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

Tuesday, April 24, 2012

The regularly scheduled monthly meeting of the Board of Directors for April was held on Tuesday, April 24, 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; Mindy Lyle-Vice President (7:10pm) Robert Duncan-Treasurer; Alvin Boone-Director; Michael Johnson-Director; Philip Ludvigson-Director

Members Absent: Tom McClimon-Secretary

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

**Move To:** Approve the April 24, 2012 meeting Agenda.
Moved by: Michael Johnson
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

**RESIDENTS’ OPEN FORUM**
A resident addressed the Board with concerns regarding residents not picking up after their pets and had questions regarding the Exterior Modification Application process. Another resident spoke to the Board about his concerns with the landscaping at the Helmuth Lane Pocket Park.

**Move To:** Approve the minutes from the March 27, 2012 Board of Director’s meeting as amended.
Moved by: Robert Duncan
Seconded: Phil Ludvigson
For: All
Against: None
MOTION PASSED

**FINANCIAL REPORT**

**Investments:**
On March 31, 2012 the Association had operating and investment funds totaling $2,418,187.51. The First Association Bank* operating account had a balance of $406,855.47. 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 $317,785.99. There is $1,682,000.00 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 March 31, 2012 was $27,690.34. This reflects a delinquency rate of approximately 1.304%, which is below the industry standard of 5%.

Accrued Reserves total $1,589,853.90 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 $106,022.67. There is $106,022.67 in approved Capital Improvements 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 $555,769.98, which is $1,696.02 below the budgeted amount of $557,466.00.

The year-to-date expenses total $473,426.85, which is $59,626.15 below the budgeted amount of $533,053.00. 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 – General Counsel**, line item #5101, exceeds the year-to-date budgeted amount by $2,156.00. 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 $2,191.57. This overage will level out over the next few months.
- **Federal/State Income Taxes**, line item #5202, was $1,750.00 below the year-to-date budgeted amount. Management anticipates that this line item will level out towards the end of the year.
- **Other Communication**, line item #5820, was $1,930.00 below the year-to-date budgeted amount. This line item should level out towards the end of the year as the larger mailings are sent out.
- **Website**, line item #5830, was $1,915.00 below the year-to-date budgeted amount, due to lower than anticipated costs.
- **Snow Removal**, line item #6003, was $41,761.41 below the year-to-date budgeted amount due to the lack of snow received in January, February, and March.
- **Common Area Lighting Maint.**, line item #6102, was $6,089.48 below the year-to-date budgeted amount. Management anticipates that this line item will level out towards the end of the year.
- **Tree & Shrub Maintenance**, line item #6104, was $3,053.00 below the year-to-date. The Board approved 20 tree trimming days at a cost of $24,000.00. This work will be completed throughout the spring.
- **Turf Treatment & Enhancement**, line item #6105, exceeds the year-to-date budgeted amount by $3,743.13. The $15,000.00 budgeted in this line item is spread out over seven months from April through October. Management anticipates that this line item will level out over the next few months.
- **General Maintenance Supplies**, line item #6361, was $1,798.76 below the year-to-date budgeted amount.
- **Building Repair/Maintenance**, line item #7320, exceeds the year-to-date budgeted amount by $1,554.45.
- **Clubhouse Utilities**, line item #7323, was $2,586.45 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 $82,343.13 through March 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.

**WTS REPORT**
Kevin Horner, Fitness Director, reported that gym usage is down this month from last, possibly due to the recent change in weather. Kevin also reported that the trial period of the Fitness Center opening at 4:30am is set to happen May 1st through May 31st and WTS’s Spring Training Challenge will begin on May 7th.

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

- **Activities & Events Planning Committee**- Michael Johnson, Board Liaison, updated the Board on the success of the Spring Yard Sale and informed them that the next event that the committee is planning is the Adult Happy Hour on May 18th. Michael stated that the committee chose to hire Red Hot & Blue as the caterer for the upcoming Annual Pool Party. There was also discussion about usage of the poker tables that were purchased by the committee last year.

- **Architectural Review Committee**- Craig Wiesen, Committee Chair, updated the Board on the committee’s April meeting and gave a synopsis of the applications that were reviewed.

- **Cameron Club Facilities Committee**- Martin Menez, Committee Vice Chair, updated the Board on the repair of the partitions in the Men's locker room. He also informed the Board that the committee was still in the process of reviewing floor samples for possible coverings for the gym floor and meeting with companies regarding audio visual possibilities for the Cameron Club as part of the renovation.

- **Common Area Committee**- Robert Burns, Committee Chair, updated the Board on the proposals provided by Lancaster for pocket park updates.

**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. Management has been monitoring the area for two months and reported that it is functioning as it should be.

**Move To:** Approve the Lancaster Landscape proposal #21830 totaling $2,824.50 for landscaping enhancements in the Bessley/Livermore Pocket Park.
Moved by: Mindy Lyle
Seconded: Phil Ludvigson
For: All
Against: None
**MOTION PASSED**

**Move To:** Approve the Lancaster Landscape proposal #22223 totaling $8,750.00 for landscaping enhancements in the John Ticer Pocket Park.
Moved by: Mindy Lyle
Seconded: Phil Ludvigson
For: All
Move To: Approve the Lancaster Landscape proposal #22203 totaling $5,862.50 for landscaping enhancements in the Pocosin Pocket Park.
Moved by: Mindy Lyle
Seconded: Phil Ludvigson
For: All
Against: None
MOTION PASSED

Move To: Approve the Lancaster Landscape proposal #22341 totaling $1,620.50 for the installation of stepping stones in the common area between 377 and 381 Cameron Station Boulevard.
Moved by: Mindy Lyle
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 June 12, 2012 Primary Election.
Moved by: Mindy Lyle
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Move To: Approve the request from the owners of the Bowling Alley redevelopment project for an easement for the Association’s storm water tie-in contingent upon adding language to the Deed of Easement as discussed with the Association’s legal counsel.
Moved by: Robert Duncan
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

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

Design Review Meeting
The next design review meeting with Rust|Orling and R.W. Murray will be held on Thursday, April 26, 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 began advertising the extended days on Friday, March 23, 2012.

100 Pickett Street Open House
Stephen Bannister, Managing Partner with Capital Investment Advisors, LLC has provided Management with a letter to include in the Open House Meeting invitation that will be sent out to the owners of the townhomes on Barrett Place whose properties border the rear property boundary of Cameron Station. During this meeting, representatives from the “Bowling Alley” site will provide exhibits, renderings and plans as well as answering any questions on the proposed development. This meeting is scheduled to take place on Thursday, May 3, 2012 at 7:00 pm at the bowling alley. This meeting will also be advertised in the Cameron Station Email Blasts.

Street Sweeping
The private streets in Cameron Station will be cleaned the week of April 23, 2012, weather permitting.

Irrigation System Expansion
Virginia American Water will begin installing the new water taps the week of April 23, 2012. Hopefully, Lancaster will be able to start the irrigation expansion project following the installation of the water taps.

Pool Preparation
Management has been preparing for opening day of the pool. All appropriate forms have been processed through the pool contractor to the City of Alexandria Health Department. Currently, the pool contractor is performing electrical inspections of all lights and will begin the process of resealing the light fixtures and re-grouting the skimmer throats next week. Chris Neuberg, Maintenance Technician, has been cleaning up the lifeguard room and will apply a fresh coat of paint to the walls in addition to repainting the depth markers and “No Diving” signs at the base of the pool. Chris will also be pressure washing all pool furniture and the pool deck beginning the second week of May.

Management was able to order 10 new chaise lounge chairs and 5 new iron umbrella stands as well as pre-cut straps to replace any broken straps on the existing chairs. Management is also planning to order two new lifeguard safety tubes and a first aid kit to be kept handy in the lifeguard room. We have also ordered all new signage for pool safety rules to be posted around the pool deck as the old ones were peeling and some of the rules listed did not pertaining to Cameron Station’s policies.

Bathroom Partitions
Chris Neuberg, Maintenance Technician has begun the process of sanding down the rusted areas on the bathroom partitions in the Men’s Locker Room and bathroom across from the elevator. He is sanding and repainting the entire inside of the partitions.

Front Entrance Cleaning
Chris Neuberg, Maintenance Technician recently pressure washed the Duke Street entrance and parts on the brick wall.

Move To: Enter Executive Session at 9:03 p.m.
Moved by: Mindy Lyle
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 9:15 p.m.
Moved by: Mindy Lyle
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED
Move To: Approve the homeowner’s request for a waiver of late fees, legal fees, and account turnover charges totaling $373.08 associated with violations of the Design & Maintenance Standards regarding weeds growing in the front flower beds and parking violations. Account # 00323-5461
Moved by: Philip Ludvigson
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Approve the homeowner’s request for a payment plan in the amount of $175.00 a month for four months until the account balance totaling $640.06 is paid in full. Account # 00372-9728
Moved by: Robert Duncan
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Adjourn at 9:18 p.m.
Moved by: Mindy Lyle
Seconded: Philip Ludvigson
For: All
Against: None
MOTION PASSED

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