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

Tuesday, July 23, 2013

The regularly scheduled monthly meeting of the Board of Directors for July was held on Tuesday, July 23, 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;

**Members Absent:** 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 July 23, 2013 meeting Agenda.
Moved by: Robert Duncan
Seconded: Tom McClimon
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 some minor incidents in Brenman Park including graffiti on the bridge and a rash of motorcycle thefts in the area. He also reported that the Department of Transportation is working on reconfiguring the light timers at the intersection of Duke and Cameron Station Boulevard. One Board member requested that there be more police presence at the crosswalks in Cameron Station.

**RESIDENTS’ OPEN FORUM**

**Donna Kenley, 5094 Grimm Drive,** spoke about her dissatisfaction with the monitoring of property maintenance violations. She provided several pictures to the Board of homes in the community that have violations on the property. She requested that whoever is responsible for the enforcement of the Covenants do more inspections in phases 5 and 6 of Cameron Station as she feels that the back part of the community does not get as much attention as the front.

**Nancy Fronckiwicz, 5111 Grimm Drive,** also spoke about her dissatisfaction with the property maintenance of homes in the back of the community. She requested that Management perform more inspections of the area and hold property owners accountable for the violations.

**Candace Goldblatt, 5240 Murtha Street,** requested that she be provided a handicapped parking space in the Visitor Parking area of Murtha Street. She advised that she rents a room from her friend who owns the home and they are unable to fit either one of their vehicles in the one-car garage as it is too narrow and only one vehicle can fit in the driveway at a time.
Move To: Approve the minutes from the June 25, 2013 Board of Director’s meeting.
Moved by: Michael Johnson
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT FOR JUNE 2013

Investments:
On June 30, 2013 the Association had operating and investment funds totaling $1,805,060.61. The First Association Bank operating account had a balance of $110,790.04. The First Association Bank Google Ads account had a balance of $1,558.94. Based upon this statement, the Morgan Stanley Smith Barney Money Market account had a balance of $191,238.15 and the First Association Bank Money Market had a balance of $125,633.33. There is $1,366,000.00 invested in laddered CDs and investment funds. Additionally, there is $1,000.00 in the petty cash account.

Cameron Station had a $50,000.00 CD that matured on June 3, 2013, increasing the Morgan Stanley Smith Barney money market to $191,238.15. At the June Board meeting, it was agreed that Robert Duncan would pursue the 1-year investments totaling $180,000.00.

Balance Sheet:
The Accounts Receivable Residential Assessments account as of June 30, 2013 was $29,439.47. This reflects a delinquency rate of approximately 1.369%, which is below the industry standard of 5%.

Accrued Reserves total $1,001,164.30 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 $900,000.00 to be funded through the Repair and Replacement Reserves. As of July 15th, the Association has paid $811,535.24 in renovation related costs.

Owner’s Equity*, which has a balance of $411,301.99, is also supported by cash and investments. There were adjustments totaling $5,506.67 identified in the FY2012 Audit, which was approved at the June Board of Directors meeting. As part of the FY2013 budget, the Board of Directors opted to use $23,650.00 of prior year equity to help offset the increase in assessments for FY2013. I noted this month, that we have accrued $3,942.00 or two months (see 3025-Use of Prior Year Equity) and this will be adjusted and reflected on the July financial report. Owner’s Equity is currently 19.14% of the Association’s annual assessments and 18.22% assuming that the $23,650.00 will be used. This signifies that the Association is in a healthy financial position.

*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.

The Capital Reserves account totals $43,996.89 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. In June 2013 there was a total of $24,470.91 in Capital Reserves expenses for the update of the Bessley South pocket park, irrigation extension around the pool, and wireless transmitters for fitness equipment.

Income Statement Report:
The Income Statement Report reflects year-to-date income of $1,119,855.80, which is $12,342.20 below the budgeted amount of $1,132,198.00. Below are a few income 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.

- **Newsletter Advertising**, line item #4245, was $6,100.00 above the year-to-date budgeted amount. There is $9,500.00 budgeted in FY2013 for income in this line item and there are still two more editions of the newsletter remaining this year. Please know that the Compass Staff and the Communication Committee are reviewing the Newsletter Advertisement Policy and may be discontinuing or limiting half-page advertisements.

- **Room Rental Fees**, line item #4400, was $1,850.00 below the year-to-date budgeted amount. There were no room rentals through May due to the renovation, and it is expected that this line item will end the year significantly under budget. The Club passed the Occupancy Inspection in May and the meeting rooms are now being rented out.

- **Club Cleaning Fees**, line item #4405, was $3,500.00 below the year-to-date budgeted amount. This is also the result of the lack of room rentals through May.

- **Legal Reimbursements**, line item #4720, was $2,013.50 below the year-to-date budgeted amount. Management will continue to keep an eye on this line item.

- **Compliance Fees**, line item #4805, was $4,290.00 below the year-to-date budgeted amount. This is partially due to the waiver of violation fees on two accounts. Management will continue to keep an eye on this line item.

- **Prior Yr Income/Deficit**, line item #4815, was $7,883.00 below the year-to-date budgeted amount. During the creation of the FY2013 Operating Budget, the Board of Directors opted to use $23,650.00 of prior year equity to help offset the increase in assessments. At this point, it has not been necessary to use these funds. Management will adjust this line item to accrue March through July 2013, which will be reflected on the July financial report.

- **Interest Earned – Reserve Accounts**, line item #4910, was $1,683.50 above the budgeted amount. This is due to more interest incurred in the first five months of the year than anticipated.

The year-to-date expenses total $1,029,404.48, which is $100,980.52 below the budgeted amount of $1,130,385.00. The expense line items below have a variance of more than $1,500.00 of the year-to-date budgeted amount.

- **Board Support**, line item #5020, was $2,386.80 below the year-to-date budgeted amount. Management anticipates that this line item will level out towards the end of the year.

- **Parking Enforcement**, line item #5070, was $4,865.00 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 $3,534.12 below the year-to-date budgeted amount. There was very little parking enforcement from February through April as the enforcement officers were participating in police training. We have created a schedule that will use the funds budgeted and 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 $10,026.98 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 likely that this line item will end the year under budget.

- **Administrative Salaries**, line item #5302, exceeds the year-to-date budgeted amount by $2,305.29. This is mostly due to overtime being put in by the administrative staff as part of the access system conversion.
- **Payroll Taxes/Benefits/Costs**, line item #5340, exceeds the year-to-date budgeted amount by $2,929.51. This overage should level out over the next few months. This is partially due to additional time being put in by the administrative staff as part of the access system conversion.

- **Trash and Recycling Services**, line item #6035, exceeds the year-to-date budgeted amount by $2,627.29. Management anticipates that this line item will level out over the next few months.

- **Water Services**, line item #6025, was $2,663.44 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 $3,807.00 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 $3,034.66 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 $9,879.00 below the year-to-date budgeted amount. The Board approved 20 tree trimming days at a cost of $24,000.00 and this work is being completed throughout the spring and summer.

- **TMP Expenses**, line item #6305, exceeds the year-to-date budgeted amount by $7,869.96. 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.

- **General Repair & Maintenance**, line item #6600, exceeds the year-to-date budgeted amount by $1,937.25. This is partially due to unanticipated expenses that came up during the renovation. There is $3,000.00 budgeted in this line item for FY2013 and expenses have already exceeded the annual budgeted amount. It may be necessary to increase this line item for FY2014.

- **Lighting Supplies/ Repair & Maintenance**, line item #6640, was $2,298.51 below the year-to-date budgeted amount. We anticipate that this line item will level out by the end of the year.

- **Linear Park Landscape Maintenance**, line item #6685, was $7,261.50 below the year-to-date budgeted amount, as the no invoices have been received for this work. Management has requested that Lancaster Landscapes send in these invoices as soon as possible.

- **Reserve Studies**, line item #5105, was $1,500.00 below the year-to-date budgeted. In May 2013, the Board of Directors approved a proposal from Reserve Advisors for the reserve study update at a cost of $4,950.00. The initial payment of $2,500.00 was made in June and the remaining costs will be due at the completion of the project.

- **Legal Service**, line item #7020, exceeds the year-to-date budgeted amount by $2,874.50, due to a Rees Broome invoice totaling $2,874.50 for collections which was miscoded to this line item. This amount will be reclassified to #7025 Legal Service – Collections and will be this will be reflected on the July 2013 financial report.

- **Legal Service - Collections**, line item #7025, was $2,282.70 below the year-to-date budgeted amount. This was due to an invoice totaling $2,874.50 for collections which was miscoded to line item #7020. This amount will be reclassified and will be this will be reflected on the July 2013 financial report.
- **Legal Service – General Counsel**, line item #7030, was $4,301.81 below the year-to-date budgeted amount, as Rees Broome’s invoices are being sent out a week after the end of the month.

- **Special Cleanings**, line item #6436, was $3,750.00 below the year-to-date budgeted amount. There were no room rentals through May due to the renovation and it is expected that this line item will end the year significantly under budget. The Club passed the Occupancy Inspection in May and the meeting rooms are now being rented out.

- **Pool Management Contract**, line item #6438, was $10,362.22 below the year-to-date budgeted amount. The budget spread for this line item may be adjusted in FY2014 projecting payments to start two months later. We anticipate that we will end the year on budget.

- **Access System Supplies**, line item #6590, was $1,885.81 below the year-to-date budgeted amount. In February 2013, the Board approved the replacement access system proposal, which included all of the necessary startup supplies.

Overall there is a **positive** variance between year-to-date income and expenses in the amount of $90,451.32 through June 30, 2013, which is $88,638.32 **above** the budgeted amount for Net Income/Loss for June 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 back to manually counting gym and pool usage as the new access cards are being produced for the community. Two cardio machines are awaiting repairs and the running and cycling clubs are set to begin at the end of August.

**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, reviewed the committee’s latest meeting minutes with the Board. He outlined the Committee’s five (5) year plan for fitness equipment replacement.

- **Common Area Committee**-Robert Burns, Committee Chair, reported that the Committee has been working with Lancaster to develop landscaping ideas for the new pedestrian access pathway. They are also looking to redesign the current “No Pet” signs in the common areas. Robert also reported that Lancaster and Management are keeping a log of bricks that need repairing in the community and Lancaster is repairing them each week.

- **Activities & Events Planning Committee**- Michael Johnson, Board Liaison, advised that the Cameron Station Annual Pool Party will take place Saturday, August 10th. The moon bounce will be set up in the Cameron Station Circle and all the appropriate permits have been filed with the City.

Board of Directors discussed the Maintenance Agreement between Cameron Station and the City of Alexandria regarding the Gazebo and the Circle.

**Move To:** Move to approve the appointment of Monica Derosier to the Events & Planning Committee for a two-year term.

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

OLD BUSINESS
Update on Cameron Club Renovation
Alvin Boone, Board Director, reported that R.W Murray cancelled the latest walk-through and he waiting for them to reschedule.

Move To: Approve the Common Area Committee’s recommendation to approve Lancaster Landscapes proposal totaling $2,737.50 to repair drainage and erosion issues behind 5240-5236 Bessley Place.
Moved by: Mindy Lyle  
Seconded: Robert Duncan  
For:  All  
Against:  None  
MOTION PASSED

COMMUNITY MANAGER’S REPORT
DMS Special Meeting
Management was asked to find a couple dates to hold a special meeting to discuss the ARC’s edits to the Design and Maintenance Standards. An email was sent to the Board on Friday, July 19th, asking for the Board’s availability on following evenings: Wednesday, August 7th, Monday, August 12th, Tuesday, August 20th, and Wednesday, August 21st.

FY2014 Budget Meeting
The first budget meeting has been moved to Wednesday, August 14, 2013 at 7:00pm in the Great Room. Additionally, there has been a procedure change for this meeting. Both members from the Financial Advisory Committee and Board of Directors will be attendance to review the Committee requests and meet with the Chairs or other Committee Representative. The updated FY2014 Budget Calendar is attached.

Annual Pool Party
The Cameron Station Annual Pool Party will be held on Saturday, August 10th from 11:00am to 3:00pm.

Election at the Cameron Club
The Cameron Club multi-purpose court will be used as a polling station for the November 5, 2013 General Election.

Move To:  Enter Executive Session at 8:40pm
Moved by: Robert Duncan  
Seconded: Mindy Lyle  
For:  All  
Against:  None  
MOTION PASSED

Move To:  Exit Executive Session at 8:55pm
Moved by: Michael Johnson  
Seconded: Robert Duncan  
For:  All  
Against:  None  
MOTION PASSED
Move To: Approve the homeowner’s request for payment plan proposal of five (5) monthly installments of $232.00, beginning August 5, 2013 and continuing on the fifth of each subsequent month through January 5, 2014.
Move by: Mindy Lyle
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

Move To: Deny the homeowner’s request to remove the charges totaling $1,000.00 which are associated with the property maintenance violations on the account, upon a satisfactory completion of the repairs needed to abate these violations.
Move by: Tom McClimon
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

Robert Duncan requested that the Board President write a letter to the City of Alexandria Police Department on behalf of the Association, requesting that there be more traffic enforcement on the City streets.

Move To: Adjourn at 9:00pm
Move by: Alvin Boone
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

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