard posting the report, the time of the report, the Location(s) patrolled, and any unusual incidents or hazardous conditions observed; (ii) provide Customer with secure access to such reports; and (iii) cooperate with investigations concerning incidents of criminal activity, provided that Customer shall compensate Contractor for time spent by Contractor with respect to such investigations, at the rates on the first page of this Agreement. All posted activity reports will be kept on file with Contractor for at least five years, but may thereafter be destroyed. Customer may request copies of such reports at any time before the expiration of such period and may arrange the delivery of such reports, at Customer's sole cost and expense.
 - g. If an incident occurs requiring the Customer's immediate attention, Contractor shall notify Customer as soon as practicable after learning of the incident by calling the Emergency Contact listed on the first page of this Agreement or such other persons as Customer may from time to time designate in writing to Contractor.
2. **Delegation of Services.** Contractor may perform the Services itself or may delegate the performance of some or all of the Services to one or more of its franchisees, including without limitation the Service Provider(s) listed on the first page of this Agreement, or to subcontractors. Contractor's franchisees may likewise delegate the performance of Services to their subcontractors.
3. **Security Standards.** Contractor agrees that the Services covered by this Agreement shall be performed in accordance with generally accepted security practices and standards in the industry.
4. **Duties of Customer.** In support of the Services to be provided under this Agreement, Customer shall, at its expense, make adequate provision for the following: (i) advising Contractor of any and all hazards at the Location(s) and dangerous activities being conducted at the Location(s); (ii) maintaining the Location(s) free from unreasonable hazards and unreasonably dangerous activities; and (iii) providing training to all of Customer's employees and contractors as to the nature of Contractor's operations at the Location(s) and as to such other matters as may be reasonably requested by Contractor and/or necessary in order to allow Contractor to perform the Services.
5. **Payment.** For the Services Contractor provides hereunder, Customer agrees to pay Contractor according to the rates set forth on the first page of this Agreement. Contractor shall submit an invoice to Customer according to the schedule selected on the first page of this Agreement, but no less often than monthly. Customer shall remit payment in full for each invoice according to the payment terms agreed to in the contract. In the event that Customer should fail to make payment in full by the net payment due date, the unpaid amount due under such invoice shall bear interest at the rate of one percent (1.0%) per month compounded monthly, or the highest rate allowed by law, whichever is less. Customer shall be liable to Contractor for all costs of enforcing the terms of this Agreement, including but not limited to attorney's fees.
6. **Price Changes and Fuel Surcharges.** Contractor may increase prices for Services or impose a fuel surcharge from time to time by giving notice to the Customer either in writing or by notation on a statement of account. If it objects to the changed price or fuel surcharge, Customer shall notify the Contractor in writing within thirty (30) days after the date of first notification of the change or surcharge. In the absence of such objection, the price change shall be deemed accepted by the Customer and shall be considered by the parties as a binding modification to this Agreement, and this Agreement, as so modified, shall remain in full force and effect. If the Customer timely objects, then the Contractor reserves the right to continue this Agreement in full force and effect without any price changes or fuel surcharge.
7. **Term.** The term of this Agreement shall commence on the Start Date, and shall continue until the End Date, unless sooner terminated pursuant to Section 8 of this Agreement.
8. **Termination, Remedies.**
 - a. This Agreement may be terminated by either party at any time in the event of a breach or a failure to comply with any covenant, term, or condition of this Agreement, but only after the non-breaching party has provided written notice of such breach or failure to comply and the same remains uncured for (i) fifteen (15) days after the non-breaching party gives such notice in the event of nonpayment of amounts due hereunder, or (ii) thirty (30) days after non-breaching party gives such notice in the event of any other breach hereunder.
 - b. Either party may terminate this Agreement for any reason upon giving thirty (30) days' notice to Customer.
 - c. In the event that Customer (i) should breach Section 4 of this Agreement; (ii) should breach any other covenant or obligation hereunder (other than failure to pay amounts due hereunder) and should fail to cure any such breach within fifteen (15) days after the non-breaching party gives notice of said breach; or (iii) should fail to pay any amounts it owes Contractor within thirty (30) days after the applicable invoice date, then Contractor may, in addition to any other remedy it may have by contract, at law or in equity, immediately cease performing Services hereunder.
 - d. Upon Contractor's receipt of customer's written termination of agreement, contractor will verify receipt in writing. If the termination date is less than 30 days from the date of the written termination of agreement, the contractor will generate an invoice for the amount due for services provided for the 30 days following receipt of written termination of agreement and provide to the customer as a final invoice.
 - e. Contracts without agreed end dates (ongoing on P.I.) if customer breaches SEC 8b, and ends services in the middle of a service period. A partial invoice will not be generated, customer is responsible for full service period invoice amount. SEC 8e only applies to service agreements for section 1A services.
9. **Insurance.**
 - a. Contractor shall maintain at all times during the term of this Agreement general liability insurance in occurrence form covering its activities hereunder with an insurance company or companies qualified to write such insurance in the state of Service Provider, with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) in the aggregate. Customer shall be named as an additional insured under each such policy. Copies of all such policies of insurance (or Certificates therefore) maintained by Contractor shall be delivered to Customer upon Customer's request.
 - b. Customer shall maintain at all times during the term hereof general liability insurance in occurrence form with an insurance company or companies qualified to write such insurance in the state(s) where the Location or Locations, as the case may be, are located, with limits not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the aggregate. Contractor shall be named as an additional insured under each such policy. Copies of all such policies of insurance (or Certificates therefore) maintained by Customer hereunder shall be delivered to Contractor immediately upon issuance by the insurer.
 - c. All policies of insurance required to be maintained by a party hereunder shall be renewed (and policies or certificates, together with evidence of payment of premiums, delivered to the other party immediately upon issuance by the insurer) at least thirty (30) days prior to the respective expiration dates of such policies.
 - d. All of a party's policies of insurance described in Section 9 of this Agreement shall contain an endorsement requiring the insurer to give notice to the other party at least thirty (30) days prior to any cancellation, termination or amendment of the insurance policy.

10. **Cooperation in the Event of a Claim.** In the event that either party becomes aware of any alleged claim of injury or damage arising out of the performance of the Services, such party shall give the other party written notice within two (2) business days thereafter, stating the details of the incident sufficient to identify, if possible, the persons involved, the location and circumstances of the incident, and the names, addresses, and telephone numbers of available witnesses. Failure to provide such notice in a timely manner shall not result in liability to the party obligated to provide notice, except to the extent that such failure results in damage to the party entitled to receive such notice. The parties shall cooperate with one another in good faith in the handling of such claims, including any lawsuits or other proceedings, and in enforcing any right of contribution or indemnity.
11. **Limitation of Liability.** In no event shall either party be liable for any special, consequential, incidental, punitive, or exemplary damages or losses of any kind whatsoever arising out of this Agreement or the performance of the services, regardless of the theory of recovery, even if such party has been advised of the possibility of such loss or damage or if such loss could have been reasonably foreseen.
12. **Non-Solicitation.** During the term of this Agreement and for a period of one year thereafter, Customer shall not directly or indirectly entice, encourage or make any offer to employ, to hire, or to contract with: (i) any current employee, agent, franchisee, or employee or agent of any franchisee of Contractor; or (ii) any person who acted as an employee, agent, franchisee, or employee or agent of any franchisee of Contractor within the prior year.
13. **Confidentiality.** The parties acknowledge and agree that they may receive certain confidential information from the other party, including without limitation, the programs, protocols, business or strategic plans of the other party, and will also possess information relating to this Agreement, including but not limited to the compensation paid to Contractor hereunder (collectively, "Confidential Information"). The receiving party shall not at any time disclose the Confidential Information to any person, firm, partnership, corporation or other entity (other than employees, lenders, professional advisors, franchisees and subcontractors of the receiving party having a need to access the Confidential Information) for any reason whatsoever. Each party shall take actions necessary to ensure that its employees, lenders, professional advisors, franchisees and subcontractors having access to the Confidential Information do not disclose the Confidential Information. Confidential Information shall not include information which (i) was in the receiving party's possession prior to disclosure, (ii) is hereafter independently developed by the receiving party, (iii) lawfully comes into the possession of the receiving party, or (iv) is now or subsequently becomes, through no act or failure to act by the receiving party, part of the public domain. This Section 13 shall survive for a period of five (5) years from the expiration or termination of this Agreement.
14. **Representations and Warranties.** Each party covenants and warrants to the other that: (i) it is an entity duly formed, validly existing and in good standing under the laws of its jurisdiction of formation, (ii) it has the power and capacity to enter into, execute and perform its obligations under this Agreement in accordance with the terms and provisions hereof, and (iii) the execution and delivery of this Agreement have been duly authorized by all proper corporate action.
15. **Entire Agreement.** This Agreement shall constitute the entire agreement between the parties dealing with the subject matter hereof, and any prior understanding or representation of any kind preceding the date of this Agreement and dealing with the same subject matter shall not be binding upon either party, except to the extent incorporated in this Agreement.
16. **Modification of Agreement.** Except as provided in Section 6 herein, any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if placed in writing and signed by each party or an authorized representative of each party.
17. **No Waiver.** Waiver of any provision of this Agreement or the performance or enforcement thereof shall not constitute a continuing waiver of such provision or a waiver of any other provision of this Agreement. Any such waiver must be in writing duly signed by the waiving party to be effective.
18. **Independent Contractors.** The parties acknowledge that Contractor, its employees and subcontractors, and its franchisees and their employees and subcontractors are independent contractors providing Services to Customer, and nothing herein shall be deemed to constitute or be construed as making Contractor, its employees, or its franchisees or their employees to be agents or employees of the Customer.
19. **Binding Effect.** This Agreement shall bind and inure to the benefit of the respective heirs, personal representatives, successors, and assigns of the parties.
20. **Governing Law.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of Nebraska, without regard to its conflict of laws rules. Contractor and Customer agree that any cause of action or litigation arising out of this Agreement shall be filed exclusively in federal or state court in Douglas County, Nebraska, and Contractor and Customer irrevocably consent to the jurisdiction of such courts.
21. **Severability.** The invalidity of any portion of this Agreement will not and shall not be deemed to affect the validity of any other provision. If any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.
22. **Notices.** Any and all notices provided for herein shall be sufficient if given in writing and hand-delivered or sent by facsimile (with electronic confirmation), registered mail or certified mail to the address set forth for the applicable party on the first page of this Agreement, or such other address as a party may deliver to the other party in writing. Notice given by hand delivery shall be deemed given when delivered. Notice given by facsimile shall be deemed given on the next business day after such notice is sent. Notice given by registered or certified mail shall be deemed given on the third (3rd) day after such notice is sent.
23. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, however all of which together shall constitute but one and the same instrument.
24. **Survival.** Sections 5, 11, 12, 13, 14, 18, 19, 20, 21, 22, 23, and 25 shall survive the expiration or termination of this Agreement.
25. **Force Majeure.** No party shall be liable for delays, nor defaults due to Acts of God or the public enemy, acts of war or terrorism, riots, strikes, fires, explosions, accidents, governmental actions of any kind or any other causes of a similar character beyond its control and without its fault or negligence.
26. **Assignment.** Except as otherwise provided herein, the rights of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other party, which consent will not be unreasonably withheld.
27. **Headings.** The titles to the Sections of this Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.

AGREEMENT

By signing this contract you are agreeing to the terms herein, and promise to remit payment based upon the above listed terms.

Client Signer Block

I, _____ (Printed Name) have read and agree to the aforementioned terms and contract details.


Client Signature

Title

Date

Signal Signer Block

I, Matthew D. Quinn (Printed Name) have read and agree to the aforementioned terms and contract details.



Signal Signature

President

Title

10 April 2024

Date

SECURITY SERVICES PROPOSAL For CAMERON STATION COMMUNITY ASSOCIATION

(3 Days per Week Service)

Submitted by:



K17 Security

9710 Traville Gateway Dr #383

Rockville, MD 20850

866-989-5517 240-715-4299

INFO@K17SECURITY.COM

<http://www.k17security.com>

Submission Date: May 17, 2024

The information contained in this proposal shall not be disclosed in whole or in part to any third party. This restriction does not limit the right of the recipient to use information contained in this proposal if it can be viewed from another source without restriction. This information may be shared with board members and residents.

Angel and Steve,

Thank you for the opportunity to submit this proposal. We were extremely excited to submit our proposal in 2023 and disappointed when we were not selected. I know my team and where we excel. I believe that Cameron Station and the needs related to parking would be a perfect fit for our security team. In January 2024, I retired from my law enforcement career. My full focus and energy is on K17 and our clients.

We have a vast amount of experience enforcing rules, parking restrictions, along with providing safety and security guidance for similar communities. We are familiar with the common quality of life and nuisance issues and draw from our experience of successful outcomes to assist our clients. Our approach to crime prevention and mitigating security weaknesses has been very successful. The safety of your residents and reputation of the community will always be our focus.

K17 Security is owned and operated by current and retired police officers. We are familiar with the relevant crime trends, local laws, typical police response and the unique challenges involved in protecting the people and property of your community. We will be actively looking for solutions and new approaches to any issues our team discovers while patrolling.

What truly sets our team apart, is we really do care. We care about our clients. We care about keeping people safe. We care about making a difference. Honesty and integrity guide everything we do.

The K17 Security team looks forward to the opportunity to prove how our knowledge and experience can be a truly valuable asset to your community.

Respectfully,
Scott Zimmerman
Founder and CEO

How We Take Action

We will hold all of our team accountable and ensure they are all focused on the mission to enforce parking rules and restrictions. When relevant and within our scope of services, we will work to keep the community safe and do our part to improve the quality of life for the residents. Our security officers will provide an electronic Daily Activity Report at the completion of their shift. Which is automatically received by the supervisor. We can use this information to keep the Board updated and work together to formulate the best approaches to problems. This electronic report can be customized to assist with the 12 hour follow-up on parking violations.

We will conduct highly visible foot patrols of the community. Interacting with the residents and ensuring they know how to share information with us. The residents of the community are our biggest asset. We will form relationships, build confidence and learn from them about what concerns they have.

K17 Security is a thriving security firm with a hard-earned reputation for high quality service. Our work ethic, loyalty and dedication to excellence sets K17 Security apart. We pride ourselves on having outstanding customer service, with a commitment to exceed expectations. Additionally, the K17 Security owner and managers are accessible to our clients 24/7. No matter the need, we will do our best to accommodate. We have a vested interest in the success and safety of our clients and endeavor to provide the personal touch.

Our team is current and relevant on best practices within the security industry. We follow the ASIS and ATAP standards and guidelines and regularly attend conferences to meet and train with the appropriate subject matter experts.

We supplement our expertise and personal focus with technology that allows for real-time management of security staff, with customizable reporting tools to keep an up to date & accurate pulse on the security operation of your community.

Project Lead and Supervisor if Awarded this Contract:

Scott Zimmerman

- Founder and CEO of K17 Security
- 20 years of law enforcement experience
 - **Recently worked as a detective in the Major Crimes Section. Conducted investigations throughout the DMV.**
- 17 years of experience conducting workplace violence training
 - *Trained thousands of people. Completed for numerous companies to include numerous fortune 500 companies*
- Certified Active Shooter Response Instructor
- Five years conducting violence response training for schools, businesses, religious institutions and various other venues on behalf of the Montgomery County Department of Police.
- Certified Protection Professional (CPP) – ASIS
- Active member with ASIS and Association of Threat Assessment Professionals (ATAP)
- Certified Crime Prevention Specialist (ACPI)
- Trained in mitigating risks by Tier 1 Special Forces members (SEAL Team 6, Delta Force and CIA GRS)
- Attended over 3000 hours of ongoing training in career. This ensures that knowledge remains current as threats and tactics evolve.
- Numerous awards from police department to include: Police officer of the quarter, Citation for Bravery, Award for Valor, Chief's Award, Meritorious Service Award.
- Member of the International Foundation for Protection Officers (IFPO)



Key Management Team Members

The K17 management team, instructors and consultants are all highly skilled professionals. Their level of education, ongoing training and real-world experience are unique even when compared to other security professionals. The K17 owner and management team have various backgrounds and expertise. Many are current sworn police officers assigned to specialized roles within local departments. These include Special Operations Division, Special Investigative Division and roles specifically focused on proactively keeping people safe. This ensures that our management team is current and up to date on the latest security knowledge available and provides many practical opportunities for application of that knowledge. Additionally, we have non-police administrative staff to assist with any day-to-day needs and to ensure our clients receive the best customer service possible.

Additional certifications and experience among our team include:

- Conducting active shooter response training and consulting on behalf of and for several local law enforcement agencies.
- Conduct security assessments of police stations and on behalf of police departments.
- Conduct security assessments of embassies and other government buildings deemed high risk.
- Certified instructors knowledgeable on how adults learn.

As experts in the industry we are frequently interviewed by publications for our insights.



The Washington Post



Local Based & Community Oriented

K17 Security is a local, independently-owned and operated small business with local ties, knowledge and expertise. We invest back into our community. We use local vendors, we employ local security professionals and veterans and keep our profits close to home instead of shipping them to an out-of-town headquarters. We understand the communities we are working in. As a police owned and operated company we have unique ties to local law enforcement and insight into the areas crime trends.

Community Involvement and Charitable Donations

K17 Security believes strongly in giving back to the community. We have local roots and in turn, we support local. Community outreach, love of country and goodwill for others is deeply ingrained into our mindset and company structure. We regularly donate our security and consulting services to the following organizations.

American Cancer Society
 Operation Second Chance
 Platoon 22
 Autism Speaks

The Special Olympics
 Wounded Warrior Project
 Patty Pollato's FUND
 Children's Miracle Network Hospitals



“K17 officers are professional, dependable, and experienced. I believe that having their presence has reduced the likelihood of any issues that might detract from the purpose of these events. I would highly recommend them to others!”
 – Laurie Frey from American Cancer Society

“Awesome having K17 Security at the car show today! Love, love, love our officers!”
 –Cindy McGrew from OSC

“Y’all are the best security team I have ever met. Thanks for all the support!”
 – Danny Farrar – Owner of Soldierfit & Founder of Platoon 22



**Special
 Olympics**



★ **PLATOON 22** ★



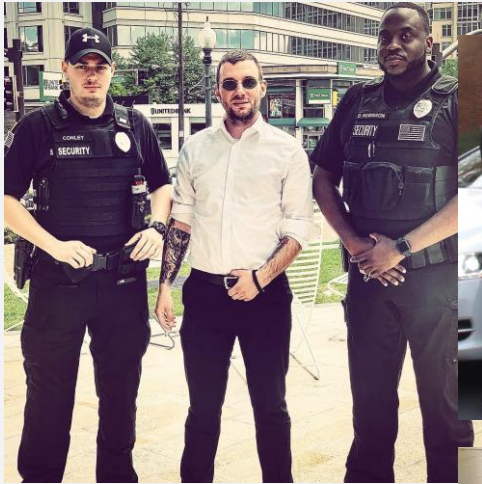
**WOUNDED WARRIOR
 PROJECT**

Our Team of Security Officers

Our security firm operates more like a family. We employ between 75 and 100 professionals. This allows everyone to train and work alongside one another and for our management and ownership team to truly know our team members. Where they excel, aspirations in the security industry, hobbies, family dynamics, etc. In turn, our team is loyal and more dedicated to K17 and our clients. They try harder to exceed expectations. We also experience less turnover.



PHYSICAL SECURITY SERVICES UNARMED SECURITY OFFICERS



Our Unarmed Security Officers

- Our Unarmed security officers may be attired overtly as security or more professionally in a polo shirt.
- Our Unarmed officers can be equipped with:
 - Tactical flashlight
 - Body Worn Camera
 - Handcuffs
 - Less than Lethal Equipment (taser, OC spray, baton)
- Our Unarmed security officers work very closely with our police officers and our Armed security team.
- Most of our Unarmed security officers are seeking a career with our security firm and working towards the relevant training and certifications to work our armed details and become one of our protection agents. We find this motivation makes our unarmed team more effective and helpful to our clients.
- Our Unarmed security officers are supervised by our off-duty police officer team. An active police officer is working with them weekly to ensure they are constantly improving and training them on best practices, legal/liability concerns, emerging threats and anything else relevant to the site they are assigned and specific client needs.



A More Impactful Approach

We train our security officers in the most effective ways of requesting on-duty police assistance and interacting with the police. We find that most security companies and guards are viewed as "squirrelly" and/or a nuisance by responding police. We ensure our security team is trained on the correct words and language to use when placing the initial call. Often, the information passed along to the call taker initially will determine the type of police response you receive. Once law enforcement arrives, it is important that security is present and helpful when needed, while not hindering or distracting the police officers.

We deploy body worn cameras at some locations and are constantly seeking technology advancements that can enable us to be even more effective.

Standards & Best Practices

Our team is current on best practices within the security industry. We are also active in reviewing daily updates, monthly newsletters, attending meetings and networking with industry leaders. We follow the ASIS, ATAP and IFPO standards and guidelines and regularly attend conferences to meet and train with the appropriate subject matter experts. We train our team specifically around these industry standards and what has found to work best.

You Can Trust Our Team

Security personnel are trusted with full access and protection of your property. It is essential you can rely on and trust these security professionals. We run a thorough initial investigation on our security officers. More importantly, **we run an additional background check every month.** To ensure we are providing you with professionals that can be trusted.



Uniform & Equipment

K17 Security is prepared to provide all required equipment for effective security operations throughout the community.

At this time we have two primary unarmed officer uniform options. These options include a more understated Grey Uniform Shirt and a Neon Yellow Polo option. Many of our sites have been shifting toward the neon uniforms as they allow for an easily visible & identifiable security presence. We are flexible and can adapt to any uniform options you may prefer.



K17 Security is also able to provide a marked vehicle for mobile patrol, that is equipped with emergency response supplies.



Patrol Options

K17 Security can provide various options for patrol type based on what will be the best fit for the community. Foot patrol is always our preferred approach, however we have found that some communities require an alternative to patrol larger community areas. If vehicular patrol is required, the options are below:

Marked Security Golf Cart with Light

The Marked Security Golf Cart is a great option to allow officers to patrol the whole property more effectively while clearly designated as security and in an approachable fashion to the residents and guests of the community. This is the best option for community engagement. A security golf cart will require a location within the community where it can be safely stored (parked) and charged.

Officer Personal Vehicles with K17 Temporary Marking

This option allows officers to patrol in their own personal vehicles, with a visible magnet on the driver and passenger side front doors that designates the car as a security patrol. The vehicle will also have highly visible windshield/dashboard emergency lights. This is the most economical option for cost savings while retaining high visibility.

K17 Security Vehicle Patrol

The final option is to utilize a K17 Security vehicle which would be stored on the property. This would be a marked car and consistently the same vehicle. In addition to a slightly higher rate for this option there is also an added expense of gas to fuel the vehicle. However, this provides greater community engagement as opposed to the Officers in Personal Vehicles & at an only moderately higher expense.

Investment

The rates below represent a strong value for the services K17 Security will provide. These rates are inclusive of expenses related to the onsite marked vehicle & other required equipment.

Service	Patrol Vehicle if Applicable	Hourly Rate
Unarmed Security Officer	No Patrol Vehicle. Solely Foot Patrol.	\$38.50
Unarmed Security Officer	Patrol in personal vehicle with K17 Security Marking & Dash Light	\$41.50
Unarmed Security Officer	Patrol in K17 Security Owned & Marked Car	\$55.00

Golf Cart option is \$38.00 an hour plus the agreed upon price to rent a golf cart or purchase one.

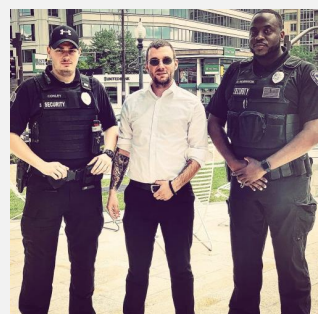
Return on Investment

Most importantly, the knowledge that you have taken effective steps to really do something to keep your community and residents safe. Selecting a team that will partner with you and work together to meet your goals. People who visit properties enhanced with our approach to security and customer service gain a very favorable impression, which ultimately leads to an improved perception of the community. Security Officers often serve as the first and last impression someone has when at the property. It is important that people feel safe, secure and welcome. Whereas a prospective criminal deems the property as an ill advised location to commit a criminal act. Our Security Officers understand the need for a careful balance when developing and maintaining a secure yet friendly environment.

We are much more than just another security company.

Additional ROI include:

- Liability Protection.
- Protect Brand / Reputation



Additional Value Adds and Enhancement Options

K17 Security is a full service Security Provider. We can support your goals and objectives, even as those goals change and grow. We can assist as you add security enhancements to the properties. We can conduct training for your staff and contractors. We can coordinate with County resources to pull in additional support when relevant.

Should you ever require additional security services for a special event – K17 Security is equipped to accommodate any situation with our full suite of Security Services

Additional Support Options

- We work with vendors that specialize in access control, security cameras, locks and hardware, security doors and other specialty security hardware.
- An Array of Security Officer Levels, including unarmed, armed, off duty police, K-9 & Handler, and executive protection options
- Consulting Services to include, security survey/site assessment (to identify strengths & weaknesses of security posture and advise on realistic opportunities to improve), review & creation of emergency response plans, consulting on the basis of anticipated situations (hostile terminations, etc) as well as providing support during the situation
- Training Options for active shooter response, safety training for tenants, crisis response for leadership, immediate casualty care and more to prepare and empower your people





The currently proposed rates represent what we believe will best enable us to fit the priorities and goals of your community.

However, we are more than open to discussing any combination of services and hours that may better accommodate your operational or budgetary goals. K17 Security prides ourselves on our ability to customize our solutions to the exact needs of each client and continue to stay in communication to ensure those needs are always being met.





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2024 Action Item List

Date	Committee or Mgmt	Item	Status	Comments
2024	mgmt	follow up with City DTOP when Cameron Station Blvd is scheduled to be paved and the other 3 city streets.	Informational	2/17/23 - Update from the City - Staff inspected Cameron Station Boulevard and performed a pothole operation today. Next, Crews will shift over to Ben Brenman Park Drive next week to perform additional patching. We are proposing to mill and resurface Cameron Station Boulevard in the city's fiscal year 2024 plan (July 1, 2023 – June 30, 2024), which will be published in July. We appreciate your patience and support concerning this matter. As we plan, we will continue to keep our constituents updated through the city's webpage below. 3/3 - I located Mayor Wilson's newsletter indicating all of the City of Alexandria streets that are scheduled to be paved through FY2026. Cameron Station Blvd is on the list for FY2024. The remaining three City streets are not on the lists through FY2026. I am working with the Dept of Transportation (Mary Winston) to try to add Somerville Street and Brenman Park Dr because these streets are utilized by Brenman Park fields and the farmers' market traffic is in rough condition.
2024	mgmt	Trash along fence line	continuous - monitoring event every Friday	City of Alexandria inspected the West End Village as did management on Friday, February 10 th . Management sent multiple pictures of trash along the common area fence behind Woodland Hall and the side of Home Depot. The City spoke to Home Depot and Home Depot indicated they would assess the trash along the property line daily. The City also indicated that they would initiate fines for future trash issues. We will closely monitor this to keep the property line clear of the trash. 2/28 Inspected the CSCA property fence line for trash today. Home Depot area is clean but areas behind business address 378-386 continue to have trash along the fence line.
2024	mgmt	Trash Fuel Surcharge	as of 3/17 waiting on Bates response	While we did receive some suggested "floor to ceiling" language for the trash cost increase, we are now setting up communications with Bates Trucking. Our preference, as we have with Fleet Transportation, is a flat amount until the price of gas goes below \$4.00/gallon. In assessing the current amount on the Bates invoices, management believes that the recommended amount of increased costs should be at least half of what they are currently charging. We are not attempting to commit the Association to anything but to determine a reasonable amount to protect the Association from future increases. 3/24 Bates Trucking. Heather spoke to Bruce Bates regarding fuel surcharges and increase trash costs above the 3% permitted in year #3 of the contract. Bruce informed her that he would respond in writing with his thoughts. We are waiting on a response. Currently, when I receive each invoice, I back out the fuel surcharge and anything over the approved 3% increase permitted for year #3 of the trash contract. The fuel surcharge balance (April 2022 – March 2023 = \$24,787.76) and the trash hauling increase amount January – March above the approved 3% = \$388.35 (Total = \$25,176.11)
2024	CAC	Brick Repair RFP	completed	Mgmt emailed Lancaster an RFP for brick repair; waiting on proposal. 12/2023 - proposals signed; pending for work schedule.
2024	CAC	Loose railing	completed	loose railing on the steps on the side of 122 CSB
2024	CCFC	Clubhouse maintenance	completed	Exterior inspection of the Cameron Club painting and caulking façade. 11.20.23 the Cameron Club was inspected by Katchmark and prepared an inspection report of the building. Report and proposal are forthcoming to the CCFC members and the Board.
2024	CCFC	Cameron Club entrance mats	in progress	replace all Cameron Club entrance mats with new CSCA logo 9.26.23 - Juana to upload new CSCA logo into GAMs Dropbox folder. Steve working with GAM and SBT. 5.8.24 Management approved GAMs matt sample and order is now under production.
2024	mgmt	Mgmt door logo	in progress	Replace mgmt door logo with new CSCA logo
2024	CAC	CSB gazebo	bid process	inspect and replace rotten wood at CSB gazebo and concrete. 12/2023 - waiting on proposals. 5.8.24 management is bidding out the gazebo wood replacement, etc. bidders are (Dreamwork, Haus Custom, and TYL)
2024	mgmt	LED proposals	placed on hold	replace remainder of clubhouse lights to LED. Proposals to be presented to CCFC members first, then to the Board. 10.10.23 two proposals in the desk, waiting on rebates. Goal is to complete work this year. 5.8.24 Management plans to present the bidders proposals to the Board at their May meeting.
2024	mgmt	QR code at front door, adding Great room camera, adding and relocating a camera in the pool area	pending	schedule a call with Travis from Force Security to go over the scanner. 1.9.24 emailed Travis regarding adding a camera to Great Room, QR for the front entrance door, relocating, and adding pool camera. 1.22.24 followed up with Travis, pending on response. 2.15.24 emailed Force requesting a status of the times.

2024	mgmt	FLAGS	completed	flags for NO MOW and NO TREATMENT 10.3.23 - Steve to follow up with Andrew regarding yellow flags VS. reflectors. 10.30.23 - email all NO MOW and NO FERTILIZE list including picture of the flag.
2024	CAC	Linear Park trees replacement	311 ticket submitted	12.5.23 - 311 Service Request 23-00044892
2024	CCFC	Elevator inspection	completed	inspection scheduled for February 29th
2024	CCFC	Clock fixing	completed	Mark working on getting numbers to fixing the outside Cameron Club clock
1.9.24	ARC	106 Cameron Station Blvd	denied	staircase railing modification disapproved as submitted
1.9.24	ARC	223 Medlock Ln	retroactive approved application	railing installation return for more information (regarding exact proposed placement of the railing)
1.9.24	ARC	236 Medlock Ln	retroactive approved application	landscaping retroactively approved as submitted
1.9.24	ARC	4912 John Ticer Dr	approved w/ stipulation	solar installation approved with the stipulation that the conduit trunk will be painted to match the color of the home's siding.
1.9.24	ARC	4924 Kilburn St	approved	landscaping approved with the clarification that approved project will replace the white granite chips with mulch and dichondra.
1.9.24	ARC	5061 Donovan Dr	retroactive approved application	landscaping return for more information. (selection of replacement tree appropriate for the west site of Donovan)
1.9.24	ARC	5098 English Ter #103	approved	window replacement approved as submitted
1.9.24	ARC	Electronic approvals	approved	262 Medlock Ln - Roof Replacement and 150 Cameron Station Blvd - Roof Replacement (approved with stipulations)
1.12.14	ARC	Resale inspection	completed	Resale inspection complete for 5052 Minda Ct
1.12.14	ARC	Resale inspection	completed	Resale inspection complete for 111 Somerville St
1.26.24	ARC	165 Cameron Station Blvd	retroactive approved application	roof replacement application received, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response. Application missing information, pending on residents response. 2.16.24 residents returned completed information and ARC members reviewed and approved via email. 2.22.24 mgmt emailed and mailed letter response. 2.27.24 ARC email decision to be ratified at March meeting.
1.26.24	ARC	5000 John Ticer Dr	approved	roof replacement application received, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	5002 John Ticer Dr	approved w/stipulation	dormer repair application received, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	5002 John Ticer Dr	approved	roof replacement application received, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	5007 Waple Ln	denied	shutters removal, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	5014 Grimm Dr	approved	patio improvement, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	5015 Waple Ln	approved w/ stipulation	fence replacement, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	5017 Waple Ln	approved w/ stipulation	fence replacement, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	5019 Waple Ln	approved w/ stipulation	fence replacement, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	5021 Waple Ln	approved w/ stipulation	fence replacement, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	5237 Brawner Pl	approved w/ stipulation	fence and deck repaint, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	Electronic approvals	ratified	5061 Donovan Dr - Landscaping (retroactive application) and 112 Martin Ln - Roof Repair (emergency application)
1.30.2024	CAC	Donovan Dr Pocket Park Reno	approved	the Board approved Lancaster Landscape proposal #30610 to renovate the Donovan Dr Pocket Park located in the 4900. 4.4.23 Lancaster Landscape began to remove trees and grinding stumps.
2.1.24	CCFC	Lap lane replacement	completed	lap lane replacement proposal approved waiting on delivery. 2.15.24 per supplier the lap lane will be delivered first week of March at the latest.
February	ARC	ARC newsletter piece	informational	Seasonal Comprehensive Architectural summary (ARC provides info for newsletter issue). 2.14.24 Trena is the new ARC liaison to provide ARC articles to ComCom for publishing in the community newsletter/blog.
2.2.24	CCFC	Quarterly cleaning service	completed	In depth cleaning of Fitness Center and bathrooms scheduled for Saturday, February 10th after clubhouse hours.
2.2.24	ARC	Resale inspection	completed	5001 Donovan Dr resale inspection complete
2.20.24	ARC	Board appeal letter response	completed	213 Somerville St case was viewed at the January 2024 BoD meeting in which the Board made a final decision. 2.20.24 mgmt emailed and mailed the appeal letter response to 213 Somerville resident.
2.23.24	ARC	Resale inspection	completed	5016 Waple Ln - dormers in good condition. No major violations visible during inspection.
2.23.24	ARC	5257 Bessley Pl	emergency application approved	2.6.24 roof replacement emergency application received, to be reviewed via email by ARC members. 2.13.24 mgmt emailed and mailed letter response. 2.27.24 ARC email decision to be ratified at March meeting.
2.23.24	ARC	111 Somerville St	pending/Shelved until April 2nd meeting	Window repair and replacement application to be reviewed at the ARC March meeting. 3/12/24 : Resubmitted Application; Pending ARC Decision. 3/28/24 : Will be presented in the April 2nd,2024 ARC Meeting. 4/5/24 : Application was returned during ARC meeting. Owners will resubmit for electronic review.
2.23.24	ARC	121 Cameron Station Blvd	approved	Window repair and replacement application to be reviewed at the ARC March meeting. 3/12/24 : check with mgmt for instruction on sending this application. 3/13/24 : Shelved until April ARC Meeting. 4/5/24 : Application was approved.

2.23.24	ARC	196 Martin Ln	approved	Roof replacement application to be reviewed at the ARC March meeting. 3/6/24 : Approved with stipulation: To Install "CertainTeed" shingle color "Charcoal Black" per DMS standards; mgmt emailed/mailed letter response
2.23.24	ARC	237 Medlock Ln	approved	Landscaping modifications application to be reviewed at the ARC March meeting. 3/6/24 : Approved as submitted; mgmt emailed/mailed letter response
2.23.24	ARC	239 Somerville St	approved	Landscaping replacement application to be reviewed at the ARC March meeting. 3/6/24 : Approved as submitted; mgmt emailed/mailed letter response
2.23.24	ARC	248 Medlock Ln	approved	Deck repair and replacement application to be reviewed at the ARC March meeting. 3/12/24 : Returned Application; No response from homeowner; a follow-up was done 3/8; mgmt emailed/mailed letter response. 3/27/24 : Approved with stipulation; mgmt emailed/mailed letter response
2.23.24	ARC	260 Murtha St	approved	Slope roof/floor replacement application to be reviewed at the ARC March meeting. 3/6/24 : Approved as submitted; mgmt emailed/mailed letter response
2.23.24	ARC	321 Cameron Station Blvd	approved	Roof replacement application to be reviewed at the ARC March meeting. 3/6/24 : Approved as submitted; mgmt emailed/mailed letter response
2.23.24	ARC	4903 Waple Ln	approved	Roof replacement application to be reviewed at the ARC March meeting. 3/12/24 : Approved as Resubmitted. 3/13/24 : Mgmt emailed/mailed letter response.
2.23.24	ARC	4920 Donovan Dr	approved - Retroactive	Roof replacement application to be reviewed at the ARC March meeting. 3/6/24 : Approved Retroactively; mgmt emailed/mailed letter response.
2.23.24	ARC	5010 Waple Ln	approved	Window repair and replacement application to be reviewed at the ARC March meeting. 3/12/24 : ARC committee electronically approved application with stipulation: Grid pattern/Trim color must match existing. 3/13/24 : Mgmt emailed/mailed letter response.
2.23.24	ARC	5054 Donovan Dr	removed from March agenda, pending on Sub-Association deeded parking confirmation	Installation of Wall connector charger application to be reviewed at the ARC March meeting. 2.26.24 item removed from the ARC agenda, pending Sub-Association approval of EV charging.
2.23.24	ARC	5120 Donovan Dr #407	pending	Window repair and replacement application to be reviewed at the ARC March meeting. 3/12/24 : Waiting for homeowner to return updated sketch of mullion door and scope of work from contractor doing project. 3/28/2024 : Will be presented at the April 2nd, 2024 ARC meeting.
2.23.24	ARC	5135 Gardner Dr	approved - Emergency	Roof replacement application received to be reviewed at the March ARC meeting. 3/12/24 : Resubmitted; was escalated to Emergency application per Stephen Pearson. Pending ARC committee review; 3/18/24 : Emergency Application approved with stip- Shingles replaced must be "Charcoal Black"; Mgmt emailed/mailed letter response.
2.23.24	ARC	5182 Brawner Pl	approved	Installation of new vent application to be reviewed at the ARC March meeting. 3/6/24 : Approved as submitted; mgmt emailed/mailed letter response
2.23.24	ARC	5193 Brawner Pl	approved	Trim repair and replacement application to be reviewed at the ARC March meeting. 3/12/24 : ARC committee electronically approved application with stipulation- Color/Design like for like. 3/13/24 :Mgmt emailed/mailed letter response.
2.23.24	ARC	5233 Brawner Pl	approved	Roof and gutter replacement application to be reviewed at the ARC March meeting. 3/6/24 : Approved as submitted
2.23.24	CCFC	Clubhouse heating inspection	completed	Cameron Club heating inspection is scheduled for March 13th with JHood
2.26.24	CCFC	Rower machine OOO	back online	2/26 - issue #1 rower machine chain broke. ProFIT was made aware and is working with Heartline to come by. Issue #2 Error message in rower machine.
2.26.24	CCFC	functional trainer	completed	resistance bands that used to be attached to the functional trainer are gone
2.26.24	CCFC	electrical switches	completed	electrical switches next to the water fountain in the basketball court needs to be covered
2.26.24	CCFC	wall needs reapiir	completed	water fountain located next to the elevator
2.27.24	CCFC	Carpet samples	approved	verify carpet samples
2.27.24	CCFC	New CCFC applicant	approve by Board	CCFC new applicant David Palmer
2.27.24	mgmt	Insurance Bids	approved by the Board	Insurance bids (2): Risk Strategies and Erie
2.27.24	mgmt	Elevator PM contract	signed	Elevator PM contract
2.29.24	ARC	Resale Inspection	completed	4931 Kilburn St resale notes : fence door was different color and did not match the resf tof the fence and deck.
3.1.24	ARC	Resale Inspection	completed	5235 Bessley Pl
3.7.24	CCFC	Add "Do Not Drop Weights" sign	completed	place order for additional "Do Not Drop Weights" signs. Sign installed.
March	ARC	Comprehensive inspections	scheduled	March 18-22 week (Cameron Station Blvd & Tull)
March	ARC	Comprehensive inspections	completed	March 25-29 week (Minda & Comay)
3.12.24	ARC	218 Cameron Station Blvd	approved	Roof replacement application received to be reviewed at the April ARC meeting.
3.12.24	ARC	328 Helmuth Ln	approved	Deck repair and replacement application to be reviewed at the ARC April meeting. 4/5/24 : approved with stip: chip and dale pattern is like for like and deck matches fence stain " lava rock "
3.12.24	ARC	472 Ferdinand Day Dr	Disapproved	Window replacement application to be reviewed at the ARC April meeting. 4/5/24 : was disapproved, waiting for word back from property owner. 4/11/24 : submitted to ARC for electronic approval. 4/15/24 : Returned for more information, to be presented at the May 7th ARC meeting.
3.12.24	ARC	4913 John Ticer Dr	approved	Tree replacement/removal application to be reviewed at the ARC April meeting. 4/5/24 : approved with stip: Crape Myrtle planted to be 6ft in height
3.12.24	ARC	5005 Waple Ln	approved	Tree replacement/removal application to be reviewed at the ARC April meeting. 4/5/24 : approved and changed to Landscaping application
3.15.24	ARC	5067 Minda Ct	pending/Returned	Ground repair (Driveway/Sidewalk) application to be reviewed at the ARC April meeting. 4/5/24 : application was returned for my info

3.15.24	ARC	120 Martin Ln	approved	Window replacement application to be reviewed at the ARC April meeting.
3.15.24	ARC	5170 Brawner Pl	approved	HVAC Replacement application to be reviewed at the ARC April meeting.
3.15.24	ARC	5010 Waple Ln	approved	Fence and deck stain application to be reviewed at the ARC April meeting.
3.18.24	ARC	5136 Grimm Dr	Disapproved	Fence Modification application to be reviewed at the ARC April meeting. 4/5/24: application was disapproved, waiting for owner response
3.18.24	ARC	5109 Gardner Dr	approved	Solar panel installation application to be reviewed at the ARC April meeting. 4/5/24: approved with stip: conduit same color as home and installed 2 inches or less
3.21.24	ARC	166 Barrett Pl	approved	Garage door replacement application to be reviewed at the ARC April meeting. 4/5/24: approved with stip: Doorlock/handle installed in same position
3.21.24	CAC	247 Somerville St	approved	Common are tree roots cut back heading towards the unit. The unit's backyard bricks were lifting due to the tree roots.
3.22.24	ARC	5247 Brawner Pl	approved	Tree replacement/removal application to be reviewed at the ARC April meeting. 4/5/24: approved with stip: Japanese Bloodwood Maple is 6ft in height when planted
3.22.24	ARC	5116 Knapp Pl	pending/Returned	acement application to be reviewed at the ARC April meeting. 4/5/24: application was returned for more information 4.23.24: Submitted updated application for review at the May ARC meeting.
3.22.24	ARC	4919 Kilburn St	Disapproved	Door Replacement application to be reviewed at the ARC April meeting. 4/5/24: disapproved, waiting for property owner response
3.26.24	CAC	Lancaster Proposal	approved	Board approved Lancaster proposal 31568 for drainage control behind units at Tull, John Ticer, and Waple
3.26.24	CAC	Power Washing proposal	approved	The Board approved EcoTek's power washing proposal to power wash the CSB gazebo, Duke St fence brick walls, Brick patio & furniture at Donovan and Kilburn pocket parks, and walkways and pergola at Bessley Pl.
3.26.24	CAC	Duke St fence maintenance	approved	The Board approved Dream Works proposal to scrape and repaint the black fence pickets.
3.27.24	ARC	5106 Grimm Dr	pending/Returned	Garden Wall Replacement application to be reviewed at the ARC April meeting. 4/5/24: application was returned for more info
3.27.24	ARC	121 Cameron Station Blvd	approved	Shelved Window Application to be reviewed at the ARC April meeting.
3.27.24	ARC	111 Somerville St	approved	Shelved Roof + Window Replacement Applications to be reviewed at the ARC April meeting. 4/5/24: Roof Application was approved. Will submit separate application for Trim and will have electronic vote. Will Resubmit Window application for electronic vote. 4/12/24: Submitted Window application for ARC electronic review. Still awaiting Trim application updated scope of work w/contractor signature. 4/15/24: Window application was approved as presented electronically. still waiting for Trim Application. 4/29/24: Trim application electronically approved as presented. Approval letter emailed/mailed by mgmt.
3.27.24	ARC	4905 Waple Ln	approved	Roof Replacement Applications to be reviewed at the ARC April meeting.
3.27.24	ARC	5120 Donovan Dr #407	approved	Door Replacement application to be reviewed at the ARC April meeting. 4/5/24: approved with stip: sliding glass door is like for like with mullions and with 3x5 panels per door
3.27.24	CCFC	Cameron Club Resolution redline	waiting for review	Cameron Club Policy Resolution redline version. 3.26.24 Board provided feedback and adopted the resolution. 5.9.24 resolution is back to the committee for review of the Board feedback. 5.23.24 - CCFC members requested for the policy to be included in their June meeting packet.
3.27.24	CAC	Dedication Plaque new policy	approved by the Board - waiting on signatures	Dedication plaque new policy resolution. 4.5.24; 4.30.24
4.5.24	ARC	137 Cameron Station Blvd	approved	Window Replacement application to be reviewed at the ARC May meeting. 5.15.24: application approved as presented
4.5.24	ARC	247 Somerville St	approved	Fence Replacement application to be reviewed at the ARC May meeting. 5.15.24: Retroactive application approved
4.5.24	ARC	301 Lannon Ct	approved/Emergency	Roof Replacement application to be reviewed at the ARC May meeting. 4/11/24: Emergency Application submitted to ARC for electronic approval. 4/15/24: Application was electronically approved w/ stip: shingle replacement are to be CertainTeed Charcoal Black.
4.8.24	ARC	233 Medlock Ln	approved	Landscape Application to be reviewed at the ARC May meeting. 5.15.24: approved as presented
4.8.24	ARC	243 Somerville St	approved	Fence Replacement application to be reviewed at the ARC May meeting. 5.15.24: Retroactive application approved
4.8.24	ARC	4922 Kilburn St	approved w/stipulation	Tree replacement application to be reviewed at the ARC May meeting. 5.15.24: approved with stipulation - signed applicaton returned, tree planted at 6ft
4.9.24	ARC	245 Somerville St	approved	Fence Replacement application to be reviewed at the ARC May meeting. 5.15.24: Retroactive application approved
4.9.24	CAC	Lancaster Proposal	approved	Work approved by the CAC members at their April meeting to remove declining tree in the rear side of unit 232 Medlock Ln. The proposal no. #31232 totaled \$950.
4.10.24	ARC	241 Somerville st	approved	Fence Replacement application to be reviewed at the ARC May meeting. 5.15.24: Retroactive application approved
4.12.24	ARC	5257 Col Johnson Ln	approved	Tree replacement application to be reviewed at the ARC May meeting. 5.15.24: approved as presented
4.12.24	ARC	187 Cameron Station Blvd	approved	Deck Restain application to be reviewed at the ARC May meeting. 5.15.24: application approved as presented
4.15.24	CCFC	Backflow preventer	completed	backflow preventer annual inspection schedule for 4/22 between 10 AM - noon
4.18.24	ARC	4921 Donovan Dr	Disapproved	Landscaping Application to be reviewed at the ARC May meeting. 5.15.24: Retro Application was denied
4.18.24	ARC	5123 Knapp Pl	approved	Roof Replacement Application to be reviewed at the ARC May meeting. 5.15.24: approved as presented
4.18.24	ARC	256 Cameron Station Blvd	approved	Roof Replacement Application to be reviewed at the ARC May meeting. 5.15.24: approved as presented
4.18.24	ARC	472 Ferdinand Day Dr	approved	window replace application that was initially denied to be reviewed again at the ARC May meeting. 5.15.24: approved as presented

4.18.24	CAC	piece of land/area	common area	next 5014 Gardner Dr resident wants to know who is responsible for the area where the fire hydrant is. The area is bare and would like it to be seeded. 4.23.24 resident provided a copy of their plat and the area is a common area.
4.19.24	ARC	5121 Knapp Pl	approved	Roof Replacement Application to be reviewed at the ARC May meeting. 5.15.24: approved as presented
4.19.24	ARC	198 Martin Ln	approved w/stip & approved	(2 applications) Window Replacement/Siding Replacement Application to be reviewed at the ARC May meeting. 5.15.24: Siding application approved w/stip: siding replacement is like for like... Window application approved as presented.
4.19.24	ARC	122 Cameron Station Blvd	approved	Roof Replacement Application to be reviewed at the ARC May meeting. 5.15.24: approved as presented
4.19.24	ARC	254 Medlock Ln	approved	Light Fixture Replacement Application to be reviewed at the ARC May meeting. 5.15.24: approved as presented
4.19.24	ARC	5116 Knapp Pl	approved	Updated Returned Window Replacement application to be reviewed at the ARC May meeting. 5.15.24: approved as presented
4.22.24	ARC	5002 Gardner Dr	Disapproved	Tree replacement application to be reviewed at the ARC May meeting. 5.15.24: applicaton was denied; owner made comment mentioning they're still gonna remove the tree
4.23.24	ARC	301 Lannon Ct	Returned	Door/Shutter Repainting application to be reviewed at the ARC May meeting. 5.15.24: Returned for more information; owner has to pick colors for shutter/door from approved DMS listing; Will be electronically voted on
4.25.24	CCFC	pool plug	pending	the pool plug in the NE side of the bottom of the pool does not remain secure
4.25.24	CCFC	Pec Fly machine	completed	the pec fly machine is not working properly and needs to be serviced by Heartline. 4.25.24 The pec fly machine has been serviced, along with the lat pull-down/row machine. The leg extension machine needs a 12ft belt. Heartline came with and 10ft belt. They told me they should have it in stock and as soon as they give me the quote on it which should be today. 4.25.24 Correction with the rear! Pec deck combo piece. It is still squeaking and I'm having Heartline come back out to take another look at it. 5.1.24 - per ProFit Everything has been fixed including the electrical socket #9.
4.26.24	CAC	Drainage project	scheduled	the drainage located at Waple -john Ticer is schedule for Tuesday 4/30 and will be completed in 2 days, weather permitting rain days will delay start and or completion
4.25.24	ARC	223 Medlock Ln	Returned	Rail Installation application to be reviewed at the ARC May meeting. 5.15.24: Application returned for more information; will vote electronically
4.29.24	ARC	381 Cameron Station Blvd	pending	Landscaping application to be reviewed at the ARC June meeting.
4.30.24	CCFC	Men's bathroom	completed	paint stall metal in the men's bathroom across the elevator. Assess the men locker room bathroom as well.
4.30.24	CAC	Irrigation leak	approved repair	There is a small leak in the irrigation control near 5190 Brawner. 5.8.24 the landscaping company submitted a proposal to repair the backflow on this location. Proposal LI24-008 was within management expenditure limit and was signed and sent back to Lancaster.
4.30.24	CCFC	basketball court sign	completed	In the basketball court there is a sign near the water fountain that needs to be properly posted
4.30.24	CCFC	pool white coat	completed	High Sierra started the white coat process the week of April 15-19 and completed the work on 4/29/24. The pool is being filled.
4.30.24	CCFC	Power Washing	completed	power washing of the clubhouse, and pool deck will take place on 5/1. Pool furniture is scheduled to be power washed on 5/6.
4.30.24	CCFC	Lap lane divider testing	completed	after pool furniture is staged High Sierra will move to test the new lap lane divider.
4.30.24	CCFC	pool camera	completed	pool camera raised to prevent being blocked by furniture
5.3.24	ARC	5234 Brawner Pl	pending	Roof Replacement application to be reviewed at the ARC June meeting.
5.3.24	ARC	330 Helmut Ln	pending	Landscape Application to be reviewed at the ARC June meeting.
5.3.24	ARC	5003 Waple Ln	pending	Tree replacement application to be reviewed at the ARC June meeting.
5.6.24	ARC	5000 Grimm Dr	pending	Roof Replacement application to be reviewed at the ARC June meeting.
5.7.24	ARC	401 Cameron Station Blvd	pending	Landscaping application to be reviewed at the ARC June meeting.
5.8.24	CCFC	High Sierra proposal	approved	High Sierra provided a proposal to replace broken and worn-out pool equipment/supplies. Proposal was within management expenditure limit and was signed and sent back to High Sierra.
5.8.24	CAC	Lancaster proposal	approved	John Ticer flower installation proposal was submitted to install (90) sunpatiens. The proposal no. 31252 was within management expenditure limit and was signed and sent back to Lancaster.
5.8.24	CAC	Lancaster Proposal	approved	Pool deck flower installation proposal was submitted to install (7) mandevilla and (28) sweet potato vine green and purple. The proposal no. 31253 was within management expenditure limit and was signed and sent back to Lancaster.
5.8.24	CAC	Lancaster Proposal	approved	Cameron Station gazebo timer replacement proposal submitted. The proposal no. LI24-007 was within management expenditure limit and was signed and sent back to Lancaster.
5.9.24	ARC	4909 John Ticer Dr	pending	Irrigation Installation application to be reviewed at the ARC June meeting.
5.15.24	ARC	322 Cameron Station	pending	Roof Replacement application to be reviewed at the ARC June meeting.
5.15.24	ARC	254 Medlock Ln	pending	Window Replacement application to be reviewed at the ARC June meeting.
5.17.24	ARC	301 Lannon Ct	Returned/Pending	Shutter/Front door repaint application to be reviewed electronically
5.20.24	ARC	5116 O'Neill	pending	Window Replacement application to be reviewed at the ARC June meeting.
5.21.24	ARC	223 Medlock Ln	Returned/Pending	Rail Installation application to be reviewed electronically
5.22.24	ARC	334 Cameron Station	pending	Roof Replacement application to be reviewed electronically