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

Tuesday, October 12, 2010

A Special Board Meeting was called by the Board with the Architectural Review Committee (ARC) to discuss the Design & Maintenance Standard revisions recommendations proposed by the ARC. The meeting was called to order at 7:00 p.m. by Michael Kuhl, Board President at the Cameron Club, Alexandria, Virginia 22304.

Board Attendance: Michael Kuhl-President; Mindy Lyle-Vice President; Don Buch-Director; Mahl Avila-Secretary; Dak Hardwick-Director.

Absent: Michael Kidwell-Director; Tom McClimon-Director.

Others Attending:
Airielle Hansford, Community Manager, CMC
Mary Flynn, Covenants Administrator, CMC
Donna Dymon, ARC Vice Chair
Thierry Chiapello,ARC Member
Cole Mowry, ARC Member

MOVE TO: Approve the October 12, 2010 meeting Agenda.
Moved by: Dak Hardwick
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

RESIDENTS’ OPEN FORUM
No residents attended the meeting.

BOARD DISCUSSION ON DMS REVISION RECOMMENDATIONS
The Board reviewed the proposed revisions made by the ARC along with the recommendations of the Association’s legal counsel. The Board came to a consensus that the following revisions be approved, deleted, and/or changed and forward back to the ARC for final review and approval.

The following sections are referenced by the 2008 Design & Maintenance Standards Document:

Exhibit A: Exterior Modification Application:
The ARC recommended that a section for neighbor’s signatures be added to the Exterior Modification Application. They explained that this would be used for neighbor acknowledgement and communication purposes, but would not hinder the decision of an approval for an application. The Board did not agree with this recommendation and suggested that a new section be added to the Design & Maintenance Standards regarding Encroachment and Joint Applications. Management suggested that a checklist be added to the Exterior Modification Application for homeowners to utilize to ensure that all required documents and enclosures are included in applications. The Board agreed with this recommendation.
MOVE TO: Make a separate section in the Design & Maintenance Standards on encroachment and joint applications.
Moved by: Dak Hardwick
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

Page 2; 3rd paragraph
The Board requested that Management verify the correct phone numbers for the Department of Planning & Zoning and the Code Enforcement/Permits Department.

Page 3; 1st Paragraph under Part D; Section 7.1(b)
The ARC recommended that current language be changed to “If there is an improvement located on a Lot that has a material affect upon neighboring Lot, the Owner of such Lot shall not remove the existing improvement without first obtaining the acknowledgement of the owner of the affected neighboring Lot. After receiving such acknowledgement, the Owner must then submit an application to the ARC seeking the ARC’s approval for the removal of the existing improvement.” The Board agreed with this recommendation.

Page 4; new section added: “D” to Objectives and General Information
Section D: Encroachment and Joint Projects was added to Objectives and General Information and the move the existing sections down per the Board’s motion.

Page 4; new section “F” added: The ARC Charter: MEETINGS, states:
The ARC Charter: Section F. MEETINGS, states: “Committee meetings shall be held in the community center or other recognized meeting place of the association. All committee meetings shall be open to the membership. In order for the membership to be reasonably informed of committee meetings, the committee Chairperson shall ensure that all regular committee meeting dates of the committee are listed in the newsletter, on the web site, posted in the community center and publicized through any other means of posting that the Board deems appropriate. If it is necessary for the committee to reschedule or cancel a meeting, the committee Chairperson shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. The committee Chairperson shall be responsible for contacting the members of the committee regarding rescheduled or canceled meetings. “Special” meetings or rescheduled meetings may be scheduled by the Chairperson upon five business days posted notice stating the reason for the meeting. The committee Chairperson shall designate a time period on each meeting agenda for resident input. A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. The total number of committee members is seven (7). A majority of the members shall be four (4). A majority vote of members while a quorum is present shall constitute a decision of the committee. All voting shall be conducted in open session.” The Board agreed with this recommendation.

Page 4; section E: ARC Review Criteria; Section 3
The ARC recommended that the language “tree obstruction or sunlight limitation to neighbors” be added to the sentence. The Board agreed with this recommendation.

Page 4; section E: ARC Review Criteria; Section 5
The ARC recommended to strike “Color may be used to soften or intensify visual impact” from the sentence. The Board agreed with this recommendation.
Page 5; section G: Applications
ARC recommended to change the language at the end of the first sentence from “submitted to the ARC” to “and approved by the ARC” The Board agreed with this recommendation.

Page 5; section G: Applications
ARC recommended adding language to the end of the paragraph regarding returned applications. The Board asked that the recommended language be clarified by Management.

Page 5; section H: Application and Review Process; 4th paragraph
ARC recommended that the word “resident” be changed to “owner” in the 3rd sentence in the 4th paragraph. The Board agreed with this recommendation.

Page 6; section J: Consultation with Architects & Other Professionals; The Board recommended adding the language “or management agent” at the beginning of the last sentence.

Page 8; section B: Homeowner Maintenance Responsibilities; Section 1: Dwellings and Structures
The ARC recommended combining parts C & D to say “inoperable exterior light fixtures and bulbs.” The Board agreed with this recommendation.

Page 9; Part A: Application Contents; Section 1
The ARC Recommended changing the word “county” in the 3rd paragraph to “city”. The Board agreed with this recommendation.

Page 10; Air Conditioners
The Board requested clarification from legal on the guidelines for replacing units with larger models that are now standard.

Page 11; Antennas
The Board requested that legal review this section to ensure that it is in compliance with state and federal statutes. This section was not changed with the exception of removing “continuous” in the fourth paragraph.

Page 12; New Section Added: “Birdfeeders/Bird Houses”
The ARC recommended that a new section on Birdfeeders/Bird Houses be added to state, “Bird feeders/houses are prohibited unless located in rear fenced yards and may not exceed the fence line.” The Board agreed with this recommendation.

Page 13; Decks and Balconies
The ARC Recommended adding a new sentence: “The deck dimensions and the design must be consistent with the Builder’s original design.” The Board agreed with this recommendation.

Page 12; Decks and Balconies; Section H
The Board recommended adding language to the first sentence of Section H to read: “Privacy screens are only allowed on the rear of decks and are to be no taller than four (4) feet from the railing, and must extend to each outside corner of the deck.”

Page 14; Exterior Decorative Objects
The ARC Recommended revising the first paragraph by breaking it in to shorter sentences. The Board agreed with this recommendation.
Page 14; Exterior Decorative Objects
The ARC recommended breaking the first sentence of the 4th paragraph into two sentences to read: “All plaques and decorative objects will be evaluated in terms of their general appropriateness, size, location, and compatibility with architectural and environmental design, visual impact on neighbors, and the surrounding area. Proposed wording on a plaque must be specified in the Application.” The Board agreed with this recommendation and also recommended adding the language “in the front, side and open yards” to the first sentence, to read: Decorative objects, including plaques, cannot be installed in the front, side and open yards without first receiving ARC approval.

Page 15; Flags and Flagpoles
The Board asked that legal review the current language in this section to ensure that it is consistent with state and federal statute.

Page 16; Landscaping & Gardens
The Board asked that the language in the first sentence of this section be modified to read: “No changes or additions to the exterior landscaping/planting beds may be made without first obtaining the written approval of the ARC.”

Page 16; Landscaping & Gardens; section A
The Board requested that Management delete the height requirements on this section.

Page 17; Landscaping & Gardens
The Board asked that sections J and K be combined.

Page 18; Signs
The Board asked that current language on this section remains the same.

MOVE TO: Have Management implement all Board and administrative changes to the draft of the revised Design & Maintenance Standards so that the document is consistent with itself and submit a final draft to the Board for approval at the next scheduled meeting.
Moved by: Dak Hardwick
Seconded: Mindy
For: All
Against: None

MOVE TO: Adjourn at 9:10 p.m.
Moved by: Dak Hardwick
Seconded: Mindy Lyle
For: All
Against: None

MOTION PASSED

Minutes prepared by: Mary Flynn, Covenants Administrator