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

Tuesday, June 28, 2011

The regularly scheduled monthly meeting of the Board of Directors for June was held on Tuesday, June 28, 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, Tom McClimon-Vice-President, Don Buch-Treasurer, Alvin Boone-Director, Nick Giannotti-Director, Philip Ludvigson-Director

**Others Attending:**
Airielle Hansford, Community Manager, CMC, John Halfhill, HOA Portfolio Manager, CMC, Jan Ward, Division Director, CMC, Todd Sinkins, Esq., Rees Broome PC, Mary Flynn, Assistant Community Manager, CMC

**Members Absent**
Michael Kidwell-Secretary

**Move To:** Approve the June 28, 2011 meeting Agenda.
Moved by: Alvin Boone
Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED

**GUEST SPEAKERS**
Deputy Chief, Blaine Corle, Alexandria City Police Department, updated the Board on the latest crime reports in the Community. He advised that the wall behind Woodland Hall Condominiums would be monitored periodically by City Police. He also updated the Board on the latest news regarding BRAC.

**RESIDENTS’ OPEN FORUM**
Two residents spoke about their concerns with the recent letter that was sent by Management to Bright Start Learning Center advising that future Gazebo use by the day care center would need to be formally reserved with a security deposit to the Association. The residents requested that this decision be overturned. The Board advised that they would be discussing this issue during Executive Session and making their decision in Open Session. The Board encouraged the residents to be present when the decision was made. Another resident addressed the Board with her questions and concerns regarding the agenda item: Pet Policy. The Board advised that this item would be discussed in Open Session during the meeting and thanked her for her comments.

**Move To:** Approve the minutes from the May 24, 2011 Board of Director’s meeting.
Moved by: Nick Giannotti
Seconded: Don Buch
For: All
Against: None
MOTION PASSED
APPEAL HEARING (for residents in attendance)
N/A

FINANCIAL REPORT

Investments:
On May 31, 2011 the Association had operating and investment funds totaling $2,230,749.50. The First Association Bank operating account had a balance of $261,737.94. The First Association Bank Google Ads account had a balance of $818.15. Based upon this statement, the Smith Barney Money Market account had a balance of $73,590.61. There is $1,878,000.00 invested in laddered CDs and investment funds. Additionally, there is $1,000.00 in the petty cash account.

Please note that there are two Certificates of Deposit totaling $145,000.00 maturing in late July. Management will reach out to Ted Hart in July to have him provide his recommendations for reinvestment to the Board of Directors.

Balance Sheet:
The Accounts Receivable Residential Assessments account as of May 31, 2011 was $27,984.72. This reflects a delinquency rate of approximately 1.341%, which is below the industry standard of 5%.

Accrued Reserves total $1,484,169.65 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 $1,089,498.85 which is $6,129.65 below the budgeted amount of $1,095,628.50.

The year-to-date expenses total $861,437.19 which is $94,281.31 below the budgeted amount of $955,718.50. 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.

- **Temp Desk Coverage**, line item #5421, exceeds the year-to-date budgeted amount by $15,474.40. The front desk was manned by a temp employee for several months while Management searched 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 $4,135.88. 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 $228,061.66 through May 31, 2011, which is $88,151.66 below the budgeted amount for Net Income/Loss for May 2011. As always, Management will continue to closely monitor the monthly expenses for the Association and will advise the Board of any specific issues that may have an impact to the budget.

The Board of Directors discussed FDIC insurance. John Halfhill, CMC, advised that the $250,000 maximum does not apply to the operating accounts.

**WTS REPORT**
Kevin Horner, WTS Fitness Director, presented the WTS Report. Kevin advised that the treadmill that had been out of order has recently been repaired and a new power cord has been installed. Kevin also advised that he had recently spoken with a resident regarding a violation of the pet policy outside of the Cameron Club and reminded the resident that pets may not be leashed to stationary objects and left unattended outside of the Cameron Club.

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

**Activities & Events Committee**- Nick Giannotti, Board Liaison, reported that the Cameron Station Annual Pool Party was a great success with approximately 599 residents in attendance. Nick also advised that the Committee has scheduled the rest of the events for the remainder of 2011 to include the Ice Cream Social, Fall Yard Sale, Halloween Party, a Turkey Trot, a hoped for Casino Night and the annual Christmas and Hanukkah Parties.

**Architectural Review Committee**- There was no ARC representative present to provide a committee update. However, Mindy Lyle, Board President had a few questions regarding applications which Mary Flynn, Assistant Community Manager answered.

**Cameron Club Facilities Committee**- Ray Celeste, Committee Chair, advised the Board that one of their members recently resigned for work-related reasons and that the Committee is actively searching for a new member. The Committee discussed possible upgrades to the Cameron Club security system once the Club has gone through renovations. Ray also mentioned that a resident had recently suggested adding Wi-Fi service to the Cameron Club.

**Common Area Committee**- Robert Burns, Committee Chair, advised that the Committee will be reviewing their draft minutes from the June 2011 Meeting and may be making corrections to the minutes as needed. Robert reported that the Committee would be reviewing a proposal from Lancaster Landscapes to make upgrades to the Tancreti Pocket Park. Mindy Lyle, Board President advised Robert to speak with the Developer about any tree plantings that are intended to be installed in that area. Mindy also asked Robert if any landscaping additions are planned for the Bessley Pocket Park on the Home Depot side and if the Committee could do a walk through and examine possible locations to add trash cans and pet stations.

**Communications Committee**- Jamie Test, Committee Chair, updated the Board on the launch of the new Cameron Station website. He reported that Committee and Management are currently working to resolve any bugs the website may have and are in the process of adding a picture gallery. Management asked the Committee to consider extending the website advertisements for more than 30 days as a convenience to advertisers.
Financial Advisory Committee- Don Buch, Board Liaison, reported that the Committee reviewed the Committee Budget Request Form provided by Management. He advised that the FAC would like Management to provide specifics on the material positive variances as well as negative ones. He also mentioned that the FAC has begun the process of reviewing the Investment Policy in anticipation of an update.

**Move To: Approve the appointment of John Norfolk to the Financial Advisory Committee for a two-year term.**

Moved by: Nick Giannotti  
Seconded: Don Buch  
For: All  
Against: None  
**MOTION PASSED**

**OLD BUSINESS**  
N/A

**NEW BUSINESS**  
N/A

**Move To: Approve the agreement between the Association and City of Alexandria to have the Association pay for the replacement of damaged decorative poles belonging to the City of Alexandria in exchange for the City Maintenance Division to install the poles at no charge.**  
Moved by: Don Buch  
Seconded: Tom McClimon  
For: All  
Against: None  
**MOTION PASSED**

**Move To: Approve the proposal submitted By Rust Orling totaling $5,000.00 for programming and the preliminary design for the renovation of the Cameron Club contingent upon two meetings between Rust Orling and the Board being included in that price.**  
Moved by: Don Buch  
Seconded: Nick Giannotti  
For: Alvin Boone, Don Buch, Nick Giannotti, and Tom McClimon  
Against: Philip Ludvigson  
**MOTION PASSED**

**COMMUNITY MANAGER’S REPORT**  
Airielle Hansford, Community Manager, gave her latest report to the Board, which is provided below. The Board asked Management to develop a small survey to gage the interest of the Association in expanding the shuttle bus schedule to include Federal Holidays.

- **Mary Meghan Flynn – Leave of Absence**  
  Please know that Meghan Mary Flynn will be on maternity leave beginning no later than July 15, 2011. She will be out for twelve weeks.

- **Shuttle Bus Schedule Expansion**  
  At the April Board of Directors meeting, Mindy Lyle, Board President, requested that Management obtain pricing from Manhattan International to run the Cameron Station shuttle bus on Federal holidays, except
Thanksgiving, Christmas, and New Year’s Day beginning 2012. As noted on the Action Item List, Jannen Golubin, President of Manhattan International, provided the cost for this additional service: $386.00 per day per vehicle. Two shuttles for 7 holidays will increase this budget line item by $5,404.00.

- **Procurement of a Club Car**
  During the creation of the FY2010 Operating Budget, the Cameron Station Board of Directors approved $118,135.00 to be moved to a Capital Reserves Account. Additionally, the Board approved $97,060.00 in Capital Improvements projects to be funded from this account, $10,000.00 of which was for the purchase of tools and a vehicle for Maintenance. The Common Area Committee is recommending that the Board move forward with the procurement of a Club car outfitted to suit the needs of the Maintenance position. Management has begun the process of finding an appropriate vehicle, specifics on vehicle storage, etc. This matter will most likely be presented to the Board of Directors at the July meeting.

- **Preventative Maintenance Study**
  A Preventative Maintenance Program was developed for Cameron Station by Ron Kirby, Jr., Reserve Study Specialist. The program is ready to be field-tested and has been provide to Chris Neuberg, Maintenance Technician for implementation.

- **Maintenance Related Items**
  **Bessley Pocket Park Repairs:** Chris Neuberg, Maintenance Tech, has accomplished several necessary maintenance projects. The bases on the pergola at the Bessley Pocket Park were rotting. Chris was able to repair to completely restore the bases and then paint the columns.

**Move To: Enter Executive Session at 10:06 p.m.**
Moved by: Don Buch  
Seconded: Phil Ludvigson  
For: All  
Against: None  
**MOTION PASSED**

**Move To: Exit Executive Session at 10:34 p.m.**
Moved by: Don Buch  
Seconded: Nick Giannotti  
For: All  
Against: None  
**MOTION PASSED**

**WAIVER/HEARING REQUESTS**

**Move To:** Approve the homeowner’s request for a payment plan in the amount of $270.00 per month for 11 months with a final payment of $271.82 to pay off the account balance totaling $3,196.28 in conjunction with regular quarterly assessments to be paid on time beginning in January 2012 with the stipulation that the owner be required to execute a Settlement Order to resolve the pending litigation. This homeowner’s request for reinstated privileges prior to payment in full is denied. Account # 00215-2765
Moved by: Alvin Boone  
Seconded: Don Buch  
For: All  
Against: None  
**MOTION PASSED**
Move To: Approve the homeowner’s request for a payment plan of $460.00 for June 2011 with five (5) subsequent monthly payments of $350.00 and a final payment of $250.00 through December 2011 to total $2,641.22 in unpaid assessments, legal fees and administrative costs on account # 00305-6420 with the stipulation the homeowner be required to execute a Settlement Order to resolve the pending litigation. Account # 00305-6420
Moved by: Don Buch
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

GAZEBO USE
The Board agreed to hold a meeting between Bright Start Learning Center Owner, Mindy Lyle, Board President, Airielle Hansford, Community Manager, and Todd Sinkins, Esq., Rees Broome, PC to discuss Gazebo Usage by the daycare center.

Move To: Adjourn at 10:38 p.m.
Moved by: Nick Giannotti
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

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