The regularly scheduled monthly meeting of the Board of Directors was held on Tuesday, June 24, 2014. The meeting was called to order at 7:03 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; Igor Dubinsky-Director

**Members Absent:** Megan Brock- Treasurer

**Others Attending:** Kevin Taylor, Assistant Community Manager, CMC; Jan Ward, Vice President & Division Director, CMC

**APPROVE AGENDA**

**Move To:** Approve the agenda as presented.

Moved by: Paul Rocchio

Seconded: Donna Kenley

For: All

Against: None

**MOTION PASSED**

**GUEST SPEAKER**

Not present.

**HEARING**

The Homeowner for account# 265-8887 was present for a hearing to appeal their storm door with a crossbar and suggest that the Board reconsider language in the DMS that would allow for crossbars.

The Homeowner for account# 210-8324 was not present for their hearing, and the Board requested that Management invite them to the next meeting to discuss the matter.

**RESIDENTS’ OPEN FORUM**

None.

**APPROVAL OF MINUTES**

**Move To:** Approve the minutes from the May 27, 2014 Board of Director’s meeting as presented.

Moved by: Donna Kenley

Seconded: Paul Rocchio

For: All

Against: None
FINANCIAL REPORT FOR MAY 2014
On 5/31/14 the Association had operating and investment funds totaling $1,628,591.11. The Pacific Premier Bank (PPB) operating account had a balance of $224,381.37. The PPB Google Ads account had a balance of $1,893.52. The PPB money market had a balance of $65,901.23 and the Morgan Stanley Smith Barney (MSSB) money market account had a balance of $64,894.13. There was $1,266,000.00 invested in laddered CDs with MSSB. Finally, there was $1,000.00 in the petty cash account.

Balance Sheet
As of 5/31/14 the Residential Assessments Receivable balance was $33,944.77. This reflects a delinquency rate of approximately 1.50%, which is below the industry standard of 5%.

Accrued Reserves totaled $935,735.91 and were fully supported by cash and investments.

Owner's Equity*, had a balance of $418,278.53 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 5/31/14, $9,854.00 had been accrued over two months (see 3025-Use of Prior Year Equity). Owner's Equity was 18.60% (down from 20.79% in 4/2014) 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.


Income Statement Report
The Income Statement Report reflected year-to-date income of $978,633.28, which was $1,159.78 over the budget of $977,473.50. Income items that had a variance of more than $1,500.00 of their YTD budget follow.

- Resale Processing Fees, #4260, was $2,210 under its budget. Management anticipates this account will likely come in close to budget on the June financials. This account is spread equally @ $834.00 over 12 months. The spread should have higher income in the spring and summer months (when more homes tend to sell) and will be adjusted during the FY15 draft budget process.
- Legal Reimbursements, #4720, was $2,536.50 over its budget. This account is spread equally @ $625.00 over 12 months.

Year-to-date expenses totaled $970,139.66, which was $19,390.46 over the budget of $950,749.20. Expense items that had a variance of more than $1,500.00 of their YTD budget follow.

- Parking Enforcement, #5070, was $5,008.00 under its YTD budget. Management anticipates this variance will level out during the upcoming months, as officers will be working extra hours to make up for hours not worked earlier in the year.
**Final**

- **Events & Awards**, #5200, was $9,099.20 under its YTD budget. A portion of the variance is related to the fact that the A&E Committee is still working to obtain a bill from Café Pizzaiolo for the Happy Hour held there on 3/7/2014. The spread for this account will also be adjusted during the FY15 budget process to reflect more funds be expensed in August (pool party) and December (holiday party).

- **Web Site Maintenance**, #5115, was $2,137.68 under its YTD budget. This account is spread equally @ $500 over 12 months.

- **Payroll Taxes/Benefits/Costs**, #5340, was $2,717.07 over its YTD budget. This account is spread equally @ $6,687 over 12 months. The variance is attributable to 3 pay periods posting in May.

- **Trash and Recycling Service**, #6035, was $3,023.92 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 $2,528.30 under its YTD budget. This account appears to be spread inaccurately, including an allowance in the spring for filling the pool. Management anticipates this account ending the year reasonably close to its budget. If the spread proves inaccurate, it will be adjusted during the FY15 budget process.

- **Flower Rotation**, #6150, was $1,780 under its YTD budget. This account includes funding for spring and fall plantings and for park enhancements and miscellaneous expenses. The only expense from this account YTD was for spring flowers @ $8,250.

- **Tree & Shrub Maintenance**, #6160, was $3,608.00 under its YTD budget. This account is spread equally @ $3,825 from March through June and September through November. Quite a bit of planting was performed in late May and June and this account will likely come in close to budget on the June 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.

- **General Repairs & Maintenance**, #6600, was $1,557.90 over its YTD budget. This account is spread equally @ $291.50 over 12 months. The variance is mostly attributable to 12/2013 pet station servicing expenses – paid in 1/2014 - incurred while the Association’s maintenance technician position was vacant.

- **Lighting Supplies/Repair & Maint.**, #6640 was $2,937.10 under its YTD budget. This account is spread @ $5,000.00 for the months of January, March, May, July, September and November and was under budget due to the timing of repairs and/or invoices.

- **Pet Stations**, #6690, was $2,889.58 under its YTD budget. This account is spread equally @ $653.00 over 12 months and was under budget due to the timing of purchases and/or invoices.

- **Legal Services**, #7030, was $6,919.50 under its YTD budget. This item is spread equally @ $3,000 over 12 months.

- **Clubhouse Utilities**, #6075 was $2,097.26 under its YTD budget. This account in spread equally @ $2,925 over 12 months.

As of 5/31/14, there was an overall negative variance between YTD income and expenses in the amount of $8,493.62, which was $18,230.68 over the budget amount for Net Income/Loss of $26,724.30. 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 MAY 2014
Kevin Horner, Fitness Director, updated the Board on May WTS Report.

OFFICERS’/COMMITTEE REPORTS

Activities and Events Committee
Ms. Goel reported that the Committee has started planning for the August 9th pool party.

Move To: Approve the appointment of Susan Hughes, David Thorpe and Al Luna (Owners) as member of the A&E Committee for two year terms. Also, the appointment of Jonathan Lucus (Renter) as an un-appointed volunteer of the Committee.
Moved by: Paul Rocchio
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED

Architectural Review Committee
Move To: Approve the re-appointment of Michael Mayes as a member of the Architectural Review Committee for a two year term.
Moved by: Jon Dellaria
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

Move To: Approve the appointment of Elizabeth McAlee as the Vice Chair of the Architectural Review Committee for a one year term.
Moved by: Jon Dellaria
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

Communications Committee
Ms. Gathers reported that the Committee has drafted an RFP for new website requirements.

Move To: approve the appointment of Melanie Zimmerman as member of the Communications Committee for a two year term.
Moved by: Igor Dubinsky
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED
Common Area Committee
Ms. Kenley reported the Committee discussed the long wood fence between the community and commercial areas on Pickett, that the Gazebo is in need of repairs/re-painting, and that Management is seeking ideas from other communities on their trash and recycling policies.

Cameron Club Facilities Committee
Mr. Celeste reported that the Committee is recommending an Ad Hoc Committee be appointed by the Board to look at the pool area and how it can be improved and recommend these improvements to the Board over the course of 4-5 year span. Also the AV system in the Great Room is now in place and the committee will be looking to Management to present ideas for new rules and possible increases to the rental cost when utilizing the AV equipment.

Financial Advisory Committee
Mr. Gathers briefly reported the current activities of the Committee.

OLD BUSINESS
None.

MATTERS FOR BOARD DECISION
Donovan Pocket Park Landscape Enhancements
Move To: Approve Lancaster’s proposal #23999 for plant installation in the Donovan Pocket Park in the amount of $3,807.50, to be paid from Capital Reserves #3364.
Moved by: Donna Kenley
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

Ash Tree Removal & Replacement
Move To: Approve Lancaster’s proposal #24045 for replacement of 3 failing ash trees with Crepe Myrtle trees on Fucci Court in the amount of $3,825.00, to be paid from Tree & Shrub Maintenance #6160.
Moved by: Donna Kenley
Seconded: Paul Rocchio
For: All
Against: None
MOTION PASSED

Logo Mat
The Board took no action on the matter.
Sign Poles
A request to management was made to pursue replacement of the two green u-channel posts at the intersection of Harold Secord Street and Ferdinand Day Drive with decorative black posts found throughout the Community. The Board directed Management to further research how many other green u-channel posts are in the community and to obtain a proposal to replace all of them.

Owner Equity Transfer to Capital Reserves
This action was TABLED.

MATTERS FOR BOARD REVIEW AND INFORMATION

Management Report
AV
Audio Architects completed installation of the AV system on Thursday, 6/19. Craig worked with the contractor and no ancillary electrical costs were incurred. However, drywall repair costs of $440 were incurred.

Expansion Joints
Expansion joint installation in the Great Room ceiling was completed on 6/11.

Pool Water Meter & Irrigation Water Meter
The pool water meter was installed on Friday, 5/9 and the pool was subsequently filled. The meter reading as of 6/17/14 was 68,183 gallons.

Management recently determined that the water supply for the irrigation system around the CC was not metered separately from the CC’s main water supply, which means sewer costs were being incurred for that water use. On 6/12, Management had the irrigation system’s supply line modified ($220.00 plumbing expense) to come off the pool water meter line. The Association will no longer incur sewer treatment costs for irrigation water consumption.

“No Pets” Signs
Craig is in the process of installing new these new posts and signs. Work began in front of the CC, then moved to the Circle and finally to the pocket parks. A resident near the California pocket park recently commented that she is concerned someone may be injured by the sharp edges (2) on the signs. Management is looking into an appropriate edge guard and will purchase and install them as soon as possible.

Gardner Drive Trees
Please find the attached letter issued to certain Homeowners on Gardner Drive. This issue was raised by concerned homeowners (on Gardner Drive) and management initiated the letter in response, after consulting with the Association’s landscaper, attorney and Board President. Please also find a response from one Homeowner who does not intend to comply with the Association’s request that she maintain her property. The matter will be turned over to the ARC, if necessary.
Conolences
As per the Board’s request, a sympathy card was sent to Mr. Sundin on 6/10. A note in the card indicated that a moment of silence was observed at the June board meeting so that those in attendance could reflect on the loss of Michele as an active member of the community and as a friend and neighbor. Also, that a donation to Ride 2 Recovery will be made in Michele’s name.

Workers’ Compensation Rejection of Coverage Updated Forms
The form was presented for all Board members to sign.

EXECUTIVE SESSION
Move To: Enter Executive Session at 8:45 pm
Moved by: Alvin Boone
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED

Change of Attendance
Mr. Rocchio departed the meeting at 9:12 pm.

Move To: Exit Executive Session at 9:40 pm
Moved by: Igor Dubinsky
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

Ratify Executive Session Matters
Move To: Approve the CMC contract proposal for management services between 1/1/2015 and 12/31/2019 to be paid from Management Fees #7040.
Moved by: Alvin Boone
Seconded: Donna Kenley
For: All
Against: None
MOTION PASSED

Move To: Approve the establishment of a long term strategic planning Ad Hoc Committee to make recommendations to the Board for improvements to the pool area.
Moved by: Donna Kenley
Seconded: Alvin Boone
For: Donna Kenley, Alvin Boone
Against: Igor Dubinsky, Jon Dellaria, Michael Johnson
MOTION FAILED
Action: The Board is not opposed to the idea of an Ad Hoc Committee for pool improvements but stated they would like to see the parameters (charter) for the Committee first and tasked Management/CCFC with writing and presenting the charter.

Hearings
The Board TABLED a decision for account# 210-8324, pending their attendance at the next Board meeting.

The Board TABLED a decision for account# 265-8887, pending consideration of revised language for the DMS allowing storm doors with crossbars.

**ADJOURNEMENT**
Move To: Adjourn at 9:51 pm
Moved by: Igor Dubinksy
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

Minutes prepared by: B. Lammers, Covenants Administrator-CMC