The regularly scheduled monthly meeting of the Board of Directors for October was held on Tuesday, October 27, 2015. The meeting was called to order at 7:03 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
- Donna Kenley, Vice President
- Megan Brock, Treasurer
- Rodney Gray, Director
- Paul Rocchio, Secretary
- Brian Sundin, Director

**Members Absent**
- Jon Dellaria, Director

**Others Attending**
- Bette Sanft, Community Manager, CMC
- Meghan Marville, Architectural Covenants Administrator, Recording Secretary, CMC

**APPROVE AGENDA**
Move To: Approve the agenda adding the Nextility presentation as item h. under Matters For BOD Decision.
Moved by: Donna Kenley
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED

**GUEST SPEAKER**
No report.

**HEARING**
Resident not present.

**RESIDENTS' OPEN FORUM**
Elizabeth McAlee noted that as a frequent shuttle bus rider, her husband reported that the shuttle bus has been speeding, especially in the area of the school. BOD tasked management to contact ARM and discuss.
APPROVAL OF MINUTES
Move To: Approve the minutes from the September 29, 2015 Board of Directors meeting as presented.
Moved by: Donna Kenley
Seconded: Brian Sundin
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT FOR SEPTEMBER 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>$1,854,262.71</td>
<td>$1,789,259.00</td>
<td>($725.48)</td>
</tr>
<tr>
<td>YTD Income</td>
<td>$1,788,533.52</td>
<td>$1,785,284.19</td>
<td>($26,775.42)</td>
</tr>
<tr>
<td>YTD Expenses</td>
<td>$1,758,508.77</td>
<td>$1,785,284.19</td>
<td>($26,775.42)</td>
</tr>
<tr>
<td>YTD Net Income, surplus/(loss)</td>
<td>$30,024.75</td>
<td>3,974.81</td>
<td>$26,049.94</td>
</tr>
</tbody>
</table>

Investments:
On 9/30/15 the Association had operating and investment funds totaling $1,854,262.71. The Pacific Premier Bank (PPB) operating account had a balance of $428,883.16. The PPB Google Ads account had a balance of $2,115.65. The PPB money market had a balance of $66,121.39 and the Morgan Stanley Smith Barney (MSSB) money market account had a balance of $102,860.33. There was $1,250,000.00 invested in laddered CDs with MSSB. There was $1,000.00 in the petty cash account.

Four CDs will mature in 2016.

Balance Sheet:
As of 9/30/15 the Residential Assessments Receivable balance was $29,556.16. This reflects a delinquency rate of approximately 1.70% - the acceptable industry standard is 5%.

Accrued Reserves totaled $1,158,501.01 and were fully supported by cash and investments.

Owners’ Equity*, had a balance of $377,345.67, of which $336,967.93 was supported by cash and investments.

Owners’ Equity supported by cash and investments was 13.70% 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 $1,788,533.52 which was ($725.48) under the budget of $1,789,259.00 Income items that had a variance of more than $1,500.00 of their YTD budget follow.

- **Newsletter Advertising**, #4245, was $1,755.00 over its YTD budget of $7,200.00. This account is spread @ $2,400.00 in the months of February, April, June, October and December.
- **Resale Processing Fees**, #4260, was $2,143.81 under its YTD budget of ($2,143.81). This account is spread @ $834.00 per month.
- **Room Rental Fees**, #4400, was $1,780.00 over its YTD budget of $4,500.00. This account is spread @ $500.00 per month.
- **Legal Reimbursements**, #4720, was $3,218.80 over its YTD budget of $5,625.00. This income line item is for legal fees recouped from delinquent homeowners for collection costs.
- **Interest Income**, #4910, was ($4,314.29) under its YTD budget of $15,156.00. This income line item is for interest earnings on the current CD’s.

Year-to-date expenses totaled $1,758,508.77 which was ($26,775.42) under the budget of $1,785,284.19. Expense items that had a variance of more than $1,500.00 of their YTD budget follow.

- **Collection Charges**, #5025 was ($2,650.00) under its YTD budget of $4,500.00. This line item covers collection of delinquent assessments via delinquency notices sent by CMC and is offset by income line item #4301 – late fees. This account is spread $500 per month.
- **Account Setup/DD/Coupons**, #5030 was ($3,945.00) under its YTD budget of $7,497.00. This account is spread @ $833.00 per month.
- **Architectural Comprehensives**, #5035 was $1,785.64 over its YTD budget of $4,816.00. This account is the cost for the monthly architectural inspections completed by the CMC ARC Department. This line item should balance itself out by year end.
- **Computer Network/C3**, #5040 was $5,331.96 over its YTD budget of $3,636.00. 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.
- **Parking Enforcement**, #5070 was ($1,778.00) under its YTD budget of $10,238.00. Although the YTD budget is currently low, management anticipates this item coming in on-budget. This line covers the cost of off-duty police officers for parking enforcement.
- **Storage Unit**, #5100 was $3,000.00 under its YTD budget of $3,000.00. 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 ($7,350.73) under its YTD budget of $11,250.00. This item is spread equally at $1,250.00 per month.
- **Decals & Parking Passes**, #6422 was $1488.81 over its YTD budget of $3,750.00 due to the purchase of 2015 decals and passes. This account is spread evenly and will level out during FY15. The spread will be adjusted in FY16, to show most costs in January.
• **Events & Awards, #5200** was ($6,165.82) under its YTD budget of $25,180.00. 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).

• **Web Site Maintenance, #5115**, was ($4,285.38) under its YTD budget of $7,500.00. This account is spread equally at $833.00 per month.

• **Newsletter Services, #5225**, was ($1,602.31) under its YTD budget of $10,667.00. This variance is due to the October/November Newsletter publication not being produced.

• **Other Communications, #5316**, was ($4,849.63) under its YTD budget of $6,075.00. This account is spread @ $675.00 per month.

• **Administrative Salaries, #5302**, was ($1,557.87) under its YTD budget of $205,290.00.

• **Payroll Taxes/Benefits/Costs #5340** was ($9,942.48) under its YTD budget of $61,594.00. 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.

• **Trash and Recycling, #6035** was ($17,516.08) under its YTD budget of $217,229.00. This account is spread @ $24,136.00 per month.

• **Water Service, #6025** was ($3,217.21) under its YTD budget of $22,163.00. This account is spread equally and should be adjusted in FY16, to show higher costs in late spring, summer and early fall months.

• **Grounds & Landscaping, Contract, #6100** was $8,546.00 over its YTD budget of $112,401.00. Invoice amount of $4,800.00 (tree pruning services) should be coded to #6160 Tree & Shrub Maintenance not Grounds & Landscaping Contract #6100. Invoice in the amount of $1,465.00(hardwood mulch) should be coded to #6155 (turf treatment and enhancements) not #6100 Grounds & Landscaping Contract.

• **Flower Rotation & Landscape Enhancement, #6150** was ($6,000.30) under its YTD budget of $13,720.00. Variance due to billing for the fall flowers/plantings not billed/paid for as yet. This account should balance itself out.

• **Turf Treatments & Enhancements, #6155** was ($10,505.00) under its YTD budget of $13,125.00. This account is spread @ $1,875 during the months of March through October.

• **Tree & Shrub Maintenance, #6160** was ($5,876.50) under its YTD budget of $37,696.50. 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 ($3,284.10) under its YTD budget of $5,625.00. Variance due to funds not used/necessary at this time.

• **Lighting Supplies/Repair & Maintenance, #6640** was $3,021.80 over its YTD budget of $22,500.00. Variance due to more repairs necessary as equipment ages.

• **Street Repair & Maintenance, #6760** was $1,764.15 under its YTD budget of $7,000. Variance due to funds not used/necessary at this time.

• **Legal Services – Collections, #7025** was $4,094.76 over its YTD budget of $15,750.00. This item pays for the cost of legal services incurred with the collection of delinquent HOA
assessments. This line item is offset by legal fees shown in account #4720 legal reimbursements (income account).

- **Legal Services – General Counsel**, #7030 was $17,021.48 over its YTD budget of $23,007.00. The variance on this account is attributable to billable action initiated by the board.
- **Clubhouse Utilities**, #6075 was $3,366.14 over its YTD budget of $25,500.00. The variance on this account is due to higher utilities expenses this month.
- **Special Cleanings**, #6436 was $1,650.00 over its YTD budget of $5,850.00. The variance can be attributable to FY14 invoices totaling $3,775 that were not submitted/paid until 2/2015.
- **Fitness Equipment Repair**, #6570 was $3,850.83 over its YTD budget of $4,500.00. This account is spread equally @ $500 per month. The variance can be attributed to a higher than usual number of service/repair calls.
- **Pool Management**, #6438 was $7,635.00 over its YTD budget of $47,000.00. This account was spread @ $2,501 in April, $7,000.00 in May, $10,500.00 in June through August, $6,000.00 in September and $4,130.00 in October. The variance is attributable to April invoice amount of $5,500.00.

After further research it appears that the High Sierra Pool Contract price for 2014/15 was $53,900.00 not $51,131.00. The full year projected will be closer to $53,900.00.

As of 8/31/15, there was an overall positive variance between YTD income and expenses in the amount of $30,024.75 which was $26,049.81 over the budget amount for Net Income/Loss of $3,974.81.

**PRO-FIT REPORT FOR AUGUST/SEPTEMBER 2015**

Discussed yoga class on Thursday moving from 8 a.m. to 9 a.m. instead to accommodate residents.

Also explained and answered questions regarding the gym equipment maintenance proposal.

a. **Profit Class Proposal**

   Discussed proposal for 10 free classes in 2016 instead of 5 and answered BOD questions. BOD wants to do a survey of residents at the annual meeting to help choose the right class offerings.

**OFFICERS’/COMMITTEE REPORTS**

**Activities and Events Committee**

Introduced new member Pilar to BOD, and announced that Al Luna has resigned from the committee. Two – three successful events in October included the international wine and food pot luck fashion show and a new resident welcome event. Is considering another casino night for next year. The Halloween party had 366 guests and was sponsored by Realtor Irina Babb. Considering dividing the upcoming holiday party into an afternoon for the kids and an evening for adults due to overwhelming attendance at the Halloween party.
Architectural Review Committee
Asked if BOD had any questions regarding the newly proposed deck/fence language, or the recent ARC appealed application or parking issue. Is proceeding with suggested parking language changes, and has less applications due to colder season. Moving meetings from the first Tuesday to the first Wednesday of the month for December – March.

Common Area Committee
Explained there is an item on the agenda for Lancaster based on summer walk-throughs of some areas that needed attention.

Cameron Club Facilities Committee
Announced that Marty Menez has resigned from the committee, and a thanks to him for all his service as well as consideration for a new member in BOD packet. Explained proposed preventative maintenance contract for gym equipment, haven’t had one before and have spent $8K on repairs this year. Discussed possibility of having 6-8 complimentary classes for 2016 but the BOD has already decided on 10.

Communications Committee
No report.

Financial Advisory Committee
Wants to be sure BOD and management are pursuing renovation/upkeep of swimming pool. Is also interested in progress on asphalt for streets, would like to get proposals. BOD tasked management to find out if/what sub-associations are reserving for it.

Ad-Hoc Pool Committee
No report.

8:51 p.m. Change of Attendance: Paul Rocchio arrived.

OLD BUSINESS
City of Alexandria Update
Builders for new communities will be at the Annual Meeting.

BOARD DISCUSSION
a. CS Shuttle Noise/Odor Complaint
Have received complaints regarding inconvenience of shuttle parking outside the Cameron Café. Management spoke to ARM and the location has been moved, will find out new location. Resident Scott Stark spoke to his complaint that the situation is markedly better.
MATTERS FOR BOARD DECISION

a. 2016 Budget - Approval
Move To: “I move to amend the FY16 Operating Budget to raise the assessment 2.9% and approve otherwise as submitted.”
Moved by: Brian Sundin
Seconded: Paul Rocchio
For: All
Against: Donna Kenley
MOTION PASSED

b. Golf Cart
Move To: “I move to approve the purchase of a gas golf cart, not to exceed $6,500.”
Moved by: Donna Kenley
Seconded: Paul Rocchio
For: All
Against: Brian Sundin
MOTION PASSED

c. Goldklang Group – Audit – Representation Letter
Move To: “I move to approve the Audit Report submitted by Goldklang Group, CPA’s for fiscal years ending December 31, 2014 and December 31, 2013.”
Moved by: Megan Brock
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

d. Preventive Maintenance Contract/Heartline Fitness
Move To: “I move to approve the CCFC’s recommendation to the Board of Director’s to enter into a contract with Heartline Fitness Systems for Preventative Maintenance Agreement. The cost is $1,008.00 per quarter for an annual cost of $4032.00. These funds would be paid from G/L 6570 – Fitness Equipment Repair and Maintenance.”
Moved by: Donna Kenley
Seconded: Rodney Gray
For: All
Against: Brian Sundin
MOTION PASSED

e. Lancaster Landscapes – Plant Material Installation
Move To: “I move to approve Lancaster Landscapes, Inc. proposal #25155 totaling an amount not to exceed $6,570.50 for Plant Material Installation along Duke Street for FY15.”

MOTION TABLED: For more information from Lancaster Landscaping.
f. ARC Revision of DMS Language Regarding Decks/Fences/Walls
   Move To: “I move to approve the Architectural Review Committee (ARC) request for changes to the Design and Maintenance Standards language on Decks/Fences (as attached).”
   Moved by: Megan Brock
   Seconded: Paul Rocchio
   For: All
   Against: None
   MOTION PASSED

g. CCFC Appointment
   Move To: “I move to approve the appointment of Stephanie Waldrop as a member of the Cameron Club Facility Committee.”
   Moved by: Donna Kenley
   Seconded: Paul Rocchio
   For: All
   Against: None
   MOTION PASSED

h. Nextility Presentation
   National gas rates have recently dropped approximately 15%, locking in this rate for 2 years will be a savings to CS.
   Move To: “I move to approve Nextility to lock in gas rates for a 2 year contract for an approximately $600 savings.”
   Moved by: Donna Kenley
   Seconded: Paul Rocchio
   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 1,592 homes have re-registered.
      Budget: The 3rd and final review of the 2016 Budget was held on October 21st with the Board, FAC and Committee Chairs. The 2016 Budget will be voted on for approval at the October 27th board meeting.
      Annual Meeting: The Meet the Candidates Night was held on October 18th. The Annual Meeting is scheduled for November 2nd at 7 PM.
      Nominate Good Neighbors for Pillow Award: Nominations for the Mark Pillow Community Spirit Award were due by October 20th. The winners will be announced at the Annual Meeting on November 2nd.
      Shuttle Schedule: The CAC Committee will be reviewing proposed schedule changes at their next meeting.
Landscaping/Irrigation: The complete irrigation project is finished. All of the damaged turf due to construction have been replaced. Irrigation will be winterized the 1st week of November. Annual fall flower installations were installed the week of October 12th. Fall fertilization, mulching and aeration has been completed and mulching to the linear trail should be completed this week. Leaf removal is being performed with the weekly mowing. The large fall leaf removal will be the week of November 9th.

Pro-Fit/Fitness Equipment: Class program schedule submitted by Pro-Fit will be discussed at the October 27th board meeting.

Compass Newsletter: The Communications Committee has a new volunteer editor for the compass. The Compass will resume with the November/December issues and all submissions are due via email by October 30th.

BOD tasked management to email the committees regarding setting up a table at the Annual Meeting and to prepare a short report.

EXECUTIVE SESSION
Move To: Enter Executive Session at 10:00 p.m. to discuss delinquencies and collection report, hearing decision, candidacy forms, and Mark Pillow Award.
Moved by: Donna Kenley
Seconded: Brian Sundin
For: All
Against: None
MOTION PASSED

Move To: End Executive Session at 10:22 p.m.
Moved by: Brian Sundin
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED

Move To: “I move not to reverse the ARC’s decision regarding permission to keep their outdoor furniture located on their front driveway out all season for account #00209-3798.”
Moved by: Brian Sundin
Seconded: Paul Rocchio
For: All
Against: None
Abstain: Megan Brock, Rodney Gray
MOTION PASSED
ADJOURNMENT
Move To: Adjourn the meeting at 10:25 p.m.
Moved by: Brian Sundin
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

Minutes prepared, and respectfully submitted by: Meghan Marville, Recording Secretary, CMC