



# 2020 Annual Meeting November 12 at 7:00 p.m. WEBEX Meeting

Welcome to the Dulles Farms Annual Meeting. In order to conduct a productive virtual meeting, we would like to remind all attendees of the following:

- If you would like to speak, please request to do so via the Chat feature.
- If you prefer to remain silent but have a question or comment, please post your questions / comments via the Chat feature.
- Please keep your audio muted. The Host will unmute you when you are called on.
- Please state your name when you speak.
- Please be aware of background noise when unmuted.
- Please do not interrupt speakers if it is not your turn.
- Please keep your comments to 3 minutes in order to allow for others to speak.

*Dulles Farms*

COMMUNITY ASSOCIATION

• ALDIE, VIRGINIA •

# DULLES FARMS COMMUNITY ASSOCIATION

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2020 Annual Meeting





COMMUNITY ASSOCIATION

• ALDIE, VIRGINIA •

## ANNUAL MEETING AGENDA

**November 12, 2020**

**Meeting 7:00 P.M.**

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|--|-----------|
| I. Call to Order/Proof of Notice and Proof of Quorum       | 7:00 P.M. |
| II. Review and Adopt Minutes from the Prior Annual Meeting | 7:05 P.M. |
| III. Guest Speakers  | 7:10 P.M. |
| IV. Board of Directors - President's Report                | 7:15 P.M. |
| V. Management Report                                       | 7:30 P.M. |
| VI. Committee and Other Reports                            | 7:35 P.M. |
| 1. Communications  |           |
| 2. Architectural/Covenants Committee                       |           |
| 3. Facilities Committee                                    |           |
| 4. Finance Committee                                       |           |
| 5. Open Space Committee                                    |           |
| 6. Social Committee  |           |
| 7. Other Reports   |           |
| VII. Announcement of Election Results                      | 7:45 P.M. |
| VIII. Introduction of New Board of Directors               | 7:50 P.M. |
| IX. Unfinished Business                                    | 7:55 P.M. |
| X. New Business  | 8:00 P.M. |
| XI. Homeowner Question and Answer Period                   | 8:05 P.M. |
| XII. Closing Remarks                                       | 8:20 P.M. |
| XIII. Adjournment  | 8:30 P.M. |

A scenic view of a pond with a fountain, houses in the background, and a wooden fence in the foreground. The text is overlaid in the center.

# Review and Adopt Minutes from the Prior Annual Meeting

# Guest Speakers

**Phyllis J. Randall**

Chair At-Large

**Matthew F. Letourneau**

Supervisor - Dulles District

*(Please mute your mic during video / audio  
présentations to avoid background noise)*



# 2020 BOARD ACCOMPLISHMENTS







Anurag Biswas  
Director



June Roman  
Vice President



Andy Macleod  
Secretary



Tom Ward  
President

## Dulles Farms Community Association 2020 Board of Directors



Brian Reagan  
Treasurer

## 2020 BOARD ACCOMPLISHMENTS

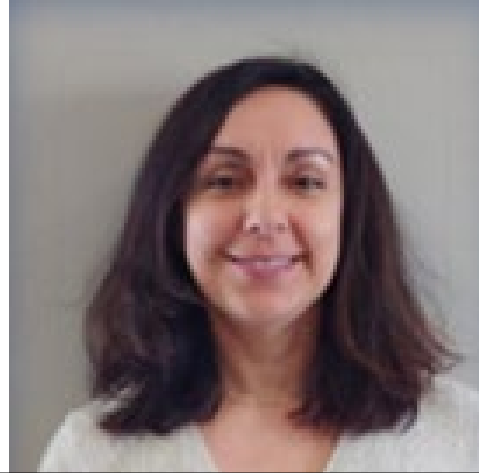
Management Contract  
 Landscape Enhancements  
 Pool Management Contract  
 Snow and Ice Removal Contract  
 Inaugural Online Voting Process  
 Maintenance Lot/Trailer  
 COVID Executive Orders  
 Community Forum  
 Pond Maintenance Contract  
 Irrigation Contract  
 Design Guidelines  
 Traffic Calming  
 2021 Budget

Combined Assessments Rates	2020	2021
SF	\$102.01	\$102.16
SF with Alleys	\$105.63	\$105.81
SF with Pipestems	\$122.07	\$121.34
SF Private Road	\$105.63	\$105.99
TH	\$107.30	\$107.47
VA Manor Condo	\$107.38	\$106.79
Westridge Condo	\$101.44	\$101.38





**Heather Graham, CMCA, PCAM**  
Executive Vice President



**Rachel Mancinelli, CMCA, AMS**  
Onsite Community Manager

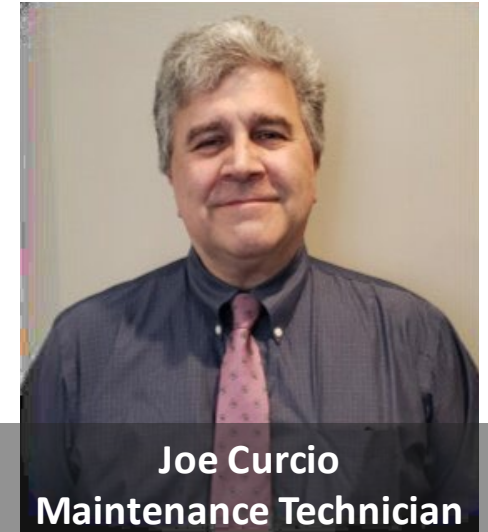


# Management Team

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**Tracey Hallebach**  
Administrative Assistant



**Joe Curcio**  
Maintenance Technician  
Covenants Administrator

# 2020 Management Report

(as of 11/4/20)



**4800 Logged Emails (Previous year – 2840)**



**528 Customer Care Calls**



**760 Vendor Disbursements**



**111 Resales (Previous year – 83)**



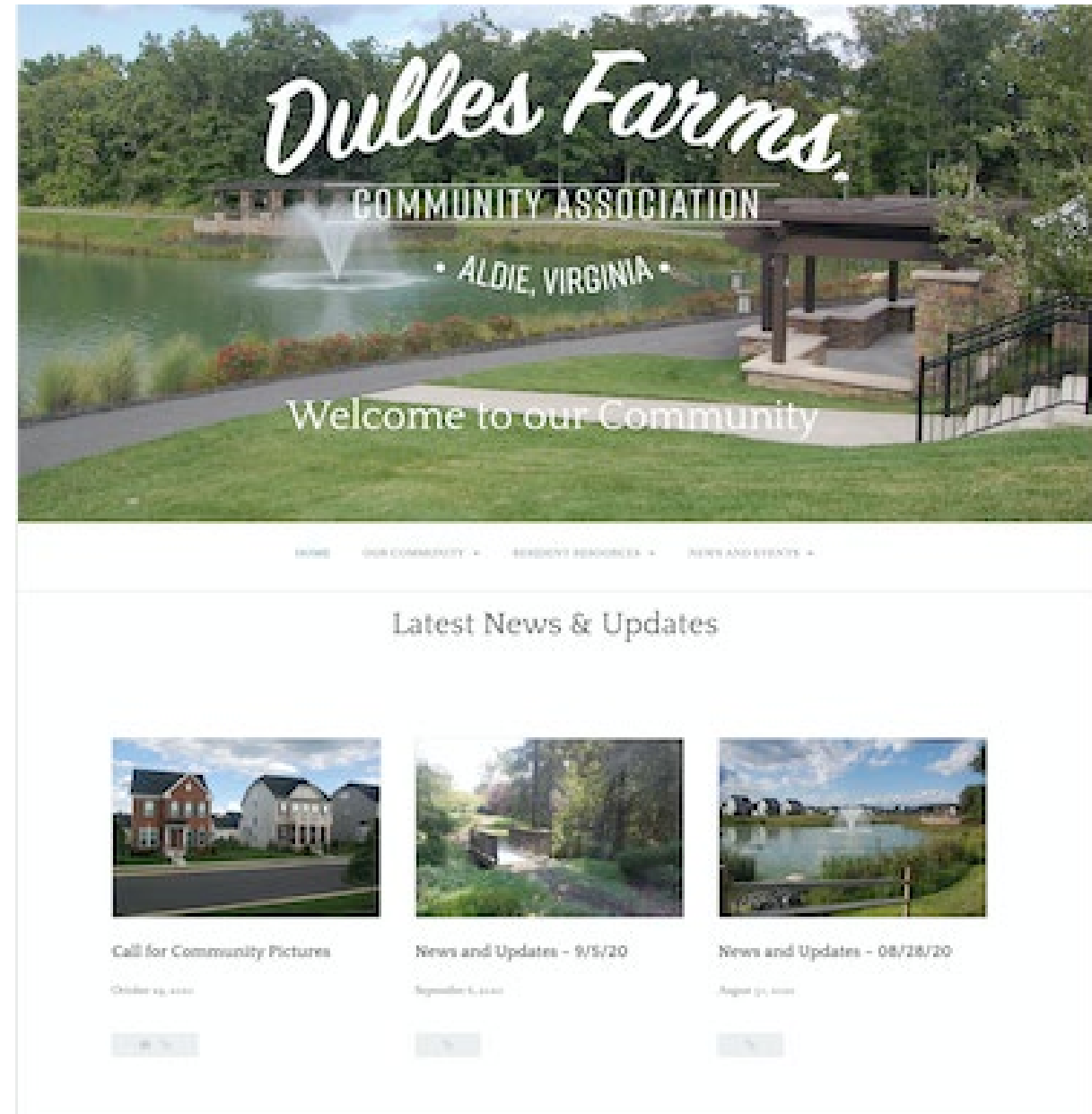
**582 Violation Citations**



**150+ Maintenance Items  
Addressed**

# Communications Committee

- The Communications Committee created a new look for the Dulles Farms Community web page.
- Created an official Dulles Farms Community Facebook page, “Dulles Farms”.
- Inviting our community to submit photos to be used on our new website.
- Community Holiday Decorating Contest (Details coming soon!)



# Covenants Committee

The Covenants Committee performed a mass overhaul of existing Unified Standards for Board Approval in 2021.

Over 477 architectural applications were reviewed by the Committee with an approval rating of 85%.

Almost 600 violation notices were issued with a compliance rate of 65%. Follow up by Management inspections will continue until through the year.



# Finance Committee 2020 Accomplishments

- Completed final review of 2018 and 2019 audited financial statements and recommended to the Board for its approval and release
- Completed monthly reviews of current financial statements and assured they met all applicable accounting standards
- Reviewed Homeowners Association investments monthly and provided Board with recommendations for renewals of CD's or money market investments based on funding requirements
- Assisted Board with a financial analysis of options for hand watering cost which led to the purchase of a truck and water tanks to replace a contractor
- Made a recommendation to the Board for homeowner relief from the August monthly assessment due to the Covid-19 shutdown of the pool and snow removal savings
- Lead the annual 2021 budget development process with CAMP and insured spending was well controlled with an aim of minimizing changes to homeowner monthly assessments
- Assisted the Board as required to perform analysis and provide input on projects under consideration







## Open Space Committee

### Accomplishments:

- Lennox Hale Enhancement
- Approval of Solitude extension
- Snow Removal Contract
- KT contract renewal
- Tree Replacements
- Enhancements around some ponds
- Dog waste station
- Extra trimming of the trails
- Punccheon Bridge



# The Social Committee

- Bingo
- Dr Seuss Birthday party
- Easter Bunny Drive by
- Cookology Classes
- Craft Night
- Food Trucks
- Drive thru Santa Event



# Drive 25 Next Steps

The county has confirmed that BOTH Westridge & Stratshire as well as Virginia Manor & White Oak Crest have voted to APPROVE their plans. Voting totals are below.

Next the county will create a financial proposal and submit it to the county Board of Supervisors to approve the funding. After funding is approved, Dulles Farms will be added to VDOT's construction 'queue.'

The construction *could* be started as early as summer 2021. We will keep the community apprised of any forward progress as we move through the rest of this process.

Have an interest in expanding on these plans in the future and/or pursuing other street-related improvements in Dulles Farms? The traffic calming team is looking to mentor and 'pass the torch' to passionate volunteers. Please contact [dullesfarmstrafficalming@gmail.com](mailto:dullesfarmstrafficalming@gmail.com) if you are interested.

The Plan: <https://www.openspacecommittee.com/traffic-calming>



## Stratshire & Westridge

Update as of October 14	Total
Households in Ballot Area	647
Number of YES needed	325
Number of votes received	374
Number of votes YES	335
Number of votes NO	39

## Virginia Manor & White Oak Crest

Update as of October 14	Total
Households in Ballot Area	985
Number of YES needed	494
Number of votes received	617
Number of votes YES	546
Number of votes NO	71

# Other Committees and Task Forces

## **FACILITIES COMMITTEE**

The Board and Management are working to recruit members in order to stand up a working committee of three or more. Please contact [manager@dullesfarms.com](mailto:manager@dullesfarms.com) if interested in joining this Committee.

## **ELECTIONS AD HOC COMMITTEE**

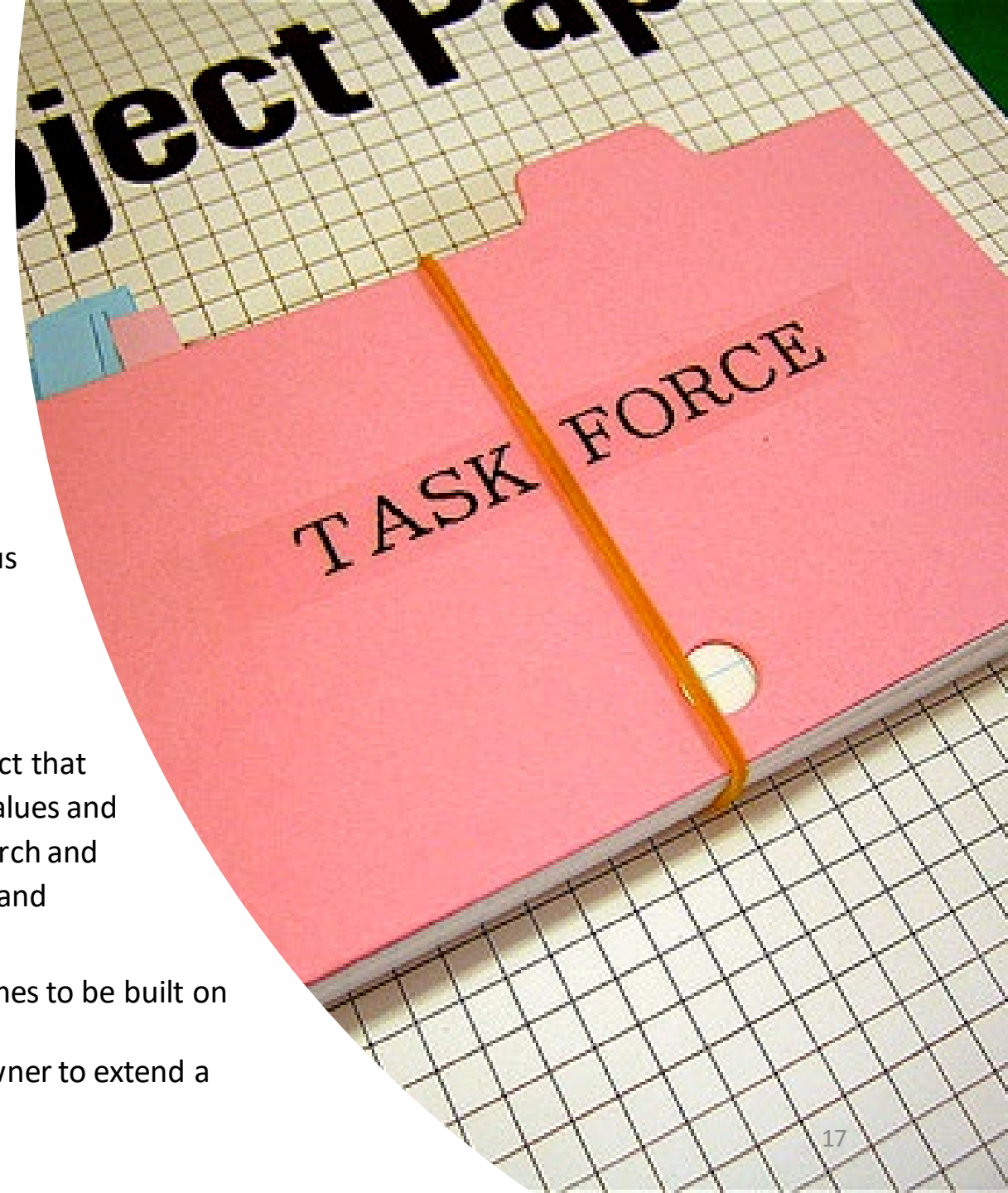
Initiated and implemented an electronic voting option for the first time in Dulles Farms history.

Dulles Farms now has a Business Reply Mail (BRM) permit which enables us to provide residents with a prepaid method for replying to a Dulles Farms mailing and is a cost-saving measure.

## **ADJACENT PROPERTY DEVELOPMENT TASK FORCE**

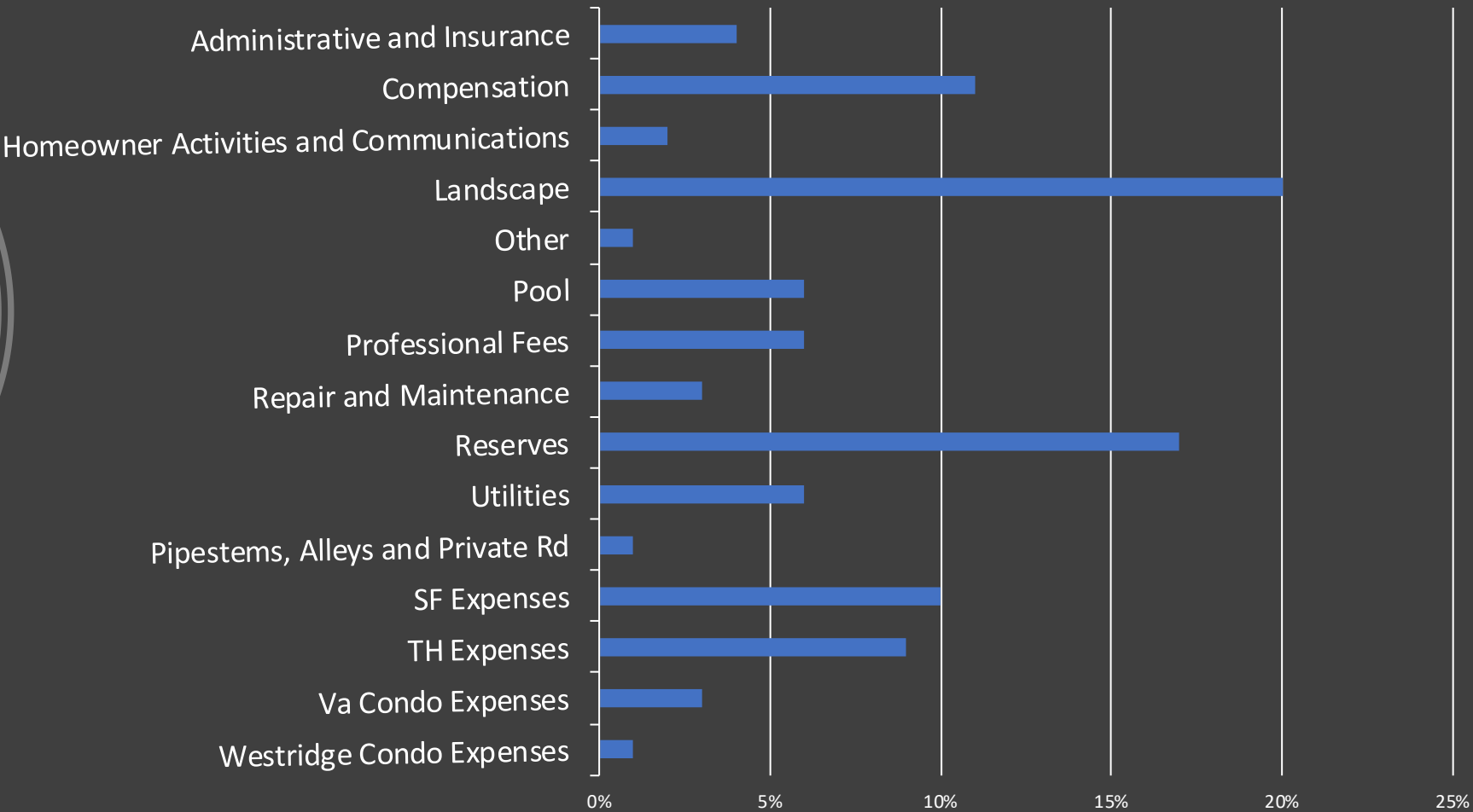
The mission of the Adjacent Development Task Force is to assess the impact that proposed nearby development will have on neighborhood traffic, home values and the quality of life of Dulles Farms residents. The Task Force provides research and recommendations to the Board to successfully work with County Officials and developers as the County continues to grow. This year the Task Force:

- Monitored the Hogan Kent Greene rezoning that would allow 144 homes to be built on land west of Royal Hunter Drive.
- Provided valuable research on a request by a neighboring property owner to extend a water/sewer easement through Dulles Farms tree save area.



What Do  
Your  
Assessments  
Pay For?

Dulles Farms Community Association  
2021 Assessments





# Election Results

## Introduction of New Board of Directors

### Votes Received

569 Online Votes

63 Paper Proxies

**632 TOTAL**

Quorum Exceeded at 36%!

*THANK YOU FOR VOTING!*



June Roman  
Vice President



Tom Ward  
President

# 2020 EXCEPTIONAL VOLUNTEER SERVICE AWARD



**Barbara Labuskes**

This award goes to Barbara Labuskes for her years of dedication and her tireless efforts to help the Board balance costs while analyzing impacts of decisions made in Dulles Farms. Her service to Dulles Farms is unparalleled and she makes a very difficult, technical job look so easy. All 1,785 households are directly impacted by Barbara's leadership on the Finance Committee and all 1,785 are better off because of Barbara's presence in our community.

Please join us in congratulating Barbara on receiving this well-deserved award.

# QUESTIONS



