

Minutes
Dulles Farms Community Association
2019 Annual Meeting
November 14, 2019
Buffalo Trail Elementary School
42190 Seven Hills Drive, Aldie, Virginia 20105

1 **Board Members Present:**

2 Thomas Ward, President
3 June Roman, Vice President
4 Brian Reagan, Secretary
5 Naresh Chaudhary, Treasurer

6

7 **Also Present:**

8 Todd A. Sinkins, Esq., Rees Broome, PC
9 Heather Graham, CMCA®, PCAM®, Executive Vice President, Community Association Management Professionals
10 (CAMP)
11 Rachel Mancinelli, CMCA®, AMS®, On-Site Community Manager, Dulles Farms Community Association
12 Hanna Bechtle, Administrative Assistant, Community Association Management Professionals (CAMP)
13 Joe Curcio, Maintenance Technician/Covenants Inspector, Community Association Management Professionals
14 (CAMP)
15 Karen Jehle, Recording Secretary

16

17

18 **I. Call to Order/Proof of Notice and Proof of Quorum**

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20 The meeting was called to order at 7:00 p.m. President Thomas Ward presided. Proof of Notice was
21 provided in accordance with the Governing Documents. The President advised that quorum had been
22 achieved with 152 proxies and a large number of homeowners present in the audience.

23

24 **II. Review and Adopt Minutes from the Prior Annual Meeting**

25

26 **Motion:** It was moved and seconded from the floor that the reading of the Minutes of the November 30,
27 2017 Annual Meeting be waived. The Motion **passed** unanimously.

28

29 **Motion:** It was moved and seconded from the floor that the Minutes of the November 30, 2017 Annual
30 Meeting be approved as submitted. The Motion **passed** unanimously.

31

32 **III. 2019 Exceptional Volunteer Service Award**

33

34 The Exceptional Volunteer Service Award was awarded to Mikki Ward for her years of dedication and
35 leadership over all aspects of the Social Committee events within the Dulles Farms Community. She was
36 congratulated and given a round of applause.

37

38 **IV. Introduction of Candidates for the Board of Directors**

39

40 Candidates had previously provided written candidate statements that were included in the Annual
41 Meeting packet. The President introduced Anurag Biswas, Andy Macleod, and Brian Reagan and asked
42 them to stand and be recognized.

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45 **V. Casting of Ballots**

46 The President advised that there are three (3) open seats and three (3) candidates.

47 **Motion:** It was moved and seconded that casting of ballots be waived and that Anurag Biswas, Andy
48 Macleod, and Brian Reagan be elected to the Board by acclamation. The Motion **passed** unanimously.

51 **VI. Board of Directors – President's Report**

- 52 a. **Creation of “Neighborhood Roundup” Newsletter** – The President asked that anyone interested in
53 assembling the newsletter should contact the Board of Directors.
- 54 b. **Covenants** – Consistently enforced the Association’s policies to protect the property. The President
55 introduced Joe Curcio and recognized his efforts.
- 56 c. **Contracts** – Approved new contracts for reserve study, landscape, snow and irrigation services.
57 Renewed contracts for janitorial, pool, and pond maintenance services.
- 58 d. **Communications** – Continued to promote communications with the Community and Volunteers
59 through “Coffee with the Board” and Volunteer Recognition.

60 **VII. Committee and Other Reports**

- 61 a. **Communications Committee**
 - 62 • The Communications Committee created a new look for the Dulles Farms Community web
63 page.
 - 64 • Created an official Dulles Farms Community Facebook page.
 - 65 • Reviewed and recommended Constant Contact for community email blasts.
- 66 b. **Architectural/Covenants Committee**
 - 67 • The Covenants Committee performed a mass overhaul of existing Unified Standards for
68 Board approval in 2020.
 - 69 • Over 275 architectural applications were reviewed by the Committee with an approval rating
70 of 85%.
 - 71 • 1,035 violation notices were also sent to owners with a compliance rate of 65%. Follow-up
72 by Management inspections will continue through the end of November.
- 73 c. **Finance Committee**
 - 74 • Reviewed 2017 audit and provided recommendation to the Board for its approval and
75 release.
 - 76 • Reviewed the draft 2018 audit, provided comments on both the statements and footnotes,
77 talked with auditors to understand the change in accounting from the equity method to fund
78 basis accounting.

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- 88 • Reviewed and coordinated with CAMP and other Committees the 2020 draft budget, made
89 recommendations which were incorporated into the final budgets for both the Operating and
90 Reserve budgets, and provided to Board for approval.
- 91 • Reviewed Reserve Study Consultant proposals, selected a consultant. Reserve Study effective
92 1/1/20 reviewed, recommendations incorporated, and provided to Board for approval and
93 release.
- 94 • Reviewed Payment Options for residents as a result of untimely processing of payments in
95 early 2019.
- 96 • Reviewed investments monthly to provide Board with recommendations on renewals of CDs
97 based on funding level requirements.
- 98 • Routine review of monthly financial statements.

99
100 **d. Open Space Committee**

- 101 • Worked to have Landscape Enhancements along Seven Hills and Mattingly.
- 102 • Reviewed and helped to secure the successful operation of the irrigation system.
- 103 • Reviewed in detail the landscape specifications, interviewed four (4) landscape companies,
104 and negotiated a new contract with Complete Landscape Services.
- 105 • Reviewed and recommended contract award for curb painting and asphalt path repairs.
- 106 • Replacement of dead or diseased ornamental trees throughout the community.

107
108 **e. Social Committee**

- 109 • Planned many successful events throughout the year which serves to enhance neighborhood
110 spirit – Bingo, Dr. Seuss Pajama-Lama Party, Under the Sea Family Pool Party, Margaritaville
111 Pool Party, Spring Fling, Community-Wide Yard Sale, National Night Out, Fall Festival, Winter
112 Blast, Toys for Tots.

113
114 **f. Other Reports**

115
116 • **Adjacent Development Task Force**

117 The Task Force has been instrumental in keeping adjacent development in check. They have
118 successfully worked with County Officials and Developers to provide mutually beneficial
119 improvements to planning.

120
121 • **Traffic Calming Task Force**

122 The Task Force is working with County Officials to provide valuable information and
123 community outreach feedback in order to implement much needed traffic calming measures
124 throughout the Dulles Farms neighborhoods. Next steps will include community voting to
125 install speed control measures.

126
127 • **Facilities Committee**

128 The Board and Management are working with existing members to recruit additional
129 members in order to stand up a working committee of three or more.

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131 • **Elections Ad Hoc Committee**

132 The Committee, while temporary in nature, is instrumental in assisting with the Annual
133 Election process and after in order to implement new and more streamlined procedures
134 where needed.

135
136 **VIII. What Do Your Assessments Pay For?**

137 PowerPoint slide illustrating areas – major contributors are Landscape and Reserves.

139
140 **IX. Homeowner Question and Answer Period**

141 Homeowners posed questions relating to: (1) Facebook website; (2) Covenants Committee changes in
142 2020; and (3) amount of fee increase.

143
144 **X. Thank You**

145 The President advised that Naresh Chaudhary is stepping down. He recognized Mr. Chaudhary for his
146 service as the first Dulles Farms Association Board President during the transition from developer control
147 in 2016. He stated his dedication during this time was vital for a smooth transition and his dedication to
148 the community is beyond compare. The Board thanked Mr. Chaudhary and presented him with a token of
149 appreciation.

150
151 **XI. Closing Remarks**

152 The President thanked the homeowners for their service to the community and expressed his
153 appreciation for their input, commentary, and viewpoints. As the Association moves forward to 2020, he
154 encouraged homeowners with a particular interest to stop by a committee or Board meeting and share
155 their perspectives.

156
157 **XII. Adjournment**

158 The meeting adjourned at 7:34 p.m.

159
160 Respectfully submitted,

161
162 Karen Jehle
163 Recording Secretary
164 Cell: 703-606-2010
165 Email: karen-jehle@outlook.com