MINUTES

I. Call to Order
   The meeting was called to order at 7:13 pm by the Committee Chairman.
   Members Present: Chairman Jeff Gathers, Tracey Andrew, Mahl Avila, Aldo D’Ottavio, Tim McLaughlin, Ted Pickett
   Member Absent: Kyle Bateman

II. Approval of Agenda
   The agenda was approved unanimously.

III. Approval of Minutes
   The November 2015 meeting minutes were previously approved via email. The Committee did not hold a business meeting during December 2015.

IV. Resident Open Forum
   None present

V. Review of Financial Reports

   November 30, 2015 and December 31, 2015 Financials
   1. Discussion of the November financial statement was combined with the discussion of the December financial statement.
   2. There was a loss relative to budget of approximately $20,000 between the November financial statement and the December financial statement. Line items with large variances from the budget baseline were discussed.
      a. Administrative Services – Coupon books for 2016 assessments were purchased in December, while the 2015 budget distributed the cost evenly throughout the year. The 2016 budget is likewise “spread” across all 12 months, so that a similar mismatch of actual and budgeted expenditures can be expected this year.
      b. Activities – A backlog of reimbursements to committee members was cleared in December, erasing much (but not all) of the year-to-date gain vs. budget that had been reported through November 30.
      c. Common Area Maintenance – An exceptionally large expenditure ($13,500) for street light fixture maintenance occurred in December.
      d. The ongoing “balance” between Legal Reimbursements (Income Acct #4720) and Legal Services-Collections (Expense Acct #7025) was discussed at members’ request – specifically the income “return” ($14,700 in 2015) on the “investment” ($27,300) in professional legal services to pursue delinquent amounts owed the Association by individual owners. It is arguable that the potential involvement of legal counsel also has a positive effect on the collection of “Late Fees & Interest” (Income Acct #4710) – an additional $7,300 income in 2015. The chairman will request further comment from Management on the “target” relationship (as reflected in the budget) among these accounts. A full recovery of legal expenses may not be required if the threat of legal action is a sufficient deterrent to further delinquencies.
      e. Fitness center equipment repair and supplies – As noted earlier in 2015, an unusual level of fitness equipment maintenance was required during the year. The fitness center management company and the CCFC are sensitive to the relative cost effectiveness of equipment repairs and equipment replacement. The
Reserve Study already contemplates replacement of all fitness equipment on a five-year cycle, and this plan has generally been followed. In some cases, however, CCFC may suggest earlier – or later – replacement based on the outlook for required repairs of individual machines.

f. Newsletter – The Compass newsletter came in well under budget, substantially because of the need to replace the editor midyear. One publication date was passed over during the gap between the previous editor’s resignation and the full orientation of the next editor. As a result, there were only four issues of the newsletter in 2015, instead of the budgeted five publications.

VI. Old Business

A. Reserve Study Update

1. A “reserve study” is based on an on-site review by a licensed engineer of the current conditions and projected lifetime of dozens of individual physical elements of a community’s buildings and land. The result will be a detailed projection of the amount and timing of costs the community can expect to incur over the next 30 years to perform needed major repairs and replacements of these elements. This projection is accompanied by a proposed schedule of contributions to the fund that is maintained to pay for these projects as the need arises.

2. CSCA’s most recent reserve study was conducted in 2013. Virginia law requires associations to update their reserve study at least every 5 years. CSCA management (with support from the FAC) has recommended an earlier update, and the Board in December approved conduct of a new study in early 2016. As of the date of this FAC meeting, the study is now underway.

3. It is management’s intent that some details affecting CSCA’s costs will be explored more thoroughly in the 2016 study than in 2013. One example – particularly in regard to asphalt paving and brick sidewalks – is a level of uncertainty about the respective responsibilities of the six (condominium) sub-associations for ongoing maintenance of these property elements. CSCA legal counsel has located in City Hall a series of “maps” that indicate the boundaries of each condominium’s property, which Management hopes will adequately support this process. Clear understanding of the implications of these boundaries is essential before contractor bids for a “milling and overlay” of the asphalt streets can be properly evaluated.

B. Legal Matter Pursued by the Board

The ongoing legal matter pursued by the Board (on behalf of the community) during 2015 is expected to be resolved early in 2016. A favorable financial outcome for Cameron Station remains possible.

VII. New Business

Meeting Dates for 2016 were distributed.

VIII. Adjournment

The meeting was adjourned at 8:21 pm.