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

Tuesday, April 26, 2011

The regularly scheduled monthly meeting of the Board of Directors for April was held on Tuesday, April 26, 2011. The meeting was called to order at 7:00 p.m. by Mindy Lyle at the Cameron Club, Alexandria, Virginia 22304.

Board Attendance: Mindy Lyle- President, Don Buch-Treasurer, Michael Kidwell-Secretary, Philip Ludvigson-Director, Alvin Boone-Director

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

Members Absent
Tom McClimon-Vice President, Nick Giannotti-Director

Move To: Approve the April 26, 2011 meeting Agenda as amended.
Moved by: Michael Kidwell
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

GUEST SPEAKERS
Sonia Agosto and Donna Kenley, West End Productions, updated the Board on the various restaurants and vendors that will be participating in the West End Arts and Wine Festival. The Alexandria Gazette will provide advertising for the Festival along with the Landmark Mall Macy’s who will advertise their on their marquis as well as provide 1,000 parking spaces. West End Productions will continue to reach out to other businesses for support and work with the City of Alexandria regarding traffic concerns during the event. Additionally, West End Productions provide a list of requests from the Association.

Mark Orling, Vice President, RustOrling Architecture, discussed renovation plans for the Cameron Club. He stated that a contractor had reviewed the plans and compared them to the available space that is currently at the building. The Board asked that RustOrling Architecture provide an estimate on the Phase two renovation of the Cameron Club and will review at the May Board of Directors Meeting.

Andrea Davies, Design Associate, WTS International, presented the Board with a sketch of a proposed design of the Fitness Center that compliments RustOrling Architecture’s Phase 2 redesign suggestions. The Board will review the plans and discuss further at the May Board of Directors Meeting.

RESIDENTS’ OPEN FORUM
Ray Celeste, resident, requested that the Board allow him to keep a donation box for the Marine Corps sponsored charity, Spirit of America that collects donations of school supplies for needy children in Afghanistan in the Fitness Center Lobby. The Board will put this on the May agenda for discussion. Sharon Liebetrau, resident, expressed concerns about the Shuttle Bus not stopping at one of its assigned stops in the morning and indicated that the grass in front of her home has suffered damage due to riders...
standing on it waiting for the bus. Management informed her that they would contact Manhattan International and advise the drivers to always pick up at the assigned shuttle stops. Michelle Wright, resident, requested that the Board allow her to sponsor a bone marrow and blood drive in the All Purpose Court at the Fitness Center. The Board advised her to send all information regarding the drive to the Community Manager who would discuss it with the Association’s legal counsel regarding any possible liabilities. The Board stated that this would be added to the May agenda for further discussion.

**Move To: Approve the minutes from the March 22, 2011 Board of Director’s meeting.**

Moved by: Alvin Boone  
Seconded: Don Buch  
For: All  
Against: None  
**MOTION PASSED**

**FINANCIAL REPORT**


**Investments:**

On March 31, 2011 the Association had operating and investment funds totaling $2,229,099.74. The First Association Bank operating account had a balance of $239,574.41. 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 $30,727.58 and the Smith Barney Money Market account had a balance of $65,359.42. There is $1,878,000.00 invested in laddered CDs and investment funds. Additionally, there is $1,000.00 in the petty cash account.

The Access Money Market Account was closed in April 2011 as approved by the Board of Directors on March 22, 2011 meeting.

Cameron Station had two Certificates of Deposit totaling $100,000.00 that matured on April 18, 2011. The Board Treasurer and President approved the reinvestment of the money into one 4-year $50,000.00 CD and one 5-year $50,000.00 Treasury note. This purchase will be reflected on the April 2011 financial packet.

**Balance Sheet:**

The Accounts Receivable Residential Assessments account as of March 31, 2011 was $27,061.19. This reflects a delinquency rate of approximately 1.297%, which is below the industry standard of 5%.

Accrued Reserves total $1,481,683.50 and are fully supported by cash and investments. Owner's Equity, which has a balance of $415,640.09, is also supported by cash. 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 $549,489.56 which is $3,552.44 below the budgeted amount of $553,042.00.

The year-to-date expenses total $507,081.82 which is $62,077.68 below the budgeted amount of $569,159.50. Below are a few line items that exceed the year-to-date budgeted amount by more than $1,500.00.
Approved: May 24, 2011

- **Temp Desk Coverage**, line item #5421, exceeds the year-to-date budgeted amount by $8,494.30. 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 $22,922.28. The bills for snow removal totaled $44,922.28 which is $922.28 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.

- **Tree & Shrub Maintenance**, line item #6104, exceeds the year-to-date budgets amount by $5,635.38. There is $38,847.00 budget for tree work for FY2011. Management anticipates that this line item will level out towards the end of the year.

Overall there is a **positive** variance between year-to-date income and expenses in the amount of $42,407.74 through March 31, 2011, which is $58,525.24 **below** the budgeted amount for Net Income/Loss for March 2011.

**WTS REPORT**
Kevin Horner, WTS Fitness Director presented the WTS Report. Kevin advised the all channels have been restored to all televisions in the Fitness Center. Kevin also reported that the new Fitness Center signs have been installed.

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

Activities & Events Planning Committee- Michael Johnson, Events Committee Chair, advised that the Spring Yard Sale would take place on Saturday, April 30th with a rain date for Sunday, May 1st. The Committee is currently focusing on the planning of the upcoming Annual Pool Party.

**Move To:** Approve the appointment of Jessica Lowrance to the Activities & Events Planning Committee for a two-year term.
Moved by: Don Buch
Seconded: Michael Kidwell
For: All
Against: None

**MOTION PASSED**

Cameron Club Facilities Committee – Ray Celeste, Facilities Committee Chair, asked about addressing the time limit for cardio machines in the Fitness Center when there is a wait. The Board asked Management to post a sign in the Fitness Center advising residents that there is a 30 minute time limit for cardio machines only when there is a signup sheet for people waiting.

Communications Committee- Airielle Hansford, Community Manager, advised the Board that May 9th has been selected as the launch date for the new Cameron Station website.

**OLD BUSINESS**
Mindy Lyle, Board President, reported that the developer for the Bowling Alley Project had attended the most recent Civic Association Meeting and advised that there was interest in obtaining Trader Joes as one of their tenants. There was also discussion about a possible buy in for their residents to share the shuttle
bus service in Cameron Station. Mindy also gave an update regarding bond-out and advised that the City of Alexandria agreed with the Association’s request to not alter the parking spaces on the side of the Cameron Club.

Move To: Approve the National Service Contractors commercial janitorial contract renewal totaling $38,748.00 annually for two years, effective May 1, 2011.
Moved by: Alvin Boone
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

Move To: Approve the Office of Voter Registration and Elections request to use the Cameron Club for the August 23, 2011 Primary Election.
Moved by: Don Buch
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Move To: Approve the City of Alexandria Police Department’s request to reroute traffic during the West End Arts & Wine Festival.
Moved by: Don Buch
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

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

Town Hall Meeting
There is a Town Hall meeting scheduled for Sunday, May 15, 2011 from 2:00pm to 4:00pm in the Great Room. A representative from the Communications Committee will attend to provide an update on the new website.

Administrative Assistant
Margaret Kale has accepted the Administrative Assistant position and will begin on Monday, May 2, 2011.

Cameron Station Website Status
Please know that the Cameron Station Management staff and the Web Administrator completed training Monday, April 4th. There is some additional training necessary; however, we have decided that the soft launch date for the new website will be Monday, May 9, 2011. I have included an email from Jamie Test, Communications Committee Chair on this matter.

Cracked Window
There is a small crack in outer pane of a window off the fitness center. Del Ray Glass will be repairing this issue in the next two weeks. There is one necessary part that has been ordered and the work can begin once this item has shipped.
Exterior Painting
At the March meeting, the Board of Directors approved a proposal for exterior cleaning and painting of the Club. Palmer Brothers began work on April 13, 2011 and commenced on April 18, 2011.

Fitness Center Signs
After discussion at the February Board meeting, it was decided that the fitness center rules sign (original to facility) need to be updated. Management has worked with WTS and SignsByTomorrow on the sign update. The final proof was approved on April 6, 2011. The signs will be picked up on Friday, April 22nd and installed on Monday, April 25th.

Pool Hours of Operation for 2011
The Club Operating Rules & Procedures states: “The pool hours of operation will be determined by the Board of Directors and hours will be announced each year prior to the pool season. Pool hours will be publicized in the Community newsletters and posted on the Cameron Station website.” The Board has decided that the pool hours will stay the same for 2011. This information was included in the April Community Update and has been posted on the website.

The Cameron Club pool will open on May 28 for the 2011 season and will be open every day through Labor Day (September 5). It will also be open weekends in September, weather permitting.

Hours of Operation:
Daily 10:30 a.m. - 8:30 p.m.
Lap Swim only from 6:00 a.m. - 8:00 a.m. Monday through Friday excluding Federal holidays.
Two lanes for will be reserved for only lap swim from 7:30pm to 8:30pm Monday through Friday.
Open Saturday before Memorial Day through Labor Day
Open Weekends in September, weather permitting
Ten (10) minutes before each hour shall be reserved as a “break” for lap swim during normal hours.

Shower Partitions
The shower partitions in the locker rooms have begun to rust around the edges. The partitions are over ten years old and the efforts to stop the rusting have not been successful. At the March meeting, the Board approved a proposal for the replacement of the shower partitions in both locker rooms. This project must be completed after the City Of Alexandria Health Inspector completes the required inspection of the pool. It is anticipated that this repair will be completed in early May, but Management is certain that the project will be finished prior to the pool opening.

Replacement Benches
The Board of Directors approved the purchase of 14 composite benches. These benches have been delivered and will replace the benches on Brenman Park Drive. There is one newer bench (wood) that was installed in along this area in 2008. Management will pull this bench and use it in another pocket park to replace one that is in disrepair. Additionally, Chris Neuberg will be removing and saving any components in good condition so that they may be used to repair other benches.

Cameron Station Pet Policy
Cameron Station’s current Pet Policy was last reviewed in November 2000. When this update took place, half of the community was not built and the Cameron Club had not yet opened. Management believes that this policy needs to be updated and will provide the Board with recommendations in early May.
Move To: Enter Executive Session at 8:58 p.m.
Moved by: Michael Kidwell
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 9:10 p.m.
Moved by: Don Buch
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

Move To: Deny the request for waiver of accelerated assessments, violation charges, administrative costs, and legal fees totaling $2,290.82 for account # 00215-2765.
Moved by: Alvin Boone
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

Move To: Approve the recommendation from Rees Broome that the Board consider the owners of account # 00205-3398 to have complied with the Association’s previous directive that they modify their deck to come in to compliance with the Association’s Design & Maintenance Standards.
Moved by: Alvin Boone
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

Move To: Adjourn at 9:10
Moved by: Michael Kidwell
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

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