The regularly scheduled monthly meeting of the Board of Directors for July was held on Tuesday, July 28, 2015. The meeting was called to order at 7:00 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
- Jon Dellaria  Director
- Donna Kenley  Director
- Rodney Gray  Director

**Members Absent**
- Paul Rocchio  Secretary
- Brian Sundin  Director

**Others Attending**
- 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: Megan Brock
Seconded: Jon Dellaria
For: All
Against: None

MOTION PASSED

**GUEST SPEAKER**

Officer William Taylor reported that in the last month there were 86 calls for service, 9 of which were actionable crimes including 2 for larceny, 2 fraud and 1 destruction.

Police distributed fliers throughout the neighborhood advising residents of safety tips, the flier will be made available to the management office. There will also be a higher presence of officers patrolling for parking and speeding on the public streets.

There were a few people stopped in the park for drug use, and those individuals have been banned from all City parks.

**HEARINGS**

Mrs. Arrington of 155 CSB, Mrs. Carleson of 175 CSB and Mr. Philibin of 5015 Grimm each presented their appeals to the BOD for the reversal of recent ARC application decisions.
RESIDENTS' OPEN FORUM
Sheila Cole spoke regarding to the friendliness of the covenants letters and the lack thereof.

Max Cooper inquired about the recent suggested changes to the shuttle bus schedule and expressed concern about its potential implementation.

Linda Taousakis spoke regarding her extreme pleasure in the change in fitness center management companies and expressed her gratification in the asset that Pro-Fit has become to CS.

APPROVAL OF MINUTES
Move To: Approve the minutes from the June 30, 2015 Board of Directors meeting as presented.
Moved by: Jon Dellaria
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT FOR JUNE 2015
This summary reflects the unaudited FY15 financial entries as of June 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>$2,033,150.29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>YTD Income</td>
<td>$1,195,733.99</td>
<td>$1,195,172</td>
<td>$561.99</td>
</tr>
<tr>
<td>YTD Expenses</td>
<td>$1,161,489.63</td>
<td>$1,193,626.46</td>
<td>(32,136.83)</td>
</tr>
<tr>
<td>YTD Net Income, surplus/(loss)</td>
<td>$34,244.36</td>
<td>$1,545.54</td>
<td>$32,698.82</td>
</tr>
</tbody>
</table>

Investments:
On 6/30/15 the Association had operating and investment funds totaling $2,033,150.29. The Pacific Premier Bank (PPB) operating account had a balance of $461,109.59. The PPB Google Ads account had a balance of $1,999.11. The PPB money market had a balance of $66,079.75 and the Morgan Stanley Smith Barney (MSSB) money market account had a balance of $454,317.83. There was $1,045,000 invested in laddered CDs with MSSB. Finally, there was $1,000 in the petty cash account.

Balance Sheet:
As of 6/30/15 the Residential Assessments Receivable balance was $27,782.26. This reflects a delinquency rate of approximately 1.20% - the acceptable industry standard is 5%.

Accrued Reserves totaled $1,172,653.95 and were fully supported by cash and investments.

Owners’ Equity*, had a balance of $377,345.67, of which $485,615.61 was supported by cash and investments.

Owners’ Equity supported by cash and investments was 21.04% 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 $1,195,733.99, which was $561.99 over the budget of $1,195,172. Income items that had a variance of more than $1,500 of their YTD budget follow.

- **Newsletter Advertising**, #4245, was $1,800 over its YTD budget of $7,200. This account is spread @ $2,400.00 in the months of February, April, June, October and December.
- **Resale Processing Fees**, #4260, was $1,283.26 under its YTD budget of 5,000. This account is spread @ $834.00 per month.
- **Room Rental Fees**, #4400, was $2,480 over its YTD budget of $3,000. This account is spread @ $500 per month.

Year-to-date expenses totaled $1,161,489.63, which was $32,136.83 under the budget of $1,193,626.46. Expense items that had a variance of more than $1,500 of their YTD budget follow.

- **Account Setup/DD/Coupons**, #5030 was $2,621 under its YTD budget of $4,998. This account is spread @ $833.00 per month.
- **Computer Network/C3**, #5040 was $5,645.21 over its YTD budget of $2,424. 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 under its YTD budget of $1,500. This account will end the year $3000.00 under its annual budget of $3000, as management was able to empty and close the storage units late last winter (after the FY15 budget was approved).
- **Postage**, #5215, was $5,193.18 under its YTD budget of $7,500. This item is spread equally at $1,250 per month.
- **Decals & Parking Passes**, #6422 was $2,096.07 over its YTD budget of $2,500, 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 $11,490.50 under its YTD budget of $14,485. 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).
- **Web Site Maintenance**, #5115, was $1,905.26 under its YTD budget of $5,000.
- **Other Communications**, #5316, was $3,007.63 under its YTD budget of $4,050. This account is spread @ $675.00 per month.
- **Admin Salaries**, #5302 was $3,917.82 under its YTD budget of $136,515. The variance is partially attributable to 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 $7,633.63 under its YTD budget of $40,953. 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 $8,751.04 under its YTD budget of $144,819. This account is spread @ $24,136.00 per month.
- **Water Service, #6025** was $7,090.27 under its YTD budget of $14,775. 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 $6,375 under its YTD budget of $7,500. This account is spread @ $1,875 during the months of March through October.
- **Tree & Shrub Maintenance, #6160** was $12,157 under its YTD budget of $30,157. This account is spread @ $7,539 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 (same as last month). All snow removal costs for January through March 2015 have been paid. This account is spread @ $14,000 in the months of January, February, March, November and December.
- **General Maintenance Supplies, #6605** was $2,623.47 under its YTD budget of $3,750.
- **Lighting Supplies/Repair & Maintenance, #6640** was $2,773.41 over its YTD budget of $15,000. Variance due to light pole replacement and additional R.E. Lee Electric bills for lights out.
- **Linear Park Landscape Maintenance, #6685** was $2,792.50 under its YTD budget of $10,834.00.
- **Street Repair & Maintenance, #6760** was $1,764.15 under its YTD budget of $7,000.
- **Audit & Tax Services, #7000**, was $5,850 under its YTD budget of $5,850.
- **Legal Services – Collections, #7025** was $2,590.45 over its YTD budget of $10,500.
- **Legal Services – General Counsel, #7030** was $19,312.48 over its YTD budget of $15,338. The variance on this account is attributable to billable action initiated by the board.
- **Special Cleanings, #6436** was $2,725 over its YTD budget of $3,900. The variance can be attributable to FY14 invoices totaling $3,775 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 $5,609 over its YTD budget of $20,000. This account is spread @ $2,501 in April, $7,000 in May, $10,500 in June through August, $6,000 in September and $4,130 in October. The variance is attributable to April invoice amount of $5,500. The variance will adjust as the year progresses.
- **Fitness Equipment Repair, #6570** was $1,803.42 over its YTD budget of $3,000. This account is spread equally @ $500 per month. The variance can be attributed to a higher than usual number of service/repair calls.

As of 6/30/15, there was an overall positive variance between YTD income and expenses in the amount of $34,244.36 which was $32,698.82 over the budget amount for Net Income/Loss of $1,545.54. Please let me know if you have any questions regarding this information.

**PRO-FIT REPORT FOR JUNE 2015**

The electric bulletin board in the lobby has been a really great tool, been able to display CS photos and fitness schedules. Planning to implement yoga and Pilates for seniors and will rotate out 2 boot camp classes to paid classes. Thanks to the BOD for the new equipment, are hoping to have it delivered and installed in early September. Are here to meet the needs of the residents.
OFFICERS’/COMMITTEE REPORTS

Activities and Events Committee
Recently had 5-6 successful events including popsicles and cotton candy at the pool, happy hour in the pocket park, casino night and the most popular movie night for the kids.
The planning is completed for the August pool party. Also suggested buying tables for future use to save money on renting them for certain events.

Architectural Review Committee
Created a sub-committee to choose new pre-approved deck stain colors for upcoming DMS edits.
Also working on proposed edits to the parking policy and included a budget request to increase parking enforcement for the coming year.
Noted that Nova Overstock store now able to send and accept packages, may be useful to residents.

Common Area Committee
Because of new trash contract, all residents will now have the opportunity to request (at no charge) a trash and recycling toter for their use.

Cameron Club Facilities Committee
Brought a representative from High Sierra Pools to make recommendations on possible future pool maintenance and repairs, provided BOD with information on suggestions.

Communications Committee
Discussed the new proposal submitted to make the editor of The Compass a paid position based on skill and time involved.

Financial Advisory Committee
Noted that there is no current policy in place to transfer reserves quarterly and will work on that.

Ad-Hoc Pool Committee
No report.

OLD BUSINESS
City of Alexandria Update
No update.
MATTERS FOR BOARD DECISION

a. Kolb Proposal

Move To: “I move to approve the CCFC’s recommendation to approve the estimate #03-15420 from Kolb Electric to furnish and install two (2) flood lights for the exterior flag pole and furnish and install six (6) LED ground lights at a cost of $4,524.00 to be paid from Reserves account 3280.”

Moved by: Donna Kenley
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED

b. Compass Newsletter

Move To: “I move to outsource production of The Compass Newsletter to Imagery, and for Mike Johnson to negotiate the contracted amount not to exceed $4650.00 per issue.”

Moved by: Donna Kenley
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

c. Audio Architects

Move To: “I move to approve the CCFC’s recommendation to the Board of Director’s, in accordance with the Audio Architects revised estimate #1690, dated July 8, 2015, in the amount of $5,009.80, for the purchase of AV systems for the Henderson and Conference Rooms, not to exceed a total of $5,500. The funds to be paid from Capital Reserves Expenditures account 3015.”

Moved by: Megan Brock
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

d. Vice President Appointment

Move To: “I move to appoint Donna Kenley as Vice President of the BOD for the rest of the current term ending November 2016.”

Moved by: Mike Johnson
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED
MATTERS FOR BOARD REVIEW AND INFORMATION

a. Management Report

Annual Re-Registration:
As of this writing, residents of approximately 1,460 homes have re-registered.

Shuttle Schedule:
Changes to the CS Shuttle Schedule are on hold. The proposed schedule change is not feasible due to the timing of the stoplights to/from Van Dorn Station. Also, Metro is planning on changing service to add more Blue Line Trains. This would affect any schedule changes.

High Sierra Pool:
Over the past two weeks High Sierra has rotated the lifeguards to form a more experienced team of guards. High Sierra Management Supervisors have been on site daily. They are also preparing for the FY16 budget and fulling the CCFC/Pool AD-HOC request for proposals., which include: Pool heater (Electric, gas, and heat pump), White Coat, Cobbling stone, tiling, LED lights, and replacement filter system for the sand tanks. Currently the sand tanks are the originals dated 2001. High Sierra also recently repaired/unclogged 1 skimmer line with success.

Landscape Season:
Irrigation: The irrigation installation project is scheduled to start on Monday, July 27th.
Recycle Toters/Trash Cans:
Based on the new contract, new recycle toters and trash cans are to be given by American Disposal Service for residents who want to dispose of their old containers. American Disposal has been notified.
Pro-Fit/Fitness Equipment:
Equipment has been ordered, Pro-Fitness to advise with scheduled delivery date.
Pro-Fit/Fitness Classes:
Pro-Fit will begin offering a revised complimentary class plan for residents. The plan will include the following new complimentary classes: Yoga for seniors and pilates on the mat. Boot Camp (2 classes per week) will be paid classes.
Window Tinting: The tinting has been completed to all windows in the Cameron Club (114 panels) utilizing Action Window Tinting.
Electronic Bulletin Board: The electronic bulletin board has been installed in the Cameron Club.

Signage for the Cameron Club: Signs were ordered for the Cameron Club to coordinate with the current signage:
- Two Signs that state “no talking on cell phones please” for the fitness center
- Main sign at Cameron Club front desk to read:
  Cameron Club Fitness Center
- All authorized Cameron Club patrons must present a valid ID.
- Children under 12 are prohibited from the fitness center floor.
- Children 12-15 must be supervised by an adult.

- Within the clubhouse building, shirts and closed shoes are required. Bathing suits and wet clothing are prohibited.

b. Pool Proposals
   Went out to bid on possible mid-season replacement. The only company available was American Pool and they have been noted to have significant problems with other communities. Will stay with High Sierra for the remainder of the season.

c. Shuttle Bus Schedule
   ARM suggest to wait for school to start in the fall to try any other shuttle bus schedule edits. The BOD agrees, the project will be on hold until then.

EXECUTIVE SESSION
Move To: Enter Executive Session at 9:57 p.m. to discuss delinquencies and collection reports and a hearing decision.
Moved by: Donna Kenley
Seconded: Rodney Gray
For: All
Against: None
MOTION PASSED

Move To: End Executive Session at 10:27 p.m.
Moved by: Jon Dellaria
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

Move To: “I move to reverse/not reverse the ARC’s decision regarding deck stain color for account #205-0139.”
MOTION TABLED for further input on deck stain colors from the ARC.

Move To: “I move to reverse/not reverse the ARC’s decision regarding deck stain color for account #220-0280.”
MOTION TABLED for further input on deck stain colors from the ARC.

Move To: “I move to grant account #304-2159 a waiver for the partial fence conditioned upon the fence being restored to its original condition upon sale of the home or repair or replacement of the fence.”
Moved by: Mike Johnson
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

ADJOURNMENT
Move To: Adjourn the meeting at 10:31 p.m.
Moved by: Megan Brock
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

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