CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, December 1, 2015

The regularly scheduled monthly meeting of the Board of Directors for December was held on Tuesday, December 1, 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
Donna Kenley    Director
Rodney Gray     Director
Jon Dellaria    Director
Stephanie Bibighaus  Director

Members Absent
Megan Brock  Treasurer
Brian Sundin  Director

Others Attending
Bette Sanft    Community Manager, CMC
Deirdre Baldino Assistant Community Manager, CMC
Meghan Marville Architectural Covenants Administrator, Recording Secretary, CMC

APPROVE AGENDA
Move To:  “To approve agenda as submitted.”
Moved by: Donna Kenley
Seconded: Rodney Gray
For:  All
Against: None
MOTION PASSED

GUEST SPEAKER
Lt. Vince Jones of the Alexandria City Police Department some of the reportable crimes in the vicinity of CS included a destruction of property at the playground (spray paint, that has now been removed), a package theft, and one marijuana possession. The BOD asked the police department to include in its next report what the department is doing within a two block radius of CS to deter crimes.

HEARING
Lynn Murphy of 231 Somervelle presented her appeal to the BOD to reverse a recent ARC decision regarding the color of the trim on her home.

RESIDENTS’ OPEN FORUM
None.
APPROVAL OF MINUTES
Move To: Approve the minutes from the October 27, 2015 Board of Directors meeting with the correction that Donna Kenley is listed as Vice President.
Moved by: Donna Kenley
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT FOR OCTOBER 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>$2,003,784.34</td>
<td></td>
<td></td>
</tr>
<tr>
<td>YTD Income</td>
<td>$1,993,102.45</td>
<td>$1,989,622.18</td>
<td>$3,480.27</td>
</tr>
<tr>
<td>YTD Expenses</td>
<td>$1,950,859.88</td>
<td>$1,990,490.72</td>
<td>($39,630.72)</td>
</tr>
<tr>
<td>YTD Net Income, surplus/(loss)</td>
<td>$42,242.57</td>
<td>($868.42)</td>
<td>$43,110.99</td>
</tr>
</tbody>
</table>

Investments:
On 10/31/15 the Association had operating and investment funds totaling $2,003,784.34. The Pacific Premier Bank (PPB) operating account had a balance of $577,444.29. The PPB Google Ads account had a balance of $2,115.65. The PPB money market had a balance of $66,135.43 and the Morgan Stanley Smith Barney (MSSB) money market account had a balance of $102,865.20. There was $1,250,000.00 invested in laddered CDs with MSSB.

Balance Sheet:
As of 10/31/15 the Residential Assessments Receivable balance was $90,166.09. This reflects a delinquency rate of approximately 3.90% - the acceptable industry standard is 5%.

Accrued Reserves totaled $1,212,693.01 and were fully supported by cash and investments.

Owners’ Equity*, had a balance of $345,548.56, of which $245,716.43 was supported by cash and investments. Owners’ Equity supported by cash and investments was 10.65% 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 $1,993,102.45 which was $3,480.00 over its YTD budget of $1,989,622.18. Income items that had a variance of more than $1,500.00 of their YTD budget follow.

- **Room Rental Fees**, #4400, was $2,890.00 over its YTD budget of $5,000.00. This account is spread @ $500.00 per month.
- **Legal Reimbursements**, #4720, was $5,297.80 over its YTD budget of $6,250.00. This income line item is for legal fees recouped from delinquent homeowners for collection costs.
- **Interest Income**, #4910, was ($5,037.79) under its YTD budget of $16,840.00. This income line item is for interest earnings on the current CD’s.

Year-to-date expenses totaled $1,950,859.88 which was ($39,630.72) under the budget of $1,990,490.60. Expense items that had a variance of more than $1,500.00 of their YTD budget follow.
- **Collection Charges, #5025** was ($2,485.00) under its YTD budget of $5,000.00. 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 ($4,465.00) under its YTD budget of 8,330.00. This account is spread @ $833.00 per month.

- **Architectural Comprehensives, #5035** was $1,535.78 over its YTD budget of $5,504.00. 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 $3,096.25 over its YTD budget of $4,040.00. 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 ($1,995.00) under its YTD budget of $11,375.00. 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 ($3,261.66) under its YTD budget of $12,500.00. This item is spread equally at $1,250.00 per month.

- **Events & Awards, #5200** was ($8,909.80) under its YTD budget of $27,577.50. 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 ($5,090.88) under its YTD budget of $8,333.00. This account is spread equally at $833.00 per month.

- **Newsletter Services, #5225**, was ($4,268.31) under its YTD budget of $13,333.00. This variance is due to the October/November Newsletter publication not being produced.

- **Other Communications, #5316**, was ($5,463.63) under its YTD budget of $6,750.00. This account is spread @ $675.00 per month.

- **Payroll Taxes/Benefits/Costs #5340** was ($10,442.59) under its YTD budget of $68,505.00. 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.

- **Grounds & Landscaping Contract, #6100** was $5,957.50 over its YTD budget of $124,890.00. 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 ($7,969.80) under its YTD budget of $21,970.00. 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 ($10,915.00) under its YTD budget of $15,000.00. This account is spread @ $1,875 during the months of March through October.

- **Tree & Shrub Maintenance, #6160** was ($1,940.00) under its YTD budget of $45,235.50. This account is spread @ $7,539 during the months of March through June and September through November.

- **Irrigation System Contract, #6299** was ($3,154.00) under its YTD budget of $15,000. This account should balance itself out.

- **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.

- **Fountain/Pond/Lake Repair & Maintenance, #6585** was ($2,040.00) under its YTD budget ($2,200.00).

- **General Maintenance Supplies, #6605** was ($2,249.28) under its YTD budget of $6,250.00. Variance due to funds not used/necessary at this time.
- **Lighting Supplies/Repair & Maintenance, #6640** was $2,706.43 over its YTD budget of $25,000.00. Variance due to more repairs necessary as equipment ages.

- **Linear Park Landscape Maintenance, #6685** was ($2,851.50) under its YTD budget of $21,668.00.

- **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 $4,901.48 over its YTD budget of $17,500.00. 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 $16,919.48 over its YTD budget of $23,563.00. The variance on this account is attributable to billable action initiated by the board.

- **Clubhouse Utilities, #6075** was $5,009.56 over its YTD budget of $28,333.00. The variance on this account is due to higher utilities expenses this month.

- **Pool Management, #6438** was $3,505.00 over its YTD budget of $51,131.00. Variance due to additional staffing hours (for Cameron Club Events) and 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.

- **Safety and Security, #6440** was $1,574.69 over its YTD budget of $1,500.00.

- **Building Repair & Maintenance, #6515** was $2,294.26 over its YTD budget of $2,917.00.

- **Fitness Equipment Repair, #6570** was $4,587.74 over its YTD budget of $5,000.00. This account is spread equally @ $500 per month. The variance can be attributed to a higher than usual number of service/repair calls.

- **Fitness Center Supplies, #6575** was $1,598.44 over its YTD budget of $5,000. The variance is due to extra fitness supplies necessary to replace.

- **Access System Repairs, #6595** was $1,725.69 over its YTD budget of $833.50.

As of 10/31/15, there was an overall positive variance between YTD income and expenses in the amount of ($42,242.57) which was $43,110.99 over the budget amount for Net Income/Loss of ($868.42).

**PRO-FIT REPORT FOR OCTOBER 2015**

Tammy Cooper with Pro-Fit reported that the attendance to the fitness center in October reached 4,554 and was similar in November. There is an increase in class attendance for Gentle Yoga, Vinyassa Yoga, Cameron Weights and Boot Camp. One stationary bike is being repaired this week. The recent class survey results showed that the most requested classes are the classes that are currently on the schedule and Pro-Fit recommends the addition of pilates of tai chi as the 10th complimentary class. The BOD asked Pro-Fit to email them the survey results for further discussion.

**OFFICERS’/COMMITTEE REPORTS**

**Activities and Events Committee**

Prepared for the Holiday Party this weekend, The 70’s/80’s Dance Happy Hour was attended by 40 people, mostly new residents and was a great way to make new friends, lots of fun. Presented information to BOD that the current year budget would allow for the purchase of cocktail tables at approximately $1,000 and alleviate the need to rent tables for future events at $200 per event. The BOD was in favor of this.

**Architectural Review Committee**

Sent via email from Elizabeth McAlee, ARC Chair: “The ARC approved all four resident applications that were submitted. We acknowledged that the Board had approved suggested changes to the DMS regarding decks and fencing and were grateful their support.
Our next big project is the community’s parking policy, which will require some intensive time and effort from the committee. I had wanted to have something to give to the Board in January, but that may not happen. We discussed some residents’ complaints and ongoing issues with parking and prepared for the possibility of meetings with these residents.” Jon Dellaria reported that there was some consideration among the ARC to change the name to the Covenants Committee but no formal request has been discussed at this time.

Common Area Committee
Has been looking at smaller areas for repairs and replacements. Is in support of tonight’s motion for Lancaster Landscaping to repair the busted area by Duke Street.

Cameron Club Facilities Committee
Is in support of tonight’s motion for an office door in the club house to increase security.

Communications Committee
Recently wrote some suggested guidelines for improvements to the efficiency of the Annual Meetings.

Financial Advisory Committee
Noted many line items on the budget that are over/under and suggested that perhaps there are too many line items.

Ad-Hoc Pool Committee
No report.

OLD BUSINESS

a. City of Alexandria Update
Howard Hughes is working with the City to move forward with the Landmark Mall project. The bowling alley has been torn down and construction is underway.

b. Cameron Park Update
CS will allow them to dig behind Woodland Hall as needed and the builder will replace any trees that may die as a result of injured roots as needed.

BOARD DISCUSSION
No Items.

MATTERS FOR BOARD DECISION

a. Election of Board Officers
Move To: “I move to appoint Mike Johnson as President of the Cameron Station Board of Directors.”
Moved by: Jon Dellaria
Seconded: Donna Kenley
For: All
Against: None
**MOTION PASSED**

Two nominations from the floor for Vice President were for Donna Kenley and Jon Dellaria. After a secret ballot vote was taken and counted, Jon Dellaria was appointed as Vice President.

Move To: “I move to appoint Megan Brock as Treasurer of the Cameron Station Board of Directors.”
Moved by: Donna Kenley
Seconded: Jon Dellaria
For: All
Against: None
**MOTION PASSED**

Move To: “I move to appoint Stephanie Bibighaus as Secretary of the Cameron Station Board of Directors.”
Moved by: Mike Johnson
Seconded: Jon Dellaria
For: All
Against: None
**MOTION PASSED**

b. Appointment of Committee Liaisons
Move To: “Appoint liaisons to the committees as follows:
Jon Dellaria, Activities & Events Committee
Brian Sundin, Architectural Review Committee
Rodney Gray, Common Area Committee
Donna Kenley, Cameron Club Facilities Committee
Stephanie Bibighaus, Communications Committee
Megan Brock, Financial Advisory Committee”
Moved by: Mike Johnson
Seconded: Donna Kenley
For: All
Against: None
**MOTION PASSED**

c. 2016 Board Meeting Dates
Move To: “Approve the 2016 meeting dates to continue on the last Tuesday of each month, with November and December being a combined meeting in December.”
Moved by: Mike Johnson
Seconded: Stephanie Bibighaus
For: All
Against: None
d. Office Door/Management Office
Move To: “I move to approve the CCFC’s recommendation to the Board of Director’s, in accordance with the Palmer Brothers proposal #38496, dated November 18, 2015, in the amount of $5,350.00, to install a door in the Management office are, not to exceed a total of $5,500.00. The funds to be paid from Capital Reserves Expenditures account 3015.”
Tabled pending further information.

e. Reserve Study – Proposal
Move To: “I move to approve Reserve Advisors to complete the full reserve study update in the amount of $3,550 (including all expenses).”
Moved by: Jon Dellaria
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

f. Golf Cart – New vs. Used Spreadsheet
Discussed community feedback regarding golf cart purchase.
Move To: “Purchase the 2015 cart with extended dump bed.”
Moved by: Donna Kenley
Seconded: Stephanie Bibighaus
For: All
Against: Jon Dellaria
MOTION PASSED

g. 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.”
Moved by: Stephanie Bibighaus
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

h. CMC – December Holiday Schedule
Move To: “I move to approve the Cameron Station Onsite Management Office to close on Friday December 11, 2015, to attend CMC’s Annual Holiday Party at the Corporate Office.”
Moved by: Jon Dellaria
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

Move To: “I move to approve the Cameron Station onsite Management Office closure on Thursday December 24, 2015.”
Moved by: Donna Kenley
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

MATTERS FOR BOARD REVIEW AND INFORMATION
  a. Management Report
     Included in board packet for review.

EXECUTIVE SESSION
Move To: Enter Executive Session at 9:27 p.m. to discuss delinquencies and collection report, hearing decision, Board/Management Get-Together Dates, Holiday Gifts.
Moved by: Donna Kenley
Seconded: Rodney Gray
For: All
Against: None
MOTION PASSED

Move To: End Executive Session at 10:11 p.m.
Moved by: Donna Kenley
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

Move To: “Not to waive acct #215-2765’s request to remove fines associated with account.”
Moved by: Jon Dellaria
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

Move To: “I motion to reverse/not reverse the ARC’s application decision for account #205-4643.”
Tabled pending further information.
Move To: “I move to approve holiday gifts for the on-site management staff as follows:
Administrative Assistant, $300
Maintenance, $300
Covenants Administrator, $300
Assistant Manager, $300
Manager, $500”
Moved by: Stephanie Bibighaus
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

ADJOURNMENT
Move To: Adjourn the meeting at 10:14 p.m.
Moved by: Donna Kenley
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED
Minutes prepared, and respectfully submitted by: Meghan Marville, Recording Secretary, CMC