The regularly scheduled monthly meeting of the Board of Directors for November was held on Tuesday, November 29, 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, Phil Ludvigson-Director, Nick Giannotti-Director, Alvin Boone-Director, Robert Duncan-Director, Michael Johnson-Director

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

**Members Absent**
None

**Move To:** Approve the November 29, 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 West End and discussed Halloween safety and restrictions. He also discussed ways to be proactive in preventing package thefts during the Holidays.

**RESIDENTS’ OPEN FORUM**
A resident discussed concerns with the language in the Snow Removal Policy with the Board.

**Move To:** Elect Nick Giannotti as President of the Cameron Station Board of Directors.
Moved by: Phil Ludvigson
MOTION WAS NOT SECONDED

**Move To:** Elect Mindy Lyle as President of the Cameron Station Board of Directors.
Moved by: Tom Mcclimon
MOTION WAS NOT SECONDED

**Move To:** Appoint the President of the Cameron Station Board of Directors by secret ballot.
Moved by: Alvin Boone
Seconded: Phil Ludvigson
For: Alvin Boone, Phil Ludvigson, Mindy Lyle, Tom Mcclimon, Nick Giannotti
Against: Michael Johnson, Robert Duncan
MOTION PASSED
Nick Giannotti was appointed as President of the Cameron Station Board of Directors by secret ballot.

Move To: Appoint Mindy Lyle as Vice President of the Cameron Station Board of Directors
Moved by: Tom McClimon
Seconded: Phil Ludvigson
For: All
Against: None
MOTION PASSED

Move To: Appoint Tom McClimon as Secretary of the Cameron Station Board of Directors
Moved by: Mindy Lyle
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Appoint Robert Duncan as Treasurer of the Cameron Station Board of Directors
Moved by: Alvin Boone
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Approve the minutes from the October 25, 2011 Board of Director’s meeting.
Moved by: Robert Duncan
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

APPEAL HEARING (for residents in attendance)
N/A

FINANCIAL REPORT

Investments:

On October 31, 2011 the Association had operating and investment funds totaling $2,461,468.45. The First Association Bank* operating account had a balance of $468,786.53. 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 $147,504.41. There is $1,828,000.00 invested in laddered CDs and investment funds. Additionally, there is $1,000.00 in the petty cash account.

*The following information is from the First Association Bank’s website: Notices of Changes in Temporary FDIC Insurance Coverage for Transaction Accounts

All funds in a "noninterest-bearing transaction account" are insured in full by the Federal Deposit Insurance Corporation from December 31, 2010, through December 31, 2012. This temporary unlimited coverage is in
addition to, and separate from, the coverage of at least $250,000 available to depositors under the FDIC’s
general deposit insurance rules.

The term "noninterest-bearing transaction account" includes a traditional checking account or demand
deposit account on which the insured depository institution pays no interest. It also includes Interest on
Lawyers Trust Accounts ("IOLTAs"). It does not include other accounts, such as traditional checking or
demand deposit accounts that may earn interest, NOW accounts and money-market deposit accounts."

**Balance Sheet:**
The Accounts Receivable Residential Assessments account as of October 31, 2011 was $41,331.06. This
reflects a delinquency rate of approximately 1.98%, which is below the industry standard of 5%.

Accrued Reserves total $1,556,935.65 and are fully supported by cash and investments. Owner's Equity**, which has a balance of $414,979.97, is also supported by cash. This signifies that the Association is in a healthy financial position.

The Capital Reserves account totals $53,121.10. There is $27,709.78 in approved Capital Improvements
projects to be funded from this account and $25,411.32 in unappropriated funds.

**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 $1,840,756.25, which is $1,648.75 above
the budgeted amount of $1,839,107.50.

The year-to-date expenses total $1,773,919.79, which is $82,112.71 below the budgeted amount of
$1,856,032.50. Below are the line items with a variance of more than $1,500.00 of the year-to-date
budgeted amount.

- **Postage**, line item #5010, was $1,822.83 below the year-to-date budgeted amount. This line item was
decreased by $1,500.00 in FY2012 to $15,000.00.

- **Cost of Collections**, line item #5074, was $1,945.00 below the year-to-date budgeted amount, as the
association has not had many delinquencies in 2011. This line item covers costs related to the
collection of delinquent assessments.

- **Decals & Parking Passes**, line item #5075, was $3,378.27 below the year-to-date budgeted amount. The
Association received an invoice in November for 2012 Visitor Parking Passes totaling $3,119.96. Management anticipates that this line item will level out towards the end of the year.

- **Acct Setup/DD/Coupons**, line item #5106, was $4,056.60 below the year-to-date budget amount. Management anticipates that this line item will level out towards the end of the year when the 2012 Assessment coupons are sent out. The budget spread for this line item has been adjusted for FY2012 to project more expenses in last quarter.

- **Temp Desk Coverage**, line item #5421, exceeds the year-to-date budgeted amount by $16,924.90. 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.
- **Board/Committee Expenses**, line item #5801, was $2,256.90 below the year-to-date budgeted amount. This line item should level out towards the end of the year as the costs for the Annual Meeting are incurred.

- **Legal Fees – General Counsel**, line item #5101, was $4,270.47 below the year-to-date budgeted amount. This is partially due to receiving the October Rees Broome, PC invoice after the closing of the books.

- **Legal Fees – Collections**, line item #5105, was $4,002.27 below the year-to-date budgeted amount. This is partially due to receiving the October Rees Broome, PC invoice after the closing of the books. This line item was decreased by $2,000.00 in FY2012 to $19,000.00.

- **Engineer Consultation**, line item #5130, was $2,742.00 below the year-to-date budgeted amount. These funds will be used to cover the contract for Rust Orling to compete the Club renovation plans.

- **Administrative Payroll**, line item #5402, was $17,186.64 below the year-to-date budgeted amount due to the vacant Administrative Assistant position.

- **Payroll Taxes/Benefits/Costs**, line item #5501, was $4,973.38 below the year-to-date budgeted amount due to the vacant Administrative Assistant position. Additionally, two of the Management employees do not participate in the CMC benefit package.

- **Federal/State Income Taxes**, line item #5202, was $3,225.00 below the year-to-date budgeted amount. The fourth quarter estimated tax payments totaling $4,425.00 will be made later in the quarter.

- **Liability/Property Insurance**, line item #5221, exceeds the year-to-date budgeted amount by $2,378.69. This is due to an insurance expenditure adjustment per the FY2010 audit totaling $1,864.24.

- **Newsletter**, line item #5701, was $2,294.75 below the year-to-date budgeted amount. This is due to the Communication Committee’s decision not to have a July/August edition of the newsletter. This line item was decreased by $3,000.00 in FY2012 to $17,000.00.

- **Other Communication**, line item #5820, was $4,763.83 below the year-to-date budgeted amount. This line item should level out towards the end of the year. This line item was decreased from $18,000.00 to $11,750.00 in FY2012.

- **Website**, line item #5830, was $10,409.37 below the year-to-date budgeted amount, due to lower than anticipated costs. This line item was decreased from $18,920.00 to $8,000.00 in FY2012.

- **Community Activities**, line item #5601, was $6,425.75 below the year-to-date budgeted amount. There were fewer events in early 2011 due to the division on the CCEC in January 2011.

- **Common Area Water/Sewer**, line item #5901, exceeds the year-to-date budgeted amount by $9,376.76. This line item has been increased by $10,000.00 for FY2012. It is also anticipated that several more areas of the common area will be irrigated in 2012.

- **Landscape Maintenance**, line item #6001, exceeds the year-to-date budgeted amount by $4,824.65. Management anticipates that this line item will level out towards the end of the year.

- **Irrigation System Contract**, line item #6002, was $5,084.83 below the year-to-date budgeted amount. This line item was decreased by $5,000.00 in FY2012 to $10,000.00, as there is $5,000.00 for irrigation systems allowance each year in the reserve study to cover costs of repairs.

- **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.
- **Common Area Lighting Maint.**, line item #6102, was $8,860.90 below the year-to-date budgeted amount. Significant lighting repairs were completed in August; however this work was coded to the Repair & Replacement Reserves. Management anticipates that this line item will level out towards the end of the year.

- **Tree & Shrub Maintenance**, line item #6104, was $1,995.44 below the year-to-date budgeted amount. Management anticipates ending the year on budget.

- **Turf Treatment & Enhancement**, line item #6105, was $6,935.82 below the year-to-date budgeted amount. Management anticipates that this line item will level out in the fall when the aeration and overseeding are completed.

- **General Maintenance Supplies**, line item #6361, was $4,090.38 below the year-to-date budgeted amount. This is a new line item for FY2011 and Management will continue to monitor expenses.

- **Pet Stations**, line item #6368, exceeds the year-to-date budgeted amount by $2,895.06. This was due to a duplicate charge of $1,478.30. This money was reimbursed by Doody Calls and will be reflected on the November 2011 financial report.

- **Trash Removal Contract**, line item #6012, was $5,887.38 below the year-to-date budgeted amount. The monthly trash bills total $22,045.00 not including additional fees for special pickups, new/replacement recycling bins, etc.

- **Health Club Management/Staff**, line item #5420, was $2,114.66 below the year-to-date budgeted amount. Monthly expenses have been roughly $250.00 less than anticipated.

- **Special Cleanings**, line item #6026, was $1,517.00 below the year-to-date budgeted amount.

- **Exercise Equipment Repair & Maintenance**, line item #7245, was $1,789.49 below the year-to-date budgeted amount. Several pieces of equipment have been replaced in the past 12 months, resulting in less service calls. This line item was decreased by $1,500.00 in FY2012 to $6,000.00.

- **Building Repair/Maintenance**, line item #7320, was $1,612.84 below the year-to-date budgeted amount, as expenses have been less than anticipated.

- **Operating Contingency**, line item #5301, was $4,167.00 below the year-to-date budgeted amount. This line was previously known as Operating Reserves, which was not a very accurate description. After consulting with the Board Treasurer, CMC renamed this line item and moved it to under the Other Expenses category. The Operating Contingency is intended to cover unexpected unbudgeted expenses and "known unknowns", such as an insurance deductible or an unexpectedly large snowfall which exceeds the budgeted snow removal amount. Ideally, funds for this line item will not be used and will help to build the Association's Unappropriated Prior Year Owner's Equity.

Overall there is a positive variance between year-to-date income and expenses in the amount of $66,836.46 through October 31, 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.

**WTS REPORT**

Kevin Horner, WTS Fitness Director, presented the WTS Report. Kevin advised that two (2) new yoga classes will be starting up on Thursday nights and Saturday mornings. WTS has also hired a new instructor who will start in January for the kid’s fitness classes. Tom Mcclimon, Board Secretary commended Kevin and the WTS Staff on the cleanliness of the gym upon opening in the mornings. The Board discussed bringing in a design specialist to arrange the fitness equipment after the Cameron Club renovation. WTS advised that they would provide this service free of charge.
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, updated the Board on the progress of forming the Volunteer Gardner Program. Robert also advised that each Committee member has been assigned a pocket park in the community that they will monitor throughout 2012.

Communications Committee- Cheri Avila, Committee Member, advised the Board that the Committee is working with the Website Administrator to add more user friendly and interactive options to the Cameron Station website. The Committee is also discussing updating the Cameron Station Recommended Vendors List and adding a section on the website for discounts from these vendors that would be available to Cameron Station residents.

Activities & Events Committee- Michael Johnson, Board Liaison, informed the Board that the Cameron Station Holiday Party would be held on Saturday, December 18, 2011 from 5-7 p.m. The Board discussed extending the hours to 4-7 p.m.

Move To: Approve the appointment of Megan Brock to the Activities & Events Committee for a two-year term.
Moved by: Alvin Boone
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

Architectural Review Committee- Tom McClimon, Board Secretary, advised the Board that the Committee will be electing a Chair at their next meeting to be held on Tuesday, December 6, 2011.

Move To: Approve the appointment of Elizabeth McAlee to the Architectural Review Committee for a two-year term.
Moved by: Tom McClimon
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Cameron Club Facilities Committee- Martin Menez, Committee Vice Chair, updated the Board on his meeting with Management and the Chair of the Facilities Committee, Ray Celeste, regarding emergency procedures for access and security to the Cameron Club during power outages. The Board asked that the Committee develop a long-term plan for this issue. There was also discussion about purchasing a projector for future presentations of the Board and Committees as well as purchasing rugs with the Cameron Station logo for the Cameron Club.

Move To: Task the Facilities Committee with developing a long term security plan for the Cameron Club in the event of a power outage.
Moved by: Alvin Boone
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED
Move To: Approve the Facilities Committee temporary security plan for the Cameron Club in the event of a power outage.
Moved by: Tom McClimon
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Approve the purchase of a projector not to exceed $500.00.
Moved by: Mindy Lyle
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

Move To: Set aside $2,500.00 from the 2011 Operating Budget for the purchase of rugs with the Cameron Station logo to be placed in the Cameron Club after the completion of the Cameron Club renovation project.
Moved by: Mindy Lyle
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Approve the appointment of Nader Tamadon to the Financial Advisory Committee for a two-year term.
Moved by: Robert Duncan
Seconded: Tom McClimon
For: All
Against: None
MOTION PASSED

OLD BUSINESS
N/A

NEW BUSINESS
N/A

Move To: Appoint Michael Johnson as the liaison to the Activities & Events Committee.
Moved by: Alvin Boone
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Appoint Tom McClimon as the liaison to the Architectural Review Committee.
Moved by: Alvin Boone
Seconded: Robert Duncan
For: All
Move To: Appoint Mindy Lyle as the liaison to the Common Area Committee.
Moved by: Alvin Boone
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Appoint Alvin Boone as the liaison to the Cameron Club Facilities Committee.
Moved by: Alvin Boone
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Appoint Phil Ludvigson as the liaison to the Communications Committee.
Moved by: Alvin Boone
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Appoint Robert Duncan as the liaison to the Financial Advisory Committee.
Moved by: Alvin Boone
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Approve the Office of Voter Registration and Elections request to use the Cameron Club for the March 6, 2012 Presidential Primary Election.
Moved by: Mindy Lyle
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

Move To: Approve the Office of Voter Registration and Elections request to use the Cameron Club for the November 6, 2012 Presidential Election.
Moved by: Michael Johnson
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Approve one-year of free ¼ page advertisements in The Compass for the Main Street Retailers beginning January 1, 2012.
Moved by: Phil Ludvigson  
Seconded: Robert Duncan  
For: All  
Against: None  
MOTION PASSED

**Move To: Approve the Ener-G Wellness proposal totaling $16,850.00 for replacement fitness equipment.**  
Moved by: Mindy Lyle  
Seconded: Alvin Boone  
For: All  
Against: None  
MOTION PASSED

**Move To: Approve the proposal submitted by Rust|Orling totaling $57,500.00 plus reimbursement costs for complete Architectural and Engineering Services for the renovation and expansion to the existing Cameron Club.**  
Moved by: Mindy Lyle  
Seconded: Alvin Boone  
For: All  
Against: None  
MOTION PASSED

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

**Board Orientation Meeting**  
*The Board Orientation with Todd Sinkins is scheduled for 7:00pm on Wednesday, December 7, 2011 and will be held at in the Paul Henderson Meeting Room.*

**CMC Holiday Party**  
*Each December CMC holds a Holiday Party on a Friday. The date for this year’s event has not yet been established. Once the event is scheduled, I will advise the Board of the date, as the Management office will close on this day to allow the staff the opportunity to attend. I will have WTS provide coverage on this day.*

**Holiday Schedule**  
*Christmas Holiday:  
Community Management Corporation and the on-site Management office will be closed on Monday, December 26, 2011 in observance of Christmas Day.  
The Fitness Center and Cameron Club will be closed on Saturday, December 24 and Sunday, December 25, 2011.*

*New Year’s Holiday:  
Community Management Corporation and the on-site Management office will be closed Monday, January 2, 2012 in observation of New Year’s Day.  
The Fitness Center and Cameron Club will close at 6:00pm on Saturday, December 31, and be closed on Sunday, January 1, 2012.*
Cameron Club Renovation Page
Please know that Management has added a Cameron Club Renovation page to the Cameron Station website. This page is located under the Community drop down menu. This page can be used for all things Renovation related. We can even post weekly notices regarding construction, status, etc. once the project is underway, and a Q&A section.

Move To: Enter Executive Session at 10:05 p.m.
Moved by: Alvin Boone
Seconded: Phil Ludvigson
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 10:58 p.m.
Moved by: Phil Ludvigson
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

WAIVER/HEARING REQUESTS

Move To: Approve the write-off of bad-debt totaling $4,638.13. Assessment accounts:
00266-6510, 00293-1339, 00250-6007, 00210-2359, 00305-0468, 00314-0349, 00305-2479, 00275-7526, 00327-9508, 00218-6401, 00309-9924
Moved by: Alvin Boone
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Deny the homeowner’s settlement agreement offer for the Association to waive $1,180.80 in unpaid parking violation fees, late fees and collection.
Moved by: Phil Ludvigson
Seconded: Tom McClimon
For: Alvin Boone, Phil Ludvigson, Tom McClimon
Against: Michael Johnson
Abstained: Robert Duncan, Nick Giannotti
MOTION PASSED

Move To: Adjourn at 11:04 p.m.
Moved by: Phil Ludvigson
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

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