**APPROVED 11/12/26**

**Minutes**
**Dulles Farms Community Association**
**2025 Annual Meeting**
**WebEx Virtual Meeting**
**November 13, 2025, 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:**
Justin Field, CMCA®, PCAM®, Portfolio Manager, Community Association Management Professionals (CAMP)
Michelle Johnson, 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. Johnson advised that quorum had been met with 279 total votes received on-line, paper ballot, or via proxy.

## IV. 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).

Michelle Johnson introduced the CAMP Management Team – Heather Graham ( President/Principal), Justin Field (Portfolio Manager), Michelle Johnson (On-Site Community Manager), Shelby Walker (Covenants Administrator), and Denise Sisak (Administrative Assistant).

## V. Review and Adopt Minutes from the Prior Annual Meeting

**Motion:** June Roman moved and Adam Alley seconded to waive the reading of the Minutes of the 2024 Annual Meeting. The Motion ***passed*** unanimously.

**Motion:** Brian Reagan moved and Adam Alley seconded to approve the Minutes of the 2024 Annual Meeting as presented. The Motion ***passed*** unanimously.

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**VI. 2025 Board Accomplishments – Presenter: Tom Ward, President**

- 2026 Budget
- Key Contracts
  - New 3-year landscaping contract to Complete Landscape Service.
  - New 2-year On-Site Management contract (with 4 option years) to Community Association Management Professionals (CAMP)
- Resources
  - Established a trial period for on-site maintenance services for CAMP in lieu of one full-time employee.
  - Added a minutes-taker for all Covenants Committee meetings.
- Legal
  - Approved "do-over" project to replace exterior doors in both clubhouses.
  - Commercial Shared-Use Agreement.
  - Condominium Maintenance Responsibility Resolution.

**VII. <u>Management Report</u>**

Michelle Johnson provided the Management Report:

- 2,447 Homeowner Communication Emails and 453 Customer Care Calls
- 1,021 Vendor Disbursements
- 123 Maintenance Items Addressed
- 50 Resale Inspections
- 1,287 Violation Citations
- 53 Clubhouse Rentals

**VIII. <u>Committee and Other Reports</u>**

**A. Covenants Committee – 2025 Accomplishments – Presenter: Adam Alley, Board Liaison**

- Committee has been working on guideline updates.
- Reviewed 255 architectural applications (increase of 46%) with an approval rating of 75%.
- 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 – 2025 Accomplishments – Presenter: Tom Ward, Board Liaison**

- Help Wanted --- Dulles Farms website design, content developer and newsletter editor**.**
- Published our semi-annual Newsletter
- Weekly e-blasts (Fridays)
- Facebook
- Website

**c. Finance Committee – 2025 Accomplishments – Presenter: Brian Reagan, Board Liaison**

- Completed monthly review of financial statements and ensuring all applicable accounting standards were met.

- Assisted CAMP and the Board with various ad hoc analyses and provided other support as needed.
- Completed final review of 2024 audited financial statements and recommended to the Board for its approval and release.
- Reviewed Homeowners Association reserves and provided Board with CD or money market investments based on funding needs.
- Led the annual 2026 budget development process with CAMP.
- Refined process around cash flow projections and tax planning.

**d. Facilities Committee – 2025 Accomplishments – Presenter: June Roman**

- Replaced all pool furniture, including chairs, tables, umbrellas.
- Added filtered water fountains inside the Virginia Manor and Westridge clubhouses.
- Evaluation of the tennis/pickleball courts for repairs in 2026.
- Replacement of all exterior doors in both clubhouses (in progress).

**e. Open Space Ad Hoc Committee – 2025 Accomplishments – Presenter: June Roman**

- Paved the walking trails at Stratshire Crossing park and added railing to steep incline.
- Replaced the landscape in several areas throughout community to increase curb appeal.
  - ✓ Westridge Pond
  - ✓ Virginia Manor Clubhouse
  - ✓ Trees along Lennox Hale Drive (near townhomes)
  - ✓ Replaced dead bushes and trees across community
- Replaced all wood fences throughout the community.
- Adding stone at base of wall around Westridge Pond.
- Added lighting at Seven Hills Entrance in Virginia Manor, fixed lighting at Lennox Hale entrance.
- Added lighting for Safety at the Westridge Clubhouse Parking Lot; Virginia Manor updates in 2026.
- We are looking for volunteers! Please contact manager@dullesfarms.com if interested in joining the Open Space Committee.

**f. Social Committee – 2025 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
  - ✓ Summer Concerts
  - ✓ Fall Festival
  - ✓ Winter Wonderland and Market

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

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## IX. Dulles Farms Community Association 2026 Assessments – Presenter: Tom Ward, President

Tom Ward provided a brief overview of 2026 Assessments.

## X. Thank You – Volunteers! Presenter: June Roman

**2025 Exceptional Volunteer Award:** June Roman recognized Jennifer Jones for her service as a member of the Dulles Farms Social Committee for the past four years and for her commitment and contributions to the Dulles Farms community.

**Thank You! – Barbara Labuskes:** June Roman thanked Barbara Labuses for her service as a member of the Dulles Farms Social Committee for the past seven years and for her leadership, commitment, valuable input and dedication to the Dulles Farms community.

**Thank You! – Brian Reagan:** June Roman thanked Brian Reagan for his six years of service on the Board of Directors of Dulles Farms Community Association serving as Treasurer and for his previous service as the Board Liaison to the Finance and Communications Committee, as well as volunteering to support the Social Committee.

## XI. Election Results/Introduction of New Board of Directors

Adam Alley (re-elected to a 3-year term)
Satyanarayana Arabandi
June Roman
Tom Ward
TBD (Via Appointment)

## XII. Homeowner Question and Answer Period

- Brian Reagan commented regarding the increase of e-bikes in the community and kids riding them in the middle of the street going 20-30 mph, with kids on the back and front of the seats and not wearing helmets. He asked parents to talk to their kids about their safe operation. June Roman added that kids should wear something reflective, not dark clothing, especially at night.

- Asha Ravada expressed her appreciation for the newsletter and for the work that the Board and CAMP do on behalf of the community.

## XIII. Unfinished Business

None.

## XIV. New Business

None.

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## XV. Closing Remarks

None.

## XVI. Adjournment

The meeting adjourned at 7:23 p.m.

Respectfully submitted,

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