

**DULLES FARMS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS WORKING SESSION  
WEBEX MEETING AGENDA  
December 4, 2020 – 8 AM**

**Link:** <https://dullesfarms.webex.com/dullesfarms/j.php?MTID=m86416e870c762348c0cd9e7ea2179541>

**Meeting Number (access code):** 146 791 0996

**Meeting Password:** DFCABODMtg

**Join by phone:** 408-418-9388 United States Toll

- 
- |       |   |            |
|-------|---|------------|
| I.    | CALL TO ORDER   | 8:00 A.M.  |
| II.   | APPROVAL OF AGENDA AND MINUTES – October 8 and November 2, 2020   | 8:00 A.M.  |
| III.  | OPEN FORUM – <i>Please limit comments to three (3) minutes.</i>   | 8:05 A.M.  |
| IV.   | COMMITTEE AND TASK FORCE REPORTS<br>Communications, Covenants, Facilities, Finance, Open Space, Social, Adjacent<br>Property Development TF, Traffic Calming TF, Elections Ad Hoc Committee | 8:10 A.M.  |
| V.    | MANAGEMENT REPORT   | 8:15 A.M.  |
|       | 1. Business Recap   |            |
|       | 2. Action Item List/Maintenance Log   |            |
| VI.   | MATTERS FOR BOARD DECISION  | 8:20 A.M.  |
|       | 1. Ratifications  |            |
|       | a. Tree Trimming Tring Lane   |            |
|       | b. 2021 Budget Revisions  |            |
|       | c. Clubhouses - Roof Repairs  |            |
|       | d. Helms Terrace Drainage   |            |
|       | e. Clubhouse – Concrete Repairs   |            |
|       | f. Pond Maintenance Contract Addendum   |            |
|       | g. Royal Hunter Drainage  |            |
|       | h. Maintenance Trailer Security System Installation   |            |
|       | 2. Room Rental Policy – COVID 19 Revision   |            |
|       | 3. Election of Officers – President, Vice President, Treasurer, Secretary and Director at Large   |            |
|       | 4. Board Liaisons to Committees   |            |
|       | 5. Outdoor Office Structure Deferral  |            |
|       | 6. Pool Health Screening Form   |            |
| VII.  | MATTERS FOR BOARD DISCUSSION/INFORMATION  | 9:30 A.M.  |
|       | 1. Complaint Policy Revision  |            |
|       | 2. Violation Notice Templates   |            |
|       | 3. 2021 Facility Opening  |            |
|       | 4. Community Outreach Charter   |            |
|       | 5. Design Guidelines  |            |
|       | 6. Volunteer Appreciation   |            |
|       | 7. 2021 Meeting Schedule  |            |
|       | a. Board Meetings   |            |
|       | b. Community Forums   |            |
|       | c. New Homeowner Orientations   |            |
|       | d. Volunteer / Committee Training   |            |
|       | 8. “Good Stewards of the Land”  |            |
|       | 9. Resale and Annual Inspections  |            |
| VIII. | ADJOURN   | 12:00 P.M. |

Prepared by:

CAMP, LLC - Heather Graham, CMCA, PCAM (EVP) & Rachel Mancinelli, CMCA, AMS (On Site Manager)