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

Tuesday, February 26, 2013

The regularly scheduled monthly meeting of the Board of Directors for February was held on Tuesday, February 26, 2013. The meeting was called to order at 6:30 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

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

Move To: Approve the February 26, 2013 meeting Agenda.
Moved by: Robert Duncan
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 reported that Officers have been monitoring speeding motorists in the community and have issued several tickets in recent months.

Sue Okubu, Concerned Residents of Landmark, presented the Board with an independent traffic study of the proposed flyover ramp that VDOT plans to build near Van Dorn and Edsall Roads as part of the I-95 Hot Lanes Project. Ms. Okubu expressed concerns regarding traffic pollution that will affect residents in that general area and asked the Board to consider joining their campaign against the flyover ramp.

RESIDENTS’ OPEN FORUM
Jeff Gathers, Resident, requested information regarding the CSCA Tree Replacement Policy.

Move To: Approve the minutes from the January 22, 2013 Board of Director’s meeting as amended.
Moved by: Alvin Boone
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT FOR JANUARY 2013

Investments:
On January 31, 2013 the Association had operating and investment funds totaling $2,140,761.61. The First Association Bank* operating account had a balance of $86,503.69. The First Association Bank Google Ads account had a balance of $1,309.47. Based upon this statement, the Morgan Stanley Smith Barney Money Market account had a balance of $478,850.56 and the First Association Bank Money Market had a balance of
$200,355.05. There is $1,362,000.00 invested in laddered CDs and investment funds. Additionally, there is $1,000.00 in the petty cash account.

**Balance Sheet:**

The Accounts Receivable Residential Assessments account as of January 31, 2013 was $100,100.05. This reflects a delinquency rate of approximately 4.658%, which is below the industry standard of 5%. Please keep in mind that the assessments are paid on a quarterly basis and January represents the first month of the first quarter.

Accrued Reserves total $1,262,103.06 and are fully supported by cash and investments. Owner's Equity**, which has a balance of $449,795.32, is also supported by cash. Owner's Equity is currently 20.1% 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 $184,678.48, which is $3,499.52 below the budgeted amount of $188,178.00.

The year-to-date expenses total $143,761.36, which is $36,047.14 below the budgeted amount of $179,808.50. 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.

- **Events & Awards** (previously Community Events), line item #5200, was $2,126.84 below the year-to-date budgeted amount. The Activities and Events Planning Committee is very vigilant about their budget and we anticipate that we will end the year on budget.
- **Administrative Salaries** (previously Administrative Payroll), line item #5302, was $4,114.07 below the year-to-date budgeted amount mostly due to the Community Manager being on maternity leave.
- **Electric Services** (previously Common Area Electricity), line item #6000, was $1,997.84 below the year-to-date budgeted amount, as costs have been less than anticipated. Management anticipates that this line item will level out.
- **Snow Removal Services**, line item #6442, was $14,000.00 below the year-to-date budgeted amount. The invoices from the snow removal services in January were received in early February and will be reflected on the February financials.
- **Lighting Supplies/Repair & Maintenance** (previously Common Area Lighting Maint.), line item #6640, was $3,505.10 below the year-to-date budgeted amount. Management anticipates that this line item will level out towards the end of the year.
- **Legal Service– Collections** (previously Legal Fees – Collections), line item #7025, was $1,667.00 below the year-to-date budgeted amount, as the invoices for January were not received until early February.
- **Legal Service– General Counsel** (previously Legal Fees – General Counsel), line item #7030, was $3,000.00 below the year-to-date budgeted amount, as the invoices for January were not received until early February.
Overall there is a positive variance between year-to-date income and expenses in the amount of $40,917.12 through January 31, 2013. 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.

Communications Committee, Jon Dellaria, Board Liaison, updated the Board on the progress of the committee’s implementation of EZ Texting services into the Cameron Station website. He advised that the committee is currently working on setting up a conference call with Management and the website developer to discuss options.

Activities & Events Committee- Michael Johnson, Board Liaison, reported that the committee will decide on a date for the Cameron Club Grand Reopening Party once the Renovation was complete. Michael also advised that the Committee developed a 2013 Events Calendar and has chosen dates for most of the events scheduled this year.

Common Area Committee-Robert Burns, Committee Chair, updated the Board on the Lancaster Landscapes proposals that are on the Agenda for the Board’s consideration.

Cameron Club Facilities Committee- Ray Celeste, Committee Chair, reported that the committee will be presenting audio visual recommendations for the Cameron Club. Ray also reported that the Committee, at their most recent meeting, had discussed several items including solutions for the pool cover, the possibility of a sub-association office space at the Cameron Club, and modifications to the Cameron Club Policy regarding rental of the Multi-Purpose Court by residents. The Board advised that they would discuss the sub-association office space once the renovation is completed. They also requested that the Facilities Committee hold further discussion on creating a policy for residents to rent the Multi-Purpose Court.

OLD BUSINESS
Update on Cameron Club Renovation
Alvin Boone, Board Director, reported that the renovation schedule is currently running behind and that the contractor is awaiting approval on their sprinkler design. Furniture for the Fitness lobby is scheduled to come in on Friday and the rest is scheduled for mid-February. Alvin has scheduled a walk-through with the Renovation Committee for February 15, 2013.

NEW BUSINESS
Martin Menez, Vice Chair of the Cameron Club Facilities Committee, presented a slide presentation to the Board, titled, “Cameron Club Audiovisual Concept of Operations”. In his presentation, he outlined his ideas for audiovisual capabilities at the Cameron Club post-renovation. The Board asked Martin to research more financial and scheduling details for the project before moving forward.

Move To: Approve the Cameron Club Facilities Committee’s recommendation to task CMC to work directly with High Sierra Pools to develop a long term solution to the pool cover issue and that CMC present that solution to the Board at their March Board Meeting.
Moved by: Michael Johnson
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

MATTERS FOR BOARD REVIEW AND INFORMATION

COMMUNITY MANAGER’S REPORT

“Renovation Status Update
R.W. Murray will begin painting and laying carpet in the Club beginning next week throughout the end of this month. They have targeted the week of the 21st-25th to complete the upstairs Management Offices. Prior to this work, CMC Maintenance will need to move all office furniture and equipment across the hall and Threshold Technologies and Comcast will need to come onsite to move the server equipment to the LAN room and terminate the phone lines. I will keep Alvin updated on the schedule of events.

Flag Pole
The rope on the flag pole as well as the flag in front of the Cameron Club was damaged by high winds on December 31st. A “truck” which is the cap that goes on top of the pole will need to be replaced as well as the rope and the flag which is ripped. Management has approved a proposal from R.E. Lee in the amount of $835.00 to repair the pole and replace the flag.

Shuttle Service for Inauguration Day
The Shuttle Bus does not normally run on Federal Holidays, however, Martin Luther King, Jr. Day falls on the same day as Inauguration Day, which is Monday, January 21st. Management has asked ARM Transportation to provide regular service that day for residents that will be attending the Inauguration events in DC. This will be done at no extra charge by ARM Transportation.

Community Manager Return from Maternity Leave
Airielle Hansford, Community Manager, will return from maternity leave on Monday, February 4, 2013.

City Council Meet & Greet at Cameron Station
A City Council Meet & Greet has been scheduled at the Cameron Club for Thursday, February 21st at 7pm.

PUD CERTIFICATION/LENDER QUESTIONNAIREE DISCUSSION
Management presented the Board with the requested information regarding Resale Packages/Documents and Lender Questionnaires. After some discussion, the Board asked CMC to provide more details regarding turnaround time for completed Questionnaires through Community Archives as well as a list of Association contracts that are affiliated with Associa, CMC’s Parent Company.”

Move To: Adjourn at 8:46 p.m.
Moved by: Tom McClimon
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

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