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

Tuesday, March 26, 2013

The regularly scheduled monthly meeting of the Board of Directors for March was held on Tuesday, March 26, 2013. The meeting was called to order at 6:35 p.m. by Mindy Lyle at the Passport MINI of Alexandria, 5990 Duke Street, Alexandria, Virginia.

Board Attendance: Mindy Lyle-Vice President; Robert Duncan-Treasurer; Michael Johnson-Secretary; Alvin Boone-Director; Jon Dellaria-Director

Members Absent: Nick Giannotti-President; Tom McClimon- Director

Others Attending: Airielle Hansford, Community Manager, CMC; Jan Ward, Division Director, CMC; Mary Flynn, Assistant Community Manager, CMC; Mark Graham, Rees Broome, PC

Move To: Approve the March 26, 2013 meeting Agenda as amended.
Moved by: Michael Johnson
Seconded: Robert Duncan
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. Airielle Hansford, Community Manager advised the Deputy Chief that speeding continues to be an issue throughout the community.

Joel Owens, President, Lancaster Landscapes, updated the Board on proposed landscaping projects within the community as well as preparations for spring. He also spoke about the regular meetings with Management and the Common Area Committee to address landscaping issues and projects.

RESIDENTS' OPEN FORUM
No residents present for Open Forum

Move To: Approve the minutes from the February 26, 2013 Board of Director's meeting as amended.
Moved by: Michael Johnson
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT FOR FEBRUARY 2013

Investments:
On February 28, 2013 the Association had operating and investment funds totaling $2,020,674.14. The First Association Bank operating account had a balance of $63,252.44. 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 $234,137.60 and the First Association Bank Money Market had a balance of $200,408.85. There is $1,512,000.00 invested in laddered CDs and investment funds. Additionally, there is $1,000.00 in the petty cash account.

Cameron Station had one Certificate of Deposit totaling $96,000.00 that matured on March 5, 2013 increasing the Morgan Stanley Smith Barney Money Market balance to $474,850.56. In late 2011, the decision was made to refrain from reinvesting maturing certificates until all the renovation bills were paid, however, at this point, there is more than enough funds to pay the remaining costs of the Cameron Club renovation. Given that there is also investments totaling $325,000.00 set to mature this year, Ted Hart, CSCA's Morgan Stanley Smith Barney Financial Advisor, recommended that the Board consider adding to the longer maturities. The following CDs were purchased at the approval of the Board Treasurer and are reflected on this financial report:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Bank</th>
<th>Interest Rate</th>
<th>Maturity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000.00</td>
<td>Amex Centurion</td>
<td>0.75%</td>
<td>02/29/2016</td>
</tr>
<tr>
<td>$50,000.00</td>
<td>Goldman Sachs</td>
<td>0.95%</td>
<td>02/27/2017</td>
</tr>
</tbody>
</table>

**Balance Sheet:**

The Accounts Receivable Residential Assessments account as of February 28, 2013 was $93,573.30. This reflects a delinquency rate of approximately 4.354%, which is below the industry standard of 5%. More than half of the delinquency is the result of one condominium association’s past due assessments. We are actively working with the condominium association to get the outstanding assessments paid.

Accrued Reserves total $1,271,521.97 and are fully supported by cash and investments. Owner’s Equity*, which has a balance of $445,853.32, is also supported by cash. Owner's Equity is currently 20.75% 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 $375,227.44, which is $3,032.06 below the budgeted amount of $378,259.50.

The year-to-date expenses total $314,780.77, which is $43,050.73 below the budgeted amount of $357,831.50. 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.

- **Board Support** (previously Board/Committee Expenses), line item #5020 was $1,574.60 below the year-to-date budgeted amount. Management is certain that this line item will level out towards the end of the year.
- **Postage**, line item #5215, was $1,530.82 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.
- **Events & Awards** (previously Community Events), line item #5200, was $4,851.85 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 $4,784.59 below the year-to-date budgeted amount mostly due to the Community Manager being on maternity leave.
- **TMP Expenses**, line item #6305, exceeds the year-to-date budgeted amount by $2,855.46. In October 2012, the Board approved the ARM Transportation shuttle bus contract totaling $215,000.00. There is $201,690.00 budgeted in this line item for FY2013, so the association will end the year $13,310 over budget in this line item.

- **Snow Removal Services**, line item #6442, was $24,808.00 below the year-to-date budgeted amount due to the small amount of snow received in January and February.

- **General Repair & Maintenance**, line item #6600, exceeds the year-to-date budgeted amount by $2,224.13. This is due to an invoice totaling $1,529.13 for the Cameron Club renovation expenses that was miscoded. This item will be reclassified and this will be reflected on the March 2013 financial report.

- **Lighting Supplies/Repair & Maintenance** (previously Common Area Lighting Maint.), line item #6640, exceeds the year-to-date budgeted amount by $1,832.55. This is due to two street lights that were knocked over by vehicles. Management has been able to recoup these costs from both of the drivers’ insurance companies and these credits will be reflected on the March 2013 financial report.

- **Plumbing Supplies/Repair & Maintenance**, line item #6695, has an invoice totaling $4,705.00 for drainage work that was accidentally coded to this line item. These expenses will be reclassified to Repair and Replacement Reserves Expenditures and this will be reflected on the March financials.

- **Legal Service – Collections** (previously Legal Fees – Collections), line item #7025, was $1,737.00 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 $5,887.50 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 $60,446.67 through February 28, 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.

**WTS REPORT**

Kevin Horner, Fitness Director, reported that WTS is using a clicker to count residents using the Fitness Center while the DSX System is down. Kevin also advised that wiring in the closet is finished and the Fitness Center now has music playing. Also, they will be installing several “sckf” lockers in each locker room for residents to store their items while working out. Kevin has located appropriate instructional posters for the kettle balls and CRS equipment.

**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 Lancaster Landscapes proposals that are on the Agenda for the Board’s consideration. Robert also advised that the CAC is currently working with Lancaster to come up with a design proposal for the grounds around the Gazebo. There was a discussion amongst the Board regarding the water testing facility at the Gazebo. Management will follow up with CSCA’s legal counsel on the status of the agreement with the City of Alexandria for the Gazebo.

**Cameron Club Facilities Committee**- Kittie Messman and Sue Mandry, Committee Members, presented SETEC’s proposal and the CCFC’s recommendation for the replacement and upgrade of the Cameron Club security system.
Move To: Approve Phase One, items (1), (2), and (3) of SETEC’S proposal for a new security system at the Cameron Club.
Moved by: Michael Johnson  
Seconded: Alvin Boone  
For: All  
Against: None  
MOTION PASSED

Financial Advisory Committee- Jeff Gathers, Committee Chair, updated the Board on his meeting with Management regarding the needs and direction of the Committee. He also advised that the committee is currently seeking new members with financial backgrounds.

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

OLD BUSINESS
Update on Cameron Club Renovation  
Alvin Boone, Board Director, reported that the renovation schedule is currently running behind due to inspection and ADA compliance issues.

Move To: Approve the AIAI insurance proposal with Lloyds for $21,714.65 for insurance coverage beginning April 1, 2013.  
Moved by: Michael Johnson  
Seconded: Robert Duncan  
For: All  
Against: None  
MOTION PASSED

Move To: Approve the Office of Voter Registration and Election’s request to use the Cameron Club for the June 11, 2013 Primary Election.  
Moved by: Michael Johnson  
Seconded: Robert Duncan  
For: All  
Against: None  
MOTION PASSED

Mindy Lyle recommended that the Board only review Office of Voter Registration and Election’s requests regarding special needs, such as the closing of the Club for the Presidential Election. Going forward, Management should sign off on these requests and advise the Board of the dates of the elections in the Management report.

Move To: Approve the Sweep Rite proposal totaling $5,150.00 for street sweeping of the Cameron Station private streets.  
Moved by: Robert Duncan  
Seconded: Jon Dellaria  
For: All
Move To: Approve the Hunter’s Development, LLC proposal totaling $8,395.00 for the maintenance and inspection of all fire hydrants on private streets.
Moved by: Alvin Boone
Seconded: Robert Duncan
For: Alvin Boone, Robert Duncan, and Jon Dellaria
Against: Michael Johnson
MOTION PASSED

Move To: Approve Lancaster Landscapes proposal totaling $7,683.00 for spring flower installation.
Moved by: Michael Johnson
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Approve the $40,000.00 in capital improvement requests and transfer $40,000.00 from the Prior Year Owner’s Equity to the Capital Reserves.
Moved by: Robert Duncan
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Move To: Approve Lancaster Landscapes proposal #22962 totaling $4,580.00 for irrigation expansion around the perimeter pool fence line and the right side of the Cameron Club.
Moved by: Robert Duncan
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

Move To: Approve Lancaster Landscapes proposal #22922 totaling $6,968.50 for the second phase of landscaping enhancements at the John Ticer Pocket Park.
Moved by: Michael Johnson
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Approve Lancaster Landscapes proposal #22971 totaling $7,548.00 for the Bessley Pocket Park (South) landscaping upgrade.
Moved by: Michael Johnson
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED
MATTERS FOR BOARD REVIEW AND INFORMATION

COMMUNITY MANAGER’S REPORT
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 2013 and ask questions.

Upcoming Projects
I have sent out RFPs for the replacement of the perimeter fence. These proposals will be sent to the Common Area for their review and recommendation.

DSX Server/Security System
In January, the DSX Server, which controls the security system and electronic locks of the perimeter doors as well as our ability to create resident IDs failed. Burtel, the system contractor, has attempted to recover the data from the DSX server without success. Currently, the Cameron Club is being secured manually by Staff and temporary Resident IDs have been ordered to replace the photo IDs which are printed through the security system. The current system is old and outdated which makes repairs difficult and expensive. The Cameron Club Facilities Committee has begun researching new systems and interviewing contractors in anticipation of replacing the entire system. The Board President has requested that a resolution be in place before Memorial Day weekend when the pool opens.

In late February, Management was able to identify a system backup that the Community Manager had set up when the replacement office service was set up. Management sent a copy of this information to Burtel and on March 20th, they advised that this information will be able to be restored. Burtel located the appropriate version of the DSX software. The software and data can be uploaded, once we have obtained a PC with a PCI to Serial Port Card. As it is the Board’s desire to replace this system before the end of May, and a new PC could be costly, Arieille is working to rebuild an older office PC and install the PCI to Serial Port Card.

Move To: Enter Executive Session at 8:44pm
Moved by: Michael Johnson
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 8:55pm
Moved by: Alvin Boone
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

Move To: Approve the homeowner’s request for a payment plan in the amount of $200.00 per month, following an initial installment of $1,000.00, plus $1,000.00 payments at the beginning of each calendar year, so long as there is an outstanding balance, and suspension of late fees during the performance of this plan. Account # 00328-0092
Moved by: Michael Johnson
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Adjourn at 8:55 p.m.
Moved by: Alvin Boone
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

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