The regularly scheduled monthly meeting of the Board of Directors for June was held on Tuesday, June 25, 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; Mindy Lyle- Vice President; Robert Duncan- Treasurer; Michael Johnson- Secretary; Alvin Boone- Director; Jon Dellaria- Director

**Members Absent:** Tom McClimon – Director

**Others Attending:** Airielle Hansford, Community Manager, CMC; Bethany Lammers, Covenants Administrator, CMC

**Move To:** Approve the June 25, 2013 meeting Agenda with the following amendment: Under New Business add Board discussion on closing on Friday, July 5, 2013.

Moved by: Mindy Lyle
Seconded: Michael Johnson

For: All
Against: None

**MOTION PASSED**

**RESIDENTS’ OPEN FORUM**

A Bessley Place homeowner was present for the appeal of their exterior modification application.

**DRAFT 2012 AUDIT REVIEW – Anne Sheehan, CPA, Goldklang Group**

Anne Sheehan presented the 2012 draft audit to the Board. It was reported that the delinquency rate is low, the un-appropriated owner’s equity is positive and the reserve contribution are good, the Association received an unmodified opinion.

**Move To:** Approve the fiscal year 2012 draft audit for Cameron Station Community Association, Inc. completed by Goldklang Group CPAs, PC.

Moved by: Robert Duncan
Seconded: Mindy Lyle

For: All
Against: None

**MOTION PASSED**

**Move To:** Approve the minutes from the May 28, 2013 Board of Director’s meeting.
FINANCIAL REPORT

Management provided a copy of the May 2013 Financial Report to the Board in the packet materials. Robert Duncan, Treasurer presented the Financial Report which had been prepared by CMC.

**Investments:**

On May 31, 2013 the Association had operating and investment funds totaling $1,796,614.36. The First Association Bank operating account had a balance of $30,244.40. 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 $139,384.25 and the First Association Bank Money Market had a balance of $200,585.70. 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 May 31, 2013 was $31,187.59. This reflects a delinquency rate of approximately 1.451%, which is below the industry standard of 5%.

Accrued Reserves total $987,734.84 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 May 31, the Association has paid $809,924.58 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 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 $60,486.99 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 May 2013 there was a total of $7,980.81 in Capital Reserves expenses for the update of pocket parks and the key lockers for the fitness center.

**Income Statement Report:**

The Income Statement Report reflects a year-to-date income of $937,572.01, which is $4,548.99 *below* the budgeted amount of $942,121.00. 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 $8,000.00 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 $1,667.00 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 again.

- **Club Cleaning Fees**, line item #4405, was $3,125.00 below the year-to-date budgeted amount. This is also the result of the lack of room rentals through May.

- **Compliance Fees**, line item #4805, was $2,975.00 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 $5,912.00 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.

- **Interest Earned – Reserve Accounts**, line item #1,627.40, was $1,627.40 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 $832,572.73, which is $105,040.27 *below* the budgeted amount of $937,613.00. The expense line items below have a variance of more than $1,500.00 of the year-to-date budgeted amount.

- **Parking Enforcement**, line item #5070, was $4,048.00 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 $2,534.12 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 $12,173.98 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.
Approved: July 23, 2013

- **Administrative Salaries**, line item #5302, exceeds the year-to-date budgeted amount by $2,596.98. This is mostly due to overtime 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 $1,741.10. Management anticipates that this line item will level out over the next few months.

- **Water Services**, line item #6025, was $1,885.24 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 $3,172.00 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.

- **Seasonal Color/Plantings**, line item #6150, was $8,200.00 below the year-to-date budgeted amount. An invoice totaling $7,683.00 for the spring plantings was paid in early June.

- **Turf Treatment & Enhancements**, line item #6155, was $2,321.50 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 $8,636.00 below the year-to-date budgeted amount. The Board approved 20 tree trimming days at a cost of $24,000.00. This work will be completed throughout the spring.

- **Irrigation System Contract**, line item #6299, exceeds the year-to-date budgeted amount by $6,782.00. An invoice totaling $3,940.00 for the installation of rain sensors was incorrectly coded to this line item. This payment will be reclassified to Repair and Replacement Reserve expenditures. This will be reflected on the June 2013 financial report.

- **TMP Expenses**, line item #6305, exceeds the year-to-date budgeted amount by $6,385.44. 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 $1,558.50. This is due to unanticipated expenses that came up during the renovation.

- **Linear Park Landscape Maintenance**, line item #6685, was $4,841.00 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. 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.

- **Audit & Tax Service**, line item #7000, was $5,150.00 below the year-to-date budgeted amount. The invoice for preparation of the 2012 financial audit was received in June 2013.
- **Legal Service – General Counsel**, line item #7030, was $5,332.31 below the year-to-date budgeted amount, as Rees Broome’s invoices are being sent out a week after the end of the month.
- **Clubhouse Utilities**, line item #6075, was $3,303.51 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 $3,125.00 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 again.
- **Pool Management Contract**, line item #6438, was $10,209.64 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.
- **Fire Suppression System**, line item #6500, exceeds the year-to-date budgeted amount by $2,740.74. The annual contract was paid in February 2013; however, CMC was also accruing monthly charges for this contract. These accruals totaling $1,540.87 will be removed and this will be reflected on the June 2013 financial report.
- **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 $104,999.28 through May 31, 2013, which is $100,491.28 above the budgeted amount for Net Income/Loss for May 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 while the system is down the staff has been doing a manual count of facility users and guests. Mr. Horner also reported that fitness center desk is almost finished, the new stretching bar was installed, cost will be obtained to install a mirror behind the stretching bar and ¾ inch birch finished plywood will be installed on the wall behind the functional training system. A Board member suggested a training class to teach residents how the use the functional trainer.

**COMMITTEE REPORTS**

Cameron Club Facilities Committee-Ray Celeste, Committee Chair, reported the Committee recommended the Board approve the bid from Cropp-Metcalfe for the repairs to the Clubhouse HVAC system, the Committee recommended naming the small conference room: Board Room or Conference Room.

Communications Committee-Jon Dellaria, Board Liaison, reported that the Committee is removing full and half page ads as options for advertising in the Newsletter.
Financial Advisory Committee—Robert Duncan, Board Liaison, stated that he has spoken to the financial advisor and the interest rates are not favorable right now and he does not recommend renewing/reinvesting any CD’s longer than 12 months. Mr. Duncan will research interest rates for CD investments and present to the Board at the next meeting. Jeff Gathers, Committee Chair, discussed a change to the proposed budget schedule. Mr. Gathers suggested that Board members be present for the meeting with the Financial Committee and the other Committee Chairs for consideration of the Committees funding.

Activities & Events Planning Committee—Michael Johnson reported that the Community pool party will be held August 10th and asked for suggestions on where to place the moon bounce for the pool party.

Common Area Committee—A Board member inquired if the Committee was aware of the recent brick sidewalk issues that are happening throughout the Community. Ms. Lyle recommended looking into getting an amendment to the special use permit for Cameron Station that would allow the Association to replace the brick sidewalk with concrete sidewalks. Mr. Duncan recommended placing a survey on the website or newsletter requesting that Homeowners contact Management with areas they observe in need of sidewalk repair. The Board also requested that Management contact Lancaster to obtain a proposal on time and material basis to address the areas of brick that need immediate repair.

Move To: Approve the appointment of Michelle Kinasiewicz to the Architectural Review Committee for a two year term.
Moved by: Mindy Lyle
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

Move To: Approve the appointment of Brian Sundin as the Chair of the Architectural Review Committee for a one year term.
Moved by: Alvin Boone
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Approve the appointment of Michael Mayes as the Vice Chair of the Architectural Review Committee for a one year term.
Moved by: Robert Duncan
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED
Move To: Approve the reappointment of the following Cameron Station Homeowners:
Michael Mayes to the Architectural Review Committee
Matthew Grimm to the Architectural Review Committee
Brian Sundin to the Architectural Review Committee
Stephanie Zvonkovich to the Activities & Events Planning Committee
Megan Brock to the Activities & Events Planning Committee
Moved by: Michael Johnson
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

Move To: Approve the appointment of Aldo D’Ottavio to the Financial Advisory Committee
for a two-year term.
Moved by: Robert Duncan
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

OLD BUSINESS
Update on Club Renovation Project - Alvin Boone reported that a new subcontractor has been
hired by RW Murray for to complete the woodwork. They have started work in the Great Room
and a walk through of the Clubhouse should be done in early July.

NEW BUSINESS
Move To: Approve the closure of the Management office on July 5th.
Moved by: Michael Johnson
Seconded: Jon Dellaria
For: Michael Johnson & Jon Dellaria
Against: Mindy Lyle, Alvin Boone, Robert Duncan
MOTION FAILED

MATTERS FOR BOARD DECISION
Updated Gazebo and Common Area Rental Policy - The Board TABLED a decision on this matter
pending further investigation into if the Association can obtain the rights to ownership of the
Gazebo.

Move To: Approve Cropp-Metcalfe’s proposal totaling $2,873.00 for repairs to several
components of the rooftop HVAC system and interior gas furnace.
Moved by: Alvin Boone
Seconded: Mindy Lyle
For: All
Move To: Approve the Common Area Committee’s recommendation to approve Lancaster Landscapes proposal totaling $6,175.00 for installation of 19 bollards in the visitor parking spaces along the fence lines behind Kilburn Street in order to prevent vehicles from hitting backyard fences and allow homeowners to open their gates.
Moved by: Mindy Lyle
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

Move To: Allow the Sub Association use of the desk space in the Management office on a month to month basis for a monthly fee of $250.00, whereby either party may terminate such lease with a 30 day notice.
Moved by: Michael Johnson
Seconded: Robert Duncan
For: All
Against: None
MOTION PASSED

The Board directed Management to draft a Usage Agreement with the aforementioned terms to be presented to the Sub Association Management.

MATTERS FOR BOARD REVIEW AND INFORMATION

COMMUNITY MANAGER’S REPORT
Airielle Hansford, Community Manager, gave her latest report to the Board which is included below.

• **Independence Day Holiday**
The CMC and the onsite Management office will be closed on Thursday, July 4, 2013 in observance of Independence Day.

• **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, June 21st, asking for the Board’s availability on following evenings: Wednesday, July 10th, Thursday, July 11th, Tuesday, July 16th, Wednesday, July 17th, and Thursday, July 18th

• **Removal of Water Testing Facility**
The Army Corps of Engineers has finally completed the removal of the Water Testing Facility located on the Cameron Station Boulevard Circle (Gazebo location) as of June 18, 2013. The ACoE had their contractor spread grass seed over the area and then topped it with hay.
Lancaster will be working with the Common Area Committee to develop a landscaping plan for this area.

- **Cameron Club Wi-Fi**
  Management posted instructions on how to log-in to both the Club’s Wi-Fi and the XFinity hot spot. Management will periodically change the password on the Club’s Wi-Fi and will post the updated password.

- **New Access System**
  The new card readers were installed at the fitness center desk, the fitness center entrance, and the Management office entrance.

As I reported last month, 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. The cards for Barbour Drive, the first street, were printed and placed at the Fitness center desk on June 4th.

**Move To: Enter Executive Session at 9:16 pm**
Moved by: Michael Johnson
Seconded: Mindy Lyle
For: All
Against: None
**MOTION PASSED**

**Move To: Exit Executive Session at 9:27 pm**
Moved by: Jon Dellaria
Seconded: Robert Duncan
For:  All  
Against:  None  
MOTION PASSED  

Move To: Overtturn the ARC’s denial of the Exterior Modification Application #13-34 and approve the proposed installation of a new deck. Account #00218-6508.  
Moved by: Michael Johnson  
Seconded: Mindy Lyle  
For:  All  
Against:  None  
MOTION PASSED  

Move To: Adjourn at 9:36 pm.  
Moved by: Michael Johnson  
Seconded: Mindy Lyle  
For:  All  
Against:  None  
MOTION PASSED  

Minutes prepared by: Bethany Lammers Covenants Administrator, CMC