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

Tuesday, January 28, 2014

The regularly scheduled monthly meeting of the Board of Directors for January was held on Tuesday, January 28, 2014. 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; Nick Giannotti- Treasurer; Jon Dellaria-Secretary; Igor Dubinsky- Director; Donna Kenley- Director; Paul Rocchio- Director

Members Absent: None

Others Attending: Colleen Hairston, Community Manager, CMC; Mary Flynn, Assistant Community Manager, CMC; Jan Ward Vice President and Division Director, CMC; Todd Sinkins, Esq., Rees Broome, PC (8:00pm)

Move To: Approve the January 28, 2014 Meeting Agenda
Moved by: Donna Kenley
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

Guest Speaker
Deputy Chief Blaine Corle, Alexandria Police Department, informed the Board of a recent act of vandalism in nearby Brenman Park.

RESIDENTS’ OPEN FORUM
No residents present for Open Forum

Move To: Approve the minutes from the December 9, 2013 Board of Director’s meeting.
Moved by: Donna Kenley
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT FOR DECEMBER 2013

Investments:
On 12/31/13 the Association had operating and investment funds totaling $1,602,970.30. The Pacific Premier Bank (PPB) operating account had a balance of $207,607.16. 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 $230,616.22 and the PPB money market had a balance of $65,833.11. There was $1,091,000.00 invested with MSSB laddered CDs and investment funds. Finally, there was $1,000.00 in the petty cash account. Note: A transfer in the amount of $251,679.10 was made from MSSB Fund #1330 to PPB Operating Account #1013 on 12/6/13 as authorized by the (then) Board President. This amount represented reserve expenditures of $551,679.10
through 11/30/13, less one (reimbursement) transfer from reserves in the amount of $300,000.00 to operating made earlier in FY13.

**Balance Sheet:**

The Accounts Receivable Residential Assessments account as of 12/31/13 was $29,834.04. This reflects a delinquency rate of approximately 1.39%, which is below the industry standard of 5%.

Accrued Reserves totaled $912,878.85 and were fully supported by cash and investments.

Owner’s Equity*, had a balance of $415,301.99, and was 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. Owner’s Equity was 19.33% 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 totaled $28,653.58. 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 was a Capital Reserves expenditure in 12/2013 for the Circle Enhancement Project in the amount $11,715.

**Income Statement Report:**

The Income Statement Report reflected year-to-date income of $2,234,022.27, which was $28,473.73* under the budgeted amount of $2,262,496.00. *$23,650.00 can be attributed to Prior Year Income/Deficit funding which was adjusted (by a journal entry) for the year-end. 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 $7,425 over the YTD budget amount. The Newsletter Advertisements were reviewed earlier this FY and half-page advertisements were discontinued.
- **Resale Processing Fees**, item #4260, was $4,800 over the YTD budget amount. This was due to more home sales than anticipated.
- **Room Rental Fees**, item #4400, was $1,900 under 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.
- **Club Cleaning Fees**, item #4405, was $3200 under the YTD budget amount. This is also the result of the lack of room rentals through May.
- **Legal Reimbursements**, item #720, was $5,273 under the YTD budget amount.
- **Compliance Fees**, item #4805, was $4,780 under the YTD budget amount. This is partially due to the waiver of violation fees on three accounts.

Year-to-date expenses totaled $2,173,816.63, which was $88,679.37 under the budget amount of $2,262,496.00. Below are expense items that had a variance of more than $1,500.00 of the year-to-date budgeted amount.
- **Acct Setup/DD/Coupons**, item #5030, was $2,975.54 over the YTD budget amount. This expense account relates to income account Resale Processing Fees, item, #4260, which was $4,800 over the YTD budget amount. Both variances are due to more home sales that anticipated.
- **Printing & Copying**, item #5210, was $3,607.59 over the YTD budget amount ($3,500.00). This was partially due to the community map project totaling $733 and welcome packet folders printed in July totaling $700. Funding for this item was increased to $5,000 for FY14.
- **Postage**, item #5215, was $9,299.80 under the YTD budget amount.
- **Events & Awards**, item #5200, was $12,445.88 under 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.
- **Web Site Maintenance**, item #5115, was $2,005.64 under the YTD budget amount.
- **Other Communications**, #5316, was $2,401.69 under the YTD budget amount.
- **Administrative Salaries**, item #5302, was $7,801.91 over the YTD budget amount. The variance is mostly attributable to overtime put in by the administrative staff as part of the access system conversion.
- **Payroll Taxes/Benefits/Costs**, item #5340, was $6,117.25 over the YTD budget amount. The variance is also mostly attributable to overtime put in by the administrative staff as part of the access system conversion.
- **Trash and Recycling Services**, item #6035, was $1,741.73 under the YTD budget amount.
- **Grounds & Landscaping – Contract**, item #6100, was $6,883.00 under the YTD budget amount. This item ended the year under budget as the Lancaster contract was negotiated after the creation of the FY13 budget and was less than the budgeted amount.
- **Turf Treatment & Enhancements**, item #6155, was $7,709.66 under the YTD budget amount.
- **Tree & Shrub Maintenance**, item #6160, was $3,202.50 over the YTD budget amount. The Board approved 20 tree trimming days at a cost of $24,000.
- **TMP Expenses**, item #6305, was $13,309.92 over the YTD budget amount. In 10/12, the Board approved the ARM Transportation shuttle bus contract totaling $215,000. There was $201,690 budgeted in this line item for FY13, which is why it ended the year over-budget.
- **Snow Removal Services**, item #6442, was $50,303.25 under the YTD budget amount due to the small amount of snow during FY13.
- **Fountain/Pond R&R**, #6585 was $1,872.00 under the YTD budget.
- **General Repair & Maintenance**, item #6600, was $6,659.72 over the YTD budget amount. This was partially due to unanticipated expenses that came up during the renovation. Additionally, a portion of the cost of part-time coverage for the vacant CSCA maintenance technician by CMC Field Services in November and December was expensed from this item. Funding for this item was increased to $3,500 (from $3,000) for FY14.
- **Lighting Supplies/Repair & Maint**, #6640 was $3,522.06 over the YTD budget.
- **Pet Stations**, item #6690, was $3,015.89 over the YTD budget amount. Funding for this item was increased to $7,830 (from $6,100) for FY14.
- **Legal Services – Collections**, item #7025, was $5,377.27 over the YTD budget amount.
- **Legal Service – General Counsel**, item #7030, was $12,850.24 under the YTD budget amount.
- **Special Cleanings**, item #6436, was $1,550 under 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.

- **Access System Supplies**, item #6590, was $3,525.99 under 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 $2,332.97 under the YTD budget amount.

Overall there was a positive variance between YTD income and expenses in the amount of $60,205.64 through 12/31/2013, which was $60,205.64 over the budgeted amount for Net Income/Loss of $0.00 for 12/2013. 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 DECEMBER 2013**

Kevin Horner, Fitness Director, updated the Board on the December WTS Report. Kevin reported that one cardio bike will be replaced due to disrepair and an A/V audio cord will be replaced on one of the elliptical. Kevin also mentioned the CCFC had made a recommendation to purchase new fitness equipment as part of their “Five Year Modernization Plan” and the information was in the Board packet for review.

**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 committee is in need of new members. Management advised that they will put this information in the next email blasts.

**Architectural Review Committee**- Jon Dellaria, Committee Liaison, Jon advised that the committee discussed DMS revisions and that a recommendation is provided in the packet for Board review.

**Common Area Committee**- Colleen Hairston, Community Manager, advised the Board that there were several proposals from Lancaster Landscapes to be reviewed in the packet.

**Cameron Club Facilities Committee**- Alvin Boone, Committee Liaison, mentioned the proposal from Gym Source in the Board packet for new Cybex machines. He explained that these were to replace old equipment in the Fitness Center and that the CCFC plans to sell back the old machines. Alvin also advised that the CCFC would be discussing plans for an update to the trash enclosure and an A/V system for the Great Room in upcoming meetings. The Board discussed the timeline for residents to pick up their new ID cards as well as warranty issues with R.W. Murray in regards to the renovation.

**Move To: Appoint Mindy Lyle and Linda Greenberg to the Communications Committee for a two-year term.**

Moved by: Donna Kenley  
Seconded: Alvin Boone  
For: All  
Against: None  
**MOTION PASSED**

**Move To: Appoint Lori Young to the Communications Committee for a two-year term.**

Moved by: Nick Giannotti  
Seconded: Paul Rocchio  
For: All  
Against: None
MOTION PASSED

Move To: Re-appoint Karen Diener and Elizabeth McAlee to the Architectural Review Committee for a one year term.
Moved by: Alvin Boone
Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED

Move To: Approve execution of a new signature card for the Association’s Morgan Stanley accounts reflecting the current Board President and Treasurer.
Moved by: Alvin Boone
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

Move To: Approve the City’s installation of approximately 32 universal pedestrian crossing signs, on existing street sign poles, at the marked crosswalks along Cameron Station Boulevard.
Moved by: Nick Giannotti
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

Move To: Approve the Lancaster Landscapes proposal totaling $2,400.00 for 20 tree trimming days in FY2014.
Moved by: Nick Giannotti
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED

Move To: Approve Lancaster Landscapes Inc., Irrigation Service’s proposal #23810 for $26,282.00.
Moved by: Nick Giannotti
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Move To: Approve a $20,000.00 spending cap for common area brick paver sidewalk repairs to be performed by Lancaster Landscapes at an hourly rate of $57.50 and/or $39.00 per hour.
Moved by: Nick Giannotti
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED
Move To: Ratify the email vote in late December 2013/early January 2014 to extend the current snow removal contract with R.E. Lee an additional two snow seasons, reflecting a reduced hourly rate for snow blowing.
Moved by: Nick Giannotti
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

Move To: Ratify the approval of the Board’s vote to close the Management Office on Christmas Eve Day 2013.
Moved by: Igor Dubinsky
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Move To: Approve obtaining an Association credit card with the limit of $3,000.00 for use by the community manager and assistant manager, with the appropriate documentation provided for all use.
Moved by: Donna Kenley
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Move To: Approve the Facilities Committee’s recommendation to purchase 7 Cybex fitness machines to replace the existing older models for a total cost of $24,961.35.
Moved by: Donna Kenley
Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED

MATTERS FOR BOARD REVIEW AND INFORMATION

COMMUNITY MANAGER’S REPORT

Board Legal Orientation:
The Orientation was held as scheduled on January 8, 2014. Todd Sinkins distributed a “Basics for the New Board” Memorandum at the beginning of the meeting and briefly reviewed certain portions of document. An electronic copy of the document was forwarded to all Board Members on January 10. Hard copies are available upon request.

Fair Housing for Common Interest Community Managers:
I attended Rees Broome’s Fair Housing Seminar on January 15, 2014. The seminar provided a review and updates for managers on this area of law. Copies of the meeting materials are available upon request.

Board Meeting Agendas:
Effective February 2014 and as in the past, management will begin issuing draft board meeting agendas approximately one week in advance of each meeting. The draft will be emailed to all Board Members for input and a timeframe for response will be provided.

**Resident ID Retrieval Deadline:**
Management requests Board input on establishment of a deadline for ID retrieval. As of this writing ID’s have not been picked up for approximately 450 homes. Reminders regarding ID pick up have been included in the weekly Blasts since November and extended office hours for retrieval were provided in December.

**Miscellaneous:**
- The two plastic ashtrays at the entrance of the Cameron Club were replaced with more attractive metal receptacles in December 2013.
- The CC elevator passed its annual inspection by the City in December 2013.
- The motor for one of the two clocks in front of the CC was replaced last week. Replacement took some time as the clock’s manufacturer is no longer in business and obtaining a compatible motor was somewhat time-consuming.
- Craig Merritt became the Association’s Maintenance Technician on 1/2/14. He attended the CAC’s meeting on 1/14/14 and will continue to attend its monthly meetings as did the past technician.
- Management has been working with the City and the CSCA Civic Association to arrange a noise survey that will be performed next week. The survey is to evaluate late-night train operations and related noise affecting homes along Brawner Place and will be performed by an acoustics and technology consulting firm contracted by the City.

**NEW BUSINESS**
Donna Kenley requested that several items be added to New Business. The following items were discussed by the Board and Management:

- Snow Removal Policy and Materials used
- Trash Cans and Recycle Bins
- A Golf Cart for use by the Onsite Maintenance Technician
- Traffic Circle Signage
- Communication to Owners

**Move To:** Enter Executive Session at 9:35pm
Moved by: Nick Giannotti  
Seconded: Alvin Boone  
For: All  
Against: None  
**MOTION PASSED**

**Move To:** Exit Executive Session at 10:49pm
Moved by: Nick Giannotti  
Seconded: Paul Rocchio  
For: All  
Against: None
MOTION PASSED

Move To: Approve the Cameron Station Design and Maintenance Standard revisions as amended at the January 8, 2014 meeting.
Moved by: Alvin Boone
Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED

Move To: Deny the homeowner’s request for a waiver of $100 in covenants fines associated with a violation of the Design and Maintenance Standards regarding a trash bin being left out on a non-trash day.
Moved by: Nick Giannotti
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

Move To: Adjourn at 10:52pm
Moved by: Igor Dubinsky
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

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