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

Tuesday, May 27, 2014

The regularly scheduled monthly meeting was held on Tuesday, May 27, 2014. The meeting was called to order at 7:01 p.m. by Michael Johnson, Board President at the Cameron Club located at 200 Cameron Station Boulevard, Alexandria, Virginia 22304.

Board Attendance: Michael Johnson-President; Alvin Boone-Vice President; Jon Dellaria-Secretary; Megan Brock-Director; Igor Dubinsky-Director; Donna Kenley-Director, and Paul Rocchio-Director

Members Absent: None

Others Attending: Colleen Hairston, Community Manager, CMC; Kevin Taylor, Assistant Community Manager, CMC and Jan Ward, Vice President HOA Division Director, CMC

Move To: Approve the May 27, 2014 Meeting Agenda as amended. Item XI, b., was expanded to include appointment of a Board Liaison to the FAC. Also, to add a moment of silence to reflect on the loss of Michele Sundin and her contribution to the Cameron Station Community. Michele Sundin, wife of Brian Sundin, was an active member of the Community who served on the A&E Committee and will be missed by many.

Moved by: Donna Kenley
Seconded: Igor Dubinsky
For: All
Against: None

MOTION PASSED

A moment of silence for Michele Sundin was observed.

GUEST SPEAKER:
Deputy Chief Blaine Corle, Alexandria Police Department, was unable to attend the meeting.

HEARING:
A Homeowner appealed the ARC’s decision to uphold the DMS and deny the installation of a wire trellis on his deck. The Board will review the appeal in Executive Session.

RESIDENTS’ OPEN FORUM:
Mike Lekas and Micki Aronson requested gratis use of a meeting room in the Cameron Club every Tuesday for Alexandria West - Rotary International Meetings. The Board indicated it would review the request and a response would be provided by management. Subsequent to discussion, the Board determined room availability did not allow for the use requested and asked management to advise Mr. Lekas and Ms. Aronson accordingly.
APPROVAL OF MINUTES:
Move To: Approve the minutes from the April 22, 2014 Board of Director’s meeting.
Moved by: Jon Dellaria
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT FOR APRIL 2014

Investments:
On 4/30/14 the Association had operating and investment funds totaling $1,826,250.49. The Pacific Premier Bank (PPB) operating account had a balance of $423,997.63. The PPB Google Ads account had a balance of $1,765.98. The PPB money market had a balance of $65,887.24 and the Morgan Stanley Smith Barney (MSSB) money market account had a balance of $61,246.27. There was $1,266,000.00 invested with MSSB laddered CDs and investment funds. Note: $225,000.00 was moved from the MSSB money market account to CDs in April 2014. Finally, there was $1,000.00 in the petty cash account.

Balance Sheet:
The Residential Assessments Receivable balance as of 4/30/14 was $45,614.38. This reflects a delinquency rate of approximately 2.03%, which is below the industry standard of 5%.

Accrued Reserves totaled $946,150.20 and were fully supported by cash and investments.

Owner’s Equity*, had a balance of $467,624.13 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 4/30/14, $7,883.50 had been accrued over two months (see 3025-Use of Prior Year Equity). Owner’s Equity was 20.79% 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 $2,313.28.

Income Statement Report:
The Income Statement Report reflected year-to-date income of $785,575.71, which was $2,817.21 over the budget of $782,758.50. Income items that had a variance of more than $1,500.00 of their YTD budget follow.

- Legal Reimbursements, #4720, was $2,165.50 over its budget. This account is spread equally over 12 months @ $625.00.

Year-to-date expenses totaled $772,320.05, which was $11,130.85 over the budget of $761,189.20. Expense items that had a variance of more than $1,500.00 of their YTD budget follow.

- Parking Enforcement, #5070, was $3,870.00 under its YTD budget. Management anticipates this variance will level out during the upcoming months.
- Events & Awards, # 5200, was $4,974.20 under its YTD budget. The variance is related to the spread that has $4,750 allocated in April; however only $187.39 was spent.
- Trash and Recycling Service, #6035, was $2,630.14 over its YTD budget. The variance can be attributed to unbudgeted expenses in February, March and April for litter pick-ups performed by Lancaster.
- Water Service, #6025, was $2,350.78 under its YTD budget. This account appears to be spread inaccurately, including an allowance in the spring for filling the pool. However, management anticipates this account ending the year reasonably close to its budget. If the spread proves inaccurate, it will be adjusted during the FY2015 budget process.
Flower Rotation, #6150, was $9,070 under its YTD budget, due to the spread showing the spring flower installation in March, rather than April. The invoice for spring flower installation was paid in May, so this item will no longer reflect a substantial variance on the May financials.

Turf Treatment, #6155, was $2,565.00 under its YTD budget, also due to a spread issue that will be adjusted during the FY2015 budget process. An invoice for spring turf repairs was paid in May, so this item will no longer reflect a substantial variance on the May financials.

Irrigation System Contract, #6299, was $6,000.00 under its YTD budget. An invoice for spring irrigation repairs and start up was paid in May, so this item will no longer reflect a variance on the May financials.

Snow Removal Services, #6442, was $76,105.25 over its YTD budget due to the high number of snowfalls and below freezing temperatures last winter. This account is spread @ $14,000.00 for the months of January, February, March, November and December. The current variance reflects payment of all winter 2014 snow removal services.

Pet Stations, #6690, was $2,549.06 under its YTD budget. This account is spread equally over 12 months and was under budget due to the timing of purchases and/or invoices.

Street Repair & Maintenance, #6760, was $5,500 under its YTD budget due to the spread allocating the street sweeping expense in April. The $5,150 invoice for sweeping performed in late April 2014, was paid in May and this item will no longer reflect a variance on the May financials.

Community Center Improvement, #6525 was $2,177.00 under its YTD budget. This account includes funds for five additional fire extinguishers @ $437.50 and for an automated external defibrillator (AED) @ $1,739.00 for the Fitness Center as per the CCFC’s request. The spread has all of the funds expended as of 2/28/14. These items have been procured and the expense will be reflected on the May financials.

As of 4/30/14, there was an overall positive variance between YTD income and expenses in the amount of $13,255.66, which was $8,313.64 under the budget amount for Net Income/Loss of $21,569.30. 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. Please let me know if you have any questions regarding this information.

WTS REPORT FOR APRIL 2014:
Kevin Horner, Fitness Director, updated the Board on the April WTS Report.

OFFICERS'/COMMITTEE REPORTS:
The Board reviewed Committee reports on activities and recommendations to the Board.

Common Area Committee- No one from the Committee was present. Donna Kenley, Board Liaison, provided a brief report to supplement the Committee’s draft May meeting minutes.

Cameron Club Facilities Committee- No one from the Committee was present. Alvin Boone, Board Liaison, provided a brief report to supplement the Committee’s draft May meeting minutes and indicated the Committee was “wordsmithing” the revised snow removal resolution drafted by the CAC.

Architectural Review Committee: No one from the Committee was present. Jon Dellaria, Board Liaison, suggested a conversation regarding a donation to “Ride 2 Recovery” in memory of Michele Sundin, Brian Sundin’s wife. (Contributions to the fund in lieu of flowers were requested in the announcement of services for Michele.)

Move To: Approve donation of $100 to Ride 2 Recovery.
Moved by: Jon Dellaria
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED
Communication Committee- Lori Young indicated the Committee is pursuing a new provider for the Association’s website due to non-performance by the current provider.

Activities & Events Committee - No one from the Committee was present. Megan Brock, past Committee Member indicated the Family Happy Hour on 5/9 was very successful and the Committee has a new Chair, Radhika Goel.

OLD BUSINESS
MATTERS FOR BOARD DECISION:

Move To: Support the installation of a crosswalk at the end of Ferdinand Day Drive (that leads to a parking lot for the school), which is a City street. The City’s standard striped crosswalk will be installed at the expense of the ACPS.
Moved by: Donna Kenley
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Move To: Approve the appointment of Megan Brock as Treasurer and FAC Liaison. She will fill the position until the next Board Member election in 11/2014.
Moved by: Alvin Boone
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

Move To: Approve the installation of expansion joints in the Great Room ceiling by R. W. Murray at a cost of $2,850.00 to be paid from Capital Reserves #3064. Further to transfer that same amount to Capital Reserves #3015 from Owners’ Equity #3000
Moved by: Donna Kenley
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

Move To: Authorize the President to have the authority to execute/approve any Committee recommended contract/purchases for more than $1,500 and less than $5,000 already authorized under the operating or reserve budget with this authority expiring 12/31/14.
Moved by: Alvin Boone
Seconded: Igor Dubinsky
For: Alvin Boone; Jon Dellaria; Megan Brock; Igor Dubinsky and Paul Rocchio
Against: Donna Kenley
Abstention: Michael Johnson
MOTION PASSED
Move To: Approve the CCFC’s recommendation to revise the Cameron Club Operating Rules & Procedures Policy Resolution No. 2012-02 to allow unaccompanied guest to utilize the Fitness Center and Pool as outlined in the CCFC’s May 8, 2014 Minutes, pending edits by Todd Sinkins.
Moved by: Alvin Boone
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

Move To: Approve the CCFC’s recommendation to replace the window tinting material on all windows in the Cameron Club (114 panels) utilizing Action Window Tinting at a cost of $6,167. Further to transfer that same amount to Capital Reserves #3015 from Owners’ Equity #3000.
Moved by: Project was differed for later consideration based on the performance of the FY14 Budget.

Move To: That the Board hold its regular meetings on the last Tuesday of each month, rather than the fourth Tuesday, from January through October. All other meetings would be set as needed.
Moved by: Donna Kenley
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

Move To: Approve the proposal from Trademasters Service Corporation for quarterly HVAC maintenance in the amount of $2,256 funded from HVAC Service #6424.
Moved by: Alvin Boone
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

COMMUNITY MANAGER’S REPORT:
AV:
Audio Architects will begin installation of the AV system approved at the May Board Meeting on Wednesday, May 28. Craig will work directly with the contractor to minimize ancillary electrical costs.

Fire extinguishers & AED:
Nine fire extinguishers were installed in the CC on 5/1/14 at a cost of $852.50. The CCFC had requested funding for 5 additional fire extinguishers in the amount of $437.50 in the FY14 budget, which was approved under Community Center Improvement #6525. The 4 additional extinguishers were installed at the recommendation of the Fire Marshal.

An additional AED was installed in the CC on 5/21/14 at a cost of $1518.48. The CCFC had also requested funding for an additional AED in the amount of $1,739.00 in the FY14 budget, which was approved under Community Center Improvement #6525.

Cross Walk Signs:
The pedestrian crossing signs recommended by the CAC and approved by the Board at its January Meeting were installed at certain marked cross walks along CSB by the City the week of May 5. The City did not install signs at every cross walk indicating, “This is not an expense issue. Our concern is that overuse of the sign will render the sign ineffective plus add to visual clutter. If we installed these signs at every intersection drivers would start ignoring the sign because the signs
would start blending into the background. This is a common problem with traffic control devices. The signs are not meant to be installed at every intersection, this would be overkill and the signs would not be effective.” However, additional signs were installed the week of 5/12. At this time, only 3 marked cross walks along CSB do not have pedestrian crossing signs: Bessley, Brawner and Donovan (going toward Duke Street). Finally, the City does plan on adding signs at Bessley and Brawner, but cannot at Donovan since a rain sensor obstructs the area of the post where the sign must mounted.

**Pool Water Meter/Opening:**
The pool meter was installed on Friday, 5/9 and the pool was subsequently filled. Kevin and I have met with the pool supervisor Elin and the manager, Michal and reviewed the operating procedures and pool rules for CSCA. I have worked with both Elin and Michal in the past and look forward to a successful pool season.

**“No Pets” Signs:**
A sample sign and post (approved by the Board at its April Meeting) were installed in front of the Cameron Club last week. Management requested that members of the CAC inspect the sign and indicate if its posted height was desirable. Comments were favorable and management will proceed with installation as time permits.

**Move To: Enter Executive Session at 9:10 pm**
Moved by: Igor Dubinsky
Seconded: Jon Dellaria
For: All
Against: None
**MOTION PASSED**

**Move To: Exit Executive Session at 9:21 pm**
Moved by: Donna Kenley
Seconded: Igor Dubinsky
For: All
Against: None
**MOTION PASSED**

**Move To: Deny the homeowner’s (account #00388-7178) request to install a wire trellis on his deck.**
Moved by: Jon Dellaria
Seconded: Donna Kenley
For: Jon Dellaria, Donna Kenley and Mike Johnson
Against: Alvin Boone, Igor Dubinsky
Abstention: Megan Brock and Paul Rocchio
**MOTION PASSED**

**Move To: Adjourn at 9:38 pm**
Moved by: Alvin Boone
Seconded: Igor Dubinsky
For: All
Against: None
**MOTION PASSED**

Minutes prepared by: C. Hairston, Community Manager, CMC