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

Tuesday, March 22, 2011

The regularly scheduled monthly meeting of the Board of Directors for March was held on Tuesday, March 22, 2011. The meeting was called to order at 7:00p.m. by Mindy Lyle at the Cameron Club, Alexandria, Virginia 22304.

Board Attendance: Mindy Lyle- President, Tom McClinton-Vice President, 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
Michael Kidwell, Secretary

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

GUEST SPEAKERS
Deputy Chief Blaine Corle, Alexandria Police Department updated the Board on the rash of car vandalisms in the area. He also stated that the City of Alexandria crime rate is currently at a 40 year low and informed the Board that he continues to have meetings with the City concerning the DOD/BRAC-133 Project and its possible effects of the traffic and public parking in the area.

Dean Harvey, Mercedes Benz of Alexandria presented the most current plans for the future renovation of the Mercedes Dealership located on S. Pickett Street. He stated that only interior renovations are being performed at this time and there is not a set date for the exterior renovations as they still need to go through the approval process with the City. Mr. Harvey gave an overview of the future exterior renovations and addressed questions from the Board and attending residents. The Board invited Mr. Harvey to attend the upcoming Town Hall Meeting in August 2011 to discuss the future exterior renovations.

Ted Hart, Morgan Stanley Smith Barney introduced himself as the Manager of the Association’s Replacement Reserve for the past 10 years and presented an overview of the Reserve Portfolio along with financial suggestions to the Board. Mr. Hart also addressed questions from Board Members and attending residents. The Board asked that Mr. Hart meet with them at the beginning of every year to review the Reserve account.

RESIDENTS’ OPEN FORUM
A resident in attendance asked about the missing stop sign pole on Cameron Station Boulevard and the process for reporting city streetlight outages and potholes.
Move To: Approve the minutes from the February 22, 2011 Board of Director’s meeting.
Moved by: Alvin Boone
Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED

APPEAL HEARING FOR RESIDENTS IN ATTENDANCE
One Cameron Station homeowner was present to appeal violation fines. Account # 00348-3365

FINANCIAL REPORT

Investments:
On February 28, 2011 the Association had operating and investment funds totaling $2,198,023.15. The First Association Bank operating account had a balance of $213,855.88. 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 $30,719.76 and the Smith Barney Money Market account had a balance of $58,358.83. There is $1,878,000.00 invested in laddered CDs and investment funds.

Balance Sheet:
The Accounts Receivable Residential Assessments account as of February 28, 2011 was $29,955.86. This reflects a delinquency rate of approximately 1.436%, which is below the industry standard of 5%.
Accrued Reserves total $1,479,589.22 and are fully supported by cash and investments. This signifies that the Association is in a healthy financial position.
The Capital Reserves account totals $70,175.36. The Board approved $97,060.00 in Capital Improvements projects to be funded from this account for 2010 and an additional $17,500.00 for 2011.

Income Statement Report:
The Income Statement Report reflects a year-to-date income of $539,083.68 which is $3,500.82 below the budgeted amount of $542,584.50.
The year-to-date expenses total $340,359.66 which is $26,065.34 below the budgeted amount of $366,425.00. Below are the line items that exceed the year-to-date budgeted amount by more than $1,500.00.
- **Temp Desk Coverage**, line item #5421, exceeds the year-to-date budgeted amount by $6,943.30. The front desk is currently manned by a temp employee while Management is searching for a new Administrative Assistant. Please note that this vacancy has had an impact on the Administrative Payroll and Payroll/Taxes/Benefits/Costs line items.
- **Snow Removal Contract**, line item #6003, exceeds the year-to-date budgeted amount by $29,679.42. 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 $198,724.02 through February 28, 2011, which is $22,564.52 above the budgeted amount for Net Income/Loss for February 2011.
Move To: Close the Access National Money Market and move funds to Smith & Barney Account
Moved by: Nick Giannotti
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

WTS REPORT
Kevin Horner, WTS Fitness Director presented the WTS Report. Kevin advised the Board that Facilities Pass scans are up 20% from last year. Kevin also updated the Board on the roof leak in Fitness Center and reviewed recent comment cards from residents.

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

Financial Advisory Committee - Andrew McDonald, Financial Advisory Committee Chair, gave report of recent financials and informed the Board that the Committee is currently seeking new members.

Events Committee – Nick Giannotti, Board Liaison, presented the recommendation from the Events Committee for the appointment of their new Chair and Vice-Chair. Nick also stated that the Committee had started planning the community wide Spring Garage Sale and had made a date selection for the event.

Move To: Approve the appointment of Michael Johnson as the Activities & Events Planning Committee Chair and Yong Kim as the Activities & Events Planning Committee Vice-Chair for one year terms.
Moved by: Tom McClimon
Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED

Architectural Review Committee - Tom McClimon, Board Vice President, reported that the Architectural Review Committee is looking forward to working with Shirley Petrovic, Covenants Administrator, CMC. Tom also reported that the Committee approved the monetary fines for snow removal violations at their February meeting.

Facilities Committee – Alvin Boone, Board Liaison, provided and discussed the Events Committee’s most recent recommendations for renovations of the Cameron Club. The Board asked Management to invite the WTS Design Specialist to the April Board meeting to discuss the fitness center space and to bring pictures of past projects.

Move To: Provide a proposal to develop a set of plans with pricing to include options based on Rust Orling’s Feasibility Study for the renovation of the Cameron Club to be provided to the Board at the April 26, 2011 Board meeting.
Moved by: Tom McClimon
Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED
Common Area Committee - Airielle Hansford, Community Manager, CMC, inform the Board that the Common Area Committee was set to begin their monthly walk through with Association's Landscaping service in April. Management is recommending that the perimeter fence is replaced with composite material and will be presenting materials. Mindy Lyle, Board Presidents, requested that Management provide the Board with a proposal for this project for the April meeting.

Communications Committee - Philip Ludvigson, Board Liaison, and Airielle Hansford, Community Manager, updated the Board on the status of the website reconfiguration and stated that the Committee and Management are in the process of setting up usage training of the new website.

OLD BUSINESS
Mindy Lyle, Board President, reported that Greenvest was in the process of finishing Bond-Out for Phase Four (4) of the Community.

NEW BUSINESS
Mindy Lyle, Board President, requested that the Common Area Committee inspect sinking spots in common areas sidewalks and areas with brick upheaval on common area paths. Mindy also requested that the Common Area Committee make note of the appearance of the crosswalks from the back of the Community in contrast to the ones in the front of the Community and provide suggestions for making them more consistent in design.

Move To: Approve Policy Resolution No. 2011-01, Policies and Procedures Relative to the Collection of Routine and Delinquent Assessment and Other Costs.
Moved by: Alvin Boone
Seconded: Tom McClimon
For: All
Against: None
MOTION PASSED

Move To: Approve Palmer Brothers Painting proposal totaling $7,115.00 for exterior painting of the Cameron Club.
Moved by: Tom McClimon
Seconded: Philip Ludvigson
For: All
Against: None
MOTION PASSED

Move To: Approve the Sweep Rite proposal totaling $5,150.00 for street sweeping of the Cameron Station private streets.
Moved by: Don Buch
Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED

Move To: Approve the Lancaster Landscapes proposal totaling $7,865.00 for the removal and replacement of the declining trees around the Pocket Park located at Donovan Drive and Kilburn Street.
Moved by: Tom McClimon
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

Move To: Approve the Lancaster Landscapes proposal totaling $2400.00 for the trimming of the Wisteria at the Pocket Park located at Donovan Drive and Kilburn Street.
Moved by: Tom McClimon
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Management provided the Board with information regarding the Bowling Alley Site Redevelopment plans and an email from the City of Alexandria Animal Control Department asking if the community would like to continue to allow the Animal Control Department to enter the Community to enforce Codified Animal Ordinances. Mindy Lyle, Board President provided an email from the Department of Planning of Zoning regarding new projects near the Landmark/Van Dorn Corridor.

Move To: Continue the authorization to the City of Alexandria Animal Control Department to patrol and enforce the Codified Animal Ordinances within the premises of the Cameron Station Community.
Moved by: Tom McClimon
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

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

Cameron Station Volunteer Application Event
The Cameron Station Volunteer Appreciation Event has been scheduled for Wednesday, March 30, 2011 from 6:00 to 8:00pm in the Victoria Hebert Great Room.

Cameron Club Roof Repairs
Ron Kirby, Jr. provided a report on the condition of the flat roof of the Cameron Club. Ron states that upon inspection of the roof, he found the majority of the roofing membrane to be in good condition. He is not recommending replacement at this time, and has provided a list of recommendations to extend the useful life of the roof. Management will begin the process of soliciting bids to have this project completed.
Chris Neuberg, Maintenance Technician, painted the gas pipe hookups for the rooftop HVAC units with exterior oil based protective paint in an effort to prevent further rust/deterioration.

Landscaping Schedule
Lancaster began trimming the common area trees along Cameron Station Boulevard on Tuesday, March 8th. This project should take about 7 days to complete. Once Cameron Station Boulevard is complete, Lancaster will move to other areas of the community. Management will be marking trees that need the most attention. Those trees with branches encroaching on street lights, street/traffic signs, and those touching homes are the top priority. The trees needing pruning on the private streets will be marked by Management in the mulch.
Pet Station
In February, a pet station was added to the median on Minda Lane. The Common Area Committee voted to have the extra pet station placed off Linear Park near Somerville Street. It will be installed on March 22nd.

Move To: Enter Executive Session at 9:50 p.m.
Moved by: Don Buch
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 10:00 p.m.
Moved by: Tom McClimon
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Move To: Deny the request for waiver of covenants violation fees totaling $120.00 by the homeowner of account number 00348-3365
Moved by: Don Buch
Seconded: Tom McClimon
For: Alvin Boone, Don Buch, Tom McClimon
Against: Philip Ludvigson, Nick Giannotti
MOTION PASSED

Move To: Adjourn at 10:01
Moved by: Don Buch
Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED

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