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

Tuesday, January 25, 2011

The regularly scheduled monthly meeting of the Board of Directors for January was held on Tuesday, January 25, 2011. The meeting was called to order at 7:03 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, 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
Philip Ludvigson-Director

Move To: Approve the January 25, 2011 meeting Agenda as amended.
Moved by: Tom McClimon
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

GUEST SPEAKER
Deputy Police Chief Blaine Corle, City of Alexandria Police Department, discussed 2010 city-wide and community-wide crime statistics. Mindy Lyle asked for a copy of the 2010 statistics once they have been made available so that it may be published in the Cameron Station Newsletter.

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

Move To: Approve the minutes from the December 13, 2010 Board of Director’s meeting.
Moved by: Don Buch
Seconded: Tom McClimon
For: All
Against: None
MOTION PASSED

APPEAL HEARING FOR RESIDENTS IN ATTENDANCE
Two Cameron Station homeowners were present to appeal the Architectural Review Committee’s decision on Exterior Modification Applications related to their home.

FINANCIAL REPORT
Investments:

On December 31, 2010 the Association had operating and investment funds totaling $2,182,002.05. The First Association Bank operating account had a balance of $209,550.72. 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 $30,702.62 and the Smith Barney Money Market account had a balance of $46,405.05. There is $1,878,000.00 invested in laddered CDs and investment funds.

Balance Sheet:

The Accounts Receivable Residential Assessments account as of December 31, 2010 was $22,750.17. This reflects a delinquency rate of approximately 1.092%, which is below the industry standard of 5%.

Accrued Reserves total $1,462,546.92 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. 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 $2,221,335.02 which is $15,211.22 above the budgeted amount of $2,206,123.80.

The year-to-date expenses total $2,283,452.88 which is $77,329.08 above the budgeted amount of $2,206,123.80. Below are a few line items that exceed the year-to-date budgeted amount by more than $1,500.00.

- **Postage**, line item #5010, exceeds the year-to-date budgeted amount by $5,584.35. 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 and the DMS update, Budget and other materials in November totaling $3,847.39.
- **Printing/Copying**, line item #5015, exceeds the year-to-date budgeted amount by $2,424.37. This overage is due to the printing of the updated DMS totaling $5,207.08.
- **Architectural**, line item #5079, exceeds the year-to-date budgeted amount by $1,606.21. This is due to the costs for data-processing for the monthly comprehensive reports. As of September 2010, the monthly inspections are entered in on-site.
- **Acct Setup/DD/Coupons**, line item #5106, exceeds the year-to-date budgeted amount by 3,806.52. This is due to the printing of coupons in December totaling $5,261.00. This line item was increased by $4,500.00 to $9,000.00 in the FY2011 budget.
- **Federal/State Income Taxes**, line item #5202, exceeds the year-to-date budgeted amount by $5,700.00. The Federal Estimated Tax Deposits for FY2010 were higher than anticipated.
- **Common Area Water/Sewer**, line item #5901, exceeds the year-to-date budgeted amount by $5,314.61. This is due to the increased water consumption associated with the irrigation system expansion. This line item was increased by $5,000.00 in the FY2011 budget to $20,000.00.
- **Landscape Maintenance**, line item #6001, exceeds the year-to-date budgeted amount by $1,807.70.
- **Snow Removal Contract**, line item #6003, exceeds the year-to-date budgeted amount by $196,123.49. The bills for the snow removal for 2010 totaled $235,647.49 which is $191,147.49 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 $7,964.14. This line item was increased by $8,000.00 in the FY2011 budget to $30,000.00.

Tree & Shrub Maintenance, line item #6104, exceeds the year-to-date budgeted amount by $4,763.13. 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 to $38,847.00 for the FY2011 budget.

Turf Treatment & Enhancements, line item #6105, exceeds the year-to-date budgeted amount by $2,365.38. This is due to a few major easement drainage repairs in the common areas.

Casual Labor, line item #6365, exceeds the year-to-date budgeted amount by $35,092.88. 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 $4,205.55. This is due to increased wear and tear on the aging fitness center machines. This line item was increased by $1,500.00 to $7,500.00 for the FY2011 budget. Additionally, several older machines were replaced in late 2010 and more are scheduled to be replaced in early 2011.

Sprinkler System, line item #7307, exceeds the year-to-date budgeted amount by $3,397.60. This is due to repairs necessary to maintain the fire suppression system.

Overall there is a negative variance between year-to-date income and expenses in the amount of $62,117.86 through December 31, 2010.

WTS REPORT
Kevin Horner, WTS Fitness Director, presented the WTS Report. Kevin reported that the fitness center had their busiest year in 2010 since WTS be keeping track and there is a continuous increase in residents scanning in to the facility. He also updated the Board on the status of the interview process for instructors and coaches for a variety of new children’s programs that WTS will be offering.

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

Common Area Committee – Robert Burns, Committee Chair, informed the Board that the Common Area Committee had reviewed the pavement study and will be submitting recommendations to the Board for asphalt sealing and crack filling for private streets. Robert also asked for an update of the water testing facility to be published in the Compass.

Architectural Review Committee – Mary Flynn, Assistant Community Manager, CMC, advised the Board that the ARC had rescheduled their regularly scheduled meeting to Wednesday, February 3, 2011. Mary also updated the Board on the scheduled training with legal counsel at the upcoming ARC Meeting.

Facilities Committee – Mindy Lyle, Board President, updated the Board on the first meeting of the new Cameron Club Facilities Committee. Mindy informed the Board that the Facilities Committee will be submitting recommendations to the Board on improvements to various areas of the Cameron Club by May 2011.

Financial Advisory Committee – Don Buch, Treasurer, updated the Board on the recent meeting of the Financial Advisory Committee and possible upcoming recommendations.
Move To: Approve the appointment of Jamie Test as the Communications Committee Chair for a one year term.
Moved by: Michael Kidwell
Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED

Move To: Approve the appointment of Andrew McDonald as the Financial Advisory Committee Chair for a one year term.
Moved by: Alvin Boone
Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED

OLD BUSINESS
Mindy Lyle, Board President, updated the Board on her recent meeting with Airielle Hansford, Community Manager, CMC and Alexandria City Parks and Recreation Department to discuss bond-out. The Board also discussed snow removal materials and procedures.

NEW BUSINESS
None

Move To: Approve the appointment of Ray Celeste as the Cameron Club Facilities Committee Chair and Martin Menez as the Cameron Club Facilities Committee Vice-Chair for one year terms.
Moved by: Michael Kidwell
Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED

Move To: Approve up to $16,500.00 for the replacement of benches in Cameron Station and $1,000.00 for hydrant flags from Capital Improvements account.
Moved by: Alvin Boone
Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED

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

Activities & Events Planning Committee
Management has only received two (2) applications for the Activities & Events Committee. Management will continue to solicit volunteers for this committee and will provide the Committee applications for appointment by the Board once there are enough submissions to allow for quorum.
Roof Leak in the Cameron Club
There has been an ongoing water leak above the fitness center. Water testing was completed on Friday, January 21, 2011 and the sources of the leak were found and repaired. The ceiling will be repaired the last week in January.

Lancaster Landscapes
Joel Owens, Lancaster Landscapes President, will be attending the February Common Area Committee to discuss spring planting and general landscape maintenance. Management has also invited Mr. Owens to attend the February Board meeting so that the Board can hear an update on landscaping plans for 2011 and ask questions.

Social Media
At the request of the Communications Committee, Management has set up Facebook and Twitter accounts for the association. The website update contains a component that will push information directly to these accounts as another means of communication.

Water Testing Facility
At the December Board meeting, Management was asked to have legal send another letter to the Army Corp of Engineers asking for a time-frame for when the water testing facility will be turned off and removed. It has been more than a year and a half since the Army Corp of Engineers last response advising that it would remain for at least 12 months. Management provided a letter to the Board that was sent by Rees Broome, PC to the Army Corp. of Engineers regarding the water testing facility decommission.

Move To: Enter Executive Session at 8:54 p.m.
Moved by: Don Buch
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 9:08 p.m.
Moved by: Don Buch
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

Move To: Approve the homeowner’s waiver regarding the ARC’s denial of the Exterior Modification Application # 11-001 and to approve the landscaping wall for account # 00348-3365.
Moved by: Michael Kidwell
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

Move To: Deny the appeal for account # 00340-8104 regarding the ARC’s denial of the Exterior Modification Application # 10-129.
Moved by: Michael Kidwell
Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED

Move To: Approve the suspension of privileges for five (5) Cameron Station accounts for failure to pay assessments and/or violation fees.
Accounts: 00205-0278, 00275-7526, 00215-2765, 00258-6784, 00205-4025.
Moved by: Alvin Boone
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

Move To: Adjourn at 9:15 p.m.
Moved by: Michael Kidwell
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

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