The regularly scheduled monthly meeting of the Board of Directors for January was held on Tuesday, February, 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; Nick Giannotti- Treasurer; Igor Dubinsky-Director; Donna Kenley- Director

**Members Absent:** Alvin Boone-Vice President; Jon Dellaria-Secretary; Paul Rocchio- Director

**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 February 25, 2014 Meeting Agenda as amended
Moved by: Donna Kenley
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED

**Guest Speaker**
Deputy Chief Blaine Corle, Alexandria Police Department, informed the Board that there have been no recent crimes in the community. He did inform the Board that the ACPD is working feverishly to solve a recent murder case in the City of Alexandria.

**RESIDENTS’ OPEN FORUM**
Pat Sugrue, Resident, introduced Melanie Zimmerman, the new Editor of The Compass to the Board.

Mindy Lyle, Resident, mentioned her concerns with the snow removal contractor’s performance after the recent snow event. She believes the contractor is piling too much snow on curbs and sidewalks and applying too much sand to the roads. Mindy also advised that she is not in favor of a shredding day as it would be a waste of the Association’s money since there is not a demand for it.

Martin Menez, Resident, made a suggestion in revising the current CSCA Inclement Weather & Snow Removal Policy to only require residents to shovel one side of their driveway following a snow event.

Melanie Zimmerman, The Compass Editor, advised that the newest issue is shaping up nicely and reminded the Board and residents that the deadline for article submissions is Friday, February 28.

**Move To:** Approve the minutes from the January 28, 2014 Board of Director’s meeting.
Moved by: Nick Giannotti
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED
FINANCIAL REPORT FOR January 2014

Investments:
On 1/31/14 the Association had operating and investment funds totaling $1,928,834.31. The Pacific Premier Bank (PPB) operating account had a balance of $531,713.94. The PPB Google Ads account had a balance of $1,662.57. The PPB money market had a balance of $65,847.09 and the Morgan Stanley Smith Barney (MSSB) money market account had a balance of $230,715.20. 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.

Balance Sheet:
The Accounts Receivable Residential Assessments account as of 1/31/14 was $45,757.57. This reflects a delinquency rate of approximately 2.03%, which is below the industry standard of 5%.

Accrued Reserves totaled $929,035.89 and were fully supported by cash and investments.

Owner's Equity*, had a balance of $473,536.63, and was supported by cash and investments. As part of the FY14 budget, the Board of Directors opted to use $23,650.00 of prior year equity to help offset the increase in assessments for FY14. As of 1/31/14, $1,971.00 had been accrued over one month (see 3025-Use of Prior Year Equity). Owner's Equity was 21.05% 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.

Income Statement Report:
The Income Statement Report reflected year-to-date income of $197,984.92, which was $3,270.92 over the budget of $194,714. Below are income items that had a variance of more than $1,500 of their YTD budget.

- None

Year-to-date expenses totaled $165,228.45, which was $17,709.45 under the budget of $182,937.90. Below are expense items that had a variance of more than $1,500 of their YTD budget.

- Water Service, item #6025, was $2,016.95 over its YTD budget due to accruals and should level out in 2/2014. (This relates partially to a billing problem on VAW’s end for irrigation at the 150 CSB meter between 9/8-12/9/13.)
- Snow Removal Services, item #6442, was $13,551.50 under its YTD budget due to the timing of snow and/or invoices. This account is spread @ $14,000 for the months of January, February, March, November and December.
- General Repair & Maintenance, item #6600, was $1,526.43 over its YTD budget. This was partially due 12/2013 costs for part-time coverage for the vacant CSCA maintenance technician by CMC Field Services. Additionally, plumbing costs were incurred for a toilet repair and a drain inspection in the upstairs CC bathroom.
- Lighting Supplies/Repair & Maint, #6640 was $4,544.81 under its YTD budget due to the timing of repairs and/or invoices. This account is spread @ $5,000 for the months of January, March, May, July, September and November.
- Pet Stations, item #6690, was $1,977.56 under its YTD budget due to the voiding of check for a duplicate payment in FY13 in the amount of $1,324.56.
Legal Service – General Counsel, item #7030, was $2,563.50 over its YTD budget. This account is spread equally and will likely level out over the FY.

Overall there was a positive variance between YTD income and expenses in the amount of $32,756.47 through 1/31/2014, which was $20,980.37 over the budget amount for Net Income/Loss of $11,776.10. 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 January 2014
Kevin Horner, Fitness Director, updated the Board on the January WTS Report. Kevin reported that all preventative maintenance procedures on the current equipment have been completed. He also advised that all Cybex machines have been delivered and the Fitness Center will close early one night to install everything. He also mentioned that Craig Merritt, Maintenance Technician was discovered that the exhaust fan in the locker rooms had a faulty wire and was able to correct the issue.

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

Activities & Events Committee- Megan Brock, Committee Vice Chair, advised that the committee is in a period of transition as they are adding two new members and have another homeowner interested in joining.

Architectural Review Committee- Brian Sundin, Committee Chair, advised that the final version of the DMS revision should be mailed out in a couple of weeks.

Common Area Committee- Robert Burns, Committee Chair, advised that a proposal submitted by Lancaster Landscapes was in the Board packet for review.

Cameron Club Facilities Committee- Martin Menez, Committee Vice Chair, updated the Board on the Cameron Club locker room/restroom renovations, proposed replacement of the trash shed and new pool furniture. He also discussed funding for a new A/V system for the Great Room with the Board.

Move To: Approve the reappointment of Ruth Kim to the Architectural Review Committee for a one year term.
Moved by: Nick Giannotti
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED

Move To: Appoint Gary Morris and Elliot Waters to the Activities & Events Committee for a two year term.
Moved by: Nick Giannotti
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED
Move To: Approve the Lancaster Landscapes proposal for aphid control in the amount of $2,397.00 as recommended by the CAC.
Moved by: Nick Giannotti
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

Move To: Approve the CCFC’s recommendation to increase the rental charges for the Victoria Hebert Great Room, Henderson Room, and to impose a rental charge for the Conference Room.
Moved by: Nick Giannotti
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED

Move To: Approve the CCFC’s recommendation that it be mandatory for residents present their new CSCA ID upon entry to any Cameron Station facility, entrance, and shuttle bus as of April 1, 2014.
Moved by: Nick Giannotti
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

Move To: Deny going forward with a 3 hour shredding event provided by Pro Shed for a cost of $750.
Moved by: Nick Giannotti
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

Move To: Approve the CCFC’s recommendation to purchase (65) Milor strap chaise lounge chairs and (35) Milor strap upright chairs for a total of $16,832.26 to replace the existing furniture at the Cameron Club pool.
Moved by: Donna Kenley
Seconded: Nick Giannotti
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

COMMUNITY MANAGER’S REPORT
Town Hall:
A Town Hall meeting should be scheduled for March 2014. These meetings are typically held on a Sunday in the Henderson Room. Once the Board determines a date, Management will advertise the event.

Credit Cards:
The Visa credit cards, approved by the Board at the 1/2014 meeting, have arrived and are in use. Management appreciates the convenience of card use/approval.

Cross Walk Signage:
Emails have been sent to the City regarding the Boards 1/2014 approval of cross walk signage installation along CSB by the City. Management will follow-up with the City on 3/3/14, which will be one month from the original communication.

Bollard Covers:
The bollard covers for the Kilburn Street visitor parking lot were installed the week of 2/17/14 (purchased with the new credit card).

Pool Cover:
When the pool was winterized in 9/2013, I learned about “sun damage issue” for the big pool’s cover. Currently, the old/damaged cover is in-place. The replacement cover the association purchased through High Sierra Pools, Inc., for $6,372.40 in 10/2012 is in storage/not in-use, pending resolution of how to avoid it also being damaged. (In fact, it was installed for a brief period of time, but was removed when it started to show the same damage.) I understand some consideration was given to window tinting, but that was not pursued as it would involve the Main Street Condominium Association and ongoing maintenance responsibilities. I contacted the cover’s manufacturer and learned that “window burns” are not uncommon. The new cover can be sent back for installation of PVC padding in the affected area (available in white only), that may be able to withstand potential damage. However, the manufacturer does not deal directly with consumers (that is why we purchased the new cover through High Sierra). Two proposals from High Sierra were obtained. The original proposal was for $4,320 and the revised proposal reflects a 7% “winter discount” for a cost of $4,017.60. Based on the fact that it appears (through warranty paperwork) the new cover could last as long as 15 years or more, moving forward with the option to have the PVC material installed should likely be pursued. The reserve study provides funds this FY to cover the expense. However, since the PVC padding is not guaranteed to withstand “window burns,” Management recommends the purchase of a section of the material for testing this spring. This may mean the loss of the discount and potential pricing increases. Board input is requested.

Maintenance:
Craig Merritt became the Association’s Maintenance Technician on 1/2/14. Craig has “come up to speed” quite quickly and has meet members of both the CAC and CCFC. Here is a brief list of items performed by Craig since his arrival:

- Service pet stations three times a week
- Litter control in conjunction with pet station servicing
- Inventoried and reorganized association’s tools, supplies, equipment, etc. for easier access and better use of common storage areas – CCFC advised
- Located inoperable exhaust fan serving the men’s and ladies FC/Pool locker rooms and assisted with repair. As per Kevin Horner, it is likely that the exhaust system has not worked for more than 9 years as odors and humidity problems have been a recurring problem since then.
- Worked with Cropp Metcalf personnel to ensure acceptable quarterly HVAC PM contract performance – equipment located in process that had previously not been serviced (and should have been) under the contract
• Worked with A/V contractor surveying conduits and pull strings in the Great Room – As per CCFC
• Drywall touch-up in the Great Room
• Adjusted water level height of the water fountain off the Great Room
• Repaired 3 pet stations
• Adjusted the street sign at Brenman Park Drive and CSB
• Removed unused and unsightly sign anchors from 2 lights poles
• Repaired (as best possible) common wood fence line at rear of an owner’s property in response to their complaint. Has surveyed the entire fence line which is in need of extensive repairs or replacement at this time.
• Replaced with light switch in the BB Court with a switch less likely to be damaged or cause injury
• Assisted with replacement of the timer switch for the CC “front porch” light fixtures with a photo-cell – As per CCFC
• Working to restore wall mounted pool deck lighting – CCFC advised

NEW BUSINESS

Move To: Enter Executive Session at 8:25pm
Moved by: Igor Dubinsky
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 9:05pm
Moved by: Igor Dubinsky
Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED

Move To: Adjourn at 9:10pm
Moved by: Igor Dubinsky
Seconded: Nick Giannotti
For: All
Against: None
MOTION PASSED

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