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

Tuesday, May 24, 2011

The regularly scheduled monthly meeting of the Board of Directors for May was held on Tuesday, May 24, 2011. The meeting was called to order at 7:15 p.m. by Mindy Lyle at the Cameron Club, Alexandria, Virginia 22304.

**Board Attendance:** Mindy Lyle-President, Don Buch-Treasurer, Michael Kidwell-Secretary (8:20pm), Philip Ludvigson-Director, Nick Giannotti-Director, Alvin Boone-Director (7:25 pm)

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

**Members Absent**
Tom McClimon-Vice President

**Move To:** Approve the May 24, 2011 meeting Agenda.
Moved by: Philip Ludvigson
Seconded: Don Buch
For: All
Against: None
**MOTION PASSED**

**GUEST SPEAKERS**
Deputy Chief, Blaine Corle, Alexandria City Police Department, updated the Board on the latest crime report. Deputy Chief Corle, reported that eleven (11) crimes have been reported this year in the Cameron Station Community and that overall, crime is down 7% from this time last year in the City of Alexandria.

**RESIDENTS’ OPEN FORUM**
N/A

**Move To:** Approve the minutes from the April 26, 2011 Board of Director’s meeting.
Moved by: Don Buch
Seconded: Philip Ludvigson
For: All
Against: None
**MOTION PASSED**

**FINANCIAL REPORT**

**Investments:**
On April 30, 2011 the Association had operating and investment funds totaling $2,370,477.27. The First Association Bank operating account had a balance of $406,570.05. The First Association Bank Google Ads
account had a balance of $710.02. Based upon this statement, the Smith Barney Money Market account had a balance of $169,757.09. There is $1,778,000.00 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. On May 3, 2011, Ted Hart made the following investments on behalf of Cameron Station:

<table>
<thead>
<tr>
<th>Bank</th>
<th>Term</th>
<th>Maturity</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT Bank – UT</td>
<td>4YR</td>
<td>05/11/15</td>
<td>1.85%</td>
<td>$50,000</td>
</tr>
<tr>
<td>Discover Bank</td>
<td>5YR</td>
<td>05/11/16</td>
<td>2.25%</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

This purchase will be reflected on the May 2011 financial report.

**Balance Sheet:**

The Accounts Receivable Residential Assessments account as of April 30, 2011 was $37,127.68. This reflects a delinquency rate of approximately 1.779%, which is below the industry standard of 5%. Please keep in mind, the assessments are paid on a quarterly basis and April represents the first month of the second quarter.

Accrued Reserves total $1,482,036.65 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.

*The Association's Unappropriated Prior Year Owner's Equity) is the cumulative amount of net income or losses since the inception of the Association. Each year the net income (or loss) is added (or subtracted) to/from this amount. Auditors recommend that it is healthy for Associations to have between 10-20% of the Association's annual assessments in this line item.*

**Income Statement Report:**

The Income Statement Report reflects a year-to-date income of $1,080,723.51 which is $4,444.99 below the budgeted amount of $1,085,168.50.

The year-to-date expenses total $683,986.25 which is $79,424.25 below the budgeted amount of $763,410.50. The line items below 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 $12,029.80. 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 $15,589.28. 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 $3,685.88. 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 $396,737.26 through April 30, 2011, which is $74,979.26 below the budgeted amount for Net Income/Loss for April 2011.

**WTS REPORT**  
Kevin Horner, WTS Fitness Director, presented the WTS Report. Kevin advised that the new signs regarding the 30 minute limit on cardio machines had been installed and that the exercise bike with the damaged pedal is being repaired under warranty.

**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, reported that the committee is reviewing the nominees for the Pride of Ownership Awards and that the awards will be presented on June 18, 2011 at 11:30 am in the Cameron Club. Robert also advised the Board that the committee had a scheduled walk through of the common areas with the Association’s Landscapers on May 26, 2011.

Cameron Club Facilities Committee- Ray Celeste, Committee Chair, reported that the additional pool umbrellas and bases had been ordered in preparation for the opening of the pool and that the committee will take an inventory of the pool toys and order additional items as needed.

**OLD BUSINESS**  
Retailers Update-Mindy Lyle, Board President, reported that Food Matters would be closing its doors on June 30, 2011

**NEW BUSINESS**  
N/A

Move To: Approve the West End Event Production’s request to have the pet stations on Brenman Park Drive covered prior to the event with the stipulation that the West End Event Productions removes the covers at the end of the event on Sunday afternoon.  
Moved by: Don Buch  
Seconded: Alvin Boone  
For: All  
Against: None  
**MOTION PASSED**

Move To: Approve the West End Event Production’s request to have irrigation systems on Brenman Park and in the Cameron Station Circle turned off Friday morning through Monday.  
Moved by: Don Buch  
Seconded: Alvin Boone  
For: All  
Against: None  
**MOTION PASSED**

Move To: Approve the West End Event Production’s request to have event posted on the website included in The Compass, Community Updates, email blasts, and reminders the week prior on Cameron Station’s social media pages, as appropriate.  
Moved by: Don Buch
Move To: Approve 25 access passes for the Cameron Club restroom facilities to be distributed by West End Event Productions at their discretion, and to restrict access to the Management office section of the Club during the event.
Moved by: Don Buch
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Move To: Deny West End Event Production’s request for financial support from the Association.
Moved by: Don Buch
Seconded: Philip Ludvigson
For: All
Against: None
MOTION PASSED

Move To: Deny the homeowner’s request to place a donation box in the Fitness Center Lobby.
Moved by: Nick Giannotti
Seconded: Don Buch
For: All
Against: None
MOTION PASSED

Move To: Approve the AIAI insurance renewal proposal for $22,941.00 for coverage beginning in June 1, 2011.
Moved by: Nick Giannotti
Seconded: Philip Ludvigson
For: All
Against: None
MOTION PASSED

Move To: Approve the proposal for Associa Board Access for one (1) year totaling $240.00.
Moved by: Nick Giannotti
Seconded: Michael Kidwell
For: All
Against: None
MOTION PASSED

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

Shower Partition Replacements
At the March meeting, the Board approved a proposal from CMC Maintenance to remove and replace the shower partitions in the men and women’s locker rooms. This project will begin on Wednesday, May 25th and be completed no later than noon on Friday, May 27th.

**Pool Updates**
The City of Alexandria Health Department inspected the pool on Friday, May 6th and found it to be compliance with the regulations of the Board of Health and the permit was granted to operate the facility for the 2011 season. The pool will open as scheduled on Saturday, May 28th. Chris Neuberg, Maintenance Technician, was able to repair all the damaged and missing straps from the pool furniture in-house. Additionally, new umbrellas, bases, and pool toys have been ordered. Management has scheduled a meet and greet with the Community Pools lifeguard staff for Monday, May 23rd at 4:30pm. During this meeting, Management will discuss pool matters and procedures with the lifeguards as well as a review of the Cameron Club Operating Rules and Procedures.

**Fitness Center Signage**
At the April meeting, the Board requested that a sign be made and placed in the Fitness Center clarifying the “30 minute time limit” on cardio machines if they are in full use. Additionally, we took this opportunity to make the Cardio Sign Up Board look more professional.

**Lattice Repairs to Perimeter Fence**
The final lattice repairs were completed by Hann & Hann on Wednesday, May 18th. In March Management found several areas with missing or broken lattice. Most of the lattice could not be replaced until the commercial properties bordering Cameron Station had been contacted and instructed to trim back the limbs that were growing into the fence. At the same time, we found that an area of the association fence (which is the perimeter fence of a Martin Lane home) was compromised. Management advised the contractor that all areas of the fence should be repaired at one time and we would schedule the work as soon as all tree limbs belonging to the commercial companies had been trimmed back to allow repair. The commercial companies were contacted on March 21st and all protruding limbs were pruned by April 26th. On April 28th, Management called Hann & Hann to schedule repairs who advised the work would be done May 9th. Due to illness the contractor rescheduled for May 13th. All repairs were completed on May 16th with the exception of the missing lattice at the end of Pocosin Lane which was repaired on May 18th.

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Move To: Enter Executive Session at 8:50 p.m.
Moved by: Don Buch
Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 9:00 p.m.
Moved by: Alvin Boone
Seconded: Philip Ludvigson
For: All
Against: None
MOTION PASSED

Move To: Adjourn at 9:00
Moved by: Philip Ludvigson
Seconded: Nick Giannotti

Approved: June 28, 2011
For: All
Against: None
MOTION PASSED

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