The regularly scheduled monthly meeting of the Board of Directors for January was held on Tuesday, January 27, 2015. The meeting was called to order at 7:05 p.m. by Michael Johnson at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

**Board Attendance**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Johnson</td>
<td>President</td>
</tr>
<tr>
<td>Igor Dubinsky</td>
<td>Vice President</td>
</tr>
<tr>
<td>Paul Rocchio</td>
<td>Secretary</td>
</tr>
<tr>
<td>Jon Dellaria</td>
<td>Director</td>
</tr>
<tr>
<td>Megan Brock</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Donna Kenley</td>
<td>Director</td>
</tr>
</tbody>
</table>

**Others Attending**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colleen Hairston</td>
<td>Community Manager, CMC</td>
</tr>
<tr>
<td>Deirdre Baldino</td>
<td>Assistant Community Manager, CMC</td>
</tr>
<tr>
<td>Meghan Marville</td>
<td>Architectural Covenants Administrator, CMC</td>
</tr>
</tbody>
</table>

**APPROVE AGENDA**

Move To: Approve the agenda as written with the addition of a reading of item VII, 7B., of the CCFC’s January 2015 Minutes under “IX., Officers’ & Committee Minutes/Reports.”

Moved by: Igor Dubinsky
Seconded: Paul Rocchio
For: All
Against: None

**MOTION PASSED**

**GUEST SPEAKER**

Deputy Chief Reyes, along with parking enforcement officers Kevin Calber, Sgt. Daniel Briel and Brendan Jackson of the Alexandria City Police Department, reported that Captain Monica Lyle may do an undercover operation to determine source of package thefts. Also, the person who was allegedly robbed on Cameron Station Boulevard was not a resident, could not remember the name of the person he was visiting, and smelled of illegal substances when questioned. He is considered to be unreliable and we are not sure he was actually here at CS.
City Parking is not enforced on weekends, however parking enforcement issued 59 tickets in December for not moving from the city streets after the 72 hour timeframe. 96% of those vehicles are CS residents. Residents are reminded to move vehicles off the block every 72 hours from the public City streets.
RESIDENTS’ OPEN FORUM
Resident Elliott Waters spoke about the committee member policy and provided the Board with a suggestion for revising the policy.
Resident Sieg Chencinski spoke in support of Elliott Waters suggestions.

APPROVAL OF MINUTES
Move To: Approve the minutes from the December 9, 2014 Board of Director’s meeting as presented.
Moved by: Donna Kenley
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT FOR NOVEMBER 2014

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cash and Investments</td>
<td>$1,658,079.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year-to-Date Income</td>
<td>$2,158,802.14</td>
<td>$2,149,661.50</td>
<td>$9,140.64</td>
</tr>
<tr>
<td>Year-to-Date Expense</td>
<td>$2,162,133.72</td>
<td>$2,151,948.41</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$10,185.31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Income Year-to-Date, surplus/(loss)</td>
<td>($3,331.58)</td>
<td>($2,286.91)</td>
<td>($1,044.67)</td>
</tr>
</tbody>
</table>

Investments:
On 11/30/14 the Association had operating and investment funds totaling $1,658,079.40. The Pacific Premier Bank (PPB) operating account had a balance of $245,021.39. The PPB Google Ads account had a balance of $1,999.11. The PPB money market had a balance of $65,983.88 and the Morgan Stanley Smith Barney (MSSB) money market account had a balance of $250,385.37. There was $1,091,000.00 invested in laddered CDs with MSSB. Finally, there was $1,000.00 in the petty cash account.

Balance Sheet:
As of 11/30/14 the Residential Assessments Receivable balance was $67,527.17. This reflects a delinquency rate of approximately 3.02%, which is below the industry standard of 5%.

Accrued Reserves totaled $1,044,688.76 and were fully supported by cash and investments.

Owners’ Equity*, had a balance of $414,208.79, of which $308,955.01 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 11/30/14, $21,679.00 had been accrued over 10 months (see 3025-Use of Prior Year Equity). Owners’ Equity supported by cash
and investments was 13.74% 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 $2,158,802.14, which was $9,140.64 over the budget of $2,149,661.50. Income items that had a variance of more than $1,500.00 of their YTD budget follow.

- **Resale Processing Fees, #4260**, was $1,592.52 under its YTD budget. Management anticipates this item will end the year on or near budget.
- **Website Income, #4265**, was $2,461.54 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 $2,508.00 over its YTD budget. This account will likely end the year over budget and its funding level was increased in the FY15 budget.
- **Legal Reimbursements, #4720**, was $6,506.06 over its YTD budget. This account is spread equally @ $625.00 over 12 months.

Year-to-date expenses totaled $2,162,133.72, which was $10,185.31 over the budget of $2,151,948.41. Expense items that had a variance of more than $1,500.00 of their YTD budget follow.

- **Collection Charges, #5025**, was $2,919.11 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.
- **Acct Setup/DD/Coupons, #5030**, was $5,960.53 under its YTD budget. This item correlates with income item Resale Processing Fees, #4260, which was also under its YTD budget.
- **Parking Enforcement, #5070**, was $3,233.00 under its YTD budget. Although officers have been working extra hours to make up for hours not worked earlier in the year, this item will likely end the year under budget.
- **Printing & Copying, #5210**, was $3,040.04 over its YTD budget. This variance is due to two coding errors in 11/2014 totaling $3,227.51 that will be reclassified to 5316 – Other Communications. This item’s variance will reduce in 12/2014.
- **Postage, #5215**, was $2,439.32 under its YTD budget.
- **Decals & Parking Passes, #6422**, was $2,008.65 under its YTD budget.
- **Events & Awards, #5200**, was $6,342.76 under its YTD budget. The spread for this item was adjusted during the FY15 budget process to reflect more funds expensed in August (pool party) and December (holiday party). This account will likely level out in December as a result of expenses related to the Holiday Party on 12/7.
- **Web Site Maintenance, #5115**, was $3,555.88 under its YTD budget. This item 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.

• **Other Communications, #5316**, was $7,056.07 under its YTD budget. This variance correlates with the variance in expense item Printing & Copying, #5210, which was over its YTD budget due to two coding errors in 11/2014 totaling $3,227.51 which were coded to it, rather than this item. This item’s variance will reduce in 12/2014.

• **Administrative Salaries, #5302**, was $4,766.32 over its YTD budget. This item’s variance will reduce in 12/2014 due to a reversing accrual for the pay period ending 11/30 on 12/1 for $7,841.

• **Payroll Taxes/Benefits/Costs, #5340**, was $2,949.66 under its YTD budget.

• **Water Service, #6025**, was $2,149.08 under its YTD budget. This item is spread January through December as follows: $750, 750, 1000, 1000, 4750, 1500, 2000, 14000, 500, 500 and 750 = $30,000.

• **Flower Rotation, #6150**, was $5,251.25 under its YTD budget. This item 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 $6,428.00 under its YTD budget. This account is spread equally @ $1,875.00 March through October.

• **Tree & Shrub Maintenance, #6160**, was $18,232.00 over its YTD budget. This item is spread equally @ $3,825 from March through June and September through November. This item 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 $4,598.00 over its YTD budget. This item will end the year over budget due to miscellaneous repairs needed during the summer/early fall.

• **Snow Removal Services, #6442**, was $62,105.25 over its YTD budget. This account is spread @ $14,000.00 for the months of January, February, March, November and December. If no snow removal costs are incurred in 12/2014, this item will end the year over budget by $48,105.25.

• **Legal Services – Collections, # 7025**, was $5,752.48 over its YTD budget.

• **Legal Services – General Counsel, #7030**, was $18,144.00 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 $2,999.40 over its YTD budget. Management will research this item to determine the cause of the variance.

• **HVAC Services, #6424**, was 1,809.45 over its YTD budget. Due to the spread in 12/2014, management anticipates this item will end the year closer to its budget.

• **Building Repair & Maintenance, #6515**, was $1,898.49 under its YTD budget.

• **Fitness Equipment Repair & Maintenance, # 6570**, was $11,766.13 under its YTD budget.

• **Fitness Center Supplies, #6575**, was 1,857.42 under its YTD 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 11/30/14, there was an overall negative variance between YTD income and expenses in the amount of $3,331.58, which was $1,044.67 over the budget amount for Net Income/Loss of ($2,286.91). 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.
**PRO-FIT TRANSITION REPORT:**
Rich Manly, President of Pro-FIT, and Psy Scott, Fitness Center Manager for Pro-Fit reported that they have received a very warm welcome from the residents and that there is an increase in attendance for the 5 free classes offered. Pro-FIT's prime goal is a seamless transition but a look with fresh eyes they are able to bring a new level of professionalism, friendliness and cleanliness. They also recommend to increase the maintenance service of gym equipment from quarterly to monthly.

**OFFICERS'/COMMITTEE REPORTS**

**Architectural Review Committee**
Move To: “I move to approve the appointment of Albert Brasseur as a member of the Architectural Control Committee.”
Moved by: Donny Kenley
Seconded: Paul Rocchio
For: All
Against: None
**MOTION PASSED**

**Communications Committee**
Move To: “I move to approve the appointment of Barbara Bolin as a member of the Communications Committee.”
Moved by: Donna Kenley
Seconded: Igor Dubinsky
For: All
Against: None
**MOTION PASSED**

Donna Kenley reported that the new CSCA website is coming together, hope to have it completed by the Spring, the redesign is going well.

**Activities and Events Committee**
There were 55+ guests at the International food event and are looking at making this an annual or bi-annual event. The Poker Night was well-received and will plan to add another table for learning the game at the next event. The Super Bowl Party is coming up as well as the Chinese New Year Celebration.

**Common Area Committee**
Street signs need to be parallel to the road, getting that done. Gazebo paint color selected, will repaint in Spring. ADS contract is up in May, will get proposal for new trash/recycling service.

**Cameron Club Facilities Committee**
Ms. Baldino reported that the photo contest project was complete and all photos were displayed in the Cameron Club. Mr. Celeste suggested that the Board commend the personnel involved in the project and Members agreed with the suggestion.

**MOTION:** Ms. Messman proposed, and Members agreed to recommend the Board of Directors recognize members of Management and the Renovation Committee involved in the photograph contest with the following commendation: “The Cameron Station Board of Directors hereby recognizes Karen Diener, Jihee Kim-Boone, Colleen Hairston, and Deirdre Baldino for their involvement and leadership in Cameron Station’s Inaugural Photo Contest. Their tireless efforts facing many challenges over several months in reviewing and selecting photos that best represent Cameron Station, meeting with graphic designers, and selecting framing and matting materials are evident in the professional quality photographs now displayed in the Cameron Club. Their steadfast support of this project represents the best of our community in Cameron Station.”

They also feel that the closure policy needs better wording, will work with board and management for proactive decisions on possible closures due to weather. Discussed use of rental rooms in a way that could cause harm to occupants (i.e. inflatables), will table discussion for next meeting.

**Financial Advisory Committee**

No report.

**OLD BUSINESS**

City of Alexandria Update

None.

**MATTERS FOR BOARD DECISION**

a. Phase II Security System Installation

**Move To:** “I move to approve SETEC’s proposals 04042012F and 04072014A for phase II – the final phase – of the CC security project security system

The cost of proposal 04042012F, $9,784.28 will be coded to Repair & Replacement Reserve Expenditures #3280. The cost of the portion of proposal number 04072014A related to programming to allow remote locking and unlocking of the CC, $360 will also be coded to Repair and Replacement Reserve Expenditures #3280. Total = $10,144.28

The cost of proposal 04042012F for monitoring, $120 per month and the cost of proposal 04072014A for monitoring, $50 per month will be coded to Safety & Security #6440.”

Total = $170 per month or $2,040 per year

Moved by: Donna Kenley
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

b. Alexandria Police Department Off Duty LEAA Agreement
Move To: “I move to approve the Alexandria Police Department Off-Duty LEAA Employment Agreement for the renewal period of 3/1/15 through 2/28/16 to be paid from Parking Enforcement #5070.”
Moved by: Donna Kenley
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

c. Cameron Club Facilities Committee Charter Revision
Move To: “I move to approve revision of the CCFC Committee Charter to realign it with the FAC, CAC, ARC and Communication Committee Charters which state, “A member shall not serve on more than one committee at a time. There shall not be more than one member of a household serving on the same committee at the same time.”
Moved by: Jon Dellaria
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED

d. Activities & Events Committee Charter Revision
Move To: “I move to approve revision of the A&E Committee Charter to realign it with the FAC, CAC, ARC and Communication Committee Charters which state, “A member shall not serve on more than one committee at a time. There shall not be more than one member of a household serving on the same committee at the same time.”
Moved by: Paul Rocchio
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED

MATTERS FOR BOARD REVIEW AND INFORMATION
Management Report
Personnel:
The following article was written for the January/February issue of The Compass.

Management Office Staff Update
By: Colleen Hairston
As some of you know, 2014 was a year of change in the Management Office. The Community Association has a five member staff including the Community Manager, Assistant Manager, Covenants Administrator, Administrative Assistant and Maintenance Technician. Staffing for all of the positions, except mine, changed in 2014. The good news is twofold. First, all of the former staff members left due to promotions and are happy in their new positions, some working closer to home! Secondly, the new staff members have come up to speed quickly and are quite pleased to be working for the Cameron Station Community. Here’s a little information on the current staff members.

Deirdre Baldino, Assistant Manager, started in October 2014. Deirdre has worked in the community management industry for more than seven years and previously managed three of Cameron Station’s Condominium Associations. Deirdre is the management liaison to the Cameron Club Facilities Committee and also oversees the Fitness Center management company contract. Some of her other responsibilities include working closely with the Administrative Assistant, coordinating maintenance of the Association’s website and publishing the weekly email blasts.

Meghan Marville, Covenants Administrator, started in November 2014. Meghan has worked in the property management industry for more than five years. Her strong organizational and writing skills are well suited for her position. Covenants (rules) enforcement is a difficult job and Meghan’s pleasant demeanor has been well-received by those homeowners and residents who have had an occasion to interact with her.

Stephanie Herbolsheimer, Administrative Assistant, started in December 2014. Stephanie has worked in customer service for more than six years and has strong IT skills. Her sunny demeanor has earned her the nickname “Sunny.”

Craig Merritt, Maintenance Technician, joined the staff January 2014. Craig has extensive experience in the property maintenance industry and a strong work ethic. He holds licenses for Refrigeration, NAOPE 3rd Class Operating Engineer High Pressure Steam, ASME Certified Pressure Vessel Welder, Washington DC Welder, Pipe Fitter, and Journeyman Carpentry, and was recently a Safety Instructor for OSHA. If you see Craig out on the property (look for his CMC ID or CS Logo shirt), please introduce yourself and feel free to mention any common area maintenance concerns.

**EXECUTIVE SESSION**

Move To: Enter Executive Session at 9:06 p.m. to discuss delinquency and collection reports, hearing decisions, enforcement and due process issues.

Moved by: Donna Kenley
Seconded: Igor Dubinsky
For: All
Against: None

**MOTION PASSED**
Delinquency and Collection Reports
No discussion for collections or delinquencies.

Collection Issue
Possible Conflict of Interest with Rees Broome discussed.

Collection Issue
Discussed.

Move To: End Executive Session at 9:41 p.m.
Moved by: Jon Dellaria
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

Move To: “Sign a Conflict of Interest Waiver with Rees Broome regarding account #328-0092.”
Moved by: Igor Dubinsky
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

Move To: “Offer a settlement of $1500 to account #215-2765.”
Moved by: Igor Dubinsky
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

ADJOURNMENT
Move To: Adjourn the meeting at 9:44 p.m.
Moved by: Igor Dubinsky
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

Minutes prepared by: Meghan Marville, Covenants Administrator, CMC