BOARD MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
Tuesday, March 28, 2017

The regularly scheduled monthly meeting of the Board of Directors for March was held on Tuesday, March 28, 2017. The meeting was called to order at 7:05 p.m. by President Jon Dellaria in the Cameron Station Clubhouse located at 200 Cameron Station Blvd, Alexandria, VA 22304, with a quorum present.

Board Members in Attendance:
Jon Dellaria  President
Michael Johnson  Vice President
Donna Kenley  Director
Rodney Gray  Director
Elliott Waters  Director

Board Members Absent:
Stephanie Bibighaus  Secretary
Megan Brock  Treasurer

Others in Attendance:
Deirdre Baldino, Assistant General Manager, CMC
Jan Ward, Vice-President HOA Division, CMC
Kevin Gilboy, Field Services Manager, CMC
Whitney Shepard, Recording Secretary, CMC

II. APPROVAL OF AGENDA

MOVE TO: “Approve agenda as presented and written amendments as follows: John Ticer Gazebo under Board discussion.”
Moved by: Michael Johnson
Seconded: Elliott Waters
For: ALL
Against: NONE
MOTION: PASSED

MOVE TO: “Approve the following additions to agenda: HOA Roles, Responsibilities and Standards of Performance Conduct be added before executive session.”
Moved by: Elliott Waters
Seconded: Donna Kenley
Against: Michael Johnson
MOTION: PASSED
MOVE TO: “Approve the following additional inclusions to agenda under Board Decision: Henry’s Wrecker Service proposal, Lancaster Landscapes flower installations and Lancaster Landscapes brick repair.”
Moved by: Donna Kenley
Seconded: Elliott Waters
For: ALL
Against: NONE

MOTION: PASSED

MOVE TO: “Include a discussion regarding implementation of a Volunteer Appreciation recognition policy.”
MOVED by: Elliott Waters
Seconded by: Donna Kenley
For: Rodney Gray, Donna Kenley, and Elliott Waters
Against: Michael Johnson
MOTION: PASSED

III. GUEST SPEAKER
Sergeant Sean Casey (in place of Chief Huchler, Liaison) with the Alexandria Police Department was present and provided the following information:

- Vehicular accident at library; vehicle accidently struck individual injuries were sustained but full recovery expected

IV. HEARING
Owner representing account #205-4960; approached the Board regarding his account that was assessed due to construction not being completed in a timely manner and requested the BOD grant waiver of the charges. Owner also requested the Board review recommendations for revisions to the policy as presented in the packet.

V. RESIDENT’S OPEN FORUM
- Owner provided support of pet policy; recommends in the grassy areas where pet stations are not placed; smaller signs should be placed there as a reminder to other owners
- Owner supports pet policy reports it is important to provide signage or clear areas for owners to utilize
- Owner lives on John Ticer and requests update on gazebo repair
- Owner objected to the change in the pet policy.
- Owner thanks Board for hard work and especially thanks Stephanie and requests update on budget variance and explanation from Board
- Resident expressed concerns on budget management, Board oversight of CMC, and Board priorities.
- Reported exposed electrical wires in common areas and pet waste odors
- Common Area Committee member is opposed to proposed changes to pet policy; expresses concern that if policy is passed that more pet waste stations be installed
VI. APPROVAL OF MINUTES

MOVE TO: “Approve the January 31, 2017 Board of Directors meeting minutes as presented with the following amendments: change budget amount to correct number.”
Moved by: Donna Kenley
Seconded: Elliot Waters
For: ALL
Against: NONE
MOTION: PASSED

MOVE TO: “Approve the February 28, 2017 Board of Directors meeting minutes as presented with the following amendments: under motion to rescind pet policy motion was opposed by Megan Brock and Donna Kenley voted for the motion to rescind pet policy.
Moved by: Michael Johnson
Seconded: Donna Kenley
For: ALL
Against: NONE
MOTION: PASSED

VII. FINANCIAL REPORT FOR FEBRUARY 2017
This summary reflects the unaudited FY17 financial entries as of February 28, 2017.

<table>
<thead>
<tr>
<th>EXECUTIVE SUMMARY</th>
<th>ACTUAL</th>
<th>BUDGET</th>
<th>VARIANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cash and Investments</td>
<td>$2,223,024.91</td>
<td>$412,466.14</td>
<td>($9,159.77)</td>
</tr>
<tr>
<td>YTD Income</td>
<td>$403,306.37</td>
<td>$400,548.50</td>
<td>($57,030.65)</td>
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<tr>
<td>YTD Expenses</td>
<td>$343,517.85</td>
<td>$11,917.64</td>
<td>$47,870.88</td>
</tr>
<tr>
<td>YTD Net Income, Surplus/ (Loss)</td>
<td>$59,788.52</td>
<td>$59,788.52</td>
<td>$0</td>
</tr>
</tbody>
</table>

As of 2/28/17 the Residential Assessments Receivable balance was $41,531.12. This reflects a delinquency rate of approximately 1.742% the acceptable industry standard is 5%.

Mr. Gathers reported on progress following February Board meeting and reminded Board on request to meet with FAC to create action procedure for monitoring budget and spending.

VIII. PRO-FIT REPORT FOR JANUARY 2017
Presented report as provided in BOD packet.

IX. OFFICERS’/COMMITTEE REPORTS
Cameron Club Facilities Committee
Two proposals were provided in the board packet for Board discussion/decision. Committee recommends purchasing new fitness bicycle for use in fitness center.
Common Area Committee
Mr. Burns reported the committee interviewed final candidates for John Ticer Gazebo. Kevin Gilboy was present (CMC) and provided information for repairs/replacement option. Proposal provided to the Board in packet for review. Kevin Gilboy was in attendance at the board meeting to answer any questions the board may have. Mr. Burns also mentioned the pet policy and that additional pet stations is highly recommended. Ms. Kenley inquired as to the frequency of servicing the pet waste stations. Deirdre Baldino stated that the pet stations are currently serviced three times/week by the Association’s maintenance technician and CMC maintenance on holidays or whenever the maintenance tech is on vacation. Mr. Waters noted that he can provide a qualified person to conduct surveys if needed.

John Ticer Gazebo- Information provided to Board as handout. Kevin Gilboy, CMC Maintenance provided responses to questions in regards to provided proposal. Mr. Johnson requested a more detailed response to request for extended warranty (specifically fifteen years) and provide update to Board within forty-eight (48) hours.

MOV TO: “Approve moving on to next committee report.”
Moved by: Michael Johnson
Seconded: Rodney Gray
For: Jon Dellaria
Against: Elliott Waters and Donna Kenley
MOTION: PASSED

Architectural Review Committee
No updated information.

Activities and Events Committee
No updated information, minutes from March 22, 2017 meeting provided for Board review.

Communications Committee
Committee reported new members are needed as current members will not be available to serve due to personal schedules. Mr. Johnson recommended advertisement for new members to join the committee should be conducted.

Financial Advisory Committee
Mr. Gathers provided report during February 2017 financials reporting.
John Ticer Gazebo

MOVE TO: “Approve amendment to agenda to move “John Ticer Gazebo” to Board Decision.”
Moved by: Michael Johnson
Seconded: Rodney Gray
For: Jon Dellaria
Against: Elliott Waters and Donna Kenley

MOTION: PASSED

X. OLD BUSINESS
City of Alexandria Update: Cameron Park project is moving along, Mr. Johnson opened floor for project discussion.

XI. NEW BUSINESS
MOVE TO: “Table signing revised Parking Policy Resolution.”
Moved by: Elliott Waters
Seconded: NONE

MOTION: FAILED
a. Revised Parking Policy Resolution- Motion approved at 1/31/17 Board meeting (Board signed resolution)

b. Revised Pet Policy Resolution- Motion approved at 1/31/17 Board meeting (Board signed resolution)

XII. BOARD DISCUSSION
a. John Ticer Gazebo Update

XIII. BOARD DECISION
a. Purchase of Pet Stations:

MOVE TO: “Approve the CAC’s recommendation to approve the purchase of six (6) Pet Waste Stations, at a cost of: $229 per station (Total Cost $1,374.00) and Lancaster’s proposal to install the pet waste stations at a cost of $50.00 per post (Total cost $300.00). This price will include restoration of the turf with topsoil and grass seed.

Pet Stations to be installed at the following locations: Barbour Drive (by 166 ad 172CSB, CSB near the circle (not in the circle), behind Carlton Place (along fence line), Linear Park (end of Murtha Street), Cameron Club (Parking area- side by pool near street light, Bessley and Brawner Place.

Note: Ms. Kenley stated that pet stations are not included with the pocket park pilot and will remain after pilot period.
b. Review Pet Policy Letter

**MOVE TO:** “Amend motion to approve revised Pet Policy letter and provide a copy to the homeowners via email blast.”
Moved by: Elliott Waters  
Seconded: Donna Kenley  
For: ALL  
Against: NONE  
**MOTION: PASSED**

c. Heartline’s Proposal - Equipment Items

**MOVE TO:** “Approve the purchase of the miscellaneous fitness equipment in Heartline’s proposal in the amount of $2,862.19 with funds to be expensed from GL-9934.”

Moved by: Donna Kenley  
Seconded: Rodney Gray  
For: ALL  
Against: NONE  
**MOTION: PASSED**

d. Heartline’s Proposal - Purchase new Upright Bike

**MOVE TO:** “Approve the CCFC’s recommendation, to purchase a new upright bike versus repairing the existing bike at a cost of $2,007.22 with funds to be expensed from GL-3280.”

Moved by: Donna Kenley  
Seconded by: Rodney Gray  
For: ALL  
Against: NONE  
**MOTION: PASSED**

e. John Ticer Gazebo

**MOVE TO:** “Approve the Associa-On Call proposal #16-597 R-3 for the John Ticer Gazebo repairs in the amount of $52,777 with the funds to be expensed from GL#3280 and the contract will be reviewed by legal.”

Moved By: Donna Kenley  
Seconded by: Rodney Gray  
For: Michael Johnson  
Against: Elliott Waters  
**MOTION PASSED**
f. Financial Advisory Committee (FAC) Appointment

**MOVE TO:** “Approve the appointment of Alexandru Cebotari to the Financial Advisory Committee.”
Moved by: Donna Kenley
Seconded: Elliott Waters
For: ALL
Against: NONE

**MOTION: PASSED**

g. Henry’s Wrecker Service- Towing Proposal

**MOVE TO:** “Approve Michael Johnson, Vice President to negotiate with Henry’s Wrecker Service and provided updated information to the Board for decision at the April board meeting.
Moved by: Rodney Gray
Seconded: Elliott Waters
Against: Donna Kenley

**MOTION: PASSED**

h. Flower Installation

**MOVE TO:** “Approve the CAC’s recommendation to the Board of Directors, the Lancaster Landscapes proposal #28087 in the total amount of $5,900.00 for the flower installation located at (Duke Street Entrance, Management Office, and the Cameron Station Circle) with funds to be expensed from GL-6150.”
Moved by: Rodney Gray
Seconded by: Donna Kenley
For: ALL

**MOTION: PASSED**

i. Brick Repair

**MOVE TO:** “Approve the CAC’s recommendation to the Board of Directors, the Lancaster Landscapes proposal #28128 in the total amount of $2,040.00 for brick repair located at (outside pool fence walkway, Minda Court, and 5024 Waple Lane) with the funds to be expensed from GL-3280.”
Moved by: Michael Johnson
Seconded by: Rodney Gray
For: ALL
Against: NONE

**MOTION: PASSED**

XIV. MATTERS FOR BOARD REVIEW/INFORMATION

a. Management Report- include in Board packet for review.

b. Leadership Award proposal- As requested Ms. Ward provided information identifying other communities which give leadership awards along with their procedures.
MOVE TO: “Approve to table the discussion of the Leadership Award.”
Moved by: Donna Kenley
Seconded: Elliott Waters
Against: Michael Johnson
MOTION: PASSED

MOVE TO: “Table the discussion that the Board of Directors oversee the preparation and publication of the roles and responsibilities, performance, and conduct standards for the following: Board, Committees, staff and owners/residents for Board review no later than one month prior to the 2017 scheduled annual meeting, followed by member review and approval during the 2017 Annual Meeting of the Association. To be added top of next meeting’s agenda.”
Moved by: Michael Johnson
Seconded: Rodney Gray
For: ALL
MOTION: PASSED

MOVE TO: “Approve to reimburse the owner of account #205-4960 for assessed charges on a covenant violation totaling $200.00.”
Moved by: Rodney Gray
Seconded: Donna Kenley
Abstained: Elliott Waters
MOTION: PASSED

XV. EXECUTIVE SESSION
No executive session held.

XVI. ADJOURNMENT
MOVE TO: “Adjourn the meeting at 11:22p.m.”
Moved by: Michael Johnson
Seconded: Rodney Gray
For: ALL
Against: NONE
MOTION: PASSED

Minutes prepared, and respectfully submitted by: Whitney Shepard, Recording Secretary, CMC