The regularly scheduled monthly meeting of the Board of Directors for August was held on Tuesday, August 27, 2013. The meeting was called to order at 7:04 p.m. by Nick Giannotti at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304

**Board Attendance:** Nick Giannotti-President; Robert Duncan-Treasurer; Michael Johnson-Secretary; Alvin Boone-Director; Jon Dellaria-Director

**Members Absent:** Mindy Lyle-Vice President; Tom McClimon-Director

**Others Attending:** Airielle Hansford, Community Manager, CMC; Jan Ward, Division Director, CMC; Todd Sinkins, Esq., Rees Broome; Mary Flynn, Assistant Community Manager, CMC

**Move To:** Approve the August 27, 2013 meeting Agenda as amended.
Moved by: Michael Johnson
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

**RESIDENTS’ OPEN FORUM**

**Donna Kenley, 5094 Grimm Drive,** presented the Board with a written letter following up on her concerns brought forth at the July Board meeting regarding property maintenance throughout the community. The Board along with Management was able to explain how these concerns had been addressed and was able to answer all inquiries regarding the violation process. Ms. Kenly stated that she was satisfied with the responses and the actions taken to date.

**Move To:** Approve the minutes from the July 23, 2013 Board of Director's meeting.
Moved by: Michael Johnson
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

**FINANCIAL REPORT FOR JULY 2013**

**Investments:**
On July 31, 2013 the Association had operating and investment funds totaling $1,950,112.58. The First Association Bank operating account had a balance of $253,181.98. 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 $263,086.75 and the First Association Bank Money Market had a balance of $125,670.68. There is $1,296,000.00 invested in laddered CDs and investment funds. Additionally, there is $1,000.00 in the petty cash account.
Cameron Station had a $70,000.00 CD that matured on July 23, 2013, increasing the Morgan Stanley Smith Barney money market to $263,086.75. Additionally, there are two CDs totaling $105,000.00 maturing in August 2013. At the July Board meeting, it was decided that Robert Duncan would watch rates for one more month before reinvesting $180,000.00.

**Balance Sheet:**
The Accounts Receivable Residential Assessments account as of July 31, 2013 was $39,781.54. This reflects a delinquency rate of approximately 1.851%, which is below the industry standard of 5%. Please keep in mind, the assessments are paid on a quarterly basis and July represents the first month of the third quarter.

Accrued Reserves total $998,908.77 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, at a cost not to exceed $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 $401,505.99, is also supported by cash and investments. 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. As of July 31st, $13,796.00 has been accrued over seven months (see 3025-Use of Prior Year Equity). Owner’s Equity is currently 18.68% 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 There were no Capital Reserves expenses in July 2013.

**Income Statement Report:**
The Income Statement Report reflects year-to-date income of $1,318,302.99, which is $2,072.01 below the budgeted amount of $1,320,375.00. 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 Communication Committee reviewed the Newsletter Advertisement Policy and discontinued half-page advertisements.
- **Resale Processing Fees**, line item #4260, was $1,867.00 above the year-to-date budgeted amount. This is due to more home sales than anticipated.
- **Room Rental Fees**, line item #4400, was $1,783.00 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 $3,200.00 below the year-to-date budgeted amount. This is also the result of the lack of room rentals through May.
- **Late Fees & Interest**, line item was $2,017.00 above the year-to-date budgeted amount.
- **Legal Reimbursements**, line item #4720, was $2,846.50 below the year-to-date budgeted amount. Management will continue to keep an eye on this line item.
- **Compliance Fees**, line item #4805, was $4,915.00 below the year-to-date budgeted amount. This is partially due to the waiver of violation fees on three accounts. Management will continue to keep an eye on this line item.
- **Interest Earned – Reserve Accounts**, line item #4910, was $1,635.53 above the budgeted amount. This is due to more interest incurred in the first six months of the year than anticipated. There are several investments maturing from June through August, which will reduce the interest income. Management anticipates that this line item will level out towards the end of the year.

The year-to-date expenses total $1,213,711.55, which is $99,875.95 below the budgeted amount of $1,313,587.50. 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 $1,961.80 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 $3,953.00 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.
- **Printing & Copying**, line item #5210, exceeds the year-to-date budgeted amount by $1,880.67. This was partially due to the community map project totaling $733.00. Additionally, Management had to order welcome packet folders in July totaling $700.00. Management has recommended an increase in funding to $5,000.00 for FY2014 to adequately cover expenses.
- **Postage**, line item #5215, was $3,248.76 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 $12,951.13 below the year-to-date budgeted amount. The Activities & Events Planning Committee was not been able to hold any events in the Club in the first half of this year due to the renovation. It is likely that this line item will end the year under budget.
- **Other Communications**, line item #5316, was $2,032.16 below the year-to-date budgeted amount. This line item should level out towards the end of the year as the larger mailings and DMS update are sent out.
- **Administrative Salaries**, line item #5302, exceeds the year-to-date budgeted amount by $4,676.20. 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 $3,556.35. 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 $3,413.48. Management anticipates that this line item will level out over the next few months.
- **Grounds & Landscaping – Contract**, line item #6100, was $4,441.00 below the year-to-date budgeted amount. 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.
- **Flower Rotations & Landscaping Enhancements**, line item #6150, was $1,957.20 below the year-to-date budgeted amount. The next large planting will take place in the fall.
- **Turf Treatment & Enhancements**, line item #6155, was $4,909.66 below the year-to-date budgeted amount. Management anticipates that this line item will level out over the next few months.
- **Tree & Shrub Maintenance**, line item #6160, was $7,144.00 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 $8,776.62. 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 $1,687.25. 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. Management has recommended an increase of $500.00 in this line item for FY2014.

- **Lighting Supplies/ Repair & Maintenance**, line item #6640, was $7,298.51 below the year-to-date budgeted amount. An invoice totaling $4,172.58 for the July lighting maintenance and inspection was paid in early August. We anticipate that this line item will level out by the end of the year.

- **Linear Park Landscape Maintenance**, line item #6685, was $3,560.08 below the year-to-date budgeted amount, as no invoices had been received for this work through July. The Lancaster Landscapes invoices from April to August totaling $12,153.55 were provided and paid in early August.

- **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 – General Counsel**, line item #7030, was $6,035.31 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 $3,350.00 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 $10,364.80 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 $104,591.44 through July 31, 2013, which is $97,803.94 above the budgeted amount for Net Income/Loss for July 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.

Robert Duncan, Board Treasurer stated that there is plenty of money budgeted to cover any unforeseen future expenses and that the Association is in a very healthy financial position. Robert thanked Airielle Hansford, Community Manager, for all of her hard work that she has put in to Cameron Station over the years.
WTS REPORT

Kevin Horner, Fitness Director, reported that the Fitness Center had its busiest month ever last month and they continue to get compliments about the new equipment and Wi-Fi. The new ab abductor/adductor has been ordered and should arrive in the next few weeks. The threshold going in to the Multi-Purpose Court is currently under repair and WTS has posted a sign at the door to warn residents. Kevin stated that he has enjoyed working with Airielle for the last six years and wishes her all the best in her new position.

COMMITTEE REPORTS

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

Architectural Review Committee- Brian Sundin, Committee Chair, stated that he was in support of the proposed “friendly reminder” flyer created and recommended by the CAC for the Board’s approval.

Common Area Committee- Robert Burns, Committee Chair, reported that the CAC worked with the ARC to create the “friendly flier” to help with the current violation process regarding landscaping violations in the community. Robert also reported that the CAC is working with Lancaster to create a new landscaping design for the Cameron Circle and would like to be updated on the Circle Maintenance Agreement Resolution between Cameron Station and the City of Alexandria. Robert expressed his pleasure working with Airielle Hansford, Community Manager over the last 6 years and wished her luck in her new position.

Cameron Club Facilities Committee- Ray Celeste, Committee Chair, reported that the CCFC is currently reviewing proposals for the replacement of bathroom fixtures in the Men’s and Women’s Locker rooms as well as the upstairs restroom. The committee is also looking into getting the lockers in the Locker Rooms replaced and will be looking at samples of new ones in the next few months. Ray also stated that the committee is considering requesting that funds be set aside in Capital Expenditures for a new A/V system in the Cameron Club.

Financial Advisory Committee- Jeff Gathers, Committee Chair, reported that the budget process and the reserve study report are still ongoing. Several cost elements have been added to the reserve study report in the last few weeks. The first draft of the budget was given to David Krahn with Reserve Advisors who stated that he would have a new draft available sometime in mid September. Jeff said he is hopeful to have the report back in time to hold another budget meeting on September 17th. It was also stated that reported that the committee is interested in going out to bid for an Auditor. Jeff thanked Airielle for her fine work with the Financial Advisory Committee and wished her well in her new position.

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 Dick Meyer to the Cameron Club Facilities Committee for a two-year term.

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

OLD BUSINESS

Update on Cameron Club Renovation
Alvin Boone, Board Director, reported that R.W. Murray has still not scheduled the final walkthrough and that the Association is withholding final payment until it is completed. Alvin stated that a few punch list items remain, but he would like to start looking ahead to the next big capital project.

**Move To: Ratify the approval of the Gym Source proposal totaling $3,951.91 for the replacement of the Hip Abductor/Adductor machine.**
Moved by: Alvin Boone
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

**Move To: Approve the Gym Source proposal totaling $9,905.00 for two Lateral X elliptical machines.**
Moved by: Michael Johnson
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

**Move To: Approve the National Fitness LLC’s contract renewal totaling $425.00 per quarter ($1,700.00 annually) to provide preventative maintenance and warranty repairs to the exercise equipment at the Cameron Station fitness center effective September 1, 2013.**
Moved by: Alvin Boone
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

**Move To: Approve the Common Area Committee’s recommendation to approve Lancaster Landscapes proposal totaling $6,235.00 to repair the drainage issues in the common area behind 147-151 Martin Lane.**
Moved by: Michael Johnson
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

The Board discussed Lancaster’s proposal for the water run-off issue in John Ticer Pocket Park. The Board agreed that it was a very expensive project and discussed having a landscaping engineer come out to survey the property for these issues. It was suggested that this could be something that is budgeted for in the reserves for future issues. Todd Sinkins, Esq., mentioned that he had a few contacts that he could pass on to Management to arrange a meeting.
The Board discussed Lancaster Landscape’s proposal for bollard covers on the recently installed bollards behind Kilburn Drive. The Board asked Management to explore other price options for the bollard covers and to inquire in to whether the Maintenance Technician can install them on his own.

The Board discussed the CAC’s recommendation for the “friendly notice” for landscaping issues. Todd Sinkins, Esq., Rees Broome, PC, advised that he did not believe that this would be beneficial to the current process and could convolute the procedures. The Board felt that this could create selective enforcement concerns and would violate the privacy of homeowners who have violations on their account. The Board agreed that they were not favorable towards the flyer.

**Move To:** Approve an increase in the cap to $20,000.00 for common area brickwork repairs.

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

The Board reviewed the Cameron Circle Maintenance Agreement and opted to table it until the September meeting pending clarification from the Association’s insurance company on whether the Association is insured for liability and property on the Gazebo and/or Circle.

**COMMUNITY MANAGER’S REPORT**

**Labor Day Holiday**
The Management office will be closed on Monday, September 2, 2013 in observance of Labor Day.

**FY2014 Budget Meeting**
The next budget meeting is scheduled for September 17, 2013 at 7:00pm in the Henderson Room. Both members from the Financial Advisory Committee and Board of Directors will be attendance to discuss the FAC’s recommendations following the first budget meeting with the Committee Chairs. Please know that all of the draft FY2014 budget materials have been posted on the Private Board of Directors page on the Cameron Station website.

**Upcoming Community Events**
The Activities & Events Planning Committee has planned the following events for the remainder of the year:

- Fall Happy Hour, Friday, September 20
- Fall Yard Sale, Saturday, September 28, rain date is October 5
- Halloween Party, Saturday, October 26
- Holiday Party and Grand Reopening, December 8

**Annual Meeting Information**
Management has tentatively reserved the cafeteria at Samuel Tucker Elementary School on Monday November 4, 2013 for the 2013 Annual Meeting of the Membership. Please know that Tucker Administration will not allow access to the cafeteria until 6:30pm due to the afterschool care program, therefore registration will not begin until approximately 7:00pm. Management is currently working on the Notice of Annual Meeting, Call for Candidates and Meeting Agenda which will be mailed out to the community no later than Friday, September 13, 2013. The Meeting the Candidates event is scheduled for Sunday, October 20th at 5:00pm. All available Board members are encouraged to attend.

**Board Terms:** Director Elected Expiration
DRAFT

Robert Duncan 2011 2013
Michael Johnson 2011 2013
Mindy Lyle 2011 2013
Tom McElon 2011 2013
Alvin Boone 2012 2014
Jon Dellaria 2012 2014
Nick Giannotti 2012 2014

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. Two emails have been sent to the Board asking for the Board’s availability on various dates; however, not more than four Directors were able to make any of the dates. I had added this matter to the transition information that will be provided to Colleen Hairston, so that she can reach out to the Board for future dates.

Repair and Replacement Reserve Update
The Repair and Replacement Reserve study update is currently underway. The Management team met with David Krahn, from Reserve Advisors, on Monday, August 12th and provided him with a list of committee requests, historical spending, pending project, and other important information related to the Association’s needs and obligations.

Move To: Enter Executive Session at 9:25pm
Moved by: Michael Johnson
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 9:30pm
Moved by: Michael Johnson
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Deny the homeowner’s request for a waiver of the ARC’s denial of Exterior Modification Application #13-40 in which the homeowner requests to paint the front door a different color than the trim of the existing storm door. Account # 00205-4151.
Moved by: Robert Duncan
Seconded: Michael Johnson
For: Robert Duncan, Michael Johnson, Jon Dellaria, Mindy Lyle
Against: Alvin Boone
MOTION PASSED

Move To: Approve homeowner’s request to use the Great Room free of rental and cleaning charges for a public education function so long as they provide the required $300.00 security deposit. Account # 00205-0304.
Moved by: Michael Johnson
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

Move To: Approve that Rees Broome move forward with a wage garnishment once they have verified employment of homeowner. Account # 00313-1141
Moved by: Michael Johnson
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

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

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