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

Tuesday, February 23, 2010

The regularly scheduled monthly meeting of the Board of Directors for January was held on February 23, 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; Michael Kidwell-Director; Don Buch-Director; Mahl Avila- Secretary/Treasurer and Tom McClimon-Director.

Late Arrivals: Dak Hardwick-Director

Others Attending:
Airielle Hansford, Community Manager, CMC
Felicia Mingione-Buzan, Assistant Community Manager, CMC

Move To: Approve the February 23, 2010 meeting agenda.
Moved by: Don Buch
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

GUEST SPEAKERS
There were no guest speakers this month.

RESIDENTS’ OPEN FORUM
One Cameron Station resident wanted to discuss the Cameron Club and Fitness Center Inclement weather policy. She did not like the fitness center being closed due to weather. Mike Kuhl explained that the decision to close the facilities ultimately comes from him and is based on several factors including, allowing time for the snow removal contractor to clear the roads and sidewalks for safety of all involved in addition to the safety of the Management and Fitness Center staff.

Move To: Approve the Board minutes from January 26, 2010.
Moved by: Tom McClimon
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

APPEAL HEARING
No Appeal Hearing this month

FINANCIAL REPORT
Given by Mahl Avila.
Investments:
On December 31, 2009 the Association had operating and investment funds totaling $2,196,167.22. The First Association Bank operating account had a balance of $265,671.77. Based upon this statement, the Access National Money Market account had a balance of $30,482.69 and the Smith Barney Money Market account had a balance of $122,118.55. There is $1,760,000.00 invested in laddered CDs and investment funds.

Balance Sheet:
The Accounts Receivable Residential Assessments account as of December 31, 2009 was $22,617.36. This reflects a delinquency rate of approximately 1.11%, which is below the industry standard of 5%. Accrued Reserves total $1,349,823.86 and are fully supported by cash and investments. This signifies that the Association is in a healthy financial position. The Capital Reserves account totals $118,135.00. 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 $2,181,103.33 which is $33,478.93 above the budgeted amount of $2,147,624.40. The year-to-date expenses are $2,129,037.94 which is $18,586.46 below the budgeted amount of $2,147,624.40. 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.

- **Parking Enforcement**, line item #5073, exceeds the budgeted amount by $9,178.13 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 been increased to $13,650.00 for FY2010.
- **Acct Setup/DD/Coupons**, line item #5106, exceeds the year-to-date budgeted amount by $2,177.49. $5,035.00 for the cost of coupons and direct debit updates for the 2010 assessments was mistakenly coded to this line item and will be recoded to line item 5074 – Cost of Collections.
- **Legal Fees – Collections**, line item #5105, exceeds the budgeted amount by $24,472.12 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. This line item has been increased to $18,800.00 for FY2010.
- **Management Reimbursements**, line item #5120, exceeds the budgeted amount by $3,037.00. This is partially due to the cost for CAI Training for the site staff at the approval of the Board.
- **Federal Income Tax**, line item #5201: $2,675.00 was incorrectly coded to this line item. All monies for State and Federal income taxes are budgeted for in line item #5202. These funds will be reclassified to the correct account.
- **Other Communications**, line item #5820, exceeds the year-to-date budgeted amount by $2,826.50. This is partially due one invoice from GAM Printers totaling $3,147.07 for 2010 visitor parking passes. This line item has been increased to $18,000.00 for FY2010.
- **Common Area Water/Sewer**, line item #5901, exceeds the year-to-date the budgeted amount by $4,700.85. This was due to the increased water consumption associated with the irrigation system expansion. This line item has been increased to $15,000.00 for FY2010.
- **Landscaping Maintenance**, line item #6001, exceeds year-to-date the budgeted amount by $13,918.54. This overage is mainly due to the costs associated with mowing and turf maintenance of Linear Park. This line item has been increased to $171,000.00 for FY2010.
Snow Removal, line item #6003, exceeds the year-to-date budgeted amount by $58,707.11. The bills for the snow removal for early 2009 totaled $94,786.50. This line item also covers street cleaning which was completed in May at a cost of $3,920.61.

Common Area Lighting Maintenance, line item #6102, exceeds the budgeted amount by $19,057.86 year-to-date. This line item was increased by $12,000.00 in FY2010 to $22,000.00.

Casual Labor, line item #6365, exceeds the budgeted amount by $5,615.52 year-to-date. This overage is mainly due to the costs associated with additional small jobs around the community throughout the year.

Pet Stations, line item #6368, exceeds the budgeted amount by $2,326.98 year-to-date. This line item was increased from $2,550 to $5,500 in FY2010.

Common Area Consulting, line item #6640, exceeds the budgeted amount by $23,600.00. This is due to the payment totaling $21,000.00 for the tree study and $6,475.00 for the development of a tree maintenance plan.

Overall there is a positive variance between year-to-date income and expenses in the amount of $52,065.39.

**WTS REPORT**

Kevin Horner, WTS Fitness Director, presented the January 2010 WTS report. Kevin detailed some equipment that is going to be repaired under warranty and discussed the new free weights. Kevin also addressed staffing complaints. The Fitness Center will be adding another parent workout class very soon.

**COMMITTEE REPORTS**

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

CCEC – Michael Kidwell; Board Liaison, presented the update on behalf of the CCEC. He mentioned that the CCEC is going to take another look at the access security system proposals to provide a recommendation to the board. There was also a discussion surrounding rain dates for both yard sales.

CAC – Susan Carleson discussed the purchase and storage of the artificial tree purchased for the gazebo.

**Move To:** Approve the reimbursement of $719.97 to Susan Carleson for the purchase of an artificial Christmas tree for the gazebo.

Moved by: Tom Mcclimon
Seconded: Mindy Lyle
For: All
Against: None

**MOTION PASSED**

**Move To:** Approve the appointment of David Eisenberg and Cole Mowry to the Architectural Review Committee.

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

**MOTION PASSED**
OLD BUSINESS
Michael Kuhl gave a formal thanks to the Management staff for all of their efforts during the recent snow storms. He also announced that members from the Board, Management and Greenvest met with the City of Alexandria regarding Bond Out. All were in agreement that they would like to have everything wrapped up by summer 2010. The City is also considering the transfer of Linear Park to Cameron Station.

NEW BUSINESS
None.

Move To: Approve the Lancaster Landscapes proposal totaling $6,708.75 for spring flower installation.
Moved by: Tom Mcclimon
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Approve the Lancaster Landscapes proposal totaling $5,345.00 for fall flower installation.
Moved by: Tom Mcclimon
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Approve the Lancaster Landscapes proposals totaling $5,320.00 for landscaping enhancements and drainage modifications at Martin Lane pocket park.
Moved by: Tom Mcclimon
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Approve the Lancaster Landscapes proposal totaling $5,043.00 for landscaping enhancements around the Cameron Station gazebo.
Moved by: Tom Mcclimon
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED

Move To: Approve the Lancaster Landscapes proposal for the installation of new irrigation systems not to exceed $26,500.00 and the Virginia American Water proposals totaling $6,912.00 for six new water taps.
Moved by: Tom Mcclimon
Seconded: Don Buch
For: All
Against: None
MOTION PASSED
Move To: Approve the Gym Source proposal totaling $3,602.88 for urethane coated weights for the fitness center.
Moved by: Tom Mc Climon
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

Move To: Approve the Hann & Hann proposal totaling $1,560.00 for the extension of the perimeter fence, contingent upon Woodland Hall splitting all associated costs.
Moved by: Don Buch
Seconded: Michael Kidwell
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 February, 2010. The CAC is currently drafting a snow emergency plan for Cameron Station.

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

DMS Tree Replacement Amendment Status
A representative from RTEC Treecare met with members of the Board, Architectural Review Committee and Common Area Committee on Tuesday, February 16, 2010 to discuss tree issues and replacement specifications. This meeting was productive and RTEC felt that they could start to develop a list of suggested replacement trees within a matter of weeks.

Cameron Station Website Update
Management will work to get an update on the status of the RFP for the new website company.

Painting of the All Purpose Court
The all purpose court was painted by Williams Professional Painting on Wednesday, February 17, 2010. Access to the court was restricted for 24 hours only.

Roof Leak in the Fitness Center
The fitness center began to take on water on Tuesday, February 16, 2010. CMC Maintenance was able to clear the drain on the roof and fix the water diversion. On February 18, water began to pour into the fitness center. Management had the roof cleared from snow and ice. Any necessary repairs to the roof and fitness center will be made as soon as possible.

Move To: Enter into Executive Session at 8:55pm
Moved by: Mindy Lyle
Seconded: Dak Hardwick
For: All
Against: None
MOTION PASSED
Move To: Exit Executive Session at 9:00pm  
Moved by: Mindy Lyle  
Seconded: Mahl Avila  
For: All  
Against: None  
MOTION PASSED

Move To: Adjourn at 9:02pm  
Moved by: Mindy Lyle  
Seconded: Tom McClimon  
For: All  
Against: None  
MOTION PASSED

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

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

Submitted by: Manuel Avila, Secretary/Treasurer