

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Tuesday October 22, 2019**

The regularly scheduled monthly meeting of the Board of Directors for October was held on Tuesday, October 22, 2019. The meeting was called to order at 7:05 p.m. by Board President Michael Johnson, at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

BOARD ATTENDANCE

Michael Johnson; President

Kim Canter; Director

Sarah Meyer Walsh; Vice President

Jon Dellaria; Director

Martin Menez; Treasurer

Tom Sugrue; Secretary

MEMBERS ABSENT

Brian Sundin; Director

OTHERS ATTENDING

Cameron Station Residents

Karen Soles; General Manager, CMC

Todd Branson; Assistant General Manager, CMC

Hannah McCracken; Portfolio Manager

Bethlehem Kebede; Covenants Administrator, Recording Secretary, CMC

APPROVE AGENDA

Move to **“Approve the Agenda as Amended (Table John Ticer Pocket Park Enhancement & Knapp Place Pocket Park Enhancement Proposals and Place Security Upgrades under Discussion, not Decision)”**

Moved by: Sarah Meyer Walsh

Seconded: Jon Dellaria

For: All

Against: None

Absent: Brian Sundin

MOTION PASSED

GUEST SPEAKER

Sheriff Lieutenant Sean Casey

Briefed the Board - He reported that his office is ready to work alongside the Alexandria Police Department as needed to keep everyone safe Halloween Night. He reported that the main role of the Sheriff's Department is to keep the courthouse safe, managing jails and making sure the community as a whole is safe. He also noted that the Alexandria Sheriff's Office is one of the Sheriff Offices that has earned Triple Crown Credit.

Police Lieutenant Matthew Weinert

Reported all the crimes that have been reported in the past month among them being domestic assault, hit & run, and one vehicle in the Community was vandalized. He also reported that his office has been preparing and is ready to have the Halloween Night covered as needed to keep everyone safe in the Community.

RESIDENT'S OPEN FORUM

Residents were present at this meeting, but they did not comment.

APPROVAL OF MINUTES

Move To **"Approve the minutes from September 24, 2019 as presented, October 10 Special Meeting as presented, and October 15 Special Meeting as presented"**

Moved by: Martin Menez

Seconded: Kim Canter

Against: None

Absent: Brian Sundin

MOTION PASSED

Financial Statement Summary September 2019

This summary reflects the un-audited fiscal year-to-date 2019 financial entries. Please be reminded, this is a snapshot of the Association's financial standing as of September 30, 2019.

EXECUTIVE SUMMARY

	ACTUAL	BUDGET	VARIANCE
Total Cash and Investments	\$ 2,780,010.54		
Year to Date Income	\$ 1,962,016.19	\$ 1,938,693.00	\$ 23,323.19
Year to Date Expense	\$ 1,939,963.59	\$ 1,962,006.50	\$ (22,042.91)
Net Income Year to Date, surplus/ (loss)	\$ 22,052.60	\$ (23,313.50)	\$ 45,366.10

Investments:

On September 30, 2019 the Association had operating and investment funds totaling \$2,780,010.54. The Pacific Premier Bank (PPB) operating account had a balance of \$410,288.78. The Congressional Bank Money Market account reflects a balance of \$712,404.80. The Morgan Stanley Smith Barney Money Market account had a balance of \$105,947.38. There is also \$1,543,000.00 invested in laddered Certificates of Deposit managed by Morgan Stanley. Additionally, there is Accrued Interest in the amount of \$8,369.58.

Mr. Menez noted that the delinquency rate for the association is 2% which is below the average industry standard rate of 3%-5%.

PRO-FIT September 2019 REPORT

CCFC Chair, Ray Celeste, reviewed the PRO-FIT report as presented in the Board packet.

OFFICERS'/COMMITTEE REPORTS**Cameron Club Facilities Committee**

CCFC Chair, Ray Celeste, reported that the Committee looked into the pool/clubhouse guest policy because they had a recent request by some residents to allow more guests than the policy currently allows to the gym and the pool. After many hours of deliberations and careful thought the Committee has decided that the current guest usage policy is best suited for the Community so no changes are advised to this policy. Secondly, he reported that the Committee recommends an extra weekend early opening of the Pool in May 2020 and also adding an extra weekend at the end of September before closing. Lastly, he reported that the Committee recommends to the Board the purchase of a lightly used piece of fitness equipment, more details about this equipment are included in the board packet.

Activities and Events Committee

A&E Chair, Andy Yang, reported that the Octoberfest event was the least attended event this year. The Committee now is preparing for the Kids Halloween party. He also reported that Annual Holiday Party planning and preparations are underway. The event is unique this year from previous years as the event will include Horse Carriage rides and entertainment from the Alexandria Harmonizers.

Architectural Review Committee

ARC Chair, Karen Diener, was also present to brief the Board, she reported that the Committee continues to receive emergency roof replacement applications. The committee always reviews and makes decisions on these applications outside of the normal process time and as long as all the required information is included the ARC approves these emergency applications on time. Recently the ARC reviewed many window replacement applications. She also mentioned that the Committee is reviewing solar panel installation guidelines per the Board's request. Ms. Diener also mentioned that the Committee is pleased to see that the Board has assigned a Liaison to the Architectural Review Committee.

Common Area Committee

No report was made.

Communications Committee

Communications Committee Chair, Tricia Hemel, was present and briefed the Board that the Committee recently has been working on new ideas for welcoming new residents in the neighborhood. The Committee has been working on the welcome packet folder, the community map, welcome totes and cookies with Cameron Station design logo on them which will go into the welcome totes.

Financial Advisory Committee

FAC Chair, Takis Taousakis, reported that the Reserve Study is complete. Contribution rate went up for 2020 by 4%. Currently is 3.68%. The FAC is currently studying the investment policy and will come up with recommendations for the Board.

MANAGEMENT REPORT

Reported as presented in the Board packet. During this discussion it was decided by the Board and Management that the December Board meeting will be on Wednesday December 4th.

OLD BUSINESS**A. City of Alexandria Update**

Mr. Menez reported that the Alexandria City Council has voted to invoke the sunset provision of the special Use Permit of Virginia Paving Company which means that this asphalt plant will have to cease its operations no later than January 2027.

NEW BUSINESS**a. Insurance**

It was discussed that an additional insurance is needed to include cyber security and full crime coverage.

b. Draft Budget 2020

Copies of the draft budget 2020 was handed out at the meeting: It was discussed, and it was decided that with only 2 adjustments:

1. Pool Management Contract (Extended additional weekend coverage)
2. Insurance – (Cyber Liability and full Crime Protection Coverage)

the draft budget 2020 can be approved at this meeting.

BOARD DECISIONS**Draft Budget 2020**

Move to: “Approve the presented budget 2020 draft with adjustments made to GL6438 Pool Management Contract increased in costs to cover an additional weekend coverage and adjustments also to be made to the Insurance policy to include coverage for Cyber Liability and Crime Protection also adjustments to be made on GL5030 Coupons Account set up.”

Moved by: Sarah Meyer Walsh

Seconded: Kim Canter

Against: None

Absent: Brian Sundin

MOTION PASSED

PotholeRepair.Com Proposal # 9479863

Move to “Approve the CAC recommendation to perform necessary pothole repairs as presented in the proposal #9479863 for \$4, 535.00 to be paid from Street Repair and Maintenance GL6760 and part of the fees will come out of Replacement Reserves GL 3280.”

Moved by: Sarah Meyer Walsh

Seconded: Jon Dellaria

Against: None

Absent: Brian Sundin

MOTION PASSED

Move to “Approve the FAC recommendation to appoint Andrew Hill as a member of the FAC”

Moved by: Kim Canter

Seconded: Martin Menez

For: All
Against: None
Absent: Brian Sundin

MOTION PASSED

Move to **“Table Till next month pending Discussion with CCFC the CCFC recommendation to approve a contract with Nard’s Entertainment Services to install a new sound system for the multi-purpose court. The total cost is \$2,812.00 and will be paid from Reserve Expenditure, \$1,800.00 and the remaining amount of \$1,012.00 to be paid out of Capital Improvements.”**

Moved by: Martin Menez

Seconded: Kim Canter

For: All
Against: None
Absent: Brian Sundin

MOTION PASSED

Move to **“Approve the CCFC recommendation to direct ProFit to purchase a lightly used LifeFitness Functional Trainer for a cost not to exceed \$2,500. This is to be paid from the Reserve Expenditures, GL3280.”**

Moved by: Tom Sugrue

Seconded: Kim Canter

For: All
Abstained: Sarah Meyer Walsh
Against: None
Absent: Brian Sundin

MOTION PASSED

Move to **“Nominate Donna Kenley for 2019 Mark Pillow Award”**

Moved by: Kim Canter

Seconded: Tom Sugrue

For: All
Against: None
Absent: Brian Sundin

MOTION PASSED

Move to **“Nominate Andy Yang for 2019 Volunteer of the Year Award”**

Moved by: Sarah Meyer Walsh

Seconded: Tom Sugrue

For: All
Against: None
Absent: Brian Sundin

MOTION PASSED

Move to **“Amend the Agenda to discuss conduct of the Annual Meeting 2019”**

Moved by: Martin Menez
Seconded: Tom Sugrue
For: All
Against: None
Absent: Brian Sundin

MOTION PASSED

There was a brief discussion made on the conduct of the annual meeting and the selection of the types of refreshments to be served at the meeting.

Move to “Enter Executive Session at 10:15PM to discuss delinquency/collection/Attorney Status Accounts.”

Moved by: Kim Canter
Seconded: Tom Sugrue
For: All
Against: None
Absent: Brian Sundin

MOTION PASSED

Move To: “Exit executive session at 10:20 p.m.”

Moved by: Kim Canter
Seconded: Tom Sugrue
For: All
Against: None
Absent: Brian Sundin

MOTION PASSED

Move To: “Approve Attorney-suggested write offs for various delinquent accounts in the amount of \$560.61 and Attorney-suggested write offs for unpaid resale processing fees of accounts in the amount of \$883.37.”

Moved by: Sarah Meyer Walsh
Seconded: Tom Sugrue
For: All
Against: None
Absent: Brian Sundin

MOTION PASSED

Minutes prepared and submitted by Bethlehem Kebede, Covenants Administrator, CMC