CAMERON STATION COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, October 26, 2010

The regularly scheduled monthly meeting of the Board of Directors for October was held on October 26, 2010. The meeting was called to order at 7:05 p.m. by Michael Kuhl at the Cameron Club, Alexandria, Virginia 22304.

Board Attendance: Michael Kuhl-President, Mahl Avila-Secretary/Treasurer, Dak Hardwick-Director, Tom McClinton-Director, and Don Buch-Director (7:20 p.m.)

Others Attending: Arielle Hansford, Community Manager, CMC, Jan Ward, HOA Division Director, CMC, and Mary Flynn, Covenants Administrator, CMC

Members Absent
Mindy Lyle- Vice President and Michael Kidwell- Director

Move To: Approve the October 26, 2010 meeting Agenda.
Moved by: Dak Hardwick
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED

GUEST SPEAKERS
Deputy Police Chief Blaine Corle, City of Alexandria Police Department, discussed recent crime related activity in and around the community. He also informed the Board that a City of Alexandria Deputy Police Officer would be assigned to patrol the community on Halloween night.

RESIDENTS’ OPEN FORUM
No residents spoke during Resident’s Open Forum

Move To: Approve the minutes from September 28, 2010 Board of Director’s meeting and the October 12, 2010 DMS Revision meeting.
Moved by: Dak Hardwick
Seconded: Tom McClinton
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT

Investments:
On September 30, 2010 the Association had operating and investment funds totaling $2,196,769.14. The First Association Bank operating account had a balance of $239,956.26. The First Association Bank Google
Ads account had a balance of $600.24. Based upon this statement, the Access National Money Market account had a balance of $30,669.48 and the Smith Barney Money Market account had a balance of $184,953.80. There is $1,728,000.00 invested in laddered CDs and investment funds.

**Balance Sheet:**
The Accounts Receivable Residential Assessments account as of September 30, 2010 was $22,886.19. This reflects a delinquency rate of approximately 1.09%, which is below the industry standard of 5%.

Accrued Reserves total $1,423,976.52 and are fully supported by cash and investments. This signifies that the Association is in a healthy financial position.

The Capital Reserves account totals $70,772.52. During the creation of the FY2010 budget, the Board approved $118,135.00 to be moved to a Capital Reserves Account and $97,060.00 in Capital Improvements projects to be funded from this account for 2010.

**Income Statement Report:**
The Income Statement Report reflects a year-to-date income of $1,669,963.90 which is $14,620.90 above the budgeted amount of $1,655,343.00.

The year-to-date expenses total $1,763,930.12 which is $90,880.93 above the budgeted amount of $1,673,049.19. Below are a few line items that exceed the year-to-date budgeted amount by more than $1,500.00. This information is listed below for your reference.

- **Postage**, line item #5010, exceeds the year-to-date budgeted amount by $1,599.99. A significant portion of this overage is due to the cost to mail the Cameron Club Policy and DMS Amendment in May totaling $3,170.35.
- **Architectural**, line item #5079, exceeds the year-to-date budgeted amount by $2,071.95. This is due to the associated costs for data-processing for the monthly comprehensive reports. As of September, the monthly inspections will be entered on-site by the Covenants Administrator.
- **Common Area Water/Sewer**, line item #5901, exceeds the year-to-date budgeted amount by $4,424.64. This is due to the increased water consumption associated with the irrigation system expansion.
- **Landscape Maintenance**, line item #6001, exceeds the year-to-date budgeted amount by $2,624.07. Management anticipates that this line item will level out towards the end of the year.
- **Snow Removal Contract**, line item #6003, exceeds the year-to-date budgeted amount by $199,021.90. The bills for the snow removal for early 2010 totaled $222,185.50 which is $177,685.50 above the annual budgeted amount of $44,500.00. This line item also covers street cleaning which was completed in May at a cost of $4,976.00.
- **Common Lighting Maintenance**, line item #6102, exceeds the year-to-date budgeted amount by $3,728.95. This line item was increased by $8,000.00 in FY2011 to $30,000.00.
- **Tree & Shrub Maintenance**, line item #6104, exceeds the year-to-date budgeted amount by $2,014.50. There has been a considerable amount of necessary work needed to maintain the common area trees. This line item was increased by $28,847.00 in FY2011 to $38,847.00.
- **Casual Labor**, line item #6365, exceeds the year-to-date budgeted amount by $35,280.38. This overage is due to the association using contracted maintenance service during the first half of the year. The majority of these charges were coded to Administrative Payroll. At the September 2010 Board meeting, Management was asked to move these costs to Casual Labor.
- **Exercise Equipment Repair & Maintenance**, line item #7245, exceeds the year-to-date budgeted amount by $4,249.93. This is due to increased wear and tear on the aging fitness center machines. Management has recommended an increase in this line item for FY2011, additionally it is anticipated that several of the older machines will be replaced in late 2010 and early 2011.
Sprinkler System, line item #7307, exceeds the year-to-date budgeted amount by $2,470.57. This is due to repairs necessary to maintain the fire suppression system.

Utilities, line item #7323, exceed the year-to-date budgeted amount by $4,037.62. Management anticipates that this line item will level out towards the end of the year.

Overall there is a negative variance between year-to-date income and expenses in the amount of $93,966.22 through September 30, 2010, which is $76,260.03 above the budgeted amount for Net Income/Loss for August 2010.

WTS REPORT
Kevin Horner, WTS Fitness Director presented the WTS Report. Kevin reported that card usage is up 16% from October 2009. Kevin also informed that the fitness center was recently deep cleaned and all stains in the carpet have been removed and that one treadmill is still out of service. Additionally, Kevin updated the Board on The Cameron Club Committee’s recommendation to accept Gym Source’s proposal for replacement equipment and informed the Board that he agrees with this recommendation.

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

Architectural Review Committee – Jon Bradley, ARC Chair, updated the Board on the submitted Exterior Modification Applications that will be reviewed at the November ARC Meeting. Jon also reported that he was eager to hear the outcome of the Board’s decision on the ARC’s recommended revisions to the DMS.

Events Committee – Airielle Hansford, Community Manager, CMC, updated the Board on the Adult Halloween Happy Hour on Friday, October 29, 2010 and the CSCA Halloween party in the Victoria Hebert Room on Sunday, October 31, 2010.

Common Area Committee – Robert Burns, Committee Chair, reported that he was in attendance to hear the Board’s decision on Policy Resolution No. 2010-04, Snow Removal and Inclement Weather Rules and Regulations.

Communications Committee – Airielle Hansford, Community Manager, CMC, updated the Board on the progress and upcoming launch of the new Cameron Station Website.

Move To: Approve the reappointment of the following Cameron Station Homeowners:
Ann O’Connor to the Common Area Committee
Cheri Avila to the Communications Committee
Carolyn Bedi to the Communications Committee
Ana Kelly to the Communications Committee
Pat Sugrue to the Communications Committee
Jamie Test to the Communications Committee
Moved by: Tom McClimon
Seconded: Dak Hardwick
For: All
Against: None
MOTION PASSED

OLD BUSINESS
a. City of Alexandria/Bond Out Update- Curb replacement will be taking place in Phase IV of the community. Management will be sending out an email blast to notify residents.
NEW BUSINESS
None

Moved by: Tom McClimon
Seconded: Dak Hardwick
For: All
Against: None
MOTION PASSED

Move To: Approve Administrative Resolution No. 2010-05, Contract Procurement Policy.
Moved by: Tom McClimon
Seconded: Dak Hardwick
For: All
Against: None
MOTION PASSED

Move To: Approve Administrative Resolution No. 2010-06, Record Retention Policy.
Moved by: Tom McClimon
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED

Move To: Approve Administrative Resolution No. 2010-07, Write-Off Small Balances as amended.
Moved by: Dak Hardwick
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

Move To: Approve the Cameron Station Design & Maintenance Standards revisions as amended.
Moved by: Dak Hardwick
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED

Move To: Approve the R.E. Lee Electric Co., Inc. contract to provide snow removal services for the 2010-2011 winter season on the private streets and walkways within the community.
Moved by: Dak Hardwick
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED
MOVE To: Approve the Gym Source proposal totaling $16,999.30 for replacement fitness equipment
Moved by: Dak Hardwick
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED

Move To: Approve the CroppMetcalfe proposals for replacement of the 6 ton and 10 ton rooftop Heat Exchangers not to exceed $6,175.00 contingent upon review of engineer.
Moved by: Dak Hardwick
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED

COMMUNITY MANAGER’S REPORT
Airielle Hansford, Community Manager, gave her latest report to the Board.

“Annual Meeting Information
The Meet the Candidates mailing, which included the Candidate bios, proxies with instruction and Meeting Agenda, was sent out on October 7, 2010. Management has been working to solicit gift certificate donations for raffle prizes.

Holiday Schedule
Thanksgiving Holiday:
Community Management Corporation and the on-site Management office will be closed on Thursday, November 25 and Friday, November 26, 2010
The Fitness Center will close at 6:00pm on Thanksgiving Eve and will be closed on Thursday, November 25, 2010.

Christmas Holiday:
Community Management Corporation and the on-site Management office will be closed on Friday, December 24, 2010.
The Fitness Center and Cameron Club will be closed on Friday, December 24 and Saturday, December 25.

New Year’s Holiday:
Community Management Corporation and the on-site Management office will be closed Friday, December 31, 2010 in observation of New Years Day.
Fitness Center and Cameron Club will close at 6:00pm on Friday, December 31, and be closed on Saturday, January 1, 2011.

Pet Stations
Recently, Management began using Doody Calls to purchase new pet station supplies. We are saving a good amount of money through the Associa Advantage program. I am happy to report that I was also able to negotiate two free pet stations for Cameron Station. Doody Calls dropped them off on Wednesday, October 20th. One of these pet stations will be placed in the median at Minda Place per the Boards desire. Management will work with the Common Area Committee to determine the best place for the seconded station.
Miscellaneous
The 2011 assessment coupons were ordered by Management on Thursday, October 21, 2010. This provides enough time to ensure the coupons will be mailed before the first of the year.

I have been working on the 2011 Management Annual Calendar over the past few weeks. This calendar includes the dates for Committee and Board meetings, vendor related events, budgeting and annual meeting schedules, etc. This calendar will be provided to the Board once it is complete."

On behalf of the Board of Directors, Tom McClimon thanked Michael Kuhl-President, Mahl Avila-Treasurer/Secretary, and Dak Hardwick-Director for their years of service on the CSCA Board of Directors.

Move To: Enter into Executive Session at 8:14 p.m.
Moved by: Dak Hardwick
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 8:17 p.m.
Moved by: Dak Hardwick
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED

Move To: Consolidate the November and December Board Meetings and to set date at a later time.
Moved by: Dak Hardwick
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED

Move To: Adjourn at 8:28 p.m.
Moved by: Mahl Avila
Seconded: Dak Hardwick
For: All
Against: None
MOTION PASSED

Minutes prepared by: Mary Flynn, Covenants Administrator, CMC