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

Monday, December 9, 2013

The regularly scheduled monthly meeting of the Board of Directors for September was held on Monday, December 9, 2013. The meeting was called to order at 7:00 p.m. by Michael Johnson at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304

Board Attendance: Michael Johnson-President; Alvin Boone-Vice President; Jon Dellaria-Secretary; Donna Kenley- Director; Paul Rocchio- Director

Members Absent: Nick Giannotti- Treasurer; Igor Dubinsky- Director

Others Attending: Colleen Hairston, Community Manager, CMC; Mary Flynn, Assistant Community Manager, CMC

Move To: Approve the December 9, 2013 Meeting Agenda
Moved by: Alvin Boone
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

Move To: Appoint Michael Johnson as President, Alvin Boone as Vice President, Jon Dellaria as Secretary, and Nick Giannotti as Treasurer of the Board of Directors.
Moved by: Jon Dellaria
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

Guest Speaker
Deputy Chief Blaine Corle, Alexandria Police Department, addressed concerns regarding crosswalk signage on City streets. He confirmed that the City is willing to place crosswalk signage at additional locations throughout Cameron Station although it will be different signage than the existing. He also reported that he continues to have police surveillance at the three-way stop sign by the school and the stop sign on Cameron Station Boulevard at the circle.

RESIDENTS’ OPEN FORUM
Frank Rathberger- provided a suggestion of a systematic street light replacement to LED lights on the private streets of the community.

Tricia Smith- spoke about concerns regarding speeding and crosswalk signage in front of the Cameron Club.

Jacki Thompson- requested clarification on the rules regarding religious displays in the community and requested permission to display a Nativity scene in front of the Cameron Club, which had been done last year.

Move To: Approve the minutes from the October 22, 2013 Board of Director’s meeting.
Moved by: Alvin Boone
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT FOR OCTOBER 2013

Investments:
On 10/31/13 the Association had operating and investment funds totaling $1,976,501.75. The Pacific Premier Bank (PPB) operating account had a balance of $195,016.28. The PPB Google Ads account had a balance of $1,662.57. The Morgan Stanley Smith Barney (MSSB) money market account had a balance of $426,850.02 and the PPB money market had a balance of $125,781.58. There was $1,141,000.00 invested with MSSB laddered CDs and investment funds. Finally, there was $1,000.00 in the petty cash account.

Cameron Station had a $50,000.00 CD that matured on 10/29/13, increasing the Morgan Stanley Smith Barney money market, along with interest, to $426,850.02.

Balance Sheet:
The Accounts Receivable Residential Assessments account as of 10/31/13 was $57,050.21. This reflects a delinquency rate of approximately 2.65%, which is below the industry standard of 5%. Please keep in mind, the assessments are paid on a quarterly basis and October represents the first month of the fourth quarter.

Accrued Reserves total $965,627.47 and are fully supported by cash and investments. On 10/25/11, 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. Final payment for this project was remitted in 11/2013 and the total project expenses will be reviewed in 11/2013 Financial Statement Summary.

Owner's Equity*, had a balance of $395,593.49, and is supported by cash and investments. As part of the FY13 budget, the Board of Directors opted to use $23,650.00 of prior year equity to help offset the increase in assessments for FY13. As of 10/30/13, $19,708.50 has been accrued over ten months (see 3025-Use of Prior Year Equity). Owner's Equity was 18.41% of the Association's annual assessments and 18.20% 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 $40,368.58. In 3/2013, 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. There were Capital Reserves expenses in 10/2013 of $87.65 (sample bollard sleeve covers).

Income Statement Report:
The Income Statement Report reflected year-to-date income of $1,883,117.10, which was $1,118.40 below the budgeted amount of $1,884,235.50. Below are income items that had a variance of more than $1,500.00 of the year-to-date budgeted amount.

- Newsletter Advertising, item #4245, was $6,255 above the YTD budget amount. The Newsletter Advertisement Policy was reviewed earlier this FY and half-page advertisements were discontinued.
- **Resale Processing Fees**, item #4260, was $4,567 above the YTD budget amount. This is due to more home sales than anticipated.
- **Room Rental Fees**, item #4400, was $2,058 below the YTD budget 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**, item #4405, was $3,325 below the YTD budget amount. This is also the result of the lack of room rentals through May.
- **Legal Reimbursements**, item #4720, was $3,606 below the YTD budget amount. Management will continue to keep an eye on this line item.
- **Compliance Fees**, item #4805, was $5,130 below the YTD budget 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.

Year-to-date expenses totaled $1,794,830.16, which was $78,989.34 below the budget amount of $1,873,819.50. Below are expense items that had a variance of more than $1,500.00 of the year-to-date budgeted amount.

- **Board Support**, item #5020, was $1,698.69 below the YTD budget amount. Management anticipates that this line item will level out towards the end of the year.
- **Acct Setup/DD/Coupons**, item #5030, was $2,142.44 above the YTD budget amount. This expense account relates to income account Resale Processing Fees, item, #4260, which was $4,567 above the YTD budgeted amount. This is due to more home sales that anticipated.
- **Parking Enforcement**, item #5070, was $2,105 below the YTD budget amount. There was very little parking enforcement from February through April as the enforcement officers were participating in police training. Subsequently a revised schedule to use the funds budgeted was created and this line item should level out toward year-end.
- **Printing & Copying**, item #5210, was $2,209.44 above the YTD budget amount. This was partially due to the community map project totaling $733 and welcome packet folders printed in July totaling $700. (There was a billing error in 9/13 and the Association received a refund of $2,450.40 in 10/13.) Funding for this item was increased to $5,000 for FY14.
- **Postage**, item #5215, was $6,732.26 below the YTD budget amount. This line item should level out towards the end of the year as the larger mailings are sent then. The spread for FY14 has been adjusted accordingly.
- **Decals & Parking Passes**, item #6422, was $3,036.07 below the YTD budget amount. The FY13 spread shows 2014 ID decals, visitors parking permits, etc., being paid in October, but they will be paid for in November. The FY14 spread has been adjusted accordingly.
- **Events & Awards**, item #5200, was $13,422.86 below the YTD budget 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.
- **Administrative Salaries**, item #5302, was $10,117.23 above the YTD budget amount. This is mostly due to overtime being put in by the administrative staff as part of the access system conversion.
- **Payroll Taxes/Benefits/Costs**, item #5340, was $5,818.32 above the YTD budget amount. This is partially due to additional time being put in by the administrative staff as part of the access system conversion.
- **Grounds & Landscaping – Contract**, item #6100, was $5,614 below the YTD budget amount. This item will end the year under budget as the Lancaster contract, which was negotiated after the creation of the FY13 budget, is less than the budgeted amount.

- **Flower Rotations & Landscaping Enhancements**, item #6150, was $7,925.45 below the YTD budget amount. The large fall planting that typically takes place in October, was partially delayed into November due to the Circle enhancement contract.

- **Turf Treatment & Enhancements**, item #6155, was $7,709.66 below the YTD budget amount. Management anticipates that this line item will level out by year-end.

- **Tree & Shrub Maintenance**, item #6160, was $4,445.50 above the YTD budget amount. The Board approved 20 tree trimming days at a cost of $24,000. This work was performed throughout the spring and summer and is finished up in October.

- **Irrigation System Contract**, item #6299, was $3,362.00 under the YTD budget amount. Management will look into the YTD billing for this item.

- **TMP Expenses**, item #6305, was $11,496.60 above the YTD budget amount. In 10/12, the Board approved the ARM Transportation shuttle bus contract totaling $215,000. There is $201,690 budgeted in this line item for FY13, so the association will end the year $13,310 over budget in this line item.

- **Snow Removal Services**, item #6442, was $35,887.25 below the YTD budget amount due to the small amount of snow received so far this year.

- **General Repair & Maintenance**, item #6600, was $3,926.78 above the YTD budget amount. This is partially due to unanticipated expenses that came up during the renovation. There is $3,000 budgeted for this item for FY13 and expenses had already exceeded the budget in 7/13. Funding for this item was increased to $3,500 for FY14.

- **Pet Stations**, item #6690, was $1,115.15 above the YTD budget amount. This account will end FY13 above its $6,100 budget. The draft FY14 budget provides funding at $7,830.

- **Reserve Studies**, item #5105, was $1,500 below the YTD budget amount. In May 2013, the Board of Directors approved a proposal from Reserve Advisors for the reserve study update at a cost of $4,950. The initial payment of $2,500 was made in June and the remaining cost was paid 11/13.

- **Legal Services – Collections**, item #7025, was $3,909.07 above the YTD budget amount. This account is spread equally and may come in above budget for FY13.

- **Legal Service – General Counsel**, item #7030, was $10,189.31 below the YTD budget amount. This account is spread equally and may come in below budget for FY13.

- **Special Cleanings**, item #6436, was $3,225 below the YTD budget 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**, item #6438, remained $3,620.04 below the YTD budget amount. Management will look into the YTD billing for this item.

- **Fitness Equipment Repair & Maint.**, item #6570, was $2,811.47 above the YTD budget amount. The variance is due to the replacement hip ab/adductor expense of $3,951.91 being coded to this account rather than reserves. An adjusting entry will be reflected on the 11/2013 financials.

- **Access System Supplies**, item #6590, was $3,058.84 below the YTD budget amount. In 2/13, the Board approved the replacement access system proposal, which included all of the necessary startup supplies.
Pool Supplies, item #6710, was $2,082.97 below the YTD budget amount. This account will likely end the year below budget. Overall there was a positive variance between YTD income and expenses in the amount of $88,286.94 through 10/31/2013, which was $77,870.94 above the budgeted amount for Net Income/Loss for 10/2013. 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 FOR NOVEMBER 2013
The report for November was not available as the December meeting was held earlier than usual due to the Holidays.

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

Activities & Events Committee- Michael Johnson, Committee Liaison, reported that the Holiday Party was a success with 400 in attendance.

Communications Committee- Jon Dellaria, Committee Liaison, reported that the committee is working on design updates to the Cameron Station website.

Cameron Club Facilities Committee- Alvin Boone, Committee Liaison, reviewed the revised locker room/countertop remodeling proposal with the Board.

Board members recognized Alvin Boone for his efforts as Project Manager of the Cameron Club Renovation and as reflected in the CCFC’s November 14, 2013 meeting minutes.

Move To: Appoint the following Board Directors as liaisons to the respective committees:
Paul Rocchio to the Activities & Events Committee, Jon Dellaria to the Architectural Review Committee, Donna Kenley to the Common Area Committee, Alvin Boone to the Cameron Club Facilities Committee, Igor Dubinsky to the Communications Committee, and Nick Giannotti to the Financial Advisory Committee.
Moved by: Alvin Boone
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

Move To: Approve the Cameron Club Facilities Committee’s recommendation to approve the revised FA Design Build’s revised proposal totaling $24,548.00.
Moved by: Donna Kenley
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Move To: Approve the purchase of (20) sleeve covers to go over the recently installed bollards along the fence line behind Kilburn Street in order to prevent vehicles from hitting backyard fences and allow homeowners to open their gates at a total cost of $657.76.
Moved by: Paul Rocchio
Seconded: Donna Kenley  
For: All  
Against: None  
MOTION PASSED

Move To: Approve one-year of free ¼ page advertisements in The Compass for the Main Street Retailers beginning January 1, 2014.  
Moved by: Donna Kenley  
Seconded: Jon Dellaria  
For: All  
Against: None  
MOTION PASSED

Move To: Allow volunteers to display religious items in Cameron Station’s common areas for the current 2013 Holiday season.  
Moved by: Donna Kenley  
Seconded: Alvin Boone  
For: All  
Against: None  
MOTION PASSED

MATTERS FOR BOARD REVIEW AND INFORMATION

COMMUNITY MANAGER’S REPORT
See Attachment

Move To: Enter Executive Session at 8:39pm  
Moved by: Alvin Boone  
Seconded: Paul Rocchio  
For: All  
Against: None  
MOTION PASSED

Move To: Exit Executive Session at 8:54pm  
Moved by: Donna Kenley  
Seconded: Paul Rocchio  
For: All  
Against: None  
MOTION PASSED

Move To: Approve Rees Broome’s recommendation to pursue a non-judicial foreclosure on the homeowner’s account, including recording an updated lien and issuance of a letter to the owner that all amounts be paid within 60 days of the recordation date.  
Moved by: Donna Kenley  
Seconded: Paul Rocchio  
For: All  
Against: None  
MOTION PASSED
Move To: Approve the request for waiver of late fees totaling $100.00 contingent upon receiving full payment of the past due amount of $1,140.52 on the account by January 9, 2014.
Moved by: Donna Kenley
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

Move To: Adjourn at 8:56pm
Moved by: Donna Kenley
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

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