CAMERON STATION COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, April 28, 2015

The regularly scheduled monthly meeting of the Board of Directors for April was held on Tuesday, April 28, 2015. The meeting was called to order at 7:01 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>Member</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Johnson</td>
<td>President</td>
</tr>
<tr>
<td>Megan Brock</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Paul Rocchio</td>
<td>Secretary</td>
</tr>
<tr>
<td>Jon Dellaria</td>
<td>Director</td>
</tr>
<tr>
<td>Donna Kenley</td>
<td>Director</td>
</tr>
</tbody>
</table>

**Members Absent**

<table>
<thead>
<tr>
<th>Member</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Igor Dubinsky</td>
<td>Vice President</td>
</tr>
<tr>
<td>Brian Sundin</td>
<td>Director</td>
</tr>
</tbody>
</table>

**Others Attending**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</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.
Moved by: Paul Rocchio
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

**GUEST SPEAKER** No report.

**RESIDENTS’ OPEN FORUM**

Barbara Brown recommended to BOD to place signs in the neighborhood that read, “Drive Like Your Kids Live Here.” She provided BOD with price and photos of an example. BOD will consider. Max Cooper provided the BOD with a detailed proposal for a revised shuttle bus schedule. The Board asked management to have the CAC review the issue and report back.

**APPROVAL OF MINUTES**

**Move To:** Approve the minutes from the April 6, 2015 Board Meeting as presented.
Moved by: John Dellaria
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED
Move To: Approve the minutes from the April 17, 2015 special meeting as presented.

Moved by: Megan Brock
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT FOR MARCH 2015
This summary reflects the unaudited FY15 financial entries as of April 30, 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>$1,901,660.35</td>
<td>$796,650.18</td>
<td>$2,915.40</td>
</tr>
<tr>
<td>YTD Income</td>
<td>$799,565.58</td>
<td>$770,351.64</td>
<td>($25,356.53)</td>
</tr>
<tr>
<td>YTD Expenses</td>
<td>$744,995.11</td>
<td>$770,351.64</td>
<td>($25,356.53)</td>
</tr>
<tr>
<td>YTD Net Income, surplus/(loss)</td>
<td>$54,570.47</td>
<td>$26,298.54</td>
<td>$28,271.93</td>
</tr>
</tbody>
</table>

Investments:
On 4/30/15 the Association had operating and investment funds totaling $1,901,660.35. The Pacific Premier Bank (PPB) operating account had a balance of $481,805.31. The PPB Google Ads account had a balance of $1,999.11. The PPB money market had a balance of $66,052.15 and the Morgan Stanley Smith Barney (MSSB) money market account had a balance of $255,527.24. 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 4/30/15 the Residential Assessments Receivable balance was $125,234.34 ($77,464.79 of that was past due fees from condominium associations). This reflects a delinquency rate of approximately 5.43% - the acceptable industry standard is 5%. Accrued Reserves totaled $1,130,142.95 and were fully supported by cash and investments. Owners’ Equity*, had a balance of $377,345.67, of which $260,336.63 was supported by cash and investments. Owners’ Equity supported by cash and investments was 11.28% 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 $799,565.58, which was $2,915.40 over the budget of $796,650.18. Income items that had a variance of more than $1,500.00 of their YTD budget follow.
- Newsletter Advertising, #4245, was $2,275.00 over its YTD budget of $4,800.00. This account is spread @ $2,400.00 in the months of February, April, June, October and December.
- Resale Processing Fees, #4260, was $1,584.04 under its YTD budget of $3,333.00. This account is spread @ $834.00 per month.
- Room Rental Fees, #4400, was $2,080.00 over its YTD budget of $2,000.00. This account is spread @ $500.00 per month.
Year-to-date expenses totaled $744,995.11, which was $25,356.53 under the budget of $770,351.64. Expense items that had a variance of more than $1,500.00 of their YTD budget follow.

- **Account Setup/DD/Coupons, #5030** was $1,956.00 under its YTD budget of $3,332.00. This account is spread @ $833.00 per month.
- **Computer Network/C3, #5040** was $2,973.21 over its YTD budget of $1,616.00. 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/paid until 2/2015. 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 $4,571.68 under its YTD budget of $5,000.00. This item is spread equally at $1,250.00 per month.
- **Decals & Parking Passes, #6422** was $2,929.57 over its YTD budget of $1,666.50, 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 $8,400.66 under its YTD budget of $9,590.00. 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).
- **Other Communications, #531** was $2,604.00 under its YTD budget of $2,700.00. This account is spread @ $675.00 per month.
- **Admin Salaries, #5302** was $5,610.83 under its YTD budget of $90,845.00. The variance is partially attributable a reimbursement in the amount of $4,446.86, which is a portion of the FY14 reimbursement totaling $5,405.66 due from CMC to CSCA. The remaining $958.80 is reflected directly below.
- **Payroll Taxes/Benefits/Costs #5340** was $5,466.03 under its YTD budget of $27,253.00. The variance is partially attributable to a reimbursement in the amount of $958.80, which is a portion of the FY14 reimbursement totaling $5,405.66 due from CMC to CSCA. The remaining $4,446.86 is reflected directly above.
- **Trash and Recycling, #6035** was $4,454.76 under its YTD budget of $96,546.00. This account is spread @ $24,136.00 per month.
- **Water Service, #6025** was $4,641.53 under its YTD budget of $9,850.00. This account is spread equally and will likely 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.
- **Turf Treatments & Enhancements, #6155** was $3,750.00 under its YTD budget of $3,750.00. This account is spread @ $1875.00 during the months of March through October.
- **Tree & Shrub Maintenance, #6160** was $13,878.50 under its YTD budget of $15,078.50. This account is spread @ $7,539.00 during the months of March through June and September through November.
- **Snow Removal Services, #6442** was $19,549.25 over its YTD budget of $42,000.00 (same as last month). All snow removal costs for January through March 2015 have been paid. This account is spread @ $14,000.00 in the months of January, February, March, November and December.
- **General Maintenance Supplies, #6605** was $1,824.61 under its YTD budget of $2,500.00.
- **Legal Services – Collections, #7025** was $2,580.75 over its YTD budget of $7,000.00.
- **Legal Services – General Counsel, #7030** was $6,546.92 over its YTD budget of $10,225.00. The variance on this account is attributable to billable action initiated by the Board.
- **Clubhouse Utilities, #6075** was $1,634.51 under its YTD budget of $11,333.00. This account is spread equally @ $2,834.00.
- **Special Cleanings**, #6436 was $2,900.00 over its YTD budget of $2,600.00. The variance can be attributable to FY14 invoices totaling $3,775.00 that were not submitted/paid until 2/2015. I will make sure the auditor is also aware of these FY14 expenses paid in FY15.

- **Pool Management**, #6438 was $2,999.00 over its YTD budget of $2,501.00. This account is spread @ $2,501 in April, $7,000.00 in May, $10,500 in June through August, $6,000 in September and $4,130 in October. The variance is attributable April invoice amount of $5,500.00. The variance will adjust as the year progresses.

- **Fitness Equipment Repair**, #6570 was $2,803.42 over its YTD budget of $2,000.00. This account is spread equally @ $500.00 per month. The variance can be attributed to a higher than usual number of service/repair calls.

As of 4/30/15, there was an overall positive variance between YTD income and expenses in the amount of $54,570.47 which was $28,271.93 over the budget amount for Net Income/Loss of $26,298.54. Please let me know if you have any questions regarding this information.

**PRO-FIT REPORT FOR MARCH 2015**
Reports online registration site up and running and that the Open House was very successful. Cable cross and ab machines both repaired. BOD tasked ProFIT to looking into cost of adding possible 6th or 7th complimentary class, preferable one yoga to the schedule.

**OFFICERS' / COMMITTEE REPORTS**

**Architectural Review Committee**
Elizabeth McAlee (ARC Chair) informed the BOD of some upcoming community issues that may need BOD attention in the future. Specifically interest in residents installing parcel lockers in front of their homes because of the package thefts, changing the parking policy to deal with repeat offenders via towing, as well as an interest in the community for homeowners to possibly install elevators at the rear of their homes.

**Activities and Events Committee**
Poker Night was up in attendance as well as the St. Patrick’s Day Happy Hour, lots of compliments. Derby Party coming up over the weekend. Pool Party planning started, will need to plan for better power source for DJ.

**Move To:** “I move to approve the appointment of Pilar Temme as a member of the A&E Committee.”
Moved by: Paul Rocchio
Seconded: Megan Brock
For: All
Against: None
**MOTION PASSED**

**Common Area Committee**
No report.
Cameron Club Facilities Committee
Working with ProFIT on repairing and replacing equipment as well as possible - new layout to fitness center forthcoming. AV system feedback received from BOD and management. Encouraged re-tinting of windows because current is old and failing.

Communications Committee
No report.

Financial Advisory Committee
No report.

Move To: “I move to approve the reappointment of Jeff Gathers and Mahl Avila as a member of the FAC. Also to approve Jeff Gathers as Chair of the Committee.”
Moved by: Jon Dellaria
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

Ad-Hoc Pool Committee
No report.

OLD BUSINESS
City of Alexandria Update
Landmark Mall will likely being demolished in the fall before rebuilding. Bowling alley may come down later this year. CSCA will continue to mow and weed mulch rings along Linear Trail on behalf of the City.

MATTERS FOR BOARD DECISION

a. Street Sweeping Contract
Move To: “I move to approve the Sweep Rite proposal totaling $5,150 for street sweeping of the Cameron Station private streets to be paid from account #6760.”
Moved by: Donna Kenley
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

b. Trash Contract
Move To: “I move to approve the renewal ADS Trash Service Agreement for a 60 month term beginning 6/1/15 at a monthly cost of $17,751.03 to be paid from account #6035, with contract provisions agreeable/approved by CSCA counsel.”
Moved by: Jon Dellaria
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

c. Window Tinting
   Tabled for May Meeting pending sample window in Henderson Room.

d. Swim Lessons
   Move To: “I move that the Board approve swimming lessons at the participants’ expense, provided by High Sierra Pools at the Cameron Station pool during non-pool hours. This year’s offer will be considered a trial offer to determine interest and the impact, if any, of lessons on the homes surrounding the pool.”
   Moved by: Jon Dellaria
   Seconded: Donna Kenley
   For: All
   Against: None
   MOTION PASSED

MATTERS FOR BOARD REVIEW AND INFORMATION

Management Report
Annual Re-Registration:
As of this writing, residents of approximately 1130 homes have re-registered (was 465 on 1/23/15, 694 on 2/20/15 and 991 on 4/6/15).

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 4/10, 17 and 24:

Shuttle Bus - Revised Afternoon Schedule Update
The two-week trial period ran 3/23 through 4/3/15. (The entire afternoon schedule was delayed by 5 minutes.) Riders will be requested to provide input, via a survey included in an upcoming email blast(s), including whether or not they would like to see an adjustment to the morning hours. Please watch for further information.

Pool Survey:
Management provided the Ad-Hoc Pool Committee with the Pool Survey responses on 4/10/15. The survey was provided through SurveyMonkey and there were 256 participants. Please see the attached report.

Landscape Season:
The first mowing was performed on Friday, 4/17. Mowing operations will continue through the summer and will typically be performed on Thursdays, weather permitting. Mulch beds are currently being prepared for mulch which will be installed next week. Summer flowers will be installed on or about Friday, 5/1.

EXECUTIVE SESSION
Move To: Enter Executive Session at 9:01 p.m. to discuss delinquencies and collection reports.
Moved by: Megan Brock
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

Move To: End Executive Session at 9:11 p.m.
Moved by: Megan Brock
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

ADJOURNMENT
Move To: Adjourn the meeting at 9:12 p.m.
Moved by: Jon Dellaria
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED

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