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

Tuesday, July 27, 2010

The regularly scheduled monthly meeting of the Board of Directors for June was held on July 27, 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; Mahl Avila-Secretary/Treasurer, Don Buch-Director, Dak Hardwick-Director, and Tom McClimon-Director

**Others Attending:**
Airielle Hansford, Community Manager, CMC; Hilary Lape, HOA Division Director, CMC; and Mary Flynn, Covenants Administrator, CMC

**Move To: Approve the July 27, 2010 meeting Agenda.**
Moved by: Mahl Avila
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

**GUEST SPEAKERS**
Deputy Police Chief Blaine Corle, City of Alexandria Police Department, discussed a recent incident on Waple Lane where four vehicles were broken into. Electronics including iPods and cell phones were stolen from the vehicles. One theft was treated as a home burglary as the culprits broke into the garage to access the car.

**RESIDENTS’ OPEN FORUM**
No residents spoke during Resident’s Open Forum

**Move To: Approve the minutes from June 22, 2010 Board of Directors meeting.**
Moved by: Dak Hardwick
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

**FINANCIAL REPORT**

**Investments:**
On June 30, 2010 the Association had operating and investment funds totaling $2,096,729.89. The First Association Bank operating account had a balance of $155,949.81. The First Association Bank Google Ads account had a balance of $462.00. Based upon this statement, the Access National Money Market
account had a balance of $30,617.98 and the Smith Barney Money Market account had a balance of $95,717.21. There is $1,798,000.00 invested in laddered CDs and investment funds.

**Balance Sheet:**
The Accounts Receivable Residential Assessments account as of June 30, 2010 was $21,166.84. This reflects a delinquency rate of approximately 1.016%, which is below the industry standard of 5%. Accrued Reserves total $1,380,062.42 and are fully supported by cash and investments. This signifies that the Association is in a healthy financial position.
The Capital Reserves account totals $97,557.52. 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 $1,119,200.79 which is $16,137.79 above the budgeted amount of $1,103,063.00.
The year-to-date expenses are $1,235,546.49 which is $107,034.11 above the budgeted amount of $1,128,512.11. Below are the line items that exceed the year to date budgeted amount by more than $1,500.00.

- **Postage**, line item #5010, exceeds the year-to-date budgeted amount by $3,210.66. This is due mainly to the cost to mail the Cameron Clun Policy and DMS Amendment in May totaling $3,170.35.
- **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. Management has requested a reclassification.
- **Snow Removal**, line item #6003, exceeds the year-to-date budgeted amount by $199,021.90. 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 at a cost of $4,976.00.
- **Special Cleanings**, line item #6026, exceeds the year-to-date budgeted amount by $1,675.00. This is due to a large amount of event/meeting room rentals. These costs are partially offset by line item #4223, Club Cleaning fees.
- **Common Area Lighting Maintenance**, line item #6102, exceeds the year-to-date budgeted amount by $4,214.37. This is partially due to a payment totaling $5,435.09 for the April lighting inspection and replacement.
- **Community Activities**, line item #5601, exceeds the year-to-date budgeted amount by $2,329.91. This is partially due to the distributions to vendors for the Pool Party. This money is budgeted but spread over the full year. This can be adjusted in the FY2011 budget.
- **Exercise Equipment Repair & Maintenance**, line item #7245, exceeds the budgeted amount by $2,962.47. This is due to increased wear and tear on these aging machines.
- **Sprinkler System**, line item #7307, exceeds the year-to-date budgeted amount by $2,098.33.

Overall there is a negative variance between year-to-date income and expenses in the amount of $116,345.70 through June 30, 2010, which is $90,546.56 above the budgeted amount for Net Income/Loss for June 2010.

**WTS REPORT**
The Board was provided a copy of the June 2010 WTS Report in their packet materials. Kevin Horner, WTS Fitness Director, gave an update on the fitness center. Kevin detailed some equipment that needed repair and reported that WTS staff planned to do another equipment rotation later in the year.
Additionally, Kelli Hagadorn from WTS discussed the new scheduling and time punch procedures. Kelli advised about steps that WTS has taken to ensure that the Fitness Facility opens on time.

COMMITTEE REPORTS
The Board reviewed committee reports on activities and recommendations to the Board since the last Board meeting.

Cameron Club and Events Committee – Ray Celeste, Committee Chair, updated the Board on two hygienic incidents that occurred at the pool in recent weeks. The BOD discussed options for better enforcement of proper swim attire for children three years of age and under.

Common Area Committee – Robert Burns, Committee Chair, presented the final report on the Snow Policy to the Board of Directors. The Board thanked the Committee for their hard work and dedication.

Architectural Review Committee – Mary Flynn, Covenants Administrator, CMC, updated the Board on the progress of revision of the Design & Maintenance Standards. The Architectural Review Committee is expected to present their revisions to the Board at the August 24, 2010 Meeting.

Communications Committee – Carolyn Bedi, Communications Committee Member, updated the Board on the interviews of the Website Vendor companies and recommended that the Board select Micro Consolidated, Inc. as the new Website Vendor.

OLD BUSINESS
Mindy Lyle advised that the retail space for the new Day Spa is currently having drywall installed and that two additional retail spaces currently have prospective offers coming in.

NEW BUSINESS
None.

Move To: Approve the Cropp-Metcalfe Mechanical Contract Renewal totaling $2,256.00 for quarterly maintenance and inspection of the HVAC equipment in the Cameron Club.
Moved by: Dak Hardwick
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Approve the Communications Committee’s request for the redesign of the Cameron Station website and the Micro Consolidated Proposal for Website Design, Development and Content Management System at a cost not to exceed $16,000.
Moved by: Mindy Lyle
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

Move To: Approve the Web Communications Specialist agreement addendum to increases the hourly fee to $20.00 per hour.
Moved by: Mindy Lyle
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED

Move To: Approve the division of the Cameron Club and Events Committee into two separate committees effective January 1, 2011.
Moved by: Tom McClimon
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

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

CMC Employee Summer Event
The Management office will be closed on Thursday, July 29, 2010 so that the site employees can participate in the CMC’s corporate summer event. WTS staff will cover the desk on that day.

Website Company Interviews
Management and two representatives from the Communications Committee interviewed the two final website companies on June 30, 2010.

Committee Rosters and Terms
Each Committee Chair was recently provided with the most current Committee Roster. Management updated each Roster to include the member appointment dates. Each Committee Charters states that committee members will be appointed for a two-year term. The Chairs were encouraged to have their respective committees vote at the next meeting to recommend reappointed by the Board for any committee members with terms that have expired.

Fitness Center Coverage
There was an email from a Board member expressing concern about the fitness center opening on time. The community manager addressed this matter in an email dated July 14, 2010. I have included a copy of the email.

Private Tree Replacement Tree
While reviewing the Acceptable Replacement Tree List, it came to my attention that there were streets missing off the list. I have asked RTEC Treecare to provide three recommended trees for the private trees on: Cameron Station Boulevard, the west side of Donovan Drive, Ferdinand Day Drive, Fucci Court, Vos Lane. As soon as this information is provided, I will incorporate into the list and post the updated material on the website and in all future versions of the DMS.

Knapp Place Erosion Issue
Following the snow storms this winter the perimeter fence line (off Knapp Place) that separates the community and the Nissan dealership was found to be compromised due to erosion of the ground most likely resulted during the melting of piles of snow in the rear lot. The fence cannot be repaired until the erosion issue is stopped. Bruce Dunigan at Passport Nissan has agreed to pay to have the erosion issue repaired by the Lancaster Landscapes. We are waiting for Lancaster to provide the updated proposal for this report.
Move To: Enter into Executive Session at 8:45p.m.
Moved by: Dak Hardwick
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 9:26p.m.
Moved by: Mindy Lyle
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

Move To: Approve Reese Broome, PC’s recommendation to accept the homeowner’s payment plan offer in the amount of $310.29 per month for 6 months (in addition to all current assessments) to pay off their balance totaling $1,861.74 with the condition that the owner sign a Settlement Order.
Account# 00313-1141
Moved by: Mindy Lyle
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

Move To: Overturn the ARC’s denial of the Tree Replacement Application and approve the Crape Myrtle tree for account # 00271-2956 that was planted as a replacement tree in March, 2009.
Moved by: Dak Hardwick
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Move to overturn the ARC’s denial of the Exterior Modification Application and to approve the awning lights for account # 00313-1141 with the stipulation that the bulb wattage is lowered from 9 watts to 5 watts.
Moved by: Dak Hardwick
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Move to overturn the ARC’s approval of the existing landscaping wall for account # 00314-0873.
Moved by: Mindy Lyle
Seconded: Tom Mc Climon
For: All
Against: None
MOTION PASSED
Move To: Adjourn at 9:46p.m.
Moved by: Dak Hardwick
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Minutes prepared by: Mary Flynn, Covenants Administrator, CMC