

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

**Tuesday, April 23, 2013**

The regularly scheduled monthly meeting of the Board of Directors for April was held on Tuesday, April 23, 2013. The meeting was called to order at 7:05 p.m. by Nick Giannotti at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304

**Board Attendance:** Nick Giannotti-President; Mindy Lyle-Vice President; Robert Duncan-Treasurer; Michael Johnson-Secretary; Alvin Boone-Director; Jon Dellaria-Director

**Members Absent:** Tom McClimon- Director

**Others Attending:** Airielle Hansford, Community Manager, CMC; Mary Flynn, Assistant Community Manager, CMC

**Move To: Approve the April 23, 2013 meeting Agenda as amended.**

Moved by: Robert Duncan

Seconded: Michael Johnson

For: All

Against: None

**MOTION PASSED**

**Guest Speaker**

Officer Charlie Lloyd, Crime Prevention Specialist, Alexandria Police Department, addressed safety concerns related to the proposed pedestrian pathway. Officer Lloyd answered questions from the membership and also recommended that residents check [www.crimereports.com](http://www.crimereports.com) with concerns of crime statistics in the immediate area.

**RESIDENTS' OPEN FORUM**

Lisa Mason, 5010 Barbour Drive, asked whether Association fees would increase if a pathway was constructed. She also asked if any Board members had a financial interest in the pathway.

Nick Giannotti, Board President, asked each of the Board members to advise if they had a financial interest in the development at 100 S. Pickett Street. Each Board member advised that they had no financial interest in this project.

Julie Rocchio, 5052 Kilburn Street, stated that she strongly supports the pathway. She believes that it will provide closer access to bus riders who ride City transit buses on off-peak hours as well as more walkable retail options for physically disabled residents.

Paul Rocchio, 5052 Kilburn Street, strongly supports the pathway and agrees with Julie Rocchio's comments.

Fannie Allen, 5075 Minda Court, stated that she is in support of a pathway and is interested in more walkable retail options in and around the community.

Tom Melanson, 5120 Donovan Drive, stated that he has concerns with the proposed pathway regarding safety and crime increase.

Mike Lekas, 5211 Brawner Place, stated that he is a resident and a real estate agent and is in support of a pathway. He referenced the high property values in Arlington and stated that they are related to the walkability of that area. He also stated that he would like to have more walkable retail options in the community.

Derek Hyra, 5002 Barbour Drive, stated that he is a resident and on the planning commission for the City of Alexandria. He advised that he is in support of a pathway and believes that creating more density and walkability will raise property values in the community. He also stated that he has confirmed that 28 units of the new apartment building being built for the Delaney project will be workforce housing.

Suzanne McNicholas, stated that she has safety concerns regarding the pathway and believes that it benefits the owner of the development more than Cameron Station.

Don Buch, 389 Livermore Lane, stated his concerns with the delays and the budget for the Cameron Club renovation project. He also requested that more detailed information regarding the renovation progress be put on the website and in meeting minutes.

Sandra Troutman, 5002 Barbour Drive, stated that she has concerns with the proposed pathway. She also stated that she had heard that if the pathway was built, that Cameron Station would not have the option to close it off if it was determined that it was not what the community desired any longer. Sandra also asked Management if they could speak with the trash removal contractor regarding missing trash can lids.

Martin Menez, 4924 Donovan Drive, stated that he was in favor of a pathway and that he feels that the fence that runs between Cameron Station and S. Pickett Street provides a false sense of security.

Joe Thielen, 5120 Donovan Drive, stated that he is opposed to a pathway and is concerned that it would lower the property values in the community. He stated that a pathway would have a quality of life impact.

**Move To: Approve the minutes from the March 26, 2013 Board of Director's meeting.**

Moved by: Mindy Lyle

Seconded: Michael Johnson

For: All

Against: None

**MOTION PASSED**

## **FINANCIAL REPORT FOR March 2013**

### **Investments:**

On March 31, 2013 the Association had operating and investment funds totaling \$1,842,681.70. The First Association Bank operating account had a balance of \$82,165.14. The First Association Bank Google Ads account had a balance of \$1,422.43. Based upon this statement, the Morgan Stanley Smith Barney Money Market account had a balance of \$133,697.11 and the First Association Bank Money Market had a balance of \$200,468.42. There is \$1,416,000.00 invested in laddered CDs and investment funds. Additionally, there is \$1,000.00 in the petty cash account.

### **Balance Sheet:**

The Accounts Receivable Residential Assessments account as of March 31, 2013 was \$89,981.45. This reflects a delinquency rate of approximately 4.186%, which is below the industry standard of 5%. More than half of

the delinquency is the result of one condominium association's past due assessments, which was paid in early April.

Accrued Reserves total \$1,202,019.51 and are fully supported by cash and investments. Owner's Equity\*, which has a balance of \$405,853.32, is also supported by cash. Owner's Equity is currently 18.88% of the Association's annual assessments. This signifies that the Association is in a healthy financial position.

The Capital Reserves account totals \$68,467.80 and there is the same amount in approved Capital Improvements projects to be funded from this account.

*\*The Association's Unappropriated Prior Year Owner's Equity is the cumulative amount of net income or losses since the inception of the Association. Each year the net income (or loss) is added (or subtracted) to/from this amount. Auditors recommend that it is healthy for Associations to have between 10-20% of the Association's annual assessments in this line item.*

#### **Income Statement Report:**

The Income Statement Report reflects a year-to-date income of \$560,558.48, which is \$3,304.02 *below* the budgeted amount of \$563,862.50.

The year-to-date expenses total \$474,503.28, which is \$75,283.22 *below* the budgeted amount of \$549,786.50. Below are a few line items that I would like to bring to your attention, as they have a variance of more than \$1,500.00 of the year-to-date budgeted amount.

- Parking Enforcement, line item #5070, was \$1,913.00 below the year-to-date budgeted amount. Management is certain that this line item will level out towards the end of the year.
- Postage, line item #5215, was \$1,678.13 below the year-to-date budgeted amount. This line item should level out towards the end of the year as the larger mailings are sent out.
- Events & Awards (previously Community Events), line item #5200, was \$7,810.35 below the year-to-date budgeted amount. The Activities and Events Planning has not been able to hold any events in the Club this year due to the renovation and it is possible that this line item will end the year under budget.
- Other Communications, line item #5316, was \$1,731.74 below the year-to-date budgeted amount. This line item should level out soon.
- Administrative Salaries, line item #5302, was \$2,720.36 below the year-to-date budgeted amount mostly due to the Community Manager being on maternity leave.
- Water Services (previously Common Area Water/Sewer), line item #6025, was \$2,018.45 below the year-to-date budgeted amount. Management anticipates that this line item will level out as the Virginia American Water invoices for the warmer months are received.
- Grounds & Landscaping – Contract (previously Landscape Maintenance), line item #6100, was \$1,309.00 below the year-to-date budgeted amount. It is anticipated that this line item will end the year under budget as the Lancaster contract, which was negotiated after the creation of the FY2013 budget, is less than the budgeted amount.
- Turf Treatment & Enhancements, line item #6155, was \$1,545.00 below the year-to-date budgeted amount. Management anticipates that this line item will level out over the next few months.
- Tree & Shrub Maintenance, line item #6160, was \$3,643.00 below the year-to-date. The Board approved 20 tree trimming days at a cost of \$24,000.00. This work will be completed throughout the spring.
- TMP Expenses, line item #6305, exceeds the year-to date budgeted amount by \$4,572.12. In October 2012, the Board approved the ARM Transportation shuttle bus contract totaling \$215,000.00. There is \$201,690.00 budgeted in this line item for FY2013, so the association will end the year \$13,310.00 over budget in this line item.

- Snow Removal Services, line item #6442, was \$37,434.75 below the year-to-date budgeted amount due to the small amount of snow received this year.
- General Repair & Maintenance, line item #6600, exceeds the year-to-date budgeted amount by \$1,622.28. This is due to higher than anticipated expenses.
- Plumbing Supplies/Repair & Maintenance, line item #6695, has an invoice totaling \$4,705.00 for drainage work that was accidentally coded to this line item. These expenses will be reclassified to Repair and Replacement Reserves Expenditures and this will be reflected on the April financials.
- Legal Service – General Counsel (previously Legal Fees – General Counsel), line item #7030, was \$3,317.00 below the year-to-date budgeted amount, as Rees Broome’s invoices are being sent out a week after the end of the month.
- Clubhouse Utilities, line item #6075, was \$2,091.40 below the year-to-date budgeted amount. Management anticipates that this line item will level out towards the end of the year.
- Special Cleanings, line item #6436, was \$1,875.00 below the year-to-date budgeted amount. There have been no room rentals this year due to the renovation and it is expected that this line item will end the year significantly under budget.
- Pool Management Contract, line item #6438, was \$2,540.00 below the year-to-date budgeted amount. The budget spread for this line item will be adjusted in FY2014 projecting payments to start one month later.
- Income Tax (previously Federal and State Income Tax), line item #9000, was \$3,250.00 below the year to date budgeted amount. The estimated income taxes for Virginia were paid in early April, as was the first quarter estimated Federal income tax.

Overall there is a *positive* variance between year-to-date income and expenses in the amount of \$86,055.20 through March 31, 2013. As always, Management will continue to closely monitor the monthly expenses for the Association and will advise the Board of any specific issues that may have an impact to the budget.

#### **COMMITTEE REPORTS**

The Board reviewed Committee reports on activities and recommendations to the Board since the last Board meeting.

Cameron Club Facilities Committee- Martin Menez, Committee Vice Chair, reviewed the committee’s latest meeting minutes with the Board. He expressed the committee’s desire to start quarterly improvement projects in the Cameron Club.

Activities & Events Planning Committee- Michael Johnson, Board Liaison, advised that the Annual Spring Yard Sale was a success. He stated that the committee is now focusing on the upcoming May Happy Hour and attempting to confirm a date for the Annual Pool Party.

Common Area Committee-Mindy Lyle, Board Liaison, advised the Board the committee’s first Spring walk-through is scheduled for Thursday, April 25<sup>th</sup>.

Communications Committee-Jon Dellaria, Board Liaison, stated that the committee would like more information regarding the Cameron Club renovation.

**Move To: Move to approve the appointment of Megan Brock as the Vice Chair of the Activities & Events Planning Committee for a one-year term.**

Moved by: Robert Duncan

Seconded: Mindy Lyle  
For: All  
Against: None

**MOTION PASSED**

**Move To: Move to approve the appointment of Kyle McKuhen to the Financial Advisory Committee for a two-year term.**

Moved by: Robert Duncan  
Seconded: Mindy Lyle  
For: All  
Against: None

**MOTION PASSED**

### **OLD BUSINESS**

#### Update on Cameron Club Renovation

Alvin Boone, Board Director, reported he met with RW Murray, the contractor, and Rust|Orling, the architect earlier this week and was able to cut \$32,000.00 out of the change order bill that was sent by the contractor. Currently, the project is \$2,851.00 over budget. An occupancy inspection will be performed this week. As part of finishing repairs, the acoustical wall in the Great Room will be need to be replaced and additional work to the Fitness Center Front Desk

**Move To: Approve the National Service Contractors commercial janitorial contract renewal totaling \$40,392.96 annually for two years, effective May 1, 2013.**

Moved by: Mindy Lyle  
Seconded: Michael Johnson  
For: All  
Against: None

**MOTION PASSED**

**Move To: Approve a pilot program for residents to rent out the Multi-Purpose Court for private events. The program will run throughout the remainder of the calendar year using the rental hours, security deposit and cleaning fee suggested by the Cameron Club Facilities Committees in their draft policy and establishing a rental rate of \$100.00 per three (3) hours of use.**

Moved by: Robert Duncan  
Seconded: Jon Dellaria  
For: Alvin Boone, Mindy Lyle  
Against: Michael Johnson

**MOTION PASSED**

**Move To: Approve the Cameron Club Facilities Committee's recommendation to purchase a cardio machine audio system totaling \$5,462.00.**

Moved by: Mindy Lyle  
Seconded: Michael Johnson  
For: All  
Against: None

**MOTION PASSED**

### **MATTERS FOR BOARD REVIEW AND INFORMATION**

The Cameron Station Board of Directors discussed the proposed pedestrian access, and the feedback from residents received via email and during open forum.

**COMMUNITY MANAGER'S REPORT**

**DSX Server/Security System**

Please know that the DSX Server, which controls the security system and electronic locks of the perimeter doors as well as our ability to create resident IDs, is back up and running. All of the cards that were requested while the system was down have been printed and the residents have been contacted.

**Pool Preparation**

Management has been preparing for opening day of the pool. All appropriate forms have been processed through the pool contractor to the City of Alexandria Health Department. The pool contractor will perform the electrical inspection. Chris Neuberg, Maintenance Technician, will soon begin cleaning up the lifeguard room and will repaint the depth markers and "No Diving" signs at the base of the pool. Chris will also be pressure washing all pool furniture and the pool deck beginning in early May.

**Move To: Enter Executive Session at 10:10pm**

Moved by: Mindy Lyle  
Seconded: Robert Duncan  
For: All  
Against: None

**MOTION PASSED**

**Move To: Exit Executive Session at 10:15pm**

Moved by: Mindy Lyle  
Seconded: Robert Duncan  
For: All  
Against: None

**MOTION PASSED**

**Move To: Adjourn at 10:15pm**

Moved by: Alvin Boone  
Seconded: Michael Johnson  
For: All  
Against: None

**MOTION PASSED**

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