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

Tuesday, August 26, 2014

The regularly scheduled monthly meeting of the Board of Directors for August was held on Tuesday, August 26, 2014. The meeting was called to order at 7:04 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
Megan Brock  Treasurer
Donna Kenley  Director
Paul Rocchio  Director
Igor Dubinsky  Director

Members Absent
Jon Dellaria  Secretary

Others Attending
Colleen Hairston  Community Manager, CMC

APPROVE AGENDA
Move To:  Approve the Agenda as presented.
Moved by:  Donna Kenley
Seconded:  Igor Dubinsky
For:  All
Against:  None
MOTION PASSED

GUEST SPEAKER
Deputy Chief Blaine Corle was present and the Board presented Deputy Corle with a plaque and thanked him for his many years of service.

HEARING
The Owner for account# 344-8520 was not present for their hearing.

RESIDENTS’ OPEN FORUM
None.

APPROVAL OF MINUTES
Move To:  Approve the minutes from the July 29, 2014 Board of Director’s meeting as presented.
Moved by:  Donna Kenley
Seconded:  Paul Rocchio
For:  All
Against: None

MOTION PASSED

FINANCIAL REPORT FOR JULY 2014

Investments:
On 7/31/14 the Association had operating and investment funds totaling $1,800,353.64. The Pacific Premier Bank (PPB) operating account had a balance of $392,879.40. The PPB Google Ads account had a balance of $1,893.52. The PPB money market had a balance of $65,928.77 and the Morgan Stanley Smith Barney (MSSB) money market account had a balance of $65,904.18. 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 7/31/14 the Residential Assessments Receivable balance was $44,751.04. This reflects a delinquency rate of approximately 2.00%, which is below the industry standard of 5%.

Accrued Reserves totaled $966,417.89 and were fully 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 7/31/14, $13,796.00 had been accrued over 7 months (see 3025-Use of Prior Year Equity). **Unadjusted Owners’ Equity was 19.03% of the Association's annual assessments. Adjusted Owners’ Equity was 14.83% 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 $25,260.77.

**Income Statement Report:**
The Income Statement Report reflected year-to-date income of $1,381,794.94, which was $12,891.94 over the budget of $1,368,903.00. Income items that had a variance of more than $1,500.00 of their YTD budget follow.

- **Website Income, #4265**, was $2,455.95 over its YTD budget. This item was increased in the draft FY15 budget.
- **Room Rental Fees, #4400**, was $2,842.00 over its YTD budget. Management anticipates this account will likely come in over budget at year end. This account is spread equally @ $334.00 over 12 months.
- **Legal Reimbursements, #4720**, was $4,595.50 over its YTD budget. This account is spread equally @ $625.00 over 12 months.

Year-to-date expenses totaled $1,382,370.01, which was $35,208.85 over the budget of $1,347,161.16. Expense items that had a variance of more than $1,500.00 of their YTD budget follow.
Parking Enforcement, #5070, was $5,103.00 under its YTD budget. Management anticipates this variance will level out during the upcoming months, as officers are working extra hours to make up for hours not worked earlier in the year.

Temporary Desk Coverage, #5320, was $1,768.00 over its YTD budget. This account is spread @ $500.00 per month and was over budget in July due to temporary staff coverage of the vacant Administrative position.

Decals & Parking Passes, #6422, was $2,086.35 over its YTD budget due to two orders of additional visitor parking passes. This account is spread @ $417.00 per month and management anticipates it will end the year on budget.

Events & Awards, #5200, was $4,023.71 under its YTD budget. The spread for this account will 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 $3,102.26 under its YTD budget. This account is spread equally @ $500 over 12 months.

Administrative Salaries, #5302, was $1,925.77 over its YTD budget.

Payroll Taxes/Benefits/Costs, #5340, was $4,128.83 under its YTD budget.

Trash and Recycling Service, #6035, was $2,137.33 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 $3,863.78 under its YTD budget. This item was decreased in the draft FY15 budget.

Flower Rotation, #6150, was $3,700.00 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 @ $8,250.00.

Turf Treatment and Enhancements, #6155, was $2,003.00 under its YTD budget. This account is spread equally @ $1,875.00 March through October. Management anticipates that this account will level out over the next couple of months.

Tree & Shrub Maintenance, #6160, was $3,957.00 over its YTD budget. This account is spread equally @ $3,825 from March through June and September through November. Management anticipates that this account will be over budget at year end as the current reserve study does not provide funds for tree replacement. (The previous study provided $26,000 for tree replacement.)

Snow Removal Services, #6442, remained $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 Maintenance Supplies, #6605, was $2,010.73 under its YTD budget. Management anticipates this item ending the year on budget.

Lighting Supplies/Repair & Maint., #6640, was $2,799.28 under its YTD budget. This account is spread @ $5,000.00 for the months of January, March, May, July, September and November. This account is spread equally in the draft FY15 budget.

Legal Services, #7030, was $11,371.50 under its YTD budget. This item is spread equally @ $3,000 over 12 months. This account was decreased in the draft FY15 budget.

HVAC Services, #6424, was $2,615.45 over its YTD budget. The variance is a result of a semi-annual PM contract payment and management anticipates this item ending the year on budget.

Income Tax, #9000, was $2,100.00 under its YTD budget. This account is spread @ $2,550.00 for the months of March, June, September and December and was under budget due to the timing of payment of estimated deposits.
As of 7/31/14, there was an overall negative variance between YTD income and expenses in the amount of $575.07, which was $22,316.91 over the budget amount for Net Income/Loss of $21,741.84. 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 JULY 2014**

The following is a summary of the WTS report: We held a free Functional Training System clinic on July 29th given by our personal trainer, Cody. This event was attended by 3 residents. We also held a free Core Training Seminar on July 31 given by Paula. This was attended by 4 people. We are planning two more free events for residents during the month of October. We held a chair massage day on July 26th; 5 residents attended. In June 2014, we had 11,181 resident scans, residents without ID’s and guests come in at the fitness center front desk. Our free Meet the Trainer event on 7/19/14 was not as well attended as our previous event. We had 3 residents come to talk to Paula about questions they had about training and the fitness center. The next meet the trainer event is on 8/16/14. We had two New Resident Orientations in July that were attended by 1 resident.

**OFFICERS’/COMMITTEE REPORTS**

**Activities and Events Committee**
The Committee is working on the upcoming Casino Night on September 13, 2014, the Community yard sale will take place on September 27th and the tentative Halloween celebration is scheduled for October, 26, 2014.

**Architectural Review Committee**
No report.

**Communications Committee**
The Committee reviewed the summary of proposals for the website re-design.

**Common Area Committee**
The Committee has submitted to the Board suggested revisions to the Trash and Snow Removal Policies.

**Cameron Club Facilities Committee**
No report.

**Financial Advisory Committee**
The Committee reported that the next budget meeting is scheduled for September 23rd and the meeting will include the FAC’s recommendations and a general discussion.

**Change of Attendance**
*Ms. Brock arrived at 7:24 pm.*

**OLD BUSINESS**
City of Alexandria Update
None.

MATTERS FOR BOARD DECISION

CSCA Website Designer & Administrator Contract

Move To: Approve the selection of LMK for Website design and content management with a related design fee of $2,875, the first year of website hosting at n/c and technical support at $68 per hour (first 30 days free).

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

Trash Removal Resolution

Ms. Hairston reported that in addition to the re-write that clarifies and simplifies language of existing policies, the two main changes were:

- A requirement that trash be secured within a trash bag inside a trash can with attached lid when put out.
- A requirement that trash containers and recycle bins be stored inside out of public view (including homes with rear alley access) except for pickup times.

The Board discussed the following changes to the presented revisions:

- Trash and recycling containers must be stored inside out of view of the community street, rear vehicles access alley or adjoining properties at all times expect on scheduled pick up days. Strike the work “inside”.
- All trash must be discarded in tightly secured plastic bags within a covered container; trash may not be discarded uncontained for pick up. Change the words “must be” to “should be”
- Yard Debris Service provided on Thursday. The Board would like clarification if the yard debris pick up service could be changed to Monday instead of Thursday, as most people do yard work on the weekends and would want to get rid of yard waste as soon as possible.

The Board TABLED a decision on this matter pending further review and revisions.

Snow Removal and Inclement Weather R&R Resolution

Ms. Hairston stated the Committee’s main changes were:

1) The deletion of owners being required to remove snow from their driveways and lead sidewalks.
2) The addition of I., D and E.
3) The clarification that hand-delivered notices can be left via a door tag or written notice at the home’s door if the resident is not home.
4) Reduction of the timeframe for removal from 36 to 24 hours.
5) The addition of a minimum charge of $100 for snow removal performed by the Association.
The Board TABLED a decision on this matter and instructed Management to have legal counsel review the revisions.

**Mindy Lyle Recommendation for Planning Commission**

**Motion To:** approve the Association’s recommendation of Mindy Lyle for the City’s Planning Commission, stressing the need for West End representation on the commission.

Moved by: Michael Johnsons  
Seconded: Paul Rocchio  
For: All  
Against: None  
**MOTION PASSED**

**MATTERS FOR BOARD REVIEW AND INFORMATION**

**Management Report**

**Draft FY2015 Budget:**
The first budget meeting was held on 8/13. All Board Member and Committee Chairs and Committee Members were invited. The meeting included a presentation of the first draft of FY2015 Budget. Additionally, Committee Chairs presented their budget requests. Finally, there was a general Q&A with Management. The next budget meeting is scheduled for 9/23. The meeting will include the FAC’s recommendations and a general discussion.

**Garage Storage:**
Please see the attached email communications regarding the current parking rule related to garage storage. Donna requested a brief discussion on this issue.

**Storm Drain Screening:**
Please see the attached email communication regarding an owner’s request for the installation of storm drain covers. Management requests a brief discussion on this issue.

**Wood Fence Between CS and Pickett Street:**
Craig worked with a helper provided by CMC’s Maintenance Division the weeks of 8/4 and 8/11 and performed miscellaneous repairs to the fence. Repairs included securing loose boards and replacement of missing boards and lattice. The fence is scheduled in the reserve study for replacement in 2016 @ $135,562.

**Brick Front Entrance Wall:**
Dolan Contracting completed contracting power washing the week of 8/11. The cost of the work, $3,290 will be paid from reserves. This was likely the first time the wall had been cleaned and its appearance has been substantially improved.

**Private Processing – No Solicitation Signage:**
A bronze sign has been installed on the pillar to the right of the Cameron Station sign at the Duke Street entrance. Signs have also been installed at the rear CSB entrance (1) and the
Somervelle entrance (1). These two signs are mounted on existing street sign posts and have white print on a green background (like the “No Pets” signs). This signage is necessary for the Alexandria Police Department to properly enforce the Association’s no solicitation policy.

EXECUTIVE SESSION
Move To: Enter Executive Session at 9:11 pm to further discuss CC fitness center management contract, delinquency and collection reports, hearing decisions and personnel matter.
Moved by: Donna Kenley
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 10:15 pm
Moved by: Donna Kenley
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED

Ratify Executive Session Matters
Move To: Uphold the assessment of a $300 in visitor parking fines for account ID 00344-8520.
Moved by: Donna Kenley
Seconded: Igor Dubinsky
For: All
Against: None
MOTION PASSED

ADJOURNEMENT
Hearing no further business the meeting did adjourn at 10:16 pm.

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