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

Tuesday, October 27, 2009

The regularly scheduled monthly meeting of the Board of Directors for October was held on October 27, 2009. The meeting was called to order at 7:00 p.m. by John Sullivan at the Cameron Club, Alexandria, Virginia 22304.

Board Attendance: John Sullivan-President; Brad Holsclaw-Vice President; Mahl Avila- Secretary/Treasurer; Michael Kuhl-Director; Mindy Lyle-Director; Dak Hardwick-Director and Tom McClimon-Director.

Others Attending:
Airielle Hansford, Community Manager, CMC
Hilary Lape, HOA Division Director, CMC
Felicia Mingione-Buzan, Assistant Community Manager, CMC

John Sullivan took a moment to give a farewell speech. He thanked all of his fellow Board Members and Committee Members for their service to this community.

Move To: Approve the October 27, 2009 meeting agenda as amended.
Moved by: Michael Kuhl
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

GUEST SPEAKERS
Deputy Police Chief Blaine Corle, Alexandria City Police Department, gave the community an update on the recent crime activity in the Cameron Station area. He also announced that there would be extra patrols throughout the city on Halloween.
Mondre Kornegay with the Alexandria Sheriff’s Department announced that the Department would have two units cycling the community on Halloween. She also gave an update that the City would not be providing electronic signs this year.

RESIDENTS’ OPEN FORUM
A resident requested asking the utility companies to use bio degradable paint so that it will wash off of the community sidewalks. Another resident asked about decorating the Gazebo in the Cameron Station Blvd. circle. The Board mentioned that this was on the agenda for discussion later in the meeting. It was suggested the perhaps the Neighborhood Watch could assist with patrolling the community on Halloween. Brad Holsclaw reminded the residents that this group is just now forming and they do not yet have the membership for this type of task.

Move To: Approve the Board minutes from September 15, 2009.
Moved by: Dak Hardwick
Seconded: Michael Kuhl
For: All
Against: None
MOTION PASSED
Move To: Approve the Board minutes from September 22, 2009.
Moved by: Dak Hardwick
Seconded: Michael Kuhl
For: All
Against: None
MOTION PASSED

APPEAL HEARING
A resident spoke about why she would like the CSBA Board of Directors to waive a covenants violation and associated fees that were posted to her account.

FINANCIAL REPORT
Given by Mahl Avila

Investments:
On September 30, 2009 the Association had operating and investment funds totaling $2,208,499.55. The First Association Bank operating account had a balance of $290,268.50. Based upon this statement, the Access National Money Market account had a balance of $30,406.33, the Smith Barney Money Market account has a balance of $62,057.86 and the Morgan Stanley Money Market account has a balance of $5,138.63. There is $1,806,000.00 invested in laddered CDs and investment funds.

Balance Sheet:
The Accounts Receivable Residential Assessments account as of September 30, 2009 was $40,509.67. This reflects a delinquency rate of approximately 1.99%, which is below the industry standard of 5%. Accrued Reserves total $1,349,163.48 and are fully supported by cash and investments. This signifies that the Association is in a healthy financial position.

Income Statement Report:
The Income Statement Report reflects a year to date income of $1,637,030.03 which is $25,562.03 above the budgeted amount of $1,611,468.00. The year-to-date expenses are $1,586,024.63 which is $34,008.37 below the budgeted amount of $1,620,033.00. While the overall expenses are below the budgeted amount, there are a few line items that exceed the year to date budgeted amount by more than $1,500. This information is listed below as a reference.

- **Parking Enforcement**, line item #5073, exceeds the budgeted amount by $9,046.88 year to date. This is due to an increase in hours beyond the budgeted amount as approved by the Board of Directors in December 2008. Management has recommended an increase in this line item for FY2010.
- **Legal Fees – Collections**, line item #5105, exceeds the budgeted amount by $23,308.98 year to date. This is due to an increase in outstanding assessments. Please know that this line item is partially offset by Income Line Item #4302- Legal Fees.
- **Management Reimbursements**, line item #5120, exceeds the budgeted amount by $3,844.00. This is partially due to the cost for CAI Training for the site staff at the approval of the Board.
- **Federal Income Tax**, line item #5201: $2,675.00 was incorrectly coded to this line item. All monies for State and Federal Income taxes are budgeted for in line item #5202. I have asked to have these funds reclassified to the correct account. This change will be reflected on the October 09 financial statement.
- **Landscaping Maintenance**, line item #6001, exceeds year to date the budgeted amount by 5,987.05. This is due to the costs associated with mowing Linear Park. Management anticipates that this line item will be over by approximately $7,500 by the end of 2009 because of the turf maintenance of Linear Park.
- **Irrigation System Contract**, line item #6002, exceeds year to date the budgeted amount by $28,459.29. This was due to the Capital Improvements project for installation of the five new water meters and irrigation of six areas in the community.
Snow Removal, line item #6003, exceeds the year to date budgeted amount by $18,045.11. The bills for the snow removal for early 2009 totaled $38,124.50. Also, this line item covers street cleaning which was completed in May at a cost of $3,920.61. There is $40,000 budgeted in this line item for FY2009.

Common Area Lighting Maintenance, line item #6102, exceeds the budgeted amount by $11,693.73 year to date. This is due to the repair of two major circuits in the community totaling $3,459.58 and a repair totaling $3,646.34. Management has recommended an increase in the budgeted amount for this line item for FY2010.

Casual Labor, line item #6365, exceeds the year to date budgeted amount by $2,015.98. This is due to two charges totaling $1,500 which should be coded to 5605 – Special Community Projects and charges totaling $309.98 which should be coded to 6360 – General Repair & Maintenance. These changes will be reflected on the October 09 financial statement.

Common Area Consulting, line item #6640, exceeds the budgeted amount by $17,475.00. This is due to the payment totaling $21,000.00 for the tree study and $6,475.00 for the 50% for the development of a tree study.

Pool Management Contract, line item #6018, exceeds the budgeted amount by $8,140.00. This is due to the payments being made on a seven (7) month schedule, but the budget is broken out over 12 months. This will be adjusted in the FY2010 budget.

Exercise Equipment Repair & Maint., line item #7245, exceeds the budgeted amount by $9,548.66. This is due to the purchase of the new elliptical machine totaling $10,123.70 which should have been coded to Repair and Replacement Reserves. This charge will be reflected on the October 09 financial statement.

Overall there is a positive variance between year to date income and expenses in the amount of $51,005.40.

WTS REPORT
Kevin Horner, WTS Fitness Director, presented the September 2009 WTS report. He noted that there are minor issues with some of the equipment and those are currently being addressed.

Arielle Hansford asked if the Board would consider moving the fitness center front desk to a different location within the same area. The Board agreed that Management should obtain quotes.

COMMITTEE REPORTS
The Board reviewed committee reports on activities and recommendations to the Board since the last Board meeting.

Michael Kuhl, Board Liaison for the Common Area Committee, had no updates at this time.

Mindy Lyle, Board Liaison for the Communications Committee, reminded the Board about a committee budget adjustment.

Move To: Approve the appointment of Jo Parrish to the Communications Committee.
Moved by: Michael Kuhl
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED
Raymond Celeste, Chairman of the CCEC, suggested to the Board that Committee members might receive reduced association dues. The Board recommended that the CCEC discuss alternative forms of recognition. Some examples would be letting the committee members attend Cameron Station functions without an entrance fee or having an appreciation dinner for committee members in recognition of their time and service. Ray also talked about the success of the Fitness Center clean up. There was discussion that no additional updates would be made to the club until after the Ad Hoc Renovation Committee has made its recommendation to the Board next spring.

**Move To: Approve the appointment of Sonia Agosto to the Cameron Club and Events Committee.**

Moved by: Michael Kuhl  
Seconded: Dak Hardwick  
For: All  
Against: None  
**MOTION PASSED**

Martin Menez, Chairman of the Ad Hoc Renovation Committee, thanked John Sullivan for his years of service to the community. He also discussed the Survey and the fact that it was finalized and would be sent in an e-mail blast and also placed on the website. Hard copies will be made available for those without computer access. Martin also mentioned that the committee was getting ready organize visits to the communities that Management had provided for review of their facilities.

Tom McClimon, Board liaison to the ARC, updated the Board on the ARC’s future plans to “Go Green”. They have a game plan in place and are preparing to come to the Board with their recommendations. Tom also engaged in discussion regarding the City lifting their tree species requirements for private residences. Tom announced that there is currently an opening on the ARC.

**Move To: Approve up to $300 monetary compensation to have an Arborist attend an upcoming ARC meeting.**

Moved by: Mindy Lyle  
Seconded: Mahl Avila  
For: All  
Against: None  
**MOTION PASSED**

Dawn Biggins, member of the Financial Advisory Committee, gave updates pertaining to the FY2010 Budget.

**OLD BUSINESS**

Mindy Lyle gave an update on the Cameron Station Retailers. She mentioned that Cameron Café was going to be opened soon. There is also a Pizza restaurant that is still in the works.

**NEW BUSINESS**

The Board concurred that another Yard Sale should take place in the upcoming weeks and it has rained on the last two yard sale dates.

**Move To: Approve up to $350 to have another Yard Sale.**

Moved by: Michael Kuhl  
Seconded: Mindy Lyle  
For: All  
Against: None  
**MOTION PASSED**
Move To: Approve the Lancaster Landscapes proposal totaling $20,186.00 to remove and/or install replacement trees on the common areas.
Moved by: Michael Kuhl
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Ratify the approval of the Lancaster Landscapes proposal for fall flower installation totaling $4,400.00.
Moved by: Dak Hardwick
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Approve the FY2010 Association Budget as submitted.
Moved by: Michael Kuhl
Seconded: Mindy Lyle
For: John Sullivan, Mahl Avila, Dak Hardwick, Michael Kuhl, Mindy Lyle and Tom Mcclimon
Against: Brad Holsclaw
MOTION PASSED

Move To: Approve the RE Lee Electric Co., Inc. contract to provide snow removal services for the 2009-2010 winter season on the private streets and walkways within the community.
Moved by: Michael Kuhl
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Approve the Threshold Technologies proposal to replace the office server and network system overhaul as well as a lifecycle assessment for $6,925.00.
Moved by: Michael Kuhl
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Approve the contract for use of the Meeting Rooms Agreement Form.
Moved by: Tom Mcclimon
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED
Move To: Approve the Management Resource Center contract to provide Homeowner Link Elite to the CSCA for one (1) year totaling $3,282.40.
Moved by: Tom McClimon
Seconded: Dak Hardwick
For: Mindy Lyle, John Sullivan, Tom McClimon, Michael Kuhl and Dak Hardwick
Abstain: Mahl Avila
Against: Brad Holscaw
MOTION PASSED

Move To: Approve the Community Pools proposal to install dual main drains, resurface main & wading pools, replace trim tile, cut & chip racing lanes and replace 21 loop loc anchors totaling $21,194.00.
Moved by: Mindy Lyle
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED

Move To: Approve the Community Pools proposal to winterize the Cameron Station pools totaling $2,179.80.
Moved by: Mindy Lyle
Seconded: Michael Kuhl
For: All
Against: None
MOTION PASSED

Move To: Approve the Management Resource Center Community Association Waste Removal Consulting Program.
Moved by: Michael Kuhl
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED

Move To: Approve the Lancaster Landscapes proposal for irrigation winterization totaling $1,880.00.
Moved by: Michael Kuhl
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

COMMUNITY MANAGER’S REPORT
Airielle Hansford, Community Manager, give her latest report to the Board.

Linear Park Turf Maintenance 2009
On October 8, 2009 I emailed the City of Alexandria to inquire about any necessary steps to continue the turf maintenance agreement. Additionally, I asked if the City would allow non-chemical turf maintenance (aeration and seeding) of areas of Linear Park. John Noelle from the City of Alexandria responded on Friday, October 16th affirming the associations’ offers. A formal letter of acceptance should be mailed out soon.
Move To: Approve the Lancaster Landscapes proposal for aeration and seeing of Linear Park.
Moved by: Dak Hardwick
Seconded: Michael Kuhl
For: All
Against: None
MOTION PASSED

Halloween Safety
Management has confirmed that the Sherriff’s office is planning additional safety measures in Cameron Station on Halloween night.

Move To: Approve to permit the Residents of the CSB circle to decorate the gazebo for the holidays.
Moved by: Michael Kuhl
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

The Board tasked the CAC to come up with decorating guidelines for the gazebo and all large pocket parks of the community.

Move To: Enter into Executive Session at 9:10pm
Moved by: Brad Holsclaw
Seconded: Mahl Avila
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 9:24pm
Moved by: Dak Hardwick
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: Approve the homeowners request to waive $185.32 in violation charges and late fees associated with a covenants violation charge from October, 2008 and move to defer the decision to replace the tree until such a time as the Board reviews the possible new city guidelines for tree placement on private property.
Account# 00322-3169
Moved by: Michael Kuhl
Seconded: Dak Hardwick
For: All
Against: None
MOTION PASSED
Move To: Deny the homeowners request to waive $225.00 in legal fees associated with a maintenance violation charge from June, 2008. Account# 00301-5704

Moved by: Mindy Lyle
Seconded: Michael Kuhl
For: All
Against: None
MOTION PASSED

Move To: Adjourn at 9:27pm.

Moved by: Michael Kuhl
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Minutes prepared by: Felicia Mingione-Buzan, Assistant Community Manager

Minutes were approved at the December 2, 2009 Board of Directors Meeting.

Submitted by: ________________________________

Manuel Avila, Secretary/Treasurer