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

Tuesday, April 27, 2010

The regularly scheduled monthly meeting of the Board of Directors for April was held on April 27, 2010. The meeting was called to order at 7:00 p.m. by Mindy Lyle at the Cameron Club, Alexandria, Virginia 22304.

Board Attendance: Mindy Lyle-Vice President; Michael Kidwell-Director; Mahl Avila- Secretary/Treasurer; Dak Hardwick-Director and Don Buch-Director

Absent: Michael Kuhl-President; Tom McClimon-Director

Others Attending:
Arielle Hansford, Community Manager, CMC
Felicia Mingione-Buzan, Assistant Community Manager, CMC
Hilary Lape, Division Director, CMC
Todd Sinkins, Rees Broome, PC

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

GUEST SPEAKERS
John Noelle, City of Alexandria Arborist, gave a presentation to the Board of Directors regarding the proposed plantings for Linear Park. The preliminary plans include building on existing conditions, dedicating resources effectively, planning now for the future and basing decisions on how/who to plant and when/who to maintain plantings. A copy of the presentation can be found on the Cameron Station website.

RESIDENTS' OPEN FORUM
A few residents came to make recommendations for possible tree species be added to the acceptable tree-replacement list and comment about tree replacement timeframes.

Move To: Approve the Board minutes from March 23, 2010.
Moved by: Dak Hardwick
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

APPEAL HEARING
None

FINANCIAL REPORT
Management provided a copy of the April 2010 Financial Report to the Board in their packet materials. The Financial Report was given by Mahl Avila
Investments:
On March 31, 2010 the Association had operating and investment funds totaling $2,137,873.05. The First Association Bank operating account had a balance of $213,620.40. Based upon this statement, the Access National Money Market account had a balance of $30,557.08 and the Smith Barney Money Market account had a balance of $208,234.61. There is $1,672,000.00 invested in laddered CDs and investment funds.

Balance Sheet:
The Accounts Receivable Residential Assessments account as of February 28, 2010 was $26,467.37. This reflects a delinquency rate of approximately 1.27%, which is below the industry standard of 5%. Accrued Reserves total $1,376,055.43 and are fully supported by cash and investments. This signifies that the Association is in a healthy financial position. The Capital Reserves account totals $111,223.00. 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 $565,028.45 which is $12,746.45 above the budgeted amount of $552,282.00. The year-to-date expenses are $686,859.41 which is $135,397.84 above the budgeted amount of $551,461.57. Below are a few line items that I would like to bring to your attention, as they exceed the year to date budgeted amount by more than $1,500.00. This information is listed below.

- Federal/State Income Tax, line item #5202, exceeds the year-to-date budgeted amount by $4,500.00. There is $16,000.00 budgeted for April for this line item.
- Snow Removal, line item #6003, exceeds the year-to-date budgeted amount by $197,552.70. 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 is usually completed in the spring.
- Common Area Consulting, line item #6640, exceeds the budgeted amount by $2,500.00. This is due to the payment totaling $2,500.00 for consulting by RTEC Tree for the forthcoming DMS Amendment. There is $5,000.00 budgeted for this account in 2010 spread over two months from April through May.
- Exercise Equipment Repair & Maintenance, line item #7245, exceeds the budgeted amount by $2,058.67.
- Sprinkler System, line item #7304, exceeds the year-to-date budgeted amount by $1,561.59. This is partially due to charges totaling $677.00 that were accidently coded to this line item. These reclassifications should be reflected on the next financial statement.
- Utilities, line item #7323, exceeds the year-to-date budgeted amount by $2,117.85. This is partially due to higher than average club utility bills at the beginning of the year.

There is a negative variance of $121,830.96 through March 31, 2010, and overall there is a negative variance between year-to-date income and expenses in the amount of $122,651.39. As always, we 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
Kevin Horner, WTS Fitness Director, gave an update on the fitness center. He mentioned that fitness center numbers are back on par with last year. One bike needs replacement and proposals are included in the meeting materials for review. He also mentioned that he had received some complaints regarding the warm temperature of the fitness center as is common during this time of year. Kevin requested that a mini fitness center survey be posted on the website that would stay up year-round and the Board concurred.
Move To: Approve the bike replacement in the fitness center totaling $2,552.25.
Moved by: Don Buch
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

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

Architectural Review Committee – Jon Bradley, Chairperson; updated the Board on the snow removal issues from their last meeting. One Board member cited disappointment in committee decisions to waive snow removal violations and reminded the committee of the cost to the association for snow removal. The Board advised the committee to remain consistent with city policies.

Ad Hoc Pool Rules Committee – Mark Miller, Chairperson; clarified some recommendations made to the Board. He announced that 225 surveys were completed online and 5 hard-copies were turned into the management office.

Communications Committee – Jamie Test, gave the Board an update on the progress with the website RFP. The committee has narrowed the list from 19 down to 6. The committee will go back to the vendors with questions and then narrow the list to 3. They expect to be finished in approximately 30 days.

Cameron Club & Events Committee – Sonia Agosto, let the Board know that the CCEC intended to move forward with the original plan to host a Halloween party in 2010 and would discuss eliminating the party next year. Donna Kenley gave an update regarding the spring yard sale – it was a great success.

OLD BUSINESS
Mindy Lyle discussed that bond out will likely happen closer to the end of the year; however, good progress is being made.

NEW BUSINESS
None.

Move To: Approve the Office of Voter Registration and Elections request to use the Cameron Club for the June 8, 2010 Primary Election.
Moved by: Michael Kidwell
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

Move To: Approve the Lancaster Landscapes proposal for fifty-three (53) various tree replacements behind Carlton Place Condominium, previously removed due to damage from the snow storms totaling $14,471.50.
Moved by: Michael Kidwell
Seconded: Mahl Avila
For: Mindy Lyle, Mahl Avila, Don Buch, and Michael Kidwell
Against: Dak Hardwick
MOTION PASSED
Move To: Approve the Sweep Rite proposal totaling $4,850.00 for street sweeping of the Cameron Station private streets.
Moved by: Dak Hardwick
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

Move To: Approve the SimplexGrinnell proposals totaling $8,736.50 for dry pipe valve replacement and smoke detector repairs as a result of the Fire Marshall inspection.
Moved by: Michael Kidwell
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

Move To: Approve the Tree Replacement amendment to the Cameron Station Design & Maintenance Standards.
Moved by: Don Buch
Seconded: Dak Hardwick
For: All
Against: None
MOTION PASSED

Move To: Approve the Cameron Club Operating Rules & Procedures Policy Resolution Number 2010-01 as amended.
Moved by: Dak Hardwick
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

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

Front Desk Relocation
The Front desk was moved on Monday, April 19, 2010. The drywall has been repaired and painting will begin shortly.

Administrative Assistant
Carla Martin accepted the Administrative Assistant position and officially started on April 12, 2010. We are very pleased to have her on board.

Installation of Perimeter Fence Extension
The perimeter fence extension at Woodland Hall is installed and is the correct height. The City has inspected the fence and confirmed that it is consistent with the design of the perimeter fence.

Maintenance Technician
Management is continuing to interview for the full-time maintenance technician position. Many applications have been received; however, management wants to ensure that only ideal candidates with the appropriate credentials and experience are considered. Additional information will be provided to the Board at the May 25 Board meeting.
Association Insurance Renewal
The Association’s insurance expires on June 1, 2010. CMC is in the process of soliciting bids for renewal. This information will be provided to the Board at the May 25 Board meeting for review and consideration.

Move To: Enter into Executive Session at 10:47pm
Moved by: Dak Hardwick
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 11:04pm
Moved by: Dak Hardwick
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED

Move To: Approve Rees Broome, PC’s recommendation to accept the homeowner’s settlement offer in the amount of $1,985.26.
Account# 00205-3851
Moved by: Don Buch
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

Move To: Approve the homeowners request to enter into a payment plan with the stipulation that the owner must pay a lump sum of $819.35 to bring assessments current and then make monthly payments of $350.00 for 6 months while continuing to pay quarterly assessments on time. The owners must also sign a Confessed Judgment Promissory Note.
Account# 00243-4467
Moved by: Don Buch
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

Move To: Adjourn at 11:05pm
Moved by: Dak Hardwick
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

Minutes prepared by: Felicia Mingione-Buzan, Assistant Community Manager

Minutes were approved at the May 25, 2010 Board of Directors Meeting.

Submitted by: Manuel Avila, Secretary/Treasurer