

**Minutes  
Dulles Farms Community Association  
2019 Annual Meeting  
November 14, 2019  
Buffalo Trail Elementary School  
42190 Seven Hills Drive, Aldie, Virginia 20105**

**Board Members Present:**

Thomas Ward, President  
June Roman, Vice President  
Brian Reagan, Secretary  
Naresh Chaudhary, Treasurer

**Also Present:**

Todd A. Sinkins, Esq., Rees Broome, PC  
Heather Graham, CMCA®, PCAM®, Executive Vice President, Community Association Management Professionals (CAMP)  
Rachel Mancinelli, CMCA®, AMS®, On-Site Community Manager, Dulles Farms Community Association  
Hanna Bechtle, Administrative Assistant, Community Association Management Professionals (CAMP)  
Joe Curcio, Maintenance Technician/Covenants Inspector, Community Association Management Professionals (CAMP)  
Karen Jehle, Recording Secretary

**I. Call to Order/Proof of Notice and Proof of Quorum**

The meeting was called to order at 7:00 p.m. President Thomas Ward presided. Proof of Notice was provided in accordance with the Governing Documents. The President advised that quorum had been achieved with 152 proxies and a large number of homeowners present in the audience.

**II. Review and Adopt Minutes from the Prior Annual Meeting**

**Motion:** It was moved and seconded from the floor that the reading of the Minutes of the November 30, 2017 Annual Meeting be waived. The Motion ***passed*** unanimously.

**Motion:** It was moved and seconded from the floor that the Minutes of the November 30, 2017 Annual Meeting be approved as submitted. The Motion ***passed*** unanimously.

**III. 2019 Exceptional Volunteer Service Award**

The Exceptional Volunteer Service Award was awarded to Mikki Ward for her years of dedication and leadership over all aspects of the Social Committee events within the Dulles Farms Community. She was congratulated and given a round of applause.

**IV. Introduction of Candidates for the Board of Directors**

Candidates had previously provided written candidate statements that were included in the Annual Meeting packet. The President introduced Anurag Biswas, Andy Macleod, and Brian Reagan and asked them to stand and be recognized.

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**V. Casting of Ballots**

The President advised that there are three (3) open seats and three (3) candidates.

**Motion:** It was moved and seconded that casting of ballots be waived and that Anurag Biswas, Andy Macleod, and Brian Reagan be elected to the Board by acclamation. The Motion ***passed*** unanimously.

**VI. Board of Directors – President’s Report**

- a. **Creation of “Neighborhood Roundup” Newsletter** – The President asked that anyone interested in assembling the newsletter should contact the Board of Directors.
- b. **Covenants** – Consistently enforced the Association’s policies to protect the property. The President introduced Joe Curcio and recognized his efforts.
- c. **Contracts** – Approved new contracts for reserve study, landscape, snow and irrigation services. Renewed contracts for janitorial, pool, and pond maintenance services.
- d. **Communications** – Continued to promote communications with the Community and Volunteers through “Coffee with the Board” and Volunteer Recognition.

**VII. Committee and Other Reports**

- a. **Communications Committee**
  - The Communications Committee created a new look for the Dulles Farms Community web page.
  - Created an official Dulles Farms Community Facebook page.
  - Reviewed and recommended Constant Contact for community email blasts.
- b. **Architectural/Covenants Committee**
  - The Covenants Committee performed a mass overhaul of existing Unified Standards for Board approval in 2020.
  - Over 275 architectural applications were reviewed by the Committee with an approval rating of 85%.
  - 1,035 violation notices were also sent to owners with a compliance rate of 65%. Follow-up by Management inspections will continue through the end of November.
- c. **Finance Committee**
  - Reviewed 2017 audit and provided recommendation to the Board for its approval and release.

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- Reviewed the draft 2018 audit, provided comments on both the statements and footnotes, talked with auditors to understand the change in accounting from the equity method to fund basis accounting.
- Reviewed and coordinated with CAMP and other Committees the 2020 draft budget, made recommendations which were incorporated into the final budgets for both the Operating and Reserve budgets, and provided to Board for approval.
- Reviewed Reserve Study Consultant proposals, selected a consultant. Reserve Study effective 1/1/20 reviewed, recommendations incorporated, and provided to Board for approval and release.
- Reviewed Payment Options for residents as a result of untimely processing of payments in early 2019.
- Reviewed investments monthly to provide Board with recommendations on renewals of CDs based on funding level requirements.
- Routine review of monthly financial statements.

**d. Open Space Committee**

- Worked to have Landscape Enhancements along Seven Hills and Mattingly.
- Reviewed and helped to secure the successful operation of the irrigation system.
- Reviewed in detail the landscape specifications, interviewed four (4) landscape companies, and negotiated a new contract with Complete Landscape Services.
- Reviewed and recommended contract award for curb painting and asphalt path repairs.
- Replacement of dead or diseased ornamental trees throughout the community.

**e. Social Committee**

- Planned many successful events throughout the year which serves to enhance neighborhood spirit – Bingo, Dr. Seuss Pajama-Lama Party, Under the Sea Family Pool Party, Margaritaville Pool Party, Spring Fling, Community-Wide Yard Sale, National Night Out, Fall Festival, Winter Blast, Toys for Tots.

**f. Other Reports**

- **Adjacent Development Task Force**

The Task Force has been instrumental in keeping adjacent development in check. They have successfully worked with County Officials and Developers to provide mutually beneficial improvements to planning.

- **Traffic Calming Task Force**

The Task Force is working with County Officials to provide valuable information and community outreach feedback in order to implement much needed traffic calming measures throughout the Dulles Farms neighborhoods. Next steps will include community voting to install speed control measures.

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- **Facilities Committee**  
The Board and Management are working with existing members to recruit additional members in order to stand up a working committee of three or more.
- **Elections Ad Hoc Committee**  
The Committee, while temporary in nature, is instrumental in assisting with the Annual Election process and after in order to implement new and more streamlined procedures where needed.

**VIII. What Do Your Assessments Pay For?**

PowerPoint slide illustrating areas –major contributors are Landscape and Reserves.

**IX. Homeowner Question and Answer Period**

Homeowners posed questions relating to: (1) Facebook website; (2) Covenants Committee changes in 2020; and (3) amount of fee increase.

**X. Thank You**

The President advised that Naresh Chaudhary is stepping down. He recognized Mr. Chaudhary for his service as the first Dulles Farms Association Board President during the transition from developer control in 2016. He stated his dedication during this time was vital for a smooth transition and his dedication to the community is beyond compare. The Board thanked Mr. Chaudhary and presented him with a token of appreciation.

**XI. Closing Remarks**

The President thanked the homeowners for their service to the community and expressed his appreciation for their input, commentary, and viewpoints. As the Association moves forward to 2020, he encouraged homeowners with a particular interest to stop by a committee or Board meeting and share their perspectives.

**XII. Adjournment**

The meeting adjourned at 7:34 p.m.

Respectfully submitted,

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