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

Tuesday, January 26, 2010

The regularly scheduled monthly meeting of the Board of Directors for January was held on January 26, 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; Dak Hardwick-Director; Michael Kidwell-Director; Don Buch-Director; Mahl Avila- Secretary/Treasurer and Tom McClimon-Director.

Others Attending:
Airielle Hansford, Community Manager, CMC
Hilary Lape, HOA Division Director, CMC
Felicia Mingione-Buzan, Assistant Community Manager, CMC

Move To: Approve the January 26, 2010 meeting agenda.
Moved by: Michael Kidwell
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

GUEST SPEAKERS
Deputy Police Chief Blaine Corle, City of Alexandria Police Department, gave the community an update on the recent crime activity in the Cameron Station area. Several residents in attendance asked Deputy Chief Corle for an update on measures to enforce the parking restrictions for trucks on S. Pickett Street. The Deputy Chief mentioned that several trucks had been towed and that the department would continue to monitor the area. He also mentioned that the number of crimes committed in Cameron Station had risen from 66 in 2008 to 88 in 2009.

RESIDENTS’ OPEN FORUM
Two Cameron Station residents came to discuss the snow removal from the unprecedented snow storm in December, 2009. The discussion encompassed challenges and lessons learned. Several residents came to discuss the timeline and most recent updates regarding the removing and replacing of trees on private property.

Move To: Approve the Board minutes from December 2, 2009 as amended.
Moved by: Mindy Lyle
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

APPEAL HEARING
One Cameron Station resident was present to appeal legal fees and other costs related to their account.

FINANCIAL REPORT
Management provided a copy of the November Financial Report to the Board in their packet materials.
Investments:
On November 30, 2009 the Association had operating and investment funds totaling $2,226,732.30. The First Association Bank operating account had a balance of $302,081.51. Based upon this statement, the Access National Money Market account had a balance of $30,456.94 and the Smith Barney Money Market account has a balance of $21,514.43. There is $1,856,000.00 invested in laddered CDs and investment funds.

Balance Sheet:
The Accounts Receivable Residential Assessments account as of November 30, 2009 was $34,966.14. This reflects a delinquency rate of approximately 1.72%, which is below the industry standard of 5%.
Accrued Reserves total $1,362,678.47 and are fully supported by cash and investments. This signifies that the Association is in a healthy financial position.

Income Statement Report:
The Income Statement Report reflects a year-to-date income of $2,172,850.68 which is $33,810.28 above the budgeted amount of $2,139,040.40.
The year-to-date expenses are $1,927,345.78 which is $45,752.22 below the budgeted amount of $1,973,098.00. While the overall expenses are below the budgeted amount, there are a few line items that exceed the year to date budgeted amount by more than $1,500.00. This information is listed below.
- Parking Enforcement, line item #5073, exceeds the budgeted amount by $7,709.38 year-to-date. This is due to an increase in hours beyond the budgeted amount as approved by the Board of Directors in December 2008. This line item has increased to $13,650.00 for FY2010.
- Legal Fees – Collections, line item #5105, exceeds the budgeted amount by $23,196.95 year-to-date. This is due to an increase in outstanding assessments. This line item is partially offset by Income Line Item #4302- Legal Fees.
- Management Reimbursements, line item #5120, exceeds the budgeted amount by $2,892.50. This is partially due to the cost for CAI Training for the site staff at the approval of the Board.
- Other Communications, line item #5820, exceeds the year-to-date budgeted amount by $1,805.53. This is due one invoice from GAM Printers totaling $3,147.07 for 2010 visitor parking passes.
- Common Area Water/Sewer, line item #5901 year-to-date the budgeted amount by $9,364.54. This was due to the increased water consumption associated with the irrigation system expansion.
- Landscaping Maintenance, line item #6001, exceeds year-to-date the budgeted amount by 17,280.29. An invoice for $6,125.00 for RTEC Treecare was mistakenly coded to this line item in November and will be recoded to line item 6640 – Common Area Consulting. The remaining overage is due to the costs associated with mowing Linear Park. Management anticipates that this line item will be over by approximately $7,500.00 by the end of 2009 because of the turf maintenance of Linear Park.
- Irrigation System Contract, line item #6002, exceeds year-to-date the budgeted amount by $28,598.04. This was due to the Capital Improvements project for installation of the five new water meters and irrigation of six areas in the community. Management has requested the reclassification of $31,865.00 associated with this project to 3152 - Capital Reserves Expenses.
- Snow Removal, line item #6003, exceeds the year-to-date budgeted amount by $10,045.11. The bills for the snow removal for early 2009 totaled $38,124.50. This line item also covers street cleaning which was completed in May at a cost of $3,920.61. There is $44,500 budgeted in this line item for FY2010.
- Common Area Lighting Maintenance, line item #6102, exceeds the budgeted amount by $12,161.40 year-to-date. This is due to the repair of two major circuits in the community totaling $3,459.58 and a repair totaling $3,646.34. This line item was increased by $12,000.00 in FY2010 to $22,000.00.
- Common Area Consulting, line item #6640, exceeds the budgeted amount by $17,475.00. This is due to the payment totaling $21,000.00 for the tree study and $6,475.00 for the 50% for the development of a
Management anticipates that this line item will be over by approximately $23,600 by the end of 2009.

Overall there is a positive variance between year-to-date income and expenses in the amount of $245,504.90. As always, 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.

**WTS REPORT**

Kevin Horner, WTS Fitness Director, presented the December 2009 WTS report. Kevin detailed some equipment that needed repair that some that had recently been repaired. He is researching free weights for replacement and also noted that the Fitness Center is looking into adding additional classes and weight loss programs for 2010.

Airielle Hansford introduced and welcomed Mary Flynn as the new Cameron Station Covenants Administrator.

**COMMITTEE REPORTS**

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

Ad Hoc Renovation Committee – No update this month.

Ad Hoc Pool Rules Committee – No update this month. The Board asked that this committee have an update with recommendations to present to the Board for next month’s meeting.

Architectural Review Committee – Jon Bradley was introduced as the newly elected Chair. He gave an update on the status of the private trees and mentioned that the committee would be soon working on an update to the DMS.

**Move To:** Approve the appointment of Jon Bradley as Chair of the Architectural Review Committee.

Moved by: Dak Hardwick
Seconded: Mindy Lyle
For: All
Against: None

**MOTION PASSED**

**Move To:** Approve the appointment of Donna Dymon as Vice Chair of the Architectural Review Committee.

Moved by: Dak Hardwick
Seconded: Mindy Lyle
For: All
Against: None

**MOTION PASSED**

Cameron Club and Events Committee – Michael Kidwell, the Board liaison to the CCEC talked about the success of the Holiday Party, announced the upcoming Valentine’s Day party and gave a reminder about the TGI(L)F to be held this Friday. Mindy Lyle and Michael Kuhl both requested that the CCEC look into eliminating the Halloween Party this year and using those funds towards another event. Management and the Board gave an explanation for the request of the CCEC to review club security proposals.
Common Area Committee – Robert Burns, CAC Chair gave an update regarding the meeting that was held for the Martin Lane and Gazebo Pocket Park landscaping improvements. He also mentioned that the committee had approved the spring & fall flower proposals as well as the irrigation proposal.

Communications Committee – Cheri Avila, Chair, announced that the committee would not be publishing a July/Aug 2010 issue of The Compass. She also discussed the status of the search for a new Website Hosting vendor. Jamie Test presented a draft RFP for the Board’s review.

Financial Advisory Committee

Move To: Approve the appointment of Leonard Gooz to the Financial Review Committee.
Moved by: Tom Mcclimon
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

OLD BUSINESS
Mindy Lyle gave an update on the Cameron Station Retailers and the ongoing discussion within the City for Cameron Station retailers to not have to go through the SUP process. This will go to vote in March. Mindy also discussed the status of Bond Out. She and Michel Kuhl will be attending a meeting this Friday with the City of Alexandria. They are trying to get a timetable for work to be done.

NEW BUSINESS
The Board tasked Management with working with the Woodland Hall Community Manager to obtain answers needed to move forward with building a fence between Woodland Hall and the border fence to detour crime in that area.

Move To: Approve the Harmony Ponds contract renewal for 2010 totaling $1,530.00 for maintenance of the fountain and related systems.
Moved by: Mindy Lyle
Seconded: Tom Mcclimon
For: All
Against: None
MOTION PASSED

Move To: Approve the relocation of the front desk for a cost not to exceed $1,500.00.
Moved by: Tom Mcclimon
Seconded: Dak Hardwick
For: All
Against: None
MOTION PASSED

Move To: Approve the William’s Professional Painting proposal to paint the walls and the trim of the Multi-Purpose Court totaling $1,680.00.
Moved by: Mindy Lyle
Seconded: Dak Hardwick
For: All
Against: None
MOTION PASSED
Move To: Approve the RE Lee Electric Co. proposal to purchase and store eight (8) complete replacement light poles totaling $16,818.00.
Moved by: Mindy Lyle
Seconded: Dak Hardwick
For: All
Against: None
MOTION PASSED

SNOW STORM FOLLOW UP
The Board and Management discussed and reviewed all of the information compiled relating to the snow storm in December, 2009. They discussed the challenges and lessons learned from this unprecedented storm. The Board tasked the CAC to draft a snow emergency plan for Cameron Station.

COMMUNITY MANAGER’S REPORT
Airielle Hansford, Community Manager, gave her latest report to the Board. She discusses the DMS Tree Amendment Status. The Board tasked Management with suggesting a couple of dates to have a special meeting in March for further discussion. She gave an update on the website data loss and announced that Rich Baier from the City of Alexandria’s T&ES will be attending the February Board meeting to discuss the Storm Water Utility Fee.

HOMEOWNER COMMUNICATION
Mindy Lyle has asked to have the pet waste issues along Linear Park added to the meeting Agenda. Ms. Lyle is concerned about the increase in animal waste that is being left along the trail since the weather became cold. She is worried that this could be the reason for several sick dogs in the community. The Board discussed several options for resolution including a possible community mailing to remind the Cameron Station community of the pet policy in addition to the sick pets.

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

Move To: Exit Executive Session at 10:30pm
Moved by: Mindy Lyle
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED

Move To: Approve legal’s recommendation to hire private investigator to do a bank account search to obtain payment on a homeowner’s account. Account# 00207-4801.
Moved by: Mindy Lyle
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

Move To: Deny the homeowner’s request to waive legal fees and other costs associated with overdue assessments totaling $290.00. Account# 00313-1277.
Moved by: Mindy Lyle
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

Move To: Approve suspension of privileges for six (6) Cameron Station accounts and Main Street Condominium’s Board of Director’s recommendation to suspend privileges for owners, tenants and guests of two condo units.
Account# 00316-6747
Account# 00328-0092
Account# 00243-4467
Account# 00207-4801
Account# 00251-0747
Account# 00207-4364
Main Street Unit ID – 4950114 / Account # 00269-2607
Main Street Unit ID – 4950209 / Account # 00270-5837.

Moved by: Mindy Lyle
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED

Move To: Adjourn at 10:32pm.
Moved by: Dak Hardwick
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

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

Minutes were approved at the February 23, 2010 Board of Directors Meeting.

Submitted by:

Manuel Avila, Secretary/Treasurer