CAMERON STATION COMMUNITY ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
Tuesday, May 26, 2015  

The regularly scheduled monthly meeting of the Board of Directors for May was held on Tuesday, May 26, 2015. The meeting was called to order at 7:07 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
- Megan Brock, Treasurer
- Paul Rocchio, Secretary
- Jon Dellaria, Director
- Donna Kenley, Director
- Brian Sundin, Director

**Others Attending**  
- Colleen Hairston, Community Manager, CMC
- Deirdre Baldino, Assistant Community Manager, CMC
- Meghan Marville, Architectural Covenants Administrator, CMC
- Jan Ward, HOA Division Director, CMC

**Approve Agenda**  
**Move To:** Approve the agenda as written.  
Moved by: Paul Rocchio  
Seconded: Donna Kenley  
For: All  
Against: None  
**MOTION PASSED**

**Guest Speaker**  
Deputy Chief Reyes reported that May was a quiet month for CS, with 54 calls for service, none of them violent. There is an open complaint regarding the intersection of Ferdinand Day and CSB and a lack of cars stopping at the signs and the office of public works is looking into this enforcement issue. Officer Seth Weinstein also reported he will respond with additional presence of parking enforcement on Somervell regarding issues with inappropriate parking, particularly for sporting events in Ben Brenman Park. The radar trailers will also be cycled back through to CS to focus on speeding in the community.

**Hearing**  
Tabled for next meeting per resident’s request.
RESIDENTS' OPEN FORUM
Al Luna was asked to speak regarding an incident at the pool over Memorial Day weekend. Around 4 p.m. on Sunday, he was chatting with someone poolside when he noticed a child in distress, jumped in, removed the child from the water and administered first aid. 911 was called and the child was taken to the ER where he was cleared. I felt the life guards could have been doing a better job, felt they were receptive, but felt better attention could be paid. The switch offs were not smooth, the pool was to capacity and when one life guard was asked to call 911 he said, “No English.” I happened to be in the right place at the right time, I’m confident that if one more second had passed, the nearest guard would have been in the water to rescue the child.

Andrea Karsko explained that as a previous life guard and competitive swimmer, she has noticed year after year that the guards are not as attentive as they could be, this was also noted on Sunday. One guard left the station several times to use the restroom, they were eating at the stations and not on during water breaks.

Max Cooper was available for any residents who may have concerns regarding his suggested shuttle bus schedule edits, will be happy to answer any questions.

High Sierra Pools was present to answer any questions and concerns regarding the pool incident. The guard on duty that day has been removed from CS and that the Safety Department will ensure additional training for all guards on duty. It was also recommended that swim tests be administered for the safety of the children and an increase in life guards on Saturdays during peak hours would be helpful.

APPROVAL OF MINUTES
Move To: Approve the minutes from the April 28, 2015 Board of Director’s meeting as presented.
Moved by: Mike Johnson
Seconded: Brian Sundin
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT FOR APRIL 2015
Megan Brock is speaking with Morgan Stanley regarding reinvesting in CDs.

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>$26,298.54</td>
<td>$28,271.93</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 APRIL 2015**

Rich Manley noted that the complimentary classes continue to be successful, attendance in the gym is strong and there are not current facility issues. They are looking into introducing an evening yoga class and working on a capital exercise plan for the facility. Additionally the CCFC is looking into installing a large flat screen television to serve as an electronic bulletin board to be run through a USB drive, displaying information regarding fitness classes and CS events.

Psy also gave a salsa demonstration at the last Happy Hour which was Very successful.

**OFFICERS’/COMMITTEE REPORTS**

**Activities and Events Committee**
Michelle Rampey was introduced. The Derby party was attended by 28 people and it was a beautiful day. The Cinco de Mayo and Cuban HH was attended by 73 people, and a resident sang Mexican songs. Poker night went well and all the vendors have been finalized for the August pool party and planning is underway. The BOD granted a request to have the next HH on the pool deck as a trial to see how it would be received. Guests will not be allowed in the pool during the party.

**Architectural Review Committee**
The resident interested in the addition of an elevator to the rear of his home has been advised to fill out and Exterior Modification Application to be turned in to the ARC. The application will be rejected because it is beyond the scope of the current DMS and the resident will then have the right to appeal this to the BOD. No application has been filed at this time.

**Common Area Committee**
Robert Burns recommended on behalf of the CAC that the BOD adopt the proposed revised shuttle bus schedule for a trial period. He also requested any possible updates regarding the capital request made by the CAC for spring cleaning or improvements to the CSB circle. BOD will discuss and get back. Also, on behalf of the CAC a huge thank you to Colleen for her dedicated service, she will be greatly missed.

Cameron Club Facilities Committee
Echoes the sentiments of the CAC regarding Colleen, her noteworthy work will be missed. They also agree with High Sierra regarding the additional life guards during peak pool hours on Saturdays and Sundays (which was discovered is already covered in the current contract). They have $20K set aside for new facilities equipment and will finalize a list to recommend to the BOD by the next meeting.

Move To: “I move to approve the revision of the Cameron Club Facilities Committee’s Charter to allow six (6) members. Further to approve the appointment of Stephanie Bibighaus and Kathryn Kolbe as members of the CCFC.”
Moved by: Brian Sundin
Seconded: Donna Kenley
For: Brian Sundin, Donna Kenley
Against: Jon Dellaris, Paul Rocchio, Mike Johnson, Megan Brock
MOTION FAILED

Communications Committee
Recommends the appointment of Kimberly Dillon to serve as ComCom Chair.
Have not accepted ad money from Google this year because ads do not look appropriate on the mobile site. Melanie Zimmerman stepped down as the Compass Editor, ComCom recommends that the new editor be paid for this service on a per issue basis.

Move To: “I move to approve the appointment of Kimberly Dillon as Chair of the Communications Committee.”
Moved by: Mike Johnson
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

Financial Advisory Committee
Colleen will be sorely missed, too short a relationship.

Move To: “I move to approve the appointment Kyle Bateman as a member of the Financial Advisory Committee. Also, to approve the reappointment of Aldo D’Ottavio for another two year term.”
Moved by: Donna Kenley
Seconded: Paul Rocchio
For: All  
Against: None  
**MOTION PASSED**  
Ad-Hoc Pool Committee  
No report.

**OLD BUSINESS**  
City of Alexandria Update  
Jimmy Johns shop and Starbucks are slated to open at intersection of Pickett and Van Dorn.

**MATTERS FOR BOARD DECISION**

a. Lancaster Landscape Proposal  
   **Move To:** “I move to approve proposal #24790 from Lancaster Landscapes, Inc., totaling $2,137.50 for the installation of a French drain system in the common area near 350 CSB to be paid from Capital Reserves #3364.”  
   Moved by: Megan Brock  
   Seconded: Paul Rocchio  
   For: All  
   Against: None  
   **MOTION PASSED**

b. 2015 Brick Contract  
   **Move To:** “I move to approve Lancaster Landscapes, Inc., proposal 24623 for common area brick paver sidewalk repairs at an hourly rate of $48.00 and/or $38 per hour with a $20,000 spending cap for FY15 to be paid from Reserve account #3280.”  
   Moved by: Jon Dellaria  
   Seconded: Brian Sundin  
   For: All  
   Against: None  
   **MOTION PASSED**

c. Window Tinting  
   Tabled for next meeting.

**MATTERS FOR BOARD REVIEW AND INFORMATION**

a. Nextility Presentation (Nick Giannotti)  
   Provided BOD with information regarding services, basically that they will monitor utility (gas) rates and provide us with information to get lower rates for gas as available at no charge to the Association  
   
The BOD voted to allow Nextility to review recent CSCA gas bills to see how their service might be utilized to the benefit of the Association.
For: All

b. Shuttle Bus Schedule

Move To: “Adopt resident recommended shuttle bus schedule for a trial period of one month and collect feedback, to be announced via email blast prior to trial period.”

Moved by: Jon Dellaria
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

c. Board Vacancy

BOD discussed possible candidates to fill BOD vacancy.

d. Management Report

**Annual Re-Registration:**

As of this writing, residents of approximately 1231 homes have re-registered (was 465 on 1/23/15, 694 on 2/20/15, 991 on 4/6/15 and 1130 on 4/28/15).

**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.

The email blast issued on 5/22/2015 indicated:

*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.) The Board of Directors is working with the Common Area Committee on a revised schedule that may be implemented for a one month trial with input from the ridership. Please watch for further information.

This issue will be discussed further, including two recent emails from residents opposed to any changes in the current schedule, at the May 26, 2015 Board Meeting. The Board will need to decide on implementing the revised schedule for a one month trial or asking for input on the two week trial that ran between Monday 3/23 and Friday, 4/3/15.

**Community Manager Transition**
I will draft a “to do and pending” list that, while not exhaustive, will be a good resource for my replacement. I will review this list with the new manager when we meet for “training.” We will also review the Annual Calendar and Service Contracts List, which are invaluable resources. Of course... the staff and server files will also be invaluable resources. I’ve started the draft that currently reads:

Daily:

Weekly:

Monthly:

1) Coffee with Mike (include in the email blast 2 weeks prior)

Annually:

Pending:
Execution of a contract with Comcast
Resolution of unjust enrichment claim
Advertising of free trash and recycling containers
Cameron Station & Carlton Place Condo trash renewal contract
Bowling alley storm water easement & pedestrian access
MOU City street lights and signage/posts
MOU City Linear Trail
Main Street commercial assessment calculation
Asphalt project, including creation of a map showing all 6 condo boundaries
Army Corps of Engineers test well inspections (mandatory - no cost to CSCA)
Investment RFP and 2016 Reserve Study Update (FAC)
LED conversion of CSCA street light proposal (CAC)
Package boxes & elevators at rear of homes (ARC)
Golf cart – gas vs. electrical

EXECUTIVE SESSION
Move To: Enter Executive Session at 10:14 p.m. to discuss delinquencies and collection reports.
Moved by: Donna Kenley
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

Move To: End Executive Session at 10:31 p.m.
Moved by: Donna Kenley
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

ADJOURNMENT
Move To: Adjourn the meeting at 10:32 p.m.
Moved by: Paul Rocchio
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED

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