APPROVED 11/13/25

Minutes
Dulles Farms Community Association
2024 Annual Meeting
WebEx Virtual Meeting
November 14, 2024, 6:30 p.m.

Board Members Present:
Tom Ward, President
June Roman, Vice President
Adam Alley, Secretary
Brian Reagan, Treasurer

Board Member Excused:
Satyanarayana Arabandi, Director-at-Large

Also Present:
Heather Graham, CMCA®, PCAM®, Executive Vice President/Principal, Community Association Management Professionals (CAMP)
Justin Field, CMCA®, PCAM®, Portfolio Manager, Community Association Management Professionals (CAMP)
Jessica Salvatore, CMCA®, AMS®, On-Site Community Manager, Dulles Farms Community Association, Community Association Management Professionals (CAMP)
Karen Jehle, Recording Secretary

I. Call to Order

The meeting was called to order at 6:30 p.m. President Thomas Ward presided.

II. Proof of Notice

Proof of Notice was provided in accordance with the Governing Documents.

III. Proof of Quorum

Ms. Salvatore advised that quorum had been met with 300 total votes received on-line or via proxy.

IV. Guest Speakers

A. Little River District Supervisor Laura Tekrony provided brief remarks and highlighted the following: **(1)** there will be a ribbon cutting on December 16, 2024 for Northstar Boulevard to open up that road to traffic. There will now be a light at Evergreen Mills Road and Northstar Boulevard; **(2)** Morrisville to Wishing Star wreck and rebuild: The lattice lines will be replaced with monopoles to meet increased load demands of data centers. She has asked Dominion to present their plans to the community once Public Hearing information is known; **(3)** Two new parks coming up: Dulles South Community Park next to Lightridge High School; and Oak Hill where the County appropriated $22 million to purchase Oak Hill which is a 1,200 acre estate dating back to the 1800s; **(4)** Office Hours will start on December 2, 2024 from Noon to 5:00 p.m. at the Brambleton HOA office; **(5)** the project for a Harris Teeter at the 16-acre site at Braddock Road and Northstar Boulevard is probably not going to move forward because there is another Harris Teeter nearby. Other ideas are being looked considered; **(6)** Email: laura.tekrony@loudoun.gov.

B. Dulles District Supervisor Matt Letourneau provided a slide presentation on various road projects summarized as follows: **Road Projects: (1)** Arcola Boulevard: Dulles West Parkway to Loudoun County Parkway/Route 606 now open; **(2)** Braddock Road Widening: Gum Spring to Supreme /Summerall partially complete; **(3)** Northstar Boulevard: Route 50 to Evergreen Mills Road under

construction with expected completion end of 2024; **(4)** Northstar Boulevard Widening: Tall Cedars Parkway to Braddock Road in design; **Commercial Projects Updates: (1)** Shops at Arcola – Target – currently planning for a Fall 2025 opening; **(2)** Cedar Terrace at South Riding: site work/infrastructure for the development has begun.

A question-and-answer period followed. A homeowner asked what is being looked at for data center development south of Route 50 and what impact will this have. He was informed that south of Route 50 the zoning does not exist to build data centers. The Board of Supervisors has a Data Center Zoning Ordinance Amendment process underway with the goal to diversify Loudoun County's economy and limit by policy how much of County tax revenue comes from data centers.

V. Review and Adopt Minutes from the Prior Annual Meeting

Motion: Bill O'Leary moved and Brian Reagan seconded to waive the reading of the Minutes of the 2023 Annual Meeting. The Motion ***passed*** unanimously.

Motion: Bill O'Leary moved and Adam Alley seconded to approve the Minutes of the 2023 Annual Meeting as presented. The Motion ***passed*** unanimously.

VI. Board of Directors – President's Report

President Tom Ward introduced the members of the Board of Directors – Tom Ward (President), June Roman (Vice President), Adam Alley (Secretary) Brian Reagan (Treasurer), and Satyanarayana Arabandi (Director at Large).

VII. 2024 Board Accomplishments – Presenter: Tom Ward, President

- Negotiated and awarded new 2024 contracts for Insurance, Irrigation, Trash and Snow Removal.
- Exercised Option Years for 2024 Contracts for CAMP Management, Pool, Janitorial/Cleaning, and Pet Waste Stations.
- Worked with both the Virginia Manor Condo and Westridge Condo Associations on the parcels of adjoining land.
- Took over maintenance responsibility from VDOT for the Gum Spring Road median mowing and turf maintenance.
- Performed analysis and review of policy resolutions and records retention policy.
- Published bi-annual community newsletter.

VIII. Management Report

Heather Graham introduced the CAMP Management Team – Heather Graham (Executive Vice President), Justin Field (Portfolio Manager), Jessica Salvatore (On-Site Community Manager), Michael McDermott (Maintenance Technician), Andrew Stewart (Covenants Administrator), and Denise Sisak (Administrative Assistant).

Jessica Salvatore provided the Management Report:

- 1,828 Homeowner Communication Emails and 453 Customer Care Calls
- 1,161 Vendor Disbursements

- 120+ Maintenance Items Addressed
- 128 Resale Inspections

- 1,040 Violation Citations
- 57 Clubhouse Rentals

IX. Committee and Other Reports

A. Covenants Committee – 2024 Accomplishments – Presenter: Adam Alley, Board Liaison

- Updated the Dulles Farms Design Guidelines to accommodate the ever-changing needs of the community.
- Reviewed 174 architectural applications with an approval rating of 85%.
- Worked with homeowners to understand application changes and how they fit within the guidelines.
- Consulted with homeowners to submit all necessary paperwork for successful architectural application reviews.

b. Communications Committee – 2024 Accomplishments – Presenter: Tom Ward, Board Liaison

- Updated the website to include information about our member condo associations.
- Hosted the 4th Annual Holiday Decorating Contest in 2023.
- Hosting 5th Annual Holiday Decorating Contest (Details coming soon!)
- **Help Wanted --- Dulles Farms website design, content developer and newsletter editor.**

c. Facilities Committee – 2024 Accomplishments – Presenter: June Roman, Board Liaison

- Installed windshields around tennis courts.
- Installed benches for tennis and basketball courts at Virginia Manor and Westridge.
- Installed sound panels within Virginia Manor Clubhouse.
- Replacement of all exterior doors in both Clubhouses (in progress).
- **Please contact manager@dullesfarms.com if interested in joining this Committee.**

d. Finance Committee – 2024 Accomplishments – Presenter: Brian Reagan, Board Liaison

- Completed monthly review of financial statements and assured they met all applicable accounting standards.
- Assisted CAMP and the Board with various ad hoc analyses and provided other support as needed.
- Proposed adoption of replacement reserve expenditure policy resolution.
- Completed final review of 2023 audited financial statements and recommended to the Board for its approval and release.
- Reviewed Homeowners Association investments monthly and provided Board with recommendations for renewals of CDs or money market investments based on funding requirements.
- Led the annual 2025 budget development process with CAMP.
- Welcomed the new Finance Committee members.

e. Open Space Committee – 2024 Accomplishments – Presenter: June Roman

- Completed landscaping enhancements of the Stratshire and Seven Hills community entrances.

- Updated dying bushes and trees throughout the community.
- Implemented lighting at the Seven Hills entrance and making improvement to lighting at Lennox Hale entrance.
- Engineered a new solution for the natural spring and puncheon bridge in proximity to Racing Sun trail.
- Updated the aging irrigation infrastructure throughout the community.
- Defined a strategy for adding community benches to the walking trails in 2025.
- **Looking for help! Please contact manager@dullesfarms.com if interested in joining the Open Space Committee.**

f. Social Committee – 2024 Accomplishments – Presenter: June Roman, Board Liaison

- Developed ideas, researched, planned, set-up and implemented many Community Events:
  - ✓ Bingo
  - ✓ Spring Fling
  - ✓ Family Pool Party
  - ✓ Summer Bash
  - ✓ Family Movie Nights
  - ✓ Paint Night
  - ✓ Summer Concerts
  - ✓ Fall Festival
  - ✓ Winter Wonderland and Market

This small but mighty committee of dedicated volunteers works tirelessly to make our events extraordinary!

X. Dulles Farms Community Association 2025 Assessments – Presenter: Tom Ward, President

Tom Ward provided a brief overview of 2025 Assessments. Jessica Salvatore will be providing the 2025 Budget and Cover Letter via e-blast to the community. It will also be mailed via USPS.

XI. Thank You! – Volunteers

Thank You! to Dick Mirando – Presenter: June Roman
June Roman recognized Dick Mirando for his service as a member of the Dulles Farms Finance Committee for the past five years. Dick has worked with the Committee to recommend improvements, provide counsel and ensure the community's financial stability.

June Roman expressed thanks to all the volunteers and encouraged interested owners to volunteer to serve.

XII. Election Results/Introduction of New Board of Directors

Adam Alley
Satyanarayana Arabandi
Brian Reagan
June Roman
Tom Ward

Minutes
Dulles Farms Community Association
2024 Annual Meeting
WebEx Virtual Meeting
November 14, 2024, 6:30 p.m.

Board Officers will be announced in December.

XIII. Homeowner Question and Answer Period

No questions were presented.

XIV. Unfinished Business

None.

XV. New Business

None.

XVI. Closing Remarks

None.

XVII. Adjournment

The meeting adjourned at 7:39 p.m.

Respectfully submitted,

Karen Jehle
Recording Secretary
Cell: 703-606-2010
Email: karen-jehle@outlook.com