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

Tuesday, March 27, 2012

The regularly scheduled monthly meeting of the Board of Directors for March was held on Tuesday, March 27, 2012. The meeting was called to order at 7:03 p.m. by Nick Giannotti at the Cameron Club, Alexandria, Virginia.

Board Attendance: Nick Giannotti- President; Robert Duncan-Treasurer; Alvin Boone-Director; Michael Johnson-Director; Philip Ludvigson-Director

Members Absent: Mindy Lyle-Vice President; Tom McClimon-Secretary

Others Attending:
Airielle Hansford, Community Manager, CMC; Mary Flynn, Assistant Community Manager, CMC

Move To: Approve the March 27, 2012 meeting Agenda.
Moved by: Robert Duncan
Seconded: Philip Ludvigson
For: All
Against: None
MOTION PASSED

GUEST SPEAKERS
Deputy Chief, Blaine Corle, updated the Board on recent community wide and City wide crime statistics.

Joel Owens, President of Lancaster Landscapes, updated the Board on the upcoming spring flower irrigation installation.

RESIDENTS’ OPEN FORUM
No residents were present for Open Forum

Move To: Approve the minutes from the February 28, 2012 Board of Director’s meeting.
Moved by: Michael Johnson
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT

Investments:
On February 29, 2012 the Association had operating and investment funds totaling $2,403,035.39. The First Association Bank* operating account had a balance of $395,786.52. 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 $215,258.47. 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 February 29, 2012 was $31,445.25. This reflects a delinquency rate of approximately 1.482%, which is below the industry standard of 5%.

Accrued Reserves total $1,582,740.44 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 $371,443.49, which is $2,530.51 below the budgeted amount of $373,974.00.

The year-to-date expenses total $314,362.03, which is $33,349.97 below the budgeted amount of $347,712.00. Below are a few line items that I would like to bring to your attention, as they have a variance of more than $1,500.00 of the year-to-date budgeted amount.

- **Legal Fees**, line item #5101, exceeds the year-to-date budgeted amount by $1,842.00. This is due to recent court costs incurred by the Association.
- **Payroll Taxes/Benefits/Costs**, line item #5501, exceeds the year-to-date budgeted amount by $1,723.29. This overage will level out over the next few months.
- **Snow Removal**, line item #6003, was $27,761.47 below the year-to-date budgeted amount due to the lack of snow received in January and February.
- **Turf Treatment & Enhancement**, line item #6105, exceeds the year-to-date budgeted amount by $3,167.88. There is $15,000.00 budgeted in this line item for FY2012, and these funds are spread out over eight months from March through October. Management anticipates that this line item will level out towards the next month or two.
- **Clubhouse Utilities**, line item #7323, was $1,639.79 below the year-to-date budgeted amount. 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 $33,349.97 through February 29, 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.
WTS REPORT
Kevin Horner, Fitness Director, reported that gym usage is up from this time last year and that group exercise classes are proving to be successful. Kevin also informed the Board that the Comcast music issue has been resolved. The Board discussed survey results regarding an earlier opening of the Fitness Center as well as options for installing Wi-Fi.

Move To: Open the Fitness Center at 4:30am for a trial period of 30 days beginning May 1, 2012.
Moved by: Michael Johnson
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

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 upcoming spring flower installations and common area walkthroughs beginning in May.

Architectural Review Committee- Craig Wiesen, Committee Chair, updated the Board on the Committee’s discussion regarding Common Area member’s suggestion to provide advice and opinions on Landscaping applications and violations. The ARC felt that this would be a breach of homeowner confidentiality and decided against this suggestion however, they would like to be able to direct homeowners to contact Common Area members if they have questions or concerns about landscaping.

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

Activities & Events Planning Committee- Michael Johnson, Board Liaison, updated the Board on the upcoming Spring Yard Sale and the planning of the Annual Pool Party in June.

Move To: Approve the appointment of Meghan Test to the Activities & Events Planning Committee for a two year term.
Moved by: Michael Johnson
Seconded: Philip Ludvigson
For: All
Against: None
MOTION PASSED

Cameron Club Facilities Committee- Members of the committee that were present discussed possible solutions to the pool cover issue regarding the extreme heat coming off of Main Street condo and Cameron Club windows that is causing burning to the pool cover.

Move To: Approve the appointment of Barbara Martinez to the Communications Committee for a two year term.
Moved by: Philip Ludvigson
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED
OLD BUSINESS

Update on Club Renovation Project-Alvin Boone presented an update on the Cameron Club Renovation Project.

Bessley Easement- The drainage work behind Bessley Place was discussed. The Board would like to continue to monitor the area for any issues.

Move To: Approve the Lancaster Landscape proposal totaling $7,222.50 for spring flower installation.
Moved by: Alvin Boone
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Approve the Sweep Rite proposal totaling $5,150.00 for street sweeping of the Cameron Station private streets.
Moved by: Michael Johnson
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

MATTERS FOR BOARD REVIEW AND INFORMATION

The Board discussed the request for a Nativity Display as well as the roles and responsibilities of Committee Liaisons.

COMMUNITY MANAGER’S REPORT

Airielle Hansford, Community Manager, gave her latest report to the Board.

• 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.

• Extended Management Hours for 2012 Decals and Replacement Facilities Passes
  Management will have extended hours so that residents can obtain their 2012 decals and replacement Facilities Passes. The Management office will be open from 5:00pm to 8:00pm on Thursday, March 29th, Friday, April 6th, Monday, April 9th, Wednesday, April 18th, and Monday, April 30th. We will begin advertising the extended days on Friday, March 23, 2012.

• Lancaster Landscapes
  Joel Owens, Lancaster Landscapes President, will be attending the March Board of Directors meeting so that the Board can hear an update on landscaping plans for 2012 and ask questions.

• 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 2012. This information will be posted on the website.
The Cameron Club pool will open on May 26 for the 2012 season and will be open every day through Labor Day (September 3). 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 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.

Architectural Review Committee Charter
Cameron Station’s current Architectural Review Committee Charter was approved in March 2002. When this Charter was created, the Association was still under developer control. Todd Sinkins is recommending that the Board update this policy. Management will email the Board with both Resolutions and will ask for Board updates and the final policy will be presented to the Board at the April Meeting.

Common Area Bench Repairs
In late 2011, Chris Neuberg, Maintenance Technician, noted that seven (7) of the remaining wooden benches required replacement of the wood planks. In the past, Chris has cut and stained replacement planks, but the process took him approximately one full day for each bench. Colonial Hardwoods, Inc. a mill in Northern Virginia was contracted to cut and stain all the planks. This was completed for less than $250.00 per bench. Chris completed the plank replacement earlier this year. The steel legs will be painted in the spring.

Move To: Enter Executive Session at 9:05 p.m.
Moved by: Alvin Boone
Seconded: Philip Ludvigson
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 9:20 p.m.
Moved by: Michael Johnson
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Deny the request to waive $35.00 in late fees for Account # 00206-5167
Moved by: Michael Johnson
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED
**Move To:** Adjourn at 9:21 p.m.
Moved by: Alvin Boone  
Seconded: Philip Ludvigson  
For: All  
Against: None  
**MOTION PASSED**

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