The regularly scheduled monthly meeting of the Board of Directors for February was held on Tuesday, February 22, 2011. The meeting was called to order at 7:05 p.m. by Mindy Lyle at the Cameron Club, Alexandria, Virginia 22304.

**Board Attendance:** Mindy Lyle- President, Tom Mcclimon-Vice President, Michael Kidwell-Secretary, Don Buch, Treasurer, Philip Ludvigson-Director, Alvin Boone-Director, Nicholas Giannotti-Director

**Others Attending:**
Airielle Hansford, Community Manager, CMC, John Halfhill, HOA Portfolio Manager, CMC, and Mary Flynn, Assistant Community Manager, CMC

**Members Absent**
N/A

**Move To:** Approve the February 22, 2011 meeting Agenda as amended.
Moved by: Tom Mcclimon
Seconded: Don Buch
For: All
Against: None
**MOTION PASSED**

**GUEST SPEAKERS**
Joel Owens, President of Lancaster Landscapes gave a brief overview on the history of his company and the services they provide for Cameron Station. Joel updated the Board on the upcoming spring schedule and the first walk through of the season with the Common Area Committee which is scheduled for April 28, 2011. Joel also described the types of fertilizers used to treat grassy common areas and explained that Material Safety Data sheets are provided to Management before any applications. A resident asked a question regarding mulch around trees.

Ronald Kirby, Jr., RS, CMC Engineering Services provided the Board with an explanation and overview of the Association’s Reserve Study and its purpose. Mr. Kirby also updated the Board on the status of the Reserve Study and answered questions asked by the Board Members. Additionally, the Board requested that CMC close the Access National Money Market Account and move it to the Smith & Barney Account.

**RESIDENTS’ OPEN FORUM**
A resident in attendance asked for clarification of the Personal Trainer Policy and shared concerns with the restrictions of the policy.

**Move To:** Approve the minutes from the January 25, 2011 Board of Director’s meeting.
Moved by: Tom Mcclimon
Seconded: Michael Kidwell
For: All
Against: None
**MOTION PASSED**
APPEAL HEARING FOR RESIDENTS IN ATTENDANCE
N/A

FINANCIAL REPORT

Investments:
On January 31, 2011 the Association had operating and investment funds totaling $2,408,441.73. The First Association Bank operating account had a balance of $430,631.08. The First Association Bank Google Ads account had a balance of $710.02. Based upon this statement, the Access National Money Market account had a balance of $30,712.70 and the Smith Barney Money Market account had a balance of $53,789.51. There is $1,878,000.00 invested in laddered CDs and investment funds.

Balance Sheet:
The Accounts Receivable Residential Assessments account as of January 31, 2011 was $36,745.53. This reflects a delinquency rate of approximately 1.761%, which is below the industry standard of 5%. Please keep in mind, the assessments are paid on a quarterly basis and January represents the first month of the first quarter.

Accrued Reserves total $1,462,731.22 and are fully supported by cash and investments. This signifies that the Association is in a healthy financial position.

The Capital Reserves account totals $70,384.31. The Board approved $97,060.00 in Capital Improvements projects to be funded from this account for 2010 and an additional $17,500.00 in 2011.

Income Statement Report:
The Income Statement Report reflects a year-to-date income of $528,691.06 which is $5,633.44 below the budgeted amount of $534,324.50.

The year-to-date expenses total $128,816.46 which is $51,959.54 below the budgeted amount of $180,776.00. Below 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 $1,500.00. This information is listed below for your reference.

- Temp Desk Coverage, line item #5421, exceeds the year-to-date budgeted amount by $2,678.20. The front desk is currently manned by a temp employee while Management is searching for a new Administrative Assistant.
- Snow Removal Contract, line item #6003, exceeds the year-to-date budgeted amount by $5,146.17. The bills for snow removal through February 2011 totaled $44,346.42 which is $346.42 above the annual budgeted amount of $44,000.00. This overage is mainly due to the costs to spread ice melt on the private streets on the priority treatment list in place of sand, at the request of the Board.

Overall there is a positive variance between year-to-date income and expenses in the amount of $399,874.60 through January 31, 2011, which is $46,326.10 above the budgeted amount for Net Income/Loss for January 2011.

WTS REPORT
Kevin Horner, WTS Fitness Director presented the WTS Report. Kevin advised the Board that the new Youth Program Instructor would start working with WTS the second week of March and the Basketball/Soccer
Camp orientation will be held on March 12, 2011. Kevin also stated that several new workout programs would be implemented into the March fitness schedule and that WTS continues to hold interviews for a new Fitness Center Specialist.

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

**Architectural Review Committee**- Tom McClimon, Board Vice President, updated the Board on the February ARC Meeting and their training with the Association’s legal counsel.

**Common Area Committee** – Michael Kidwell, Board Secretary reported that the Common Area Committee is not looking to do additional study with the consultant for their five year plan as they were able to obtain useful information from the Association’s reserve study.

**Financial Advisory Committee**- Don Buch, Board Treasurer, reported that the Financial Advisory Committee reviewed overdue assessments and the delinquency rate at their most recent meeting.

**Facilities Committee** – Ray Celeste, Chair, reported that the Facilities Committee did not meet quorum at their last scheduled meeting but were able to electronically approve the recommendation for the replacement of three new treadmills for the Fitness Center.

**Move To:** Approve the appointment of Suzanne Vigil as the Common Area Committee Chair for a two-year term.
Moved by: Michael Kidwell
Seconded: Philip Ludvigson
For: All
Against: None
MOTION PASSED

**Move To:** Approve the appointment of Harry Glenos to the Financial Advisory Committee for a two-year term.
Moved by: Don Buch
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

**Move To:** Ratify the appointment of Marc Foster, Michele Sundin, Michael Johnson, and Lydia Enright to the Activities & Events Planning Committee for two year terms.
Moved by: Philip Ludvigson
Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED

**OLD BUSINESS**
None

**NEW BUSINESS**
None
Move To: Ratify the approval of the Gym Source proposal for three (3) replacement treadmills totaling $15,382.50.
Moved by: Michael Kidwell
Seconded: Philip Ludvigson
For: All
Against: None
MOTION PASSED

Move To: Approve the appointment of Stephanie Zvonkovich and Yong Kim to the Activities & Events Planning Committee for two-year terms.
Moved by: Tom McClimon
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

Move To: Approve the Lancaster Landscapes proposal totaling $7,222.25 for spring flower installation.
Moved by: Tom McClimon
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

Move To: Approve the Lancaster Landscapes proposal totaling $5,345.00 for fall flower installation.
Moved by: Michael Kidwell
Seconded: Philip Ludvigson
For: All
Against: None
MOTION PASSED

Move To: Approve the Lancaster Landscapes proposal totaling $24,000 for twenty (20) tree trimming days.
Moved by: Michael Kidwell
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

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

Covenants Administrator
Shirley Petrovic has accepted the Covenants Administrator position and will begin on Monday, February 28, 2011.

Roof Leak in the Cameron Club
As reported in January, there has been an ongoing water leak above the fitness center. Water testing was completed on Friday, January 21, 2011 the sources of the leak were found. The leaks resulted from tears in the roof membrane in a variety of sizes, requiring several visits to repair all the leaks. On February 3rd, the
last patch was completed. There has been no precipitation since the roof was repaired; the ceiling will be repaired once Management has observed that there are no leaks following snow or rain. Patches had to be placed around several of the HVAC supports which penetrate the roofing membrane. The flat roof is in poor condition and should be replaced soon. This project should also include replacing the stanchions (metal supports) that support the HVAC units as they are corroding and could eventually fail and compromise the roof membrane.

**Landscaping Schedule**

Spring clean-up will begin the week of February 22\textsuperscript{nd}. Spring clean-up services include the removal of all trash, sticks, leaves and other debris from around plant beds, turf, and paved areas. Lancaster will also complete dead limb trimming and cut back liriope (low, grass like, flowering plants). It is anticipated that five tree trimming days will take place in March. The entrance redesign project will be completed the first week in April. Management will be sending a schedule to the community in an email blast in early March.

**Move To: Enter Executive Session at 9:09 p.m.**
Moved by: Nick Giannotti  
Seconded: Don Buch  
For: All  
Against: None  
**MOTION PASSED**

**Move To: Exit Executive Session at 9:35 p.m.**
Moved by: Alvin Boone  
Seconded: Don Buch  
For: All  
Against: None  
**MOTION PASSED**

**Move To: Deny the request for waiver by the homeowner of account number 00205-0304 for unpaid covenants violation fees including administrative costs and legal fees.**
Moved by: Michael Kidwell  
Seconded: Tom McClimon  
For: All  
Against: None  
**MOTION PASSED**

**Move To: Adjourn at 9:38 p.m.**
Moved by: Alvin Boone  
Seconded: Nick Giannotti  
For: All  
Against: None  
**MOTION PASSED**

Minutes prepared by: Mary Flynn, Assistant Community Manager, CMC