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

Tuesday, February 28, 2012

The regularly scheduled monthly meeting of the Board of Directors for January was held on Tuesday, February 28, 2012. The meeting was called to order at 7:00 p.m. by Nick Giannotti at the Cameron Club, Alexandria, Virginia 22304.

Board Attendance: Nick Giannotti- President; Mindy Lyle-Vice President; Tom Mcclimon-Secretary; Robert Duncan-Treasurer; Alvin Boone-Director; Michael Johnson-Director; Philip Ludvigson-Director

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

Move To: Approve the February 28, 2012 meeting Agenda.
Moved by: Michael Johnson
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

GUEST SPEAKERS
Deputy Chief, Blaine Corle updated the Board traffic incidents and criminal offenses in the area. One Board Member asked Deputy Chief about enforcement on community crosswalks. Jeremy Kline, City of Alexandria, Director of Department of General Services and Greg Tate, City of Alexandria, Project Manager, presented plans for Fire Station 210. Alexandria Fire Chief, Adam K. Thiel, also spoke about the need for the fire station.

RESIDENTS’ OPEN FORUM
A resident discussed concerns with a common area improvement behind their home.

Move To: Approve the minutes from the January 24, 2012 Board of Director’s meeting.
Moved by: Michael Johnson
Seconded: Tom Mcclimon
For: All
Against: None
MOTION PASSED

APPEAL HEARING (for residents in attendance)
Account 00323-5461
Account 00205-5697

FINANCIAL REPORT
Management provided a copy of the January 2012 Financial Report to the Board as a handout at the meeting. Robert Duncan, Treasurer, presented the Financial Report.

Investments:
On January 31, 2012 the Association had operating and investment funds totaling $2,533,317.60. The First Association Bank* operating account had a balance of $530,160.28. The First Association Bank Google Ads account had a balance of $951.65. Based upon this statement, the Smith Barney Money Market account had a
balance of $209,558.95. 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 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 January 31, 2012 was $39,775.21. This reflects a delinquency rate of approximately 1.87%, which is below the industry standard of 5%. Please keep in mind, the assessments are paid on a quarterly basis and January represents the first month of the first quarter.

Accrued Reserves total $1,568,249.74 and are fully supported by cash and investments. Owner's Equity**, which has a balance of $403,290.36, is also supported by cash. This signifies that the Association is in a healthy financial position.

The Capital Reserves account totals $114,086.67. There is $114,086.67 in approved Capital Improvement projects to be funded from this account.

**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 $185,500.94, which is $386.06 below the budgeted amount of $185,887.00.

The year-to-date expenses total $158,541.63, which is $16,089.37 below the budgeted amount of $174,631.00. Below are a few line items that have a variance of more than $1,500.00 of the year-to-date budgeted amount.

- **Snow Removal**, line item #6003, was $13,808.50 below the year-to-date budgeted amount due to the lack of snow received in January.

Overall there is a positive variance between year-to-date income and expenses in the amount of $26,959.31 through January 31, 2012. 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.

**COMMITTEE REPORTS**

The Board reviewed Committee reports on activities and recommendations to the Board since the last Board meeting.

**Cameron Club Facilities Committee**- Martin Menez, Committee Vice Chair, updated the Board on motions made at their last Committee meeting.

**Communications Committee**- Philip Ludvigson, Board Liaison, discussed possible revisions and updates to the current Email Blast process and template. Philip also advised the Board and Management of Tucker Elementary School’s Open House Event and asked Management to place details in the next Email Blast.
Move To: Approve the re-appointment of Ray Celeste as Chair of the Cameron Club Facilities Committee for a one year term.
Moved by: Tom McClimon
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Approve the re-appointment of Martin Menez as the Vice Chair of the Cameron Club Facilities Committee for a one year term.
Moved by: Tom McClimon
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Approve the appointment of Ann Dunlap as the Vice Chair of the Common Area Committee for a one year term.
Moved by: Mindy Lyle
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Approve the re-appointment of Anne O’Connor to the Common Area Committee for a two-year terms.
Moved by: Mindy Lyle
Seconded: Tom McClimon
For: All
Against: None
MOTION PASSED

Move To: Approve the appointment of Donna Dymon to the Common Area Committee for two-year terms.
Moved by: Mindy Lyle
Seconded: Tom McClimon
For: All
Against: None
MOTION PASSED

Move to: Approve the RE Lee Electric Co. proposal totaling $6,600.00 to purchase and store four (4) stop sign poles.
Moved by: Mindy Lyle
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

Move to: Approve the Lancaster Landscapes proposals for the installation of new irrigation systems and six new water taps from Virginia American Water at a cost not to exceed $58,900.00
Moved by: Mindy Lyle
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

Move To: Approve the Lancaster Landscapes proposal totaling $24,000.00 for twenty (20) tree trimming days.
Moved by: Mindy Lyle
Seconded: Tom McClimon
For: All
Against: None
MOTION PASSED

Move To: Approve the Victor Stanley, Inc. proposal for the two (2) trash receptacles totaling $1,708.60.
Moved by: Mindy Lyle
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Deny the homeowner’s request to modify the language of the Snow Removal and Inclement Weather Policy from “Owners and residents are required to clear snow and ice from driveways serving their home, the lead walkway to the residence and any sidewalks fronting and bordering the home no later than 24 hours after each snow event” to “Owners and residents are required to clear snow and ice from at least one driveway serving their home, the lead walkway to the residence and any sidewalks fronting and bordering their home no later than 24 hours after each snow event”.
Moved by: Mindy Lyle
Seconded: Tom McClimon
For: Mindy Lyle, Tom McClimon Philip Ludvigson, Nick Giannotti
Against: Alvin Boone, Robert Duncan, Michael Johnson
MOTION PASSED

Move To: Approve the RE Lee Electric Co. proposal to purchase and store six (6) complete replacement light poles totaling $14,847.00.
Moved by: Mindy Lyle
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Approve the High Sierra Pools proposal totaling $6,372.00 for the replacement of the large pool cover.
Moved by: Mindy Lyle
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

OLD BUSINESS
Update on Club Renovation Project- Alvin Boone and Martin Menez gave a slideshow presentation of the proposed timeline of the project. The Board discussed the meeting with the prospective general contractors for the project.
Move To: Approach Forrester and R.W. Murray to request that they perform the preconstruction component of the Work on a no charge basis. If one, but not the other, refuses, the Association shall engage the company that agrees to perform the pre-construction component of the Work on a no charge basis to perform the pre-construction portion of the work. If neither agrees to perform the pre-construction component of the Work on a no charge basis, the Association shall contract Forrester to perform the pre-construction portion of the work.

Moved by: Mindy Lyle
Seconded: Tom McClimon
For: All
Against: None
MOTION PASSED

NEW BUSINESS
N/A

MATTERS FOR BOARD REVIEW AND INFORMATION
The Board discussed the Bessley drainage issue and decided to monitor the situation for 30 days and discuss again at the next Board meeting.

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

- **Board Training**
  Nick Giannotti has authorized a comprehensive Board training session with Nick Mazzarella, Executive Vice President of CMC. This meeting will run approximately 1.5 hours. CMC provided dates for February, but at the January Board meeting Management was asked to find additional dates for the Board training session. On 2/10/2012 I emailed the Board to determine availability for Tuesday, March 13th and Thursday, March 15th. The majority of the Board is available on Tuesday, March 13th. The training session will be held at 7:00pm in the Henderson Room.

- **Design Review Meeting**
  The first design review meeting with Mark Orling will be held on Thursday, March 8, 2012 at 6:30pm in the Henderson Room.

- **June Board Meeting**
  Please know that due to a scheduling conflict, the June Board Meeting has been moved up one week from Tuesday, June 26th to Tuesday, June 19th. An email was sent to the Board on January 27th asking the Board to advise if this date posed an issue.

- **Chanukah Party/Menorah Lighting event**
  At the January 2012 meeting, the Board decided that the Association should hold the Chanukah Party/Menorah Lighting event and provide funding of $250.00 to $300.00 annually. The Board asked Management to reach out to Rabbi Mordechai Newman to determine if he would be willing to return to Cameron Station to preside over the lighting of the Menorah. Please know that this event is scheduled for Monday, December 10, 2012.

- **Lancaster Landscapes**
Joel Owens, Lancaster Landscapes President, will be attending the March Common Area Committee to discuss spring planting and general landscape maintenance. Management has also invited Mr. Owens to attend the March Board meeting so that the Board can hear an update on landscaping plans for 2012 and ask questions.

The Board reviewed an email from a resident requesting that a Nativity scene be displayed in the community during the Holidays. There was discussion on the matter and a decision to discuss the topic further at the next Board meeting.

Move To: Enter Executive Session at 10:27 p.m.
Moved by: Tom McClimon
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 11:05 p.m.
Moved by: Mindy Lyle
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Move To: Waive $345.00 in covenants fines from account. Account # 00323-5461
Moved by: Mindy Lyle
Seconded: Tom McClimon
For: Mindy Lyle, Tom McClimon, Alvin Boone, Nick Giannotti
Against: Robert Duncan, Michael Johnson, Philip Ludvigson
MOTION PASSED

Move To: Deny the homeowner’s request of $525.54 in covenants fines, late fees, and administrative charges associated with a violation of the Design & Maintenance Standards regarding color loss and wood rot on a dormer window trim. Account # 00205-5697
Moved by: Mindy Lyle
Seconded: Tom McClimon
For: Mindy Lyle, Tom McClimon, Alvin Boone, Robert Duncan, Michael Johnson
Against: Philip Ludvigson
MOTION PASSED

Move To: Adjourn at 11:10 p.m.
Moved by: Mindy Lyle
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

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