The regularly scheduled monthly meeting of the Board of Directors for October was held on Tuesday, October 28, 2014. The meeting was called to order at 7:04 p.m. by Michael Johnson at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304.

**Board Attendance**
- Michael Johnson, President
- Alvin Boone, Vice President
- Megan Brock, Treasurer
- Jon Dellaria, Secretary
- Donna Kenley, Director
- Igor Dubinsky, Director

**Members Absent**
- Paul Rocchio, Director

**Others Attending**
- Colleen Hairston, Community Manager, CMC
- Deirdre Baldino, Assistant Community Manager, CMC

**APPROVE AGENDA**
Move To: Approve the agenda as presented.
Moved by: Jon Dellaria
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED

**GUEST SPEAKER**
Captain Lisle, Alexandria City Police Department, reported that the City has recently been performing speed enforcement in the community.

**HEARING/APPEAL**
No Owners present for their scheduled hearing and account # 375-4010 was present for their appeal.

**RESIDENTS’ OPEN FORUM**
None.

**APPROVAL OF MINUTES**
Move To: Approve the minutes from the September 30, 2014 Board of Director’s meeting as presented.
Moved by: Jon Dellaria
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT FOR SEPTEMBER 2014

Investments:
On 9/30/14 the Association had operating and investment funds totaling $1,643,427.49. The Pacific Premier Bank (PPB) operating account had a balance of $233,286.09. The PPB Google Ads account had a balance of $1,999,11. The PPB money market had a balance of $65,956.32 and the Morgan Stanley Smith Barney (MSSB) money market account had a balance of $195,227.35. 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 9/30/14 the Residential Assessments Receivable balance was $29,283.69. This reflects a delinquency rate of approximately 1.30%, which is below the industry standard of 5%. Accrued Reserves totaled $1,002,704.13 and were fully supported by cash and investments. Owners’ Equity*, had a balance of $418,150.29, of which $353,894.83 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 9/30/14, $17,737.50 had been accrued over 8 months (see 3025-Use of Prior Year Equity). Owners’ Equity supported by cash and investments was 15.70% 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 $25,260.77.

Income Statement Report:
The Income Statement Report reflected year-to-date income of $1,770,430.30, which was $12,197.80 over the budget of $1,758,232.50. Income items that had a variance of more than $1,500.00 of their YTD budget follow.

- **Newsletter Advertising, #4245**, was $1,980.00 over it YTD budget. The variance is partially attributable to the spread @ $2000 for the months of February, April, October and December.
- **Website Income, #4265**, was $2,711.54 over its YTD budget. This item was increased in the FY15 budget.
- **Room Rental Fees, #4400**, was $2875.00 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 $6,023.50 over its YTD budget. This account is spread equally @ $625.00 over 12 months.

Year-to-date expenses totaled $1,773,177.58, which was $29,137.85 over the budget of $1,744,039.73. Expense items that had a variance of more than $1,500.00 of their YTD budget follow.

- **Parking Enforcement**, #5070, was $4,498.00 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.
- **Temporary Desk Coverage**, #5320, was $1,620.00 over its YTD budget. This account is spread @ $500.00 per month and is over budget due to temporary staff coverage of the vacant Administrative position in July.
- **Decals & Parking Passes**, #6422, was $1,786.35 over its YTD budget. This account is spread @ $417.00 per month and management anticipates it will end the year on budget.
- **Events & Awards**, #5200, was $1,691.64 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 $4,195.76 under its YTD budget. This account is spread equally @ $500 over 12 months.
- **Newsletter Services**, #5225, was $3,672.61 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 $4,139.71 under its YTD budget.
- **Electric Service**, #6000, was $2,122.18 under its YTD budget.
- **Water Service**, #6025, was $6,001.64 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. The allowance of $14000 for September appears to have been an error and is partially responsible for the current variance.
- **Flower Rotation**, #6150, was $4,745.00 under its YTD budget. This account includes funding for spring and fall plantings and for park enhancements and miscellaneous expenses. The only YTD expenses from this account were for spring flowers @ $8,250.00 and pool deck planters @ $875.00.
- **Turf Treatment and Enhancements**, #6155, was $5,253.00 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 $18,632.00 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.)
- **Irrigation System Contract**, #6299, was $4,890.00 over its YTD budget. This item may end the year over budget.
\begin{itemize}
  \item **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.
  
  \item **General Maintenance Supplies**, #6605, was $2,954.47 under its YTD budget. Management anticipates this item ending the year on budget.
  
  \item **Legal Services – General Counsel**, #7030, was $17,088.00 under its YTD budget. This item is spread equally @ $3,000 over 12 months. This account was decreased in the draft FY15 budget.
  
  \item **Clubhouse Utilities**, #6075 was $3,398.01 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.
  
  \item **HVAC Services**, #6424, was 1,945.45 over its YTD budget.
  
  \item **Access System Supplies**, #6590, was $1,967.13 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.
  
  \item **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.
\end{itemize}

As of 9/30/14, there was an overall negative variance between YTD income and expenses in the amount of $16,940.05, which was $2,747.28 over the budget amount for Net Income/Loss of $14,192.77. 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 SEPTEMBER 2014**
The Compass, the community flyer, the Cameron Station Fitness Center Facebook page, the Mobile app that was launched in July and the email blasts remain great ways to get information to the community. We have 666 active contacts who receive our emails through Constant Contact! Our emails average a 31% open rate which is a great rate. Our Facebook page now has 102 “likes” and is becoming more active. We are having a free high intensity training seminar on October 30 and a senior stretching class on November 13. In September 2013 we had 4,885 resident scans, residents without ID’s and guests who came in at the fitness center front desk. In September 2014 we had 6,180 resident scans; residents without ID’s and guests come in at the fitness center front desk. September 2014’s numbers far exceeded any previous years. We had two treadmills go down during September. One was fixed by the Fitness Director the other was repaired by the service company. One was out of service for less than 24 hours the other was out of service for 8 days. The fitness center staff strives to deliver optimum customer service. We continue to receive compliments on the staff, the facility and all the new equipment.
OFFICERS’/COMMITTEE REPORTS

Activities and Events Committee
The Committee reported that during the month of October the events held were the children’s Halloween party and the adult happy hour. The Committee also requested guidance from the Board to address the placement of advertisements on association signs for vendors who donate money for association sponsored events. The Board stated that going forward, the vendor’s information should not be placed on association signs, but if the vendor would like to provide material that could be distributed during the event that would be acceptable.

Architectural Review Committee
No report.

Communications Committee
The Committee reported that the new website is being developed and currently there is a vacant seat on the Committee.

Common Area Committee

Move To: Approve the appointment of Jeanne Brasseur as a member of the Common Area Committee.
Moved by: Jon Dellaria
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED

Cameron Club Facilities Committee
The Committee reported that they recommend the renewal of the High Sierra contract and the Committee decided not to recommend renovation of the trash enclosure and to have the Association’s maintenance technician perform repairs to it. Also, the new fitness center management company, Profit, will have a plan next month for the turnover of management. Committee members agreed to recommend the Board of Directors officially recognize Mr. Alvin Boone for his expertise, judgment, tireless efforts, and superb service as Board Liaison to the Cameron Station Facilities Committee

Financial Advisory Committee
The Committee reported that by the end of the year they hope to have RFP’s out and proposals back for an investment manager for the association.

OLD BUSINESS

City of Alexandria Update
None.
MATTERS FOR BOARD DECISION

Trash Removal Resolution
The Board reviewed the revised trash policy.

Move To: Table the adoption of the revised policy for further consideration regarding the way recycling may be discarded.
Moved by: Donna Kenley
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

Religious Displays in Common Areas Resolution
Move To: Approve revised policy resolution no. 091701, Common Area Usage Policy, as written with II, 15 revised as agreed.
Moved by: Donna Kenley
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED

Irrigation Contract
As per the CAC’s request, Lancaster Landscapes, Inc. submitted a proposal for irrigation expansion totaling $52,800 on 10/6/14. The Board TABLED a decision on this matter for further discussion on how to fund and maintain this capital improvement project and the funding of other future capital improvement projects.

Pool Contract
Move To: Approve High Sierra’s proposal #00156-0002 in the amounts of $53,900 for 2015, $51,000 for 2016 and $51,000 for 2017 to be paid from 6438 – Pool Management.
Moved by: Alvin Boone
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED

Mark Pillow Award
Move To: Approve the selection of Don Buch for the 2014 Mark Pillow Award.
Moved by: Donna Kenley
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED
MATTERS FOR BOARD REVIEW AND INFORMATION

Management Report

Meet the Candidates Saturday, 10/25 &
Annual Meeting, Monday, 11/3
Mailings for these events were sent to all owners on 9/15 and 10/21. They have also been addressed in recent weekly email blasts. Meet the Candidates is scheduled for Saturday, 10/25 at 3:00 p.m. The Annual Meeting is scheduled for Monday, 11/3, at 7:30 p.m. Registration will begin at 7:00 p.m.

FY2015 Budget
The “usual” mailing to all owners will be sent on or about Wednesday, 10/29. Management will have Jeff Gathers, FAC Chairman, review the mailing prior to issuance.

Shuttle Bus Schedule
The following was included in weekly email blasts on 9/19 and 9/26–

Shuttle Bus Schedule - Your input is requested!
Management has been contacted by two homeowners who indicated that the afternoon shuttle schedule requires adjustment due to the recent opening of the Silver Line. It was suggested that the entire afternoon schedule be delayed by 5 minutes (start 5 minutes later that currently scheduled). A copy of the current schedule is attached. As a change in the schedule will affect all riders, it is important to obtain ridership input. If you wish to provide input, please reply to this email. (If you have already responded - thank you!) If you believe the schedule requires change, please be sure to indicate your specific recommendation. Management will compile the responses for consideration by the Board of Directors. Please watch for additional details. Thank you.

58 responses were received. 31 supported a change and 18 did not support a change in the evening pick up times. 9 did not commit either way and/or had another suggestion. Also, 8 respondents submitted suggestions regarding the morning hours.

The weekly email blast is currently sent to 1275 subscribers.

58 respondents / 1275 subscribers = 4.5% response (In fact only approximately 700 subscribers opened the blasts that contained this issue. 58 / 700 = 8.3% response.)

58 respondents / 1769 homes = 3.3% response

Management suggests the afternoon schedule be adjusted/delayed by 5 minutes under a 2-week trial period for input by the ridership. The riders will then be requested to provide further input, via two weekly email blasts, including whether or not they would like to see the same adjustment to the morning hours.
Stop Sign Poles
The three decorative poles (to replace green u-channel poles installed by the developer) approved by the Board were installed on 10/7/14. (They are located at FDD and Harold Secord (2) and Harold Secord and Brawner (1).)

Assistant Manager Position
Deirdre Baldino filled the Assistant’s position on Wednesday, 10/1. Deirdre issued the following email on 10/8:

Good Afternoon:

My name is Deirdre Baldino and I would like to take this opportunity to introduce myself, I’m the new Assistant Community Manager for Cameron Station. I’m pleased to have started working here at the community last Wednesday, October 1. I look forward to meeting everyone at the October Board meeting.

I am now able to send and receive email and will pass pertinent information on as appropriate. My contact information is dbaldino@cmc-management.com or assistant@cameronstation.org

Also, to keep you posted, I will be the management liaison for the CCFC. Working with Colleen, I have prepared the committees meeting package and will attend their next scheduled meeting on Thursday October 9.

Thank you and I look forward to working with everyone.

Regards,

Deirdre Baldino
Assistant Community Manager

Covenants Administrator Position
Bethany Lammers has been promoted to an Assistant Manager/Covenants Administrator Position at another CMC property and her last day with CSCA will be Friday, 11/7. Megan Marville has been hired to fill the position and will start on Monday, 11/3. Megan interviewed for the CS Assistant Manager position and is very well qualified for the Covenants position, with 5 years’ experience in the property management field.

EXECUTIVE SESSION
Move To: Enter Executive Session at 9:19 pm to discuss delinquency and collection reports, hearing decisions and enforcement and due process issues.
Moved by: Igor Dubinsky
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 10:03 pm
Moved by: Donna Kenley
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED

Ratify Executive Session Matters
Move To: Approve the owner’s appeal of the ARC’s decision and approve use of “River Wood” stain for account # 00375-4010.
Moved by: Alvin Boone
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

Move To: Move forward with scheduling a meeting and/or a due process hearing for account # 343-6888 based on input from Todd Sinkins.
Moved by: Jon Dellaria
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED

Move To: Deny the request to waive the “First Notice” dated October 8th for accounts: 328-0050 and 320-1589.
Moved by: Megan Brock
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

ADJOURNMENT
Move To: Adjourn the meeting at 10:04 pm.
Moved by: Alvin Boone
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED

Minutes prepared by: B. Lammers, Covenants Administrator-CMC