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

Tuesday, December 9, 2014

The regularly scheduled monthly meeting of the Board of Directors for December was held on Tuesday, December 9, 2014. The meeting was called to order at 7:07 p.m. by Michael Johnson at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304.

**Board Attendance**
- Michael Johnson  President
- Brian Sundin  Director
- Megan Brock  Treasurer
- Donna Kenley  Director
- Paul Rocchio (late)  Director

**Others Attending**
- Colleen Hairston  Community Manager, CMC
- Jan Ward  Vice President, HOA Division Director, CMC
- Meghan Marville  Architectural Covenants Administrator, CMC
- Bethany Lammers  Assistant Community Manager, CMC

**APPROVE AGENDA**
Move To: Approve the Agenda with 2 changes.
d. 1. Appointment to Ad Hoc Pool Renovation Committee
h. R.E. Lee Proposal for Light Poles
 Moved by: Donna Kenley
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED

**GUEST SPEAKER**
Deputy Chief Reyes, Alexandria City Police Department, reported a general announcement that City Manager will leave post to take over as City Manager of DC/Mayor Elect, effective the end of December 2014.

- The recent bicycle burglaries appear to have stopped after the apprehension of 3 youths who were caught with the help of a diligent resident. The youths do not live in Cameron Station and the bicycles were returned to their owners.
- Recent assault and larceny along CSB (between friends) was resolved, male acquaintance of a resident taken into custody, court date in January 2015.
- Package thefts rise during holidays throughout the City, guidance put out in November/December on package delivery, please follow - try to have packages delivered elsewhere where they may be signed for upon delivery.


RESIDENTS’ OPEN FORUM
Marta Campos, resident of Carlton Place spoke to say thanks to all, especially Colleen Hairston for help with the Shuttle Drivers holiday gift project. $500 was collected!

Frank Rathgeber, resident of Carlton Place, inquired about previous request to upgrade street lights to LED lighting, for better, more controlled coverage. The Board tasked the Common Area Committee to look into converting the street lights with LED lights.

APPROVAL OF MINUTES
Move To: Approve the minutes from the October 28, 2014 Board of Director’s meeting as presented.
Moved by: Donna Kenley
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT FOR OCTOBER 2014

Investments:
On 10/31/14 the Association had operating and investment funds totaling $1,794,636.66. The Pacific Premier Bank (PPB) operating account had a balance of $383,006.03. The PPB Google Ads account had a balance of $1,999.11. The PPB money market had a balance of $65,970.32 and the Morgan Stanley Smith Barney (MSSB) money market account had a balance of $196,758.58. There was $1,141,000.00 invested in laddered CDs with MSSB. Finally, there was $1,000.00 in the petty cash account.

Balance Sheet:
As of 10/31/14 the Residential Assessments Receivable balance was $115,614.35. This reflects a delinquency rate of approximately 5.10%, which is very slightly over the industry standard of 5%. Keep in mind that October was the first month of the fourth quarter and this figure will adjust considerably downward on the November financials.

Accrued Reserves totaled $1,024,787.13 and were fully supported by cash and investments.

Owners’ Equity*, had a balance of $416,179.29, of which $270,713.82 was supported by cash and investments.

As part of the FY14 budget, the Board of Directors opted to use $23,650.00 of prior year equity to help offset the increase in assessments for FY14. As of 10/31/14, $19,705.50 had been accrued over 10 months (see 3025-Use of Prior Year Equity). Owners’ Equity supported by cash and investments was 12.00% of the Association’s annual assessments. This signifies that the Association is in a healthy financial position. *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. The Capital Reserves account totaled $17,423.27.

**Income Statement Report:**
The Income Statement Report reflected year-to-date income of $1,965,128.72, which was $10,182.22 over the budget of $1,954,946.50. Income items that had a variance of more than $1,500.00 of their YTD budget follow.

- **Resale Processing Fees, #4260**, was $2,333.00 under its YTD budget. The variance is attributable to the timing of payments being posted and management anticipates this item ending the year on or near budget.
- **Website Income, #4265**, was $2,586.54 over it YTD budget. This item will likely end the year over budget and its funding level was increased in the FY15 budget.
- **Room Rental Fees, #4400**, was $2,842.00 over its YTD budget. Management anticipates this account will likely come in over budget at year end. This item was increased in the FY15 budget.
- **Legal Reimbursements, #4720**, was $5,872.50 over its YTD budget. This account is spread equally @ $625.00 over 12 months.

Year-to-date expenses totaled $1,962,433.98, which was $20,765.16 over the budget of $1,941,668.82. Expense items that had a variance of more than $1,500.00 of their YTD budget follow.

- **Collection Charges, #5025**, was $2,893.11 over its YTD budget. This item will end the year over its $7,000.00 budget. This item was reduced in the FY15 budget, as related CMC charges were reduced in the 2015-2019 management contract.
- **Parking Enforcement, #5070**, was $3,875.00 under its YTD budget. Management anticipates this variance will level out by year end, as officers are working extra hours to make up for hours not worked earlier in the year.
- **Events & Awards, #5200**, was $4,674.86 under its YTD budget. The spread for this account was adjusted during the FY15 budget process to reflect more funds expensed in August (pool party) and December (holiday party).
- **Web Site Maintenance, #5115**, was $3,245.76 under its YTD budget. This account is spread equally @ $500 over 12 months.
- **Newsletter Services, #5225**, was $3,681.92 under its YTD budget. This item may end the year under budget partially due to reduced costs of layout services now being provided by GAM, rather than CMC.
- **Payroll Taxes/Benefits/Costs, #5340**, was $5,137.23 under its YTD budget.
- **Water Service, #6025**, was $1,551.49 under its YTD budget. This account is spread January through December as follows: $750, 750, 2500, 1000, 1000, 4750, 1500, 2000, 14000, 500, 500 and 750 = $30,000.
Flower Rotation, #6150, was $5,251.25 under its YTD budget. This account includes funding for spring and fall plantings and for park enhancements and miscellaneous expenses. The YTD expenses from this account were for spring flowers @ $8,250.00, pool deck planters @ $875.00 and fall flowers @ $7593.75.

Turf Treatment and Enhancements, #6155, was $6,753.00 under its YTD budget. This account is spread equally @ $1,875.00 March through October. Management anticipates that this account will level out by year end.

Tree & Shrub Maintenance, #6160, was $17,757.00 over its YTD budget. This account is spread equally @ $3,825 from March through June and September through November. Management anticipates that this account will be over budget at year end as the current reserve study does not provide funds for tree replacement which is now being fully funded through the operating budget. (The previous study provided $26,000 for tree replacement.)

Snow Removal Services, #6442, remained $76,105.25 over its YTD budget due to the high number of snowfalls and below freezing temperatures last winter. This account is spread @ $14,000.00 for the months of January, February, March, November and December. The current variance reflects payment of all winter 2014 snow removal services.

General Maintenance Supplies, #6605, was $2,803.53 under its YTD budget. Management anticipates this item ending the year on budget.

Legal Services – General Counsel, #7030, was $19,656.00 under its YTD budget. This item is spread equally @ $3,000 over 12 months. This account was decreased in the FY15 budget.

Clubhouse Utilities, #6075 was $3,856.70 over its YTD budget. Management will research this item to determine the cause of the variance – the 9/14 accruals should be verified for accuracy.

HVAC Services, #6424, was 1,809.45 over its YTD budget.

Fitness Center Supplies, #6575, was 2,179.10 under its YTD budget.

Access System Supplies, #6590, was $1,217.13 over its YTD budget. The variance is attributable to the payment for blank resident ID cards in 9/14. This item will end the year slightly over budget.

Income Tax, #9000, was $3,150 under its YTD budget. This account is spread @ $2,550.00 for the months of March, June, September and December. This item was reduced in the FY15 budget.

As of 10/31/14, there was an overall positive variance between YTD income and expenses in the amount of $2,694.74, which was $10,582.94 under the budget amount for Net Income/Loss of $13,277.68. 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. Please let me know if you have any questions regarding this information.

WTS REPORT FOR OCTOBER 2014
None.

Change of Attendance: Paul Rocchio arrived at 7:30 p.m.
OFFICERS'/COMMITTEE REPORTS
Activities and Events Committee
Paul Rocchio reported that the Holiday Party was the best ever, well-attended (about 550 people), great food, large variety, enough for everyone.

Architectural Review Committee
No report.

Communications Committee
No report.

Common Area Committee
No report.

Cameron Club Facilities Committee
Coordinating with ProFIT to start January 1, will introduce them to the Board. ProFIT will send a survey to residents regarding activities.

Financial Advisory Committee
Move To: Approve the appointment of Tim McLaughlin as a member of the Financial Advisory Committee.
Moved by: Donna Kenley
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED

OLD BUSINESS
City of Alexandria Update
Landmark Mall plans to City had changes, nothing heard from developer.

MATTERS FOR BOARD DECISION
2015 Board Meeting Dates
Move To: Approve the meeting dates as written (last Tuesday of each month).
Moved by: Donna Kenley
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

Resolution to change number of Committees an Ad-Hoc Pool Committee Member can serve on.
Move To: Approve the Resolution as stated, “A member shall not serve on more than one committee at a time, unless approved by the Board of Directors.”
Moved by: Donna Kenley
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

Ad Hoc Pool Renovation Committee
Move To: Approve the appointment of Alvin Boone, Elliott Waters, Kim Philbrock, Marty Menez and Peter Pascucci as members of the Ad Hoc Pool Renovation Committee.
Moved by: Megan Brock
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

Landscape Contract
Move To: “Approve extension of the current landscape contract with Lancaster Landscapes into years 2016, 2017 and 2018 at the prices quoted, including a $4,000 Landscape Enhancement Gift Coupon.”
Moved by: Donna Kenley
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED

Snow Removal Contract
Move To: “Approve use of an ATV by Lancaster Landscape for sidewalk snow removal operation at the rate quoted or less, and monitor related costs. If it is determined that use of the ATV is not cost effective, Lancaster will be directed to revert to the hand shoveling/blowing method.”
Moved by: Donna Kenley
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

Trash Removal Resolution
Move To: Table the adoption of the revised trash policy for further consideration - review the language of recycling procedures and research cost of providing homeowners with new recycling containers in conjunction with ADS contract renewal.
Moved by: Paul Rocchio
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED
MATTERS FOR BOARD REVIEW AND INFORMATION
Management Report

Covenants Administrator
Bethany Lammers was promoted to an assistant manager/covenants position at another CMC property and her last day at CS was 11/14. Her replacement, Meghan Marville, started on 11/5 and was provided extensive training by Bethany.

Administrative Support
Sam Burnette’s last day was 11/26 (relocating due to the high cost of living in NOVA) and his replacement Stephanie Herbolsheimer started 12/3. Bethany Lammers returned to CS on 12/4 to assist with training Stephanie and will also work with her all day, 12/8.

Management office will be closed Christmas Day and 12/26/14.

BOD Elections

Move To: Appoint Mike Johnson as Board President.
Moved by: Megan Brock
Seconded: Brian Sundin
For: All
Against: None
MOTION PASSED

Move To: Appoint Donna Kenley as Vice President.
Moved by: Donna Kenley
Seconded: None
For:
Against:
MOTION FAILED

Move To: Appoint Igor Dubinsky as Vice President.
Moved by: Paul Rocchio
Seconded: Mike Johnson
For: Three
Against: Two
MOTION PASSED (Secret Ballot)

Move To: Appoint Paul Rocchio as Board Secretary.
Moved by: Paul Rocchio
Seconded: Brian Sundin
For: All
Against: None
MOTION PASSED

Move To: Appoint Megan Brock as Board Treasurer.
Moved by: Mike Johnson
Seconded: Brian Sundin
For: All
Against: None
MOTION PASSED

Move To: Appoint Committee Liaisons as listed.
Board Committee Liaisons
Activities Committee: Paul Rocchio
Architectural Covenants Committee: Jon Dellaria
Common Area Committee: Igor Dubinsky
Facilities Committee: Brian Sundin
Communications Committee: Donna Kenley
Financial Committee: Megan Brock
Moved By: Mike Johnson
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

EXECUTIVE SESSION
Move To: Enter Executive Session at 8:50 p.m. to discuss delinquency and collection reports, hearing decisions, enforcement and due process issues.
Moved by: Brian Sundin
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

Delinquency and Collection Reports
No discussion for collections or delinquencies.

Enforcement and Due Process
A meeting was held before the regularly scheduled Board meeting with three Board members present, Michael Johnson, Megan Brock and Brian Sundin, to discuss with the Owner of account #343-6888 a pool incident that occurred in September 2014. No fine will be assessed.

Homeowners sent letters for waiver of first notice violations, they did not attend this meeting.

WTS Contract
Ends 12/31/14.
Move To: End Executive Session at 9:30 p.m.
Moved by: Paul Rocchio
Seconded: Brian Sundin
For: All
Against: None
MOTION PASSED

Move To: Approve $6,600 for on-site staff holiday gifts, Board will email Community Manager directly regarding individual amounts.
Moved by: Mike Johnson
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

Move To: “To approve the R. E. Lee Electric proposal for 6 replacement street light poles and fixtures in the amount of $14,874.00 (no increase over the last order’s cost) to be paid from 3280 – Reserve Expenditures.”
Moved by: Mike Johnson
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED

ADJOURNMENT
Move To: Adjourn the meeting at 9:33 p.m.
Moved by: Brian Sundin
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

Minutes prepared by: Meghan Marville, Covenants Administrator, CMC