



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

Tuesday, February 25, 2025 – 7:00 PM

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

Link: <https://us06web.zoom.us/j/97385179058?pwd=TUg1V1lvM011VStJS2k5b3NELOlRUT09>

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 Mtg – January 28, 2025	7:02 PM
IV.	CITY OF ALEXANDRIA POLICE DEPARTMENT – Lt Lion	7:03 PM
V.	CAMERON STATION CIVIC ASSOCIATION – Sunny Pietrafesa	7:13 PM
VI.	HOMEOWNERS' FORUM	7:20 PM
VII.	TREASURER REPORT A Investment Schedule	7:30 PM
VIII.	COMMITTEE REPORTS (FAC, ARC, A&E, ComCom, CCFC, CAC)	7:35 PM
IX.	RESIDENT HEARINGS A. Resident Complaint	7:55 PM
X.	RATIFICATION OF ELECTRONIC VOTES	n/a
XI.	MATTERS FOR BOARD DECISION	8:10 PM
	A. Reserve Study Proposal – Level I	Motion 2025 - 0201
	B. Lancaster Proposal – End of California Lane	Motion 2025 - 0202
	C. Gazebo Refurbishment	Motion 2025 - 0203
XII.	MATTERS FOR BOARD DISCUSSION/INFORMATION	8:20 PM
	A. Solar Panel (Information Only from CCFC)	
	B. DMS	

Prepared by:

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

Patrice Johnson (Assistant General Manager)

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

XIII. MATTERS FOR BOARD INFORMATION	8:50 PM
A. Management Report	
• Project Updates	
XIV. EXECUTIVE SESSION – See Executive Session Agenda <i>(For the purpose of consulting with legal counsel)</i>	8:55 PM
XV. NEW BUSINESS	n/a
XVI: ADJOURN	9:00 PM

DRAFT

Prepared by:
Steven P. Philbin, M ed., CMCA®, ARM®, PCAM® (General Manager)
Patrice Johnson (Assistant General Manager)

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**CAMERON STATON
BOARD OF DIRECTORS' MEETING
Tuesday, January 28, 2025, 7:00 P.M.**

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

BOARD MEMBERS PRESENT:

Andrew Hill, President
Joan Lampe, Secretary
William Blumberg, Treasurer
Brendan Hanlon, Director
John Stowe, Director
Sarah Barnes, Director

BOARD MEMBERS ABSENT

Megan Christensen, Vice President

OTHERS PRESENT:

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

CALL TO ORDER:

Mr. Hill called the meeting to order at 7:00 pm.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

Motion: Ms. Lampe moved, and Mr. Blumberg seconded the motion to APPROVE the minutes of the December 3, 2024 Board meeting. **Following discussion, an amended motion was made:**

Amended Motion: Mr. Hanlon moved, and Mr. Blumberg seconded the motion to APPROVE the minutes of the December 3, 2024 Board meeting with the following amendment:

- Page 3, Common Area Committee, change: John Ticer Park to Donovan Park

The amended motion passed unanimously, 6/0.

CITY OF ALEXANDRIA POLICE DEPARTMENT – STAFF LIAISON:

LT. Lion reported a new Chief of Police was hired in November, he has launched his 100-day action plan; a Town Hall meeting will be held on February 11th at the library on Commonwealth Avenue and encouraged residents to attend if they have any concerns regarding public safety; for the month there was a hit and run on the 200 block of Cameron Station Blvd.

CAMERON STATION CIVIC ASSOCIATION:

Sunny Pietrafesa reported that in regards to the Ben Brenman Bike Share station on January 22, 2025, they received a response and was informed that staff is not moving forward on the previous recommended bikeshare location on the street, and will reevaluate the location the association suggests closer to the current facilities, further updates should be received by the end of the month.

In regards to the Duke Street Land Use Plan the Civic Association wants to ensure that whatever plans for redevelopment occur along Duke Street they do not unnecessarily adversely impact traffic and density along Duke Street; the project area is from Landmark Mall to the King Street Metro along Duke Street, the planning process will engage the community to create a land use vision for the future, it will explore topics such as land use, environment and climate, equity, mobility and connectivity, pedestrian safety and accessibility, parks and open space, and housing affordability; Staff will be in contact get feedback on the engagement process, which is scheduled to officially launch in Spring of 2025.

The house 2040 Master Plan the City announced a survey on housing needs and issues which results will be considered in developing the Housing 2040 Master Plan goals and recommendations. The survey deadline was extended from January 12, 2025 to January 26, 2025.

In response to an inquiry from the Cameron Station Civic Association, on January 15, 2025, the Director of the Planning & Zoning Department, Karl Moritz, informed us that “[t]he Virginia Paving SUP approval, which allows the asphalt use to continue operating until

January 1, 2027, directs staff to inquire with the applicant after 2024 about the redevelopment plans. That requirement is on our radar and now that it is January 2025, we will formally reach out to Virginia Paving soon. Once we receive information about the status of the site, we will share that information with City Council and with the community, including Cameron Station.

HOMEOWNER'S FORUM:

Topics discussed were:

- No residents wanted to address the Board.

TREASURER REPORT:

Mr. Blumberg reported that the Association continues to be in a good financial position, operating fund shows a \$78,000 YTD surplus; also have a robust balance sheet even after paying for large projects; delinquency rate is low thanks to Management, that also lowers collection costs; balance sheet more than adequate cash to meet the immediate reserve liquidity goals; two CDs are maturing, one at the end of January and the other at the end of February, the proceeds for the January CD will be placed in an interest bearing savings account, in 2025 there are fewer projects to be funded from the reserves; there is an operating surplus with income over budget and expenses under budget, will end the year with a surplus due to higher interest on investments, no snow and a good shuttle bus contract, this has also allowed a transfer from owner's equity to reserves; and there is adequate operating reserves to cover snow removal for 2025.

COMMITTEE REPORTS:

1. Financial Advisory Committee

Mr. Taousakis reported that they expect to have a surplus for 2024; investment standpoint in good shape, do not have many reserve projects this year.

2. Architectural Review Committee

Mr. Linton welcomed Ms. Lampe as the new Board liaison to the Committee; the Committee has been actively seeking new members and would like the Board to approve a new member to the Committee; they are working on revisions to the DMS and will be sending a summary of the proposed changes and revised list of approved trees to the Board for their consideration.

3. Activities and Events Committee

Mr. Yang reported they are still doing Food Truck Fridays, and they are working on the St. Patty's Day event.

4. Communications Committee

Ms. Hemmel reported that the end of the year hard copy Compass was sent out; the Committee is working on gathering new content for the newsletter; the Welcome Committee welcomed four new families in December and eight in January; still working on the updating the website and shuttle bus map.

5. Facilities Committee

Mr. Hanlon reported that the Committee is still working on replacing the pool furniture; ProFit is now named Health Fitness; usage of the facility was down in December; there is a proposal in the Board packet to replace a piece of equipment in the fitness center; and Management obtained rough cost estimates to enclose the pool to be able to use it year round. The costs were two million to four million dollars, and the Committee does not recommend proceeding with any further action on this matter.

6. Common Area Committee

Ms. Romans reported that the Committee met in January and planned projects for 2025, Lancaster outlined three major projects for the year focusing on native plantings and declining trees. CAC is working with management to determine the cost of updating/replacing the current irrigation system. This would occur over a three-year process. Funds for the irrigation replacement are not in the current year reserve study and Management suggested adding it to the reserve study for next three years and doing irrigation replacement in a phased approach.

RATIFICATION OF ELECTRONIC VOTES

A. Snow Policy

Mr. Hill reported the Board unanimously approved by email vote the proposal from Lancaster for the 2024-2025 snow removal season and ratified the decision for the official record.

MATTERS FOR BOARD DECISION:

A. Investment Policy Resolution Amendment

Motion: Ms. Lampe moved, and Mr. Blumberg seconded the motion to APPROVE the Investment Policy #25-01 as presented. **The motion passed, 6/0.**

B. Parking Policy Resolution Amendment – Woodland Hall

Motion: Mr. Hanlon moved, and Ms. Barnes seconded the motion to APPROVE the Parking Policy #25-02 as presented. **Following discussion, an amended motion was made:**

Amended Motion: Mr. Hanlon moved, and Mr. Blumberg seconded the motion to APPROVE the Parking Policy #25-02 as amended. **The motion passed, 6/0**

C. Stairmaster– Fitness Equipment

Motion: Mr. Hanlon moved, and Mr. Blumberg seconded the motion to APPROVE the CCFC’s Recommendation to purchase a new Stairmaster based on the Heartline Stairmaster Quote #111858 in the amount of \$6,831.74 to be expensed from Reserve Funds. **The motion passed, 6/0.**

D. FAC – Committee Applicant Approval

Motion: Ms. Barnes moved, and Mr. Blumberg seconded the motion to APPROVE Jason Barnes to the Financial Advisory Committee (FAC) to a three-year term. **The motion passed, 6/0.**

E. ARC – Committee Applicant Approval

Motion: Mr. Hanlon moved, and Ms. Lampe seconded the motion to approve Holland Stasi to the Architectural Review Committee (ARC) to a three-year term. **The motion passed, 6/0.**

MATTERS FOR BOARD DISCUSSION:

A. Budget Estimate for Covering CSCA Pool (Year-round Pool) – Information from CCFC
The cost estimations for enclosing the pool was included in the Board packet for review, the Board will take no action at this time.

B. Goldklang – Information

Motion: Mr. Hanlon moved, and Ms. Lampe seconded the motion that the Association elects to apply all or part of the excess assessment income to the following year’s assessments and that such final amount shall be at the Board’s discretion. **The motion passed, 6/0.**

C. Parking Discussion

Mr. Hanlon created a survey that would gather feedback from residents about changing the SUP. The Board will review the survey and provide feedback to Mr. Hanlon on the questions to send out in the survey.

MATTERS FOR BOARD INFORMATION:

Management Report

- Action Item list -Included in the Board packet for review.
 - Project Updates -Mr. Philbin reported that the CCFC is working on obtaining quotes for solar panels; also looking at EV Chargers; looking at fitness center in terms of humidity; will have proposals for level 1 reserve study; good turnout for the collection truck from Goodwill for donations; and a tree fell on the association’s fence on Barret Place, sent invoice to the neighboring property for the damages to the fence.

NEW BUSINESS:

None.

EXECUTIVE SESSION:

Motion: Ms. Lampe moved, and Mr. Blumberg seconded the motion to move into an executive session for the purpose of consulting with legal counsel. **The motion passed unanimously, 6/0, and the meeting was convened into executive session at 9:02 pm.**

Motion: Mr. Blumberg moved, and Ms. Barnes seconded the motion to exit the executive session. **The motion passed unanimously, 6/0, and the meeting was reconvened into open session at 9:17 pm.**

ADJOURNMENT:

Hearing no further business: the meeting did adjourn at 9:18 pm.

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

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

*Update by Sash Impastato
First Vice President
Cameron Station Civic Association*

Current Matters

- 1. Ben Brenman Bikeshare Station***
- 2. Duke Street Land Use Plan***
- 3. Housing 2040 Master Plan***

Green font indicates additions from prior updates on the same matter.

Ben Brenman Bikeshare Station

Civic Assoc. Position: The Civic Association would like to see the City put the bikeshare station near the intersection of Ben Brenman Drive and Sommerville Street (i.e. Option 1) so long as the station is not in the street (i.e. not on Ben Brenman Drive) and is moved to the grassy area nearby in order to increase safety and not impede traffic flow. The Civic Association intends to continue to pursue such a reasonable placement of the 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, Department of Transportation and Environmental Services) discussed the three proposed locations for a bikeshare station in or near Ben Brenman Park. The preferred option was Option 1 at Brenman Park Drive and Sommerville Street. However, Option 1 is in the street (i.e., Ben Brenman Drive) so the Civic Association has repeatedly requested that the City place the bikeshare in the park rather than in the street. We 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. In point of fact, the bikeshare at James Marx All Veterans Park that is near the CVS and remarkably close to Holmes Run is on the grass.

Since City staff has steadfastly refused to honor the Civic Association's request to place the bikeshare other than in the street, the Civic Association sent an email on September 18, 2024 to City Manager, Jim Parajon, with copies to, among others, every member of City Council requesting Mr. Parajon's help "in getting the staff of Transportation and Environmental Services (T&ES) to change their proposed location for a bikeshare station in the street at Ben Brenman Drive rather than at a more suitable location in Ben Brenman Park that is not on a road and is

closer to bike paths ... such as at or near the current bike rack near the restrooms in Ben Brenman Park.” The Civic Association sent several requests for an update to Mr. Parajon and, on January 22, 2025, Mr. Parajon informed us that “Staff is not moving forward on the previous recommended bikeshare location on the street, and I have asked our team to look again at the location the association suggests closer to the current facilities. I should have a more detailed update by the end of the month.” [We sent an email to the City Manager on February 19, 2025 asking for an update.](#)

For more information on the bikeshare program, in general, go to:
<https://www.alexandriava.gov/Bikesharing>.

Duke Street Land Use Plan

Civic Assoc. Position: The Civic Association is monitoring this matter due to its proximity to Cameron Station in order to try and ensure that whatever plans for redevelopment occur along Duke Street they do not unnecessarily adversely impact traffic and density along Duke Street.
Current Status: The City is continuing to hold community meetings and has stated that it anticipates that this matter will go before Council by the end of 2025.

Project Details:

As a part of the Duke Street in Motion project, City staff began contacting civic associations in December 2024 noting that “in April the City is going to be starting a new land use planning process along Duke Street. Currently, we are conducting background research to better understand existing conditions in the area before we start. As part of our background process, we are hoping to talk to civic associations, like Cameron Station and West End Coalition, who are connected to Duke Street in some way to learn more about your perspective on the area and to gauge your interest in the upcoming process.” The project area is from Landmark Mall to the King Street Metro along Duke Street. Based on our discussions with staff and that of others, it appears that staff will not recommend an advisory group be formed for this project and would prefer to do it in the ad hoc outreach approach like was done for the Alex West Plan. Staff anticipates that this process will take 18-24 months. Staff did not have an answer for how this will tie in with the Housing Master Plan 2040, Vision Plan 2049, or the Zoning For Housing initiatives other than to say that they would be working closely with staff involved in those matters. Staff plan to hold many listening sessions and is open to meetings with any organization that asks for one.

On January 14, 2025, the City launched a website for this plan which states that “The [FY 2024-2025 Interdepartmental Long Range Planning Work Program](#) adopted by City Council includes the 2025 launch of a community planning process to update the comprehensive land use plan for the Duke Street Corridor. Recognizing that the land use concept for this area was last comprehensively updated in 1992, the planning process will engage the community to create a land use vision for the future. The planning process will explore topics such as land use,

environment and climate, equity, mobility and connectivity, pedestrian safety and accessibility, parks and open space, and housing affordability ... In early 2025, staff will connect with stakeholders to get feedback on the engagement process, which is scheduled to officially launch in Spring-Summer 2025.”

On January 15, 2025, the Director of the Department of Planning and Zoning, Karl Moritz, informed us that the “geographic scope of the Duke Street Plan will be from the King Street Metro station to Van Dorn Street. We have not yet established a plan boundary because we have not yet completed our pre-planning outreach to individuals, groups, property owners and businesses. It is anticipated that the plan will take 18 months once we formally start the planning process, which is likely to be May/June ... we want to make sure that we have an equitable and inclusive process where we can hear from as many stakeholders as possible as part of the process, including groups that generally are more challenging to involve such as renters, seniors and youth ... We are not anticipating the use of a resident advisory group, but community groups will be assured a strong voice. “

For more info, go to: <https://www.alexandriava.gov/DukeStreetPlan>.

Housing 2040 Master Plan

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

Implementation Date: December 2025.

Current Status: Community outreach by City staff.

Project Details:

Per the City website, the “2013 Housing Master Plan (HMP) established principles, goals, and strategies to address Alexandria’s housing needs through 2025. The City is undertaking an update to the HMP to shape the City’s housing principles, goals, and projects through 2040 ... The HMP established a goal of creating “new affordability” in 2,000 units through 2025 ... In March 2020, City Council ... unanimously adopted by the Metropolitan Washington Council of Governments Board to establish housing production targets to address the region’s growing housing needs ... The City’s allocation is equivalent to 3,000 units (above the City’s development projections) by 2030, with a goal that 75% of these new units, or 2,250, be affordable to low- and moderate-income households.” The City held two kick-off meetings on September 18 and 25, 2025.

At the kick-off event on September 18, City staff, noted that the timeline for this Plan would consist of (1) quantitative housing need analysis, listening pop ups, legislative proposals and dissemination of information the public in the Fall of 2024, (2) public engagement and education and determining “Housing 2040 projects” in the Winter 2024 through early Summer 2025, (3) public engagement, review of a draft plan recommendations and legislative proposals during the Summer-Fall of 2025, and (4) public hearing and adoption in December 2025. As set forth in City staff’s presentation at the September 18 event, the whole process will be focused on the following six issues:

1. Lower and moderate-paying jobs will continue to serve as the backbone of our economy. How do we ensure that Alexandria workers can afford to live here?
2. How do we help mitigate increasing levels of housing cost burden, in particular among lower-income families?
3. How do we continue to address racial inequalities in homeownership and wealth acquisition? How do we create more appropriate opportunities for first-time homebuyers while supporting our aging condominium communities?
4. What housing models and tools can help meet the needs of growing senior population?
5. 20–34-year-olds represent a shrinking proportion of the city’s population. What housing typologies and price points would better meet their needs?
6. How do we most effectively meet the needs of our unhoused? Persons with disabilities?

Since the kickoff meetings in September 2024, City staff has had an online survey in January, numerous pop up and individual meetings with various groups in Alexandria, and community meetings on November 6, 7 and December 5 2024 and on January 8 and February 6, 2025. The next community meeting will take place on March 18 at 7:00 PM at Patrick Henry K-8 School at 4643 Taney Avenue.

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

Based on the foregoing and what has been said by City staff to date, the Civic Association believes that the Housing 2040 Master Plan, Vision Plan 2049 and Zoning For Housing are all interrelated with their main focus being adding more density in Alexandria than envisioned or allowed for in current small area plans or under current zoning policies in order to promote affordable housing.

For more information, go to: <https://www.alexandriava.gov/HousingPlan>.

Cameron Station Community Association

Financial Advisory Committee Meeting

January 27, 2025

FAC ZOOM Meeting

Meeting ID 929 6235 3196 Passcode 007612

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 7:06 pm.
- b. Members Present; Chairman Takis Taousakis; Fred Blum; Matthew Rickert; Joan Lampe, and Joe Durso.
- c. Others Present: Board Treasurer and Board Liaison Bill Blumberg; Jason Barnes, proposed new committee member; 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 November 25, 2024, minutes were approved unanimously.

IV. Resident Open Forum

- a. Jason Barnes, a resident and proposed member for the committee introduced himself and discussed his reasons for wanting to join the FAC. He asked several questions relating to board service including about time commitments to which the chair and others were able to provide answers.

V. Review of Financial Results

- a. November 30, 2024, Financial Variance Report, Balance Sheet, Revenue and Expense Statements. Discussion was led by the FAC Chair and Steve Philbin. Considering a proposed new member joining the call, Steve Philbin went into great detail about several line items throughout the budget. He noted that the December

numbers were not yet ready and so the year end numbers would be available soon for review. He also noted the actual YTD operating revenue was \$5,707 above budget and operating expense was \$172,376 below budget. The YTD net operating income was \$178,083 better than budget.

Large favorable variances include Legal Reimbursements, cleaning fees, Electric Service, Snow Removal, TMP expenses, Legal Council, and Newsletter Services as costs have been reduced since moving to an online blog as opposed to a standard printed and mailed newsletter.

Large unfavorable variances continued to include Flower Rotation, Irrigation Water, and Income Tax Expense that were also discussed in earlier FAC meetings

The **delinquency percentage** is now 0.59% well below the industry standard range of 3% to 5%

b. Balance Sheet - Operating and Replacement are the two main funds. The \$399,473 fund transfer from the Operating Fund to the Reserve Fund as approved by the auditors that was discussed at the November 2024 meeting still needs to be zeroed out.

c. Revenue and Expenses - Actual Net surplus YTD of \$105,122 compared to budget

d. Cameron Station Committee Spending & amp - Committed Funds Committees are doing a good job controlling their budgets and all are well within or under budget.

e. Fund Investments - The committee discussed the Washington Fed – WA security (\$127,000) that was maturing at the end of the month and that those funds should be moved to the MSBNA Preferred Savings account. This would not be an issue as the amount in total would not exceed FDIC limits.

f. Other – Investment policy. Joan stated that under the changes and provisions in the revised investment policy the monthly statements should become a record that is reviewed with the board every month and be in the board packet; and that any transactions should be reported in a short separate summary for the benefit and the protection of the board as they are ultimately fiduciarily responsible. The FAC members agreed. Bill noted that the FAC did have a chance to review the changes, along with the attorney, and everyone agreed on the changes. The committee recommended that the BOD approves the updated investment policy.

VI. Old Business

- a. Steve Philbin reviewed large projects. Some of the highlighted projects are the Cameron Club Interior improvements (carpet and moisture barriers), the Asphalt Project, the LED conversion of our streetlights, and the continuous work on Brick Paver. Additionally, he discussed the idea that's been presented at the next board meeting to make the pool and year-round pool through the addition of a "bubble" around the pool.

VII. New Business

- a. Jason Barnes was unanimously approved to recommend to the BOD as the new member of the FAC.

VIII. Adjournment

- a. The meeting was adjourned at 8:21 pm.

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

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Wednesday, January 15, 2025. The meeting was called to order at 19:00 by ARC Chair Tom Linton with a quorum present. The meeting was conducted via Zoom in accordance with Administrative Resolution No. 2022-15 (Amended): ARC Charter.

ARC MEMBERS IN ATTENDANCE VIA ZOOM

Tom Linton – ARC Chair
Brian Sundin – ARC Vice Chair
Kevin King – ARC Member
Trena Raines – ARC Member
Sharon Wilkinson – ARC Member

MEMBERS ABSENT

None

CHANGE OF ATTENDANCE

None

OTHERS IN ATTENDANCE VIA ZOOM

Cameron Station Residents
Avante Thomas, On-Site Covenants Administrator, Cameron Station Community Association
Joan Lampe – Board Liaison

APPROVE AGENDA

MOTION: “I move to approve the agenda for the December 2024 ARC Meeting as submitted.”

Moved By: Sharon Wilkinson

Seconded By: Tom Linton

For: All

Against: None

Absent: None

MOTION PASSED

HOMEOWNERS OPEN FORUM

This portion of the meeting is set aside for any Cameron Station residents that would like to make a statement to the committee, not associated with any of the exterior modification applications for review this month.

1. Mr. Manneh stated that he received a violation for required repairs to his home. Avante will follow up to clarify what is required from the homeowner to address the issues.
2. Mr. McAfee stated that he submitted an application for 377 Livermore (roof replacement and window replacement) last month but was not included in the December agenda or minutes. The ARC recommended that the homeowner resubmit as an emergency application for a rapid response.

Address	Homeowner Present?	Proposed Modification	ARC Action/Vote
158 Martin Ln	X	Door & Storm Door Replacement and General Maintenance Repairs	Approved w/ stipulation that paint and stain colors match existing Moved By: Tom Linton Seconded By: Sharon Wilkinson For: All Against: None Absent: None Abstain: None MOTION PASSED
261 Murtha St		Exterior Light Replacement	Approved Moved By: Trena Raines Seconded By: Brian Sundin For: All Against: None Absent: None Abstain: None MOTION PASSED
5020 Donovan Dr #306	X	Window Replacement	Approved w/ the stipulation that the sliding glass door will not be replaced Moved By: Trena Raines Seconded By: Brian Sundin For: All Against: None Absent: None Abstain: None MOTION PASSED

APPROVAL OF ELECTRONICALLY REVIEWED APPLICATIONS

MOTION: “I move to ratify the unanimous email votes approving the Emergency Application(s) with the following stipulation:

5160 California Ln – Roof Replacement

Approved with stipulation: New roof color must be replaced like for like

Moved By: Trena Raines
 Seconded By: Tom Linton
 For: All
 Against: None
 Absent: None
 Abstain: None
MOTION PASSED

APPROVAL OF ARC MEETING MINUTES

MOTION: I move to approve the ARC Meeting Minutes from the December 18th, 2024 meeting.”

Moved By: Brian Sundin
Seconded By: Sharon Wilkinson
For: All
Against: None
Absent: None
Abstain: None

MOTION PASSED

MATTERS FOR COMMITTEE DISCUSSION

- A. Board Update – Joan Lampe (2025 ARC Liaison present)
 - a. DMS updates to be presented to the Board at their January meeting
 - b. No Board Meeting in January 2025
- B. ARC Representation at 2025 Board Meeting – Tom to send assigned attendance dates for ARC review/concurrence
- C. Covenants Report
 - a. Annual comprehensive inspections will begin 031825 on Cameron Station Blvd and Tull Pl.
 - b. 1 resale inspection in January to date
 - c. Parking enforcement is ongoing; homeowner vehicle registration is a priority
 - i. 15 vehicles towed in December; most violations were for cars taking up more than one parking space.
 - d. 18 violations have been abated, to date, in January; 61 open violations remain
 - i. 6 violation hearings were planned for December; violations were abated before hearing date

COMMITTEE MEMBER APPLICATIONS

- A. Peter Braun – Submit application and will be invited to the February meeting
- B. Holland Stasi – application is with the board for approval

MOTION: “I move to adjourn the meeting at 20:12.”

Moved By: Trena Raines
Seconded By: Kevin King
For: All
Against: None
Absent: None
Abstain: None

MOTION PASSED

Minutes prepared by Trena Raines

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
February 5, 2024

1 This meeting was held by electronic communication means of virtual video conference due to the
2 existence of a Virginia State of Emergency permitting public gatherings.

3
4 **COMMITTEE MEMBERS PRESENT:**

5 Andrew Yang- Chair
6 Sarah Turkaly -Committee Member
7 Ruby Masood -Committee Member

8
9 **COMMITTEE MEMBERS ABSENT:** Christina Damhuis, Rely Rodriguez

10 **OTHERS PRESENT:** Tosca Ruggieri - resident

11
12 **I. CALL TO ORDER**

13 **Motion:** The meeting is called to order at 7:30 p.m.

14
15 **II. APPROVAL OF MINUTES**

16 **Motion:** Andy _____ **MOVED** and Sarah ____ **SECONDED** to approve the 1/7 meeting minutes as
17 submitted {/or with the following changes}: _____ month/date

18
19 **III. ITEMS FOR RECOMMENDATION:**

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

- 21 1. Game Night (Friday, January 31)
22 a. 20 people attended, have leftover snacks to reuse for next event
23 b. Consider updating/new party supplies? Search storage closet

24
25 **IV. NEW BUSINESS**

- 26 1. Art History Lecture
27 a. Tosca will gauge interest with initial facebook poll
28 b. If enough interest, Andy will contact ComCom for poll in email blast for first topic
29 c. Possible for Tuesday or Thursday in Great Room and/or remotely via Zoom
30 d. Possible museum tours in future, if enough interest
31 2. Game Night
32 a. Andy will check for Great Room availability 2/21 or 2/28
33 b. No need to purchase new supplies/snacks, except Wine?
34 3. Trivia Night (Friday, March 14, 7-9 pm)
35 a. Rebrand to general trivia, but have some St. Patrick's Day trivia
36 b. Sarah will come up with questions with input from others, try to complete by 3/1
37 c. Change DMV local questions to Music or Pop Culture
38 d. Andy will purchase Chick-Fil-A nuggets and pizza
39 e. Cookies or other dessert?
40 f. Alcohol or consumable food as prizes, Christina for alcohol (\$100 budget)?
41 g. First, second, third place, about \$25 value per prize
42
43 4. Shred Truck (Saturday, March 29, 9 am – noon)

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
February 5, 2024

44 a. Start advertising in email blast on Friday, 2/28

45

46

47 V. **ADJOURNMENT**

48 **Motion:** Andy _____ **MOVED** and Sarah _____ **SECONDED** to adjourn the
49 meeting at 8:05__pm. The motion passed unanimously and the meeting was adjourned.

50

51 Respectfully Submitted,

52

53 Andrew Yang, Committee Chair

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
February 12, 2025

The meeting was held on Zoom.

COMMITTEE MEMBERS PRESENT:

Tricia Hemel (Chair)
Susan Klejst
Carmen Mead
Linda Taousakis
Gwen Toops

COMMITTEE MEMBERS ABSENT:

Lenore Marema
Emma Watson

ALSO PRESENT:

Juana Michel (CAMP Representative)
Ava Avila

CALL TO ORDER

Tricia Hemel called the meeting to order at 7:01 pm. A quorum was present.

I. APPROVAL OF AGENDA

Motion: The agenda was approved with no changes.

Result: Motion carried.

II. APPROVAL OF MINUTES

Motion: The minutes from the January 8, 2025, meeting were approved with no changes.

Result: Motion carried.

III. RESIDENT OPEN FORUM

No residents were present.

IV. ITEMS FOR DECISION OR RECOMMENDATION

None.

V. MATTERS FOR COMMITTEE INFORMATION

Management Report: Juana Michel reported that management conducted a survey on pool furniture, and the Facilities Committee will be discussing next steps for potential purchase of the pool furniture.

Board Update: No board update provided.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
February 12, 2025

Committee Chair Report: Tricia Hemel suggested the Committee explore the feasibility of a volunteer coordinator for community and local volunteer opportunities. The Committee agreed to discuss the idea with the Board.

The Compass Subcommittee: Carmen Mead stated that the subcommittee has two articles forthcoming.

The Connection: Tricia Hemel requested that management regularly email community retailers for their updates to include in *The Connection*.

Welcome Subcommittee: Susan Klejst reported that there were 10 new residents.

Social Media: Tricia Hemel reported that she continues to work with BRAND to post and monitor content. She is working with them to track trends in Cameron Station social media pages.

Website: Gwen Toops reported that the community map has been updated and will be sent to the web developer for posting. She added that she will continue to work on guidelines for developing the vendor page for the Cameron Station website.

Photography: Linda Taousakis reported that the subcommittee took photos of the CPR class and game night.

Marketing & Public Relations: Nothing to report.

Bulletins & Signage: Nothing to report.

Budget: Tricia Hemel reported that the Committee was under budget for 2025.

VI. OLD BUSINESS

None

VII. UPCOMING MEETINGS AND EVENTS

Board Meeting: February 25, 2025 – Tricia Hemel to attend
Communications Committee: March 20, 2025

VIII. ADJOURNMENT

Tricia Hemel adjourned the meeting at 7:47 pm.

Respectfully Submitted,
Gwen Toops

DRAFT MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC)
Thursday, February 13, 2025

The following individuals attended the meeting:

Ray Celeste, CCFC Chair
Dan Ogg, CCFC Vice Chair (via Zoom)
Tim Regan, CCFC Member (via Zoom)
Paul King, CCFC Member (via Zoom)
Patrice Johnson, CAMP management
Jill Bakner, Health Fitness (via Zoom)
Rich Mandley, Health Fitness
Tricia Hemel, Resident

The following individuals were absent:

David Palmer, CCFC Member
Brendan Hanlon, Board Liaison

I. Call to Order/Establish Quorum

The Cameron Club Facilities Committee (CCFC) meeting was called to order by Ray Celeste Ogg at 7:00 p.m.

II. Approval of Agenda

Dan Ogg made a motion to approve the agenda as written. Tim Regan seconded the motion, and it passed unanimously.

III. Approval of Minutes

Tim Regan made a motion to approve the January 2025 CCFC meeting minutes, as written. Dan Ogg seconded the motion, and it passed unanimously.

IV. Homeowners' Open Forum

Tricia Hemel provided input to the CCFC to suggest that one color option for pool furniture should include the Cameron Station branded colors of green and gold. Ms. Hemel also provided an update that the next Meet-and-Greet event for new residents is planned for Saturday, April 5, 10:00 am – 12:00 pm, ET at the clubhouse. She encouraged CCFC members to attend.

V. Board of Directors (BOD) update

Before the meeting, Brendan Hanlon provided the BOD update by email:

- The Board approved the purchase of a new stair-stepper machine.
- The Board received the quote for year-round pool use and concurred with the view that this would not be a good use of community funds.
- The Board received an update on the efforts of the CCFC to purchase new pool furniture after soliciting community input on styles and colors.

VI. Health Fitness (formerly ProFIT) Representative Report

A. January Report. Jill Bakner provided the update and noted that attendance continues to increase. Two new Matrix strength pieces have been installed and the old equipment removed. A new stair-stepper machine is being ordered. A new Pilates instructor was hired in January but then quit. Health Fitness is working to find a new instructor.

The CCFC pointed out a few items in the fitness center to be addressed:

- Update “out of service” signage to show status and date of expected correction.
- Touch up painting is needed on the repaired wall in the multipurpose court.
- A bolt on the safety handle of the seated leg press needs to be tightened.
- The new leg curl/leg extension machine back rest needs adjustments as it is loose.
- One treadmill is old and out of service: Health Fitness to provide a quote for a new treadmill.

VII. Matters for Committee Decision

A. Outdoor Water Fountain. Patrice Johnson provided information on options for a new water fountain and bottle filler to replace the old water fountain by the pool deck. The CCFC asked CAMP to obtain additional quotes for fountain options that included a water filter. CAMP committed to obtain new quotes.

VIII. Matters for Committee Discussion

A. Pool Furniture Survey. After the initial pool furniture survey was sent to the community residents, some residents requested that additional color options be considered. One option, discussed by Ms. Tricia Hemel, should include the Cameron Station branded colors of green and gold. Dan Ogg provided several new color options for review by the CCFC and will add one more option for green and gold. After images of the new options are provided, CCFC asked CAMP to send out a new survey to community residents.

B. Humidity Control in the Fitness Center. CAMP explained the humidity issue in the fitness center. CAMP maintenance will work to resolve the issue.

C. Solar Panel Bids. CAMP provided information on two preliminary bids to add solar panels to the roof of the Cameron Station clubhouse (to offset electricity usage in the clubhouse). This study was requested by a resident. The two bids were approximately \$193,000 and \$225,000. The CCFC believes that more study is needed. The CCFC asked CAMP management to investigate how such a project would impact the community’s Reserve Study. CCFC also asked CAMP to present the estimates to the BOD and get feedback from the BOD.

IX. Management Report

A. Financial Committed Funds. The CCFC operating budget is well positioned, and on-track to come in under budget for 2025.

B. Action Item List/Pending Tasks. Management reviewed the status of items on the Action List.

X. New Business
No new business.

XI. Adjournment
Tim Regan made a motion to adjourn the meeting at 8:30 pm. Dan Ogg seconded the motion, and it passed unanimously.



Cameron Club Monthly Report

January 2025

Attendance and Usage

January – 6,244

Average usage per day-208

December – 5,106

- Average use per day- 170

Facility & Operations

Group Exercise Class Program

- The most attended class for this month was Total Body Weights. We had an increase in attendance, 6 out of 10 classes.

Exercise and Facilities Equipment

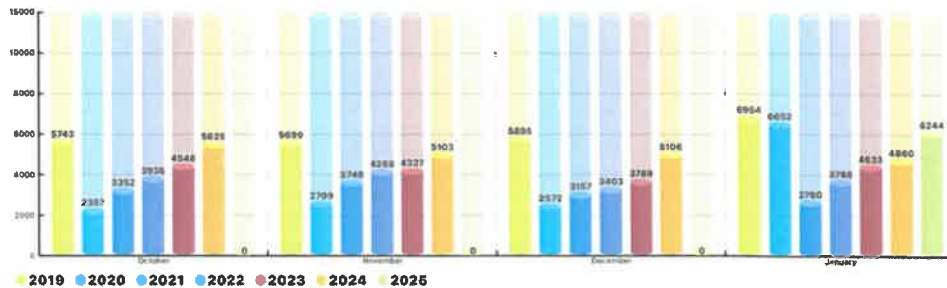
- We are pleased to announce that the outdated strength equipment has been removed, and we have received the Matrix combination chest press/shoulder press.



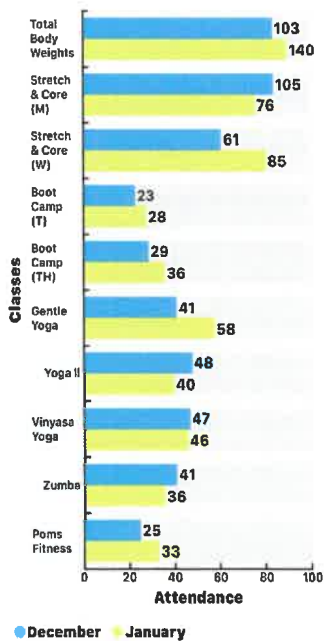
Programming

On February 22nd, we are rolling out the are you fit enough challenge. This will be a combination of exercises designed to push strength and endurance. One winner from each division will win 2 movie tickets to the Hoffman AMC theater. Details will be posted in the Cameron Station newsletter.

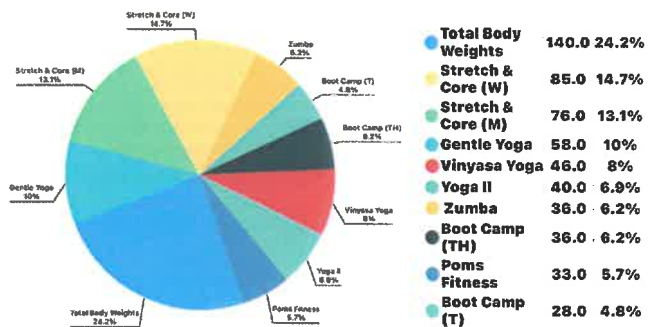
Attendance Numbers January 2025



Class Numbers January 2025



Percentage January 2025



Meeting Minutes
Cameron Station Community Association
Common Area Committee (CAC)
Monday, January 13, 2025 – 7:00 PM

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

Members Present: Martha Romans, Mindy Lyle, Kathy McCollom, Don Williams (via Zoom), Patrick Kairouz (via Zoom), and Sarah Markel

Members Not Present: Jeff Gathers

Others in Attendance: Patrice Johnson, CAMP; Adrienne Zaleski, Lancaster Landscapes.

Motion to approve agenda.

Moved by Kairouz, seconded by Williams.

For: All

Against: None

Motion Passed

Motion to approve the minutes of the November meeting.

Moved by Kairouz, seconded by Markel.

For: All

Against: None

Motion Passed

HOMEOWNERS FORUM

No homeowners in attendance.

BOARD UPDATE

John Stowe, Executive Board Liaison, provided an update via email about visitor parking: A community survey will be sent out soon.

LANCASTER REPRESENTATIVE REPORT

Zaleski provided the following updates:

- A final leaf removal pass will take place after all snow melts in January.
- Early Spring cutbacks will take place in late January or February.
- Some English Ivy that has grown around the main circle will be removed in early February.
- Two tree dates are scheduled for February.

Zaleski also provided high-level recommendations for projects to be completed in the community during 2025. The CAC also discussed plans for future years, particularly for areas of the community with declining trees. See Appendix.

MATTERS FOR COMMITTEE DISCUSSION

Native Planting along Knapp fence line: Zaleski and the CAC agreed that a mix of native and non-native perennials would improve the aesthetics along the Knapp fence line.

Helmuth Pocket Park: Zaleski presented a proposed design for the park. She noted the trees in this park are in decline. It was suggested that CAC visit the park with the Lancaster team to plan a design that meets the needs of the local community.

Brawner Pocket Park: Zaleski noted that the developer installed the plantings in this park. As a result, they are declining due to age and are due for redesign. The CAC discussed options that included low hedges, perennials, etc.

The CAC discussed pooling water on walkways near the linear park; management was asked to submit a request to Alexandria City to address this issue.

2025 Irrigation: The irrigation project is not in the 2025 reserve study. It will be included in the 2026 study. Actual work on the irrigation project is anticipated to start in 2026 at a cost of \$200K per year for three years.

There are multiple issues with the current irrigation system. Previously, the irrigation system had been developed in a piecemeal approach. Some areas are battery operated. There are residents that have been turning on or off the systems, which causes breakage and wastes water.

There are several areas that are not irrigated at present (e.g., curb strips on Cameron Station Blvd). There have been many requests for irrigation from homeowners for the extension of the system to areas near their homes.

Williams asked if there was documentation on what systems are in place at present.

Zaleski suggested the CAC gain a better understanding of which areas are the city's responsibility and which are the responsibility of the community.

MANAGEMENT REPORT

Johnson provided the following management updates:

- Replacing some rotting wood on the gazebo will take place in the spring.

- At Brenman Park, the benches will be power washed in the Spring.
- The CAC budget includes a variance of \$45K which will be reallocated to the reserve.

Motion to approve CAC meeting dates for 2025 as reflected in the CAC meeting packet.

Moved by Romans, seconded by McCollom.

For: All

Against: None

Motion Passed

NEW BUSINESS

- The next CAC meeting will take place Monday, February 10, 2025, at 7:00 PM

ADJOURN

The meeting adjourned at 8:59 PM

Respectfully submitted,

Sarah Markel

APPENDIX:



**Cameron Station Community Association
5 Year Landscape Recommendation Plan**

2024

1. Donovan Pocket Park (#11) - COMPLETED
2. (2) Pocket Parks on Helmuth - DELAYED
Corner of California and Helmuth (#3)
Corner of Helmuth and Knapp (At Mailboxes)
3. Conservation Garden - COMPLETED

2025

1. Native Planting Installation Along Knapp Fenceline
2. Brawner Pocket Park (#18)
3. Revisit Helmuth Pocket Park – Corner of California Lane

2026

1. Kilburn/Donovan Pocket Park (#4)
2. Bessley Pocket Park – North (#2)
3. Bessley Pocket Park – South (#16)

2027

1. Redesign Corners of Duke and Somerville
2. Barbour Pocket Park (#8)
3. Pocosin Pocket Park (#1)

2028

1. Knapp North Pocket Park (#14)
2. Donovan West Park Pocket (#12)
3. Entrances to Linear Park
4. Erosion Areas As Identified On Map

CAMERON STATION
RECORD REQUEST FORM

MAILING ADDRESS: 8629 Fort Hunt Road, Alexandria, VA 22308
ADDRESS OF PROPERTY: 440 FERDINAND DAY DR, ALEXANDRIA, VA 22304
PHONE NUMBERS: 518-281-4709 (WORK, CELL, HOME)
EMAIL: GHILLSON@YAHOO.COM

DESCRIPTION OF RECORDS REQUESTED:

1. The recording of the Board of Directors meeting held on Oct. 29, 2024. During this Board meeting, which was held in hybrid format (in-person and via Zoom), Zoom alerted attendees that the "recording was in progress" and that "this meeting is being recorded."
2. The "10/6 Complaint Form" discussed and addressed by the Board at its meeting of Oct. 29, 2024. During that meeting, a resident (Shivani Gifford) participated in a hearing, during which references were made to a complaint form submitted by that resident, but the complaint form itself was not included in the Board meeting package. To the extent that portions of that complaint form may be withheld under the VPOA, the HOA is required to redact those portions and disclose the remainder.

PLEASE NOTE: It is my understanding that under VPOA Section 55.1-1815, the HOA may only seek reimbursement of *reasonable* costs of materials and labor, not to exceed the *actual* costs of such materials and labor, in responding to records request.

I assume that any cost of preparing these documents for my inspection would be nominal and therefore will not be charged.

PURPOSE OF REQUEST:

My purpose is to keep apprised of the governance and affairs of the community, not for any commercial purpose.

I AM REQUESTING:

The opportunity to EXAMINE the materials referenced above. I do NOT request "copies."

However, if it's easier and more cost-effective for the HOA, I am willing to accept copies of the materials, preferably electronically / via email.

Please provide the opportunity to inspect and examine the requested records within 5 business days of the date of this request, per VPOA Section 55-510.

SIGNATURE:



DATE:

010/29/2024



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
February 25, 2025**

**TOPIC: Level – I Reserve Study
Motion 2025-0201**

Motion:

“I move to approve the **PM+ Proposal** in the amount of **\$5,600** to complete a **Level I – Full Study Reserve Study** to be paid from the operating funds.

Motion: _____

2nd: _____

Summary:

In Virginia, homeowners’ associations (HOAs) are required to conduct a reserve study every five years. The study must be performed by a qualified professional.

Reserve study requirements

- **Frequency:** Conduct a full reserve study every five years
- **Review:** Review the study annually and adjust the budget as needed
- **Funding:** Include the current and projected reserve funds in the annual budget
- **Analysis:** Include a physical inspection of major components and an analysis of the reserve fund
- **Recommendations:** Include a recommended funding plan

CAMP Recommendation:

Management supports the recommendation for PM+ to complete the Level I – Full Reserve Study.

C/o Mr. Steven P. Philbin, M ed., CMCA®, ARM® PCAM®
General Manager
Cameron Station Community Association
200 Cameron Station Boulevard
Alexandria, VA 22304

Dear Mr. Philbin:

PM+, a firm established in 1990, specializing in reserve studies and preventive maintenance manuals for condominiums, HOAs, office buildings, retail structures, churches, and other institutions. All work is done by a professional engineer (P.E.), reserve specialists (RS) and professional reserve analysts (PRA), all highly experienced in facility maintenance, repair and replacement needs. Some of our greatest compliments include:

“Easy to read reports – Succinct to the point”
“Very detailed and thorough component listing”

“Realistic cost and useful lives”
“The best financial analysis and summary I’ve seen”

PM+ Reserve studies are Cash Flow studies as they are the preferred method for funding the reserves; however, we will also provide component calculations if desired, no extra charge.

This submittal contains three parts: 1) our proposals, 2) a sample reserve study, 3) our reserve study brochure.

In reviewing the attached sample reserve study attention is called to the 1st paragraph on page 1 - “Key to Understanding Study Results.” Information in this paragraph and the two tables that follow succinctly summarize study findings. All one needs to know about the associations reserve program is contained in these three entries. **This unique and proprietary summary is only found in a PM+ study.**

PM+ reserve studies surpass statute requirements established by the Commonwealth of Virginia, State of Maryland, Community Association Institute (CAI), Association of Professional Reserve Advisors (APRA), Audit and Accounting Guide issued by the American Institute of CPAs, banks, government agencies, and other mortgage loan institutions.

We offer the following reserve study levels authorized and approved by CAI and APRA:

Level I Full Study (On-site inspection of components). This study is best suited for associations who never had a study done, want an all-inclusive report because board members have changed, need an in-depth understanding of the reserve, or the previous study is outdated. The following are included in our fee:

1. All reserve components are identified with a condition assessment made for each component.
2. Estimated replacement cost, average and remaining useful lives provided for each component.
3. In addition to the 30-year funding plan required by CAI and APRA we also provide 50-year plans to validate the property’s long-range needs will be met without substantial contribution increases in future studies.

4. Inflation and interest are applied. We apply 2.73% for inflation and 2.32% for interest, both based on 10-year CPI and U.S. Treasury data. You may request other factors if desired or interest on savings not be applied.
5. We provide a comparison of the property's reserve standing to the 100 most recent properties PM+ studied. The comparison shows cost per owner, percent funded, reserve savings and how many years current savings will cover expenses. This is only found in a PM+ study.
6. We do up to three virtual meetings to explain the study and answer questions.
7. We answer emails and telephone calls in a timely manner.
8. You may seek our advice on property engineering matters.
9. Our reports are based on sound engineering principles in a format that readers can understand. Reports are in PDF for ease of filing and transmitting to interested parties.
10. This is a fixed fee proposal, there are no extra charges if changes to our work are needed; however, we do charge for changes to our assumptions that management or the association request.
11. Certificates of insurance for our General, Professional, and Auto Liability policies, provided upon request.
12. This reserve study does not include a structural inspection of buildings or structures; however, if any are called to our attention or if we see any, we will provide our recommendations in the study.
13. Photographs are included.
14. Excel spreadsheet with values for: 1) component description, 2) quantity, 3) average and remaining useful life, 4) estimated cost for each component, and a 10-year expense projection so the Association can develop its own spreadsheet for tracking work completed and future projects.

Level II Update Study The same as Level I study except **photographs** and **Excel spreadsheet** are not included. This study is best suited for communities who only need an update to their last study.

Level III Update Study (No on-site inspection – information on work done, year and cost since last study is provided to PM+). Level III studies are lower cost financial updates performed between PM+ Level I and II studies. Level III's are best for associations where one or more of the following apply: 1) a sizable amount of reserve work was done since last study, 2) Board priorities for future work have changed, and 3) Board wants to know the reserve contribution going forward. We offer two types of Level III studies:

- Last PM+ study is no more than **three years old**. We hold Level III studies held to 3 years because wear and tear affect components, so a visual inspection is needed to evaluate condition and project timing. Both are critical for calculating contributions.
- Save a date **now** for your next study to be a Level III update. We save a date for a future Level III study and confirm with association before proceeding. There is no charge if the association elects not to proceed.

Our Fee for each reserve study level. To be delivered within 60 days¹ after receipt of signed proposal acceptance, if needed sooner, tell us your need by date.

Level I Full Study	\$5,600
Level II Update	\$5,100
Level III Update	\$3,300 (last PM+ I or II study must be less than 3 years old).

Fees quoted are net of any vendor compliance fees imposed as a condition of payment.

Please select on page 4 the level of service desired.

Our reserve team and study leaders (Most site visits are done by 2-4 inspectors, all highly skilled in their area of expertise):

1. Mario B. "Ben" Ginnetti a registered professional engineer (P.E.), a CAI Certified Reserve Specialist (RS) and Professional Reserve Analyst (PRA) with 60+ years of facility engineering and community association work who has completed more than 4,500 studies.

2. Ronald P. Kirby Jr. (RS) – 40+ years facility engineering experience specializing in project development, bid solicitation, and construction management projects for condominium and homeowner associations. Has completed over 1,000 reserve studies, small to exceptionally large communities.
3. Stacey L. O'Bryan, PRA, RS, MBA - 25+ years of capital planning, budgeting, construction, maintenance, and repair of facilities valued over \$500,000,000.
4. Other professional will participate at PM+ expense if their discipline is needed with the reserve study.

References – many others if requested:

Bellevue Condominium

Mr. Archie Best, CMCA, AMS
Maintenance Director
(703) 660-6611

Capitol Companies

Mr. Mike Peterson, CMCA
CFO/Vice President
(703) 707-6404

Lake Ridge Association

Mr. Mark Brooks
Facilities Director
(703) 675-1864

CAMP

Ms. Heather Graham, PCAM
Executive Vice President
(703) 821-2267

FirstService Residential

Mr. Todd Taylor, CMCA, AMS
Senior Community Manager
(703) 385-1133

TWC Management

Mr. Kim Hendon, PCAM
Vice President
(703) 437-5800

Small list of some HOA clients:

Ashburn Farm
Birchwood
Blue Spring Farm
Cameron Station
Dawson's Corner

Dulles Farms
Glenkirk Estates
Lake Manassas
Lake Ridge Parks & Rec.
Little River Commons

New Bristow Village
Pinewood Lake
Red Cedar West
Shenandoah/Lake Frederick
Southbridge

Some Condominiums/Co-ops:

Apolline
Bellevue
Harbor View at Belmont Bay
Dominion Heights
Fairlington Green

Fortnightly Square
Gates of McLean
Greenbelt Station
Memorial Overlook
Palladium at McLean

Phoenix
Representative
Summerfield at Brambleton
Watergate West
West Village of Shirlington

Other Properties: - Professional and Commercial Buildings, Churches, Child Development Centers, and others.

If this proposal is acceptable, please complete as much information as possible on the proposal acceptance and return a copy for our files. Payment of our fee is due within 30 days of study delivery; down payment not required.

Sincerely,

Mario B. "Ben" Ginnetti, PRA, RS, P.E.
President

Enclosures - Sample Reserve Study
-PM+ Company Brochure

Proposal Acceptance**Complete as much as possible and Email to Engineer@pplusreserves.com**

Please select service desired for study delivery in 60 days.

 Level I \$5,600 Level II \$5,100 Level III \$3,300 Only select if it has been less than 3 years since the last Level I or II PM+ study.Should we "Save a Date" for a Level III financial (\$3,300) review in 1, 2 or 3 years, Yes, No?

_____ Signature	_____ Title	_____ Date	_____ Phone # (Contact Person)
--------------------	----------------	---------------	-----------------------------------

E-mail study to: _____.

Please provide the following:

Street name of main entrance to property _____ City _____ State _____?

Total # of homes _____, # of single family _____, # of townhomes, _____, # of other style _____?

of Community Centers ____ Tot Lots ____ Swimming Pools ____ Tennis Courts ____ multi-Purpose Courts ____?

Do study for FY _____ (e.g., FY25), it starts _____ (e.g., Jan 1, 2025)?

What is the estimated amount of cash reserve expected at start of FY \$ _____?

Last year's reserve contribution was \$ _____, or, if the association is already in the current fiscal year what is the board approved contribution _____?

Is interest earned on reserve savings applied to the reserves Yes No? We use the last 10-year CPI & Treasury averages, currently 2.73% for inflation and 2.32% for interest. If other factors are preferred, what percentages should we use for _____% for inflation, for _____% interest on savings?

Is there a minimum dollar amount the Association would always want to preserve in the reserve account _____, if no amount is indicated PM+ will recommend an amount.?

Does the association currently follow a preventive maintenance plan? Yes No?Do owners pay their own: Water Yes No | Electricity Yes No | Gas Yes No?

Do you want:

The comparison of your current reserve status to other properties we have studied Yes No?The Component Method calculations too Yes No?We do not include painting in the reserves unless asked. .Painting is considered maintenance by the IRS, appropriately funded from the operating account. Do you want painting in the reserves __ Yes __ No? If yes, when was the last painting and what did it cost: **Interior** _____ Year _____ Cost? **Exterior** _____ Year _____ Cost?

Inspection and/or services cost for reserve components can be included in the reserves. If the property has the following, please provide cost and inspection frequency in years for:

Elevators \$ _____, frequency _____ yrs., Boiler(s) \$ _____, frequency _____?

Fire alarm system \$ _____, frequency _____ yrs., Fire sprinkler system \$ _____, frequency _____ yrs.?

Tightening electric panel connections \$ _____, frequency _____ Yrs.?

Roof anchor annual inspection \$ _____, Roof anchor load test, \$ _____, frequency _____?

If there are other inspection and/or services cost and frequencies, please list them here:

Please identify any reserve work done and what it cost since the last study was completed.

Are there Board priorities for reserve items? Identify item, year to be done and estimated cost?

Are there any facility or equipment problems that we should be aware of? Especially tell us of any structural problems, and their locations, so we can inspect and provide recommendations.

Your HOA-FY24

Fairfax, VA

Level I Full Reserve Study

June 11, 2023



Prepared for:

Board of Directors



Ronald P. "Ron" Kirby, RS

Mario B. "Ben" Ginnett, PRA, RS, P.E.

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4388 Poplar Tree Court, Chantilly, VA 20151 ♦♦♦ 703.803.8436

Email - Engineer@pmlusreserves.com ♦♦♦ Web Site - www.pmlusreserves.com

VIRGINIA REQUIREMENTS FOR RESERVE STUDIES..... ii

EXECUTIVE SUMMARY 1

STUDY INFORMATION 3

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Documentation that supports the reserve contribution and other findings shown in the Executive
Summary (page 1) begin on.....A1

EXCEL SPREADSHEET COMPONENTS.....NO PAGE #

VIRGINIA REQUIREMENTS FOR RESERVE STUDIES

§ 55.1- 1965 (Condo's) & 55.1-1826 (POA's), Annual budget; reserves for capital components (enacted October 1, 2019)

- A. Except to the extent provided in the condominium instruments, the executive board shall, prior to the commencement of the fiscal year, make available to unit owners either (i) the annual budget of the unit owners' association or (ii) a summary of such annual budget.
- B. Except to the extent otherwise provided in the condominium instruments, the executive board shall:
 1. Conduct a study at least once every five years to determine the necessity and amount of reserves required to repair, replace, and restore the capital components as defined in § 55.1-1900;
 2. Review the results of that study at least annually to determine if reserves are sufficient; and
 3. Make any adjustments the executive board deems necessary to maintain reserves, as appropriate.
- C. To the extent that the reserve study conducted in accordance with this section indicates a need to budget for reserves, the unit owners' association budget shall include:
 1. The current estimated replacement cost, estimated remaining life, and estimated useful life of the capital components as defined in § 55.1-1900;
 2. As of the beginning of the fiscal year for which the budget is prepared, the current amount of accumulated cash reserves set aside to repair, replace, or restore the capital components and the amount of the expected contribution to the reserve fund for that fiscal year;
 3. A statement describing the procedures used for estimation and accumulation of cash reserves pursuant to this section; and
 4. A statement of the amount of reserves recommended in the study and the amount of current cash for replacement reserves.

EXECUTIVE SUMMARY

KEY TO UNDERSTANDING STUDY RESULTS – The purpose of a reserve study is to establish a financial plan for keeping the property’s common and limited common elements in good repair. The plan is developed by identifying the component, assessing its condition, and estimating both the time when work will be needed and cost of work. In a **PM+** study these entries can be found beginning on page A1, columns (1), (4) and (5). Those entries combined with reserve savings, current reserve contribution, interest, and inflation rates and how much of a contingency should be preserved to fund unforeseen events are the factors that determine the reserve contribution.

RELEVANT DATA

1st Study Year FY24	70,000 Contribution FY23
FY Begins 1-Jan-24	2.47% Inflation
Inspection Date(s) 23-May-23	2.15% Interest
# Units 375	

AOH (cash/investments start of fiscal year) and **Current Year Contribution** were provided to **PM+** and were best estimates available when provided, they are not audited amounts.

INTEREST AND INFLATION¹ best project future needs of the property. Inflation is based on the last 10-year Consumer Price Index (CPI) average; interest on savings is based on the 10-year average of the Constant Maturity Yield for the 10-Year U.S. Treasury security note. Recommended owner contribution assumes interest will be applied to the reserves and not used to offset operating account expenses or for other purposes. If interest is not applied to the reserves, the annual contribution will need to be increased by the interest amount.

STUDY SUMMARY

Reserve Contribution Recommended for FY24	\$63,850
Accumulated Cash on Hand (COH) Start of FY23	595,030
Current Estimated Replacement Cost	1,256,480
Average Useful Life Years (All Components) ²	20.6
Average Remaining Life Years (All Components) ²	9.7

Additional Study Values

Average Yearly Owner Contribution	170
30 Year Income	3,143,760
30 Year Income From Interest	353,620
30 Year Income From Assessments	2,790,140
Years 1-30 Minimum Threshold \$ ³	193,590
%	15.4%
Years 31-50 Minimum Threshold \$ ³	4,730
%	0.4%

OUR ANALYSIS indicates the association will need to contribute the highlighted amount in FY24 to meet the reserve needs of the property using the cash flow method. For yearly contributions see page A7, column (14); year end balances contributions should provide see column (15).

FOR VIRGINIA PROPERTIES – Information the executive board is to make available to unit owners, prior to commencement of the fiscal year, are listed in Study Summary. **PM+** suggest for the statements required, if the following is accurate, the statements read as follows: “The association expected contribution to the reserves in FY____ will be

1. Although factors used may not prove to be precise they should be reasonable predictors of future costs and return on savings.
 2. See “A” pages for lives of all components.
 3. Minimum Threshold - 30 and 50 years shown. If 50-year is high at this time, it will adjust with future updates.

\$_____. Procedures the association uses for estimation and accumulation of cash reserves is provided by an independent professional specializing in reserve study requirements.”

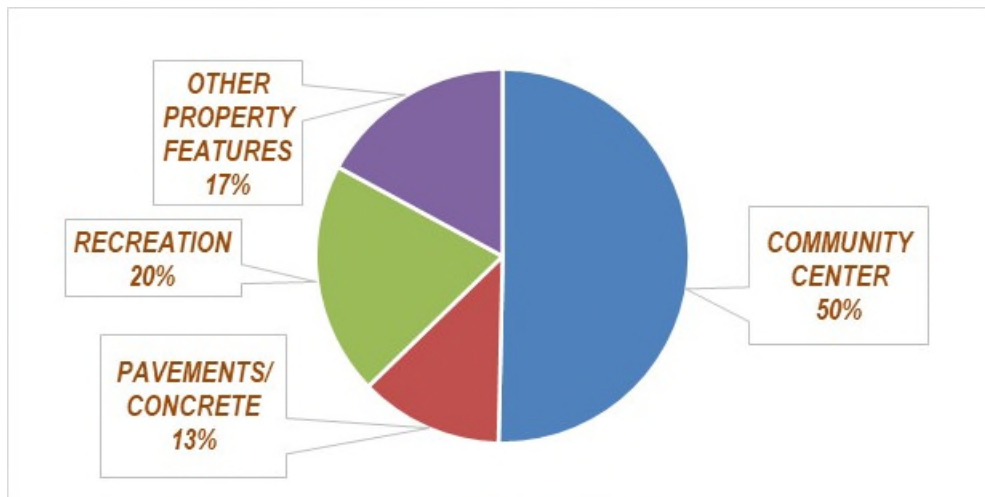
Factors considered in determining the annual contribution are: 1) funds should always be available to pay for needed work, 2) a minimum balance must be preserved for contingencies, and 3) when studies are updated there should not be a substantial increase in the contribution. To avoid substantial increases **PM+** studies consider the first thirty-years and an additional twenty-years, making the "look at" period a total of 50-years. This projection assures the recommended contribution is based on a sound long range analysis of the property's reserve needs.

Note - dollars in future studies will vary with accrued savings, useful lives, inflation, interest, and cost for work.

RECOMMENDATION:

Fund the reserves to the recommended amount using the cash flow method. If the component method is used to fund the reserves see columns (17) and (18), same page as above for yearly contributions and year end balances.

WHERE CONTRIBUTIONS TO THE RESERVES GO OVER 30-YEARS:



STUDY INFORMATION

THIS STUDY was performed with an on-site visit and is the initial engagement for the property by **PM+**. **PM+** has neither collaborated with nor provided consulting advice about property issues.

STUDY WAS DONE by Mario B. "Ben" Ginnetti, **PRA, RS, P.E.**, Ronald P. Kirby, Jr., **RS** and Stacey L. O'Bryan.

RESERVE STUDY criteria are defined by the Community Association Institute (CAI) and the Association of Professional Reserve Analysts (APRA). In complying with the criteria this study compares the "Associations" current funding plan to the two recommended methods for preparing reserve studies, "Cash Flow (AKA Pooling)" and "Component." This is a reserve study only - no other use is intended.

COMPILED in accordance with generally accepted standards and represents our professional opinion on the components, timing and costs needed for repair and replacement. Study information was obtained from field measurements, visual observations, and management (information provided by management is reliable). Also, taken into consideration are construction features, current conditions, and component age. Testing was not performed, nor was demolition done or panels removed to determine conditions that are not obvious. Based on our observations and the information gained during the visit this study contains, to the best of our ability, all material issues required to determine the funding needed to meet the property's reserve requirement.

AGE, UNITS, STYLE, AND AMENITIES

Constructed in 2003.

375-townhome units.

Major amenities – swimming pools, multi-purpose courts and tot-lots.

CASH FLOW AND COMPONENT STUDIES (component method may not be included in this study) – Note: Most professional reserve providers, accountants and managers agree cash flow is the preferred method for funding reserves.

CASH FLOW METHOD - This method develops the funding plan by having the annual contributions offset the variable annual expenses. All expenses are averaged over the life of the study to calculate the annual contribution needed to support the reserve requirement. Yearly contribution increases are mostly attributed to inflation. Cash flow plans are usually good for 3-5 years before needing updates.

COMPONENT METHOD - This method develops the funding plan by dividing the remaining useful life into the balance needed to fund the component for only the next cycle of work. Yearly contributions can vary significantly from year to year depending on where the components are in their life cycle. Contributions needed to pay expenses will equal the cash flow method over the life of the study. If this method is chosen studies should be updated annually.

FUNDING GOAL

This study complies with the "Threshold Funding Plan" established by the CAI) for reserve studies. Funding goal objective is to keep the reserve balance above a specified dollar or percent funded amount.

COMPONENT CLASSIFICATION

PREDICTABLE LIFE CYCLE

Components have a predictable life cycle (average useful life). Total replacement needed at end of life.

ANNUAL ALLOWANCES

We reserve an average annual amount for these components. They are typically “life of the property” or long-lasting components that do not have a predictable life cycle. We assume the association will keep these components in satisfactory condition with timely spot repairs.

FOLLOWING CONSIDERATIONS should be taken into account to properly manage the reserves: 1) properly funded reserves avoids “special assessments”, 2) each owner should pay their fair share for the time they use the component, 3) when reserve funds are available the Association is more inclined not to defer work; deferral results in additional deterioration and “catch-up” costs to restore the component to a good condition, 4) government mortgage guarantees agencies, i.e. FHA, require a current reserve study to be available before backing a loan, and 5) some state laws require them. In addition to these considerations, a new factor has recently become apparent. Years ago, owners were poorly informed on the importance of the reserves and paid very little attention to whether a property had an adequate plan for funding the reserves. With the inclusion of reserve tables in resale packages and other publicity, many potential buyers are now verifying the reserve status before they buy.

ALTHOUGH we use generally accepted techniques and best information available, it is possible actual costs and useful lives can vary significantly from our estimates. We recognize that possibility and attempt with our methodology to arrive at the overall funding recommendation that will avoid or minimize the amount of funding if a special assessment is needed to do reserve work.

FOR THE RESERVES to be an effective budget management tool it will need periodic updates. Because reserves on hand, current costs, quality of maintenance, acts of God, vandalism, and useful life can vary from year to year, a periodic review will assure it remains an effective management tool. We recommend studies be updated every 3 years.

UNLESS OTHERWISE NOTED this study does not take into consideration any work the association may need to correct hazardous or defective conditions, such as issues with asbestos, radon, lead, mold, FRT, etc., nor will it fund major projects to repair/replace facades, building tension cables, utilities, and other essential systems. Projects of this nature require the services of engineers or other consultants to determine scope, timing, and projects costs. If requested, once costs and project timing are known, we will provide a revised study at no additional cost.

FOR ANY RESERVE PROJECTS in progress on the date(s) of our visit our observation of the work should not be considered a project audit or quality control inspection. We leave that to others to determine.

IF WE DESCRIBE PREVENTIVE MAINTENANCE recommendations in this study they are intended to be general in nature and the most common tasks needed to extend useful life. They are not all inclusive; we do not imply that is all that is necessary for good maintenance. Manufacturers’ brochures, service specialty companies, and other qualified sources should be consulted to establish the full array of actions needed for proper preventive maintenance.

FUNDING FROM RESERVE VERSUS OPERATING ACCOUNT - There could be components in this study the association is funding from the operating account. When there are, we recommend they be funded from the reserves. When components are worked on it usually extends their useful life - a proper reserve expense. Reserve funds are intended to keep property components in good repair and to replace those that need replacing; operating funds are intended for maintenance and reoccurring operating expenses.

MAINTENANCE/REPAIR/REPLACEMENT TIPS & RESERVE CONSIDERATIONS

THERE ARE THREE LEVELS of care needed to maximize the useful life of equipment and property components: 1) Maintenance, 2) Repair and 3) Replacement.

MAINTENANCE is taking care of a component by doing such tasks as sealing pavement cracks to prevent water from undermining the base, painting to prevent metal corrosion or wood rot, lubricating moving parts on mechanical equipment, fan belt adjustments, etc. An example of maintenance - an asphalt parking lot of 1000 square yards develops a 10-foot-long crack in the surface. The crack can be sealed for about a dollar a linear foot. By doing so, water will not seep through the asphalt causing damage to the base course. That simple maintenance action extended the useful life of the pavement at minimum cost. Assume the crack was not sealed and it grew to a 12' by 12' base damaged area. Cost of repairs would be approximately 60 times as much as fixing the crack. If the damaged area was not repaired and eventually the entire lot had to be replaced it would cost considerably more. Therefore, the prudent thing to do is good maintenance. It's the least costly of the three levels of work. It involves the least expenditure of funds and is the best way to maximize useful life.

PRIOR TO TOTALLY REPLACING a component, e.g., a roof, a fence, an air conditioner, etc., all measures should be taken to extend the useful life of the component with repairs. If the roof is leaking do not automatically think the entire roof needs to be replaced. Most leaks occur around penetrations and flashed areas and they can be repaired for less than replacing the entire roof. Fence posts almost always rot out at ground level before the rest of the fence. Posts can be replaced without purchasing a complete new fence. The same applies to most mechanical/electrical equipment. Tube leaks frequently occur in boilers; compressor failures occur in air conditioners and circuit breakers wear out in electric panels. These kinds of failures are repairable without replacing the entire component. The reserve table should be used as an aid in establishing budgets - not as a work plan. When used as a budget management tool its effectiveness will be recognized when funds are readily available to do work - when it must be done. Do not use the remaining useful life data as a work plan. It should be treated as a "window of probable expectancy", based on statistical information, historical trends, conditions at time of survey and experience of when repair or replacement is most likely to be needed. Actual work should not be done until needed. For example, if paving is estimated to need replacement in five years but it's not a problem at that time, put it off until it is a problem. Conversely, if repairs are necessary sooner, do them sooner.

WHEN CONTRACTING for services, seek competitive bids and purchase only what's necessary to restore the component to its "like original" condition. Include state-of-the-art improvements but avoid over buying or substantially enhancing a component beyond its original condition. Such improvements are not included in the cost estimates.

CATASTROPHIC FAILURES to such components as footers, foundations, floors, exterior walls and total replacement of utility systems, etc., are not included in the table. They are not included because they are not predictable and it is rare that these components must be replaced in total. We do recommend a reasonable annual amount be set aside for some repairs and reflect that in the reserve table.

FUNDING FOR RESERVES SHOULD BE FAIR TO ALL OWNERS; past, present, and future. The worst-case scenario for a property is to have no money set aside to pay for repairs/replacements forcing the current owners to pay the total cost. Additionally, having insufficient reserves also presents some injustices as illustrated by the following example:

Mr. and Mrs. "X" owned a unit at the property for the first ten years of its existence when reserve funding was suppressed and insufficient to take care of future problems. Mr. and Mrs. "X" sell their unit and leave. Five years after they leave the pavement and sidewalks need to be repaired. Mr. & Mrs. "Y" now own the unit and receive notice they are to be "specially assessed" to pay for the repair costs.

For demonstration purposes let's say the pavement and sidewalk repairs costs \$150,000 and the association has \$50,000 in the reserve account. Let's also assume there are 100 units at this property.

Over the last fifteen years, past and present owners set aside \$50,000 to take care of the \$150,000 expenditure. Expressed in \$/year that equates to \$3,333/yr. or \$33.33 per owner per year.

Mr. & Mrs. "X" had the benefit of good paving and sidewalks for 10 years at a total cost to them of \$333.30. Unfortunately for Mr. & Mrs. "Y", they only used the components for five years, but it will cost them \$1166.50 for their share of the repairs.

Calculations for the above are as follows:

$$5 \text{ years they lived there} \times \$33.33/\text{yr.} = \$166.50$$

The difference between amount in reserves and repair costs divided by number of unit owners:

$$\begin{array}{rcl} (\$150,000 - 50,000) / 100 & = & \underline{\$1000.00} \\ \text{Total cost to Mr. \& Mrs. "Y"} & = & \$1166.50 \end{array}$$

Or, said another way:

Mr. and Mrs. "X" used the components for 66% of their useful life but only paid 22% of the repair cost.

Mr. and Mrs. "Y" used the components for 34% of their useful life but had to pay 78% of the cost.

For funding to be fair all owners should contribute their share of the costs for the period they use the component.

READING and UNDERSTANDING TABLES/CHARTS

(Some information may not appear in this study).

RELEVANT DATA

Study fiscal year, inspection date(s), units, association's financial data, and interest/inflation rates.

SUMMARY OF THE ASSOCIATION'S RESERVE FINANCIAL PLAN

Financial summary of study results.

TABLE OF REPAIR & REPLACEMENT RESERVES

The Repair and Replacement Table shows the common or limited common element, average and remaining useful life, and estimated cost for work. This information, for the most part, is self-explanatory; however, when we believe more information is needed, we provide comments or use photographs.

Column

- (1) The property components the association should include in the reserves. Where a 15%, 30%, etc., is shown it means total replacement of the item is not anticipated. If we have omitted or added components that are not common or limited common area responsibility, please inform us so we can provide a revised table. It also applies if the association accomplishes the work from their annual operating expense and a reserve set-aside is not needed. If components are included that are operating expenses, we leave it to others to determine the correct tax consequence of the component.

- (2) Approximate quantity and unit of measure. The following abbreviations are used; however, they may not all appear in this study:

AC – Acres	LF - Linear Feet	SY - Square Yards
AnAvg - Annual Average	LS - Lump Sum	TN - Tons
BLD - Building	HP - Horsepower	UN - Units
EA - Each	RC - Replacement Cost	> - Greater Than
CY - Cubic Yards	SF - Square Feet	< - Less Than

- (3) The components' average useful life (Avg). Leading publications on useful life data, our own experiences and historical trends are used to determine average useful life.
- (4) Our best estimate of the remaining useful life (RUL). Some components in the table may not fail precisely as shown. We use the remaining useful life in conjunction with the estimated cost to calculate the annual contribution needed to fund the component. Actual remaining useful life can be significantly different.
- (5) Estimated costs are in current dollars; actual cost can be significantly different. Estimates are based on similar work in the greater Washington area, association experience, industry publications, such as R.S. Means and HomeTech, contractors and other reliable sources. It assumes the association will competitively seek bids and obtain a fair price in today's market. Some work, such as balconies, roofing, garages, façade, boiler, and chiller replacements, etc. may need the services of an engineer or architect to determine scope and oversee repairs. Those estimates take precedence over those shown in the table. Some costs can be more predictable than others, i.e., when roofs and pavements are replaced the entire component will most likely be replaced so a total replacement costs can be estimated. Other components, i.e., closed loop piping, plumbing, electrical and fire protection systems may not need total replacement and will continue to perform with sub-system repairs. For these components, we reserve a reasonable amount for this work.
- (6) Distribution of the funds the association had (is projected to have) at the start of their fiscal year or the amount we were requested to use. The program distributes a prorated amount to each component.

- (7) The amount needed to fund the balance of the requirement.
- (8) The contribution needed to fund the 1st year applying the cash flow method. Contributions from year to year are mainly adjustments for inflation.
- (9) The contribution needed to fund the 1st year applying the component method. Contributions from year to year can vary significantly.

30-Year Comparison of Financial Plans

Column

- (10) - Fiscal Year.
- (11) - Projected annual expenses.
- (12) - Cumulative expenses over 30-years.
- (13) and (16) - Interest earned per funding plan based on previous year-end balance.
- (14) and (17) - Contribution per funding plan, inflation applied.
- (15) and (18) - Projected year-end balance per funding plan.

GRAPHS

Graphs depict the projected contributions and year end balances for each plan. The contribution objective should be to have a consistent contribution, year after year, that can be maintained with inflation adjustments. Avoid fluctuating contributions as they can impose financial hardships on owners. The plot objective for the reserve balance is to have the year end balances always above the "X" axis. If it falls below, it indicates a special assessment or loan will be needed to support the reserves.

SUMMARY

- 30-Year Income - projected from interest and owners.
- 30 & 50-Year Minimum/Maximum Balances - includes contingency for unforeseen events.

PROPERTY COMPARISON

The "Property Comparison" chart compares the property's current funding to the last 100 properties we have studied. The comparison shows the maximums, minimums, property averages and medians compared to your property. Property features differ from one property to another so consider these as averages only and not a true comparison on your property to another similar property. Three comparisons are made:

- % Funded - Ratio of the current to the ideal Reserve Balance for each component in the Reserve Table. The ratio is a product of the "used-up" life, useful life, and component cost.
- Reserve Depletion Factor - Number of years amount-on-hand will fund (It's the same as the "go broke" date if no more money is added to the reserves).
- AOH-Dedicated reserve funds at start of study fiscal year.
- Cost Per Owner – Average contribution per owner needed to meet the reserve requirement. Dollar amounts will vary from property to property based on construction features, common/limited common elements, past contributions to the reserves and other factors that may not result in a true comparison.

Photo deleted in sample.

Photo deleted in sample.

Your HOA is a 375-unit townhome community located in Chantilly, VA, Photo is typical of the housing style.

Community center with meeting room and kitchen is on the upper floor. Bathhouse is situated below.



Windows and doors will need replacement when they fail or deteriorated.



Kitchen is in fair condition; all kitchens eventually need to be updated.



After years of use bathrooms and shower rooms need refurbishing.



When decks are replaced composite materials should be used. Composites have a longer useful life and require far less maintenance.



Reserve provides for pool filters, water supply/return piping, chemical treatment equipment and other system components.



Tot-lots need replacement at end of life and fill replenishment every 2-years-children falling on non-absorbing material causes 70% of tot-lot injuries. Equipment cost will vary with features desired.



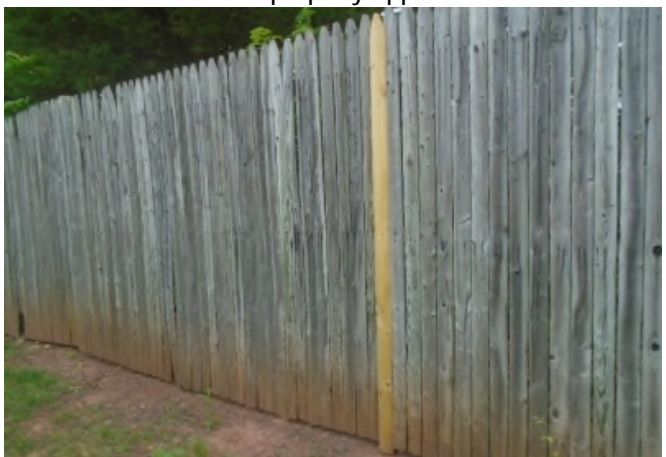
Multi-purpose court was recently color coated. Reserve provides for the next time this work will be needed and rebuilding of the court at end of its useful life.



Pavement condition is fair to good. See our recommendations in the "Comments" section for proper care of asphalt pavements. Well maintained pavement enhances property appearance.



Reserve provides for stone repairs, name restoration, cleaning, flood lights, electric panels, wiring and other work needed to keep entrance features in good condition.



Stockade fencing is placed on the East and West property lines. Spot repairs are being made to extend useful life; total replacement will eventually be needed.



Masonry retaining walls are a "life-of-the property" component-no allowance for total replacement, only spot repairs. Major failure would be catastrophic. Metal railing replacement is a reserve component.



No reserve allowance for dredging or other major pond work as the pond is reported to be County responsibility. Dam valve, spillway, erosion control and litter control is association responsibility.



Mailbox replacement will be needed as doors, locks, hinges and other failures occur.



Entry for street lights considers poles, wiring, fixtures and controls will be repaired as needed. No assumption all units will need to be replaced at the same time.



A reasonable amount to replace dead or diseased trees and shrubbery. Does not include normal landscaping upkeep which is funded from the operating account nor large scale improvements.



Also included in the reserves are signs, sign posts, doggie stations, and other miscellaneous components. Well-maintained components enhance property appearance.

APPENDIX A

TABLE OF REPAIR/REPLACEMENT RESERVES AND YEARS 1-10 EXPENSES

COMPONENT (1)	APPROX'MT QUANTITY (2)	USEFUL LIFE AVG REM (YRS) (3) (4)	ESTIMATED COST IN CURRENT \$ (5)	DISTR'BTN OF AOH AS OF 1-Jan-24 (6)	BALANCE NEEDED TO FUND RESERVE (7)	FY24 CONTRIBUTION		FY24 CONTRIBUTION COMPONENT METHODS (9)													
						CASH FLOW			2024	2025	2026	2027	2028	2029	2030	2031	2032	2033			
COMMUNITY CENTER																					
ROOFING																					
ROOFING-SHINGLES	Deleted in Sample	SF	20	1	9,960	4,720	5,240	3,100	5,240	9,960	0	0	0	0	0	0	0	0	0	0	0
GUTTERS/DOWNSPOUTS		LF	30	10	3,960	1,880	2,080	120	210	0	0	0	0	0	0	0	0	0	0	0	4,930
FAÇADE																					
FACADE/CAULK/WATERPROOFING		LS	1	1	2,000	950	1,050	620	1,050	2,000	2,050	2,100	2,150	2,210	2,260	2,320	2,370	2,430	2,490		
SIDING REPLACEMENT		LS	40	20	21,960	10,400	11,560	340	580	0	0	0	0	0	0	0	0	0	0	0	0
WINDOWS/DOORS/HARDWARE																					
WINDOWS		EA	40	20	29,750	14,090	15,660	460	780	0	0	0	0	0	0	0	0	0	0	0	0
WINDOW SHUTTER PAIRS		EA	40	20	900	430	470	10	20	0	0	0	0	0	0	0	0	0	0	0	0
DOOR-DOUBLE		EA	25	5	17,100	8,100	9,000	1,060	1,800	0	0	0	0	18,850	0	0	0	0	0	0	0
DOOR-SINGLE		EA	25	5	10,050	4,760	5,290	630	1,060	0	0	0	0	11,080	0	0	0	0	0	0	0
COMMON AREA DOORS		LS	10	5	1,500	710	790	90	160	0	0	0	0	1,650	0	0	0	0	0	0	0
DECK/WALKWAYS																					
REAR DECK		SF	30	21	18,600	8,810	9,790	280	470	0	0	0	0	0	0	0	0	0	0	0	0
SIDE DECK		SF	30	21	3,600	1,700	1,900	50	90	0	0	0	0	0	0	0	0	0	0	0	0
MEETING ROOM																					
HARDWOOD FLOORING		SF	20	8	12,200	5,780	6,420	470	800	0	0	0	0	0	0	0	14,470	0	0	0	0
CERAMIC/PORCELAIN TILE		SF	30	18	3,050	1,440	1,610	50	90	0	0	0	0	0	0	0	0	0	0	0	0
FURNISHINGS		EA	15	3	4,000	1,890	2,110	420	700	0	0	4,200	0	0	0	0	0	0	0	0	0
CEILING LIGHTING FIXTURES		EA	30	18	2,250	1,070	1,180	40	70	0	0	0	0	0	0	0	0	0	0	0	0
KITCHEN																					
RENOVATION		EA	20	1	6,000	2,840	3,160	1,870	3,160	6,000	0	0	0	0	0	0	0	0	0	0	0
BATHROOMS																					
RENOVATION		EA	25	5	10,000	4,740	5,260	620	1,050	0	0	0	0	11,030	0	0	0	0	0	0	0
MECHANICAL/PLUMBING/ELECTRICAL																					
MECHANICAL																					
A/C & HEATING-2015		TN	15	9	7,500	3,550	3,950	260	440	0	0	0	0	0	0	0	0	0	9,120	0	0
A/C & HEATING-2017		TN	15	11	7,500	3,550	3,950	210	360	0	0	0	0	0	0	0	0	0	0	0	0
A/C & HEATING-2018		TN	15	12	7,500	3,550	3,950	190	330	0	0	0	0	0	0	0	0	0	0	0	0
A/C & HEATING-2019		TN	15	13	10,000	4,740	5,260	240	400	0	0	0	0	0	0	0	0	0	0	0	0
PLUMBING																					
WATER HEATER 100 GAL-199,000 BTU		EA	13	5	9,000	4,260	4,740	560	950	0	0	0	0	9,920	0	0	0	0	0	0	0
PLUMBING/CONDENSATE/DRAINS		LS	50	30	22,000	10,420	11,580	230	390	0	0	0	0	0	0	0	0	0	0	0	0
ELECTRICAL																					
COMMON AREA PANELS/WIRING		LS	40	20	19,000	9,000	10,000	300	500	0	0	0	0	0	0	0	0	0	0	0	0
BUILDING MOUNTED LIGHTS		EA	30	10	12,000	5,680	6,320	370	630	0	0	0	0	0	0	0	0	0	0	0	14,950
BATTERY BACKUP/EXIT LIGHT FIXTURES		EA	15	4	2,100	990	1,110	160	280	0	0	0	2,260	0	0	0	0	0	0	0	0
FIRE PROTECTION/SECURITY																					
FIRE ALARM & SPRINKLER SYSTEM		LS	40	20	24,000	11,370	12,630	370	630	0	0	0	0	0	0	0	0	0	0	0	0
SECURITY ENTRY SYSTEM		LS	15	8	5,000	2,370	2,630	190	330	0	0	0	0	0	0	0	0	5,930	0	0	0
MISC. MECHANICAL/PLUMBING/ELECTRICAL/FIRE		LS	1	1	1,500	710	790	470	790	1,500	1,540	1,580	1,610	1,650	1,690	1,740	1,780	1,820	1,870		
					-----	-----	-----	-----	-----												
TOTAL COMMUNITY CENTER					283,980	134,500	149,480	13,780	23,360												
PAVEMENTS/CONCRETE																					
PAVEMENTS																					

TABLE OF REPAIR/REPLACEMENT RESERVES AND YEARS 1-10 EXPENSES

COMPONENT	APPROX'MT QUANTITY	USEFUL LIFE		ESTIMATED COST IN CURRENT \$	DISTR'BTN OF AOH AS OF 1-Jan-24	BALANCE NEEDED TO FUND RESERVE	FY24 CONTRIBUTION														
		AVG REM (YRS)					CASH FLOW	COMPONENT METHODS	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)													
COMMUNITY CENTER																					
PREVENTIVE MAINTENANCE	SY	4	3	2,900	1,370	1,530	300	510	0	0	3,050	0	0	0	0	0	0	0	0	0	
PAVEMENT OVERLAY	SY	15	7	17,670	8,370	9,300	780	1,330	0	0	0	0	0	0	0	20,460	0	0	0	0	
BASE/SUB-BASE/REPAIRS	SY	15	7	2,210	1,050	1,160	100	170	0	0	0	0	0	0	0	2,560	0	0	0	0	
SMITH DRIVE																					
PREVENTIVE MAINTENANCE	SY	4	3	11,860	5,620	6,240	1,230	2,080	0	0	12,450	0	0	0	0	0	0	0	0	0	
PAVEMENT OVERLAY	SY	15	7	72,200	34,190	38,010	3,210	5,430	0	0	0	0	0	0	0	83,580	0	0	0	0	
BASE/SUB-BASE/REPAIRS	SY	15	7	9,020	4,270	4,750	400	680	0	0	0	0	0	0	0	10,440	0	0	0	0	
JONES DRIVE																					
PREVENTIVE MAINTENANCE	SY	4	3	8,190	3,880	4,310	850	1,440	0	0	8,600	0	0	0	0	0	0	0	0	0	
PAVEMENT OVERLAY	SY	15	7	49,820	23,590	26,230	2,210	3,750	0	0	0	0	0	0	0	57,670	0	0	0	0	
BASE/SUB-BASE/REPAIRS	SY	15	7	6,230	2,950	3,280	280	470	0	0	0	0	0	0	0	7,210	0	0	0	0	
CONCRETE/PAVERS																					
SIDEWALKS/CURBS/GUTTERS OTHER CONCRI	LF	4	1	3,230	1,530	1,700	1,000	1,700	0	0	3,390	0	0	0	0	3,740	0	0	0	0	
				-----	-----	-----	-----	-----													
TOTAL PAVEMENTS/CONCRETE					183,330	86,820	96,510	10,360	17,560												
RECREATION																					
SWIMMING POOL																					
BATHHOUSE																					
RENOVATE SHOWER ROOMS	EA	25	11	50,000	23,680	26,320	1,410	2,390	0	0	0	0	0	0	0	0	0	0	0	0	
POOL(S)																					
WHITECOAT-ADULT POOL	SF	5	3	21,780	10,310	11,470	2,260	3,820	0	0	22,870	0	0	0	0	25,840	0	0	0	0	
WHITECOAT-WADING POOL	SF	5	3	4,750	2,250	2,500	490	830	0	0	4,990	0	0	0	0	5,630	0	0	0	0	
FILTER/PUMPS/WATER LINES-SINGLE TANK	LS	25	5	20,000	9,470	10,530	1,240	2,110	0	0	0	0	22,050	0	0	0	0	0	0	0	
COPING/TILES/WALLS & FLOORS	LS	14	1	35,700	16,910	18,790	11,100	18,790	35,700	0	0	0	0	0	0	0	0	0	0	0	
POOL FURNITURE	LS	8	4	20,320	9,620	10,700	1,580	2,680	0	0	0	21,860	0	0	0	0	0	0	0	0	
REPLACE CONCRETE DECK	SF	50	30	65,370	30,960	34,410	680	1,150	0	0	0	0	0	0	0	0	0	0	0	0	
6' CHAIN LINK FENCE	LF	30	20	9,890	4,680	5,210	150	260	0	0	0	0	0	0	0	0	0	0	0	0	
4' CHAIN LINK FENCE	LF	30	20	1,500	710	790	20	40	0	0	0	0	0	0	0	0	0	0	0	0	
ADULT POOL COVER	SF	10	5	8,930	4,230	4,700	560	940	0	0	0	0	9,850	0	0	0	0	0	0	0	
WADING POOL COVER	SF	10	5	1,000	470	530	60	110	0	0	0	0	1,100	0	0	0	0	0	0	0	
MULTI-PURPOSE COURT(S)																					
COLOR COAT/NETS	EA	5	4	5,500	2,600	2,900	430	730	0	0	0	5,920	0	0	0	0	6,690	0	0	0	
MAJOR COURT REPAIRS	EA	30	20	32,000	15,150	16,850	500	840	0	0	0	0	0	0	0	0	0	0	0	0	
BASKETBALL STANDARD	EA	25	15	7,600	3,600	4,000	160	270	0	0	0	0	0	0	0	0	0	0	0	0	
10' CHAIN LINK FENCE	LF	30	20	11,610	5,500	6,110	180	310	0	0	0	0	0	0	0	0	0	0	0	0	
TOT LOT(S)																					
METAL AND PLASTIC EQUIPMENT	EA	25	5	34,000	16,100	17,900	2,110	3,580	0	0	0	0	37,490	0	0	0	0	0	0	0	
PARK BENCHES	EA	20	1	2,000	950	1,050	620	1,050	2,000	0	0	0	0	0	0	0	0	0	0	0	
MULCH REPLENISHMENT	SF	2	1	2,540	1,200	1,340	790	1,340	2,540	0	2,670	0	2,800	0	2,940	0	3,090	0	0	0	
				-----	-----	-----	-----	-----													
TOTAL RECREATION					334,490	158,390	176,100	24,340	41,240												
OTHER PROPERTY FEATURES																					
ENTRANCE(S)																					
ENTRANCE FEATURE WALLS/SIGNAGE	LS	10	5	10,000	4,740	5,260	620	1,050	0	0	0	0	11,030	0	0	0	0	0	0	0	

TABLE OF REPAIR/REPLACEMENT RESERVES AND YEARS 1-10 EXPENSES

COMPONENT (1)	APPROX'MT QUANTITY (2)	USEFUL LIFE		ESTIMATED COST IN CURRENT \$ (5)	DISTR'BTN OF AOH AS OF 1-Jan-24 (6)	BALANCE NEEDED TO FUND RESERVE (7)	FY24 CONTRIBUTION											
		AVG REM (YRS) (3)	(4)				2024	2025	2026	2027	2028	2029	2030	2031	2032	2033		
ELECTRIC SERVICE-PANELS/WIRING/LIGHT FIXTURES	LS	15	8	5,000	2,370	2,630	190	330	0	0	0	0	0	0	0	5,930	0	0
TREES/SHUBBERY																		
TREES/SHUBBERY-DISEASED/DEAD REPLACE	LS	1	1	2,000	950	1,050	620	1,050	2,000	2,050	2,100	2,150	2,210	2,260	2,320	2,370	2,430	2,490
FENCING																		
3 RAIL FENCE- BLOOMS QUARRY LANE	LF	30	10	26,960	12,770	14,190	840	1,420	0	0	0	0	0	0	0	0	0	33,580
RETAINING WALLS/RAILINGS																		
MASONRY RETAINING WALLS	LS	1	1	1,000	470	530	310	530	1,000	1,020	1,050	1,080	1,100	1,130	1,160	1,190	1,220	1,250
STOCKADE FENCE-PROPERTY LINE	LF	40	20	44,520	21,080	23,440	690	1,170	0	0	0	0	0	0	0	0	0	0
4' ALUMINUM RAIL FENCE-ABOVE RETAINING	LF	40	20	47,700	22,590	25,110	740	1,260	0	0	0	0	0	0	0	0	0	0
MAIL BOXES																		
MAILBOX-STREET	UN	25	5	58,600	27,750	30,850	3,650	6,170	0	0	0	0	64,610	0	0	0	0	0
SITE LIGHTING																		
POLE LIGHTING	EA	30	10	207,900	98,450	109,450	6,470	10,950	0	0	0	0	0	0	0	0	0	#####
STORM WATER FACILITIES																		
DAM GATE VALVE	LS	40	20	18,000	8,520	9,480	280	470	0	0	0	0	0	0	0	0	0	0
4' CHAIN LINK FENCE AROUND POND	LF	40	20	31,500	14,920	16,580	490	830	0	0	0	0	0	0	0	0	0	0
OTHER SITE FEATURES																		
SITE ITEMS	LS	1	1	1,500	710	790	470	790	1,500	1,540	1,580	1,610	1,650	1,690	1,740	1,780	1,820	1,870
TOTAL OTHER PROPERTY FEATURES				454,680	215,320	239,360	15,370	26,020										
TOTAL RESERVES				\$1,256,480	\$595,030	\$661,450	\$63,850	\$108,180	\$64,200	\$8,200	\$70,630	\$38,640	#####	\$9,030	\$197,880	\$67,290	\$28,620	#####

Notes:
 All dollars rounded to nearest \$10. Totals may not add due to rounding.
 One year remaining useful life indicates tcomponent useful useful life is used up.

YEARS 11-30 EXPENSES

0-Your HOA-FY24

Reserve Study

COMPONENT	USEFUL LIFE ESTIMATED																						
	AVG REM (YRS)	COST IN CURRENT \$		2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053
(1)	(3)	(4)	(5)																				
COMMUNITY CENTER																							
ROOFING																							
ROOFING-SHINGLES	20	1	9,960	0	0	0	0	0	0	0	0	0	0	16,230	0	0	0	0	0	0	0	0	0
GUTTERS/DOWNSPOUTS	30	10	3,960	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FAÇADE																							
FACADE/CAULK/WATERPROOFING	1	1	2,000	2,550	2,620	2,680	2,750	2,810	2,880	2,960	3,030	3,100	3,180	3,260	3,340	3,420	3,510	3,590	3,680	3,770	3,860	3,960	4,060
SIDING REPLACEMENT	40	20	21,960	0	0	0	0	0	0	0	0	0	34,910	0	0	0	0	0	0	0	0	0	0
WINDOWS/DOORS/HARDWARE																							
WINDOWS	40	20	29,750	0	0	0	0	0	0	0	0	0	47,300	0	0	0	0	0	0	0	0	0	0
WINDOW SHUTTER PAIRS	40	20	900	0	0	0	0	0	0	0	0	0	1,430	0	0	0	0	0	0	0	0	0	0
DOOR-DOUBLE	25	5	17,100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	34,700
DOOR-SINGLE	25	5	10,050	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20,390
COMMON AREA DOORS	10	5	1,500	0	0	0	0	2,110	0	0	0	0	0	0	0	0	0	2,690	0	0	0	0	0
DECKS/WALKWAYS																							
REAR DECK	30	21	18,600	0	0	0	0	0	0	0	0	0	0	30,300	0	0	0	0	0	0	0	0	0
SIDE DECK	30	21	3,600	0	0	0	0	0	0	0	0	0	0	5,860	0	0	0	0	0	0	0	0	0
MEETING ROOM																							
HARDWOOD FLOORING	20	8	12,200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23,580	0	0
CERAMIC/PORCELAIN TILE	30	18	3,050	0	0	0	0	0	0	0	4,620	0	0	0	0	0	0	0	0	0	0	0	0
FURNISHINGS	15	3	4,000	0	0	0	0	0	0	0	6,060	0	0	0	0	0	0	0	0	0	0	0	0
CEILING LIGHTING FIXTURES	30	18	2,250	0	0	0	0	0	0	0	3,410	0	0	0	0	0	0	0	0	0	0	0	0
KITCHEN																							
RENOVATION	20	1	6,000	0	0	0	0	0	0	0	0	0	0	9,770	0	0	0	0	0	0	0	0	0
BATHROOMS																							
RENOVATION	25	5	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20,290
MECHANICAL/PLUMBING/ELECTRICAL																							
MECHANICAL																							
A/C & HEATING-2015	15	9	7,500	0	0	0	0	0	0	0	0	0	0	0	0	0	13,150	0	0	0	0	0	0
A/C & HEATING-2017	15	11	7,500	9,570	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,800	0	0	0	0
A/C & HEATING-2018	15	12	7,500	0	9,810	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14,140	0	0	0
A/C & HEATING-2019	15	13	10,000	0	0	13,400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19,320	0	0
PLUMBING																							
WATER HEATER 100 GAL-199,000 BTU	13	5	9,000	0	0	0	0	0	0	0	13,630	0	0	0	0	0	0	0	0	0	0	0	0
PLUMBING/CONDENSATE/DRAINS	50	30	22,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	44,640
ELECTRICAL																							
COMMON AREA PANELS/WIRING	40	20	19,000	0	0	0	0	0	0	0	0	0	30,210	0	0	0	0	0	0	0	0	0	0
BUILDING MOUNTED LIGHTS	30	10	12,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BATTERY BACKUP/EXIT LIGHT FIXTURES	15	4	2,100	0	0	0	0	0	0	0	0	3,260	0	0	0	0	0	0	0	0	0	0	0
FIRE PROTECTION/SECURITY																							
FIRE ALARM & SPRINKLER SYSTEM	40	20	24,000	0	0	0	0	0	0	0	0	0	38,150	0	0	0	0	0	0	0	0	0	0
SECURITY ENTRY SYSTEM	15	8	5,000	0	0	0	0	0	0	0	0	0	0	0	8,550	0	0	0	0	0	0	0	0
MISC. MECHANICAL/PLUMBING/ELECTRICAL/FIRE	1	1	1,500	1,910	1,960	2,010	2,060	2,110	2,160	2,220	2,270	2,330	2,380	2,440	2,500	2,570	2,630	2,690	2,760	2,830	2,900	2,970	3,040
TOTAL COMMUNITY CENTER			283,980																				
PAVEMENTS/CONCRETE																							
PAVEMENTS																							
COMMUNITY CENTER																							
PREVENTIVE MAINTENANCE	4	3	2,900	3,700	0	0	0	4,080	0	0	0	4,500	0	0	0	0	0	0	5,340	0	0	0	5,880
PAVEMENT OVERLAY	15	7	17,670	0	0	0	0	0	0	0	0	0	0	29,500	0	0	0	0	0	0	0	0	0
BASE/SUB-BASE/REPAIRS	15	7	2,210	0	0	0	0	0	0	0	0	0	0	3,690	0	0	0	0	0	0	0	0	0
SMITH DRIVE																							
PREVENTIVE MAINTENANCE	4	3	11,860	15,140	0	0	0	16,690	0	0	0	18,400	0	0	0	0	0	0	21,830	0	0	0	24,070
PAVEMENT OVERLAY	15	7	72,200	0	0	0	0	0	0	0	0	0	0	120,520	0	0	0	0	0	0	0	0	0
BASE/SUB-BASE/REPAIRS	15	7	9,020	0	0	0	0	0	0	0	0	0	0	15,060	0	0	0	0	0	0	0	0	0
JONES DRIVE																							
PREVENTIVE MAINTENANCE	4	3	8,190	10,450	0	0	0	11,520	0	0	0	12,710	0	0	0	0	0	0	15,070	0	0	0	16,620
PAVEMENT OVERLAY	15	7	49,820	0	0	0	0	0	0	0	0	0	0	83,160	0	0	0	0	0	0	0	0	0

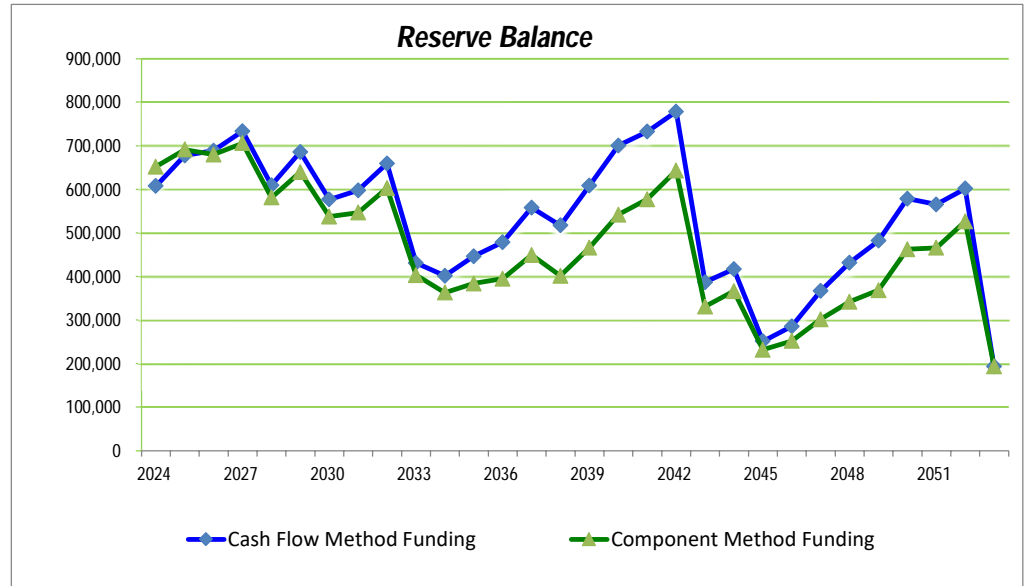
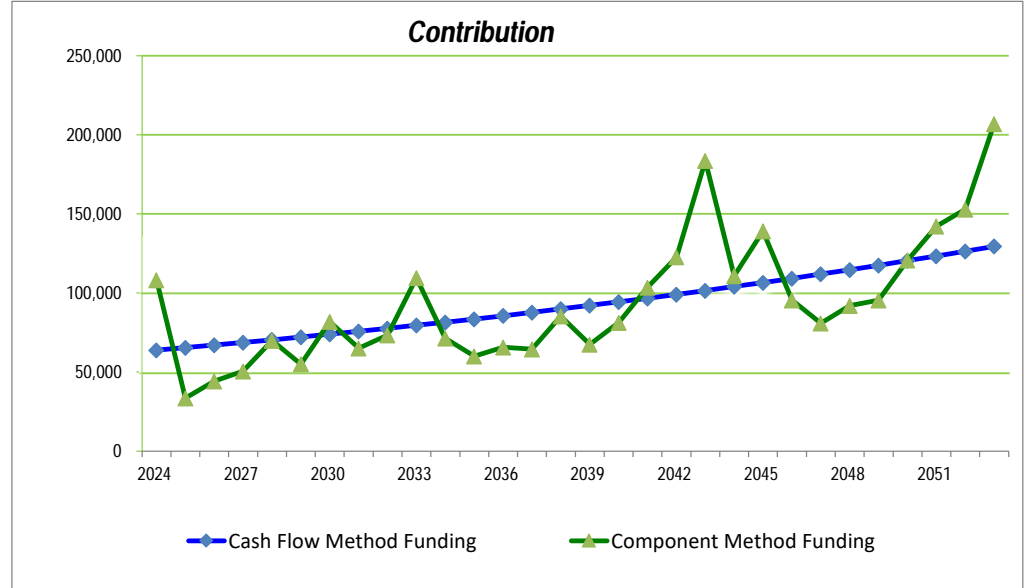
YEARS 11-30 EXPENSES

0-Your HOA-FY24

COMPONENT	USEFUL LIFE ESTIMATED																						
	AVG REM (YRS)	COST IN CURRENT \$		2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053
(1)	(3)	(4)	(5)																				
BASE/SUB-BASE/REPAIRS	15	7	6,230	0	0	0	0	0	0	0	0	0	0	0	10,400	0	0	0	0	0	0	0	0
CONCRETE/PAVERS																							
SIDEWALKS/CURBS/GUTTERS OTHER CONCRETE	4	1	3,230	4,120	0	0	0	4,550	0	0	0	5,010	0	0	5,390	0	0	0	5,940	0	0	0	6,550
TOTAL PAVEMENTS/CONCRETE			183,330																				
RECREATION																							
SWIMMING POOL																							
BATHHOUSE																							
RENOVATE SHOWER ROOMS	25	11	50,000	63,820	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
POOL(S)																							
WHITECOAT-ADULT POOL	5	3	21,780	0	0	29,190	0	0	0	0	32,980	0	0	0	0	37,260	0	0	0	0	42,090	0	0
WHITECOAT-WADING POOL	5	3	4,750	0	0	6,370	0	0	0	0	7,190	0	0	0	0	8,120	0	0	0	0	9,180	0	0
FILTER/PUMPS/WATER LINES-SINGLE TANK	25	5	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40,580
COPING/TILES/WALLS & FLOORS	14	1	35,700	0	0	0	0	50,240	0	0	0	0	0	0	0	0	0	0	0	0	0	70,690	0
POOL FURNITURE	8	4	20,320	0	26,580	0	0	0	0	0	0	0	32,300	0	0	0	0	0	0	0	39,270	0	0
REPLACE CONCRETE DECK	50	30	65,370	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	132,640	
6' CHAIN LINK FENCE	30	20	9,890	0	0	0	0	0	0	0	0	0	15,720	0	0	0	0	0	0	0	0	0	0
4' CHAIN LINK FENCE	30	20	1,500	0	0	0	0	0	0	0	0	0	2,380	0	0	0	0	0	0	0	0	0	0
ADULT POOL COVER	10	5	8,930	0	0	0	0	12,570	0	0	0	0	0	0	0	0	0	16,040	0	0	0	0	0
WADING POOL COVER	10	5	1,000	0	0	0	0	1,410	0	0	0	0	0	0	0	0	0	1,800	0	0	0	0	0
MULTI-PURPOSE COURT(S)																							
COLOR COAT/NETS	5	4	5,500	0	0	0	7,550	0	0	0	0	8,530	0	0	0	0	9,640	0	0	0	0	10,890	0
MAJOR COURT REPAIRS	30	20	32,000	0	0	0	0	0	0	0	0	0	50,870	0	0	0	0	0	0	0	0	0	0
BASKETBALL STANDARD	25	15	7,600	0	0	0	0	10,690	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10' CHAIN LINK FENCE	30	20	11,610	0	0	0	0	0	0	0	0	0	18,460	0	0	0	0	0	0	0	0	0	0
TOT LOT(S)																							
METAL AND PLASTIC EQUIPMENT	25	5	34,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	68,990
PARK BENCHES	20	1	2,000	0	0	0	0	0	0	0	0	0	0	3,260	0	0	0	0	0	0	0	0	0
MULCH REPLENISHMENT	2	1	2,540	3,240	0	3,400	0	3,570	0	3,750	0	3,940	0	4,140	0	4,340	0	4,560	0	4,790	0	5,030	0
TOTAL RECREATION			334,490																				
OTHER PROPERTY FEATURES																							
ENTRANCE(S)																							
ENTRANCE FEATURE WALLS/SIGNAGE	10	5	10,000	0	0	0	0	14,070	0	0	0	0	0	0	0	0	0	17,960	0	0	0	0	0
ELECTRIC SERVICE-PANELS/WIRING/LIGHT FIXTURES	15	8	5,000	0	0	0	0	0	0	0	0	0	0	0	0	8,550	0	0	0	0	0	0	0
TREES/SHUBBERY																							
TREES/SHUBBERY-DISEASED/DEAD REPLACEMENT	1	1	2,000	2,550	2,620	2,680	2,750	2,810	2,880	2,960	3,030	3,100	3,180	3,260	3,340	3,420	3,510	3,590	3,680	3,770	3,860	3,960	4,060
FENCING																							
3 RAIL FENCE- BLOOMS QUARRY LANE	30	10	26,960	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RETAINING WALLS/RAILINGS																							
MASONRY RETAINING WALLS	1	1	1,000	1,280	1,310	1,340	1,370	1,410	1,440	1,480	1,510	1,550	1,590	1,630	1,670	1,710	1,750	1,800	1,840	1,890	1,930	1,980	2,030
STOCKADE FENCE-PROPERTY LINE	40	20	44,520	0	0	0	0	0	0	0	0	0	70,780	0	0	0	0	0	0	0	0	0	0
4' ALUMINUM RAIL FENCE-ABOVE RETAINING WALL	40	20	47,700	0	0	0	0	0	0	0	0	0	75,830	0	0	0	0	0	0	0	0	0	0
MAIL BOXES																							
MAILBOX-STREET	25	5	58,600	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	118,910
SITE LIGHTING																							
POLE LIGHTING	30	10	207,900	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STORM WATER FACILITIES																							
DAM GATE VALVE	40	20	18,000	0	0	0	0	0	0	0	0	0	28,620	0	0	0	0	0	0	0	0	0	0
4' CHAIN LINK FENCE AROUND POND	40	20	31,500	0	0	0	0	0	0	0	0	0	50,080	0	0	0	0	0	0	0	0	0	0
OTHER SITE FEATURES																							
SITE ITEMS	1	1	1,500	1,910	1,960	2,010	2,060	2,110	2,160	2,220	2,270	2,330	2,380	2,440	2,500	2,570	2,630	2,690	2,760	2,830	2,900	2,970	3,040
TOTAL OTHER PROPERTY FEATURES			454,680																				
TOTAL RESERVES			\$1,256,480	\$120,240	\$46,860	\$63,080	\$18,540	\$142,750	\$11,520	\$15,590	\$80,000	\$68,760	\$509,750	\$82,590	\$281,070	\$80,510	\$36,820	\$57,410	\$76,700	\$34,020	\$148,890	\$102,450	\$550,490

30-YEAR FINANCIAL PLANS

FY (10)	Expenses		Cash Flow Method Funding			Component Method Funding		
	Annual * (11)	Cumulative (12)	Interest (13)	Contr'b'n (14)	Balance (15)	Interest (16)	Contr'b'n (17)	Balance (18)
<i>AOH</i>					\$595,030			\$595,030
2024	64,200	64,200	12,790	63,850	607,470	12,790	108,180	651,800
2025	8,200	72,400	13,060	65,430	677,760	14,010	33,570	691,180
2026	70,630	143,030	14,570	67,050	688,750	14,860	44,120	679,530
2027	38,640	181,670	14,810	68,710	733,630	14,610	50,540	706,040
2028	210,280	391,950	15,770	70,410	609,530	15,180	69,980	580,920
2029	9,030	400,980	13,100	72,150	685,750	12,490	55,030	639,410
2030	197,880	598,860	14,740	73,930	576,540	13,750	81,830	537,110
2031	67,290	666,150	12,400	75,760	597,410	11,550	65,080	546,450
2032	28,620	694,770	12,840	77,630	659,260	11,750	73,310	602,890
2033	322,390	1,017,160	14,170	79,550	430,590	12,960	109,480	402,940
2034	120,240	1,137,400	9,260	81,510	401,120	8,660	71,410	362,770
2035	46,860	1,184,260	8,620	83,520	446,400	7,800	60,040	383,750
2036	63,080	1,247,340	9,600	85,580	478,500	8,250	65,620	394,540
2037	18,540	1,265,880	10,290	87,690	557,940	8,480	64,520	449,000
2038	142,750	1,408,630	12,000	89,860	517,050	9,650	85,280	401,180
2039	11,520	1,420,150	11,120	92,080	608,730	8,630	67,470	465,760
2040	15,590	1,435,740	13,090	94,350	700,580	10,010	81,310	541,490
2041	80,000	1,515,740	15,060	96,680	732,320	11,640	103,550	576,680
2042	68,760	1,584,500	15,740	99,070	778,370	12,400	122,730	643,050
2043	509,750	2,094,250	16,730	101,520	386,870	13,830	183,640	330,770
2044	82,590	2,176,840	8,320	104,030	416,630	7,110	110,740	366,030
2045	281,070	2,457,910	8,960	106,600	251,120	7,870	139,080	231,910
2046	80,510	2,538,420	5,400	109,230	285,240	4,990	95,400	251,790
2047	36,820	2,575,240	6,130	111,930	366,480	5,410	80,790	301,170
2048	57,410	2,632,650	7,880	114,690	431,640	6,480	91,860	342,100
2049	76,700	2,709,350	9,280	117,520	481,740	7,360	95,310	368,070
2050	34,020	2,743,370	10,360	120,420	578,500	7,910	120,610	462,570
2051	148,890	2,892,260	12,440	123,390	565,440	9,950	142,060	465,690
2052	102,450	2,994,710	12,160	126,440	601,590	10,010	152,760	526,010
2053	550,490	3,545,200	12,930	129,560	193,590	11,310	206,760	193,590
SUMMARY								
30-Year Income			353,620	2,790,140		311,700	2,832,060	
Years 1-30 Min Threshold					193,590			193,590
Years 1-30 Max Threshold					778,370			706,040
Years 31-50 Min Threshold					4,730			188,350
Years 31-50 Max Threshold					778,370			706,040

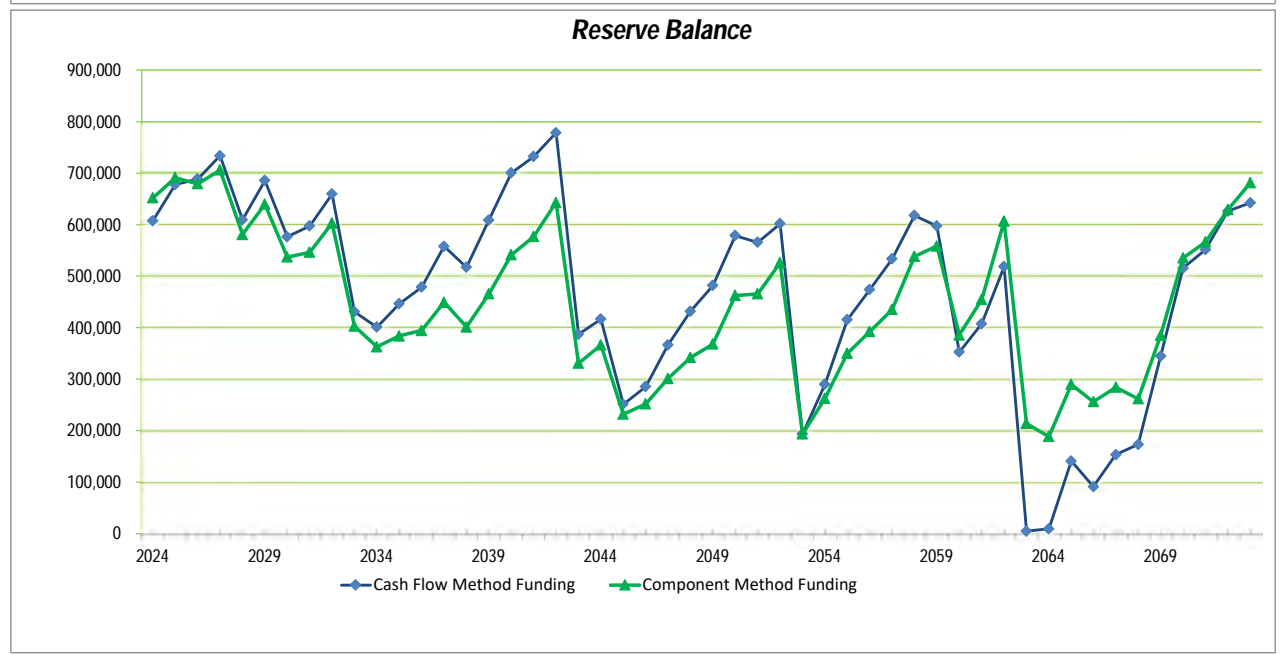
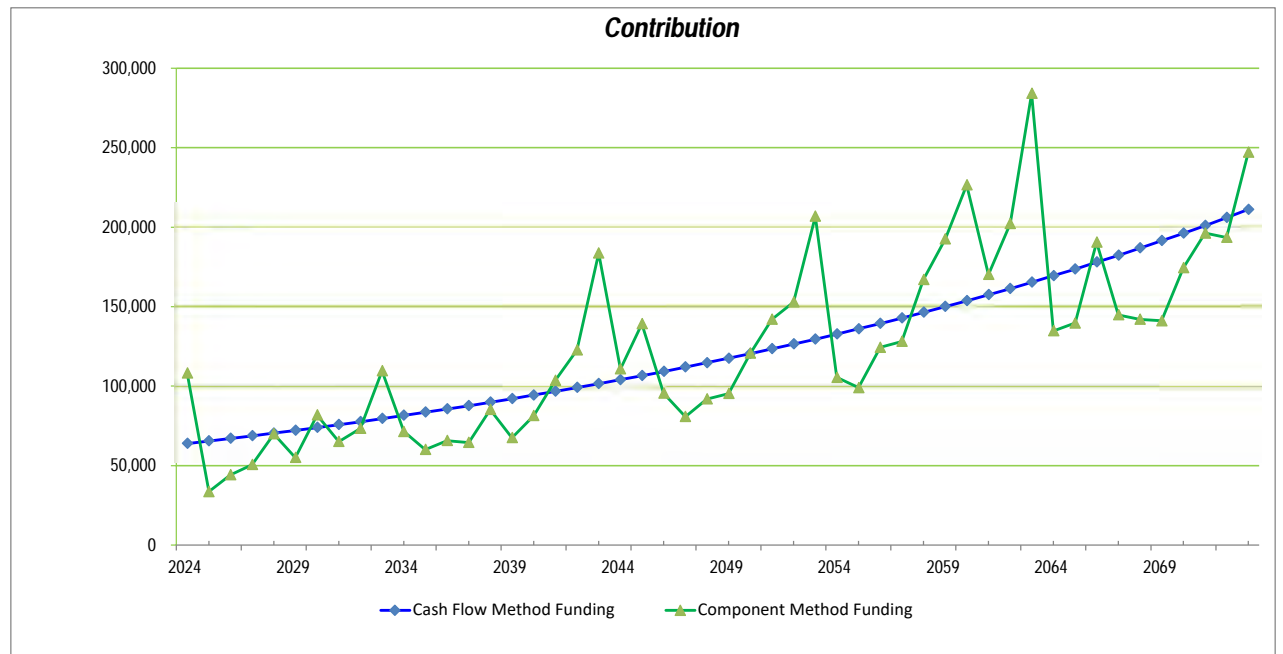


Notes:

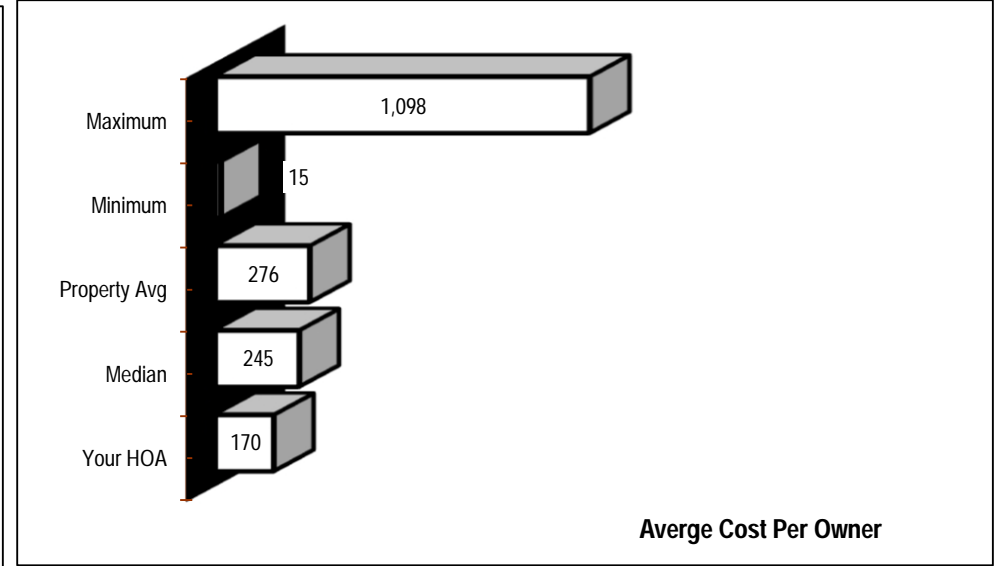
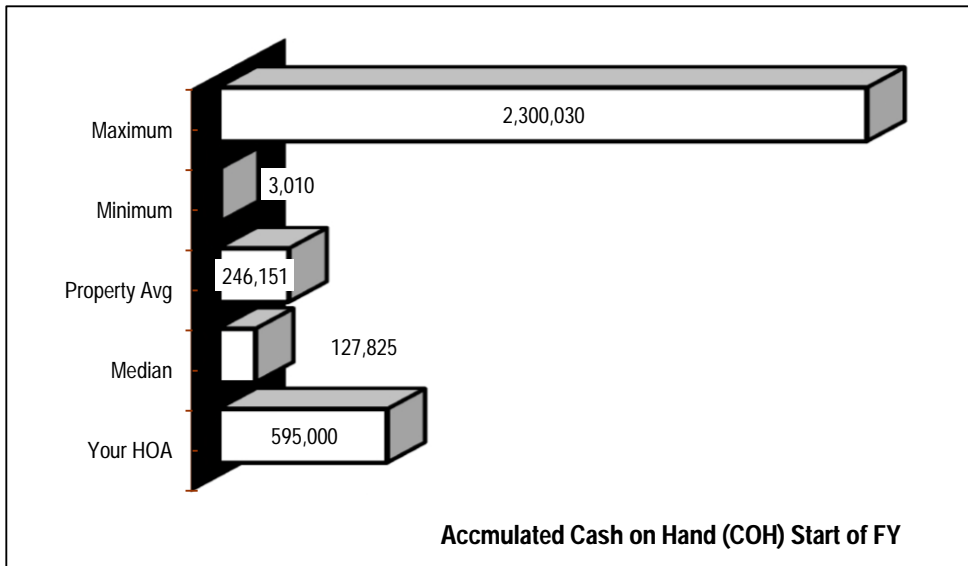
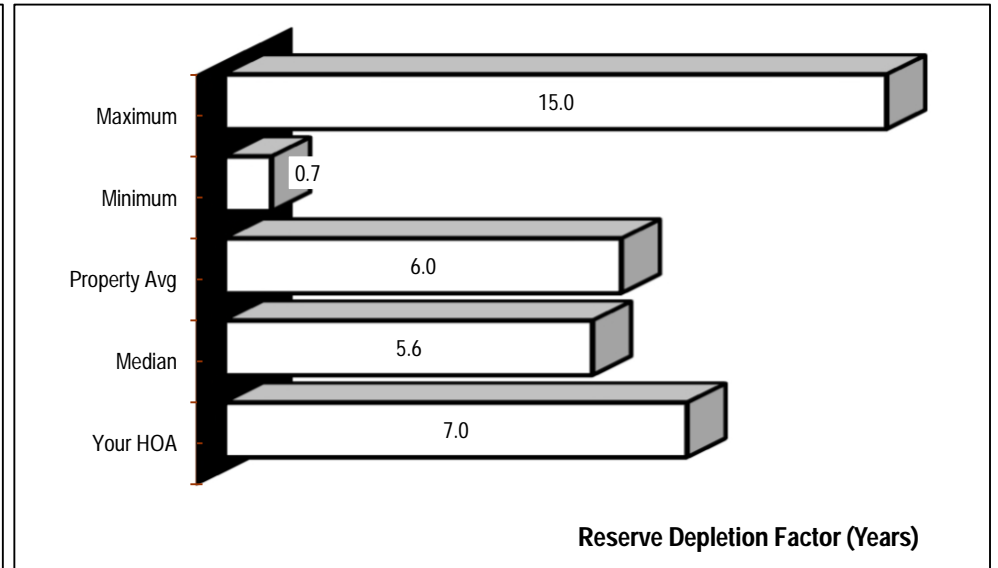
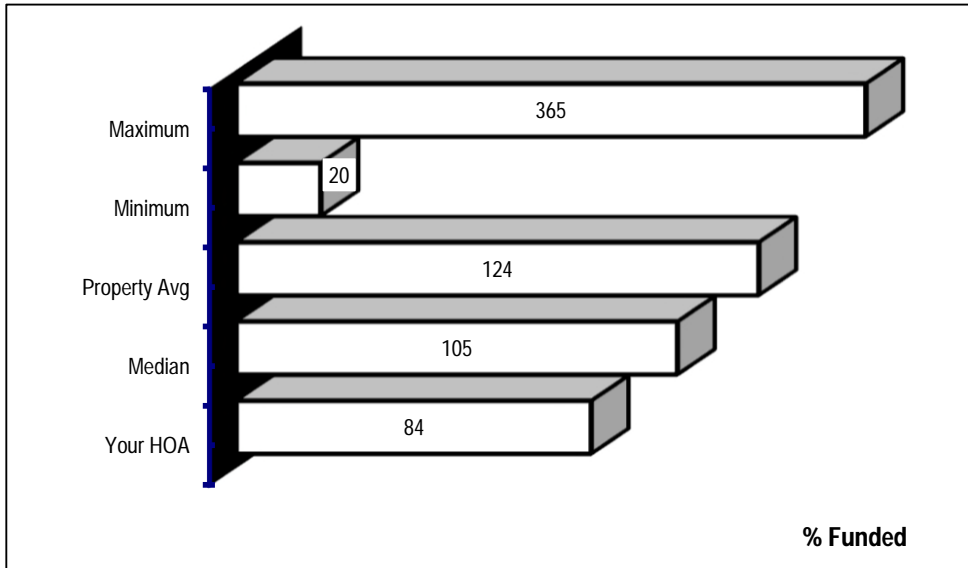
* An annual average cost. Expenditures can change from year-to-year depending on when actual work is done.
 Contribution and projections are based on the study fiscal year and will change if estimated cost, useful life, amount-on-hand, contribution and contingency to be preserved change.
 Data should be considered a more accurate projection for years 1 - 5 than the out-years.
 Minimum threshold does not include the first year.
 If component method calculations are included note how column (17) contributions vary from one year to the next.

50-YEAR FINANCIAL PLANS

FY (10)	Expenses		Cash Flow Method Funding			Component Method Funding		
	Annual * (11)	Cumulative (12)	Interest (13)	Contr'btn (14)	Balance (15)	Interest (16)	Contr'btn (17)	Balance (18)
AOH					595,030			595,030
2024	64,200	64,200	12,790	63,850	607,470	12,790	108,180	651,800
2025	8,200	72,400	13,060	65,430	677,760	14,010	33,570	691,180
2026	70,630	143,030	14,570	67,050	688,750	14,860	44,120	679,530
2027	38,640	181,670	14,810	68,710	733,630	14,610	50,540	706,040
2028	210,280	391,950	15,770	70,410	609,530	15,180	69,980	580,920
2029	9,030	400,980	13,100	72,150	685,750	12,490	55,030	639,410
2030	197,880	598,860	14,740	73,930	576,540	13,750	81,830	537,110
2031	67,290	666,150	12,400	75,760	597,410	11,550	65,080	546,450
2032	28,620	694,770	12,840	77,630	659,260	11,750	73,310	602,890
2033	322,390	1,017,160	14,170	79,550	430,590	12,960	109,480	402,940
2034	120,240	1,137,400	9,260	81,510	401,120	8,660	71,410	362,770
2035	46,860	1,184,260	8,620	83,520	446,400	7,800	60,040	383,750
2036	63,080	1,247,340	9,600	85,580	478,500	8,250	65,620	394,540
2037	18,540	1,265,880	10,290	87,690	557,940	8,480	64,520	449,000
2038	142,750	1,408,630	12,000	89,860	517,050	9,650	85,280	401,180
2039	11,520	1,420,150	11,120	92,080	608,730	8,630	67,470	465,760
2040	15,590	1,435,740	13,090	94,350	700,580	10,010	81,310	541,490
2041	80,000	1,515,740	15,060	96,680	732,320	11,640	103,550	576,680
2042	68,760	1,584,500	15,740	99,070	778,370	12,400	122,730	643,050
2043	509,750	2,094,250	16,730	101,520	386,870	13,830	183,640	330,770
2044	82,590	2,176,840	8,320	104,030	416,630	7,110	110,740	366,030
2045	281,070	2,457,910	8,960	106,600	251,120	7,870	139,080	231,910
2046	80,510	2,538,420	5,400	109,230	285,240	4,990	95,400	251,790
2047	36,820	2,575,240	6,130	111,930	366,480	5,410	80,790	301,170
2048	57,410	2,632,650	7,880	114,690	431,640	6,480	91,860	342,100
2049	76,700	2,709,350	9,280	117,520	481,740	7,360	95,310	368,070
2050	34,020	2,743,370	10,360	120,420	578,500	7,910	120,610	462,570
2051	148,890	2,892,260	12,440	123,390	565,440	9,950	142,060	465,690
2052	102,450	2,994,710	12,160	126,440	601,590	10,010	152,760	526,010
2053	550,490	3,545,200	12,930	129,560	193,590	11,310	206,760	193,590
2054	40,630	3,585,830	4,160	132,760	289,880	4,160	105,420	262,540
2055	17,050	3,602,880	6,230	136,040	415,100	5,640	98,990	350,120
2056	89,660	3,692,540	8,920	139,400	473,760	7,530	124,350	392,340
2057	93,470	3,786,010	10,190	142,840	533,320	8,440	128,010	435,320
2058	73,270	3,859,280	11,470	146,370	617,890	9,360	167,050	538,460
2059	183,970	4,043,250	13,280	149,990	597,190	11,580	192,500	558,570
2060	411,400	4,454,650	12,840	153,690	352,320	12,010	226,460	385,640
2061	109,830	4,564,480	7,570	157,490	407,550	8,290	170,160	454,260
2062	59,490	4,623,970	8,760	161,380	518,200	9,770	202,230	606,770
2063	689,980	5,313,950	11,140	165,370	4,730	13,050	284,100	213,940
2064	165,000	5,478,950	100	169,450	9,280	4,600	134,810	188,350
2065	42,160	5,521,110	200	173,640	140,960	4,050	139,670	289,910
2066	230,650	5,751,760	3,030	177,930	91,270	6,230	190,540	256,030
2067	122,260	5,874,020	1,960	182,320	153,290	5,500	144,740	284,010
2068	170,150	6,044,170	3,300	186,820	173,260	6,110	141,980	261,950
2069	24,000	6,068,170	3,730	191,430	344,420	5,630	141,060	384,640
2070	32,370	6,100,540	7,410	196,160	515,620	8,270	174,460	535,000
2071	176,390	6,276,930	11,090	201,010	551,330	11,500	196,230	566,340
2072	142,960	6,419,890	11,850	205,970	626,190	12,180	193,550	629,110
2073	208,260	6,628,150	13,460	211,060	642,450	13,530	247,060	681,440



COMPARISON TO OTHER PROPERTIES Sample Size = 100 HOA's/POA's



Legend:

- This comparison only compares the first study year to other properties.
- % Funded -- Used-up life divided by Useful Life times Current Cost.
- Reserve Depletion Factor -- Number of years the amount-on-hand will fund if no more is contributed to the reserves.
- AOH - Reserve funds available at start of fiscal year.
- Cost Per Owner - The average cost per owner to meet the reserve requirement compared to other properties.

Attention is directed to columns (1) COMPONENT, (3) AVG and (4) REM USEFUL LIFE, and (5) ESTIMATED COST IN CURRENT DOLLARS on Page A1. These entries, along with reserve savings at the start of the fiscal year and contingency built into the funding plan, determine the annual contribution needed to support the reserves. The remaining useful life approximates the time period when funding should be available for repair/replacement work. Good maintenance and repair practices prior to replacement can extend component useful life; conversely, poor or no maintenance/repair will shorten life and result in more cost to the association. Following comments are provided for components that may need further explanation.

COMMUNITY CENTER

ROOFING	Association will be replacing NLT FY24.
GUTTERS/DOWNSPOUTS	Useful life can be extended by securing loose nails/clamps, reconnecting or replacing separated or missing sections, sealing leaks and removing leaves and debris to prevent water and ice damage.
FAÇADE	As needed spot repairs to masonry, siding, shutters, sealing windows, doors, walls, expansion joints and other openings
SIDING REPLACEMENT	Assumes the association will eventually find it desirable to replace the siding to improve building appearance.
MECHANICAL	Useful life of mechanical equipment is highly dependent on proper servicing at established frequencies. In some cases spot repairs can be made to keep them operating; eventually, most equipment needs to be replaced.
PLUMBING	Plumbing systems eventually fail, total replacement, and in some cases, repairs can be effective in extending useful life.
ELECTRICAL	Replacement as needed of common area switchgear, panels, disconnects, wiring and other electrical components.
FIRE PROTECTION/SECURITY	Fire alarm and sprinkler systems will need eventual upgrade when replacement parts are difficult to obtain or system
SECURITY ENTRY SYSTEM	Access to the building is controlled by a security access system. Replacement will be needed when replacement parts are no longer available.
MISC. MECHANICAL/PLUMBING/ELECTRICAL/FIRE	A annual expenditure to keep in good repair common area mechanical, plumbing and electric systems that are not reserved for elsewhere. Air Handlers, fan coil units, heat exchangers, coils, unit heaters, motors, pumps, gauges, valves, controls, ceiling can light fixtures and other kinds of failures need repairs when problems occur.

PAVEMENTS/CONCRETE

PAVEMENTS	The following recommendations should be implemented to extend pavement useful life. 1) Have a preventive maintenance program - preventive maintenance consist of sealing open cracks (equal to or greater than 1/8"), repair wearing surface/base/sub-base areas that have failed (distinguished by "alligator" or "chicken wire" cracking), apply a seal coat to the entire surface and repaint traffic markings. An additional benefit of sealcoating and traffic markings is the pavement will look uniform and that enhances property appearance. Funding for this work is identified as "Preventive Maintenance" and/or "Immediate Repairs for Life Extension." Although we allow for preventive maintenance to be done every four years, if cracks open or asphalt failures occur sooner they should be repaired as needed. Contingency built into the funding plan should be more than adequate to fund this work, 2) Be prepared to repave all asphalt around the time period shown in the table. When repaving there are two possible courses of action, a) mill only near gutter pans to preserve proper drainage and place back 1-1/2" (or more) of compacted asphalt throughout, and b) total milling of all asphalt and repave to thickness removed. Notes: a) Asphalt is an oil based product - price varies with the cost of a barrel of oil, and b) When pavements are shared with adjacent properties quantity shown is one-half the shared amount. 3) Although we allow for 100% of the asphalt to be repaved our experience supports a smaller percentage of the base/sub-base will need repairs prior to overlaying.
SIDEWALKS/CURBS/GUTTERS OTHER CONCRETE	Repairs as needed to keep components in good repair. Work should be done concurrently with pavement work; pricing should be better because contractor is on site.

RECREATION

WHITECOAT	Whitecoating is normally needed about every five years. Although we allow for this work to occur on that schedule, the decision to whitecoat should be evaluated when pools are drained.
COPING/TILES/WALLS & FLOORS	An average budget amount every other whitecoating cycle to correct problems usually found in the pool shell. Major catastrophic repairs caused by high water table flotation or major wall/floor failures are not budgeted for in the reserves
POOL FURNITURE	Some pool chairs, tables and other furnishings will need servicing or replacement to keep them in good condition. Also
REPLACE CONCRETE DECK	Assumes the pool deck will eventually need to be replaced.

OTHER PROPERTY FEATURES

ENTRANCE(S)	Provides for masonry repairs/repainting, name restoration, cleaning, flood lights, electric panels, wiring and other work needed to keep entrance features in good condition.
FENCING	Chain link fence useful life can be extended by replacing missing tie wires, stretching fabric and painting to control rust. Wood fencing can have its life extended by replacing missing slats, straightening posts and screw fastening loose members. When fencing is replaced install at least 6x6" posts - fence will be sturdier and last longer.
SITE ITEMS	Repairs/replacements to signs, sign posts, low height wood retaining walls, storm drainage, dog stations, and other miscellaneous items.

EXCLUSIONS

PRESSURE WASHING/PAINTING/STAINING	Not included in the reserves. Maintenance work, properly funded from the operating account.
CATASTROPHES	Are not predictable events - no reserve allowance. If one occurs funding from other sources may be needed if the contingency built into the reserves is insufficient to cover expenses.
STRUCTURAL INSPECTION	Of buildings are not included as part of the reserve study. This study is to develop funding needed to keep capital components in good repair, it is not an inspection of structural components to identify problems that could jeopardize the structural integrity of buildings. Structural inspections are done by engineers specializing in that kind of work.

PM+ Reserves

A VETERAN OWNED BUSINESS

SPECIALIZING IN RESERVE STUDIES SINCE 1990

The  *features of a PM+ Reserve Study*

1

All studies conform to CAI and APRA criteria, the Audit and Accounting Guide of American Institute of CPA's and applicable state laws.

2

Studies are done by engineering professionals with many years of experience serving condominium's, homeowner association, and cooperatives. They are licensed PE's and are certified by the Community Association Institute as reserve specialist RS, and the Association of Professional Reserve Analyst (PRA).

3

Although engineering reports can be confusing a PM+ study is "Straight Talk." Our clients say: "Concise" — "Excellent Report" — "It's a really great tool" — "The Board of Directors is very pleased with the study and look forward to putting the results into place" — "An Engineer who's work I understand."

4

We do: 1) Level I, Full Studies.
2) Level II Updates, With site visit/on-site review.
3) Level III Updates, No site visit/off site review.

5

We explain why a reserve study is important to the owners so they are better informed on the subject.

6

We explain how preventive maintenance and timely repairs can extend component useful life thereby reducing the annual reserve contribution.

7

Vital property information and all common and limited common elements are identified for all to see.

8

We can do "What-if" calculations to support decisions the Board of Directors may be considering. This can be a very useful tool to support the financial aspect of the decision.

9

We are sensitive to what owner's pay in association fees and will calculate the minimum contribution needed to meet the property's reserve requirement.

10

In a PM+ study it's easy to follow the math as we show each component, estimated cost, useful life and the contribution needed to fund the reserves over the thirty-year life of the study.

11

We show how many times the component will need to be funded over the thirty-year period and what the projected cost is for each cycle.

12

We apply interest and inflation using the CPI and US Treasury note yields.

13

Contributions are calculated using both cash flow and component methods.

14

We can compare the status of your current reserve program to other properties we have studied. We offer three comparisons – 1) % funded, 2) how long will the amount on hand last before your savings are depleted, and 3) what is the average cost per owner compared to the average property.

15

Our reports are transmitted in PDF for easy distribution to all interested parties.

Experience:

Mr. Ginnetti began his professional engineering career in the early 1960's, while serving as a commissioned officer in the United States Air Force. Throughout his Air Force Career, he progressed in responsibility in facility engineering positions until becoming the "Base Engineer" for nine consecutive years at major installation, in-charge of all facility engineering work performed on housing, recreational, commercial, airfields and industrial buildings.

After Mr. Ginnetti's retirement from the Air Force in 1986, he transitioned to professional engineering support to condominiums and homeowner associations as Vice President of Engineering for a leading community management company in Fairfax Virginia.

In 1990, Mr. Ginnetti founded **PM+ Reserves**, which is now the longest established firm in Virginia specializing in reserve studies. Mr. Ginnetti has personally conducted over 4,500 reserve studies and brings his extensive experience to each study by doing the studies himself (from start to finish) or in conjunction with his team.

He has authored many preventive maintenance programs that are used for extending useful life of reserve components including:

Do You Need a Reserve Table?
How's Your Reserve Funding?
Planning for Preventive Maintenance

Little Bucks versus Big Bucks
"Maintenance", the Key to Cost Savings
The Company Engineer

Education:

BS - Mechanical Engineering
MS - Management

Professional Affiliations:

P.E. — Licensed Professional Engineer
RS — Certified Reserve Specialist - Community Association Institute (CAI)
PRA — Certified Professional Reserve Analyst - Association of Professional Reserve Analysts

PM+ Reserves
A VETERAN OWNED BUSINESS
SPECIALIZING IN RESERVE STUDIES SINCE 1990

4388 Poplar Tree Court
Chantilly, VA 20151
Phone: 703.803.8436
Engineer@pmplusreserves.com
www.pmplusreserves.com

Experience:

Mr. O'Bryan is a certified Professional Reserve Analyst (**PRA**), Certified Reserve Specialist (**RS**), holds a Bachelor's Degree in Chemistry from the University of Idaho and a Master's Degree in Business Administration from the University of Colorado.

After military service as a Naval Officer, Stacey embarked on a 25+ year business career gaining practical and extensive executive experience in the capital planning, development, construction, and maintenance of over \$500,000,000 worth of commercial property.

Stacey joined **PM+ Reserves** in 2020, applying his previous experiences to reserve studies for condominium's, homeowner associations, medical and professional offices, as well as churches and schools. Since joining **PM+ Reserves**, Stacey has successfully conducted nearly 200 reserve studies.

Education:

Bachelor of Science – University of Idaho
Masters Business Administration – University of Colorado

Professional Affiliations:

PRA — Certified Professional Reserve Analyst - Association of Professional Reserve Analysts
RS — Certified Reserve Specialist — Community Association Institute (CAI)

Military Service:

Commissioned officer United States Navy – 1987 - 1991

Experience:

Mr. Kirby began his construction career in 1978 specializing in building renovations converting apartment buildings to condominiums serving as construction superintendent and project manager.

In 1990, Mr. Kirby started his own construction firm specializing in repair, maintenance and renovation work for condominiums and homeowners' associations, gaining extensive knowledge in cost estimating and project management.

Mr. Kirby joined a leading community management company in 2001, beginning his career as a Reserve Specialist. In 2018, he joined PM+ Reserves. During his career, Mr. Kirby has prepared over 1,000 reserve studies throughout Virginia, Maryland, DC, West Virginia, and Delaware.

Mr. Kirby is a seminar facilitator for property managers on the subject of how to read and use a Reserve Study. He has been featured in Common Ground Magazine, a CAI Publication where he responded to readers' questions on "Why You Need a Reserve Study and How to Use Them".

Education:

AS - Civil Engineering (Magna Cum Laude).

Professional Affiliations:

RS — Certified Reserve Specialist — Community Association Institute (CAI)



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
February 25, 2025**

**TOPIC: Lancaster Landscape Proposal
Motion 2025-0202**

Motion:

“I move to approve the Lancaster Landscape Proposal #31446 in the amount of **\$3,135** to landscape enhancement work at the end of California Lane paid from Reserve Funds.

Motion: _____

2nd: _____

Summary:

CAC is recommending some landscape enhancement at the end of California Lane.

CAMP Recommendation:

Management supports the recommendation from the Common Area Committee (CAC) to complete the proposed work.





**Cameron Station Community Association, Inc.
Board of Directors Decision Request
February 25, 2025**

**TOPIC: Gazebo Refurbishment
Motion 2025-0203**

Motion:

“I move to approve the Haus Custom in the amount of \$49,118 to complete the refurbishment of the Cameron Station Blvd Gazebo to be paid from the reserve funds.

Motion: _____

2nd: _____

Summary:

- Based on SUP #98-0075, #96-0050, and the Cameron Station Blvd Circle Agreement, Cameron Station CA is responsible for the maintenance and repair of the Cameron Station Blvd – Gazebo.
- Jason Dorpinghaus, Haus Custom, will present information on why he recommends using Sapele (African Mahogany) that will last much longer than the thermally modified wood (pine) that is soft and will not last as long.

CAMP Recommendation:

Management supports the recommendation for Haus Custom to complete the refurbishment of the Gazebo.

Gazebo Restoration

Cameron Station





HAUS CUSTOM

PROPOSAL 3650







Cameron Station
 200 Cameron Station Blvd
 Alexandria, VA 22304
 Date: 2/20/2025

Gazebo Restoration

Description	Quantity	Unit Price	Cost
Gazebo restoration. Wood replacement using Sapele (African mahogany) and stainless hardware as described below	1	\$ 37,375	\$ 37,375
Replace Gazebo railings complete. Sapele (African mahogany) Primed ready for paint.	8		
Replace benches with Sapele as above. Primed ready for paint.	3		
Replace rotted post cladding with Sapele as above. Primed ready for paint.	10		
Repaint gazebo. Sprayed or brushed to match.	1	\$ 4,250	\$ 4,250
24 mo limited warranty for workmanship	1	\$ 0	\$ 0
		Subtotal	\$ 41,625
Overhead		18%	\$ 7,493
		Total	\$ 49,118

Haus Custom is pleased to provide you with this quote for the items above as described on the following page. Any additional work or evolving issues will be addressed in the form of change orders. This quote is valid for 30 days from the date below. I look forward to working with you.


 _____ 2/20/2025 _____
 Jason Dorpinghaus Date Steve Philbin Date

In August 2023 an investigation of the Cameron Station Gazebo uncovered severe rotting at the base of a majority of the handrails. It is clear the materials choice and design of the railings is contributing to this rot.

A modest design change is therefore recommended. Specifically the removal of the spacers which have become problematic in that they have trapped water and contributed to the premature rotting of the railings. An earlier quote suggested turning the pickets 45 degrees to mimic the design at the roof line. However given more thought, this may be more difficult to integrate with the attached seating. To maintain the overall look and feel of the gazebo as originally designed the pickets should remain similarly sized and oriented including the decorative routed element top and bottom. All 10 corner posts show rot at the bottom. It is highly likely the structural attachment points have hidden rot. It is strongly recommended that the corner post trim boards be replaced.

A materials change is also strongly recommended. The use of Sapele (African Mahogany) or American White Oak is suggested. Both Sapele and White Oak have a similar hardness, are tight grained, and rot resistant hardwoods that are used for numerous exterior projects including boats, cabinetry and exterior doors etc. White Oak however can be quite expensive which is why Sapele is suggested. If White Oak is preferred add 25%.

A previous quote suggested using thermally modified pine (TMP). While TMP is insect and rot resistant it is slightly softer than non-modified pine and given the amount of use and abuse by neighborhood children as well as landscapers etc. TMP is also not available in the thickness required for the pickets. I believe an exterior grade hardwood like Sapele will hold up very well to the day to day wear and tear experienced by this well-used space. Far better than pine (modified or other). There is no reason, given regular maintenance/painting, that this wouldn't last for 50+ years.

All new hardware to be stainless steel or galvanized steel if stainless isn't available.

This quote reflects a 2.25" x 2.25" picket with a routed detail top and bottom with no spacers. All new wood for the rails, pickets, benches, and corner post trim will be Sapele.

While a 2 year warranty is offered in this quote it is expected that with normal maintenance painting this railing should last as long as the structure itself.

Payment terms:

#1 - 50% down

#2 - 25% at mobilization/demo

#3 - 15% at completion of installation prior to paint

#4 - Final 10% after paint and inspection/acceptance

*This quote does not include replacement of any materials above the corner posts. I.e. the roof or cupola. Painting is of the wooden elements of the structure only and does not include painting of the metal roof. No electrical or lighting and no concrete work included. A replacement electrical enclosure (doghouse) can be constructed of the same materials if desired, the price TBD.



PO Box 8420
 Alexandria, VA 22306
 Cell #: (703) 863-5219
www.matotal-dmv.com
info@matotal-dmv.com

Estimate

Date	Estimate #
11/21/2024	5981

Bill To	Project Address
Cameron Station Community Association 200 Cameron Station Boulevard	Cameron Station Community Association 200 Cameron Station Boulevard (Gazebo carpentry repairs-Sapele wood)

Description of work:	Line Total
Labor and material to complete the following- <ul style="list-style-type: none"> • Remove existing rotten rails. • Install new 42in - 2 in Sapele wood. <ul style="list-style-type: none"> ○ Top rail, square balusters and bottom rails. • Repair columns around gazebo. <ul style="list-style-type: none"> ○ Remove the existing wood around 6X6 (that is wrapping columns 5/4X8) ○ Re-wrap columns with Sapele wood ○ Add a post in the middle of each collum for extra support. <ul style="list-style-type: none"> ▪ This post to be also wrap in Sapele wood ○ Remove and replace benches with Sapele wood. ○ Paint gazebo to match. <ul style="list-style-type: none"> ▪ 1 coat of primer. ▪ 2 coats of paint • Dispose of all construction debris. 	\$47,234.78
Total: \$47,234.78	

Customer signature for estimate approval: _____

Date: _____ Contractor Signature: _____

Estimate valid only for 30 days from the date listed above, after 30 days if estimate not approved, Contractor will need to revise estimate cost.

Mark Bondurant

From: John Lyons <JLyons@tectaamerica.com>
Sent: Friday, December 13, 2024 12:44 PM
To: Mark Bondurant
Subject: RE: [External] Message from SGFH Sales Konica

Hi Mark,

I spoke with Steve Katchmark about your request to price a 2nd option. We do not recommend paying substantially more for the Sapele (African Mahogany). The thermally modified pine is sufficient material to use for a gazebo without going overboard on the price. Our estimate would be about 10 times the cost for the African Mahogany, so we decline to bid on this option.

Sincerely,

John H. Lyons, CMCA, AMS, PCAM
Business Development Account Manager
3856-A Dulles South Ct.
Chantilly, VA 20151
www.katchmark.com
Cell (570) 947-4110
Office (703) 817-0200 ext-207

Katchmark A Tecta America Company is ranked 1st in the country, Roofing Contractor Magazine's 2022 Top 100



*Initial
\$38K
for thermally
modified pine.*

From: Mark Bondurant <mbondurant@gocampgmt.com>
Sent: Monday, December 9, 2024 3:11 PM
To: John Lyons <JLyons@tectaamerica.com>
Subject: Fwd: [External] Message from SGFH Sales Konica

John

Good afternoon. I hope all is good with you. Included is a 2nd option for pricing we'd like to provide to the Board for the Gazebo renovation project if you're interested. I believe you already priced out using the thermal resin, correct?

Respectfully,

Mark Bondurant
Facilities Manager
Cameron Station Community Association
200 Cameron Station Blvd
Alexandria, VA 22304
Main Line: [703-567-4881](tel:703-567-4881)
www.CameronStation.org

Community Association Management Professionals (CAMP)



3856-A Dulles South Court
 Chantilly, VA 20151
 703.817.0200 / Fax: 703.817.1175
 www.katchmark.com
 VA License: 2705-41558A
 MD License: 73744
 DC License: 54170-430006359

PROPOSAL SUBMITTED TO:	WORK TO BE PERFORMED AT:
COMMUNITY ASSOCIATION MANAGEMENT PROFESSIONALS ATTN: STEVEN PHILBIN 200 CAMERON STATION BLVD. ALEXANDRIA, VA 22304 (703) 567-4881 SPHILBIN@GOCAMPMGMT.COM	CAMERON STATION COMMUNITY ASSOCIATION GAZEBO PROPOSAL DATE: 2/20/2025

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

GAZEBO REPAIRS:

1. Remove rotted gazebo railings, benches, and railing height post cladding.
2. Remove metal hardware for re-installation after painting is completed.
3. Furnish and install 2x2 thermally modified exterior grade pine railings.
4. Furnish and install thermally modified exterior grade pine benches.
5. Furnish and install thermally modified exterior grade pine posts with supports.
6. Paint new gazebo railings, benches, and railing height post cladding. Paint color to be provided by Client.
7. Pressure wash, prime, and paint existing wood same color.
8. Remove the small shingle roof next to gazebo.
9. Furnish and install one bundle of new GAF Timberline HDZ shingle. **Color: Oyster Gray.**
10. Clean and remove all existing job-related debris.

REPAIR PRICE: **\$38,300.00** _____ (Initials)

Respectfully submitted:
 KATCHMARK CONSTRUCTION

John H. Lyons

**NOTES: Katchmark Construction will provide a two (2) year workmanship warranty and manufacturer's warranty.
 This proposal is only valid for a period of thirty (30) days.**

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner with payments to be made as follows: **Progress payments**. If payment is not received within 15 days from when payment is due, interest shall accrue on the outstanding balance at a rate of 2% per month and Katchmark shall be entitled to all costs of collection, including reasonable attorney fees.

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 are beyond our control. Owner is to carry fire, tornado and other necessary insurance to cover above work. In the event payment is not made as outlined above, Katchmark Construction will be entitled to recover reasonable attorney's fees in any action between the parties.

ACCEPTANCE OF PROPOSAL

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

Date: _____

Signature: _____

Signature: _____

Good afternoon everyone,

Thank you for your patience. Attached you will find the GAF Energy proposal. If you scroll down a little bit you will see an overhead shot of the area and you will see all the areas we would put solar shingles on that roof. Any vents/pipes in the way will be relocated if we did proceed with this. GAF Energy told us we would have to replace all the shingles up there to make this work, so all shingles in the work area are removed and then solar shingles are integrated in (as you can see on the proposal) and the rest of the roof will receive the GAF Timberline HDZ shingles (the ones that are a little taller that we looked at when James and I were there). The solar would come with the industry best Solar Max warranty (here is a sample of that - https://www.gaf.energy/wp-content/uploads/2025/01/SM043-1224_Solar-Max-Limited-Warranty-Addendum.pdf) and the roof would have the GAF Golden Pledge Warranty (here is a link if you want to read more on that - [https://documents.gaf.com/warranties/gaf-golden-pledge%C2%AF-limited-warranty-reswt161-legal-sample-\(9-23\).pdf](https://documents.gaf.com/warranties/gaf-golden-pledge%C2%AF-limited-warranty-reswt161-legal-sample-(9-23).pdf)).

If you scroll down to page 5 you will see it lists off some costs for the warranty and the electrical to wire all this up, below I will list out a number that includes all that built in (basically an out the door number) so no need to worry about those extra costs on page 5 as they are built in below.

Total cost for solar project - **\$225,830.00** This is everything except a potential change order if we find some rotten plywood under the shingles, but the rest of it is all built into that number. If we get to the point where we are getting pretty close on this we will of course send over a fully scoped out signable proposal like we normally do, but this number will be the big number at the top and we would do half of that upfront as a deposit and the final half (plus any change orders) paid at the end once the job is done and the solar is activated.

I believe that is all for now. For sure let us know if you think of any questions. Have a good day and thanks again for your patience!

Regards,

Ryan Craft

Sales, Solar Manager, Finance Manager

405 Belle Air Lane Warrenton, VA 20186

Cell – 703-869-5827

Office - 703-753-4585

www.peakroofingcontractors.com

<https://lending.ally.com/setup/7235> - Finance Link



Welcome to your future with solar, Condominium

200 Cameron Station Boulevard, Alexandria, VA 22304, USA

Timberline Solar™ has the same hail, wind, and water-shedding capability as a traditional roof, just like a rugged, dependable and reliable high-definition shingle. **It's the roof you know, now with the power added.**

The data provided in this proposal is only a preliminary estimate and does not represent a binding agreement, guarantee or obligation of GAF Energy regarding production, performance, utility rate increases, workmanship or any other data relating to Timberline Solar. This proposal is not an approval for financing.



Your solar design breakdown



712

Solar panels



36,275 kWh

Yearly energy produced



19%

Energy offset



Your energy usage

Dominion Virginia Power

Average rate
\$0.14/kWh

Fixed costs
\$7.58

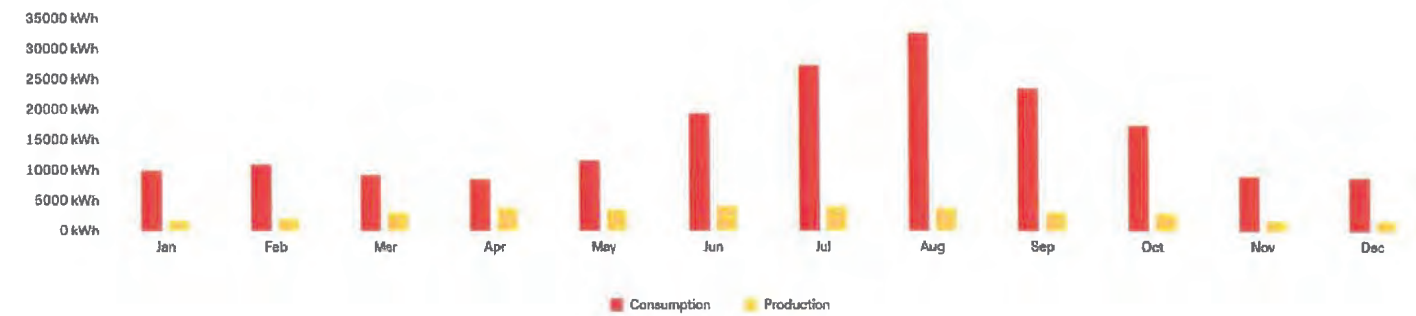
Escalation
3.68%

Average monthly utility bill

Today
\$2,188.07

In 25 years
\$5,198.38

Total payments after 25 years
\$1,046,185.37



Turn Your Roof Into an Energy-Producing Asset

Produce your own power. Lower your electric bill.¹ Decrease your reliance on the local utility company.

Over time, Timberline Solar™ can pay for itself by saving you money on your monthly electric bill.

How It Works



GAF Energy solar uses sunlight to produce electricity to power your home.



The more electricity you produce, the less you purchase from the utility company.



If your system generates more electricity than you need, energy can be sent back to the grid. In exchange, credits to your bill can be used to offset the cost of electricity that you buy from the utility.

¹: Savings will vary and are not guaranteed.

Potential Environmental Impact of Going Solar

Choosing solar energy is equivalent to²



TREES PLANTED

1,935



POUNDS OF COAL

81,051

²: Average is based on the 10401-002 system installed over 25 years. EPA Greenhouse Gas Equivalency Calculator is used.



Featuring Timberline Solar™ HDZ Power Day Plus Shingles

Next Steps

1 DESIGN & PERMITTING

- Finalize solar design
- Obtain local utility approval for install when required
- Apply for permits
- Schedule roof & solar installation



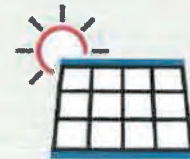
2 INSTALLATION

- Materials are delivered
- Old roof is removed
- New roof & solar are installed
- Electrical hookup is completed



3 INSPECTION & SYSTEM ACTIVATION

- Local authorities inspect the installation
- "Permission to Operate" is granted by local utility
- Power is on!



200 Cameron Station Boulevard Alexandria, VA 22304		
Timberline Solar Proposal		
System Summary		
	10894 Roof Sq Ft	
	2242.52 Solar Sq Ft	
	32.75 kW	
	36,275 kWh	<i>expected year 1 production</i>
	19% kWh offset	
GAF Energy System Costs		
Electrical Services	\$35,000	\$1.07
Solar Max Warranty*	\$4,094	
Project Total	\$39,094	
<p><i>Not included in pricing:</i></p> <ul style="list-style-type: none"> -Roof shingles, energy shingles -Roof labor, roof accessories -Nonstandard interconnection fees, nonstandard electrical tie in -Fees/costs for any unknown site-specific complexities <p><i>This pricing is preliminary and offered without visibility into actual site conditions.</i></p> <p><i>This pricing is offered for materials and electrical services to the roofing contractor. This pricing does not include roof labor and any additional roofing accessories. Any additional costs and/or markup for retail pricing to the end purchaser is the responsibility of the roofing contractor.</i></p> <p><i>*Solar Max warranty offered at increased price due to commercial electrical requirements and would be completed outside of standard warranty registration process.</i></p>		

Disclaimers

Overview

The information provided in this proposal, including, but not limited to, system production and savings projections, is a preliminary estimate for illustration purposes only and is not guaranteed. This proposal is based on estimates and other assumptions that may or may not be realized, and is not a bid for work, not an offer for financing, and not a binding agreement. No guarantees, warranties or representations regarding the actual system production, savings, utility rate, or any other data, are provided in this proposal. This proposal is subject, in its entirety, to all of the disclaimers set forth in this proposal.

System Design

The information provided in this proposal is a preliminary estimate for illustration purposes only. This proposal is based on estimates and assumptions that may or may not be realized, and does not provide any guarantees regarding the actual system production, savings, utility rate, or any other data. This proposal is not a bid for work, an offer for financing, nor a binding agreement.

Energy Usage

The information provided in this proposal is a preliminary estimate for illustration purposes only. This proposal is based on estimates and assumptions that may or may not be realized, and does not provide any guarantees regarding the actual system production, savings, utility rate, or any other data. This proposal is not a bid for work, an offer for financing, nor a binding agreement.

Storage Setup

The information provided in this proposal is a preliminary estimate for illustration purposes only. This proposal is based on estimates and assumptions that may or may not be realized, and does not provide any guarantees regarding the actual system production, savings, utility rate, or any other data. This proposal is not a bid for work, an offer for financing, nor a binding agreement.

Financing

The installer does not provide tax or legal advice. Any rebates, tax credits and/or incentives referenced in this proposal, if any, are for illustrative purposes and are not a guarantee of applicability and are not tax advice. You should consult your tax advisor to determine whether you are eligible for tax benefits and for more information. This proposal is not an approval for a loan. You must apply a loan directly with the lender. All financing terms provided in this proposal, including, but not limited to, loan amount and interest rate, are estimates and the actual amounts subject to change and approval by the financing provider. Actual available financing terms and rates may vary and are not available in all locations. The information provided in this proposal is a preliminary estimate for illustration purposes only. This proposal is based on estimates and assumptions that may or may not be realized, and does not provide any guarantees regarding the actual system production, savings, utility rate, or any other data. This proposal is not a bid for work, an offer for financing, nor a binding agreement.

Recommended System Option

74.39 kW

System Size

\$423,502

Lifetime Electricity Bill Savings

38%

Consumption Offset

11.5%

Rate of Return on Investment



Solar Hardware

REC Alpha Pure 2 Series

74.390kW of Solar Power

173 x REC430AA Pure 2

430 Watt panels

25 Year Product Warranty & 25 Year Linear Performance Warranty

92,725kWh per year



Inverter

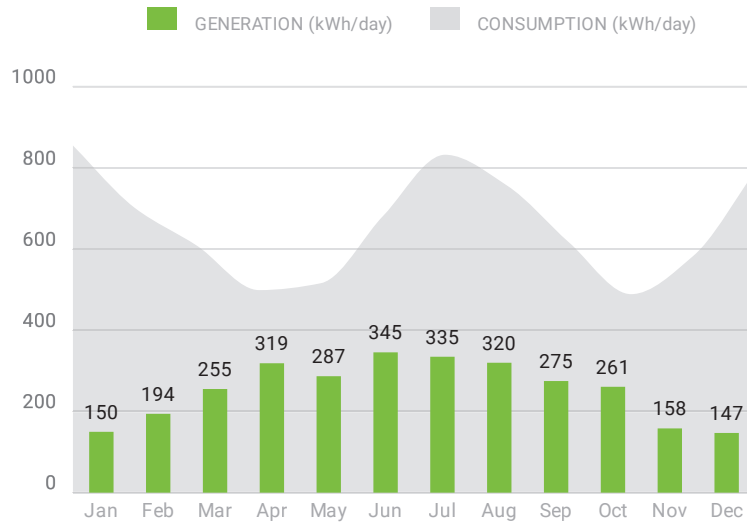
Enphase Energy Inc.

50.17 kW Total Inverter Rating

173 x IQ8PLUS-72-2-US

System Performance

38%
Energy From Solar



Quotation

Payment Option: Cash

173 x REC Solar 430 Watt Panels (REC430AA Pure 2) 173 x IQ8PLUS-72-2-US (Enphase Energy Inc.)	
Standard System Price	\$299,845.00
Discount	\$-106,445.00
Surge Protection (\$400 to add)	\$0.00
Sense Energy Monitor (\$800 to add)	\$0.00
Car Charger Outlet (\$1300 to add)	\$0.00
Total System Price	\$193,400.00
Purchase Price	\$193,400.00
Deposit Payable	\$19,340.00

Additional Incentives

Federal Investment Tax Credit (ITC) <small>The Federal Investment Tax Credit (ITC).</small>	\$58,020.00
Net System Cost	\$135,380.00

Payment Milestones

Deposit <small>Due at Contract Signing</small>	\$19,340.00
Payment 1 <small>Due at Start of Installation</small>	\$116,040.00
Final Payment <small>Due Upon Final Inspection</small>	\$58,020.00
Total	\$193,400.00

Contract Under Way!

I have read & accept the terms and conditions.

Signature _____

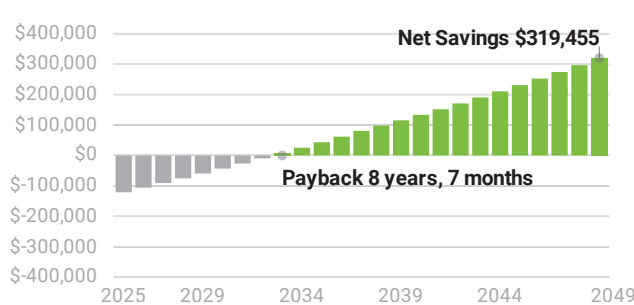
Name _____

Date _____

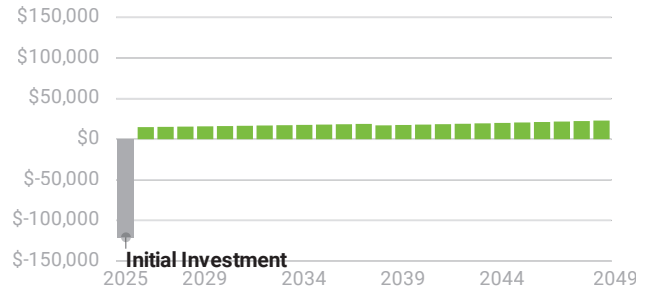
Payment Details: Offline Payment

Contact your sales representative regarding payment.

Cumulative Savings From Going Solar



Annual Savings From Going Solar



\$319,455

Net Present Value

**8 Years
7 Months**

Discounted Payback
Period

236%

Total Return on
Investment

11.5%

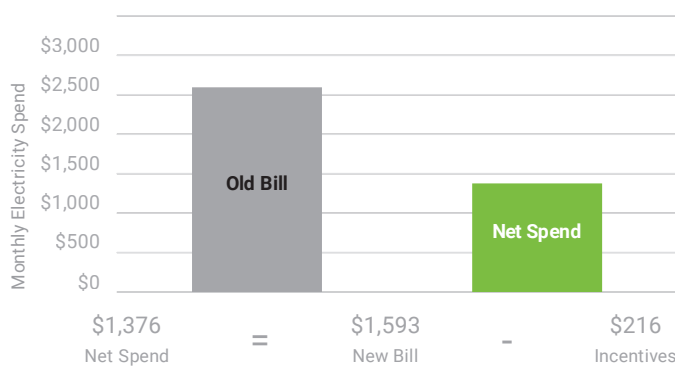
Rate of Return on
Investment

Year	Electricity Consumption (kWh)	Solar Generation (kWh)	Utility Bill (before solar) (\$)	Utility Bill (after solar) (\$)	VA SRECs (\$)	Total Energy Spend (After) (\$)	Annual Savings (from solar) (\$)	System Costs (Net of Dealer Incentives) (\$)	Customer Incentives (Upfront) (\$)	Net Savings (\$)	Cumulative Impacts (\$)
2025	241,251	92,725	31,136	19,114	2,596	16,518	14,619	193,400	58,020	(120761)	(120761)
2026	241,251	92,493	32,070	19,718	2,564	17,154	14,916	0	0	14915	(105845)
2027	241,251	92,261	33,032	20,342	2,532	17,810	15,222	0	0	15222	(90623)
2028	241,251	92,030	34,023	20,985	2,500	18,485	15,539	0	0	15538	(75084)
2029	241,251	91,798	35,044	21,648	2,469	19,179	15,865	0	0	15864	(59219)
2030	241,251	91,566	36,095	22,333	2,438	19,894	16,201	0	0	16201	(43018)
2031	241,251	91,334	37,178	23,038	2,408	20,631	16,548	0	0	16547	(26471)
2032	241,251	91,102	38,294	23,767	2,378	21,389	16,905	0	0	16904	(9566)
2033	241,251	90,871	39,442	24,518	2,348	22,170	17,273	0	0	17272	7706

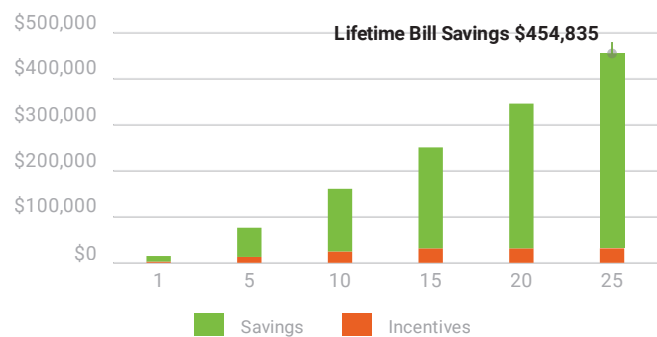
Year	Electricity Consumption (kWh)	Solar Generation (kWh)	Utility Bill (before solar) (\$)	Utility Bill (after solar) (\$)	VA SRECs (\$)	Total Energy Spend (After) (\$)	Annual Savings (from solar) (\$)	System Costs (Net of Dealer Incentives) (\$)	Customer Incentives (Upfront) (\$)	Net Savings (\$)	Cumulative Impacts (\$)
2034	241,251	90,639	40,626	25,292	2,318	22,974	17,652	0	0	17651	25357
2035	241,251	90,407	41,844	26,092	2,289	23,802	18,042	0	0	18042	43400
2036	241,251	90,175	43,100	26,916	2,261	24,655	18,445	0	0	18444	61844
2037	241,251	89,943	44,393	27,766	2,232	25,534	18,859	0	0	18858	80703
2038	241,251	89,712	45,725	28,643	0	28,643	17,081	0	0	17081	97784
2039	241,251	89,480	47,096	29,548	0	29,548	17,548	0	0	17548	115332
2040	241,251	89,248	48,509	30,481	0	30,481	18,028	0	0	18027	133360
2041	241,251	89,016	49,964	31,444	0	31,444	18,520	0	0	18520	151881
2042	241,251	88,784	51,463	32,437	0	32,437	19,026	0	0	19026	170907
2043	241,251	88,552	53,007	33,461	0	33,461	19,546	0	0	19545	190453
2044	241,251	88,321	54,598	34,518	0	34,518	20,080	0	0	20079	210533
2045	241,251	88,089	56,235	35,608	0	35,608	20,628	0	0	20627	231160
2046	241,251	87,857	57,923	36,732	0	36,732	21,191	0	0	21190	252351
2047	241,251	87,625	59,660	37,891	0	37,891	21,769	0	0	21768	274120
2048	241,251	87,393	61,450	39,087	0	39,087	22,363	0	0	22362	296482
2049	241,251	87,162	63,294	40,321	0	40,321	22,972	0	0	22972	319455

Electricity Bill Savings

First Year Monthly Bill Savings



Cumulative Bill Savings



Performance Based Incentives

Performance Based Incentives (Over System Lifetime)	\$31,333.44	\$2,596.30 in year 1
---	-------------	----------------------

Rate not specified, using Residential Service based on location.

Quotation

Payment Option: EnFin - 25 years 3.99%

173 x REC Solar 430 Watt Panels (REC430AA Pure 2) 173 x IQ8PLUS-72-2-US (Enphase Energy Inc.)	
Standard System Price	\$299,845.00
Surge Protection (\$400 to add)	\$0.00
Sense Energy Monitor (\$800 to add)	\$0.00
Car Charger Outlet (\$1300 to add)	\$0.00
Total System Price	\$299,845.00
Purchase Price	\$299,845.00
Financed Amount	\$299,845.00
APR <small>APR assumes the 0.25% ACH autopay discount</small>	3.99%
Loan Term	25 Years
Voluntary Prepayment <small>In month 18</small>	\$89,953.50
Monthly Payment <small>Starting in month 1 - assuming a voluntary prepayment of \$89,953.50 is paid in month 18 this payment level will continue for term of the loan.</small>	\$1,136.86
Monthly Payment if No Prepayment Made <small>If no voluntary prepayment is made by month 18 then this will be your monthly payment for the remainder of the term.</small>	\$1,628.91

Additional Incentives

Federal Investment Tax Credit (ITC) <small>The Federal Investment Tax Credit (ITC).</small>	\$89,953.49
Net System Cost	\$209,891.51

Contract Under Way!

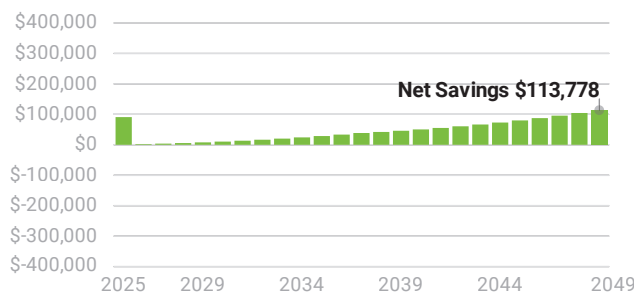
I have read & accept the terms and conditions.

Signature _____

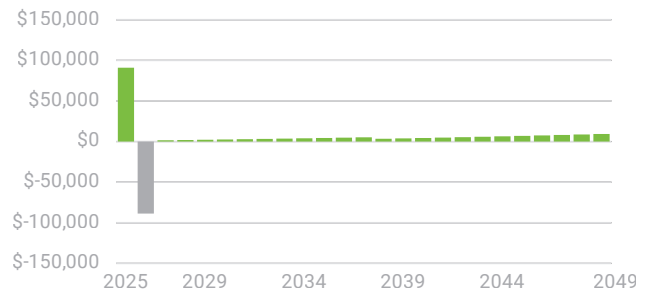
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Date _____

Cumulative Savings From Going Solar



Annual Savings From Going Solar



\$113,778

Net Present Value

**19 Years
9 Months**

Discounted Payback
Period

33%

Total Return on
Investment

2.2%

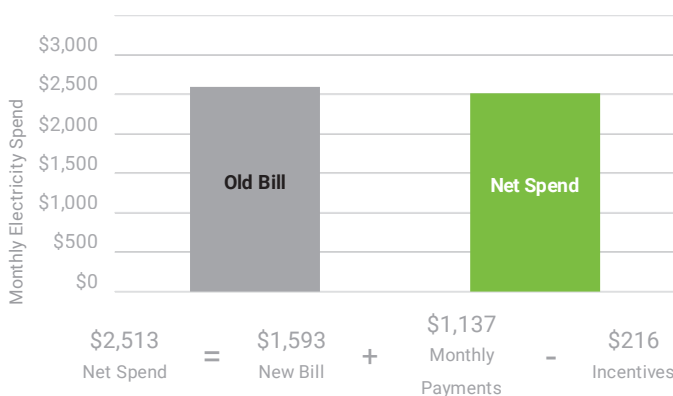
Rate of Return on
Investment

Year	Electricity Consumption (kWh)	Solar Generation (kWh)	Utility Bill (before solar) (\$)	Utility Bill (after solar) (\$)	VA SRECs (\$)	Total Energy Spend (After) (\$)	Annual Savings (from solar) (\$)	System Costs (Net of Dealer Incentives) (\$)	Customer Incentives (Upfront) (\$)	Net Savings (\$)	Cumulative Impacts (\$)
2025	241,251	92,725	31,136	19,114	2,596	16,518	14,619	13,642	89,953	90929	90929
2026	241,251	92,493	32,070	19,718	2,564	17,154	14,916	103,596	0	(88679)	2249
2027	241,251	92,261	33,032	20,342	2,532	17,810	15,222	13,642	0	1580	3829
2028	241,251	92,030	34,023	20,985	2,500	18,485	15,539	13,642	0	1896	5726
2029	241,251	91,798	35,044	21,648	2,469	19,179	15,865	13,642	0	2222	7948
2030	241,251	91,566	36,095	22,333	2,438	19,894	16,201	13,642	0	2558	10507
2031	241,251	91,334	37,178	23,038	2,408	20,631	16,548	13,642	0	2905	13412
2032	241,251	91,102	38,294	23,767	2,378	21,389	16,905	13,642	0	3262	16675
2033	241,251	90,871	39,442	24,518	2,348	22,170	17,273	13,642	0	3630	20305
2034	241,251	90,639	40,626	25,292	2,318	22,974	17,652	13,642	0	4009	24314
2035	241,251	90,407	41,844	26,092	2,289	23,802	18,042	13,642	0	4399	28714
2036	241,251	90,175	43,100	26,916	2,261	24,655	18,445	13,642	0	4802	33517

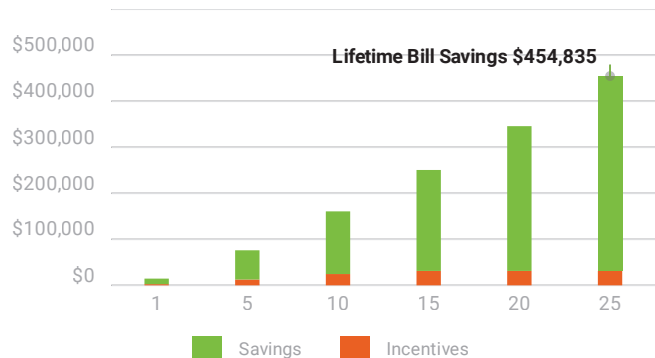
Year	Electricity Consumption (kWh)	Solar Generation (kWh)	Utility Bill (before solar) (\$)	Utility Bill (after solar) (\$)	VA SRECs (\$)	Total Energy Spend (After) (\$)	Annual Savings (from solar) (\$)	System Costs (Net of Dealer Incentives) (\$)	Customer Incentives (Upfront) (\$)	Net Savings (\$)	Cumulative Impacts (\$)
2037	241,251	89,943	44,393	27,766	2,232	25,534	18,859	13,642	0	5216	38733
2038	241,251	89,712	45,725	28,643	0	28,643	17,081	13,642	0	3438	42172
2039	241,251	89,480	47,096	29,548	0	29,548	17,548	13,642	0	3905	46078
2040	241,251	89,248	48,509	30,481	0	30,481	18,028	13,642	0	4385	50464
2041	241,251	89,016	49,964	31,444	0	31,444	18,520	13,642	0	4878	55342
2042	241,251	88,784	51,463	32,437	0	32,437	19,026	13,642	0	5384	60726
2043	241,251	88,552	53,007	33,461	0	33,461	19,546	13,642	0	5903	66630
2044	241,251	88,321	54,598	34,518	0	34,518	20,080	13,642	0	6437	73067
2045	241,251	88,089	56,235	35,608	0	35,608	20,628	13,642	0	6985	80052
2046	241,251	87,857	57,923	36,732	0	36,732	21,191	13,642	0	7548	87601
2047	241,251	87,625	59,660	37,891	0	37,891	21,769	13,642	0	8126	95727
2048	241,251	87,393	61,450	39,087	0	39,087	22,363	13,642	0	8720	104448
2049	241,251	87,162	63,294	40,321	0	40,321	22,972	13,642	0	9330	113778

Electricity Bill Savings

First Year Monthly Bill Savings



Cumulative Bill Savings



Performance Based Incentives

Performance Based Incentives (Over System Lifetime)	\$31,333.44	\$2,596.30 in year 1
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Rate not specified specified, using Residential Service based on location.

Solar Installation Process: Our Process, and Your Benefits for Going Solar!

Make the Switch

- Review your custom design
- Get answers to your questions
- Sign your contract

Relax: We Handle All the Paperwork

- Roof structure engineering approval
- Building and electric permits
- Utility approval
- HOA approval
- Tax incentive documentation

Experience Superior Aesthetics & Workmanship

- All-black solar panels
- No visible rooftop junction boxes
- No rooftop conduit (where possible)
- Industry-leading equipment
- 25-year end-to-end warranty

Make a Difference

- Equivalent to saving 82,824 square feet of Amazon rainforest each year
- 342 tons of CO² offset over system lifetime
- 436,148 SUV mileage offset over system lifetime

Enjoy and Save

- Tax incentives
- System performance monitoring
- Cash bonuses for referrals

Case Studies

Dwaine C

I couldn't be happier with Barklie, Trip and the whole Nova Solar crew! I am a very particular, discriminating, and knowledgeable customer in terms of contractors working on my home. For example, before we went to contract I made them show me how they were going to run the electrical to make sure it was not going to look terrible like some solar you see. These guys are true pros! They have an impressive knowledge of solar, they supply top equipment which they buy in bulk to keep quality high and prices low, they are fanatics about running an efficient business so they can keep their prices low, and they perform their own installs so they can ensure top quality on each job. What more can you ask for?? They had my system up and running within weeks of going to contract, and it has been outperforming my expectations since then. I couldn't be happier with Nova Solar!



Evan S

When you start investigating solar, it can be a daunting task. We all want an honest company, that does quality work for a fair price. Nova Solar accomplishes all of those wishes by becoming a partner that works with you and not against you. We cannot recommend them enough and enjoyed the entire process of getting solar installed. When looking for a contractor, make sure price is only one variable in your decision-making process. Hurry up and call Nova Solar; you won't be disappointed.



David V

We had a great experience from start to finish. Nova Solar walked us through the process very patiently and without a hard sell. They first looked at our solar exposure to see if solar would be feasible. Then they looked at our utility bills to see if it was economically feasible. Then they did a physical inspection of our property for any shadow-producing trees or other structures and evaluated the integrity of our roof for solar panels. Finally, Nova Solar created an individualized computer model for our situation and we discussed if solar was right for our home, location, and energy usage. All of this was at no cost to us. When we signed a contract and set the installation date, Nova Solar completed the entire installation in less than two days. Nova Solar is easy to work with, they handled all the paperwork, and their continued remote monitoring of our installed system made getting solar power hassle free. We highly recommend Nova Solar as a company you can trust.



This proposal has been prepared by Nova Solar, Inc. using tools from OpenSolar. Please visit www.opensolar.com/proposal-disclaimer for additional disclosures from OpenSolar.



Customer Name and Address

Patrice Johnson
200 Cameron Station Blvd,
Alexandria, VA 22304

Company Name and Address

Nova Solar, Inc.
3305 Dye Dr.
Falls Church, VA 22042

Date

Feb 07 2025

74.39 kW System Size	25yr System Warranty
--------------------------------	--------------------------------

System Specifications

System Size (watts): 74,390
Modules: 173 x REC430AA Pure 2 REC Solar
Inverters: 173 x IQ8PLUS-72-2-US Enphase Energy Inc.
Adders: Surge Protection (\$400 to add): \$0.00 Sense Energy Monitor (\$800 to add): \$0.00 Car Charger Outlet (\$1300 to add): \$0.00

Payment Method: cash

Total Sale Price \$193,400.00

Total Incentives \$58,020

Net System Cost \$135,380.00

Timeline Project will commence within approximately ninety (90) days of the date hereof and installation will be substantially completed within approximately one hundred twenty (120) days of the date hereof.



This Solar Home Improvement Agreement (this “**Agreement**”) is between Nova Solar, Inc. (“**Nova Solar**”, “**we**” or “**Contractor**”) and you (“**Customer**”) for the sale and installation of the solar system described below (the “**Project**” or the “**System**”) at your home (the “**Property**” or your “**Home**”). We look forward to helping you produce clean, renewable solar energy at your Home. The Parties agree as follows:

KEY TERMS AND CONDITIONS

1. **DESCRIPTION OF THE PROJECT AND DESCRIPTION OF THE SIGNIFICANT MATERIALS TO BE USED AND EQUIPMENT TO BE INSTALLED.**

Sale and installation of a(n) 74.39kW DC photovoltaic system consisting of PV modules, corresponding inverter(s) and a mounting system designed for installation and operation at your Home.

2. **CONTRACT PRICE.** The Contract Price for the Project is \$193,400.00 and does not include third-party financing fees. The Contract Price is subject to any change orders agreed to in writing by both parties.

3. **INSTALLATION TIMELINE.** Nova Solar will install the System within a reasonable amount of time after we sign this Agreement but no later than twelve (12) months from the date of this Agreement, which shall be of the essence. We will schedule your System installation at a mutually convenient date and time. When Nova Solar completes installation of the solar panels and the inverters(s), then substantial completion of the work to be performed under this Agreement shall have occurred:

Approximate Start Date: 30-90 days from the date of this Agreement

Approximate Completion Date: 60-120 days from the date of this Agreement

This performance timeline is an estimate and may be adjusted as provided in this Agreement, including delays due to late payments or unforeseen conditions.

4. SCHEDULE OF PAYMENTS

Payment	Timing	Amount	Notes
Deposit	Due at Contract Signing	19,340.00	10% for cash contracts. Not applicable for projects financed through a Nova Solar Lender
Payment 1	Due at Start of Installation	116,040.00	60% for cash contracts. Not applicable for projects financed through a Nova Solar lender.
Final Payment	Due Upon Final Inspection	58,020.00	30% for cash contracts. Not applicable for projects financed through a Nova Solar lender.
Total		\$193,400.00	(includes any applicable sales tax)

5. The pricing in this Agreement is valid for 30 days after the date of the appointment. If you don't sign this Agreement and return it to us on or prior to 30 days after that date, Nova Solar reserves the right to reject this Agreement unless you agree to our then current pricing.

Customer's Name: Patrice Johnson

Signature: _____

Date: Feb 07 2025

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right.

Customer's Name:

Signature: _____

Date: _____

Company Name: **Nova Solar, Inc.**

Representative: Jake Kramer

Signature: _____

Date: Feb 07 2025

EXHIBIT 2

LIMITED WARRANTY

1. INTRODUCTION

This Limited Warranty (this “Limited Warranty”) is Nova Solar, Inc.’s (“**Nova Solar**” or “**we**”) agreement to provide you (“Customer”) warranties on the System you purchased under the Agreement. The System will be professionally installed by Nova Solar at the address you listed in the Agreement. We will refer to the installation location as your “Property” or your “Home.” This Limited Warranty begins when we start the survey of your Home for the System. We look forward to helping you produce clean, renewable solar power at your Home.

2. LIMITED WARRANTIES, PERFORMANCE GUARANTEE

(a) Limited Warranties

(i) System Warranty

Under normal use and service conditions the System will be free from defects in workmanship or defects in, or a breakdown of, materials or components, for the full Term (Full Term as stated at the top of the cover page of this contract);

(ii) Roof Warranty

All roof penetrations we make for your System will be watertight. This warranty will run the longer of (a) the first ten (10) years of the Term or (b) the length of any existing installation warranty or new home builder performance standard for your roof;

(iii) Damage Warranty

We will repair damage we cause to your Home, your belongings or your property or pay you for the damage we cause, as limited by Section 6, for the full Term (except damages that result from our roof penetrations, which damages are covered for the first ten (10) years of the Term).

Under each of these warranties Nova Solar will repair or replace any damage, defective part, material or component or correct any defective workmanship, at no cost or expense to you (including all labor costs), when you submit a valid claim to us under this Limited Warranty. Nova Solar may use new or reconditioned parts when making repairs or replacements. Nova Solar may also, at no additional cost to you, upgrade or add to any part of the System to ensure that it performs according to the guarantees set forth in this Limited Warranty. Cosmetic repairs that do not involve safety or performance shall be made at Nova Solar’s discretion.

(b) Making a Claim; Transferring this Warranty

(i) Claims Process

You can make a claim by:

- A. emailing us at the email address in Section 8 below; or
- B. writing us a letter and sending it overnight mail with a well-known service

(ii) Transferable Limited Warranty

Nova Solar will accept and honor any valid and properly submitted Warranty claim made during the Warranty Period by any person who purchases the System from you.

(c) Exclusions and Disclaimer

The limited warranties and guarantee provided in this Limited Warranty do not apply to any lost power production or any repair, replacement or correction of the System that result from the following:

- (i) someone other than Nova Solar or its approved service providers installed, removed, re-installed or repaired the System (including, but not limited to, damaging the System during such work);
- (ii) your failure to perform, or breach of, your obligations under this Limited Warranty, including not reporting System failure or damage, your being unavailable to provide access or assistance to us in diagnosing or repairing a problem, or you modify or alter the System;
- (iii) shading from foliage that is new growth or is not kept trimmed to its appearance as of the date the System was installed;
- (iv) any System failure or lost or diminished performance not caused by a System defect (e.g. the System is not producing power because it has been removed to make roof repairs);
- (v) theft or vandalism of the System;
- (vi) any gross negligence or willful misconduct by you or your agents or representatives;
- (vii) any System damage caused by one of the following natural disasters: earthquake, flood, named windstorms/hurricanes;
- (viii) your failure to cooperate with Nova Solar during the claims coverage evaluation process;
- (ix) with respect to the obligations under sections 2(c) and 5(b) only, any lost power production or System damage that results from any Force Majeure Event (as defined below);
- (x) damage to your Home, belongings or property that results from our roof penetrations after the end of the Roof Warranty; and
- (xi) damage or loss to the System due to ball strikes.

This Limited Warranty gives you specific rights, and you may also have other rights which vary from state to state. This Limited Warranty does not warrant any specific electrical performance of the System, other than that described above.

Snow or ice may accumulate on rooftops and on solar panels during snow storms. Accumulated snow or ice may slide or fall, resulting in property damage or bodily harm. If and when conditions safely allow you to remove accumulated snow or ice, you should do so to reduce the likelihood of excess snow sliding or falling.

THE LIMITED WARRANTIES DESCRIBED IN SECTIONS 2(a) ABOVE ARE THE ONLY EXPRESS WARRANTIES MADE BY NOVA SOLAR WITH RESPECT TO THE SYSTEM. NOVA SOLAR HEREBY DISCLAIMS, AND ANY BENEFICIARY OF THIS LIMITED WARRANTY HEREBY WAIVES, ANY WARRANTY WITH RESPECT TO ANY COST SAVINGS FROM USING THE SYSTEM. SOME STATES DO NOT ALLOW SUCH LIMITATIONS, SO THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU.

3. YOUR ADDITIONAL OBLIGATIONS

- (a)** You grant to Nova Solar and its employees, agents and contractors the right to reasonably access all of the Property as necessary for the purposes of compliance with this Limited Warranty.
- (b)** If you want to make any repairs or improvements to the Property that could interfere with the System (such as repairing the roof where the System is located), you may only remove and replace the System pursuant to Section 5 of this Limited Warranty.
- (c)** During the Warranty Period you agree:
 - (i) to only have the System repaired pursuant to the Limited Warranty and reasonably cooperate when repairs are being made;
 - (ii) to keep trees, bushes and hedges trimmed so that the System receives as much sunlight as it did when Nova Solar installed it;

- (iii) to keep the panels clean, pursuant to this Limited Warranty and the Solar Operation and Maintenance Guide;
- (iv) to not modify your Home in a way that shades the System;
- (v) to be responsible for any conditions at your Home that affect the installation (e.g. blocking access to the roof or removing a tree that is in the way);
- (vi) to not remove any markings or identification tags on the System;
- (vii) to permit Nova Solar, after we give you reasonable notice, to inspect the System for proper operation as we reasonably determine necessary;
- (viii) to not do anything, permit or allow to exist any condition or circumstance that would cause the System not to operate as intended at the Property;
- (ix) to notify Nova Solar if you think the System is damaged, appears unsafe or is stolen; and
- (x) that you will not make any modifications, improvements, revisions or additions to the System or take any other action that could void the Limited Warranty on the System without Nova Solar's prior written consent.

4. NOVA SOLAR'S STANDARDS

For the purpose of this Limited Warranty the standards for our performance will be (i) normal professional standards of performance within the solar photovoltaic power generation industry in the relevant market; and (ii) Prudent Electrical Practices. "Prudent Electrical Practices" means those practices, as changed from time to time, that are engaged in or approved by a significant portion of the solar power electrical generation industry operating in the United States to operate electric equipment lawfully and with reasonable safety, dependability, efficiency and economy.

5. SYSTEM REPAIR, RELOCATION

- (a) Repair. You agree that if (i) the System needs any repairs that are not the responsibility of Nova Solar under this Limited Warranty, (ii) the system needs to be removed and reinstalled to facilitate remodeling of your Home, you will have Nova Solar, at your expense, perform such repairs, removal and reinstallation, or relocation.
- (b) Removal. Nova Solar will remove and replace the System from your roof while roof repairs are being made for a price that is agreed upon at the time the roof work is needed. You will need to provide storage space for the System during such time. Nova Solar's obligations under this Section 5(b) are contingent on your compliance with the terms of the Agreement.

6. FORCE MAJEURE

If Nova Solar is unable to perform all or some of its obligations under this Limited Warranty because of a Force Majeure Event, Nova Solar will be excused from whatever performance is affected by the Force Majeure Event, provided that:

- (a) Nova Solar, as soon as is reasonably practical, gives you notice describing the Force Majeure Event;
- (b) Nova Solar's suspension of its obligations is of no greater scope and of no longer duration than is required by the Force Majeure Event (i.e. when a Force Majeure Event is over, we will make repairs); and
- (c) No Nova Solar obligation that arose before the Force Majeure Event that could and should have been fully performed before such Force Majeure Event is excused as a result of such Force Majeure Event.

"Force Majeure Event" means any event, condition or circumstance beyond the control of and not caused by Nova Solar's fault or negligence. It shall include, without limitation, failure or interruption of the production, delivery or acceptance of power due to: an act of god; war (declared or undeclared); sabotage; riot; insurrection; civil unrest or disturbance; military or guerilla action; terrorism; economic sanction or embargo; civil strike, work stoppage, slow-down, or lock-out; explosion; fire; earthquake; abnormal weather condition or actions of the elements; hurricane; flood; lightning; wind; drought; the binding order of any governmental authority (provided that such order has been resisted in good faith by all reasonable

legal means); the failure to act on the part of any governmental authority (provided that such action has been timely requested and diligently pursued); unavailability of power from the utility grid, equipment, supplies or products (but not to the extent that any such availability of any of the foregoing results from Nova Solar's failure to have exercised reasonable diligence); power or voltage surge caused by someone other than Nova Solar including a grid supply voltage outside of the standard range specified by your utility; and failure of equipment not utilized by Nova Solar or under its control.

7. LIMITATIONS ON LIABILITY

(a) No Consequential Damages

YOU MAY ONLY RECOVER DIRECT DAMAGES INCLUDING THOSE AMOUNTS DUE PURSUANT TO SECTIONS 6(C) UNDER THIS LIMITED WARRANTY, AND IN NO EVENT SHALL NOVA SOLAR OR ITS AGENTS OR SUBCONTRACTORS BE LIABLE TO YOU OR YOUR ASSIGNS FOR SPECIAL, INDIRECT, PUNITIVE, EXEMPLARY, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY NATURE. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

(b) Limitation of Duration of Implied Warranties

ANY IMPLIED WARRANTIES, INCLUDING THE IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AND MERCHANTABILITY ARISING UNDER STATE LAW, SHALL IN NO EVENT EXTEND PAST THE EXPIRATION OF ANY WARRANTY PERIOD IN THIS LIMITED WARRANTY. SOME STATES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

(c) Limit of Liability

Notwithstanding any other provision of this Limited Warranty to the contrary, Nova Solar's total liability arising out of relating to this Limited Warranty shall in no event:

- (i) For System Replacement: exceed the original cost of the System; and
- (ii) For damages to your Home, belongings and property: exceed one million dollars (\$1,000,000).

8. NOTICES

All notices under this Limited Warranty shall be made in the same manner as set forth in the Agreement to the addresses listed below:

TO NOVA SOLAR: Nova Solar, Inc.
3305 Dye Dr.
Falls Church, VA 22042
Telephone: (703) 679-8607
Email: novasolarinc@gmail.com

TO YOU: At the billing address in the Agreement or any subsequent billing address you give us.

9. ASSIGNMENT AND TRANSFER OF THIS LIMITED WARRANTY

Nova Solar may assign its rights or obligations under this Limited Warranty to a third party without your consent, provided that any assignment of Nova Solar's obligations under this Limited Warranty shall be to a party professionally and financially qualified to perform such obligation. This Limited Warranty protects only the person who owns the System. Your rights and obligations under this Limited Warranty will be automatically transferred to any person who purchases the System from you. This Limited Warranty contains the parties' entire agreement regarding the limited warranty of the System.



CAMERON STATION

Design & Maintenance Standards (DMS)

~~Effective September 16, 2021~~

~~Revised December 31, 2024~~ March 1, 2025

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CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL DESIGN & MAINTENANCE STANDARDS (DMS)
Supersedes all prior Architectural Design & Maintenance Standards
(Revised ~~March~~~~December~~ August 31, 2025~~4~~)

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INTRODUCTION

As members of a planned community, Cameron Station homeowners and their tenants and guests enjoy a variety of benefits and shared facilities. In return, they are asked to cooperate with their neighbors to create and maintain an enjoyable living environment that promotes the health, safety, and welfare of all; maintains the community's open space, common facilities, and property; and protects and enhances the value of the properties within the Cameron Station Community.

Maintaining such a mutually beneficial living environment is best achieved by developing and following rules and regulations that clearly inform all members of the limitations and expectations with respect to use of open space and common facilities and improvements to individual homes. Cameron Station is managed by its homeowners association, the Cameron Station Community Association, Inc., commonly referred to as the Association or CSCA. The Association functions under the rules and regulations embedded in three legally binding documents (the Governing Documents) and under rules adopted or amended by its Board of Directors (Board). The Governing Documents are: a) Cameron Station's Articles of Incorporation; b) Cameron Station's Bylaws; and c) Declaration of Covenants, Conditions, and Restrictions for Cameron Station Community Association, Inc. Copies of these documents may be found on the association's website at www.cameronstation.org. Of these, the basic authority for maintaining the quality of architectural design throughout Cameron Station is found in the Declaration of Covenants, Conditions, and Restrictions (hereafter referred to as the Covenants). The Covenants are part of the record of ownership of property in Cameron Station. As such, a copy shall have been provided to every property owner at the time of settlement.

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The provisions of the Covenants and the other governing documents are binding on all homeowners, residents and guests. All owners are responsible for the actions of their tenants, guests and invitees; accordingly, any obligation by an owner is equally binding upon a tenant, guest or invitee, and CSCA will hold the owner responsible for any violation of these Design and Maintenance Standards committed by their tenant, guest or invitee. When these Design and Maintenance Standards create an obligation or convey a right to an owner, such obligation or right shall extend to the owner's tenant, guest or invitee; provided, however, that only owners may submit an Exterior Modification Application, and the ARC will not consider an Exterior Modification application that is submitted by a tenant, guest, or invitee. This Design and Maintenance Standards incorporates by reference all terms, conditions and definitions set forth in the Cameron Station Governing Documents.

OBJECTIVES AND GENERAL INFORMATION

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III. Objectives of Cameron Station, Inc. Architectural Design & Maintenance Standards

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The objective of this document, the Cameron Station *Architectural Design & Maintenance Standards (DMS)*, is to guide and assist homeowners, residents, members of the Architectural Review Committee (ARC) and Cameron Station Management staff in maintaining and enhancing Cameron Station's carefully designed environment. That guidance, in the form of *Standards*, addresses additions, changes, and improvements for which homeowners must submit applications to the ARC and addresses maintenance issues related to the home. The contents of

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this document are neither all-inclusive nor exclusive; rather, they are intended to address and present examples of what is permissible and required. The specific objectives are as follows:

- A. Increase homeowners' and residents' awareness and understanding of the Governing Documents from which authority is granted for creating rules and regulations.
- B. Focus on the exterior alterations (additions, changes, improvements) desired by homeowners.
- C. Describe the organizations and procedures involved with the DMS.
- D. Illustrate design principles to aid homeowners in developing exterior additions, changes, and improvements that are in harmony with the immediate neighborhood and the community as a whole.
- E. Assist homeowners and residents in preparing applications that comply with community requirements and are acceptable to the ARC.
- F. Provide uniform standards for the ARC to use in reviewing applications submitted by homeowners and residents.
- G. Assist homeowners in understanding the maintenance requirements of the community.
- H. Provide the maintenance standards for the ARC, management and owners to use when evaluating quality of use.

Despite the aforementioned, homeowners and residents are cautioned that nothing in the community's Covenants or other Governing Documents relieves them of the responsibility for complying with state, City, and local laws, ordinances, and other legal requirements such as obtaining from the City of Alexandria (City) necessary approvals and building permits for architectural changes or projects they desire to undertake. In addition to ARC approval, City and other government permits are required for a wide range of home improvement projects, and all homeowners and residents are responsible for complying with any government-imposed specifications. In short, City government approvals and ARC approvals are separate and unrelated.

In accordance with the Covenants, Article VII, Section 7.1(b), exterior building improvements by Owners, including above ground decks not included on the approved plans or different from the approved plans, shall require the approval of the Director of Planning & Zoning or City Council (i.e., a building permit).

Specific information pertaining to City requirements and specifications may be obtained from the City of Alexandria, Department of Planning & Zoning at (703) 838-4666, and the Code Enforcement/Permits Department at (703) 746-4200. Information is also available on-line at www.alexandriava.gov.

IV. II Protective Covenants

The intent of Covenant enforcement is to assure residents that the standards of design quality will be maintained. This in turn protects property values and enhances the community's overall environment. These Covenants run with the land, for thirty years, and are binding on all owners, whether or not they have been read. They should be periodically reviewed by homeowners and residents and fully understood.

III The Role of the CSCA and the ARC

Every homeowner is a member of the Cameron Station Community Association, Inc. (CSCA). As enumerated in the Bylaws, its role is to own and maintain the community's open space, common areas, and community property and to conserve and enhance the resources of the entire community.

The CSCA discharges its duties in a variety of ways through its Board of Directors (Board), Article VI of the Covenants provides for creation of the Design and Maintenance Standards and an Architectural Review Committee (ARC) under the control of the Board, which is responsible for enforcing the DMS, which is binding on all owners and residents of CSCA. The ARC is charged with balancing the diverse design qualities of the community and ensuring its architectural harmony. Surveys of other planned communities have demonstrated that the efforts dedicated to ensuring these goals contribute significantly to preserving and enhancing real estate values and are considered of prime importance by homeowners and residents.

The ARC ensures continuation of the aesthetic quality of homes and common areas of CSCA through a diligent architectural review process. The ARC is responsible for ensuring that proposed exterior alterations comply with the objectives set forth in the Covenants and these Standards by: (1) requiring owners to submit applications for exterior alterations; (2) reviewing the applications for compliance; (3) requiring the submission of additional information when required; and (4) either approving or disapproving such applications.

V-IV. Encroachment and Joint Projects

The ARC acts only on the individual homeowner's owned property. This is defined as "within the limits of the property lines as defined by the property Plat/Site Survey". Due to the layout and design of Cameron Station, property lines can be confusing; therefore, a plat/site survey is required for each Exterior Modification Application that has the potential to encroach into either a neighbor's property and/or common area. Any request for modifications that encroach onto a neighbor's property or joint projects being completed on more than one private Lot require that each Owner of the affected Lots sign the Exterior Modification Applications to reflect such owner's consent to the encroachment upon their Lot.

V-V. What Changes Must Have ARC Approval?

The CSCA Governing Documents explicitly state that all exterior alterations require the prior written approval of the ARC, unless otherwise stated in the DMS or the Covenants. Furthermore, Article VII, Section 7.1(b) of the Covenants requires exterior changes not shown on the approved plan to have the approval of the City of Alexandria.

Section 6.9: "It shall be a violation of these covenants for any owner to construct, erect, install or maintain an improvement on any Lot without the prior written approval of the Architectural

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Review Committee. This regulation shall apply to any alteration, enlargement, demolition, removal or any change whatsoever which alters the exterior appearance (including paint color) of the improvement or of the Lot on which it is situated, unless the Design & Maintenance Standards for the Architectural Review Committee expressly authorize the same without requiring specific approval.

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Section 7.1(b): “Exterior building improvements by Owners, including above ground decks, not included on the approved plans or different from the approved plans, shall require the approval of the Director of Planning & Zoning or City Council.”

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Owners may not remove an existing item without first receiving the ARC's written approval of an application to remove such existing item. Once a plan is approved, it must be followed, or a modification must be approved in accordance with Article VI of the Covenants. Each application is reviewed on an individual basis. There are no “automatic” approvals, except as provided for specifically in these Standards. A homeowner who wishes to construct a deck identical to one already approved by the ARC is still required to submit an application.

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Under Article VI, Section 6.5 of the Covenants, any correctly completed application submitted to the ARC and not acted upon within forty–five (45) days shall be deemed approved. The application must be complete as defined in this document before the review process will commence.

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VII.VI. Meetings

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The ARC Charter: Section F. MEETINGS, states: “Committee meetings shall be held in the community center or other recognized meeting place of the association. All committee meetings shall be open to the membership. In order for the membership to be reasonably informed of committee meetings, the committee Chairperson shall ensure that all regular committee meeting dates of the committee are listed in the newsletter, on the web site, posted in the community center and publicized through any other means of posting that the Board deems appropriate. If it is necessary for the committee to reschedule or cancel a meeting, the committee Chairperson shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. The committee Chairperson shall be responsible for contacting the members of the committee regarding rescheduled or canceled meetings. “Special” meetings or rescheduled meetings may be scheduled by the Chairperson upon five business days posted notice stating the reason for the meeting.

The committee Chairperson shall designate a time period on each meeting agenda for resident input.

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A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. The total number of committee members is seven (7). A majority of the members shall be four (4). A majority vote of members while a quorum is present shall constitute a decision of the committee. All voting shall be conducted in open session.”

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VIII.VII. ARC Review Criteria

The ARC evaluates all submissions on the merits of the application and compliance with the *DMS*. The ARC's evaluation is based on the overall design proposal and on consideration of the property's characteristics (for example, housing type and features; lot location and shape; features of neighboring properties), recognizing that suitability of an exterior addition or modification in one instance may not be suitable in another. Under no circumstance will an ARC

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decision be based on an individual's personal taste or opinion. Rather, design suitability and acceptability will be based on the following criteria, which reflect the general standards of the Covenants.

A. Validity of Concept

The basic idea must be sound, appropriate to its surroundings and in compliance with the *DMS and the Governing Documents*.

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B. Design Compatibility

The proposed modification must be compatible with the architectural characteristics of the applicant's house, adjoining houses, the neighborhood setting and landscape, and the master plan of Cameron Station. Compatibility is defined as similarity in architectural style, materials, color, construction details, and quality of workmanship.

C. Location and Impact on Neighbors

The ARC shall consider how the proposed modification will impact access, view, sunlight, ventilation, tree obstruction, or drainage of adjacent properties.

D. Scale

The size (in three dimensions) of the proposed modification must be compatible with adjacent structures and surroundings.

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E. Color

Any part of an addition or alteration that is similar to the existing house, such as roofs, doors, shutters, and trim, must be matching in color.

F. Materials

Materials shall match or be compatible with those used on the original home. The ARC will evaluate materials' compatibility on a case-by-case basis. The ARC will also consider a homeowners request to utilize new building or construction materials not previously available when the original home was constructed. All new building or construction materials must not create any inconsistency with the original appearance of a home.

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G. Workmanship

The quality of work must equal or exceed that of the original construction. The CSCA and the ARC assume no responsibility for safety or structural integrity of construction by virtue of approving an application. It is the responsibility of each applicant to obtain a building permit when required and comply with all Federal, State and City of Alexandria codes and regulations.

H. Timing

Approval for a modification may be revoked if:

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- Approval for roof, deck, patio, fence, or solar panel modifications may be revoked if construction has not commenced **within six (6) months** of approval of the application and be completed within 30 days of commencement of work.
- Approval for window replacement modification may be revoked if construction has not commenced within six (6) months of approval of the application and be completed within 30 days of commencement of work.; Within the dates specified by the City building permit (if applicable).

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ix-viii. Amendments to the Architectural Design & Maintenance Standards

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In accordance with Article VI, Section 6.3 of the Declaration, "the Design & Maintenance Standards may be revised, supplemented or deleted from time to time by the Board of Directors."

To assist the Board with this function, the ARC will periodically review and evaluate the DMS to determine whether any changes are necessary. In addition, homeowners may submit written requests for changes to the Cameron Station management office for ARC review, and, if deemed appropriate, recommendation for adoption by the Board; provided, however, that the ARC is not required to act on any such request. All changes must be approved by the Board of Directors prior to incorporation into the DMS.

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ix-ix. Applications

Before beginning any exterior modification, an Exterior Modification Application (Exhibit A) must be completed, signed, dated and submitted and approved by the ARC. The application must describe the modification or alteration in sufficient detail to allow the ARC to fully consider the proposed action. A Plat/Site Survey must be included with an application for an exterior modification when the proposed project has the potential to encroach into either a neighbor's property and/or common area. Any incomplete application for an exterior modification or applications that have been deferred for more information will be returned; these applications shall only be reviewed by the ARC when re-submitted with all necessary documents and enclosures at a regularly scheduled ARC meeting. Action on applications submitted without the required information will not commence until all information is received. *Further, the forty-five (45) day review period for the application will not begin until the application is accepted as complete by the Cameron Station management staff and Architectural Review Committee does not reject the application as incomplete.*

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Specific details of application requirements are found in Section III - Exterior Change Design Criteria.

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ix-x. Application and Review Process

The application and review procedures that will be used by the ARC are detailed here.

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All Applications for modifications to the exterior of the home or Lot must be submitted in writing, using the Exterior Modification Application Form in Exhibit A. Any modification will be invalid if it is not approved by the ARC. (See Article VI, Section 6.9 and Article VII, Section 7.1 of the Covenants) All applications must be complete before the ARC will commence the review process. Management shall return incomplete applications to the applicant with a statement of deficiencies that must be remedied, in order to be considered for review.

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All applications must be submitted to the CSCA, Inc. - Architectural Review Committee, 200 Cameron Station Blvd. Alexandria, VA 22304 or via email at Covenants@cameronstation.org.

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The application must include a complete and accurate description of the proposed modification(s). To enable an informed decision to be made, all supporting material pertaining to the application must be included with the application. Examples of supporting materials include elevation drawings, railing detail, and location on a site plan, to include: material used

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in construction, dimensions, landscape plans, brochures and color samples. A Plat/Site Survey with the item noted on it is integral to the application **where the property boundaries need to be confirmed/determined.**

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The Cameron Station management office must receive a complete application at least ten (10) days prior to the next regularly scheduled ARC meeting in order for the ARC to review the application at that meeting. At the ARC's discretion, applications that are received within ten (10) days of a scheduled meeting may be considered provided all required materials have been submitted by applicant homeowners. The ARC may consider applications outside the normal application and review process only if immediate repairs are deemed necessary by ARC in order to mitigate damage to the property.

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The ARC will allow the homeowner to address their application review as indicated on the agenda for the meeting. Each homeowner will be limited to a ten (10) minute application statement session. If the ARC deems additional time may be necessary to any homeowner statement, the ARC will decide the amount of time devoted to additional clarification.

The ARC is required to notify homeowners of the action taken on their application within forty-five (45) days of receipt of a complete application by the CSCA. Notification of the ARC's decision may be made by telephone, fax, or email, with follow-up in writing by USPS. Approvals will be sent by 1st class mail, with denials and conditional decisions sent certified, return receipt requested. As per Article VI, Section 6.5 of the Covenants, any application deemed complete but not acted upon within forty-five (45) days shall be approved by default.

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XII.XI. Appeals Procedures

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An applicant is not required to but may attend the ARC meeting at which the ARC will review the application (normally the next regular meeting after its submission). All meetings are open to all owners and advertised in advance. Notice of ARC meetings will be made via the community's regular modes and methods of communication to the membership. The ARC will not provide individualized notice of any meeting to any owner, unless otherwise required by law.

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An applicant who wishes to appeal a decision of the ARC has ten (10) calendar days from receipt of the notification of the ARC decision to file a request to the Board in writing seeking an appeal of the ARC decision by the Board. The appeal request should set forth the rationale for the appeal, which must be one of the following reasons:

- The proper procedures were not followed by the ARC during the administration or review process
- The applicant was not afforded the opportunity to be heard or present pertinent information to the issue being considered
- The ARC decision was irrational and inconsistent with the criteria set forth in this document

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The Board has sixty (60) calendar days from receipt of the appeal by the management office to review the appeal and issue its decision. The applicant will be notified in writing of the time, date and place of the appeal by Management at least ten (10) calendar days before the meeting.

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The Applicant or his/her representative may appear but is not required to appear in person before

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the Board to present the appeal. The Board may discuss the matter in closed/executive session but the decision of the Board will be made during an open Board meeting. The applicant will be notified of the decision, in writing, within seven (7) calendar days of the hearing. The decision of the Board is final.

XII. Consultation with Architects & Other Professionals

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In accordance with Article VI, Section 6.7 of the Covenants, the ARC may, with the consent of the Board, engage or consult with architects, engineers, planners, surveyors, attorneys and other professionals, when required in the fulfillment of its duties. The ARC shall require the person seeking approval to pay for all fees incurred by CSCA in connection with the review of the application. Payment of such fees shall be established as a condition to the approval or disapproval, and the commencement of review of any plans shall be conditioned upon the payment of the estimate of such fees. The ARC or Management Agent will provide to the applicant, in a timely manner, an estimate of fees prior to the ARC engaging outside professionals.

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XIII. Enforcement Procedures

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Enforcement of any violation of this DMS will be governed by the Association's Due Process Policy Resolution.

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XIV. Resale Disclosure Packet

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Any exterior alteration, which has been made since the builder completed the approved plan, must have an approved Exterior Modification Application in the lot file. Lack of an approved application constitutes a violation and will be noted in the Disclosure Packet.

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MAINTENANCE and USE REQUIREMENTS

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The purpose of this section is to list and illustrate the maintenance requirements for the community that is required of the CSCA and the property owner. This list is by no means all inclusive, but provides examples of standard maintenance requirements of the homeowner. Many of the requirements are taken directly from the Covenants.

Violations of maintenance standards are violations of the Covenants and are pursued under and in accordance with Article VIII of the Covenants.

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I. Association Maintenance Responsibilities

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The Association shall be responsible for the maintenance, management, operation and control of the Common Areas and all improvements thereon. The Association shall keep the Common Area in good, clean, attractive condition as determined by the Board of Directors. The Association shall be responsible for the mowing of all grass within the Common Area in order to promote an attractive and uniform appearance. Common areas of the Condominium Sections and intended common areas of Multifamily Rental Sections, at the option of the Association, shall be considered a part of the Common Area.

The Association may, at its option, mow any unenclosed front, side or rear yards of the Single Family and Cluster Lots, and reserves the power to specially assess the cost associated with mowing any unenclosed front, side or rear yards of the Single Family and Cluster Lots against the owners of such Lots that are mowed by CSCA.

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A. Easements for Upkeep

As defined in Article III of the Covenants, the Association has an easement for access in order to maintain, correct or inspect common areas throughout the community.

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B. Association to Control Common Areas

No homeowner shall improve, repair or alter the Common Areas without the express written consent of the Board of Directors and/or the Common Area Committee.

If any Common Area or improvement thereon is damaged or destroyed by a homeowner, or such homeowner's tenants, guests, licensees, agents or family members, the Association shall repair such damage at the homeowner's expense.

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No homeowner shall dump or otherwise dispose of or place trash, garbage, debris or any unsightly or offensive materials on any Lot or the Common Areas.

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II. Homeowner Maintenance Responsibilities

Homeowners shall, at all times, maintain their property and all improvements thereon in a good, clean, attractive condition, order and repair consistent with the DMS. This includes, but is not limited to, items such as mowing grass, landscape maintenance, removal of trash, structural maintenance, parking of vehicles and use of the Lot and home. Maintenance affects the visual character and economic values of the property and neighborhood and, in some cases, safety. For the purposes of this document and the Covenants, "upkeep" shall be defined as care, inspection, maintenance, operation, repair, repainting, remodeling, restoration, improvement, renovation, alteration, replacement and reconstruction.

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A. Dwellings and Structures

Residents are responsible for maintaining the exterior of their dwellings and all improvements thereon, such as decks and fences. The following are examples of violations of the DMS:

1. Peeling paint on exterior.

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2. Structures (i.e., fences, decks, balconies etc.) in need of staining, repairing, sealant or upgrading.

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3. Inoperable exterior light fixtures and bulbs.

4. Broken windows, broken, missing, or fallen shutters and/or missing or torn screens.

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5. Gutters laden with debris or soot affecting neighbor's drainage.

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6. Roof tiles missing or not matching the entire roof surface.

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This list is meant to be illustrative of certain categories of violations, but is not inclusive of all possible types of violations of the DMS. Routine maintenance of your property will preserve and protect your home and limit personal liability. The CSCA expects that

homeowners will perform all maintenance necessary to prevent any of the cited conditions from occurring in Cameron Station.

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B. Mowing and Trimming

Turf areas shall be mowed at regular intervals, maintaining a neat and trim appearance. Driveways must be kept free of weeds and debris. Planting beds must be kept neat and trim. Plants must not extend into sidewalks and trees must be trimmed so no branch extending over the sidewalk is less than 7 feet above the sidewalk.

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C. Weed Control

Weeds shall be promptly removed from all areas of a Lot.

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D. Erosion Control and Drainage Management

Residents are responsible for erosion control, for maintaining proper drainage within their property, and for not blocking or hindering natural drainage to or from adjoining properties.

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E. Trash Removal

Trash removal and recycling shall be governed by the Association's Trash Removal Policy Resolution.

F. Parking and Use of Garages

Parking and garage use is governed by the Association's Parking Policy Resolution, Article VII, Sections 7.1(a) and 7.12 of the Covenants, various other provisions in the Association's Governing Documents and various provisions in the Association's Transportation Management Plan and the Special Use Permits for Cameron Station.

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G. Vehicle Repairs

No vehicle repair shall take place on any of the streets within Cameron Station, except for emergency vehicle repairs. At no time shall any vehicle be placed on blocks or jacks.

H. Clotheslines

The use of clotheslines is strictly prohibited under Article VII, Section 7.16 of the Covenants.

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I. Underground Utility Lines

Owners must bury or shield all utility lines, wires or pipes to the extent feasible. Owners should be acutely aware of storm sewer and utility easements that are located on the Lot. Owners must always verify location of all utility lines prior to undertaking any exterior improvements or maintenance. The Miss Utility [HotlineHot-line](#) must be called 48 hours in advance of any anticipated digging near utility lines (1-800-257-7777) or the Lot owner is liable for any damages that may occur if utility lines are cut when digging.

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J. Snow Removal

Property owners are responsible for clearing snow and ice from the driveway serving their home, the lead walkway to the home and for clearing any sidewalks fronting or bordering the home. Snow Removal shall be governed by the Association's Snow Removal and Inclement Weather Rules and Regulations.

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EXTERIOR CHANGE DESIGN CRITERIA

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This section lists the most common requests for exterior alterations and their design criteria. However, this is not an all-inclusive list. All proposed exterior changes, whether listed in the DMS or not, must be submitted to the ARC for approval. As stated in the governing documents, homeowners cannot make any exterior alterations until the proposed exterior alteration is approved by the ARC.

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I. APPLICATION CONTENTS

All exterior alteration requests must be submitted to the ARC on the approved CSCA Exterior Modification Application form ("Application"). The Application requires information that will assist the ARC in reviewing plans for your proposed project. In most cases, only a single application is required.

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In accordance with Article VI, Section 6.6 of the Covenants, each Owner shall submit to the ARC a proposed construction schedule and one set of plans and specifications of the proposed construction that must include (unless waived by the ARC) the following:

- A. A Plat/Site Survey showing the size, location, and configuration of your home, all proposed and existing improvements, including driveways and landscaped areas, and all setback lines, buffer areas and other features required under applicable law. Contour lines must be shown on the plan when drainage is a consideration.

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A site plan is a scaled drawing of your lot that shows the exact dimensions of your property. In most cases, the site plan shall be developed from the plat plan (plat of the survey) provided to you as a part of the closing documents when you purchased your home.

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The ARC reserves the right to require larger scale drawings, and an enlarged plat plan or City approved development or site plans in order for the proposed application to be considered.

- B. Description of the Project and Description of Materials: The application requires a complete description of the alteration or improvement. This includes a complete listing of materials to be used, overall dimensions, and, as in the cases of decks or porches, height off the ground. Recognizing advances in building materials and technology, the ARC may consider a homeowners request for the use of alternate building or construction materials instead of using the original materials, provided the use of such alternate building or construction materials does not substantially alter the exterior appearance of the home.

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It is the responsibility of each applicant to obtain any required permits and comply with all Federal, State and City of Alexandria codes and regulations.

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- C. Drawings/Photographs: Complete drawings showing all dimensions, elevations and details of the proposed project are required. Drawings must be clear and legible and show the relation of the project to the existing home. If possible, also include a

photograph of the proposed area in which the exterior modification is intended for construction.

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- D. **Commencement/Completion Date:** Applications must contain the proposed commencement and completion date. Construction must commence within thirty (30) days of approval and be completed within thirty (30) days of commencement of work, unless stated expressly otherwise by the ARC or Management Agent. Homeowners may be requested to provide written notification of completion of the exterior modification within 10 (ten) days of completion.

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The application must include all information as requested in these Design & Maintenance Standards. Applications that are unsigned or do not contain all requested information will be deemed incomplete and will be returned to the homeowner without consideration.

II. EASEMENTS

There may be easements running through the Lot. Prior to submitting an application, homeowners shall verify location of all easements and secure permission from the easement holder to build over, on, or through an easement. CSCA is not responsible for verifying whether there are any easements that may be affected by an exterior modification, and approval by the ARC for a project does not constitute approval to build over an easement.

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There are emergency access easements located throughout the community. These are designated to allow access to the front and rear sides of homes. The City of Alexandria requires these to be kept clear at all times to allow emergency personnel (police, fire, medical) access. Therefore, nothing may be built over, on, or through an emergency access easement. Moreover, homeowners are strictly prohibited from interfering with any easement through the placement of materials related to the construction of their exterior modification.

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III. PROJECT STANDARDS

Air Conditioners (HVAC):

Air-conditioning units extending from windows are prohibited. Exterior HVAC units that are part of a central HVAC system may be added or relocated only when they do not interfere visually with neighbors. Homeowners are prohibited from relocating or installing an exterior HVAC unit as described above unless the homeowner first submits an application to the ARC seeking approval for the exterior HVAC unit and the ARC approves the application. Replacement of HVAC units shall not result in the placement of HVAC units or any associated installations in a manner that encroaches beyond the applicant's property line or substantially changes the location, for example, relocating a unit from inside an enclosed yard to outside an enclosed yard.

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Antennas:

No antenna shall be installed on any common area of the CSCA community.

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Homeowners and tenants may install on their lot a dish antenna that is one (1) meter (39.39 inches) or less in diameter. Satellite dishes that are larger than one (1) meter in diameter are prohibited.

Homeowners and tenants may install a multi-point distribution service antenna (MMDS) antenna

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that is one meter or less in diameter or diagonal measurement. MMDS antennas that are larger than one meter in diameter or diagonal measurement are prohibited. In accordance with the FCC Rule, homeowners and tenants may install a regular TV antenna designed to receive local broadcast television stations. Homeowners are prohibited from installing any type of antenna that transmits a signal of any sort or disrupts the reception of the radios and television sets of neighbors. Such antennas are prohibited. Any type of antenna not specifically protected by FCC Rules is prohibited. (Masts, cables, supports, conduits, wires, fasteners, or other accessories necessary for the proper installation, maintenance, and use of a reception antenna shall be considered part of the antenna.)

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To comply with the Federal Telecommunications Act of 1996, prior approval of the ARC is not required for the installation of a satellite antenna or dish, which is allowable under these Design and Maintenance Standards. Also, this law covers the antennas necessary to receive service. Therefore, a local rule may not allow only one (1) antenna if more than one (1) antenna is necessary to receive the desired service.

When any antenna is no longer in use as such, the Association reserves the right to require the homeowner to remove the antenna, along with all exterior wiring. All exterior wiring and cables will conform to the contours of the facade and be affixed to the home in an unobtrusive manner.

The Association may condition the placement of the dish as long as signal reception is not impaired.

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The preferred placement of the antenna is:

1st: *Rear Roof Mount*: Must be located on the rear of the roof, below the roof peak.

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2nd: If a front roof mount is necessary, all equipment must be installed to one side of the roof, and not in the center.

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3rd: *Structure Mount*: Shall be located such that the equipment is adjacent to a chimney, or other structure on the home. If on a deck, the equipment shall be installed to one side of the deck or adjacent to the house, if possible. The ARC reserves the right to require the owner to install reasonable screening to minimize the visual impact of the antenna on neighboring lots.

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4th: *Ground Mount, Rear of Lot*: Must be located on a rear lot location. The ARC reserves the right to require the owner to install screening to minimize the visual impact of the antenna on neighboring lots.

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5th: *Ground Mount, Front or Side of Lot*: Where front or side yard locations are necessary, all equipment must be installed near other utility equipment, or as close to the house/structure as possible, without affecting ingress/egress to the home. The ARC reserves the right to require the owner to install screening to minimize the visual impact of the antenna on neighboring lots.

Attic Ventilators:

Attic ventilators and turbines are permitted. They shall be painted to match the surface to which they are attached. Roof location shall be on the rear of the house and below the roof ridge.

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Awnings:

Awnings will only be approved if demonstrated to be clearly compatible with the architectural

design and qualities of the home. Also, awnings will only be approved in the rear of the residence. Awning colors must be consistent with similarly approved front door colors. Solid and striped patterns will be considered on a case by case basis. See Appendix B of the DMS for a listing of approved colors.

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Bird feeders/Bird houses:

Bird feeders/houses are prohibited unless located in rear fenced yards and may not exceed the height of the fence line.

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Compost Bins:

Permanent compost bins must be no greater than 4 feet by 4 feet by 4 feet and must be placed in an obscured location or within a fenced yard. All proposed permanent compost bins must be submitted to the ARC for approval. Mobile or temporary compost bins are permitted without the need for the Owner to submit an application. They must be maintained in good order and placed in an obscured location or within a fenced yard. Odor from permanent or temporary compost bins must not extend beyond the homeowner's property.

Decks, Balconies and Patios:

Addition of a Deck/Balcony

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No new deck/balcony may be installed unless an application for an addition of a deck or balcony has been approved by City of Alexandria and the ARC prior to construction. The deck dimensions and the design must be consistent with the Builder's original design. Decks and balconies will not be allowed on any home that does not have an existing exterior doorway that is designed for access to a deck or balcony. When decks are added, repaired or replaced it must be with the same design as offered by the original builder. Privacy screens between adjacent decks or balconies are prohibited, unless installed by the builder as part of its original design. Hanging items (other than planters) over the sides of any balcony or deck is prohibited.

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Homeowners are prohibited from removing their deck unless they first obtain the approval of the ARC. No decks or balconies shall encroach into open space above an emergency vehicle easement.

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When replacing or building a new deck, homeowners may use alternate building or construction materials, such as composite decking, rather than natural wood. Decks will be stained, sealed or "painted" with a solid "deck cover" material (NOTE: regular paint is prohibited). As of October 27, 2015, the approved deck and fence stains/colors (wood or composite) for Cameron Station decks must follow a natural palette of wood colors and be in accordance with approved sample colors on a "color wheel" located in the management office. Residents currently utilizing previously approved DMS fence colors (i.e. curry, natural etc.) are not required to change their fence/deck color until its next coating.

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Residents desiring to maintain previously approved colors must seek ARC approval prior to recoating/re-coating their fence and deck. Colors/stains in the green/blue/black/purple family of colors are prohibited. If a property contains both a fence and a deck, the colors of said structures are required to match.

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Applications must include the following:

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- A. A Plat/Site Survey showing the size of the deck, relationship of the deck to the house, Lot, and adjacent properties.

B. A description of the materials to be used, color or stain to be used, including drawings or photographs, as necessary to complement the description.

B. Use of composite material for decks will be considered on a case-by-case basis.

C.
C-D. Dimensions of railings, posts, steps, benches and other details as required to clearly describe the proposal.

D-E. Only spiral stair cases are approved to provide access from the deck to the ground level.

E-F. A copy of the approved City of Alexandria Building Permit.

F-G. Estimated start and completion date.

G-H. Residents whose property backs the commercial property adjacent to the community may apply to construct a privacy screen. Privacy screens are only allowed on the rear of decks and are to be no taller than four (4) feet from the railing, and must extend to each outside corner of the deck. The style and design must match that of any previously ARC approved and constructed screen. A list of approved privacy screen designs is attached as Appendix C.

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Patios:

Patios are ground level brick, slate, flagstone or paving stone surfaces. All patio additions or re-design require ARC review and approval. Patios shall abut the home, and be located in rear yards, and shall not extend beyond the side plane of the house. Side yard locations will not be approved. Patios will not be allowed on any home that does not have an existing exterior doorway that is designed for access to a patio. Colors, finishes and materials shall be reviewed on an individual basis. All patio applications shall include the following:

- A. A site plan (Plat/Site Survey required) showing the size of the patio, relationship of the patio to the house, lot and adjacent properties.
- B. A description of the materials to be used, including drawings or photographs, as necessary to complement the description.
- C. A statement from the homeowner concerning how surface drainage may or may not be affected and what mitigating efforts may be required. In no instance shall drain lines extend into the common area or neighboring property.
- D. An estimated start date and completion date.

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When a patio scheme includes other exterior changes, such as fencing, lighting, plantings, etc., other appropriate sections of these Design & Maintenance Standards shall be considered during the completion of the application.

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Dog Houses, Runs, and Animal-Entry Doors:

Dog houses, runs and pens are not allowed.

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Pet-entry doors are permitted only into the fenced area where the animal is restricted. Anodized or

| mill finish aluminum is not acceptable.

Doors-Exterior:

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Front Door:

The ARC will consider resident applications for repair or replacement of a front door that does not match the original, builder-installed door. The ARC will permit residents to replace or repair a front door with a similar Colonial or Georgian style and color with the general style of the Cameron Station. A list of the Cameron Station Development approved front door paint or stain colors is attached as Appendix B or as otherwise approved on a case-by-case basis as long as the new color is consistent with the prevailing colonial aesthetic in Cameron Station. Door knockers and digital bolt locks do not require ARC approval prior to installation.

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Garage Doors:

Garage doors shall only be repaired or replaced with a door of like kind, style, and color to the original door.

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Other Exterior Doors:

The ARC will review the modifications of other exterior doors on a case by case basis as long as it is consistent with the architectural style of the community.

Driveways:

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- Driveways shall either be broom-finish concrete, exposed aggregate concrete, brick, or modular concrete pavers.
- Materials for driveways shall complement the architecture of the home and maintain consistency with the existing driveway and those of the neighbors.
- The surface material shall be of equal or greater quality than the existing.
- The ARC may consider resident applications to replace or repair an existing driveway with new building materials not previously available to homeowners when the home was originally constructed, provided such new building materials are consistent in appearance to the existing driveway materials.

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Electric Car Charging Devices

- A. No person shall install an electric vehicle charging station on the Common Areas of the Association.
- B. No person shall install an electric vehicle charging station on the exterior of a dwelling or a Lot, except in strict accordance with the provisions of this policy.
- C. Any Owner who wishes to install an electric vehicle charging station on the exterior of a dwelling or on a Lot must complete the Association's Electric Vehicle Charging Station Application Form Exterior Modification Application (attached hereto as Exhibit A) and submit it to the Association's Management Agent, along with the following documents:
 1. Detailed plans and drawings for installation of an electric vehicle charging station prepared by a licensed and registered electrical contractor or engineer familiar with the installation and core requirements of an electric vehicle charging station. Such plans must also include plans to separately meter electricity to the proposed electric vehicle charging station to allow the Owner(s) to be charged directly for the cost

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of their use of electricity to charge a vehicle. Such plans must comply with all applicable building code and safety requirements imposed by the City of Alexandria or the Commonwealth of Virginia, and also must comply with any architectural standards adopted by the Association that govern the dimensions, placement, or external appearance of the electric vehicle charging station.

2. A copy of the license under which the company that is proposed to install the electric vehicle charging station is authorized to perform such installation. Such company must be a licensed electrician or engineer familiar with the installation and core requirements of an electric vehicle charging station to install the electric vehicle charging station.
- D. Following receipt of the Association's Electric Vehicle Charging Station Application Form, the Board of Directors shall review the application, and, in its sole and absolute discretion, decide whether to approve the application. The Board shall have the right to establish conditions on any approval of an application. Once a decision is made regarding the application, the Board shall send written notice to the applicant. If approved, the applicant shall be required to install the electric vehicle charging station in strict conformance with the terms of the Board's decision, including fulfilling all approval conditions imposed by the Board.
 - E. Installation of charging station on the interior of a dwelling (garage) located upon a Lot does not require the approval of the Association. Notwithstanding the foregoing, all such installations must meet the requirements of all applicable laws and must be maintained properly to ensure safety. Owners who own Lots with a garage may not install a charging station on the exterior of the dwelling located upon Lot, unless the electric vehicle charging station cannot operate with appropriate functionality when placed in the interior of the garage, in which case the Owner must submit an application for approval to the Association before installation and state/support the need for the exterior installation.
 - F. If the Board approves an application, the Owner must have the contractor complete the installation of electric vehicle charging station within ninety (90) days of the date of the Association's notice of approval of the application.
 - G. The Owner shall be responsible for all utility costs associated with the operation of the approved electric vehicle charging station.
 - H. The Owner shall be responsible for all costs associated with the maintenance and repair of the electric vehicle charging station.
 - I. Any lot owner installing an electric vehicle charging station shall indemnify and hold the association harmless from all liability, including reasonable attorney fees incurred by the association resulting from a claim, arising out of the installation, maintenance, operation, or use of such electric charging station. An association may require the lot owner to obtain and maintain insurance covering claims and defenses of claims related to the installation, maintenance, operation, or use of the electric vehicle charging station and require the association to be included as a named insured on such policy.

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- J. If an Owner wishes to remove an electric vehicle charging station following its installation, such Owner shall pay the cost of removal of the electric vehicle charging station and restoration of the thereof and shall assume all risks and shall be liable for all damages that may arise out of such removal.
- K. To the extent practical, the Owner shall screen the electric car charging station to minimize its visibility from the common area and other Lots.

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Electronic Devices:

Temporary electronic devices to include, but not limited to: Electronic insect traps, electronic bird, rodent or pest repellents, outdoor speakers, etc. No temporary electronic device shall be installed or maintained in such a way as to cause discomfort to adjacent owners from noise. These devices shall be operated only during those times when the immediate area is occupied by the owners or their guests. All electronic devices will be operated in a manner consistent with Declaration Section 7.3 Quiet Enjoyment.

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Exterior Decorative Objects:

Owners are required to submit an application and receive prior ARC approval for any exterior decorative object placed in front or side yards. Exceptions include small decorative objects which are discussed subsequently and made with natural or man-made material and were not part of the original construction design, as a standard or optional feature.

Decorative objects, including plaques, cannot be installed in the front, side and open yards without first receiving ARC approval. All plaques and decorative objects will be evaluated in terms of their general appropriateness, size, location, and compatibility with architectural and environmental design, visual impact on neighbors, and the surrounding area. Proposed wording on a plaque must be specified in the Application.

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Sculptures, garden statues, birdbaths, birdhouses, plaques and similar items located in fenced rear yard locations, may be installed by the homeowner or resident without first obtaining the approval of the ARC provided the objects are not visible from the front yard or street. However, if the rear yard is not enclosed by an approved fence or the proposed installation occurs on the second or higher floor, the homeowner or resident may not install such an object without first submitting an application to the ARC and receiving approval of the application from the ARC.

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Homeowners can place objects that meet all of the following criteria in their lot without obtaining the approval of the ARC.

- Objects that are less than 18" tall x 18" wide x 18" deep in size.
- Objects that are unpainted stone, wood, soapstone, marble, or other natural materials in earth tones.
- The number of objects is appropriate to the size and scale of the front and side yards, so as not to present a cluttered appearance.
- Painted planting pots may be used without ARC ~~approval~~approval.

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Any item that does not satisfy the first three (3) criteria noted above so four (4) criteria items may not be placed on a lot without prior approval by the ARC.

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Applications are not required for temporary holiday lights or decorative objects for the period of four (4) weeks prior and three (3) weeks after the holiday in question.

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Facades:

No homeowner shall change the facade material of their home nor change the material on the

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side(s) of the home. Applications to repair or replace facade material must show the location of the repair or replacement and confirmation of use of same material as exists on home. Composite or other materials may be approved on a case by case basis by the ARC as long as the color, style, and appearance of the alternative material is consistent with the architectural style of the community.

Fences and Walls:

Walls: Brick walls must be approved by the City and the written approval from the city must be submitted to the Covenant's Administrator for project approval prior to the initiation of work. Existing wood fences cannot be replaced with brick walls. Applications that involve new wall construction or design modifications will be forwarded to the ARC for further approval. See Landscaping and Gardens Section for low retaining walls.

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Fences: Fences are only permitted in the rear of a home. Whether replacing or constructing a new fence, members must submit an application to the Covenant's Administrator for project approval. Applications that involve new fence construction or design modifications will be forwarded to the ARC for approval.

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Applications must include the following:

- Plat/site survey showing the size of the structure, relationship of the structure to the residence, lot, property lines, and adjacent properties.
- A copy of the City of Alexandria's approved permit for brick wall or new deck applications.
- A description of utilized materials, proposed color/stain and any design/photographs to complement the description.
- Dimensions of railings, posts, gates, steps, benches, and any other details.

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When replacing or building a new structure that is not brick, homeowners may use natural wood or alternate building/construction materials such as composite. Wood structures must be stained, sealed or "painted" with a solid "deck cover" material (NOTE: regular paint is prohibited). As of October 27, 2015, the approved fence stains/colors (wood or composite) for Cameron Station fences must follow a natural palette of wood colors and be in accordance with approved sample colors on a "color wheel" located in the management office. Residents currently utilizing previously approved DMS fence colors (i.e. curry, natural, etc.) are not required to change their fence/deck color until its next coating.

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Residents desiring to maintain previously approved colors must seek ARC approval prior to recoating/re-coating their fence and deck. Colors/stains in the green/blue/black/purple family of colors are prohibited. If a property contains both a fence and a deck, the colors of said structures are required to match.

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The following is a list of additional considerations that apply to the construction or modification of a deck or balcony.

- Only spiral staircases are permitted to provide access from the deck to the ground level.
- Residents whose property backs to the commercial property adjacent to the community may seek ARC approval to construct a privacy screen. Privacy screens are only allowed on the rear decks, are not to be taller than four (4) feet from the railing and must extend to each outside corner of the deck. The style and design of the privacy screen must match that of any previously ARC approved and constructed screen. A list of approved privacy screen designs as attached as Appendix C.
- Privacy screens between adjacent decks or balconies are prohibited, unless installed by the builder as part of its original design.

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- Decks and balconies are not allowed on any home that does not have an existing exterior doorway that is designed for access to a deck or balcony.
- Homeowners are prohibited from removing their decks unless they first obtain the approval of the ARC.
- No decks or balconies shall encroach into the open space above an emergency vehicle easement.

Flags and Flagpoles:

All flags must be flown from a flag pole. Flags are not allowed to be draped from windows, balconies, decks or exterior banister railings. Proper American flag etiquette (as defined in Appendix A) shall be observed.

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No mast flagpoles are allowed. However, flags are permitted to be flown from holders attached to the exterior wall of a home. Acceptable locations for holders are above or adjacent to front doors and garage doors, not to exceed two (2) flags and poles on the front and back of the unit. No application is required if the homeowner is in compliance and does not place their flags in multiple flag holders. Flags may only be displayed in a manner that is consistent with the provisions of 4 U.S.C. §§ 1-9I.

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Notwithstanding the above, Homeowners may not install multiple flag holders without first submitting an application that is approved by the ARC.

Flues and Vents:

All vent stacks, exhaust vents and other mechanical equipment shall be located unobtrusively. Homeowners and residents are prohibited from installing vent stacks, exhaust vents and other mechanical equipment holders without first submitting an application that is approved by the ARC.

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Gazebos:

Gazebos are not permitted on individual lots.

Grills, Barbecues and FirepitsFire Pits:

Construction or placement of a permanent grill or barbecue pit is prohibited unless the homeowner first obtains approval of the permanent grill or barbecue pit from the ARC. The application shall show the proposed placement, fuel type, and materials. Construction or placement of a permanent grill or 21barbecue pit may require a City building permit. Approval by the ARC of an application to construct a permanent grill or barbecue pit does not represent Association approval of any Federal, State or City requirements with respect to the construction of a permanent grill or barbecue pit. Portable grills cannot be left unattended in the front yard, side yard, unenclosed back yard of the home, or any other location visible from the street.

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All permanent and temporary fire pits must follow all state and local fire codes when in operation and cannot be left unattended in the front yard, side yard, unenclosed back yard of the home, or any other location visible from the street. Fire pits must comply with the following standards:

General: Fire pits must be fully contained or enclosed by a non - combustible hardscape element such as metal or stone to prevent accidental spread of fire. All fire pits must also be equipped with fire screens to prevent the discharge of embers or ashes. All fires must be put out when not in use; fires may not be left unattended. Applicant assumes all responsibility for the proper use, safety and maintenance of the Fire Pit. Fire pits must meet all applicable governing rules and regulations (including [City of Alexandria](#)~~Loudoun County~~) and manufacturer instructions. Burning of debris in a fire pit is prohibited.

Location: Fire pits are allowed in the rear yard and shall be part of a patio design. They shall be setback in accordance with all governmental requirements, but at least five (5) feet from the nearest property line. Only one fire pit is allowed per lot.

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Size: They shall not exceed two (2) feet in height or six (6) feet in diameter or length.

Materials: Acceptable materials include brick, metal, natural stone and high-quality concrete products specifically made for Fire Pit applications.

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Color: Must be compatible with the colors of the home and adjacent features.

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The Association approval does not imply compliance with county codes or verification of fire safety. Extreme caution shall be implemented at all times when using a fire pit.

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All Firewood must be stored only in the rear yards and must be covered so as to not be visible from any other Lot or Common Area. All ash must be disposed of in accordance with all local and Virginia Laws and Ordinances.

Gutters Downspouts:

Gutters and downspouts must match in color and design to those existing and must not adversely affect drainage on adjacent properties. Plastic gutters are not allowed. Gutter covers are allowed without ARC approval as long as the gutter cover matches the existing gutter color and style. Throughout the community many homes were built with round downspouts to give the neighborhood a desired aesthetic. The replacement or round downspouts we should ill be like for like and any proposed exceptions will be considered on a case by case basis.

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Hot Tubs:

Hot tubs may not be installed unless the homeowner first submits a completed application and receives ARC approval. Hot tubs shall be located only on the ground level in the rear of the home, within the fence, and as close to the house as possible. The ARC may require the addition of landscaping or screening to reduce the visual impact and noise to neighboring homes. Hot tubs on decks are not permitted.

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House Numbers:

House numbers shall be replaced with ones of exact style and color as the original numbers on the house, unless approved by the ARC. House numbers for both front and rear of the house are required. Rear numbers are typically located on deck band boards or, if there is no deck, on a rear fence post. If the builder did not provide rear house numbers, installation of black metal numbers will be required. No more than one set of house numbers is permitted on the front and/or back. Removal constitutes a violation.

Landscaping and Gardens:

No changes or additions to the exterior landscaping/planting beds may be made without first obtaining the written approval of the ARC. The following standards govern exterior landscaping and gardens within Cameron Station.

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Any landscape or garden must not alter the drainage pattern to cause water to flow into the neighbor's yard or cause water ponding in the common area. In no instance shall drain lines extend into the common area.

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A. All plants shall be trimmed to preclude encroachment upon sidewalks, driveways and

common areas.

B. Front yard plantings will be those normally associated with the character and style of the community.

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C. Landscaping and gardens must not obstruct house numbers or sight lines required for vehicular traffic.

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D. All gardens must be neatly maintained, trimmed, and free of weeds; this includes removal of all unused stakes, trellises, weeds and dead growth.

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E. An application is required for hedges or other features that, in effect, become structures, fences or screens.

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F. An application is required for garden timbers, stone, paver, block, rock or any other material which is used to form a wall. All applications must include a site plan with the location of ties or timbers drawn in, and information on landscaping plans and any grading changes. Landscaping timbers must not be used to delineate property boundaries. Railroad ties are not permitted.

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G. An application is required for edging and ground filler for exterior planter beds. Edging must not extend beyond property lines or into common areas and curbs.

H. An application must be submitted for rock gardens, collections of rocks, and single rocks in any dimension with the exception of a single line of decorative rock edging. All rocks shall be left their natural color. Marble chips/volcanic stone is not permitted.

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I. Homeowners may not plant any tree that may grow over a height of 6 feet and/or any additional trees on a Lot unless they first receive the approval of the ARC. Specific guidelines on the replacement of trees on the private lots can be found in the PRIVATE TREE REPLACEMENT GUIDELINES. The application submitted should show the location of the tree, the type of tree, the reason compelling the removal of the tree and the proposed species of replacement tree.

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J. Growing vegetables or fruits in the front of the properties is prohibited. Vegetable gardens inside enclosed yards, which are in compliance with the DMS, do not require approval. Vegetable gardens shall not take more than thirty-two (32) square feet of rear enclosed yard space and shall be neatly maintained. No offending odors should be created as a result of any garden. Fruits and vegetables should not be left to decay upon the ground. During winter, soil should be turned over. Planting of vegetables in appropriate containers by owners of back to back townhouses with no side or rear yard requires the submission of an Exterior Architectural Application. Planting of vegetables in appropriate containers on decks does not require ARC approval.

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K. Any vine-like plant, such as ivy, is permitted as long as it is trimmed, maintained, and in neat attractive condition. Also, "vine-like plants" are prohibited from encroaching on any property not owned by the owner, including the common area and other neighboring lots.

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L. In keeping with the overall appearance of the neighborhood, softscape (plants and grass) is preferred to hardscape (rocks and gravel) in planting beds and yards.

Lead Walks:

All lead walks (walks leading to the home's main entrance) must be repaired or replaced with the original material. The ARC may consider resident applications to replace or repair an existing lead walk with new building materials not previously available to homeowners when the home was originally constructed, provided such new building materials are similar in appearance to the existing lead walk materials.

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Light Posts and Exterior Lights:

Light posts are not permitted on individual lots.

Surface-mounted exterior lights attached to a home must be replaced with a fixture of exactly the same style and color, unless an alternate fixture is approved by the ARC. The ARC will consider requests to replace the fixture with an alternate fixture, particularly in circumstances where the original fixture is no longer available. However, the fixture must be harmonious with the style and character of the home and neighborhood. Inoperable light bulbs shall be replaced only with white or clear bulbs. The use of colored light bulbs is prohibited.

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Ground level lights (a light anchored to a four (4) to six (6) inch stake which is driven into the ground and with the illumination pointing down to the ground) bordering driveways/walkways must be unobtrusive in nature. Lighting in the front or rear yard must be placed so that light does not shine outside the property in a manner which could disturb neighbors. In particular, care must be taken in arranging the angle of a floodlight. Applications shall show the estimated light level and shine pattern.

Decorative lights, on or around decks or trees are permitted, provided they are low level lighting illuminating towards the homeowners' property and not impeding other residents. Holiday lights are allowed under the Association's Holiday [Lighting Guidelines](#) [Decorations Policy](#).

Railings (metal):

The ARC will consider replacement or repair of railings with a similar Colonial or Georgian style and color in keeping with the general style of the Cameron Station. Every effort must be made to match the railing color and style with the style of the neighboring houses.

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Roofs:

All roof repairs/replacements must be approved by the ARC. Roof repair or replacement should be done to match the existing roof material and color. The ARC will consider changes in color or material on a case by case basis. Please refer to the management office for samples of acceptable colors.

Satellite Dishes/Receivers - see "Antennas".

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Screened Porches:

Screened porches are not permitted.

Security Devices:

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General Considerations:

Security devices including cameras and alarms shall be selected, located and installed ~~so so~~ as to be an integral part of the house and not distract from its architecture and appearance. Specific Guidelines

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A. Cameras and housings, sirens, speaker boxes, conduit and related exterior elements shall be unobtrusive and inconspicuous. Such devices shall be located where not readily visible and shall be a color that blends with or matches the surface to which attached.

B. Cameras shall view the homeowner's property to the greatest extent possible. Cameras shall not be positioned for the purpose of viewing inside a neighbor's home.

C. A maximum of 4 fixed view cameras are allowed per property.

D. No pan-tilt-zoom video cameras are allowed.

E. Smart doorbells (such as Ring) do NOT require ARC approval as long as they are placed within front doors and their wires are hidden or camouflaged.

Submission Requirements:

A. A copy of the existing site plan and photographs showing the house and the location of all the proposed security devices.

B. Catalog photographs or manufacturer's "cut sheets" of proposed security devices and mounting system, including dimensions, design, material and color of all devices and accessories to be mounted on the exterior of the house (including camera, mounting brackets, charging devices, etc.).

C. Drawings and description showing design details that show verifiable angle of camera recording area.

Maintenance Requirements:

Homeowners are responsible for maintaining Security Devices in keeping with Property Design and Maintenance Standards.

Shutters:

Repair or replacement of a shutters that match the original, builder-installed shutters and color does not require ARC approval. A change in shutter color requires ARC approval. All shutters must be the same color and match the color of the front door.

Signs:

In accordance with the Covenants, Article VII, Section 7.17, "Owners may not erect or maintain on any portion of the Property any signs except for: i) signs required by law (such as building permits), ii) one (1) unlighted sign not greater than two (2) feet by three feet advertising for sale any Single Family Lot, Cluster Family Lot or Condominium Unit.

Signage advertising security services for individual homes shall be allowed. Up to two (2) standard-sized security signs may be installed on a lot. The security signs may be located in the front and/or the back of the lot within six (6) feet of the house.

Temporary signs are permitted to convey a celebratory occasion (Examples include: Winner of Pride of Ownership Award, Welcome our new Baby, Congratulations to Graduation Class, Welcome Home from Military Service, etc.). Temporary signs are allowed for a period of fourteen (14) consecutive days.

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Residential rental signs are not permitted. Realtor "For Sale" signs must be removed no later than 2 days after being posted as sold. Realtor "Coming Soon" signs can be displayed no earlier than 5 days prior to being listed in the MLS, or other listing service.

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Signs for political candidates are allowed as follows:

- A. Limit of one (1) political sign per candidate per **housewelling**.
- B. Political signs may be installed ~~either~~ three (3) weeks prior to the election ~~day~~ ~~or~~ ~~day~~ ~~prior to early voting~~ and must be removed the day after the election ~~day~~.
- C. Political signs are not permitted in common areas.

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Skylights and Solar Tubes:

Skylights and solar tubes should be located behind the roof ridge, if possible.

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The application shall include a scale drawing of the skylight/tube and its location on the roof. A City building permit is required before a homeowner may install a skylight or tube.

Sport, Recreation Equipment and Personal Property:

- A. Homeowner's may install play equipment, such as sandboxes, playhouses, swing-sets, etc., only within the enclosed yards behind the dwelling so as not to be visible from the street. ~~Nonpermanent~~ **Non-permanent** personal property such as, but not limited to, swings, bicycles, pools, water tables, children's picnic table/chair sets, umbrellas, chairs, ladders, cannot be left outside the home, **including exterior resident decks**, when not in use or left unattended.
- B. Permanent sport and recreation equipment are prohibited. Both portable and permanent basketball hoops are also prohibited.

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Solar Panels:

Solar Panels require approval of the Association prior to installation. The following rules governing the installation and placement of solar panels shall apply:

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- A. Only roof-mounted solar energy collection devices will be approved.
- B. Solar panels shall be mounted on the roof in a manner to allow the efficient collection of solar energy. If possible, the owner should limit the solar panels so that they are mounted on the rear plane of the dwelling's roof; provided, however, that nothing in this policy shall reduce the efficiency of the proposed solar panel system by more than five percent from that initially proposed by the solar panel installation company.
- C. Solar energy collection devices, including but not limited to solar panels, shall be installed parallel to the plane of the roof and must not break the roof ridge line.
- D. Solar energy collection devices, including but not limited to solar panels, must be set back at least six (6) inches from the perimeter edges of the roof.
- E. Solar energy collections devices, including but not limited to solar panels, should be black in color or match the color of the existing roof shingles.

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F. Solar energy collection devices, including but not limited to solar panels, must be raised above the roof plane no more than six inches above the roof.

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G. The solar energy collection device's supportive structure, fixtures, conduits, plumbing, and electrical lines shall be concealed in the attic of the home wherever possible. If in any case the attic is not a possible location for such structures, they shall be concealed by other means; any exposed fixtures, conduits, plumbing, or wiring organizers must match the color of the surface to which it is attached.

H. Devices that are part of the installation, such as inverters, must be placed inside the dwelling whenever possible.

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I. The second electric meter and the emergency disconnect required for these installations must be placed on the exterior of the home near the existing electrical meter. A photograph of the side of the home shall be modified (to scale) to accurately show the location and color of the conduit as it travels from the electric meter up to the attic. Any exposed conduit or other materials installed on the home must be concealed in a conduit cover or wiring organizer (2" diameter maximum) that blends in with the surfaces. Such materials will be affixed to and must be neatly run and installed. Any conduit mounted on the sides of the home shall be discreetly tucked under roof overhangs and/or run along vertical brick or trim edges or adjacent to existing downspouts.

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J. Solar energy collection devices, including but not limited to solar panels, must not produce an amount of reflective heat or glare that would cause harm or annoyance to neighboring homes.

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K. No solar energy collection device, including but not limited to solar panels, for individual homeowner use may encroach on the common areas of the Association.

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L. All solar energy collection device installations, including but not limited to solar panel installations, must be made by licensed solar energy collection contractors, and must comply with all applicable laws including net metering limitations. In the event owner wishes to install a solar energy collection device that deviates from these rules, the owner shall provide documentation prepared by an independent solar panel design specialist, who is certified by the North American Board of Certified Energy Practitioners and is licensed in Virginia, that is satisfactory to the community association, that the rules set forth herein are unreasonable as that term is defined by the criteria set forth in Section 67 701(B).

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Storage Sheds:

Storage sheds must be compatible with the applicant's house in color and material, or match an approved wood fence. They may only be located in the rear yard and be visually unobtrusive. Sheds over 6 feet tall or visible above a fence are not permitted.

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Storm Doors and Windows:

Storm windows are not permitted.

No application is necessary if the door meets the design criteria outlined below. Front storm door design criteria:

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A. Only "full-view" (see below) storm and screen doors are permitted on the front door of the home or all doors visible from the street. Storm/screen doors with a minimal crossbar (not to exceed 2 inches) are permitted on side or rear doors.

B. No tinted or reflective glass is permitted.

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C. Decorative glass edgings such as etched glass, brass or pewter inlays in rectangular patterns are permitted.

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D. The storm/screen door must match the color of the door it is protecting or the adjacent trim.

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E. No mill or bare metal finishes are permitted.

F. No imitation gate hinges or ornamental grill work is permitted. As different manufacturers of storm/screen doors have different definitions of "full-view" the following definition of "full-view" applies to all front storm/screen doors that may be installed in the Cameron Station community.

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- Glass area of the storm door will show the "full view" of the door it protects without obstructions that visually divide the glass panel.
- Crossbars, either decorative or structural, are not permitted.
- ¾ - doors, cross buck doors or other bottom panels or kick plates are not permitted.
- Doors with self-storing windows are not permitted, as the frames of the glass panels visually divide the glass area.

G. Side or rear doors are permitted to have minimal crossbars not to exceed 2 inches.

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Occupants may remove window screens provided that ALL the window screens on the same side of the house are removed. Any window screen lost or damaged must be replaced with a screen of the same style, material and color as the original.

Sun Control Devices:

Sun control devices are instruments installed on the exterior of the home to prevent direct sunlight penetrating or entering the home to reduce the solar heat gain. Exterior louvers or movable translucent shades would be considered as sun control devices. Sun control devices will only be approved by the ARC if demonstrated to be clearly compatible with the architectural design and qualities of the home.

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Swimming Pools:

No swimming pool of permanent construction is permitted on any lot. Portable swimming pools designed for infants and toddlers are allowed, though must be stored out of sight when not in use.

Trellises, Arbors and Pergolas:

The ARC will consider applications for trellises, arbors and pergolas. In considering an application, applicants must demonstrate that the addition of trellises, arbors or pergolas will not cause deterioration to an existing fence or home. Trellises, arbors and pergolas are not allowed on decks or above the fence line.

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Trim:

As part of the homeowner maintenance requirements peeling paint on the exterior trim; including garage door, garage and window frames, shutters, soffits etc.; must be scraped,

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sanded (if required), and repainted with paint that is of the similar color and texture as the original. A change to the trim color is not allowed.

Water Features:

The installation of any water feature will only be permitted in an enclosed backyard. The application shall include the following:

- A. A Site plan showing the size of the water feature, relationship to the house, lot and adjacent properties;
- B. A description of the materials to be used, including drawings or photographs, as necessary to complement the description;
- C. A description of the proposed depth of the excavation, to accommodate the water feature and the location of all underground utilities; and
- D. A description of how the water feature will be drained for any maintenance, including specifically where will the water exit the property and whether it will affect any of the adjacent homes.

Water features larger than thirty-five (35) square feet and deeper than two (2) feet are strictly prohibited. In order to ensure that the water feature does not become a breeding ground for mosquitoes, and other insects, the owner shall ensure that the water does not remain still (or stagnant); accordingly, a waterfall, small fountain or recirculation pump that causes the water surface to be in constant movement is required.

Windows:

The ARC will review the modification of windows on a case by case basis to ensure each as long as it is consistent with the architectural style of the community. All window modifications must receive ARC approval.

Window Treatments:

Interior window treatments can affect exterior appearance. Some guidelines are necessary to maintain uniformity. Improper or unsuitable window treatments may not be installed at any time. Improper window treatments include, but are not limited to: aluminum foil, bed sheets, laundry, plastic, blankets, cardboard, flags, newspaper, etc.

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PRIVATE TREE REPLACEMENT GUIDELINES

On September 9, 2009, the City of Alexandria gave authorization to Cameron Station Community Association, Inc. (the "Association") to permit homeowners to replace nuisance trees and enforce landscaping and tree coverage requirements on the individual lots. This section lists the adopted rules and regulations concerning the removal and replacement of trees on private lots.

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I. Definitions

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A. **Nuisance Trees:** Are defined as trees which cause actual harm or pose imminent danger of actual harm to a structure, walkway or other property. **In 2025, Cameron Station added declining trees that are recommended by an Arborist for removal to this category.**

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B. **Private Lot:** An individual home lot for a single family or townhome as defined on the recorded plat.

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II. Requirements and Restrictions

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A. No owner shall remove any tree measuring six (6) inches or more in diameter, measured at a point two (2) feet above ground level, from any portion of his/her property without the prior written approval of Cameron Station Community Association Management ("CSCA Management") or the ARC. In addition, no owner may remove or replace any tree on any portion of his/her property other than in conformance with the site plans approved by the City of Alexandria. No owner shall alter by removal, excavation, fill or any other means any ground surface without the prior written approval of the ARC.

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B. Any tree that is removed from the private lot is to be replaced with the same species or acceptable substitute as provided in the Private Tree Replacement List (Appendix D) of this DMS amendment. Private trees may not be replaced with any tree mentioned in Section II of Appendix D. All replacement trees must be planted at a minimum height of 6 feet from existing grade to top of canopy. **Additionally, all replacement trees must be, at chest height, a minimum of two (2) inches in diameter.**

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C. Before removing and/or replacing any tree on a private lot, a **Private Tree Replacement Application** (Exhibit B) must be completed, signed, dated, submitted to CSCA Management and approved by CSCA Management or the ARC. The Private Tree Replacement Application submitted must show the location of the tree being replaced, the type of tree being replaced, the reason compelling the removal of the tree and the proposed species of replacement tree.

D. Should the proposed replacement tree not be one of the pre-approved choices on the Private Tree Replacement List for the subject street, the request will be referred to and considered by the ARC which will evaluate such characteristics as planting site, environmental factors, probable root conflicts, probable canopy conflicts, canopy contribution and aesthetic value. In turn, the owner should provide full details of his/her

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choice in sufficient detail that the ARC can efficiently make a fair and reasonable determination as to the appropriateness of the proposed tree. The request will be considered on a case-by-case basis.

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- E. Dead trees should be removed within six months of last signs of life. Declining trees should be evaluated by an Arborist prior to submitting an application to the ARC for replacement. In either situation, the replacement tree should be of the same species, or an acceptable substitute from the Private Tree Replacement List (Appendix D).

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III. Application and Review Process

The Private Tree Replacement Application and review process that will be used by CSCA Management and/or the ARC is detailed here.

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No review/action will commence until all required information is received and accepted as complete by CSCA Management, at which time the (maximum) forty-five (45) day review period will commence.

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CSCA Management and/or the ARC is required to notify owners of the action taken on their Private Tree Replacement Application within forty-five (45) days of receipt of a complete application by CSCA Management. Notification of the decision may be made by telephone, fax, or email, with follow-up in writing sent via U.S. Mail. Approvals will be sent by first class mail. Denials and conditional decisions will be sent by certified mail, return receipt requested. As per Article VI, Section 6.6 of the Declaration, any application deemed complete but not acted upon within forty-five (45) days shall be approved by default. CSCA Management reserves the right to refer any Private Tree Replacement Application to the ARC.

VI. Acceptable Replacement Trees

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The Section I of the Private Tree Replacement List (Appendix D) sets forth the trees that are acceptable replacement trees. This current tree list was developed in coordination with the Association's Landscaping Company in 2024, by a Certified Arborist contracted by the Association for the purpose of this amendment. This current list utilized the standards and criteria prepared by the City of Alexandria Arborist as part of the September 2009 tree management agreement with the Association. Additionally, Certain trees that are considered to be invasive were removed and several native trees were added to provide homeowners with additional options when selecting a replacement tree. Any chosen species of tree must meet or exceed the canopy requirements at maturity (10 years), as defined in the Private Tree Replacement List.

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Section II of the Private Tree Replacement List (Appendix D) provides tree species that shall not be planted or replaced in kind due to the potential for root issues.

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**Design & Maintenance Standards (DMS) Exhibit A
Exterior Modification Application**

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**Cameron Station Community Association, Inc.
EXTERIOR MODIFICATION APPLICATION**

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Complete separate application forms for each exterior modification being requested

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SECTION I: CONTACT INFORMATION

1. Homeowner(s) Name(s): _____
2. Lot: _____
3. Address: _____
4. Phone: (h) _____ (cell) _____ (w) _____ (other) _____
5. Email Address: (h) _____ (w) _____ (p) _____ (other) _____

SECTION II: EXTERIOR MODIFICATION BEING REQUESTED - Repair, Replace, Other

Building (only) **Grounds (only)** **Building & Grounds** - Use as many additional sheets as needed

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- a Proposed Modification Subject:
- b Reference Page Number of Association Design Maintenance Standard:
- c Detailed Written Description of proposed modification: (include sketches, drawings, a Plat/Site Survey)

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Note: For Private Tree Replacement - homeowners are required to submit a separate application form

SECTION III: APPLICATION CONDITIONS

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Nothing contained herein shall be construed to represent that any modifications to land or buildings performed in accordance these plans, shall be permitted to violate any of the provisions or Building or Zoning Codes of the City of Alexandria, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.

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

I understand and agree that no work shall commence on this requested project until I receive written approval of the ARC.

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

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

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

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The ARC will render a decision within forty-five (45) days of receiving a completed application.

It is understood that I am aware of the Cameron Station Architectural Design & Maintenance Standards with regard to the review process as established by the Board of Directors.

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The modification authority granted by an application will be revoked automatically if the modification requested has not been completed within thirty (30) days of the approval date of this application, or construction is not completed within thirty (30) days from commencement of the work, unless so expressly stated otherwise by the ARC or Management Agent.

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SECTION IV: ACKNOWLEDGEMENT/ACKNOWLEDGMENT AND SIGNATURE

I acknowledge with my signature below that I have read and understand the Application Conditions before submitting this application Homeowner(s)

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Signature _____ Date: _____

Signature of Neighbor if applicable _____ Date: _____

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Signature of Neighbor if applicable _____ Date: _____

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SECTION V: DOCUMENTATION CHECKLIST

Please use the checklist below as a help to ensure all required materials and enclosures have been included in and/or with your application

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- Plat/Site Survey (This document is typically provided at closing and depicts the subject property, property lines, easements, etc.)
- Written description of proposed modification including materials and dimensions
- Drawings, sketches, brochures, and/or photographs

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SECTION VI: ARCHITECTURAL REVIEW COMMITTEE (ARC) ACTION

The ARC reviewed the application reviewed the application and took the following action”

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- Approved
- Disapproved
- Request for Additional

Information Comments or

Stipulations:

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Representative Acting on ARC's Behalf

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- Name (print): _____
- Title: _____
- Signature: _____ Date: _____

SECTION VII: APPEAL PROCESS

If you disagree with the decision cited above, please be advised that there is an appeals procedure provided by the Cameron Station Community Association, Inc, Board of Directors. A written request must be made within ten (10) days of receipt of the ARC's decision.

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**DESIGN & MAINTENANCE STANDARDS (DMS)
EXHIBIT B - PRIVATE TREE REPLACEMENT
APPLICATION**

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**Cameron Station Community Association, Inc.
PRIVATE TREE REPLACEMENT APPLICATION**

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APPLICATION SECTION

Homeowner(s) Name: _____ Lot: _____
Address: _____
Phone: (h) _____ (c) _____ (w) _____
Email Address: _____
Proposed Date of Removal: _____

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Please provide a complete, detailed description of the species, location, and reason for requested replacement, including a written description substantiating that the tree has caused harm or poses an imminent danger of actual harm to the owner's lot or adjoining property.

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APPLICATION CONDITIONS

I understand that any tree that is removed from the private lot will need to be replaced with the same species or an acceptable substitution as provided in the Design & Maintenance Standards (DMS) amendment within thirty (30) days of the existing tree removal.

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

I understand and agree that no work shall commence on this requested tree removal until written approval from the Board of Directors or designated representative has been received by me or the forty- five (45) day review period has expired without my having received any decision (or request for additional information) from CSCA Management or the ARC.

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I understand that any construction or modification on this requested tree removal undertaken by me or on my behalf before approval of this application is not allowed and that if modifications are made, I may be required to return the property to its former condition at my own expense if this application is

disapproved wholly or in part, and that I may be required to pay all legal expenses incurred by the Association in enforcing this requirement.

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

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

The Board of Directors or their designated representative will render a decision on the Application within forty five (45) business days of receiving the completed Application. I acknowledge that I am aware of the Cameron Station Architectural Design & Maintenance Standards with regard to the Application review process as established by the Board of Directors.

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The modification authority granted by an application will be revoked automatically if the modification requested has not been completed within thirty (30) days of the approval date of this application and completed within thirty (30) days from commencement of the work, unless expressly agreed otherwise by the Board of Directors.

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I acknowledge I have read the Application Conditions in submitting this application.
Homeowner(s) Signature _____ Date: _____

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BOARD ACTION

The Board of Directors or designated representative reviewed this application and took the following action:

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Approved **Disapproved** **Request for more information**

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Comments or Stipulations: _____

BOD Signature: _____ Approval/Disapproval Date: _____

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If you disagree with the above decision, an appeals procedure is provided by the Cameron Station Community Association, Inc.'s Board of Directors. An applicant who wishes to appeal a decision of the ARC or CSCA Management has ten (10) calendar days from receipt of the notification of the decision to file a written request to the Board of Directors seeking an appeal on the decision. The entire appeal process is outlined in the DMS under Objectives & General Information, Section I.

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DESIGN & MAINTENANCE STANDARDS (DMS) APPENDIX A

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APPROVED FLAG ETIQUETTE

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Displaying the US Flag.



1. When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff.



2. When the flag is displayed in a manner other than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, it should be displayed in the same way that is with the union or blue field to the left of the observer in the street. When festoons, rosettes or draping are desired, bunting of blue, white and red should be used, but never the flag.

3. The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.
4. The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
5. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
6. The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
7. The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

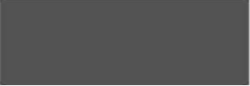



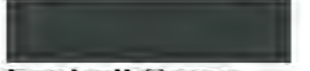
DESIGN & MAINTENANCE STANDARDS (DMS)

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APPENDIX B - FRONT DOOR & SHUTTER COLORS

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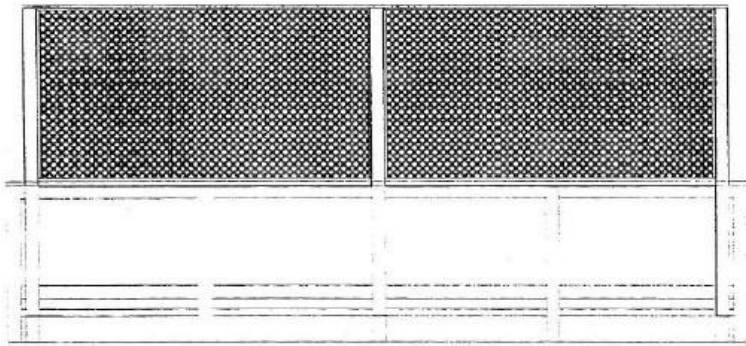
Paint Supplier	Color Name – Color Code	Color Example
McCormick Paints	Black - 200	 Black 200
	Heatherstone -2126	 Heatherstone 216
	Fawn -117	 117 FAWN
	Old Colonial Red	 Old Colonial Red 225
	Cobblestone Grey -215	 Cobblestone Grey 215
	Old Carriage Brown - 223	 Old Carriage Brown 223
	Foxhall Green - 202	 Foxhall Green 202
	Georgetown Green - 220	 Georgetown Green 220
	Deep Forest Brown - 224	 Deep Forest Brown 224

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DESIGN & MAINTENANCE STANDARDS (DMS) APPENDIX C

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PRIVACY LATTICE INSTALLATION



APPENDIX D – PRIVATE TREE REPLACEMENT LIST – BY STREET

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STREET NAME	OPTION #1	OPTION #2	OPTION #3	OPTION #4 (NATIVE)
Barbor Drive	American Linden or Little Gem Magnolia	Hornbeam	Japanese Stewartia	Red Bud / Sweet Bay Magnolia
Barrett Place	Japanese Snowbell	Trident Maple	Kousa Dogwood	Red Bud / Sassafras
Bessley Place	Trident Maple	Purple Leaf Plum	Kousa Dogwood	Fringe Tree / Sassafras
Brawner Place	Sweet Bay Magnolia	Star Magnolia	Hornbeam	Hawthorn / Red Bud
California Lane	Little Leaf Linden	Trident Maple	Purple Leaf Plum	Sassafras / Fringe Tree
Cameron Station Boulevard	Juniper Moonglow	Holly 'Fosters'	Sweet Bay Magnolia	
Col. Johnson Lane	Male Ginko or Red Maple	Crape Myrtle	Kousa Dogwood	Dogwood / Red Bud
Comay Terrace	Hornbeam	American Linden or Little Gem Magnolia	Japanese Stewartia	Red Bud / Sweet Bay Magnolia
Donovan Drive (East)	Sweet Bay Magnolia	Trident Maple	Japanese Stewartia	Fringe Tree / Hawthorn
Donovan Drive (West)	Hornbeam	Japanese Stewartia	American Linden or Little Gem Magnolia	Fringe Tree / Hawthorn
English Terrace	Kousa Dogwood	Trident Maple	Sweet Bay Magnolia	Sassafras / Hawthorn
Ferdinand Day Drive	Hornbeam	Sweet Bay Magnolia	Male Ginko or Red Maple	Red Bud / Hawthorn
Fucci Court	Sweet Bay Magnolia	Male Ginko or Red Maple	Japanese Stewartia	Red Bud / Fringe Tree
Gardner Drive	Kousa Dogwood	Crape Myrtle	Trident Maple	Hawthorn / Red Bud
Gardner Drive (Duke)	River Birch	Crape Myrtle	Purple Leaf Plum	Sassafras / Persimmon
Grimm Drive	Crape Myrtle	Purple Leaf Plum	Trident Maple	Fringe Tree / Red Bud
Harold Secord Street	Crape Myrtle	Kousa Dogwood	Hornbeam	Hawthorn / Red Bud
Helmuth Lane	Purple Leaf Plum	Kousa Dogwood	Crape Myrtle	Red Bud / Sassafras
John Ticer Drive	Crape Myrtle	Trident Maple	Purple Leaf Plum	Sassafras / Hawthorn
Kilburn Street	Trident Maple	Japanese Snowbell	Purple Leaf Plum	Sassafras / Hawthorn
Knapp Place (Fence)	Japanese Cedar	Spruce	Holly	American Holly / Red Cedar
Knapp Place	Hornbeam	American Linden or Little Gem Magnolia	Japanese Snowbell	Red Bud / Sassafras
Lannon Court	Japanese Stewartia	Hornbeam	American Linden or Little Gem Magnolia	Fringe Tree / Red Bud
Livermore Lane	Hornbeam	American Linden or Little Gem Magnolia	Japanese Stewartia	Red Bud / Fringe Tree
Martin Lane	Trident Maple	Kousa Dogwood	Japanese Stewartia	Hawthorn / Sassafras
Medlock Lane	Male Ginko or Red Maple	Trident Maple	Crape Myrtle	Fringe Tree / Red Bud
Medlock S. of Donovan	Japanese Snowbell	Trident Maple	Japanese Stewartia	Red Bud / Hawthorn
Medlock S. of Kilburn	Japanese Snowbell	Crape Myrtle	Trident Maple	Red Bud / Fringe Tree
Minda Court	Hornbeam	American Linden or Little Gem Magnolia	Japanese Stewartia	Dogwood / Sweet Bay Magnolia
Murtha Street	Purple Leaf Plum	Trident Maple	Japanese Snowbell	Red Bud / Fringe Tree
O'Neill Lane	Sweet Bay Magnolia	Trident Maple	Japanese Snowbell	Red Bud / Fringe Tree

APPENDIX D – PRIVATE TREE REPLACEMENT LIST – BY STREET (CONTINUED)

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STREET NAME	OPTION #1	OPTION #2	OPTION #3	OPTION #4 (NATIVE)
Pocosin Lane	American Linden or Little Gem Magnolia	Hornbeam	Japanese Stewartia	Fringe Tree / Red Bud
Somerville Street	Male Ginko or Red Maple	Trident Maple	Crape Myrtle	Sassafras / Fringe Tree
Tancreti Lane	Star Magnolia	Sweet Bay Magnolia	Crape Myrtle	Hawthorn / Red Bud
Tull Place	Hornbeam	American Linden or Little Gem Magnolia	Japanese Stewartia	Sweet Bay Magnolia / Red Bud
Vos Lane	Hornbeam	Sweet Bay Magnolia	Japanese Stewartia	Red Bud / Fringe Tree
Waple Lane	Male Ginko or Red Maple	Crape Myrtle	Trident Maple	Sweet Bay Magnolia / Red Bud
Note: Below are the Recommended Trees Suitable for <u>Backyards</u> and <u>Patios</u> at Cameron Station:				
Native:		Non Native:		
Red Bud	Sweet Bay Magnolia	Crape Myrtle	Ginkgo Tree (male)	Arborvitae
Fringe Tree	American Hornbeam	Japanese Maple	Smoke Tree	Crab Apple
Dogwood	Hawthorn	Yoshino Cherry	Hinoki Cypress	Saucer Magnolia
Note: The trees below shall NOT be planted or replaced in Cameron Station:				
Sweet Gum	Japanese Zelkova	English Oak	Sycamore	London Plane
Red Maple	Chinese Elm	Norway Maple		

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1	16 April	Martin Menez	<p>MAINTENANCE & USE REQUIREMENTS Section II. Homeowner Maintenance Responsibilities Part J. Snow Removal</p>	<p>Current wording: "Property owners are responsible for clearing snow and ice from the driveway serving their home..." Proposed wording: "Property owners are responsible for clearing snow and ice from the driveway (or at least one side if a dual/double driveway) serving their home..."</p>	<p>For those Residents blessed with a double garage and therefore a double-wide driveway, and only one car, the policy is unduly burdensome and ought to be specific in requiring cleaning a minimum of only the area from in front of one of the doors to the street. To do otherwise has negative ramifications, to include the following:</p> <ol style="list-style-type: none"> 1. A double driveway has roughly twice the area of a single one, meaning roughly twice the snow, and twice the problem of where to move it to. I'd prefer not to put it on my plants (which have been damaged by the snow weight) or on my neighbors' property, or in the street. Having to clear both sides of the two-car garage driveway when only one is necessary denies the storage advantage of the unused side. 2. There is an unnecessary risk of the effects of physical overexertion and possible harm/injury particularly for our senior Residents, and especially in long double-wide driveways, without benefit (and actually a disadvantage, due to the doubling of the stowage problem, which requires even further exertion). 3. Clearing both sides is a waste of valuable time and human energy when it could be otherwise better employed. 4. Property values can be increased by not having overly restrictive regulations that detract 	<p>No change made to the DMS.</p> <p>Rationale: Property owners are responsible for their driveways and are required to remove snow from sidewalks and pathways in accordance with City of Alexandria guidelines.</p>

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					from the comfort, safety, and possible health of residents, as well as requiring increased piling of snow.	
2	19 April	Jason Muller	Windows (page 28)	<p>Windows: All window modifications with more than a de minimis impact on the appearance from the exterior, including replacement of frames, inserts, and glass that meet the below criteria, require ARC approval. All window alterations should be in a consistent architectural style of the community and of the windows being modified.</p> <p>“Like for like” window and glass repair and replacement with a de minimis impact on the exterior does not require ARC approval. Whether or not the appearance change is de minimis is at the sole discretion of the ARC and/or Board of Directors; homeowners who are unsure and wish to avoid possible violation should submit an exterior modification application for consideration by the ARC.</p> <p>ARC approval is always required if one or more of the following modifications as compared to the existing windows are included in the scope of work:</p>	<p>The current Design Standard for Windows is insufficient and not useful to homeowners. The Standard merely says the ARC “will review the modification of windows ... as long as it is consistent [with the style of the community].” In fact, the ARC should and does review all proposed modifications, there is no prerequisite in practice that to even apply you must be consistent. Perhaps this intends to suggest they will be approved if consistent? This confusion illustrates why it needs to be amended.</p> <p>As the community approaches 25 years, windows are going to need to be replaced at an even faster pace and installation companies generally require deposits before the ARC approval process can provide homeowners assurance that the scope of work that they are paying for will be approved. Homeowners replacing like for like with the same color, type of glass, screens, and grids should not require the ARC’s time and approval and only those proposing substantive changes to how their home will look from the exterior should have to go through the approval process.</p>	<p>No change made to the DMS.</p> <p>Rationale: The ARC will continue to review all window replacement applications and believes that allowing homeowners to make like for like changes without ARC review to be likely problematic at this time.</p> <p>One of the ARC’s goals is to have management approve certain like for like applications in the future after it receives additional training and experience in order to expedite this process.</p>

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				1. Addition or removal of grids or changes to the style or design of the existing grid 2. Changes to individual window sizes or shapes, including adding or removing windows (for example, replacing a four window opening with two larger windows in the same opening) 3. Removing or adding to the screen footprint (full screen, half screen, no screen) 4. Using a glass texture other than clear, such as decorative or privacy glass 5. Changing the color or tint of the glass (Low-E glass coating excluded) 6. Changing the exterior color of any of the non-glass area of the window 7. Changing the material type on the window frame, such as from wood to vinyl		
3	24 April	Greg Hillson	P. 25 of the DMS states: "Signs for political candidates are allowed as follows: A. Limit of one (1) political sign per candidate per house. B. Political signs may be installed three (3) weeks prior to the election and must be removed the day after the election. C. Political signs are not permitted in common areas.	That "signs for political signs" be prohibited at all times on any portion of the Association's property, including in common areas and outside person residences.	By permitting "signs for political candidates," the above current provision of the DMS directly contradicts Section 7.17 of the Cameron Station Community Association's Declaration of Covenants, Conditions, and Restrictions, which states the following: "Owners may not erect or maintain on any portion of the Property any signs except for (i) signs required by law (such as a building permit), (ii) one unlighted sign not greater than two feet by three feet advertising for sale any Single	No change to the DMS at this time in reference to the recommended edit(s). Note: The word "day" was added to the text on when political signs may be installed for additional clarity as follows: A. Limit of one (1) political sign per candidate per house. B. Political signs may be installed three (3) weeks prior to the election day and must be removed the day after the election. C. Political signs are not permitted in common areas.

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					<p>Family Lot, Cluster Family Lot or Condominium Unit, and (iii) such for rent signs within Multifamily Rental Sections as from time to time may be approved by the Architectural Review Committee in the exercise of their reasonable judgment, and (iv) signage within Non-Residential Sections as from time to time may be approved by the Architectural Review Committee in the exercise of their reasonable judgment. Signage advertising security services shall be permitted, subject to the power of the Architectural Review Committee to promulgate and enforce standard design criteria for security signs within the Property.”</p> <p>The ARC and Board don't get to pick and choose which provisions of the Declaration that it wishes to enforce. They have a duty to enforce all of the Declaration. Therefore, instead of ignoring or trying to rationalize this obvious contradiction between the DMS and Declaration, the ARC and Board, pursuant to their fiduciary duties, should act with integrity, fairness, and consistency and ensure that the DMS is consistent with the Declaration.</p>	
4	2 May	Mindy Lyle	Political sign policy	Allow political candidate signs to be displayed beginning the day before early voting. Signs to be removed the day after election day.	Early voting is now 45 days prior to the actual election day. By election day a significant number of people have voted. This will also serve as a reminder that there is an election. This year we have a very important election for Mayor and City Council on June 18th. Schools	No change made to the DMS related to accommodating political signs for early voting.

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					are closed on June 12. This means that a significant number of families will leave for vacation prior to election day. It is important that our community have a voice in elections. A recent survey showed that the West End of Alexandria receives fewer programs and funding than the rest of the City. A strong election turnout is important to change this dynamic.	
5	14 May	Joan Lampe	General- Digital accessibility of documents: Example: DMS Exterior Change Modification Page11- I am not proposing language changes.	To the extent possible, can the ARC (with the support of CAMP and/or others) improve the digital accessibility of documents online in the CSCA portal for residents? Example 1: Plats (1 under Exterior Modifications) – Does a Master Association plat for the resident properties exist? If so, can this document be stored on the resident website. Example 2: Easements for the Community- Does a master Association map exist for the Easements throughout Cameron Station?	To streamline the application process for the residents by providing greater accessibility to documents. Again, I do not know what type of challenge this will be for the ARC. Also consider: Additional recommendation for digital items: To the extent possible, consider what forms, legal documents, and online filing tools the HOA (referenced in the DMS) can provide to the residents on the CSCA website. a. Resale Packet Disclosure (for reference purposes).	No change to the DMS at this time. Rationale: The ARC will work with management to explore the suggested opportunities.
6	14 May	Joan Lampe	Page 25 of DMS Sports and Recreation Equipment	Recommendation: Section A. Language modification to include: “Non-permanent personal property such as, but not limited to, swings, bicycles, pools, water tables, children’s picnic table/chair sets, umbrellas, chairs, ladders, cannot be left outside the home, including exterior resident decks,	Proposal is made with the goal of enhancing the quality of life in the community for all residents, regardless of resident views (street view, deck view, etc.), preserving property values and maintaining a harmonious living environment. The justification is most residents, especially in the warmer weather, are outside in the back on decks- if	The recommended edit to add “including exterior resident decks” has been made to page 25 of the DMS.

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				when not in use or left unattended.	your home's view is another person's deck with play equipment and pools, etc. that is never stored away, not a great view.	
8	17 May	Brandon Hanlon	"H. Timing Approval for a modification may be revoked if: • Approval for roof, deck, patio, fence, or solar panel modifications may be revoked if construction has not <u>commenced within ninety (90) days of approval</u> of the application and be completed within 30 days of commencement of work. • Approval for window replacement modification may be revoked if construction has not <u>commenced within six (6) months of approval</u> of the application and be completed within 30 days of commencement of work.; Within the dates specified by the City building permit (if applicable)."	Approval for roof, deck, patio, fence, or solar panel modifications may be revoked if construction has not <u>commenced within six months</u> of approval of the application and be completed within 30 days of commencement of work.	Make each type of approval consistent with one another allowing six months for start.	The recommended edit to make each approval consistent with one another allowing six months from start has been made to page 5 of the DMS.
9	17 May	Brandon Hanlon	X. Application and Review ...The application must include a complete and accurate description of the proposed modification(s). To enable an informed decision to be made, all supporting material pertaining to the application must be included with the application. Examples of supporting materials include elevation drawings, railing detail, and location on a site plan, to include: material used in construction, dimensions, landscape plans, brochures and color samples. <u>A Plat/Site Survey with the item noted on it is integral to the application.</u>	A Plat/Site Survey with the item noted on it is integral to the application for applications such as fence placement and landscaping modifications.	Not all ARC applications require a Plat/Site Survey as being integral and we should not set a requirement to submit unnecessary information.	Additional language was added to page 7 the DMS to clarify that a plat is required for any project where property boundaries need to be determined.
10	17 May	Brandon Hanlon	Exterior Decorative Objects: ...Homeowners can place objects that meet all of the following criteria in their lot without obtaining the approval of the ARC. • Objects that	Propose replace underlined text with: Any item that does not satisfy the first three (3) criteria	To add clarity to the requirement. If a resident has a (say) Gnome statue in their garden, there is no relationship between that and the fourth requirement regarding	The recommended edit has been made to page 18 of the DMS.

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			are less than 18” tall x 18” wide x 18” deep in size. • Objects that are unpainted stone, wood, soapstone, marble, or other natural materials in earth tones. • The number of objects is appropriate to the size and scale of the front and side yards, so as not to present a cluttered appearance. • Painted planting pots may be used without ARC approval. <u>Any item that does not satisfy these four (4) criteria items may not be placed on a lot without prior approval by the ARC.</u> Applications are not required for temporary holiday lights or decorative objects for the period of four (4) weeks prior and three (3) weeks after the holiday in question.	items may not be placed on a lot without prior approval by the ARC.	planting pots. So we should only require compliance with the first three requirements.	
11	17 May	Brandon Hanlon	Grills, Barbecues and Fire pits: General: Fire pits must be fully contained or enclosed by a non-combustible hardscape element such as metal or stone to prevent accidental spread of fire. All fire pits must also be equipped with fire screens to prevent the discharge of embers or ashes. All fires must be put out when not in use; fires may not be left unattended. Applicant assumes all responsibility for the proper use, safety and maintenance of the Fire Pit. Fire pits must meet all applicable governing rules and regulations <u>(including Loudoun County)</u> and manufacturer instructions. Burning of debris in a fire pit is prohibited.	Remove reference to Loudoun County	Incorrect jurisdiction.	The reference to Loudoun County has been revised to reflect City of Alexandria on page 20 of the DMS.
12	17 May	Brandon Hanlon	Light Posts and Exterior Lights <u>Decorative lights, on or around decks or trees are not permitted, except to the extent allowed under the Association's Holiday Decoration Policy.</u>	Decorative lights, on or around decks or trees are permitted, provided they are low level lighting illuminating towards the homeowners' property and not impeding	Low level lighting is not something that was widely available when Cameron Station was first developed; back then most garden lights were bright spotlights that intruded into neighboring	The proposed revision has been made to page 23 of the DMS.

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				other residents. Holiday lights are allowed under the Association's Holiday Decoration Policy.	properties. Lighting used to illuminate nicely landscaped gardens is generally an additive feature that adds to property values.	
13	17 May	Brandon Hanlon	General Considerations: Security devices including cameras and alarms shall be selected, located and installed SO as to be an integral part of the house and not distract from its architecture and appearance. Specific Guidelines A. Cameras and housings, <u>sirens, speaker boxes</u> , conduit and related exterior elements shall be unobtrusive and inconspicuous. Such devices shall be located where not readily visible and shall be a color that blends with or matches the surface to which attached. B. Cameras shall view the homeowner's property to the greatest extent possible. Cameras shall not be positioned for the purpose of viewing inside a neighbor's home. C. A maximum of 4 fixed view cameras are allowed per property.	Change text to: General Considerations: Security devices including cameras and alarms shall be selected, located and installed SO as to be an integral part of the house and not distract from its architecture and appearance. Specific Guidelines A. Cameras and housings, conduit and related exterior elements shall be unobtrusive and inconspicuous. Such devices shall be located where not readily visible and shall be a color that blends with or matches the surface to which attached. Sirens and speaker boxes must be located inside the residence.	Exterior sirens and speaker boxes can cause great disruption to neighbors if an alarm is activated and the homeowner is unavailable to deactivate the system.	No change to the DMS at this time. Applications involving the installation of alarms are very rare. The current guidance includes that they shall be unobtrusive. The ARC will continue to evaluate applications involving alarms on a case by case basis.
14	17 May	Brandon Hanlon	In accordance with the Covenants, Article VII, Section 7.17, "Owners may not erect or maintain on any portion of the Property any signs except for: i) signs required by law (such as building permits), ii) one (1) unlighted sign not greater than two (2) feet by three feet advertising for sale any Single Family Lot, Cluster Family Lot or Condominium Unit. Signage advertising security services for individual homes shall be allowed."	Add: Temporary signs are permitted to convey a celebratory occasion. Examples include: "Winner of Pride of Ownership Award"; "Welcome our new Baby"; "Congratulation to Graduation Class of XXXX", "Welcome Home from Military Service". Temporary signs are allowed for a period of Fourteen (14) consecutive days.	We should embrace and promote positive events in the lives of residents.	The proposed revision has been made to page 24 of the DMS.

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	Date Received	Source	DMS Section to be Revised	Proposed Revision	Justification	Action Taken
15	17 May	Brandon Hanlon	The ARC will review the modification of windows on a case by case basis <u>as long as</u> it is consistent with the architectural style of the community. All window modifications must receive ARC approval.	Change underlined text to read: The ARC will review the modification of windows on a case-by-case basis to ensure each is consistent with the architectural style of the community. All window modifications must receive ARC approval.	To add clarity to the process.	The proposed revision has been made to page 28 of the DMS.
16	11/2024	Tom Linton	<p><u>Electric Car Charging Devices</u></p> <p>...</p> <p>A. Any Owner who wishes to install an electric vehicle charging station on the exterior of a dwelling or on a Lot must complete the Association's Electric Vehicle Charging Station Application Form Exterior Modification Application (attached hereto as Exhibit A) and submit it to the Association's Management</p>	Corrected reference to form.	Original text referenced a form does not exist.	Edited on page 16 of the DMS.

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			Agent, along with the following documents:			
17	11/2024	Tom Linton	Downspouts	(Add text) Throughout the community many homes were built with round downspouts to give the neighborhood a desired aesthetic. The replacement of round downspouts should be like for like and any proposed exceptions will be considered on a case by case basis.	Clarification	Edit made to page 21 of the DMS.
18	11/2024	Martha Ramos, Common Area Committee	List of Approved Trees	Updated list of approved trees prepared by Lancaster Landscaping. Includes native trees and excludes invasive species. Additionally, add context to consider declining trees for removal, as well as minimum caliper size (diameter at chest height) for replacement trees.	To provide relevant updates to help address the neighborhood's maturing tree canopy.	See appendix B (Page 29) and D (pages 38-39) of the DMS.