

**Minutes
Dulles Farms Community Association
2023 Annual Meeting
WebEx Virtual Meeting
November 9, 2023, 6:30 p.m.**

Board Members Present:

Tom Ward, President
June Roman, Vice President
Adam Alley, Secretary
Brian Reagan, Treasurer
Satyanarayana Arabandi, Director-at-Large

Board Member Absent:

None

Also Present:

Heather Graham, CMCA®, PCAM®, Executive Vice President/Principal, Community Association Management Professionals (CAMP)
Jessica Salvatore, CMCA®, AMS®, On-Site Community Manager, Dulles Farms Community Association (CAMP)
Denise Sisak, Administrative Assistant, Community Association Management Professionals (CAMP)
Tyler Graham, Covenants Administrator
Karen Jehle, Recording Secretary

I. Call to Order

The meeting was called to order at 6:31 p.m. President Thomas Ward presided.

II. Proof of Notice

Proof of Notice was provided in accordance with the Governing Documents. Ms. Salvatore advised that quorum had been met with 373 total votes received on-line or via proxy.

III. Proof of Quorum

Ms. Salvatore advised that quorum had been met with 373 total votes received on-line or via proxy.

IV. Approval of Agenda

Motion: Adam Alley moved and Satyanarayana Arabandi seconded to approve the Agenda as presented. The Motion ***passed*** unanimously.

V. Review and Adopt Minutes from the Prior Annual Meeting

Motion: Michael Choffel moved and Andy Macleod seconded to waive the reading of the Minutes of the 2022 Annual Meeting and to approve them 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).

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VII. 2023 Board Accomplishments – Presenter: Tom Ward, President

- Welcomed New Onsite Community Manager Jessica Salvatore.
- Successfully worked with County Supervisors to reduce size of signage across from Virginia Manor.
- Participated in discussions with Desai adjacent property plans and development.
- Stood up Commercial Review Committee.
- Contracted Engineering Firm for an updated 2024 Reserve Study for Dulles Farms.
- Negotiated and Awarded New 2024 Contracts for Irrigation, Pool Management, and Snow Removal.
- Exercised Option Years for 2024 Contracts for CAMP Management, Janitorial/Cleaning, Pet Waste Station and Copier.
- Published bi-annual community newsletter.
- Tuesday, November 7th was Election Day. The Blue Ridge District is now being retired and Virginia Manor and White Oak Crest are now in the new Little River District. Thanks to Supervisor Buffington for his work. He is Looking forward to meeting and working with Laura TeKrony.

VIII. Management Report

Heather Graham introduced the CAMP Management Team – Heather Graham (Executive Vice President), Jessica Salvatore (On-Site Community Manager), Joe Curcio (Maintenance Technician), Tyler Graham (Covenants Administrator), and Denise Sisak (Administrative Assistant).

Jessica Salvatore provided the Management Report:

- 1,510 Homeowner Communication Emails and 311 Customer Care Calls
- 1,309 Vendor Disbursements
- 130+ Maintenance Items Addressed
- 75 Resale Inspections
- 810 Violation Citations

IX. Committee and Other Reports

a. Commercial Review Committee – 2023 Accomplishments – Presenter: Adam Alley, Board Liaison

- The Board created a Commercial Review Committee of three members, per the governing documents for the Association. Committee Members: Adam Alley, Chair, Tom Ward, and Andy Macleod. This committee is charged with facilitating the review and approval of the design and improvements for the commercial lots.
- Approved the design and development plans for the Daycare Lot. The Owner is working with the county to obtain permits to begin building.
- The Commercial property at Royal Hunter Drive and Braddock Road has no design applications pending.

b. Covenants Committee – 2023 Accomplishments – Presenter: Adam Alley, Board Liaison

- Revised the Dulles Farms Design Guidelines to accommodate the ever-changing needs of the community.
- Reviewed 176 architectural applications with an approval rating of 91%.
- Consulted with Homeowners to submit all necessary paperwork for successful architectural modification application reviews.

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- c. **Communications Committee – 2023 Accomplishments – Presenter: Brian Reagan, Board Liaison**
- Committee Membership: Petina Mooney and Sarat Tippaluru
Updated the website (400 user activities over the last 30 days) and Facebook pages weekly (increased membership to 1,200 members, up from 900 last year) and provided extra updates that need extra visibility.
 - Hosted the 3rd Annual Holiday Decorating Contest in 2022.
 - Hosting 4th Annual Holiday Decorating Contest (Details coming soon!) Three categories: (1) Single Family Detached, (2) Townhouses and Villas, and (3) Condos.
 - **Help Wanted --- support communications throughout the community – website, newsletter and social media.**
- d. **Facilities Committee – 2023 Accomplishments – Presenter: June Roman, Board Liaison**
- Renovated and refreshed the Décor at both Virginia Manor and Westridge Clubhouses:
 - ✓ Each clubhouse has a unique, clean, neutral color palette allowing residents to select what style works best for their event.
 - ✓ Fresh paint and color palette throughout that complements the new hardwood-like vinyl flooring and carpeting.
 - ✓ Technology improvements include embedded USB/HDMI in the walls, along with electricity in closer proximity to the televisions.
 - ✓ Piloting sound panels will be installed at the Westridge Clubhouse.
 - Upgraded and modernized both Virginia Manor and Westridge fitness centers:
 - ✓ Replaced the flooring and paint.
 - ✓ Replaced and upgraded all the fitness equipment.
 - ✓ Added new offerings to challenge your workouts featuring first class weightlifting equipment, cycling, treadmills, and stair climbers.
 - Updating Policy Resolution 21-01, Use and Reservation of Clubhouse Meeting Rooms, to clarify rental responsibilities.
 - **Please contact manager@dullesfarms.com if interested in joining this Committee.**
- e. **Finance Committee – 2023 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.
 - Assisted In review and amendments to the 2024 Reserve Study.
 - Completed final review of 2022 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 2024 budget development process with CAMP including the continuous implementation of budget templates for Committee utilization.

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- f. **Open Space Committee – 2023 Accomplishments – Presenter: Satyanarayana Arabandi, Board Liaison**
- Completed landscaping enhancements of the Royal Hunter entrance.
 - Updated select failing bushes at the Westridge entrance and dying trees throughout the community.
 - Contracted to install solar lighting at the Stratshire Crossing Dog Park.
 - Working on an erosion plan to address issues throughout the community.
 - Evaluating trail system to include benches and trailhead signs.
 - Working with an electrician, the County and NOVEC to fix the entrance lighting issues at the Westridge community entrance.
 - **Looking for help! Please contact manager@dullesfarms.com if interested in joining the Open Space Committee.**

- g. **Social Committee – 2023 Accomplishments – Presenter: June Roman, Board Liaison**
- A special thank you to the members – Mikki Ward, Chair, Michelle Bruetsch, Jennifer Jones, Sarah Macak, Praise McMullin, Melissa Cellabos, Upinder Rahul, Karen Sica.
 - Developed ideas, researched, planned, set-up and implemented many Community Events:
 - ✓ Bingo
 - ✓ Spring Fling
 - ✓ Family Pool Party
 - ✓ Family Movie Nights
 - ✓ Summer Bash
 - ✓ Fall Festival
 - ✓ Winter Wonderland
 - This small but mighty committee of dedicated volunteers works tirelessly to make our events extraordinary!

X. Dulles Farms Community Association 2024 Assessments – Presenter: Tom Ward, President

Tom Ward provided a brief overview of 2024 Assessments. Jessica Salvatore will be providing the 2024 Budget and Cover Letter via e-blast to the community. It will also be mailed via USPS.

XI. Thank You – Volunteers!

June Roman stated it is amazing what our committees have done. Every committee member has provided significant contributions – we had a Casino Night two weeks ago to thank our volunteers. If there is a particular interest that you have as a member of the community, please reach out to the Dulles Farms Manager, manager@dullesfarms.com. She will get you linked up with the chair of that committee to get you engaged.

o **Thank You! to Petina Mooney – Presenter: June Roman**

June Roman recognized Petina Mooney for her service as a longstanding Member of the Dulles Farms Communications Committee and Ad Hoc Elections Committee. Her dedication and hard work on the Committees over the years have been paramount in maintaining open communications across Dulles Farms.

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187 ○ **2023 Exceptional Service Award – Presenter: June Roman**

188 June Roman presented the 2023 Exceptional Service Award to Andy Macleod. Andy, a volunteer on
189 the Covenants Committee and the Commercial Review Committee, has gone above and beyond
190 providing countless hours of support this year. Andy has taken on the role of Chair of the Covenants
191 Committee and has facilitated meetings, spearheaded application reviews, captured decisions and
192 comments for the applications, and engaged with homeowners throughout the process. This year,
193 Andy worked with the committee to finalize a new set of guidelines, as well as onboarded, oriented,
194 and worked with new volunteers on the committee. Through his continued dedication to the
195 community, Andy not only participated in the establishment of an Inaugural Commercial Review
196 Committee but was essential in establishing guidelines for commercial properties to abide by at
197 Dulles Farms. Andy has also previously served on the Board of Directors. Thank you, Andy, for your
198 outstanding support and engagement at Dulles Farms!
199

200 **XII. Election Results/Introduction of New Board of Directors**

201
202 Adam Alley
203 Satyanarayana Arabandi
204 Brian Reagan
205 June Roman
206 Tom Ward
207

208 Board Officers will be announced in December.
209

210 **XIII. Homeowner Question and Answer Period**

- 211
- 212 ➤ Ferheen Siddiqui asked whether speed bumps can be placed at the intersection of Prairie Fire
213 Square and Letchworth Terrace and was informed this stretch of road was reviewed by the Traffic
214 Calming Task Force two years ago. It was not identified by VDOT to have enough traffic to warrant
215 installation of speed bumps. The homeowner was advised to get in touch with Dulles District
216 Supervisor Matthew Letourneau.
217
 - 218 ➤ A streetlight was reported out at the intersection noted above. The tag number for the streetlight
219 has been supplied to NOVEC.
220
 - 221 ➤ Naveen Maradani – (1) stated he would like to see a more equitable split of activities between the
222 Westridge Clubhouse and the Virginia Manor Clubhouse; (2) questioned the \$8.16 increase in
223 assessments for the Townhouses and was informed it was due to increases in costs for Reserve
224 expenditures. The homeowner was encouraged to attend a Finance Committee meeting to get a
225 better understanding of the budget process.
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227 **XIV. Unfinished Business**

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229 None.
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XV. New Business

None.

XVI. Closing Remarks

June Roman wished everyone a happy Veterans Day and a safe and happy holiday season.

XVII. Adjournment

The meeting adjourned at 7:44 p.m.

Respectfully submitted,

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