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

Tuesday, May 25, 2010

The regularly scheduled monthly meeting of the Board of Directors for May was held on May 25, 2010. The meeting was called to order at 7:00 p.m. by Michael Kuhl at the Cameron Club, Alexandria, Virginia 22304.

Board Attendance: Michael Kuhl-President, Mindy Lyle-Vice President; Don Buch-Director, Michael Kidwell-Director; and Tom McClimon-Director

Late Arrivals: Dak Hardwick-Director

Absent: Mahl Avila- Secretary/Treasurer

Others Attending:
Arielle Hansford, Community Manager, CMC
Hilary Lape, Division Director, CMC

Move To: Approve the May 25, 2010 meeting Agenda.
Moved by: Don Buch
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

GUEST SPEAKERS
Deputy Police Chief Blaine Corle, City of Alexandria Police Department, gave the community an update on the recent crime activity in the Cameron Station area. The Deputy Chief mentioned that the Woodland Hall Board has expressed concerned about activity that is taking place at the rear entrance of the community. The Deputy Chief stated that the Police Department will monitor Armistead Booth Park and will enforce the City’s noise and use regulations. The Deputy Chief confirmed that the off duty parking enforcement officer can enforce Cameron Station’s Parking policy.

RESIDENTS’ OPEN FORUM
No residents spoke during this time.

Move To: Approve the Board minutes from April 27 and May 18, 2010.
Moved by: Michael Kidwell
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT
Management provided a copy of the April 2010 Financial Report to the Board in their packet materials.
Investments:
On April 30, 2010 the Association had operating and investment funds totaling $2,177,549.59. The First Association Bank operating account had a balance of $247,799.75. The First Association Bank Google Ads account had a balance of $341.25. Based upon this statement, the Access National Money Market account had a balance of $30,557.14 and the Smith Barney Money Market account had a balance of $214,795.86. There is $1,672,000.00 invested in laddered CDs and investment funds.

Balance Sheet:
The Accounts Receivable Residential Assessments account as of April 30, 2010 was $76,288.75. This reflects a delinquency rate of approximately 3.66%, which is below the industry standard of 5%. Please keep in mind, the assessments are paid on a quarterly basis and April represents the first month of the second quarter.

Accrued Reserves total $1,372,972.28 and are fully supported by cash and investments. This signifies that the Association is in a healthy financial position.

The Capital Reserves account totals $107,620.12. The Board approved $97,060.00 in Capital Improvements projects for 2010 to be funded from this account.

Income Statement Report:
The Income Statement Report reflects a year-to-date income of $1,096,319.33 which is $12,231.83 above the budgeted amount of $1,084,087.50.

The year-to-date expenses are $869,976.96 which is $106,786.62 above the budgeted amount of $763,191.34. While the overall expenses are below the budgeted amount, there are a few line items that exceed the year to date budgeted amount by more than $1,500.00. This information is listed below.

- **Consulting Services**, line item #5135, exceeds the budgeted amount by $2,500.00. This is due to the April payment totaling $2,500.00 for consulting by RTEC Tree, which should have been coded to #6640 - Common Area Consulting.
- **Snow Removal**, line item #6003, exceeds the year-to-date budgeted amount by $194,045.90. 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.
- **Common Area Lighting Maintenance**, line item #6102, exceeds the year-to-date budgeted amount by $3,542.00. This is partially due to a payment totaling $5,435.09 for the April lighting inspection and replacement.
- **Exercise Equipment Repair & Maintenance**, line item #7245, exceeds the budgeted amount by $2,501.72.
- **Sprinkler System**, line item #7307, exceeds the year-to-date budgeted amount by $2,103.17.
- **Utilities**, line item #7323, exceeds the year-to-date budgeted amount by $1,326.07. This is partially due to higher than average club utility bills at the beginning of the year.

There is a positive variance of $226,342.37 through April 30, 2010, and overall there is a negative variance between year-to-date income and expenses in the amount of $94,553.79. 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.
WTS REPORT
The Board was provided a copy of the April 2010 WTS Report in their packet materials. Kevin Horner, WTS Fitness Director, was not available to present the report.

COMMITTEE REPORTS
The Board reviewed committee reports on activities and recommendations to the Board since the last Board meeting.
Communications Committee – Don Buch, Board Liaison advised that the Committee had narrowed down the Website Vendor candidates to three companies. The Committee has a few more questions to get answered and will begin interviewing the companies with Management.
Ad Hoc Renovation Committee – Tom McClimon, Board Liaison announced that the committee is preparing its final report and they are prepared to present the report to the Board at the June Board of Directors meeting.
Common Area Committee – Tom McClimon, Board Liaison advised that the Committee is working on the Snow Policy and they will be preparing a final report to present the report to the Board of Directors later this year.
Architectural Review Committee – Dak Hardwick, Board Liaison updated the Board on the status of Committee’s review and update of the DMS. The ARC has not received a formal proposal for the group of residents who wanted to start an Ad Hoc Tree committee.
Cameron Club and Events Committee – Michael Kidwell, Board Liaison updated the Board on the status of the Committee’s review of the access system upgrade for the Cameron Club.

OLD BUSINESS
Mindy Lyle advised that that Planning Commission at their upcoming meeting will be reviewing revisions to the SUP process that that would make it easier for businesses to open in Cameron Station.

NEW BUSINESS
None.

Move To: Approve the AIAI insurance renewal proposal for $21,065.35 for coverage beginning on June 1, 2010, with the stipulation that management will attempt to obtain a quote for $25,000 crime deductible and will bind at the $25,000 crime deductible if the premium is lower.
Moved by: Tom McClimon
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Approve the fiscal year 2009 draft audit for Cameron Station Community Association, Inc. completed by Goldklang, Cavanaugh and Associates.
Moved by: Mindy Lyle
Seconded: Dak Hardwick
For: All
Against: None
MOTION PASSED
Move To: Approve another six months of free advertising in The Compass for Cameron Station Retailers beginning June 1, 2010.
Moved by: Mindy Lyle
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

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

Memorial Day Holiday
The Management office will be closed on Monday, May 31, 2010 in observance of Memorial Day.

Janitorial Contract Bid
Management has been meeting with Janitorial companies to collect bids for routine janitorial service and specials cleanings for the Cameron Club. The proposals will be provided to the Board at the June 2010 meeting for review and consideration.

Status of Irrigation System Expansion
Virginia American Water has installed all of the additional water meters. Lancaster Landscapes will begin the installation of the new irrigation systems on June 1st in the Donovan Drive pocket park.

Existing Irrigation Systems
Lancaster Landscapes has competed all of the necessary service work on the existing irrigation systems around the community. The irrigation system is on and set to run on Monday, Wednesday, Friday and Sunday. Water sensors have been installed on all of the irrigations systems with the exception on the California Lane pocket park.

Maintenance Technician
Management is continuing to interview for the full-time maintenance technician position.

Street Sweeping
The Board approved the Sweep Rite proposal at the April Board meeting. The private streets were cleaned in early May and the vendor did a very good job. Management has also sent an email to the City of Alexandria requesting that Brenman Park Drive, Cameron Station Boulevard, Ferdinand Day Drive and Somervelle Street are cleaned this spring. Additionally, Management asked to have the storm drains along these City streets cleared.

Move To: Enter into Executive Session at 8:18p.m.
Moved by: Mindy Lyle
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED
Move To: Exit Executive Session at 9:07p.m.
Moved by: Mindy Lyle
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

Move To: Deny the homeowners request for waiver of unpaid parking violation fees totaling $55.54
Account# 00307-4088
Moved by: Michael Kidwell
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Adjourn at 9:13p.m.
Moved by: Dak Hardwick
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Minutes prepared by: Airielle Hansford, Community Manager
Minutes were approved at the June 22, 2010 Board of Directors Meeting.
Submitted by: Mahl Avila, Secretary/Treasurer