

WoodLynne Community Association

January 10, 2023

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 2023 Annual Meeting.

2023 VIRTUAL ANNUAL MEETING

Date: Wednesday, January 25, 2023
Place: Meeting ID: 829 9264 7128 Via Zoom <https://us06web.zoom.us/j/82992647128>
Time: 7:00 p.m.
Purpose: To elect two members 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 to the virtual setting of this meeting.*** Please return the enclosed proxy form no later than 12:00 p.m. on, January 25, 2023, via email to a.boodhoo@cardinalmanagementgroup.com, or mail to:

WoodLynne Community Association
c/o Cardinal Management Group, Inc., Agent
ATTN: Ashley Boodhoo
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 Ballot, 2022 Annual Meeting Minutes, Candidate Statements

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

Wednesday, January 25, 2023

7:00 p.m.

- I. CALL MEETING TO ORDER
- II. VERIFICATION OF QUORUM/PROOF OF NOTICE OF MEETING
- III. APPROVAL OF 2022 ANNUAL MEETING MINUTES
- IV. INTRODUCTIONS
- V. PRESIDENT'S REPORT
- VI. OFFICERS' AND DIRECTORS' REPORT
- VII. HOMEOWNER FORUM
- VIII. OLD BUSINESS/NEW BUSINESS
- IX. ELECTION RESULTS
- X. ADJOURNMENT

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WoodLynne Community Association
DRAFT ANNUAL MEETING MINUTES
Virtual Only – Via Zoom
January 13, 2022

Board of Directors Members Present

Patty Kearns	President
Winston Wonsang	Vice President
Heather Walrath	Secretary
Sydney Webb	Treasurer
Kara Nickerson	Member at Large

Management Attendees

Shayla Love	Community Manager	Cardinal Management Group, Inc.
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Homeowners in Attendance

See registration list.

I. Call to Order

Ms. Kearns called the meeting to order at 7:01 P.M., noting the presence of a quorum of 38 homeowners and/or proxies received.

II. Verification of Quorum/Proof of Notice

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

III. Approval of 2021 Minutes

MOTION: Ms. Walrath moved to waive the reading of the 2021 Annual Meeting minutes and approve them as written. The motion was seconded by Ms. Nickerson and carried unanimously.

IV. Introductions

Board members introduced themselves and stated their positions.

V. President's Report

Ms. Kearns provided an overview of what the Board completed and worked on over the course of 2021, to include:

- Approved and completed tree enhancements and maintenance.
- The 2022 budget was drafted by Management and approved by the Board with a \$3.00 increase.
- The 2020 audit was finalized and approved.

- 48 • Continued monthly nighttime inspections and lighting repairs. Replaced several light poles and
49 fixtures.
50 • Completed annual covenants inspection and focused on compliance to maintain home values.
51 • The board dealt with trash and parking issues by installing small signs throughout the
52 community prohibiting the behavior. The signs have helped curb the behavior for the time
53 being.
54

55 Ms. Kearns provided a list of 2022 goals, to include:

- 56 • Continue to complete landscape enhancements, tree maintenance and tree replacement, along
57 with focusing on turf care and improvements to promote curb appeal.
58 • Continue to maintain lighting and upgrade where appropriate and cost effective.
59 • Finalize encroachment policy, which is currently with the attorney. When complete and
60 finalized, it will be sent out to the community.
61

62 **VI. Directors' Reports**

63

64 Vice President: Mr. Wonsang commended this board on their proactive behavior, cohesiveness and
65 willingness to put the needs of the community at the forefront. This past summer, the pool was able to
66 open but with many restrictions in place. Mr. Wonsang commended Management for their work
67 throughout the season, but the committee and board dealt with a lot of issues, which made for a
68 difficult start to the season. He is hopeful for a smoother opening this year.
69

70 Secretary: Ms. Walrath thanked those in attendance. Ms. Walrath shared a document with the website
71 address, email contacts for both the board and Management, and other important community
72 information. Ms. Walrath also stated that if a new homeowner has not yet received a welcome packet,
73 they should contact Management.
74

75 Treasurer: Ms. Webb said the community ended the year with an unaudited surplus of \$11,081. The
76 Checking account balance is \$16,441, and the Reserve account balance is \$215,603. The funds are
77 laddered into five CDs with maturity as far out as 2024. The Members' Equity account is at a negative
78 balance of \$(5,261), but the surplus from this year will bring the members' equity to a positive number.
79 The Assessments Receivable balance is \$7,410.

80 The 2020 audit reflected a 3% delinquency, which is on trend with auditor goals and a negative
81 members' equity. The recommended members' equity should be anywhere from 10-20%. The 2021
82 audit should begin in February or March. It will be made available to the board in the 2nd quarter.

83 The 2022 budget was approved and assessments were raised by \$3.00. This increase is due to a variety
84 of contractor increases, as well as funding the Reserves and the negative members' equity.
85

86 ARC Committee: Shane Sobers, Architectural Review Committee Chair, provided a brief report. In 2021,
87 there was a decrease in applications, but there were a number of resale inspections that the committee
88 performed. The committee is also looking into creating a fillable ARC form for electronic submission by
89 homeowners.
90

91 The committee met once last spring and discussed some possible changes in the guidelines regarding
92 lighting, but decided to not go through with any changes.

93
94 Mr. Sobers encouraged all homeowners wishing to do home improvements to fill out an application and
95 start an open dialogue with the committee, as they are always open to new ideas on how to update the
96 handbook.

97
98 **VII. Homeowner Forum**
99

- 100 • A homeowner wanted to ensure that the community is funding reserves and members' equity
101 as per the Reserve Study. Management confirmed that this is accurate.
102 • A homeowner inquired if the grove behind his home that is overgrown will be taken care of in
103 2022. Management will inspect the area and confirm if this is covered in the 2022 budget.
104 • A homeowner asked for a status update on the basketball and tennis court repairs.
105 • Multiple homeowners brought up issues with trash and recycling pickup.
106 • Electric vehicle charging stations were discussed.
107

108 **VIII. Old Business/New Business**
109

110 Homeowner #132-01 received the virtual door prize of one month's free assessment.
111

112 Homeowners #272-04, 123-02, 131-03, 210-04, 120-05, 264-03, 235-02 and 228-04 received gift baskets
113 on behalf of the association.
114

115 **IX. Election Results**
116

117 Management stated that there is one opening and one candidate, Mr. Michael Brown. Mr. Brown said a
118 few words about his desire to run for the board. Due to one opening and one member running, Mr.
119 Brown was elected to the board by acclamation.
120

121 **MOTION: A homeowner moved to elect Mr. Michael Brown to the Board of Directors by acclamation.**
122 **The motion was seconded by another homeowner and carried unanimously.**
123

124 **X. Adjournment**
125

126 **MOTION: Mr. Wonsang moved to adjourn the meeting at 8:05 P.M. The motion was seconded by Ms.**
127 **Walrath and carried unanimously.**
128

129 Respectfully Submitted, Nicole Tavano, Recording Secretary

WOODLYNNE COMMUNITY ASSOCIATION

NOMINATION FORM

2023 ANNUAL MEETING

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

Occupation: Senior Asset Mgmt

Relevant Experience: _____

- 4 years experience on the woodlynne board.
- Lived in the neighborhood for 10+ years

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

- Continue to keep woodlynne a family community
- Continue to update the community
- Challenge "the way we have done it" for fresh ideas.

Signed: [Signature]
Address: 5424 Cabot ridge ct.
Date: 01/03/23

PLEASE SUBMIT TO CARDINAL MANAGEMENT GROUP NO LATER THAN
JANUARY 6, 2023 BY NOON, BY EMAIL OR MAIL TO:

WoodLynne Community Association
c/o Cardinal Management Group, Inc.
Attn: Ashley Boodhoo
a.boodhoo@cardinalmanagementgroup.com
4330 Prince William Parkway, Suite 201
Woodbridge, Virginia 22192

WOODLYNNE COMMUNITY ASSOCIATION

NOMINATION FORM

2023 ANNUAL MEETING

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

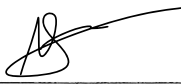
Occupation: AEGIS Windows Systems Administrator at NASA Goddard Space Flight Center

Relevant Experience: Twenty-two years of federal government contract work as a systems administrator

Fifteen years of volunteer work for local organizations

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

I am interested in assisting the board in the successful administration of the WoodLynne Community Association and providing continued stewardship to my community.

Signed: 

Address: 5403 Plymouth Meadows CT

Date: January 1, 2023

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NOMINATION FORM

2023 ANNUAL MEETING

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

Occupation: Senior Administrative Specialist

Relevant Experience: Served on Woodlynnre Community Board on and off since 2004.

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

I plan on looking out for the general welfare and maintenance of the community and the needs of the residence.

Signed: [Signature]

Address: 5422 Cabot Ridge Ct

Date: 1/4/23

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