

CAMERON STATION COMMUNITY ASSOCIATION, INC.
POLICY RESOLUTION NO. 24-02

AMENDED CAMERON CLUB OPERATING RULES & PROCEDURES

Supersedes all prior Cameron Club Rules & Procedures and
Personal Trainer Policy Resolutions
Effective September 27, 2024

Amended February 25, 2014, May 27, 2014, October 25, 2016, May 31, 2022, February 28,
2023, and June 25, 2024.

WHEREAS Article III, Section 3.8(a) of the Declaration of Covenants, Conditions, and Restrictions (“the Declaration”) of the Cameron Station Community Association, Inc. (“the Association”) as recorded in the Land Records of the Circuit Court for the City of Alexandria at Deed Book 1630 at Page 0401, *et seq.*, as amended, provides that every member of the Association shall have a right and easement of enjoyments in and to the Common Area for their reasonably intended purposes, subject to any rules and regulations or policies which may be established by the Board of Directors (“the Board”); and

WHEREAS Article III, Section 3.4 of the Amended Bylaws (“the Bylaws”) provides that the Board shall have the power to adopt and publish rules and regulations governing the use of the Common Areas and facilities of the members and their guests thereon;

NOW, THEREFORE, BE IT RESOLVED that the Board duly adopts the following Cameron Club Operating Rules and Procedures.

The Cameron Club is the social hub of our community and as such, is challenged to meet or exceed the highest standards of excellence. All aspects of the facility’s operations are designed to foster community involvement and to the maximum extent possible meet the needs of Cameron Station Community Association, Inc. (CSCA) members.

As the centerpiece facility within Cameron Station, its capabilities and operations are intended to serve as a compelling selling point and major property value multiplier for current and future property owners.

The Cameron Club provides its members with the following facilities:

1. A community center offering a reception area, a great room with a catering kitchen for events, a lounge, one meeting room, one conference room, and CSCA staff offices and storage rooms.
2. A Fitness Center offering a fitness room, a multi-purpose gym, locker rooms, a staff office, and a reception/sitting area.
3. An outdoor swimming pool with children’s wading pool, deck and loungers, tables, umbrellas, and chairs.
4. The Association also provides shuttle bus service to and from the Metro station, Monday through Friday (excluding Federal holidays) during prime rush hour times.

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I. ELIGIBILITY FOR USE

All residents (i.e., resident owners, members of households living in Cameron Station, designated tenants, non-resident owners who have retained their right to use the Cameron Station facilities, and persons who reside in Cameron Station continuously for 30 or more days), in good standing, are entitled to use the CSCA facilities. Non-resident owners who have delegated the right to use the Cameron Club and its facilities to their tenants must provide the Management office with a written authorization (i.e. lease agreement) and listing of tenants. Tenants must provide a current lease, utility or telephone bill, or driver's license as proof of residence.

All residents must complete the Facilities Usage Agreement (Exhibit A). A parent or legal guardian is required to complete and sign the Facilities Usage Agreement (Exhibit A) for any household member under the age of 18. Additionally, every person using a Guest, Nanny, or Caregiver Pass must complete and sign the Facilities Usage Agreement (Exhibit A). All complete Facilities Usage Agreements (Exhibit A) will be kept on file with the Association.

In such cases, as provided in Article IV, Section 4.5(iii) and (iv) of the Declaration, the Board reserves the right to suspend the owners', tenants', and residents' right to use the Cameron Club and its facilities if the owner is delinquent 60 days or more in his/her assessment payments or for any period during which the owner or tenant is in violation of CSCA rules and regulations; however, the Board must afford the owner the rights of due process set forth in Article VIII, Section 8.1 (i) of the Declaration and Section 55.1-1819(c) of the Virginia Property Owners Act before it may suspend an owners', tenants', or residents' right to use the Cameron Club and its facilities.

Access to the Association facilities may be revoked or suspended if used by a person other than the one to whom it is issued. CSCA will issue one (1) encrypted access card or mobile credential to each household member at no charge.

Tenants

Owners who rent out their homes transfer their right to use the Cameron Club Facilities and shuttle bus to their tenants unless they provide written notice to the Association of their intent to retain the right to use the Cameron Club Facilities and Shuttle Bus. If an Owner provides such notice to the Association, then their tenants will not be permitted to use the Cameron Club Facilities and Shuttle Bus during the term of such tenant's lease.

Owners who are renting their home are responsible for retrieving the encrypted access card(s) from a tenant after that person is no longer residing within the Association. Any owner who fails to retrieve the encrypted access card(s) shall be responsible for purchasing a replacement encrypted access card. Upon the sale of a home or the end of the lease term, encrypted access card(s) and mobile credential(s) will automatically be deactivated and all access to the CSCA Facilities associated with the home will cease immediately. Upon receiving a new lease, the encrypted access card(s) or mobile credential(s) will be updated in the access system with the new tenant's contact information. Any encrypted access

card(s) not returned to the Management office at the end of the lease term will be considered lost or stolen.

Nannies

Residents wishing to obtain an encrypted access card or mobile credential for a nanny will be required to submit a completed Nanny Pass Request Form to the Management office. A nanny access card or mobile credential holder may not use the Cameron Club facilities without accompanying a Cameron Station resident under the age of 16. A nanny is not permitted to bring guests to the facility. All nannies are required to abide by the Cameron Club Operating Rules and Procedures.

Caregivers

Caregivers are eligible for a temporary encrypted access card or mobile credential for the duration of time that they reside with a Cameron Station resident in the Cameron Station Complex. A Caregiver is a person who helps in identifying, preventing, or treating an illness or disability, and who is responsible for attending to the needs of a child or adult with disabilities or who is ill and who lives with or is a Cameron Station resident, in the Cameron Station Complex. Residents wishing to obtain a Caregiver access card or mobile credential will be required to provide written authorization with the name of their live-in Caregiver to the Management office staff. All Caregivers are required to abide by the Cameron Club Operating Rules and Procedures.

Guests

Guests must be accompanied by a household member 18 years of age or older who holds the encrypted access card or mobile credential (i.e., Facilities Pass Holder), subject to age requirements for the Fitness Center, pool, and gymnasium.

Each residence in the CSCA will receive a single guest pass that allows for sixteen (16) free Guest access uses each calendar year. Each guest entering the facility is considered one punch on the guest pass. Guest Passes will be marked with the year for use and may not be carried forward if unused. Additional guest passes may be purchased at the Management office. The two options include 30-punch facilities pass for \$75 and a 7-punch facilities pass for \$25.

All guests are required to abide by the Cameron Club Operating Rules and Procedures.

Residents may request an exception to the Guest Pass Policy requiring Facilities Pass holders to accompany their guest(s) as follows:

1. The request must be in writing (i.e. email) and be submitted to the Management office no later than 48 business hours prior to the date for which the exception is requested; and

2. The request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of the visit. If granted, the exception will be for weekdays only (no weekends or holidays).

Additionally, the same rules pertaining to guest pass use, age restrictions, number of guests, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool, or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities.

II. ACCESS

All residents (i.e., resident owners, members of households living in Cameron Station, designated tenants, non-resident owners who have retained their right to use the Cameron Station facilities, and persons who reside in Cameron Station continuously for 30 or more days), must be registered, complete the facilities usage agreement (Exhibit A), and have an updated photo taken for identification purposes. The Access System will be linked to personal data (i.e., name/address/telephone numbers - home, office, mobile), emergency contact names and telephone numbers, birth date (if under 16 years of age), and status of CSCA assessments and open violations maintained by the CSCA manager. Data collected will be used only for official or emergency purposes by CSCA or Fitness Center staff.

Residents must present a current photo ID to Management staff in order to pick up their encrypted access card. Tenants must also present a copy of their current lease.

The Management office will issue one form of access type (either an encrypted access card or assign a mobile credential) to provide access to each resident to the Cameron Club Facilities. Residents using the shuttle buses must use their encrypted access card or mobile credential for entry to them. The Access System, including the encrypted access cards and mobile credentials, are the property of the Association and are non-transferable.

Only upon presentation of a valid Cameron Station access card or mobile credential, may a resident enter and use the CSCA facilities. For emergency purposes, individuals must maintain the Facilities Pass with them while using the Fitness Center.

Cameron Station Facilities Pass holders who permit or assist the entry of unauthorized persons into the Cameron Club may be suspended from use of the entire Cameron Club and its facilities (including the shuttle bus service) after the Board provides the person with notice of the violation and an opportunity to request a hearing.

In the event that an encrypted access card or mobile credential are not active in the Access System, pass holders will be directed to visit the Management office. If the Management office is closed, pass holders will be permitted to enter the CSCA facilities with a valid photo ID. The Cameron Club front desk staff will provide a daily report to the Management staff noting pass holders who do not have a recognized encrypted access card or mobile credential and may be denied access to the CSCA facilities in a subsequent visit. Accordingly, pass holders are required to contact the Management office within 24 hours (the next business day) to resolve the matter. It is within Management's discretion to

deactivate any encrypted access card or mobile credential if they believe there is evidence of suspicious or unauthorized use. Any encrypted access card or mobile credential that are inactive for 12 months will be deactivated by the Management office.

Additional or replacement encrypted access cards may be obtained for a charge of \$25.00 for the use of nannies, and caregivers, provided such nanny or caregiver will be required to present photo identification before the issuance of the encrypted access card. However, if the encrypted access card is returned a credit will be issued on the owner's Association account.

Lost or stolen encrypted access cards must be reported immediately so that Management staff can deactivate the access card to prevent unauthorized use. Owners of a Lot will be charged \$25.00 for a replacement card. The lost encrypted access card will be deactivated before the issuance of the replacement encrypted access card.

III. HOURS OF OPERATION

A. Cameron Club Community Center and Association Management Office:

- a. Monday – Friday 9:00 a.m. to 5:00 p.m.
- b. Closed on Saturdays, Sundays, and Federal Holidays

B. Pool:

- a. Pool opening – 10:30 AM to 8:30 PM (Memorial Day through Labor Day weekend)
- b. *Soft Opening* – (Saturday and Sunday before Memorial Day weekend)
- c. *Extension of Pool Season* – (Saturdays and Sundays only after Labor Day weekend during September)
- d. Lap Swimming – Full-pool lap swim Monday through Friday from 6:00 AM to 9:00 AM and is also available on Federal or Observed Holidays on weekdays. During pool hours (10:30 AM to 8:30 PM) Monday through Sunday, there is always one lap lane out. In the evenings, Monday through Thursday from 7:00 PM to 8:30 PM, a second lap lane is available. *Note: Full-pool lap swimming is not available on weekends.

The pool hours of operation will be reviewed each year by the Cameron Club Facilities Committee members and recommend any changes to the Board of Directors. The pool hours will be publicized in the Community newsletters and posted on the Cameron Station website.

C. Fitness Center and Multi-Purpose Court/Gymnasium:

- a. Monday – Friday 4:45 a.m. to 11:00 p.m.
- b. Saturday – Sunday 7:00 a.m. to 8:00 p.m. (8:30 p.m. during open pool season)
- c. Holiday hours will be posted at least one week in advance on Cameron Club bulletin boards and the Cameron Station website.

IV. OCCUPANCY LIMITATIONS

- a. Entire Community Center Facility – 500 persons
- b. The Victoria Hebert Great Room (first floor) – 71 persons
- c. Paul Henderson Meeting Room (second floor) – 41 persons

- d. Fitness Center – 91 persons
- e. Conference Room (second floor) – 15 persons
- f. Multi-Purpose Gym – 30 persons
- g. Pools (Main 110 capacity and Wading 15 capacity) – 125 persons

V. GENERAL CAMERON CLUB RULES

The Management office, fitness center manager, and lifeguards are authorized to enforce the terms of these rules. Any concerns regarding the rules and regulations shall be addressed to the CSCA manager, who will, by email, bring the issue to the attention of the Board of Directors.

Safety is of primary concern to the CSCA. All persons using the Cameron Club facility do so at their own risk and agree to abide by the rules for use of the facility. The CSCA, its Board of Directors, agents, and employees assume no liability for or stemming from any accidents or injuries incurred in connection with the use of any of the Club's facilities or for loss or damage to personal property. All Cameron Station residents are responsible for their actions and the actions of their guests.

- a. No person may use the Cameron Club, Fitness Center, or pools unless the facility is officially open. Unauthorized persons entering these facilities when closed may be suspended from use of the entire Cameron Club and its facilities (including the shuttle bus); provided, however, that if such unauthorized person is a resident, the Board will first provide such person with notice of the violation and an opportunity to request a hearing. In addition, all unauthorized persons entering these facilities when closed may be prosecuted for trespassing
- b. No person under the influence of alcohol or drugs will be permitted in the Cameron Club building or pool area at any time.
- c. MP3 players, radios, CD players, or similar devices may be used inside the Cameron Club and pool area as long as headphones are used and played at a volume that does not disturb others.
- d. All refuse must be placed in containers provided for this purpose. Keeping the Cameron Club clean is everyone's responsibility.
- e. Children age six (6) and younger may use the locker room designated for the gender of either parent or primary caregiver. If the child in question is disabled, then that child may be permitted to use their parent's or primary caregiver's locker room to the extent necessary to accommodate the child's disability.
- f. Situations and issues not specifically covered by these rules and regulations will be referred to the CSCA Board of Directors.

Prohibited Activities

- g. Alcohol sales are not permitted within the Cameron Club.
- h. Consumption of alcohol is limited to authorized events approved by the Board of Directors. Persons under 21 years of age may not consume alcohol in the Cameron Club or on its grounds.
- i. Excessive noise is not permitted.
- j. The use of profanity or fighting is not permitted.
- k. Smoking is not permitted in the Cameron Club, on the pool deck, or in the pool

A. Pool Rules:

- a. No person shall use the swimming and wading pools unless the pools are officially open. Unauthorized persons entering the swimming and wading pools when they are closed will risk prosecution for trespassing in addition to the suspension of privileges up to the legal maximum provided under Virginia Law.
- b. Parties are not permitted in the pool area.
- c. Abusive, offensive, or profane language is prohibited.
- d. Loud noise disturbance is prohibited.
- e. Smoking is not permitted in the pool, pool deck, or in locker rooms.
- f. Breakable objects are not permitted in the pool or on the pool deck area.
- g. Food and drink must be consumed at least 6 feet away from the pool water.
- h. No gum is permitted in the pool or on the pool deck.
- i. **Users must wear proper swimming attire in the pools. Persons whose swim attire causes a safety hazard will be asked to change their attire or leave the pool area.** No cut-offs, dungarees, or similar attire will be permitted in the pool.
- j. Baby strollers must have operational brakes when parked on the pool deck. No diving is allowed, except for sanctioned swim team practices or events.
- k. Running, pushing, wrestling, excessive splashing, standing or sitting on shoulders, or causing undue disturbance in or around the pool area is prohibited.
- l. Spitting of water or similar unhygienic actions is not allowed. Hanging or sitting on the lane markers is prohibited.

- m. Items that may be potentially hazardous or annoying to another swimmer are not permitted (e.g., hard balls, water guns, etc.). This excludes floating devices used by parents to contain and keep infants safe in the water.
- n. Large rafts, oversized toys, or other floating objects used by children or adults over the age of 4 may not be permitted for use in the pool to be determined at the sole and reasonable discretion of the pool manager.
- o. **All children three (3) years and younger or those not yet potty trained** must wear swimmer's diapers with waterproof diaper covers. Children will not be admitted without a swimmer's diaper, and the diaper must be worn at all times within the pool or pool area including the wading pool. Disposable diapers, cloth diapers, or plastic/rubber pants are not substitutes and will not be permitted. If a child has a hygienic accident in the pool, the pool manager should be notified immediately. The CSCA staff will generate a report of this incident if the incident results in the pool closure.
- p. All children using inflatable armbands, water wings, or any approved Coast Guard flotation device must be supervised one-on-one by an adult who is in the water and is within arm's length of the child. At the pool manager's discretion, certain flotation devices may not be permitted.
- q. Except for official helper dogs (e.g., seeing eye, etc.), no pets are allowed in or around the pool.
- r. Tables on the deck area may not be reserved by placing towels or personal belongings on them. The use of privately owned chairs and tables is prohibited.
- s. Persons under the influence of alcohol will not be allowed in the pools.
- t. Loud noise causing disturbance of the reasonable peace and enjoyment of other persons using the pool will be determined in the reasonable and sole discretion of the pool manager.
- u. When there are only one or two lap lanes open, each lap lane will have a 30-minute use time limit. After using a lap lane for 30 minutes, swimmers are encouraged to pause for 5 minutes to see if other swimmers wish to use the lap lane. The 30-minute limit is not applicable during the morning lap-swim period.

B. Fitness Center Rules

- a. A Facilities Pass Holder may not bring a guest acting in the capacity of a Personal Trainer into the Fitness Center except as provided for in these rules.
- b. No person shall use the Fitness Center unless it is officially open. The Fitness Center will not open without on-duty staff present. Unauthorized persons entering the Fitness Center when closed may be suspended from use of the entire Cameron

Club and its facilities, after the Cameron Station Board of Directors provides the person with notice of the violation and the opportunity to request a hearing and may be prosecuted for trespassing.

- c. Persons under the influence of alcohol will not be allowed in the Fitness Center at any time.
- d. Appropriate attire for the Fitness Center (shorts or warm-up suits, shirts or sports bra, tights, or leotards) and appropriate athletic footwear must be worn. Bathing suits and bare feet are prohibited.
- e. No food items will be brought into or consumed in the Fitness Center. Only beverages in non-breakable containers are permitted.
- f. All refuse must be placed in containers provided for this purpose. Keeping the Fitness Center clean is everyone's responsibility.
- g. MP3 players, radios, CD players, or similar devices may be used inside the Cameron Club and pool area as long as headphones are used and played at a volume that does not disturb others.
- h. Talking on cellular phones is not permitted in the Fitness Center.
- i. Loud grunts or screams are not allowed.
- j. Weights will not be thrown or dropped and must be restacked after usage.
- k. Each user shall wipe off the equipment after each use with paper towels or wipes provided by Management for this purpose.
- l. All cardio equipment including elliptical machines, rowing machines, treadmills, and stationary bicycles will have a 30-minute use time.
- m. Fitness equipment, including cardio equipment and weight machines may not be reserved by placing clothing, towels, keys, water bottles, etc. on the machine.

C. Gymnasium Rules

- a. Only closed-toe athletic shoes with non-marking soles may be used in the Gymnasium. Crocs, sandals, and other open-toe footwear are prohibited. Shirts and shoes must be worn at all times.
- b. No gum, food, or drink (except water in a non-breakable container) is allowed.
- c. Balls may be checked out at the reception desk by leaving a current Cameron Station Facilities Pass. The cost of a ball (not to exceed \$40.00) will be assessed to the resident who does not return a ball belonging to the fitness facility.

Any structured program scheduled for the gym by Management has priority over “open” gym activity. The structured program schedule is available at the fitness center information desk and on the community website.

The Cameron Club staff reserves the right to close the gym for any additional hours necessary to accommodate all programs and activities, or any reasonable cause to be determined by the Management or the Board of Directors.

VI. ENFORCEMENT OF RULES & CONDUCT VIOLATIONS

Please be aware that the CSCA must protect the rights and privileges of all residents, and that inappropriate behavior will not be tolerated. All users are responsible for compliance with the rules and regulations established for the safe operations of all the CSCA facilities. Owners and individuals charged with a violation of the rules or regulations will be afforded due process pursuant to the Association’s due process policy.

VII. POOLS

A. Swimming Pool:

The pool manager and pool management contractor are responsible for the safe and orderly operation of the pool. The pool manager and lifeguards have been provided with copies of the Cameron Station Pool Rules and have also been instructed in the rules of the pool, by the Management Staff. Any questions or concerns about the rules or enforcement must be addressed to the CSCA manager. If concerns are not resolved, issues should be addressed to the Board of Directors.

For safety purposes, children under the age of 12 are not permitted in the swimming pool area unless accompanied by a Facilities Pass holder 18 years of age or older.

Residents ages 12 - 15 may use the pool unaccompanied after they have passed a swim test administered by a Cameron Station lifeguard.

Residents ages 16 and older may use the pool unaccompanied.

Cameron Station Facilities Pass holders may bring only four (4) guests per household to use the pool area at any one time. Guests must be accompanied by at least one (1) Facilities Pass holder 18 years of age or older.

Swimming lessons are only to be provided by a pool management company that holds the proper credentials and insurance. If the current pool management company is not able to provide swimming instruction, residents in need of these services as well as private swimming instructors must work with and be approved by management or the Board of Directors to ensure proper documents, credentials, and insurance requirements are in place. Swimming lessons can only be provided during the hours established by the Association.

The pool will be cleared by the pool manager/lifeguard for a lap swim for the last 10 minutes of each hour. Children under 18 months of age shall be permitted into the pool with their parent or guardian during lap swimming.

Persons who have obvious infections (colds, lesions, open sores, inflamed eyes, nasal or ear discharge, communicable diseases, etc.) will not be allowed in the pool area. Sanitary habits are the responsibility of everyone, and anyone displaying improper behavior will be asked to leave the pool area by the pool manager. **The decision to refuse access of a person to the pool shall be in the sole and reasonable discretion of the pool manager, lifeguard, or CSCA manager.** The pool will be immediately closed upon the occurrence of any person vomiting, urinating, or defecating in or around the pool. The pool will remain closed until the incident is properly cleaned. Persons shall not be permitted to use the pool until the pool/lifeguard supervisor is satisfied, in their sole and reasonable discretion, that the problem has been remedied.

All swimmers must first shower before initially entering the pool.

The pool may be closed at any time due to breakdown or operational problems, or at the discretion of the pool manager, CSCA manager, or the Club manager on duty. The pool and pool area will be closed during electrical storms or when rain makes it difficult to see any part of the pool or pool bottom clearly. The pool will be closed at the first sound of thunder or sighting of lightning and will remain closed for thirty (30) minutes after the last sighting.

B. Wading Pool:

The pool staff does not supervise the wading pool; accordingly, the pool is to be used at the individual's own risk. CSCA is not responsible for any improper use or incidents that occur in or around the wading pool.

The wading pool is for **children who are six (6) years of age and under** and must always be supervised by a Facilities Pass Holder 18 years of age or older, who remains alert on the pool deck in the vicinity of the wading pool.

The gate to the wading pool shall remain closed at all times. All children must shower before entering the wading pool.

All safety rules that govern the swimming pool also apply to the wading pool.

VIII. FITNESS CENTER

The Fitness Center manager and Fitness Center Management contractor have complete authority and responsibility for the safe and orderly operation of the Fitness Center. Safety is of primary concern to the CSCA. All persons using the Fitness Center do so at their own risk and agree to abide by the posted rules for use of the facility. The CSCA, its Board of Directors, agents, and employees assume no liability for or stemming from an individual's use of the facility, or any accident or injury incurred in connection with the use of the

Fitness Center, or for any loss or damage to personal property. Residents are responsible for the actions of their children and guests.

All members/designated tenants, prior to receiving their Facilities Pass, must sign the Pool and Fitness Center Use Agreement acknowledging that use of the fitness facility is solely at their own discretion and responsibility.

For safety reasons, residents under the age of 12 are not permitted in the Fitness Center.

Residents between the ages of 12 and 15 are permitted in the Fitness Center if accompanied by a Facilities Pass Holder 18 years of age or older.

Residents age 16 and older may use the Fitness Center unaccompanied.

Guests must be accompanied by at least one Facilities Pass Holder 18 years of age or older.

Cameron Station Facilities Pass holders may bring only two (2) guests to use the Fitness Center at any one time.

Personal Trainers

Residents are entitled to bring a Personal Trainer to the Fitness Center for their own personal training services, provided the resident first complies with either of the two following requirements:

1. A resident's Personal Trainer must enter into an employment agreement with the company that is contracted by the Association to operate the Fitness Center; or
2. The resident must complete and submit to the HOA Management office a Request for Authorization for Personal Trainer Form (Exhibit B) and a Personal Trainer Agreement (Exhibit C) completed and signed by his/her Personal Trainer. **The resident must submit the signed Authorization for Personal Trainer Request Form (Exhibit B), all required insurance certifications, and the completed and signed Personal Trainer Agreement (Exhibit C) to the Association's Management Office (HOA Office) at 200 Cameron Station Boulevard, Alexandria, Virginia 22304.** The Resident must agree to indemnify and hold harmless the Association against any liabilities, damages, or causes of action arising out of their use of the Cameron Club while receiving personal training from their personal trainer.

Personal Trainers are prohibited from providing any services in the Cameron Club until all documentation is received and approved by Management, or in the alternative, a valid employment agreement with the company that is contracted by the Association to operate the Fitness Center is received and approved by Management.

Personal Trainers are prohibited from advertising their services within the Cameron Club. A Personal Trainer, unless employed by the company that is contracted by the Association to operate the Fitness Center, is prohibited from providing personal training services to more than two (2) individuals per session, or to any persons who

do not reside in Cameron Station. All Personal Trainers shall provide a Certificate of Insurance to the Association naming the Association as an additional named insured on the Personal Trainer's Liability Insurance Policy prior to providing personal training services in the Fitness Center and shall provide continued evidence of such insurance coverage on the first of each subsequent month.

IX. GYMNASIUM

Children under the age of 12 must be supervised by an adult 18 years of age or older.

Guests must be accompanied by at least one Facilities Pass Holder 18 years of age or older.

Cameron Station Facilities Pass holders may bring only four (4) guests to use the gymnasium/multi-purpose court at any one time.

X. EVENTS/MEETING ROOMS

The Victoria Hebert Great Room (without its catering facilities), the Paul Henderson Meeting Room, and the Conference Room on the second floor may be reserved without fee by residents or staff to support CSCA-sponsored or recognized events and activities, including classes held in conjunction with the Fitness Center. Residents reserving any room are responsible for ensuring that the room is returned to its original condition after use.

Reservations

All reservations for the Cameron Club's event and meeting rooms (Victoria Hebert Great Room, Paul Henderson Meeting Room, and the Conference Room) shall be made through the Management office. Once a reservation is confirmed, CSCA staff will promptly post it on a 12-month calendar on the community website.

Only residents/designated tenants 18-years of age or older and in good standing with the Association are eligible to reserve these rooms.

Priority for use will be given to the Board of Directors and CSCA Committees for regularly scheduled meetings or functions; otherwise, scheduling shall be on a first-come, first-served basis. Residents reserving a room must be in attendance for the duration of the reserved time.

At times that do not conflict or interfere with activities sponsored by the CSCA, the Cameron Club's event and meeting rooms may be reserved for private use by any CSCA resident for the use of that resident and his/her guests and invitees so long as the reserving resident is in good standing, and so long as the resident is in attendance for the full duration of the scheduled event. The resident is precluded from reserving the Center's event and meeting rooms on behalf of third party, non-residents.

Two weeks prior to the first of the year, Cameron Station members, tenants, and business tenants may contact the Management office to make reservations for meeting rooms for the upcoming year. Any dates not reserved prior to the beginning of the calendar year shall be

available on a first-come/first-served basis, provided the facility is open at such times and provided such reservation does not interfere with an Association-sponsored use of the facility.

Rental Information

The Club offers the Victoria Hebert Great Room, Paul Henderson Meeting Room, and a Conference Room for rent to residents for private events. The Victoria Hebert Great Room has:

- a. A catering kitchen (sink, refrigerator, oven, stove, microwave, icemaker, and dishwasher)
- b. Rectangular tables and upholstered chairs

Any other items needed must be provided by the renter from outside suppliers. The Paul Henderson Meeting Room has rectangular tables and upholstered chairs. The Conference Room has a conference table and swivel chairs.

The renter shall be legally responsible for the behavior of all guests, agents, employees, invitees, and licensees on the premises of the Cameron Club during the period of the rental of any room and shall be responsible for the cost of repairs or damage, as well as for any violations that occur on the premises of the Cameron Club. The renter shall remain on the premises of the Cameron Club during the period of the rental of any room.

The renter is precluded from the transfer of any rental contract rights or responsibilities to any other individual or entity. Failure to abide by this provision shall provide the CSCA with the power to terminate the renter's contract and retain the sums paid in advance.

Renting of the meeting and event rooms requires completion and signature of the Cameron Club Room Rental Contract, as well as payment of associated fees as follows:

Victoria Hebert Great Room

- \$300 security deposit, refundable if there is no damage done to the facility or its equipment.
- Non-refundable cleaning fee amount for cleaning the facility after each use is based on the current cleaning fee contract and noted on the application form.
- \$150 rental charge per four-hour period or part thereof.
- \$ 20 rental charge for use of audio-visual equipment for 4 hours or a portion thereof.

Paul Henderson Meeting Room

- \$300 security deposit, refundable if there is no damage done to the facility or its equipment.

- Non-refundable cleaning fee amount for cleaning the facility after each use is based on the current cleaning fee contract and noted on the application form.
- \$50 rental charge per four-hour period or part thereof.
- \$20 rental charge for use of audio-visual equipment for a 4-hour period or portion thereof.

Conference Room

- \$300 security deposit, refundable if there is no damage to the facility or its equipment.
- \$25 rental charge per four-hour period or part thereof.
- \$20 rental charge for use of audio-visual equipment for a 4-hour period or portion thereof.

The Association reserves the right to retain a security service to provide security at any event to be held in the Cameron Club. If the Association chooses to retain a security service to perform security services at a rental event, the renter shall be responsible for paying all costs associated with retaining the security service, which costs must be paid prior to the event.

The Victoria Hebert Great Room, Paul Henderson Meeting Room, and the Conference Room shall be formally reserved when the renter delivers to the Management staff a signed contract, along with full payment of the security deposit and all other fees described above, and has received a written confirmation and signed copy of the contract from the CSCA. All payments must be in the form of a personal check, certified check, or money order made payable to the CSCA. If and when the CSCA obtains the capability of receiving payments by credit card, renters may make payments by credit card.

The renter shall pay the CSCA twice the regular hourly rate for every hour, or portion thereof, for use beyond the time period specified in the signed contract, plus any other consequential damages, legal fees, and other costs incurred by the CSCA, if the CSCA must enforce the renter's contract as a result of the renter's actions. The CSCA may deduct such sums from the security deposit or take any other appropriate course of action to enforce the contract and collect for any damages in excess of the security deposit.

If a renter wishes to cancel the contract, he/she must send a written notice to Management staff at least one (1) business day prior to the scheduled event. The refund shall be processed within ten (10) business days following the date of receipt of the notice of cancellation.

XI. DISCLAIMER OF LIABILITY

All residents and guests using the Cameron Club facilities agree to abide by the Rules and Procedures for use of the facilities. Use of the facilities is at the user's risk and all persons using the facilities shall indemnify and hold harmless the Association and its officers,


directors, agents, volunteers, contractors, and members from any claims or causes of action arising out of the use of the Cameron Club facilities. The Association assumes no liability for injury or damage to person or property arising from the use of the facilities.

XII. FORMS (Available at HOA Management Office or CSCA website)

- Committee Member Registration
- Common Area Improvements Application
- Common Area Pocket Park Use Application
- Exterior Modification Application
- New Resident Welcome Packets
- Owner/Resident Information Sheet
- Facilities Usage Agreement (Exhibit A)
- Request for Authorization for Personal Trainer (Exhibit B)
- Personal Trainer Agreement (Exhibit C)
- Rental Contract for Events/Meeting Rooms
- Resident Vehicle Registration Form
- Unaccompanied Guest Pass Request Form
- Violation Complaint Form

This Resolution was amended, adopted, and approved by the Board of Directors of CSCA on the 27 day of August 2024.

**CAMERON STATION COMMUNITY
ASSOCIATION, INC.**

By: 
Joan Lampe, Vice President

CAMERON STATION COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. 24-02
AMENDED CAMERON CLUB OPERATING RULES & PROCEDURES

Duly adopted at a meeting of the Board of Directors held August 27, 2024.


Motion by: Brendan Hanlon

Seconded by: William Blumberg


VOTE: YES NO ABSTAIN ABSENT

Andrew Hill, President

____X____


Joane Lampe, Vice President

____X____

x 
William Blumberg, Treasurer

____X____

Chris Mulder, Secretary

____X____

Megan Christensen

Megan Christensen, Director

____X____

Bj Hanlon

Brendan Hanlon, Director

____X____

Tom Kopko

Tom Kopko, Director

____X____

ATTEST:


William Blumberg, Treasurer

08/28/2024

Date

Resolution Effective: September 27, 2024

3008366