

**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

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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 Communications, Covenants, Facilities, Finance, Open Space, Social, Adjacent 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)