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

Tuesday, September 25, 2012

The regularly scheduled monthly meeting of the Board of Directors for September meeting was held on Tuesday, September 25, 2012. The meeting was called to order at 6:33 p.m. by Nick Giannotti at the Passport MINI of Alexandria, 5990 Duke Street, Alexandria, Virginia.

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; Mary Flynn, Assistant Community Manager, CMC; Jan Ward, Division Director, CMC

Move To:  Approve the September 25, 2012 meeting Agenda.
Moved by:  Michael Johnson
Seconded:  Mindy Lyle
For:  All
Against:  None
MOTION PASSED

Guest Speaker
Deputy Chief Blaine Corle, Alexandria Police Department, updated the Board on recent crime incidents in the area. He also informed the Board that Alexandria City Police would assign extra patrol to the Cameron Station Community in Halloween night.

RESIDENTS’ OPEN FORUM
Vanessa Sizemore asked the Board for an update on the Proposed Pedestrian Access Path.

Move To: Approve the minutes from the August 28, 2012 Board of Director’s meeting and the September 12, 2012 Special Board of Director’s meeting.
Moved by:  Michael Johnson
Seconded:  Robert Duncan
For:  All
Against:  None
MOTION PASSED

FINANCIAL REPORT
On August 31, 2012 the Association had operating and investment funds totaling $2,368,149.89. The First Association Bank* operating account had a balance of $330,673.94. The First Association Bank Google Ads account had a balance of $1,065.34. Based upon this statement, the Morgan Stanley Smith Barney Money Market account had a balance of $313,828.81 and the First Association Bank Money Market had a balance of $200,061.37. There is $1,512,000.00 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 August 31, 2012 was $29,786.50. This reflects a delinquency rate of approximately 1.403%, which is below the industry standard of 5%. Please keep in mind, the assessments are paid on a quarterly basis and August represents the first month of the third quarter. Accrued Reserves total $1,673,829.25 and are fully supported by cash and investments. Owner's Equity**, which has a balance of $327,205.67, is also supported by cash. Owner's Equity is currently 15.4% of the Association's annual assessments. This signifies that the Association is in a healthy financial position.

The Capital Reserves account totals $31,667.47 and there is the same amount 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 $1,488,233.06, which is $3,767.94 below the budgeted amount of $1,492,001.00.

The year-to-date expenses total $1,398,360.24, which is $81,887.26 below the budgeted amount of $1,480,247.50. 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 $2,020.92 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.
- **Architectural Comprehensives**, line item #5079, was $1,584.86 below the year-to-date budgeted amount. During the preparation of the 2012 budget the Board approved the following schedule for comprehensive inspections: one 4-hour day in January and February to assist with follow-up inspections only and 18 hours each month for inspections or three 6-hour days March through December. Management will work with the CMC Architectural Department to ensure that this schedule is being followed.
- **Temp Desk Coverage**, line item #5421, exceeds the year-to-date budgeted amount by $7,340.00. The front desk is currently manned by a temp employee while Management is searching for a new Administrative Assistant.
- **Board/Committee Expenses**, line item #5801, exceeds the year-to-date budgeted amount by $1,534.78. Management anticipates that this line item will level out towards the end of the year.
- **Legal Fees – General Counsel**, line item #5101, exceeds the year-to-date budgeted amount by $2,089.30. This is due to court costs incurred by the Association.
- **Legal Fees – Collections**, line item #5105, exceeds the year-to-date budgeted amount by $1,979.13. This is due to several accounts that were recently turned over to collections.
Engineer Consultation, line item #5130, was $2,667.00 below the year-to-date budgeted amount, as the Association has not yet had a need for this service.

Administrative Payroll, line item #5402, was $5,082.95 below the year-to-date budgeted amount due to the vacant Administrative position.

Federal/State Income Taxes, line item #5202, was $3,500.00 below the year-to-date budgeted amount. Management anticipates that this line item will level out towards the end of the year.

Other Communications, line item #5820, was $1,888.34 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 $4,008.60 below the year-to-date budgeted amount, due to lower than anticipated costs. Management is recommending a reduction in funding in the FY2013 budget.

Common Area Water/Sewer, line item #5901, was $8,115.46 below the year-to-date budgeted amount. Management anticipates that this line item will level out as the Virginia American Water invoices for the summer months are received.

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.

Floral Rotations & Landscape Enhancements, line item #6101, exceeds the year-to-date budgeted amount by $1,642.94. Management will be completing an audit of this line item as it seems that a few expenditures that may have been misclassified.

Common Area Lighting Maint., line item #6102, was $7,081.08 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, exceeds the year-to-date budgeted amount by $5,618.50. There is $25,500.00 budgeted in this line item for this year.

Turf Treatment & Enhancement, line item #6105, was $2,188.18 below the year-to-date budgeted amount. Management anticipates that this line item will level out over the next few months.

Common Area Consulting, line item #6640, was $3,750.00 below the year-to-date budgeted amount as there has not yet been a need for such service.

Trash Removal Contract, line item #6012, was $1,877.00 below the year-to-date budgeted amount, as the monthly costs have been less than anticipated.

Pool Management Contract, line item #6018, was $3,859.74 below the year-to-date budgeted amount. It is anticipated that this line item will end the year under budget due to the new contract with High Sierra Pools.

Special Cleanings, line item #6026, was $2,875.00 below the year-to-date budgeted amount, due to fewer meeting room rentals than anticipated. It is expected that this line item will end the year significantly under budget due to the impending renovation.

Pool Equipment Repair/Maint., line item #7202, exceeds the year-to-date budgeted amount by $2,310.50. This due to higher than anticipated expenses.

Operating Contingency, line item #5301, was $3,333.00 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 $89,872.82 through August 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 for August 2012
Kevin Horner, Fitness Director, presented the WTS Report to the Board. Kevin informed the Board that one of the ellipticals needed a part replaced which would be done free of charge by the company. Kevin also reported that Fitness First will be offering 1 day passes to residents that will be available on a first come, first serve basis for anyone that wants to use that facility during the renovation closure of Cameron Station’s gym. Kevin presented the Board with proposals from several companies for new televisions to be installed in the fitness center after the renovation is complete.

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, briefly updated the Board on the recommendations from the committee that were in the Board packet for review. He also informed the Board that the committee had approved the RFP for Landscape and Irrigation services that was drafted by Management and that it had been sent out to several companies to begin the bidding process. Vendor interviews for the contract will be held at Café Pizzaiolo on October 16, 2012.

Cameron Club Facilities Committee- Ray Celeste, Committee Chair, reported that the Cameron Club had its busiest summer ever in 2012 and that the new early opening of the fitness center is going well. Ray also presented the committee’s proposed solution for a gym floor covering to the Board.

Activities & Events Planning Committee- Michael Johnson, Board Liaison, reported that the recent Adult Happy Hour event was a success with an estimated 65-80 people in attendance and that the committee was now preparing for the upcoming Annual Fall Yard Sale on October 6, 2012. Michael also reported that the Cameron Station Annual Holiday Party is currently scheduled for December 9, 2012 although this may be subject to change with the progress of the renovation.

Ad-Hoc Pedestrian Access Committee – Michael Johnson, Board Liaison, stated that the Ad-Hoc Committee is planning to meet in early October and should have a recommendation to the Board by their regularly scheduled October Board Meeting.

OLD BUSINESS
None

NEW BUSINESS
Mindy Lyle, Board Vice President, reported that the permits were set in place to demolish the warehouses along Pickett Street behind Cameron Station. She also informed that the Howard Hughes Corporation was moving forward with their plans on the Landmark Redevelopment Project.

Move To: Approve to allow $2,873.60 to purchase new televisions for the Fitness Center to be installed after renovation is complete with the condition that WTS explore other costing options.
Moved by: Mindy Lyle
Seconded: Robert Duncan
For: All
Move To: Approve the R.E. Lee Electric Co., Inc. contract to provide snow removal services for the 2012-2013 winter season on the private streets and walkways within the community.
Moved by: Mindy Lyle
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Approve the Long Fence proposal totaling $2,605.00 to replace gate posts and gates located on the Cameron Club pool deck.
Moved by: Michael Johnson
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Approve the Communications Committee’s recommendation to replace Homeowner Link Elite service with the EZ Texting Services using their Pay & Go Plan.
Moved by: Robert Duncan
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Approve the AAA Trash and Recycling Inc. contract totaling $1,211.80 per month to provide trash and recycling service at Main Street Condominium beginning on October 1, 2012 for three years.
Moved by: Mindy Lyle
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

Move To: Approve the FY2013 Operating Budget totaling $2,262,496.00 using $23,650.00 in Prior Year’s Owner Equity as amended.
Moved by: Robert Duncan
Seconded: Alvin Boone
For: Robert Duncan, Alvin Boone, Michael Johnson, Mindy Lyle, and Tom McClimon
Against: Philip Ludvigson
MOTION PASSED

Move To: Approve the Common Area Committee’s recommendation to approve Lancaster Landscape’s proposal #22623 totaling $1,787.50 for drainage and erosion prevention repairs in the common area and the rear yard at 5027 Murtha Street.
Moved by: Mindy Lyle
Seconded: Tom McClimon
For: All
Move To: Defer review of painting proposals for the Gazebo until next Spring.
Moved by: Robert Duncan
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Renovation Information & Updates
Alvin Boone updated the Board on the recent developments of the renovation including the signed contract between the Association and RW Murray to begin construction. Jihee Kim and Karen Diener presented the Renovation Committee’s selections of interior design samples for furniture, fabric, paint, carpet, wall, and door fixtures.

Move To: Approve design concepts and furniture selections for the Cameron Club.
Moved by: Mindy Lyle
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

Move To: Approve $95,000.00 for furniture and furnishings for the Cameron Club.
Moved by: Mindy Lyle
Seconded: Michael Johnson
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.

- Annual Meeting Information
  The Notice of Annual Meeting and Call for Candidates were mailed out on September 14, 2012. The Candidate Nomination forms are due on Friday, September 28, 2012. The Meet the Candidates event mailing will be sent out no later than October 5; this will include the Candidate bios, proxies with instruction and Meeting Agenda. Board members are encouraged to attend the Meet the Candidates event scheduled for Sunday, October 14, 2012 at 3:00pm in the Gazebo.

An article will be in the upcoming edition of the Compass asking for nominations for the Mark Pillow Award. Management will submit the nominations to the Board for decision at the October Board of Directors meeting.

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Robert Duncan  2011  2013  
Michael Johnson  2011  2013  
Mindy Lyle   2011  2013  
Tom McClimon  2011  2013  

• **Board Budget Meeting**  
Management has provided the most updated budget for the consideration by the Board. However, if the Board does not approve the budget, the Board of Directors, FAC, and Management will meet on Tuesday, October 9, 2012 at 7:00pm to review the draft FY2013 Budget.

• **Site Staff Information**  
  **Covenants Administrator**  
In August 2012, Bethany Lammers was promoted to the Covenants Administrator position.  
  **Administrative Assistant**  
Candace Lewis has accepted the Administrative Assistant position and began on Tuesday, September 11, 2012.  
  **Airielle Hansford– Leave of Absence**  
Please know that Airielle Hansford will be on maternity leave beginning around November 9, 2012 and will be out for twelve weeks.

• **Landscape and Irrigation Contracts**  
The Lancaster Landscapes irrigation and landscape maintenance contracts expire at the end of this year. In 2010, the Board of Directors approved a Contract Procurement Policy which requires the Association to go out to bid for any contract with an annual cost of $50,000 or more. Management has created RFPs and begun the process of soliciting proposals. The Common Area Committee will be meeting with the contractors at a special meeting on October 16th. The proposal will be forwarded on to the Board following Committee review.

**Move To:** Accept the modification of the current Shuttle Bus Contract with Manhattan International to assure continued shuttle service by Atlantic Services Group for the period necessary to put in place a permanent transportation contract.  
Moved by: Robert Duncan  
Seconded: Mindy Lyle  
For:  All  
Against:  None  

**Move To:** Adjourn at 8:53 p.m.  
Moved by: Mindy Lyle  
Seconded: Alvin Boone  
For:  All  
Against:  None  
**MOTION PASSED**

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