

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

Tuesday, July 28, 2009

The regularly scheduled monthly meeting of the Board of Directors for July was held on July 28, 2009. The meeting was called to order at 7:03 p.m. by John Sullivan in the Henderson Room at the Cameron Club, Alexandria, Virginia 22304.

Board Attendance: John Sullivan-President; Brad Holsclaw-Vice President; Mahl Avila- Secretary/Treasurer; Michael Kuhl-Director; Mindy Lyle-Director; Dak Hardwick-Director; Tom McClimon-Director.

Absent: None

Others Attending:

Airielle Hansford, Community Manager, CMC

Hilary Lape, HOA Division Director, CMC

Felicia Mingione-Buzan, Assistant Community Manager, CMC

Move To: Approve the July 28, 2009 meeting agenda as amended.

Moved by: Michael Kuhl

Seconded: Mahl Avila

For: All

Against: None

MOTION PASSED

GUEST SPEAKERS

Joel Owen, President – Lancaster Landscapes, gave the community an update on landscaping, as well as the recent equipment purchased specifically for Cameron Station, Common Area tree trimming and mentioned a need for one additional Lime application this season. John Sullivan asked that Lancaster continue to slowly reduce the ‘volcanoes’ of mulch at the tree bases throughout the community.

RESIDENTS’ OPEN FORUM

No Residents spoke during this section

Move To: Approve the Board minutes from June 23, 2009.

Moved by: Michael Kuhl

Seconded: Brad Holsclaw

For: All

Against: None

MOTION PASSED

APPEAL HEARING

A resident spoke about why he would like the CSCA Board of Directors to waive fees that were posted to his account stemming from a maintenance violation.

FINANCIAL REPORT

Given by Mahl Avila

Investments:

On June 30, 2009 the Association had operating and investment funds totaling \$2,089,116.26. The Community Association Banc operating account had a balance of \$6,726.64 and the First Association Bank operating account had a balance of \$174,311.70. Based upon this statement, the Access National Money Market account had a balance of \$30,330.17, the Smith Barney Money Market account has a balance of \$167,739.41 and the Morgan Stanley Money Market account has a balance of \$5,138.63. There is \$1,676,000.00 invested in laddered CDs and investment funds.

Balance Sheet:

The Accounts Receivable Residential Assessments account as of June 30, 2009 was \$40,493.30. This reflects a delinquency rate of approximately 1.991%, which is below the industry standard of 5%.

Accrued Reserves total \$1,310,812.37 and are fully supported by cash and investments. This signifies that the Association is in a healthy financial position.

Income Statement Report:

The Income Statement Report reflects a year to date income of \$1,102,794.73 which is \$28,981.73 above the budgeted amount of \$1,073,813.00.

The year-to-date expenses are \$1,074,692.00 which is \$16,364.00 below the budgeted amount of \$1,091,056.00. While the overall expenses are below the budgeted amount, there are a few line items that I would like to bring to your attention, as they exceed the year to date budgeted amount by more than \$1,500. This information is listed below for your reference.

- Parking Enforcement, line item #5073, exceeds the budgeted amount by \$2,259.38 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. Management will recommend an increase in this line item for FY2010.
- Legal Fees – Collections, line item #5105, exceeds the budgeted amount by \$8,676.31 year to date. This is due to an increase in outstanding assessments. Please know that this line item is partially offset by Income Line Item #4302: Legal Fees.
- 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. I have asked to have these funds reclassified to the correct account. This change will be reflected on the July 09 financial statement.
- Federal/State Income Tax, line item #5202, exceeds the budgeted amount by \$3,025.00 year to date. Once the reclassification from line item #5201 (see above) is complete this amount will increase to \$5,700. Additional monies should be budgeted in this line item for FY2010.
- Landscaping Maintenance, line item #6001, exceeds year to date the budgeted amount by \$1,500.19. This is due to a payment of \$1,500 for the mowing of Linear Park. Management anticipates that this line item will be over by approximately \$7,500 by the end of 2009 because of the turf maintenance of Linear Park.
- Irrigation System Contract, line item #6002, exceeds year to date the budgeted amount by \$3,338.78. This was due to the installation of the five new water meters totaling \$5,760.00.
- Snow Removal, line item #6003, exceeds the year to date budgeted amount by \$18,045.11. The bills for the snow removal for early 2009 totaled \$38,124.50. Also, this line item covers street cleaning which was completed in May at a cost of \$3,920.61. There is \$40,000 budgeted in this line item for FY2009.
- Common Area Lighting Maintenance, line item #6102, exceeds the budgeted amount by \$9,572.53 year to date. This is due to the repair of two major circuits in the community totaling \$3,459.58 and a repair totaling \$3,646.34. Additional monies should be budgeted in this line item for FY2010.
- Pet Stations, line item 6368, exceeds the year to date budgeted about by \$1,855.88. This is due to purchasing the necessary supplies in bulk to keep costs low. There has been a substantial increase in the use of the pet stations; therefore, additional monies should be budgeted in this line item for FY2010.
- Common Area Consulting, line item #6365, exceeds the budgeted about by \$11,000.00. This is due to the payment totaling \$21,000.00 for the tree study.
- Community Activities, line item #5601, exceeds the budgeted amount by \$4,217.67 year to date. This is due to the cost of the pool party which is budgeted expense. The money in this line item is broken out over 12 months so this line item should even out over the next few months. Also, \$800.00 was miscoded to this line item that is being reclassified to 5801 – Board/Committee Expenses. This change will be reflected on the July 09 financial statement.

- Pool Management Contract, line item #6018, exceeds the budgeted about by \$3,495. This is due to the payments being made on a seven (7) month schedule, but the budget is broken out over 12 months. This should be adjusted in the FY2010 budget.

Overall there is a positive variance between year to date income and expenses in the amount of \$28,102.73. As always, we will continue to closely monitor the monthly expenses for the Association and will advise the Board of any specific issues that may have an impact to the budget. Please let me know if you have any questions regarding this information.

WTS REPORT

Kevin Horner, WTS Fitness Director, was not present. The June 2009 WTS report was presented by Ray Celeste, CCEC Chairman. He mentioned that it was another record month for scanned ID's. He gave an update on the broken Treadmill and Elliptical machine. The Board agreed that resolution for both machines needed to occur as soon as possible and the Board will vote via email to expedite the repair/replacement process for these machines.

COMMITTEE REPORTS

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

Martin Menez, Chairman of the Ad Hoc Renovation Committee, asked the Board of Directors for guidance to help set milestones and assistance in data collection. The CSCA Board of Directors asked the Ad Hoc Committee to provide Management parameters and format for data needed. The Ad Hoc Renovation Committee will provide two (2) status reports, the first at the Annual CSCA Meeting in November, 2009 and the second by the end of the 1st quarter, 2010.

Michael Mayes, Chairman of the ARC did not have any updates at this time.

Raymond Celeste, Chairman of the CCEC, advised that the CCEC voted on a new committee member and is asking the BOD for approval. He also asked the Board for a vote to move forward to the replacement of the broken Treadmill in the Fitness Center and approval to increase the current 2009 budget related to the Adult Only Happy Hours since this event was created after the 2009 budget was finalized. The Board instructed Fitness Center Management to find a company to make the needed repairs on the Elliptical machine to get it up and running as soon as possible. The Board asked to have the proposals for Fitness Equipment Maintenance Contract provided to the Board for their review and consideration at the August meeting if possible.

Move To: Approve up to \$6,000.00 to replace the broken treadmill in the Fitness Center.

Moved by: Michael Kuhl

Seconded: Mindy Lyle

For: All

Against: None

MOTION PASSED

Move To: Approve reimbursement to the CCEC for monies spend YTD on the Adult Only Happy Hours.

Moved by: Mindy Lyle

Seconded: Mahl Avila

For: All

Against: None

MOTION PASSED

Move to: Approve Ellen Shreve to be a member on the Cameron Club and Events Committee.

Moved by: Dak Hardwick

Seconded: Tom McClimon

For: All

Against: None

John Sullivan asked Management to prepare a Policy Resolution to define requirements for the Ault Only Happy Hours. This Policy Resolution will be presented to the Board at the September, 2009 BOD Meeting. Robert Burns, Chairman for the CAC, reported that they have approved a new committee member and are seeking approval from the BOD. Robert also mentioned that the monthly walk-throughs with the landscaping company have been very productive.

Move to: Approve Anne O'Connor to be a member on the Common Area Committee.

Moved by: Michael Kuhl

Seconded: Mahl Avila

For: All

Against: None

Cheri Avila, Chair to the Communications Committee, introduced the new website communications specialist (Cindy Thomason). Cheri also advised that she is working on an article for the September/October Compass, as a way to introduce Cindy to the community.

Sandra Haasl, Chair of the FAC, announced that the committee has been reviewing the audit. She would like to have all budget materials by August 6, 2009. She mentioned that they are still looking for a volunteer for the one remaining vacancy on the FAC but have made a recommendation to BOD for approval for the other opening. Sandra mentioned that she would work with Robert Burns to come up with some numbers for the 2010 tree pruning budget.

Move to: Approve Andrew McDonald to be a member on the Financial Advisory Committee.

Moved by: Michael Kuhl

Seconded: Mindy Lyle

For: All

Against: None

MOTION PASSED

OLD BUSINESS

Airielle Hansford advised that the City of Alexandria will hold a meeting on August 10, 2009 for residents of Somerville Street to discuss the possibility of adding artificial turf and new lights to one of the existing athletic fields at Ben Brenman Park. Mindy Lyle mentioned that for those interested in seeing an example of the lights that the City may install in Ben Brenman Park; they can go to Ft. Ward Park as the City has already installed the same lights at that park.

Mindy will once again be asking for volunteers to help clean out the lake at Brenman Park. She asked for a motion to approve up to \$300 for feeding lunch to the volunteers.

Move To: Approve up to \$300 to provide lunch to those who volunteer to clean out the lake at Brenman Park.

Moved by: Tom McClimon

Seconded: Mindy Lyle

For: Tom McClimon, Mindy Lyle, Mahl Avila, and John Sullivan

Against: Dak Hardwick, Brad Holsclaw, and Michael Kuhl

MOTION PASSED

NEW BUSINESS

There is no new business at this time.

Move To: Approve the fiscal year 2008 draft Audit for Cameron Station completed by Goldklang, Cavanaugh and Associates.

Moved by: Mindy Lyle

Seconded: Tom McClimon

For: All

Against: None

MOTION PASSED

Move To: Approve the appointment of the following Cameron Station Homeowners to the Ad-Hoc Pool Rules Committee:

1. Mark Miller
2. William F. O'Connor

Moved by: Dak Hardwick

Seconded: Mindy Lyle

For: All

Against: None

MOTION PASSED

Move To: Approve the Administrative Resolution No. 2009-03, which provides the procedures relative to establishing an open forum at regular meetings of the Board of Directors and Committees.

Moved by: Mindy Lyle

Seconded: Michael Kuhl

For: John Sullivan, Brad Holsclaw, Mahl Avila, Michael Kuhl, Mindy Lyle and Tom McClimon.

Against: Dak Hardwick

MOTION PASSED

Move To: Approve the RTEC Treecare common area and private tree study proposal totaling \$12,250.00 to be completed in 2010 and the proposal totaling \$700.00 to develop a high-priority plant health document to be completed immediately.

Moved by: Tom McClimon

Seconded: Mindy Lyle

For: All

Against: None

MOTION PASSED

It was decided that Dak Hardwick and Brad Holsclaw would be co-liaisons to the Ad-Hoc Pool Rules Committee. It was also decided that the Neighborhood Watch program would not be chartered through the CSCA. It will be sponsored by the City of Alexandria Police Department and supported by the CSCA.

COMMUNITY MANAGER'S REPORT

Airielle Hansford, Community Manager, give her latest report to the Board.

CMC Employee Event

The CMC Annual Employee Event will be held on Friday, September 11, 2009. Please be advised that the Management office will close on this day to allow the staff the opportunity to attend. I have asked WTS to provide desk coverage on this day. Permission granted by the Board of Directors

Status of Irrigation System Expansion

Lancaster Landscapes has installed four new irrigation systems. They will begin work on the fifth area the week of August 3rd. The Common Area Committee will be looking at ways to shade the new meters as they are somewhat of an eyesore.

November 3, 2009 General Election

The Electoral Board has sent the formal request for use of the Great Room for the November 3, 2009 General Elections. The Election Officer will be asked to enforce parking regulations.

Move To: Allow the use of the CSCA Great Room for the November 3, 2009 General Elections.

Moved by: Michael Kuhl

Seconded: Mindy Lyle

For: All

Against: None

MOTION PASSED

Tree Trimming Day

Last month the Board approved two tree trimming days with one event taking place immediately. Management identified all trees that were touching homes and fences or causing a safety issue. It took Lancaster two and a half days to trim all the trees identified by Management. The Association was only billed for one day.

Lancaster Landscapes believes that the Association will need six trimming days per year to properly maintain the common area trees.

Pressure Washing on Sidewalks

There are several areas within the community that have a problem with moss on the sidewalks. The common area sidewalks have been treated with an herbicide spray to kill weeds, but it has little effect on moss. These problem areas are very shaded and seem to receive little direct sun.

CMC Maintenance has secured a water truck for August 5th and will be pressure washing areas identified by management as problem areas. This will be done by the maintenance tech as part of the contract. The only additional cost is \$50.00 to secure the truck.

General Maintenance Needs

Exterior Painting

The exterior of the Cameron Club needs to be repainted. There are several areas with chipped or peeling paint. The Repair and Replacement Reserve Study set aside funds for this work for FY2009. Management will be obtaining bids for this work to present to the Board of Directors.

Pool Deck Repairs and White Coating

The pool deck needs to be caulked once at the end of the season. Additionally, the pools will also need a white coating (plaster coating) before the next pool season. There is money set aside in the Repair and Replacement Reserve Study for this work in FY2009.

Kilburn Parking Area Painting

The Kilburn Parking area is in need of restriping. The lines are quite faded, especially on the end closest to Cameron Station Boulevard. Management will be asking for proposals on this work.

Martin Lane Common Area Fence Repair

There is a stretch of common area fence along Martin Lane that serves as the back of the private yard fences for the CSCA homes. The fence is in need of repair and may need to be replaced in certain areas. Management will be working with CMC Maintenance and the residents of these homes to identify the overall project. We will update the Board, CAC and ARC with our findings.

Move To: Enter into Executive Session at 9:34pm

Moved by: Michael Kuhl

Seconded: Mahl Avila

For: All

Against: None

MOTION PASSED

Move To: Exit Executive Session at 10:07pm

Moved by: Mindy Lyle

Seconded: Michael Kuhl
For: All
Against: None

MOTION PASSED

Move To: Waive the \$1,238.67 in unpaid maintenance violation fees, late fees and legal fees.

Moved by: Michael Kuhl
Seconded: Dak Hardwick
For: All
Against: None

MOTION PASSED

Move To: Approve the Homeowner's request to set up a payment plan of \$416.00 per month, in addition to the quarterly assessments beginning 2010, until the account is brought current with the stipulation that the homeowner signs a Settlement Order. Deny the homeowner's request for reinstatement of Association privileges.

Moved by: Mindy Lyle
Seconded: Michael Kuhl
For: John Sullivan, Mahl Avila, Dak Hardwick, Michael Kuhl, Mindy Lyle and Tom McClimon.
Against: None
Abstained: Brad Holsclaw

MOTION PASSED

Move To: Request CSCA attorney to draft violation letter and set hearing date for CSCA resident.

Moved by: Michael Kuhl
Seconded: Tom McClimon
For: All
Against: None

MOTION PASSED

Move To: Adjourn at 10:10pm.

Moved by: Dak Hardwick
Seconded: Michael Kuhl
For: All
Against: None

MOTION PASSED

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

Minutes were approved at the September 1, 2009 Board of Directors Meeting.

Submitted by:

Manuel Avila, Secretary/Treasurer