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

Tuesday, May 28, 2013

The regularly scheduled monthly meeting of the Board of Directors for May was held on Tuesday, May 28, 2013. The meeting was called to order at 7:05 p.m. by Nick Giannotti at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304

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

Others Attending: Airielle Hansford, Community Manager, CMC; Jan Ward, Division Director, CMC; Mary Flynn, Assistant Community Manager, CMC

Move To: Approve the May 28, 2013 meeting Agenda.
Moved by: Michael Johnson
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Guest Speaker
Deputy Chief, Blaine Corle, Alexandria Police Department, addressed recent crime in the area. He reported that there have been more vehicle break-ins on Martin Lane and Barrett Place and there is a suspect in custody. He also reported that several bicycles were stolen from the 400 condo building and advised that there was graffiti on the bridge in Brenman Park.

RESIDENTS’ OPEN FORUM

Brian Sundin asked if the Board had plans to hire additional parking patrol in the community should the pathway be approved.

Move To: Approve the minutes from the April 23, 2013 Board of Director’s meeting.
Moved by: Michael Johnson
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT FOR APRIL 2013

Investments:
On April 30, 2013 the Association had operating and investment funds totaling $2,023,181.84. The First Association Bank operating account had a balance of $259,739.41. The First Association Bank Google Ads account had a balance of $1,422.43. Based upon this statement, the Morgan Stanley Smith Barney Money Market account had a balance of $135,038.92 and the First Association Bank Money Market had a balance of $200,526.09. There is $1,416,000.00 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 April 30, 2013 was $43,122.47. This reflects a delinquency rate of approximately 2.006%, which is below the industry standard of 5%.

Accrued Reserves total $1,058,755.92 and are fully supported by cash and investments. On October 25, 2011, the Cameron Station Board of Directors approved the renovation of the Cameron Club not to exceed the cost of $900,000 to be funded through the Repair and Replacement Reserves. As of April 30th, the Association has paid $738,358.24 in renovation related costs.

Owner's Equity*, which has a balance of $405,853.32, is also supported by cash and investments. Owner's Equity is currently 18.88% of the Association's annual assessments. This signifies that the Association is in a healthy financial position.

The Capital Reserves account totals $68,467.80 and there is the same amount in approved Capital Improvements projects to be funded from this account. In March 2013, the Board of Directors approved $40,000.00 in Capital improvement requests from the Common Area Committee and the transfer of $40,000.00 from the Prior Year Owner's Equity to the Capital Reserves to fund these requests.

*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 $748,959.30, which is $4,980.20 below the budgeted amount of $753,939.50.

The year-to-date expenses total $647,195.60, which is $92,855.40 below the budgeted amount of $740,051.00. 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.

- **Parking Enforcement**, line item #5070, was $2,910.00 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 $2,678.13 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**, line item #5200, was $10,323.27 below the year-to-date budgeted amount. The Activities and Events Planning has not been able to hold any events in the Club this year due to the renovation and it is possible that this line item will end the year under budget.
- **Payroll Taxes/Benefits/Costs**, line item #5340, exceeds the year-to-date budgeted amount by $1,662.66. This overage should level out over the next few months.
- **Water Services**, line item #6025, was $2,458.04 below the year-to-date budgeted amount. Management anticipates that this line item will level out as the Virginia American Water invoices for the warmer months are received.
- **Grounds & Landscaping – Contract**, line item #6100, was $2,538.00 below the year-to-date budgeted amount. It is anticipated that this line item will end the year under budget as the Lancaster contract, which was negotiated after the creation of the FY2013 budget, is less than the budgeted amount.
- **Turf Treatment & Enhancements**, line item #6155, was $2,794.50 below the year-to-date budgeted amount. Many of these projects will take place in the warmer months, and Management anticipates that this line item will level out over the next few months.
- Tree & Shrub Maintenance, line item #6160, was $6,488.00 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.
- TMP Expenses, line item #6305, exceeds the year-to-date budgeted amount by $5,478.78. 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 $13,310.00 over budget in this line item.
- Snow Removal Services, line item #6442, was $35,887.25 below the year-to-date budgeted amount due to the small amount of snow received this year.
- Lighting Supplies/ Repair & Maintenance, line item #6640, exceeds the year-to-date budgeted amount by $3,632.36. This is due to higher than anticipated expenses in April. Please know that there is $30,000.00 budgeted in this line item for FY2013.
- Linear Park Landscape Maintenance, line item #6695, was $2,420.50 below the year-to-date budgeted amount, as the first invoice for this work has not yet been received.
- Reserve Studies, line item #5105, was $4,000.00 below the year-to-date budgeted amount as the Reserve Study has not yet been completed. Management has requested proposals to provide to the FAC and Board to review at their May meetings.
- Legal Service – General Counsel, line item #7030, was $6,317.00 below the year-to-date budgeted amount, as Rees Broome’s invoices are being sent out a week after the end of the month.
- Clubhouse Utilities, line item #6075, was $2,761.72 below the year-to-date budgeted amount. Management anticipates that this line item will level out towards the end of the year.
- Special Cleanings, line item #6436, was $2,500.00 below the year-to-date budgeted amount. There have been no room rentals this year due to the renovation and it is expected that this line item will end the year significantly under budget. The Club recently passed the Occupancy Inspection and rentals will begin at the end of May.
- Pool Management Contract, line item #6438, was $9,650.00 below the year-to-date budgeted amount. The budget spread for this line item will be adjusted in FY2014 projecting payments to start two months later.
- Fire Suppression System, line item #6500, exceeds the year-to-date budgeted amount by $1,601.79. The charges for the elevator contract were accidentally coded to this line item. These charges will be reclassified in the May 2013 financials.
- Income Tax, line item #9000, exceeds the year-to-date budgeted amount by $1,700.00. The estimated income taxes for Virginia were paid in early April, as was the first quarter estimated Federal income tax.

Overall there is a positive variance between year-to-date income and expenses in the amount of $101,763.70 through April 30, 2013.

WTS REPORT

Kevin Horner, Fitness Director, reported that usage for the gym was up this month. He reported that WTS is working on starting up several new fitness programs to include a cycling and running clubs, a yoga workshop, and a Fall Health Fair. Kevin also advised that WTS would be installing a new treadmill and stretching bar this week. A Board member inquired on the roof leaks in the gym and Management advised that the Maintenance Technician was working with the roofing contractor to have these repaired.

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

**Cameron Club Facilities Committee** - Martin Menez, Committee Vice Chair, reviewed the committee’s latest meeting minutes with the Board. He advised that the process has begun of distributing new facilities IDs to residents in conjunction with replacing the Cameron Club security system. He also reported that only two residents came forward to assist with audio visual plans for the Club, so the committee will be researching this more in future meetings.

**Architectural Review Committee** - Brian Sundin, Committee Vice Chair, stated that the ARC is very pleased with Bethany Lammers, Covenants Administrator and would like to extend their compliments on all her hard work. He reported that the Committee is working on educating residents to apply for an exterior modification before having the work done as they are seeing a rise in violations of this nature. Brian also advised that the Committee has completed their proposed edits of the Design & Maintenance Standards and will be forwarding them for Board review next month. The Committee also requests that they be notified when an appeal of an ARC decision is submitted to Management.

**Financial Advisory Committee** - Jeff Gathers, Committee Chair, reviewed the Reserve Study Proposals with the Board and advised them of the Committee’s recommendation as well as their recommendation for a sweep account now that the FDIC coverage have changed.

**Activities & Events Planning Committee** - Michael Johnson, Board Liaison, advised that the May Family Happy Hour went well and had good attendance. The committee has rescheduled the Annual Pool Party for August 10th and is currently working on holding a Casino Party sometime in September.

**Common Area Committee** - Mindy Lyle, Board Liaison, advised the Board the committee recently had a walk-through with Lancaster.

**Move To:** Approve the reappointment of the following Cameron Station homeowners:
Robert Burns to the Common Area Committee
Henry Chan to the Common Area Committee
Ann Dunlap to the Common Area Committee
Suzanne Vigil to the Common Area Committee
Susan Willis to the Common Area Committee
Jeff Gathers to the Financial Advisory Committee
Harry Glenos to the Financial Advisory Committee
Ray Celeste to the Cameron Club Facilities Committee
Martin Menez to the Cameron Club Facilities Committee
Kittie Messman to the Cameron Club Facilities Committee
Terri Ryan to the Cameron Club Facilities Committee

Moved by: Mindy Lyle
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

**OLD BUSINESS**
Update on Cameron Club Renovation

Alvin Boone, Board Director, reported that the Cameron Club passed the final inspection on May 9th. The numbers on the renovation budget are evening out and are currently $160.00 under budget. Dynalectric will
be out to replace the light fixtures and the door locks still need to be replaced. The millwork repairs will take a little longer than expected due to the poor performance of the original contractor. A new contractor will be onsite complete everything by the end of June.

**Move To: Defer the decision on the proposed pedestrian connection between Cameron Station and the Delaney Project (bowling alley site) for ten (10) months.**

Moved by: Robert Duncan  
Seconded: NONE  
MOTION DIED

**Move To: Approve the proposed pedestrian connection between Cameron Station and the Delaney Project (bowling alley site) in the location recommended by the Ad-hoc Pedestrian Access Committee and to have the Common Area Committee and Lancaster Landscapes work closely with the Developer to design the landscaping surrounding the pathway to ensure architectural consistency with the community.**

Moved by: Mindy Lyle  
Seconded: Alvin Boone  
For: Mindy Lyle, Alvin Boone, Jon Dellaria, Michael Johnson, and Tom McClimon  
Against: Robert Duncan  
MOTION PASSED

**Move To: Approve the opening a First Associations Bank Sweep Account to facilitate the transfer of funds in excess of $250,000.00, the maximum amount insured by the FDIC, between Cameron Station Community Association’s operating account and a linked fund that is fully backed and guaranteed by the U.S. Government.**

Moved by: Robert Duncan  
Seconded: Alvin Boone  
For: All  
Against: None  
MOTION PASSED

**Move To: Approve the Reserve Advisors proposal for the Reserve Study Update at a cost of $4,950.00.**

Moved by: Robert Duncan  
Seconded: Alvin Boone  
For: All  
Against: None  
MOTION PASSED

**Move To: Approve the Long Fence proposal totaling $2,975.00 to replace the Duke Street gate located off Martin Lane.**

Moved by: Mindy Lyle  
Seconded: Michael Johnson  
For: All  
Against: None  
MOTION PASSED

**Move To: Approve the Hunters Development LLC, proposal totaling $2,258.00 for the repairs to the four (4) private fire hydrants.**

Moved by: Robert Duncan  
Seconded: Mindy Lyle  
For: All
COMMUNITY MANAGER'S REPORT
Airielle Hansford, Community Manager, gave her latest report to the Board which is included below.

- Memorial Day Holiday
  The Management office will be closed on Monday, May 27, 2013 in observance of Memorial Day.

- 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 Friday, May 24th to discuss and review the Cameron Club Policies & Procedures.

- Pool Hours of Operation for 2013
  The Club Operating Rules & Procedures states: “The pool hours of operation will be determined by the Board of Directors and hours will be announced each year prior to the pool season. Pool hours will be publicized in the Community newsletters and posted on the Cameron Station website.” The Board has decided that the pool hours will stay the same for 2013. This information will be posted on the website.

  The Cameron Club pool will open on May 25 for the 2013 season and will be open every day through Labor Day (September 2). It will also be open weekends in September, weather permitting.

  Hours of Operation:
  Daily 10:30 a.m. - 8:30 p.m.
  Lap Swim only from 6:00 a.m. - 8:00 a.m. Monday through Friday excluding Federal holidays.
  Two lanes for will be reserved for only lap swim from 7:30pm to 8:30pm Monday through Friday.
  Open Saturday before Memorial Day through Labor Day
  Open Weekends in September, weather permitting
  Ten (10) minutes before each hour shall be reserved as a "break" for lap swim during normal hours.

- New Access System
  At the March meeting, the Board approved the replacement of the access system. As Management reported on May 8th, the server for the new access/security system has been set up in the Club. SETEC has been able to convert most of the data from the old WINDSX machine over the new system. The new system has required some customization to ensure that it tracks and does what is necessary for Cameron Station. As you might recall from the March meeting, the quotes provided by SETEC were estimated amounts and did not include the database conversion or any of the software customization. Most of this work has been completed, but there is still some outstanding. Please know that SETEC will be charging $3,600.00 for all of these “charge orders” and the database conversion. We believe that all the necessary work should be covered by this amount, but there maybe a few other small changes that are required. SETEC charges $120.00 per hour for this work.

  We are printing the replacement cards one street at a time, in alphabetical. We are auditing each unit file to ensure we have the Facilities Usage Agreement for each individual that will receive a card. In addition, for residents who are renting, we are confirming that we have an active lease on file. Cards will not be
printed for residents that have an expired lease; however we are sending a letter advising of the need for an updated lease and registration procedures for new residents.

The procedure to print the cards involves running both systems at the same time, linking each resident to their Cameron Station address, confirming the correct picture was imported from the old WinDSX system, adding a badge number and security level, printing the photo id, and affixing the photo id to the proximity read badge. The passes for each household are placed in an envelope along with the new cardstock 2013 Facilities Guest punch passes. Management has created a Card Holder Log, which is updated with the completion of each household with the number of resident IDs, nanny passes and guest passes that have been printed for each household. Once each street is completed, the envelopes for that street are being placed at the fitness center desk for residents to pick up. Management has pre-printed, pre-addressed, and pre-stamped letters that will be mailed from our office to each street as we complete, instructing residents that they can come pick up their household passes at the fitness center desk. When a resident collects the passes for their household, the fitness center staff will have the resident confirm the number of cards collected by requiring them to sign their name in the Card Holder Log.

- **Bond Out Update**

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<tr>
<td>2</td>
<td>Off bond</td>
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<td>6</td>
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</tr>
<tr>
<td>13</td>
<td>Maintenance</td>
<td>7* (off April 2014)</td>
</tr>
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There are two main bonds that pertain to the residential areas: Performance bonds which guarantee satisfactory completion of a project by the developer and Maintenance Bonds which guarantee against defects in material and workmanship for a specified time period following the completion of a contract. Once a phase is released off a performance bond then it is covered by a maintenance bond and assuming there are no claims then it is turned over to the Association after one year.

*Phase 13 is "Cameron Station West Extension Bond". It begins about 200 yards past the bend and continues past the school to almost Picket St. The area includes the curb and gutter on Cameron Station Boulevard, along with roadway and medians. This phase borders phases, 2,3,4,5.*

**Move To:** Enter Executive Session at 9:00pm

Moved by: Mindy Lyle  
Seconded: Michael Johnson  
For: All  
Against: None  
MOTION PASSED

**Move To:** Exit Executive Session at 9:56pm

Moved by: Michael Johnson  
Seconded: Robert Duncan  
For: All  
Against: None  
MOTION PASSED
Move To: Overturn the ARC’s denial of the Exterior Modification Application #13-15 and to approve the proposed replacement windows for 243 Somervelle Street.
Moved by: Tom McClimon
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Overturn the ARC’s denial of the Exterior Modification Application #13-14 and to approve the newly constructed backyard patio.
Moved by: Michael Johnson
Seconded: Mindy Lyle
For: Alvin Boone, Robert Duncan, Michael Johnson, Mindy Lyle, and Tom McClimon
Against: None
Abstain: Jon Dellaria
MOTION PASSED

Move To: Approve the Homeowner’s proposed payment plan of 289.00 on the 17th of each month, starting on July 17th and continuing through December 17, 2013. Should the homeowner fulfill the obligation of timely payments during the time, the Association will waive the remaining balance on the account. Should the Homeowner default on the approved payment plane, the account will revert back to the original amount owed to the Association.
Moved by: Michael Johnson
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Adjourn at 10:09pm
Moved by: Alvin Boone
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

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