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

Tuesday, July 29, 2014

The regularly scheduled monthly meeting of the Board of Directors for July was held on Tuesday, July 29, 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
- Megan Brock Treasurer
- Donna Kenley Director

**Members Absent**
- Jon Dellaria Secretary
- Paul Rocchio Director
- Igor Dubinsky Director

**Others Attending**
- Colleen Hairston Community Manager, CMC
- Kevin Taylor Assistant Community Manager, CMC

**APPROVE AGENDA**

*Move To: Approve the Agenda with the following amendment:*

- Under Executive Session add: Collection Issues

*Moved by: Alvin Boone*
*Seconded: Donna Kenley*
*For: All*
*Against: None*
*MOTION PASSED*

**GUEST SPEAKER**

Deputy Chief Blaine Corle announced his upcoming retirement and introduced Deputy Chief Eddie Reyes as his replacement for the Alexandria City Police Liaison to the Community.

**HEARING**

The Owners of account 375-4010 were present for their hearing to appeal the decision made by the ARC regarding the color approved for their replacement deck materials.

**RESIDENTS’ OPEN FORUM**

The following topic was discussed:

- A resident stated his concern with the lack of additional parking for residents and feels that a certain number of visitor parking spaces should be opened up to allow resident parking.
APPROVAL OF MINUTES
Move To: Approve the minutes from the June 24, 2014 Board of Director’s meeting as presented.
Moved by: Donna Kenley
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT FOR JUNE 2014
On 6/30/14 the Association had operating and investment funds totaling $1,683,731.18. The Pacific Premier Bank (PPB) operating account had a balance of $277,932.65. The PPB Google Ads account had a balance of $1,893.52. The PPB money market had a balance of $65,914.77 and the Morgan Stanley Smith Barney (MSSB) money market account had a balance of $165,899.21. There was $1,166,000.00 invested in laddered CDs with MSSB. Finally, there was $1,000.00 in the petty cash account.

Balance Sheet:
As of 6/30/14 the Residential Assessments Receivable balance was $29,639.45. This reflects a delinquency rate of approximately 1.30%, which is below the industry standard of 5%.

Accrued Reserves totaled $947,558.26 and were fully supported by cash and investments.

Owner's Equity*, had a balance of $428,132.53 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 6/30/14, $11,825.00 had been accrued over two months (see 3025-Use of Prior Year Equity). Owner's Equity was 18.50% (down from 18.60% in 5/2014) 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.

The Capital Reserves account totaled $38,718.88 (down from $47,356.38 in 5/2014).

Income Statement Report:
The Income Statement Report reflected year-to-date income of $1,179,439.26, which was $5,250.26 over the budget of $1,174,189.00. Income items that had a variance of more than $1,500.00 of their YTD budget follow.

- Room Rental Fees, #4400, was $2,425 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 $3,588.50 over its YTD budget. This account is spread equally @ $625.00 over 12 months.

Compliance Fees, #4805, was $1,850.00 under its YTD budget. This account is spread equally @ $147.00 over 12 months.

Year-to-date expenses totaled $1,171,821.85, which was $14,016.67 over the budget of $1,157,805.18. Expense items that had a variance of more than $1,500.00 of their YTD budget follow.

Parking Enforcement, #5070, was $5,565.00 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.

Postage, #5215, was $2,216.43 under its YTD budget. This account is spread @ $1,000.00 for the months of January through September and @ $2,000.00 for October, November and December.

Events & Awards, #5200, was $14,449.20 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. (This bill was paid in July and will be reflected on the July financials.) 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 $2,602.26 under its YTD budget. This account is spread equally @ $500 over 12 months.

Payroll Taxes/Benefits/Costs, #5340, was $3,283.80 under its YTD budget. This account is spread equally @ $6,687 over 12 months.

Trash and Recycling Service, #6035, was $2,483.37 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 $3,890.98 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 $2,740.00 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 $2,870.50 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 $2,108.00 under 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 $1,866.64 over its YTD budget. This account is spread equally @ $625.00 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 $2,200.72 over its YTD budget. This account is spread @ $5,000.00 for the months of January, March, May, July, September and November.

- **Pet Stations**, #6690, was $2,879.58 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 $8,947.50 under its YTD budget. This item is spread equally @ $3,000 over 12 months.

- **Fitness Eq. Repair & Maint.**, #6570, was $1,782.76 under its YTD budget. This item is spread equally @ $500.00 over 12 months.

- **Access System Supplies**, #6590, was $1,763.50 under its YTD budget. This item is spread equally @ $750.00 every other month beginning in February.

- **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 6/30/14, there was an overall negative variance between YTD income and expenses in the amount of $7,617.41, which was $8,766.41 over the budget amount for Net Income/Loss of $16,383.82. 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 JUNE 2014**

Kevin Horner, Fitness Director, updated the Board on the June WTS Report and indicated the Smith Machine was damaged in the middle of the month. The Fitness Director was able to fix the machine. It was out of order for a day and a half. The running club, is getting active again with two residents willing to be co-organizers. The cycling club, headed by Susana Carrillo and Randy Dingwell, has been planning Friday afternoon and weekend rides. The motorcycle club headed by Ed Martinez is working on getting another ride organized. The walking club, headed by Ana Maria Keeting, has walks Monday through Friday at 6am and 7pm. They meet at the main door of the CC. The BOD POD event was held on 6/24. Ten residents participated. It was a big success and those who took part found the experience helpful. The Meet the Trainer event on 6/19 was another success with five residents talking to the trainer, Cody about training and the fitness center. WTS’s e new mobile Ap has been launched.
OFFICERS’/COMMITTEE REPORTS

Activities and Events Committee
The Committee reported they are considering hosting another happy hour in August, the pool party is set to take place August 9 and the Committee will hold two additional events at the pool this year, snow cones and cotton candy.

Architectural Review Committee
Move To: Approve the appointment of Ann Garriott and Mark Brzezinski as members of the Architectural Review Committee for a two year term.
Moved by: Donna Kenley
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED

Communications Committee
The Committee is anticipating feedback from contractors for the RFP’s that were sent out for the possibility of a new website.

Common Area Committee
The CAC August agenda will include a discussion on the proposed trash rules and snow policy.

Cameron Club Facilities Committee
The Committee reported that the new audio visual system has been installed in the Great Room and is recommending an additional cost to rent the equipment. Once the cost and rental procedures are established then the AV system will be made available to rent.

Financial Advisory Committee
No report.

OLD BUSINESS
City of Alexandria Update
Demolition of Landmark Mall will begin soon.

MATTERS FOR BOARD DECISION
FY 2013 Draft Audit
Move To: Approve the draft FY2013 Audit as presented by Goldklang Group CPSs, PC.
Moved by: Donna Kenley
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED
**Decorative Black Sign Poles**

**Move To: Approve the Dolan Contracting contract proposal for the installation of three stop sign posts at the intersections of FDD and Harold Secord and Harold Secord and Brawner in the amount of $4,040.00, to be paid from Capital Reserves (CR) #3364. Further that an offsetting transfer will need to be made from Owners’ Equity (OE) #3000 to Capital Reserves #3015 to cover the expense.**

Moved by: Donna Kenley  
Seconded: Megan Brock  
For: Donna Kenley, Megan Brock  
Against: Alvin Boone  
**MOTION PASSED**

**Gas Cart Purchase**

Mrs. Hairston stated that in an effort to increase the productivity of the Association’s maintenance and management staff, management recommends the Association invest in the purchase of a cart. The cart will allow all staff members to more efficiently access all areas of the Community and will also reduce vehicle emissions. Main Street Condominium has agreed to provide space in its garage for storage of the cart at no cost to the Community Association.

The Board requested Management look into an electric powered cart and do a comparison of cost for the electric cart and gas cart for maintenance and cost to operate. And also if Main Street Condominium has a place in their garage to charge an electric cart.

**Establishment of A/V Fees**

**Move To: Approve a $ 20.00 increase in the current $150.00 per 4-hour period Great Room rental fee, and a $ 100.00 increase in the current $300.00 deposit.**

Moved by: Donna Kenley  
Seconded: Alvin Boone  
For: All  
Against: None  
**MOTION PASSED**

** MATTERS FOR BOARD REVIEW AND INFORMATION**

**Management Report**

**Visitor Parking Sign Stickers:**

In an effort to clarify that permits are required to park in visitor parking spaces, management ordered and is in the process of affixing stickers to the visitor parking signs that state “Permit Required – Tickets Issued.” The cost for the sticker was less than $200.00.
“No Pets” Signs:

Craig has completed installation of the new posts and signs. Adhesive and tape was applied over the word “no” and the “no pets” symbol on the two signs posted at the Bessley Pocket Park, so the signs read “pets.” The tape was removed, but residue of the adhesive remains in-place. The attached notice was affixed to the signs for several days.

New Administrative Support Staff Member:

Samuel Burnette joined the on-site staff on Monday, 7/21. He has proven to be a quick learner and very proficient with technology - having already learned to navigate and update the Cameron Station Website with ease.

EXECUTIVE SESSION

Move To:  Enter Executive Session at 8:52 pm to discuss delinquency and collection reports, hearing decisions and a collection issue.

Moved by:  Donna Kenley
Seconded:  Megan Brock
For:  All
Against:  None
MOTION PASSED

Move To:  Exit Executive Session at 9:27 pm

Moved by:  Alvin Boone
Seconded:  Megan Brock
For:  All
Against:  None
MOTION PASSED

Ratify Executive Session Matters

Move To:  Approve the owner’s appeal of the ARC’s decision and approve use of the color “Fire Pit” for account # 00375-4010.

Moved by:  Alvin Boone
Seconded:  Donna Kenley
For:  All
Against:  None
MOTION PASSED
Move To: uphold the assessment of a $50 visitor parking fine for account: 00388-9749.
Moved by: Michael Johnsons
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED

Move To: Reduce the fines of $560 to $280 for account# 210-8324 as the screen door has been removed.
Moved by: Alvin Boone
Seconded: Megan Brock
For: Alvin Boone, Megan Brock
Against: Donna Kenley
MOTION PASSED

Move To: Decline offer as presented for account 385-9986, and advise the Owner if their first two payments are made in a timely manner as presented that the trial will be continued until the account is satisfied.
Moved by: Donna Kenley
Seconded: Alvin Boone
For: All
Against: None
MOTION PASSED

EXECUTIVE SESSION
Move To: Enter Executive Session at 9:32 pm to further discuss hearing decisions.
Moved by: Donna Kenley
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED

Move To: Exit Executive Session at 9:41 pm
Moved by: Alvin Boone
Seconded: Megan Brock
For: All
Against: None
MOTION PASSED

ADJOURNEMENT
Move To: Adjourn at 9:41 pm.
Moved by: Alvin Boone
Seconded: Michael Johnson
For: All
Against: None
MOTION PASSED

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