CAMERON STATION COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
Monday, April 6, 2015

The regularly scheduled monthly meeting of the Board of Directors for March was rescheduled and held on Monday, April 6, 2015. The meeting was called to order at 7:03 p.m. by Michael Johnson at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

**Board Attendance**
- Michael Johnson: President
- Brian Sundin: Director
- Paul Rocchio: Secretary
- Jon Dellaria: Director

**Members Absent**
- Igor Dubinsky: Vice President
- Megan Brock: Treasurer
- Donna Kenley: Director

**Others Attending**
- Colleen Hairston: Community Manager, CMC
- Deirdre Baldino: Assistant Community Manager, CMC
- Meghan Marville: Covenants Administrator, CMC

**APPROVE AGENDA**
Move To: Approve the agenda as written.
Moved by: Paul Rocchio
Seconded: Brian Sundin
For: All
Against: None
MOTION PASSED

**GUEST SPEAKER**
Sergeant Seth Weinstein indicated there had been no noteworthy activity within CS since the last BOD meeting.

**RESIDENTS’ OPEN FORUM**
Max Cooper applauded the Board’s efforts to adjust the shuttle bus schedule and suggested perhaps a 10 minute shift rather than 5 minutes would be better in the afternoon and perhaps 5 minutes earlier in the mornings. He mentioned that the shuttle may need to find a better place to wait for passengers coming from the trains because the current location is not protected from the elements. He also proposed an Ad-Hoc Shuttle Committee for the Board’s consideration and volunteered to be involved. Martin Menez supported Mr. Cooper’s suggestions. He also inquired about the possibility of approval of an exterior elevator addition to the rear of his home.
**APPROVAL OF MINUTES**

Move To: Approve the minutes from the February 24, 2015 Board of Director’s meeting as presented.
Moved by: Paul Rocchio
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

Move To: Approve the minutes from the March 3, 2015 special meeting with Comcast as presented.
Moved by: Paul Rocchio
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

**FINANCIAL REPORT FOR FEBRUARY 2015**

This summary reflects the unaudited FY15 financial entries as of February 28, 2015.

<table>
<thead>
<tr>
<th>EXECUTIVE SUMMARY</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cash and Investments</td>
<td>$1,815,771.11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>YTD Income</td>
<td>$398,765.14</td>
<td>$398,327.09</td>
<td>$438.05</td>
</tr>
<tr>
<td>YTD Expenses</td>
<td>$369,652.70</td>
<td>$377,579.32</td>
<td>($7,926.62)</td>
</tr>
<tr>
<td>YTD Net Income, surplus/(loss)</td>
<td>$29,112.44</td>
<td>$20,747.77</td>
<td>$8,364.67</td>
</tr>
</tbody>
</table>

**Investments:**
On 2/28/15 the Association had operating and investment funds totaling $1,815,771.11. The Pacific Premier Bank (PPB) operating account had a balance of $398,779.46. The PPB Google Ads account had a balance of $1,999.11. The PPB money market had a balance of $66,024.56 and the Morgan Stanley Smith Barney (MSSB) money market account had a balance of $253,665.11. 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:**
On 2/28/15 the Association had operating and investment funds totaling $1,815,771.11. The Pacific Premier Bank (PPB) operating account had a balance of $398,779.46. The PPB Google Ads account had a balance of $1,999.11. The PPB money market had a balance of $66,024.56 and the Morgan Stanley Smith Barney (MSSB) money market account had a balance of $253,665.11. There was $1,091,000.00 invested in laddered CDs with MSSB. Finally, there was $1,000.00 in the petty cash account. As of 2/28/15 the Residential Assessments Receivable balance was $32,124.24. This reflects a delinquency rate of approximately 1.39% - the acceptable industry standard is 5%. Accrued Reserves totaled $1,097,668.59 and were fully supported by cash and investments. Owners’ Equity*, had a balance of $377,345.67, of which
$350,785.17 was supported by cash and investments. Owners’ Equity supported by cash and investments was 15.20% of the Association’s annual assessments. Auditors recommend that it is healthy for Associations to have between 10-20% of the Association’s annual assessments in this line item.*The Association's Unappropriated Prior Year Owners’ 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. The Capital Reserves account totaled $17,423.27.

**Income Statement Report:**
The Income Statement Report reflected year-to-date income of $398,765.14, which was $438.05 over the budget of $398,327.09. Income items that had a variance of more than $1,500.00 of their YTD budget follow.

- None

Year-to-date expenses totaled $369,652.70, which was $7,926.62 under the budget of $377,579.32. Expense items that had a variance of more than $1,500.00 of their YTD budget follow.

- **Computer Network/C3, #5040**, was $2,634.96 over its YTD budget of $808.00. The variance can be partially attributed to payment of an invoice in the amount of $2,081.71 for 11/2014 services that was not submitted until 2/2015 and to the payment of an invoice in the amount of $265 for the installation of the CCure program (resident ID reader) on the new FC computer. I will make sure the auditor is aware of the FY14 expense paid in FY15.

- **Storage Unit, #5100**, was $1,500.00 under its YTD budget of $1,500.00. This account will end the year $3000.00 under its annual budget of $3000.00, as management was able to empty and close the storage units late last winter (after the FY15 budget was approved).

- **Postage, #5215**, was $2,146.04 under its YTD budget of $2,500.00. This item is spread equally at $1,250.00 per month.

- **Decals & Parking Passes, #6422**, was $3,509.26 over its YTD budget of $833.50, due to the purchase of 2015 decals and passes. This account is spread evenly and will level out during FY15. The spread should be adjusted in FY16, to show most costs in January.

- **Events & Awards, #5200**, was $4,518.20 under its YTD budget of $4,795.00. This account is spread @ $2,397.50 over ten months and @ $6,000.00 in the months of August (Pool Party) and December (Holiday Party).

- **Admin Salaries, #5302**, was $5,611.75 under its YTD budget of $45,340.00. The variance is partially attributable to an accrual of $4,446.86, which is a portion of the FY14 reimbursement totaling $5,405.66 due from CMC to CS. The remaining $958.80 is reflected directly above.

- **Payroll Taxes/Benefits/Costs, #5340**, was $3,210.23 under its YTD budget of $13,602.00. The variance is partially attributable to an accrual of $958.80, which is a portion of the FY14 reimbursement totaling $5,405.66 due from CMC to CS. The remaining $4,446.86 is reflected directly above.

- **Trash and Recycling, #6035**, was $1,881.36 under its YTD budget of $48,273.00.

- **Water Service, #6025**, was $2,066.13 under its YTD budget of $4,925.00. This account is spread equally and will adjust once irrigation is turned on in the spring of 2015. The spread should be adjusted in FY16, to show higher costs in late spring, summer and early fall months.

- **Snow Removal Services, #6442**, was $8,288 over its YTD budget of $28,000. All snow removal costs for January through March 2015 will be reflected on the March statement. This account is spread @ $14,000 in the months of January, February, March, November and December.
- **Linear Park Landscape**, #6685, was $4,950.00 under its YTD budget of $0.00. This account is spread @ $2,708.50 in the months of March through October. The variance is attributable to budgeted mulching performed along Linear Trail in January @ $4,950.00, rather than in the spring due to related complaints from residents in that area of the community.

- **Legal Services – Collections**, #7025, was $1,634.50 under its YTD budget of $3,500.00. February’s invoice will be paid in March.

- **Legal Services – General Counsel**, #7030, was $2,871.61 under its YTD budget of $5,113.00. February’s invoice will be paid in March.

- **Clubhouse Utilities**, #6075 was $1,863.73 under its YTD budget of $5,667.00. This account is spread equally.

- **Special Cleanings**, #6436 was $2,950.00 over its YTD budget of $1,300.00. The variance can be attributable to FY14 invoices totaling $3,775.00 that were not submitted until 2/2015. I will make sure the auditor is also aware of these FY14 expenses paid in FY15.

- **Fitness Equipment Repair**, #6570 was $1,633.25 over its YTD budget of $1,000.00. This account is spread equally @ $500.00 per month. The variance can be attributed to the cost of various treadmills repairs (coincidentally) required in January.

As of 2/28/15, there was an overall positive variance between YTD income and expenses in the amount of $29,112.44, which was $8,364.67 over the budget amount for Net Income/Loss of $20,747.77. Please let me know if you have any questions regarding this information.

**PRO-FIT REPORT FOR FEBRUARY 2015**
Rich Mandly delivered the February report. The complimentary classes continue to have high attendance, the MindBody system has some glitches but is up and running. An email blast will be sent about the upcoming Open House on 4/25/15 and how to use the MindBody system. Salsa classes begin on Friday and they have obtained a few new yoga instructors. The BOD tasked ProFit to look into a complementary yoga class and possibly adding a 6th or 7th complimentary class to the schedule. ProFit will also be adding a Kanga class for mothers and babies. They also asked about window tinting for the basketball court. They will work with the Facilities Committee to propose a sign with pertinent CC rules and the Facilities Committee will forward that information to the Board.

**OFFICERS'/COMMITTEE REPORTS**

Architectural Review Committee
The ARC is working on a proposal to present to the BOD regarding the current parking policy.

**Move To: “I move to approve the appointment of Elizabeth McAlee as Chair of the Architectural Review Committee.”**
Moved by: Brian Sundin
Seconded: Jon Dellaria
For: All
Against: None
**MOTION PASSED**
Move To: “I move to approve the appointment of Mark Brzezinski as Vice Chair of the Architectural Review Committee.”
Moved by: Brian Sundin
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

Activities and Events Committee
Reports that the Garage Sale is this weekend and the Easter Egg Hunt the previous weekend was a great success.

Move To: “I move to approve the appointment of Cindy Nelson as a member of the Activities and Events Committee.”
Moved by: Paul Rocchio
Seconded: Brian Sundin
For: All
Against: None
MOTION PASSED

Common Area Committee
No report.

Cameron Club Facilities Committee
Provided BOD with information sheet, and is interested in a second phase of A/V equipment for the Henderson and Conference Rooms. They feel this will help with meeting presentations, less copies, streamline meetings, etc. BOD open to the idea, will look forward to receiving more information.

Communications Committee
No report.

Move To: “I move to approve the appointment of David Thorpe as a member of the Communications Committee.”
Moved by: Paul Rocchio
Seconded: Brian Sundin
For: All
Against: None
MOTION PASSED

Financial Advisory Committee
Ted Pickett reported for the FAC and indicated that Colleen Hairston attended its March Meeting.
OLD BUSINESS
City of Alexandria Update
No report.

MATTERS FOR BOARD DECISION

a. 2015 Linear Trail Contract
   Move To: “I move to approve Lancaster Landscapes, Inc. proposal #24200 totaling $16,867.50 for FY15 mulch bed weeding and mowing services along Linear Trail.”
   Moved by: Jon Dellaria
   Seconded: Paul Rocchio
   For: All
   Against: None
   MOTION PASSED

b. Street Sweeping Contract
   Tabled until next meeting.

c. Pool Handrail Contract
   Move To: “I move to approve High Sierra’s proposal totaling $1,825.50 for repair of 3 grab rails to be paid from account #3280.”
   Moved by: Jon Dellaria
   Seconded: Brian Sundin
   For: All
   Against: None
   MOTION PASSED

d. Pool Deck Crack Filling Contract
   Move To: “I move to approve High Sierra’s proposal totaling $3,872.00 for pool deck caulking services to be paid from account #3280.”
   Moved by: Jon Dellaria
   Seconded: Brian Sundin
   For: All
   Against: None
   MOTION PASSED

e. Trash Contract
   Tabled until next meeting.

f. National Service Contractors, Inc. Contract
Move To: “I move to allow Mike Johnson to negotiate the National Service Contractors renewal contract (NSC) with a price increase not to exceed the amount currently proposed – 5%.”
Moved by: Brian Sundin
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

MATTERS FOR BOARD REVIEW AND INFORMATION

Management Report

Annual Re-Registration:
As of this writing, residents of approximately 991 homes have re-registered (was 465 on 1/23/15 and 694 on 2/20/15).

Office of Voter Registration:
Please find the attached letter (1). The Victoria Hebert Great Room has already been reserved for the election on 6/9/15.

Nationwide Insurance:
The combined premiums with Nationwide (with no changes in coverage), will decrease $1,579.90 with the upcoming renewal on 4/15/2015. Insurance will end FY15, approximately $1,647 under budget.

Shuttle Bus Trial Period Schedule Adjustment:
The two week trial period ran between Monday 3/23 and Friday, 4/3/15. The following announcement was run in the emails blasts issued on 3/13, 3/20, 3/27 and 4/4:

Shuttle Bus - Revised Afternoon Schedule
Trial Period Monday, 3/23/15 through Friday, 4/3/2015
Based on the 58 responses to the weekly email blast survey last fall, the Board of Directors approved a revised afternoon schedule for a two-week trial period. The revised schedule is an attempt to address the impact that the opening of the Metro Silver Line reportedly had on the afternoon schedule.

The entire afternoon schedule will be delayed by 5 minutes (will start and end 5 minutes later than the current schedule). Simply add 5 minutes to each current afternoon departure time.

Riders will then be requested to provide further input, via a survey in two weekly email blasts, including whether or not they would like to see an adjustment to the morning hours.
The attached (2-3) flyer was distributed to riders on the shuttle busses beginning on Monday, 3/16.

A follow-up survey will be included in the email blasts issued on Friday, 4/10 and 17.
As of this writing, input on this issue has been received from only one resident. Please see attached (4-12). The resident plans to attend the BOD Meeting and talk with the BOD during Open Forum.

**Resident Comments:**
1) Please find the attached email (13-17) regarding the Association’ Pet Rules for discussion at the meeting.
2) Please find the attached email (18-20) regarding the potential for posting signage near the FC desk for discussion at the meeting.
3) Please find the attached email (21-22) regarding trash service cancellations due to inclement weather for discussion at the meeting, if desired.

**EXECUTIVE SESSION**

Move To: Enter Executive Session at 8:51 p.m. to discuss delinquencies, collection reports and a fine appeal.
Moved by: Jon Dellaria
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

Move To: End Executive Session at 9:29 p.m.
Moved by: Jon Dellaria
Seconded: Brian Sundin
For: All
Against: None
MOTION PASSED

Move To: “I move to deny the request to waive the assessment of the $50 visitor parking fine for account #396-1748.”
Moved by: Jon Dellaria
Seconded: Brian Sundin
For: All
Against: None
MOTION PASSED

Move To: “I move to approve proceeding with legal action for a claim of unjust enrichment in the form of arbitration rather than circuit court litigation with a cost not to exceed an additional $35,000.”
Moved by: Mike Johnson
Seconded: Paul Rocchio
For: Brian Sundin
Against: Jon Dellaria
MOTION PASSED
ADJOURNMENT
Move To: Adjourn the meeting at 9:31 p.m.
Moved by: Paul Rocchio
Seconded: Brian Sundin
For: All
Against: None
MOTION PASSED

Minutes prepared and submitted by: Meghan Marville, Covenants Administrator, CMC