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

Tuesday, May 22, 2012

The regularly scheduled monthly meeting of the Board of Directors for May was held on Tuesday, May 22, 2012. The meeting was called to order at 7:00 p.m. by Nick Giannotti at the Cameron Club, Alexandria, Virginia.

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

Members Absent: Alvin Boone- Director

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

Move To: Approve the May 22, 2012 meeting Agenda.
Moved by: Mindy Lyle
Seconded: Tom McClimon
For: All
Against: None
MOTION PASSED

GUEST SPEAKERS
Deputy Chief Blaine Corle, Alexandria Police Department, updated the Board on recent crime statistics in the area.

Eric Spicer, City of Alexandria Office of Elections, gave an update on the upcoming elections and the use of the Cameron Club as a polling station. The Office of Elections requested to have the entire Cameron Club close, including the Fitness Center the day of the Presidential Primary Election in order to accommodate the long line of voters.

RESIDENTS’ OPEN FORUM
Residents in attendance brought up concerns regarding the proposed pathway/pedestrian access between Barrett Place and the new Bowling Alley redevelopment site.

Vanessa Sizemore, 5112 Vos Lane, made comments opposing the proposed pathway due to safety concerns

Karen Brooke, 5120 Donovan Drive, made comments regarding concerns with increased parking issues in the community if the proposed pathway is approved.

Paula Jarvis, 155 Barrett Place, made comments regarding concerns with the how the path would be used and the proposed location of the path.

Gina Nash, 177 Barrett Place, made comments regarding safety concerns and the location of the proposed path.

Ann Marie Trotta, 139 Martin Lane, made comments regarding safety concerns and the location of the proposed path.

Bob and Amy Heckman, 134 Martin Lane, made comments and asked questions regarding the proposed pathway and zoning plans. They also asked a question regarding the possibility of shuttle sharing between communities.
Kathleen McFadden, 5108 Donovan Drive, made statements regarding safety concerns with the proposed pathway.

Michael McFadden, 4950 Brenman Park Drive, suggested having a homeowner/community vote on the proposed pathway and also expressed concerns over possible safety issues.

Ramee Gentry, 163 Barrett Place, spoke in favor of proposed pathway stating that community retailers and Farmer’s Market could benefit.

**Move To: Approve the minutes from the April 24, 2012 Board of Director’s meeting.**

Moved by: Mindy Lyle  
Seconded: Philip Ludvigson  
For: All  
Against: None  
MOTION PASSED

**FINANCIAL REPORT**


**Investments:**

On April 30, 2012 the Association had operating and investment funds totaling $2,583,331.24. The First Association Bank* operating account had a balance of $567,975.55. The First Association Bank Google Ads account had a balance of $1,065.34. Based upon this statement, the Smith Barney Money Market account had a balance of $319,560.06. 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 April 30, 2012 was $40,866.66. This reflects a delinquency rate of approximately 1.925%, which is below the industry standard of 5%. Please keep in mind, the assessments are paid on a quarterly basis and April represents the first month of the second quarter.

Accrued Reserves total $1,587,473.90 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 $104,314.07. There is $104,314.07 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 $741,780.87, which is $3,872.13 below the budgeted amount of $745,653.00.

The year-to-date expenses total $653,023.52, which is $73,782.98 below the budgeted amount of $726,806.50. 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.

- **Postage**, line item #5010, was $1,889.93 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.
- **Audit/Tax Returns**, line item #5110, exceeds the year-to-date budgeted amount by $5,650.00. The Goldklang Group is preparing the 2011 financial audit, which was budgeted for in April.
- **Administrative Payroll**, line item #5402, was $2,986.84 below the year-to-date budgeted amount. This overage will level out over the next few months.
- **Payroll Taxes/Benefits/Costs**, line item #5501, exceeds the year-to-date budgeted amount by $2,347.33. This overage will level out over the next few months.
- **Other Communication**, line item #5820, was $1,746.12 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 $2,582.00 below the year-to-date budgeted amount, due to lower than anticipated costs.
- **Irrigation System Contract**, line item #6002, exceeds the year-to-date budgeted amount by $3,958.75. The $10,000.00 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.
- **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 $3,137.55 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 $5,195.50 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.
- **General Maintenance Supplies**, line item #6361, was $2,090.47 below the year-to-date budgeted amount.
- **Special Cleanings**, line item #6026, was $1,500.00 below the year-to-date budgeted amount, due to fewer meet room rentals than anticipated.
- **Building Repair/Maintenance**, line item #7320, exceeds the year-to-date budgeted amount by $1,625.45.
- **Clubhouse Utilities**, line item #7323, was $3,207.29 below the year-to-date budgeted amount. Management anticipates that this line item will level out towards the end of the year.
- **Operating Contingency**, line item #5301, was 1,667.00 below the year-to-date budgeted amount. 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 $88,757.35 through April 30, 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 two pieces of equipment need repair and/or replacement. Kevin also reported that an average of 6.75 people is using the gym during the early opening from 4:30am-5:00am. There was discussion on extending the pilot study for the early opening of the gym for another month.

Move To: Extend the trial period of opening the gym at 4:30am Monday through Friday to June 31, 2012.
Moved by: Mindy Lyle
Seconded: Michael Johnson
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.

Cameron Club Facilities Committee- Ray Celeste, Committee Chair, updated the Board on the repair of the partitions in the Men’s locker room and bathroom. Ray commended Chris Neuberg, Maintenance Technician, on his work. The Board stated that Chris Neuberg, Maintenance Technician did a wonderful job on the repair and they are very appreciative of his efforts. Ray also informed the Board that the Facilities Committee will be holding a meeting on June 11, 2012 in addition to their June 14, 2012 meeting.

Common Area Committee- Robert Burns, Committee Chair, also commented on Chris Neuberg’s performance, stating that he always does an excellent job. Robert gave an update to the Board on the proposals provided by Lancaster for pocket park updates and Wisteria trimming. Robert informed the Board that the Pocket Park Update project would probably be completed in 1-2 years time.

Activities & Events Planning Committee-Michael Johnson, Board Liaison, updated the Board on the success of the Adult Happy Hour that took place at the Cameron Clun on May 18th. He also asked Management to assist in getting the word out about the upcoming Pool Party on the website and email blasts and stated that the Committee still needs volunteers for this event.

Move To: Approve the appointment of Michelle Kinasiewicz to the Activities & Events Planning Committee for a two-year term.
Moved by: Michael Johnson
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Architectural Review Committee- Mary Flynn, Assistant Community Manager, informed the Board that Shirley Petrovic, Covenants Administrator is no longer with CMC and that she will be handling any Exterior Modification Applications coming in and attending the ARC Meetings until the position is filled.

Communications Committee- Philip Ludvigson, Board Liaison, informed the Board that the Committee has not met in awhile and that they are discussing changing the regularly scheduled date. The Board discussed modifying the Committee’s Charter to allow renters to serve on the Committee. Management advised that they will start to advertise for new volunteers for the Committee.

Move To: Approve the re-appointment of Andrew McDonald as Chair of the Financial Advisory Committee for a one year term.
Moved by: Mindy Lyle
Seconded: Philip Ludvigson
For: All
Against: None
MOTION PASSED

Move To: Approve the re-appointment of Michael Bilbrey to the Financial Advisory Committee for a two-year term.
Moved by: Mindy Lyle
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

OLD BUSINESS

Update on Club Renovation Project- Nick Giannotti and Arielle Hansford gave an update on the recent meetings between the Architect, General Contractor, and the Design Review Committee. The next meeting of the Design Review Meeting will be held on Thursday, May 31, 2012. Nick Giannotti led a discussion on the timeline of the Cameron Club Renovation Project. The Board discussed the expected date for construction to begin.

Retailers Update- Bright Start Learning Center will be expanding into vacant retail space next to Café' Pizziolo.

Bessley Easement- Management presented recent photos of the Bessley drainage area.

City of Alexandria/Bond Out Update- Mindy Lyle informed the Board that plans have been drawn for a three level Macy’s at Landmark Mall as part of the Landmark redevelopment project.

Move To: Approve the AIAI insurance proposal with Lloyds for $20,597.20 for insurance coverage beginning June 1, 2012.
Moved by: Mindy Lyle
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

Move To: Approve the Lancaster Landscape proposal #21757 totaling $4,404.50 for landscaping enhancements in the Tancreti Lane/Ferdinand Day Pocket Parks.
Moved by: Michael Johnson
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

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: Philip Ludvigson
For: All
Against: None
MOTION PASSED
Move To: Approve the Lancaster Landscape proposal #22187 totaling $4,275.00 for the trimming of Wisteria at the Donovan Drive/Kilburn Street and Bessley Place/Brawner Drive pocket parks.
Moved by: Mindy Lyle
Seconded: Tom McClimon
For: All
Against: None
MOTION PASSED

Move To: Approve the Common Area Committee’s recommendation to rename the Pride of Ownership Award to the Wayne Babb Pride of Ownership Award.
Moved by: Philip Ludvigson
MOTION WAS NOT CARRIED

Move To: Deny the Condominium Associations request to modify the language of the Contract for Use of Meeting Rooms.
Moved by: Michael Johnson
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

MATTERS FOR BOARD REVIEW AND INFORMATION

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

Memorial Day Holiday
The Management office will be closed on Monday, May 28, 2012 in observance of Memorial Day.

Design Review Meeting
The next design review meeting with Rust|Orling and R.W. Murray will be held on Thursday, May 31, 2012 at 6:30pm in the Henderson Room.

Irrigation System Expansion
Virginia American Water has installed all of the additional water meters. Lancaster Landscapes has begun installation of the new irrigation systems.

Existing Irrigation Systems
Lancaster Landscapes has competed all of the necessary service work on the existing irrigation systems around the community. The irrigation system is on and set to run on Monday, Wednesday, Friday and Sunday. Water sensors have been installed on all of the irrigations systems with the exception on the California Lane pocket park.

Pool Preparation
All preparations for the opening of the pool are running on schedule. The pool was inspected and approved by the City of Alexandria Health Department for operating status. Chris Neuberg, Maintenance Technician has finished cleaning out the lifeguard room and pressure washing the deck and furniture. Management has scheduled a meet and greet with the pool lifeguards on Thursday, May 24th to discuss and review the Cameron Club Policies & Procedures. All new furniture and pool signs have been delivered and installed.

Bathroom Partitions
Chris Neuberg, Maintenance Technician has completed the repairs to the partitions in both bathrooms.
The Board discussed a matter regarding swings installed under decks and/or on the backs of garages that are not in an enclosed yard.

Move To: Task the Architectural Review Committee with developing a recommendation on whether to allow the installation of a swing underneath a deck and/or on the back of a garage that is not in an enclosed yard.
Moved by: Michael Johnson
Seconded: Mindy Lyle
For: Tom McClimon, Philip Ludvigson, Michael Johnson, Mindy Lyle
Against: Robert Duncan
MOTION PASSED

Move To: Enter Executive Session at 9:28 p.m.
Moved by: Mindy Lyle
Seconded: Tom McClimon
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 9:55 p.m.
Moved by: Mindy Lyle
Seconded: Tom McClimon
For: All
Against: None
MOTION PASSED

Move To: Approve the suspension of privileges for four (4) Cameron Station accounts for failure to pay assessments and/or violation fees. Accounts # 00205-5202, 00280-4437, 00214-5057, 00205-3851
Moved by: Mindy Lyle
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

Move To: Adjourn at 9:55 p.m.
Moved by: Mindy Lyle
Seconded: Philip Ludvigson
For: All
Against: None
MOTION PASSED

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