Approved: January 26, 2011

CAMERON STATION COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES

Monday, December 13, 2010

The regularly scheduled monthly meeting of the Board of Directors for December was held on Monday, December 13, 2010. The meeting was called to order at 7:00 p.m. by Mindy Lyle at the Cameron Club, Alexandria, Virginia 22304.

Board Attendance: Mindy Lyle- Vice President, Tom McClimon-Director, Michael Kidwell-Director, Alvin Boone-Director, Philip Ludvigson-Director, Nicholas Giannotti-Director

Others Attending:
Airielle Hansford, Community Manager, CMC, Hilary Lape, HOA Division Director, CMC, and Mary Flynn, Assistant Community Manager, CMC

Members Absent
Don Buch-Director

Move To: Approve the December 13, 2010 meeting Agenda as amended.
Moved by: Michael Kidwell
Seconded: Tom McClimon
For: All
Against: None
MOTION PASSED

Move To: Appoint Mindy Lyle as President of the Cameron Station Board of Directors.
Moved by: Tom McClimon
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

Move To: Appoint Tom McClimon as Vice President of the Cameron Station Board of Directors.
Moved by: Michael Kidwell
Seconded: Nicholas Giannotti
For: All
Against: None
MOTION PASSED

Move To: Appoint Michael Kidwell as Secretary of the Cameron Station Board of Directors.
Moved by: Tom McClimon
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Move To: Appoint Don Buch as Treasurer of the Cameron Station Board of Directors.
Moved by: Tom McClimon
Seconded: Alvin Boone

For: All
Against: None
MOTION PASSED

GUEST SPEAKERS
Deputy Police Chief Blaine Corle, City of Alexandria Police Department, discussed recent crime related activity in and around the community. He also informed the Board that extra enforcement would be provided in the community during the afternoon hours to prevent package theft during the Holidays.

Cheryl Lawrence, Director of Special Events Office of City of Recreation, Parks & Cultural Activities discussed plans for the 2011 Arts and Wine Festival to be held in and around Cameron Station. She informed the Board that Parks and Recreation Department will be working with the City Planning & Zoning Department to hold the festival on October 8-9, 2011 and will be asking residents to become actively engaged in the event.

Jannen Golubin, Manhattan International discussed recent problems with the evening shuttle being late. She informed the Board that she would be working with the drivers to ensure a timely schedule and providing additional training for new drivers.

RESIDENTS' OPEN FORUM
No residents spoke during Resident's Open Forum

Move To: Approve the minutes from the October 26, 2010 Board of Director's meeting as amended.
Moved by: Michael Kidwell
Seconded: Tom McClimon
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT
Management provided a copy of the October 2010 Financial Report to the Board in the packet materials. Airielle Hansford presented the Financial Report.

Investments:

On October 31, 2010 the Association had operating and investment funds totaling $2,281,089.03. The First Association Bank operating account had a balance of $319,075.26. The First Association Bank Google Ads account had a balance of $709.72. Based upon this statement, the Access National Money Market account had a balance of $30,682.14 and the Smith Barney Money Market account had a balance of $189,359.56. There is $1,728,000.00 invested in laddered CDs and investment funds.

Balance Sheet:

The Accounts Receivable Residential Assessments account as of October 31, 2010 was $76,196.64. This reflects a delinquency rate of approximately 3.657%, which is below the industry standard of 5%. Please keep in mind, the assessments are paid on a quarterly basis and October represents the first month of the fourth quarter.

Accrued Reserves total $1,439,318.88 and are fully supported by cash and investments. This signifies that the Association is in a healthy financial position.

The Capital Reserves account totals $70,384.31. During the creation of the FY2010 budget, the Board approved $118,135.00 to be moved to a Capital Reserves Account and $97,060.00 in Capital Improvements projects to be funded from this account for 2010.

Income Statement Report:

The Income Statement Report reflects a year-to-date income of $2,201,402.57 which is $14,254.27 *above* the budgeted amount of $2,187,148.30.

The year-to-date expenses total $1,932,920.56 which is $85,124.60 *above* the budgeted amount of $1,847,795.96. Below are a few line items that exceed the year-to-date budgeted amount by more than $1,500.00.

- Postage, line item #5010, exceeds the year-to-date budgeted amount by $3,035.02. A significant portion of this overage is due to the cost to mail the Cameron Club Policy and DMS Amendment in May totaling $3,170.35. Management anticipates that this line item will be exceed the FY2010 budgeted amount by $5,400.00.
- Architectural, line item #5079, exceeds the year-to-date budgeted amount by $2,018.41. This is due to the associated costs for data-processing for the monthly comprehensive reports. As of September, the monthly inspections will be entered on-site by the Covenants Administrator.
- Common Area Water/Sewer, line item #5901, exceeds the year-to-date budgeted amount by $2,998.04. This is due to the increased water consumption associated with the irrigation system expansion.
- Landscape Maintenance, line item #6001, exceeds the year-to-date budget amount by $6,945.70. Management anticipates that this line item will level out towards the end of the year.
- Snow Removal Contract, line item #6003, exceeds the year-to-date budgeted amount by $199,021.90. The bills for the snow removal for early 2010 totaled $222,185.50 which is $177,685.50 above the annual budgeted amount of $44,500.00. This line item also covers street cleaning which was completed in May at a cost of $4,976.00.
- Common Lighting Maintenance, line item #6102, exceeds the year-to-date budget amount by $1,895.95. This line item was increased by $8,000.00 in FY2011 to $30,000.00.
- Tree & Shrub Maintenance, line item #6104, exceeds the year-to-date budgeted amount by $3,370.63. There has been a considerable amount of necessary work needed to maintain the common area trees. This line item was increased by $28,847.00 for the FY2011 budget to $38,847.00.
- General Repair & Maintenance, line item #6360, exceeds the year-to-date budgeted amount by $2,083.88. This is due to the cost of maintenance supplies. Management has added a line item for General Repair and Maintenance Supplies for the FY2011 Budget totaling $10,000.
- Casual Labor, line item #6365, exceeds the year-to-date budgeted amount by $35,113.38. This overage is due the association using contracted maintenance service during the first half of the year. The majority of these charges were coded to Administrative Payroll. At the September 2010 Board meeting, Management was asked to move these costs to Casual Labor.
- Exercise Equipment Repair & Maintenance, line item #7245, exceeds the year-to-date budgeted amount by $4,111.01. This is due to increased wear and tear on the aging fitness center machines. Management has recommended an increase in this line item for FY2011, additionally it is anticipated that several of the older machines will be replaced in late 2010 and early 2011.
- Sprinkler System, line item #7307, exceeds the year-to-date budgeted amount by $2,465.15. This is due to repairs necessary to maintain the fire suppression system.
- Utilities, line item #7323, exceeds the year-to-date budgeted amount by $3,395.61. Management anticipates that this line item will level out towards the end of the year.

Overall there is a *positive* variance between year-to-date income and expenses in the amount of $268,482.01 through October 31, 2010, which is $70,870.33 *above* the budgeted amount for Net Income/Loss for October 2010.

WTS REPORT
Kevin Horner, WTS Fitness Director presented the WTS Report. Kevin reported that WTS had their busiest year since keeping track in 2003. He also updated the Board on a treadmill replacement and discussed procedures for equipment replacement.

COMMITTEE REPORTS
The Board reviewed committee reports on activities and recommendations to the Board since the last Board meeting.

Common Area Committee – Robert Burns, Committee Chair informed the Board that the Common Area Committee will be transferring the Mark Pillow Community Spirit Award nomination to Management to be presented at the Annual Meetings. Robert also gave a status update on Water Treatment Facility.

Cameron Club & Events Committee – Ray Celeste, Committee Chair, updated the Board on the success and large turnout of the Adult Halloween Happy Hour and Children's Halloween Party. Ray also reported that there were about 400 residents in attendance at the Holiday Party.

Move To: Approve the appointment of Brian Sundin to the Architectural Review Committee for a two year term.
Moved by: Alvin Boone
Seconded: Philip Ludvigson
For: All
Against: None
MOTION PASSED

Move To: Approve the appointment of Cole Mowry as the Architectural Review Committee Chair and Donna Dymon as Vice Chair for one year terms.
Moved by: Tom McClimon
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

OLD BUSINESS
None

NEW BUSINESS
None

Move To: Appoint the following Board Directors as liaisons to the respective committees.
Nick Giannotti as Activities & Events Planning Committee Liaison
Tom McClimon as Architectural Review Committee Liaison
Michael Kidwell as Common Area Committee Liaison
Alvin Boone as Cameron Club Facilities Liaison
Phil Ludvigson as Communications Committee Liaison
Don Buch as Financial Advisory Committee Liaison
Moved by: Alvin Boone
Seconded: Michael Kidwell

For: All
Against: None
MOTION PASSED

Move To: Approve 12 months of free ¼ page advertisements in The Compass for the Main Street Retailers beginning January 1, 2011
Moved by: Alvin Boone
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

Move To: Approve the appointment of the following Cameron Station Homeowners to the Cameron Club Facilities Committee for two-year terms:
Ray Celeste
Martin Menez
Kittie Messman
Michelle Wright
Jodi Witten
Moved by: Nick Giannotti
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Move To: Approve an offsite storage unit for the Association at an annual cost not to exceed $1500.
Moved by: Tom McClimon
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

COMMUNITY MANAGER'S REPORT
Airielle Hansford, Community Manager, gave her latest report to the Board.

Activities & Events Planning Committee
Management has only received one (1) application for the Activities & Events Committee. Each member of the CCEC has been advised of the need to resubmit an application to serve on the new committee. Three CCEC members have confirmed that they do not plan on serving in the future and one member has applied for the Cameron Club Facilities Committee. Management will continue to solicit volunteers for this committee. Management will provide the Committee applications for appointment by the Board once there are enough submissions to allow for quorum.

Draft Resolutions Updated
Management has been working with Rees Broome on updates to the Investment Policy and Collection of Routine and Delinquent Assessments Policy. The Board will be receiving electronic drafts of the two updated policies within the next week for review and comment. The final Resolutions will be provided to the Board for consideration at the January BOD meeting.

CMC Holiday Party
The Management office will be closed on Friday, December 17, 2010 so that the site employees can participate in the CMC's corporate Holiday Party. Jennifer from Stat Experts will cover the desk on that day.

Holiday Schedule
Christmas Holiday:
Community Management Corporation and the on-site Management office will be closed on Friday, December 24, 2010.
The Fitness Center and Cameron Club will be closed on Friday, December 24 and Saturday, December 25.

New Year's Holiday:
Community Management Corporation and the on-site Management office will be closed Friday, December 31, 2010 in observation of New Years Day.
Fitness Center and Cameron Club will close at 6:00pm on Friday, December 31, and be closed on Saturday, January 1, 2011.

Landscape Meetings
Management and Lancaster Landscapes have established regular weekly meetings. The Community Manager, Assistant Community Manager and Maintenance Technician are now meeting Thursday mornings with the President of Lancaster and the departmental survivors. This allows a set time for each proposal to be reviewed and discussed. Lancaster also provides the scheduled work for the upcoming week at this meeting so that Management has time to notify the community of significant items, such as leaf removal and lime application. Management is also providing a list of concerns and non-emergency items to Lancaster at the meeting.

Cameron Station Pavement Study
Airielle Hansford, Community Manager, CMC, provided the Board with the Pavement Study

CSCA Trash Policy
The Board discussed the CSCA Trash Policy and the procedures for enforcement of the policy.

Move To: Enter Executive Session at 8:50 p.m.
Moved by: Michael Kidwell
Seconded: Tom McClimon
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 9:09 p.m.
Moved by: Michael Kidwell
Seconded: Tom McClimon
For: All
Against: None
MOTION PASSED

Move To: Deny the request for waiver by the homeowner of account number 00205-0278 for unpaid covenants violation fees and all associated costs totaling $2,577.14
Moved by: Michael Kidwell

Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED

Move To: Adjourn at 9:11 p.m.
Moved by: Michael Kidwell
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Minutes prepared by: Mary Flynn, Assistant Community Manager, CMC