

WoodLynne Community Association

December 27, 2021

To All Owners of Record
WoodLynne Community Association
Fairfax, Virginia

Dear Homeowner(s):

On behalf of the Board of Directors, and in accordance with Article III, Section 3, Notice of Meetings of The WoodLynne Community Association, Bylaws and applicable provisions of Virginia law, you are hereby notified of the 2022 Annual Meeting.

Due to the ongoing pandemic, this year's meeting will be 100% virtual.

2022 VIRTUAL ANNUAL MEETING

Date: Thursday, January 13, 2022
Place: Via Zoom
Register in advance for this meeting: <https://bit.ly/WoodlynnAM2022>
After registering, you will receive a confirmation email containing information about joining the meeting.
Time: 7:00 p.m.
Purpose: To elect one member to the Board of Directors and to hear an update on Association activities for the past year and plans for future years.

In order for this Annual Meeting to be valid, the quorum requirement is ten percent (10%). *Please fill out the enclosed proxy ballot regardless of your intentions to attend this meeting. Please note that ballots will not be collected during the meeting and voting results will be tallied in advance of Call to Order. As a reminder, there will be no further nominations accepted due the virtual setting of this meeting.* Please return the enclosed proxy form no later than 5:00 p.m. on, January 12, 2022, via email to n.tavano@cardinalmanagementgroup.com, or mail to:

WoodLynne Community Association
c/o Cardinal Management Group, Inc., Agent
ATTN: Nicole Tavano
4330 Prince William Parkway, Suite 201
Woodbridge, Virginia 22192

The Board of Directors will be holding a drawing for one (1) homeowner who sent in their proxy. The prize is one month's FREE assessment.

Sincerely,

*Board of Directors
WoodLynne Community Association*

Enclosures: Agenda, Proxy Postcard, 2021 Annual Meeting Minutes, Candidate Steamment

**WOODLYNNE COMMUNITY ASSOCIATION
ANNUAL MEETING AGENDA
VIRTUAL ONLY - VIA ZOOM**

Thursday, January 13, 2022

7:00 p.m.

- I. CALL MEETING TO ORDER
- II. VERIFICATION OF QUORUM/PROOF OF NOTICE OF MEETING
- III. APPROVAL OF 2021 ANNUAL MEETING MINUTES
- IV. INTRODUCTIONS
- V. PRESIDENT'S REPORT
- VI. OFFICERS' AND DIRECTORS' REPORTS
- VII. HOMEOWNER FORUM
- VIII. OLD BUSINESS/NEW BUSINESS
- IX. ELECTION RESULTS
- X. ADJOURNMENT

1 WoodLynne Community Association
2 DRAFT ANNUAL MEETING MINUTES
3 Virtual Only – Via Zoom
4 January 14, 2021
5

6 **Board of Directors Members Present**
7

8 Patty Kearns President
9 Winston Wonsang Vice President
10 Heather Walrath Secretary
11 Sydney Webb Treasurer
12 Kara Nickerson Member at Large
13

14 **Board of Directors Members Absent**
15

16 None.
17

18 **Management Attendees**
19

20 Victoria Garner Community Manager Cardinal Management Group, Inc.
21

22 **Homeowners in Attendance**
23

24 See sign-in sheet.
25

26 **I. Call to Order**
27

28 Ms. Kearns called the meeting to order at 7:06 P.M., noting the presence of a quorum of 27
29 homeowners and/or proxies received.
30

31 **II. Verification of Quorum/Proof of Notice**
32

33 Management provided the members present via Zoom the Proof of Notice and noted that quorum had
34 been achieved.
35

36 **III. Approval of 2020 Minutes**
37

38 **MOTION:** Ms. Walrath moved to waive the reading of the 2020 Annual Meeting minutes and approve
39 them as amended. The motion was seconded by Ms. Kearns and carried unanimously.
40

41 **IV. Introductions**
42

43 Board members introduced themselves and stated their positions.
44

45 **V. President's Report**
46

47 Ms. Kearns provided an overview of what the Board completed and worked on over the course of 2020,
48 to include:

- 49 • Approved and completed tree pruning and removals after competitively bidding the project.
- 50 • The 2021 budget was drafted by Management and approved by the Board.
- 51 • The 2019 audit was finalized and approved.
- 52 • Continued monthly nighttime inspections and lighting repairs. Replaced several light poles and
53 fixtures.
- 54 • Completed a series of landscape enhancements throughout the common areas, and replaced
55 some trees throughout the community.
- 56 • Competitively bid pet waste, litter and debris services and awarded a contract which will begin
57 in April. A new pet station will also be installed.
- 58 • Completed concrete repairs.

59

60 Ms. Kearns provided a list of 2021 goals, to include:

- 61 • Continue to complete landscape enhancements, tree maintenance and replacement, along with
62 focusing on turf care and improvements to promote curb appeal.
- 63 • Continue to maintain lighting and upgrade where appropriate and cost effective.
- 64 • Perform annual covenants inspection and refocus on compliance to maintain home values.

65

66 VI. Directors' Reports

67

68 Vice President: Mr. Wonsang gave a brief update on the Pool Committee. During 2020, the pool was
69 unable to open due to COVID-19 and the restrictions that were put in place by the governor. Any extra
70 funds were set aside for repairs and modifications to the pool area and the tennis court/basketball
71 areas.

72

73 Some of the improvements the committee is looking to complete in 2021 are:

- 74 • Resurface the pool.
- 75 • Update plumbing and doors in the pool house.
- 76 • Possibly replace the fence around the pool.
- 77 • Resurface the courts and replace the nets.
- 78 • The committee is also considering lighting techniques for the tennis and basketball courts.

79

80 Secretary: Ms. Walrath thanked those in attendance for their patience with the new way the Board is
81 conducting business via Zoom. Ms. Walrath shared a document with the website address, email contacts
82 for both the Board and Management, and other important community information. Ms. Walrath also
83 stated that if a new homeowner has not yet received a welcome packet, they should contact
84 Management.

85

86 Treasurer: Ms. Webb said the community ended the year with an unaudited loss of \$5,350. The checking
87 account balance is \$8,258, and the Reserve account balance is \$194,098. The funds are laddered into
88 five CDs with maturity as far out as 2023. The Members' Equity account has \$4,357, and the
89 Assessments Receivable balance is \$9,803.

90

91 The 2019 audit reflected a 3% delinquency, which is on trend with auditor goals and a negative
92 Members' Equity. The recommended Members' Equity should be anywhere from 10-20%.

93

94 The 2020 Audit will begin sometime in March/April.

95

96 The 2021 budget was approved in the fall, and assessments were raised by 3%. This increase is due to a
97 variety of factors, including lighting repairs, funding the Reserves and funding the negative Members
98 Equity.
99

100 ARC Committee: Shane Sobers stated that during the past two months, the committee has assisted 13
101 homeowners. There were a number of requests for installation of video doorbells and new address
102 plaques. Mr. Sobers also encouraged those planning on performing landscaping and exterior
103 modifications to put their applications in early.
104

105 To support Governor Northam’s “Light Up for Heroes” initiative, the community has extended the
106 timeframe for the display of holiday lights by two weeks until February 8, 2021.
107

108 Member at Large: No report.
109

110 VII. Homeowner Forum 111

- 112 • A homeowner mentioned an erosion issue by her property (Cheshire Meadows) and asked for
113 options to help avoid this issue. Management will follow up with the landscaping company for
114 some guidance.
- 115 • A homeowner brought up an architectural issue with replacing their French doors with a sliding
116 door. The doors they are looking into are not approved by the guidelines, and they asked if the
117 Board is considering a change to the guidelines. At their next meeting, the ARC will discuss
118 possible changes.
- 119 • A homeowner asked about the upcoming pool season. Another homeowner noted the pool
120 furniture is in need of an upgrade. Mr. Wonsang said the committee is gathering bids for the
121 furniture.
- 122 • A homeowner asked if the Board is planning on painting the parking spaces/numbers.
123

124 VIII. Old Business/New Business 125

126 Homeowner #145-03 received the virtual door prize of one month’s free assessment.
127 Homeowners #137-02, 235-02 and 247-01 received gift baskets on behalf of the Association.
128

129 IX. Election Results 130

131 Management stated that there are two openings. Ms. Walrath ran for re-election, and Ms. Kearns was
132 written in on the proxy ballot. Due to two openings and two Board members electing to rerun, the
133 membership can vote both Ms. Walrath and Ms. Kearns back onto the Board by acclamation.
134

135 **MOTION: A homeowner moved to elect Ms. Walrath and Ms. Kearns to the Board of Directors by**
136 **acclamation. The motion was seconded by another homeowner and carried unanimously.**
137

138 X. Adjournment 139

140 **MOTION: Ms. Walrath moved to adjourn the meeting at 7:56 P.M. The motion was seconded by Ms.**
141 **Webb and carried unanimously.**
142

143 Respectfully Submitted, Nicole Tavano, Recording Secretary

**WOODLYNNE COMMUNITY ASSOCIATION
NOMINATION FORM
2022 ANNUAL MEETING**

I, Michael Brown, hereby submit my name for nomination to the Board of Directors of the WoodLynne Community Association.

Occupation: DC Dept of Consumer and Regulatory Affairs, Green Building and Residential Permit Manager

Relevant Experience: As a manager in the D.C. Building Dept, I work daily with developers, design professionals, contractors, business owners and residents to build healthy, safe buildings and communities. Previously, I was a business owner and manager for over 30 years with significant operational and financial experience with an emphasis on business turnarounds.

My community concerns and long-range goals for WoodLynne Community Association if I am elected to serve on the Board of Directors:

My goal will be to increase the value of our homes. We must look to the future, first, the Woodlynne Community needs a plan to allow homeowners to add solar arrays on their homes. Secondly, we need to make available electric charging stations. Both are needed to be competitive with new developments and will build value. Next, we must protect our property values by holding landlords and renters accountable to maintain their property and follow our community rules.

We chose the Woodlynne community for the usual reasons, public transportation options, nearby retail and medical choices and good schools. Most of all we liked the "sense and feel of the community," this would be good place to call home. We have not been disappointed.

Signed: Michael Brown

Address: 5435 Cheshire Meadows Way

Date: 12/22/2021

**PLEASE SUBMIT TO CARDINAL MANAGEMENT GROUP NO LATER THAN THURSDAY
DECEMBER 23, 2021, BY EMAIL OR MAIL TO:**

Woodlynne Community Association
c/o Cardinal Management Group, Inc.
Attn: Nicole Tavano
n.tavano@cardinalmanagementgroup.com
4330 Prince William Parkway, Suite 201
Woodbridge, Virginia 22192