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

Tuesday, September 1, 2009

The regularly scheduled monthly meeting of the Board of Directors for August was held on September 1, 2009. The meeting was called to order at 7:00 p.m. by John Sullivan 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 September 1, 2009 meeting agenda.
Moved by: Dak Hardwick
Seconded: Michael Kuhl
For: All
Against: None
MOTION PASSED

GUEST SPEAKERS
Deputy Police Chief Blaine Corle, Alexandria City Police Department, gave the community an update on the recent crime activity in the Cameron Station area. A Cameron Station resident expressed concern related to speeding near Samuel Tucker Elementary School. Chief Corle said that he would assign some officers to work with the school to assist with traffic before and after school.

RESIDENTS' OPEN FORUM
A Cameron Station resident asked for an explanation of why a request for reimbursement was denied.

Move To: Approve the Board minutes from July 28, 2009 as amended.
Moved by: Michael Kuhl
Seconded: Brad Holsclaw
For: All
Against: None
MOTION PASSED

APPEAL HEARING
There were no residents in attendance for appeal hearings.

FINANCIAL REPORT
Given by Mahl Avila
**Investments:**
On July 31, 2009 the Association had operating and investment funds totaling $2,318,739.03. The First Association Bank operating account had a balance of $404,335.01. Based upon this statement, the Access National Money Market account had a balance of $30,355.81, the Smith Barney Money Market account has a balance of $250,723.69 and the Morgan Stanley Money Market account has a balance of $5,138.63. There is $1,606,000.00 invested in laddered CDs and investment funds.

**Balance Sheet:**
The Accounts Receivable Residential Assessments account as of July 31, 2009 was $59,127.18. This reflects a delinquency rate of approximately 2.907%, which is below the industry standard of 5%. Accrued Reserves total $1,324,528.73 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 $1,624,190.46 which is $31,388.46 above the budgeted amount of $1,592,802.00. The year-to-date expenses are $1,244,182.81 which is $26,036.19 below the budgeted amount of $1,270,219.00. 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 $3,409.38 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 has recommended an increase in this line item for FY2010.
- Legal Fees – Collections, line item #5105, exceeds the budgeted amount by $14,243.60 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.
- Management Reimbursements, line item #5120, exceeds the budgeted amount by $1,652.00. This is partially due to the cost for CAI Training for the site staff at the approval of the Board.
- Federal/State Income Tax, line item #5202, exceeds the budgeted amount by $8,725.00 year to date. Additional monies have been budgeted in this line item for FY2010.
- Landscaping Maintenance, line item #6001, exceeds year to date the budgeted amount by 5,188.81. This is due to the costs associated with mowing 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 $2,088.78. 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 $10,350.66 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 FY2009.
- Pet Stations, line item 6368, exceeds the year to date budgeted about by $1,642.88. 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.
• Pool Management Contract, line item #6018, exceeds the budgeted amount by $6,080. This is due to the payments being made on a seven (7) month schedule, but the budget is broken out over 12 months. This will be adjusted in the FY2010 budget.

Overall there is a positive variance between year to date income and expenses in the amount of $380,007.65. 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.

WTS REPORT
Kevin Horner, WTS Fitness Director, presented the July 2009 WTS report. He pointed out the slowdown in usage – as is typical of this time of year. He announced that the two new treadmills would be delivered on Wednesday, September 2, 2009. Kevin also discussed the motion on the agenda to close the Fitness Center from 9:00am on October 1, 2009 through 5:00pm on October 2, 2009 in order to paint, clean and rearrange equipment.

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, announced that the Town Hall was successful and positive discussion regarding the renovation was the result. Martin mentioned that he would like to have another Town Hall meeting this fall. The committee has drafted a renovation survey and that will be distributed through the Communications Committee. Martin asked the Board to assist with gathering data on the following: 1) Number of users of the Cameron Club for September & October. 2) Number of persons using the meeting spaces (for meetings, classes, parties) for September & October. 3) Multi-purpose court usage for September & October and 4) Names and contact numbers for community with clubhouses that have 1,500 – 2,000 homes.

Tom McClimon, Liaison to the ARC proposed the following motion:

**Move To: Approve the appointment of Helen Donna Dymon to the Architectural Review Committee**

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

MOTION PASSED

Raymond Celeste, Chairman of the CCEC, announced the success of the Adult Only Happy Hours and requested an increase in spending for the remainder of FY2009. The Board requested management to verify with legal council, the need for ABC permits for the Adult Only Happy Hours. Ray also mentioned that the Ice Cream Social was a success. Requests were made for purchasing frames for Artwork to be hung in the Great Room and for Roberts Rules of Order training for new committee members.

**Move To: Approve up to $500.00 for Adult Only Happy Hour expenses for the remainder of FY09.**

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

MOTION PASSED
Move To: Approve up to $300.00 for frames to hang existing artwork in the Great Room.
Moved by: Michael Kuhl
Seconded: Mahl Avila
For: John Sullivan, Brad Holsclaw, Mahl Avila, Michael Kuhl, Mindy Lyle, and Tom McClimon
Against: None
Abstained: Dak Hardwick
MOTION PASSED

Michael Kuhl, Liaison for the CAC, mentioned that there are motions regarding the irrigation proposals on the agenda.

Financial Advisory Committee – no updates at this time.

Communications Committee – No updates as there was no meeting in August.

OLD BUSINESS
Mindy Lyle mentioned that the City’ of Alexandria Parks and Recreation members met with the residents of Somervelle Street in regards to discuss the possibility of adding artificial turf and lighting to the ball field at Brenman Park. The City will be arranging to take those residents on a field trip to Ft. Ward Park to demonstrate the low impact of the proposed lights.

NEW BUSINESS
There is no new business at this time.

Move To: Approve the Monitor Security Fire Alarm Monitoring renewal agreement for one (1) year beginning on December 4, 2009 for an annual total of $594.00.
Moved by: Mindy Lyle
Seconded: Dak Hardwick
For: All
Against: None
MOTION PASSED

Move To: Approve the Monitor Security Burglary and Panic Alarm Monitoring renewal agreement for one (1) year beginning on December 27, 2009 for an annual total of $528.00
Moved by: Dak Hardwick
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Approve the Monitor Security Elevator Phone Monitoring renewal agreement for one (1) year beginning on December 27, 2009 for an annual total of $528.00
Moved by: Michael Kuhl
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED
Move To: Approve the Lancaster Landscapes proposal totaling $1,200.00 for the installation of additional irrigation near Somervelle Street.
Moved by: Michael Kuhl
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Approve the CCEC’s request to close the fitness center beginning at 9:00am on October 1, 2009 and ending at 5:00pm on October 2, 2009 to paint, clean and move equipment.
Moved by: Bred Holsclaw
Seconded: Dak Hardwick
For: All
Against: None
MOTION PASSED

At the June 3, 2009 Special meeting, the Board of Directors approved to temporarily amend the pool rules to allow residents to bring four (4) guests per household Monday through Friday, except on holidays. Saturday, Sunday and holidays the number was two (2) guests per adult. Additionally, the amended rules stated that visitors ages six (6) years and under no longer count toward guest pass usage for entry, regardless of the day.

The Board agreed to review this matter again at the July meeting and make a decision based on the use of the pool. This was not on the July Agenda due to time constraints. Management recommended that the Board delegate the evaluation of the guest policy to the Ad-hoc Pool Committee as part of their review of pool rules. The Board Concurred.

COMMUNITY MANAGER’S REPORT
Airielle Hansford, Community Manager, gave her latest report to the Board. She advised that the Annual Meeting has been rescheduled to Monday, November 9, 2009.

Move To: Enter into Executive Session at 8:30pm
Moved by: Michael Kuhl
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 8:45pm
Moved by: Michael Kuhl
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED
Move To: Deny the homeowners request to waive $900.00 in unpaid maintenance violation fees and counter-offer to accept a payment plan for the entire amount owed, not to exceed 12 months. This offer is made with the stipulation that all violations be abated.
Moved by: Dak Hardwick
Seconded: Michael Kuhl
For: John Sullivan, Brad Holsclaw, Mahl Avila, Dak Hardwick, Michael Kuhl, and Tom McClimon
Against: Mindy Lyle
MOTION PASSED

Move To: Approve the homeowners request to waive $900.00 in unpaid maintenance violation fees.
Moved by: Dak Hardwick
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Deny the homeowners request to waive $1,810.64 in unpaid maintenance violation fees and counter-offer to accept a payment plan for the entire amount owed, not to exceed 12 months. This offer is made with the stipulation that all violations are abated and an exterior modification application be submitted.
Moved by: Tom McClimon
Seconded: Michael Kuhl
For: John Sullivan, Brad Holsclaw, Mahl Avila, Dak Hardwick, Michael Kuhl, and Tom McClimon
Against: Mindy Lyle
MOTION PASSED

Move To: Adjourn at 8:55pm.
Moved by: Michael Kuhl
Seconded: Dak Hardwick
For: All
Against: None
MOTION PASSED

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

Minutes were approved at the September 22, 2009 Board of Directors Meeting.

Submitted by: ________________________________

Manuel Avila, Secretary/Treasurer