

WOODLYNNE COMMUNITY ASSOCIATION

Annual Meeting Notice

January 17, 2024

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 2024 Annual Meeting.

Date: Thursday, February 1, 2024

Place: Burke Centre Library | 5953 Freds Oak Road, Burke, VA 22015

Please use the emergency exit door to the side of the main library entrance.

Time: Registration begins at 6:30 p.m. | Meeting commences promptly at 7:00 p.m.

The primary business of the Annual Membership Meeting will be to elect two owners to serve on the Board of Directors for a three-year term; seats currently held by Patty Kearns and Heather Walrath. Three homeowners have answered the call for candidates for the two available seats.

Enclosed in this package is:

- 2024 Annual Meeting Agenda
- Proxy Ballot
- Candidate Statements
- 2023 Draft Annual Meeting Minutes

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 return the enclosed proxy form no later than 12:00 p.m. on February 1, 2024, via email to j.white@cardinalmanagementgroup.com, or by mail to:

WoodLynne Community Association
c/o Cardinal Management Group, Inc. | ATTN: Jennifer White
4330 Prince William Parkway, Suite 201 | Woodbridge, VA 22192

This year, due to the generosity of several vendors, the Association will conduct a raffle for several prizes, including gift cards, Washington Nationals tickets and one month's FREE assessment for one owner. An owner must be present to participate and win any raffle prizes.

Sincerely,

Cardinal Management Group, on behalf of the Board of Directors
WoodLynne Community Association

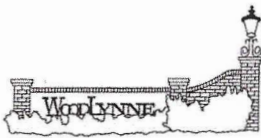
WOODLYNNE COMMUNITY ASSOCIATION ANNUAL MEETING AGENDA

Thursday, February 1, 2024

Burke Centre Library | 5953 Fred's Oak Road, Burke, VA 22015

Registration 6:30 p.m. | Meeting 7:00 p.m.

- I. CALL MEETING TO ORDER
- II. VERIFICATION OF QUORUM/PROOF OF NOTICE OF MEETING
- III. APPROVAL OF 2023 ANNUAL MEETING MINUTES
- IV. INTRODUCTIONS
- V. PRESIDENT'S REPORT
- VI. OFFICERS' AND DIRECTORS' REPORTS
- VII. MANAGEMENT UPDATES
- VIII. HOMEOWNER FORUM
- IX. ELECTION RESULTS
- X. RAFFLE
- XI. ADJOURNMENT



WOODLYNNE COMMUNITY ASSOCIATION

STATEMENT OF CANDIDACY NOMINATION FORM 2024 ANNUAL MEETING

I, Nancy Adams, hereby submit my name for nomination to the Board of Directors of the Woodlynne Community Association.

Have you ever been involved in a Homeowners Association/Condominium or Community Organization? Y / N

Please explain: Yes. I have previously served on the Woodlynne HOA Board for 6 years as vice president. Prior to that I had also served on my condo HOA in Manassas for several years.

Occupation: Recently retired.

Relevant Experience: What background or experience do you have which may qualify you for a Directors position? (Jobs, Organizations, Occupation, etc.): By training I am a Counselor. Perhaps my most relevant experience was serving as VP on the Woodlynne HOA for 6 years. During my tenure I was responsible for cleaning up the books on the pool + amenities with Colony Park. I ensured a reserve study was done + worked to bring the reserves back into balance. I worked on getting a regular ARC inspection.

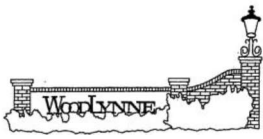
What are your reasons for seeking a position on the Board of Directors? My community concerns and long-range goals for the Woodlynne Community Association if I am elected to serve on the Board of Directors: The curb appeal in our community is dwindling. Tree replacement, light pole replacement, curb painting and other needed infrastructure projects have languished. Our community reserve funds are not within tolerance, and may not meet an infrastructure emergency. I would work to remedy these things, using a smart, strategic plan.

Committees: Please list committees you are currently serving on, or have served on in the past, or if you are currently serving on the Board of Directors: No specific committees. Just served as an officer for 6 years.

Community Involvement
How many Woodlynne Board of Directors meetings did you attend in 2023? 8+
Did you participate in the 2023 Annual Meeting either in person or by proxy? yes
Did you participate in the 2023 Community Survey? yes

Signed: Nancy B. Adams
Address: _____
Date: 12/22/23

PLEASE SUBMIT TO CARDINAL MANAGEMENT GROUP NO LATER THAN
JANUARY 10, 2024 BY NOON, BY EMAIL OR MAIL TO:
Woodlynne Community Association
c/o Cardinal Management Group, Inc.
Attn: Cholena Kelly
c.kelly@cardinalmanagementgroup.com
4330 Prince William Parkway, Suite 201 | Woodbridge, Virginia 22192



WOODLYNNE COMMUNITY ASSOCIATION

STATEMENT OF CANDIDACY NOMINATION FORM 2024 ANNUAL MEETING

I, Patty Kearns, hereby submit my name for nomination to the Board of Directors of the Woodlynne Community Association.

Have you ever been involved in a Homeowners Association/Condominium or Community Organization? Y / N
Please explain: Yes, I currently serve on the Woodlynne Board. I also served on another board in a subdivision where I lived years ago.

Occupation: Certified residential real estate appraiser

Relevant Experience: What background or experience do you have which may qualify you for a Directors position? (Jobs, Organizations, Occupation, etc.): I currently serve as the president on the Woodlynne BOD and I work closely with our manager. I have a home office with some flexibility that allows me to meet with management or contractors who need to meet on site during the week. I have gained significant knowledge from these relationships on everything from budgets and landscaping to project bids and contracts. My professional work in real estate gives me the background and insight into how a well-maintained HOA can increase the value of our homes.

What are your reasons for seeking a position on the Board of Directors? My community concerns and long-range goals for the Woodlynne Community Association if I am elected to serve on the Board of Directors: I believe it is important to volunteer and be a participant in our community. I would like to continue to work on our common areas, prioritizing the health of our trees and maintaining our common assets. I have asked our board and manager to consider working with an independent arborist to get unbiased opinions and ensure we are making the best choices when maintaining and replacing our trees. The best way we can efficiently use our budget is to keep our community well maintained thereby reducing larger and more expensive repairs or replacements over time.

Committees: Please list committees you are currently serving on, or have served on in the past, or if you are currently serving on the Board of Directors: Prior to being on the board, I served on the Architectural Review Committee

Community Involvement

How many Woodlynne Board of Directors meetings did you attend in 2023? all of them

Did you participate in the 2023 Annual Meeting either in person or by proxy? in person

Did you participate in the 2023 Community Survey? yes

Signed: *Patty Kearns*

Address: _____

Date: 01/02/2024

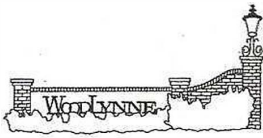
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WOODLYNNE COMMUNITY ASSOCIATION

STATEMENT OF CANDIDACY NOMINATION FORM 2024 ANNUAL MEETING

I, Heather Wairath, hereby submit my name for nomination to the Board of Directors of the Woodlynne Community Association.

Have you ever been involved in a Homeowners Association/Condominium or Community Organization? Y / N
Please explain: Please see attachment.

Occupation: Writer

Relevant Experience: What background or experience do you have which may qualify you for a Directors position? (Jobs, Organizations, Occupation, etc.): Please see attachment.

What are your reasons for seeking a position on the Board of Directors? My community concerns and long-range goals for the Woodlynne Community Association if I am elected to serve on the Board of Directors: Please see attachment.

Committees: Please list committees you are currently serving on, or have served on in the past, or if you are currently serving on the Board of Directors: Board of Directors (current), Electric Vehicle Committee (past)

Community Involvement

How many Woodlynne Board of Directors meetings did you attend in 2023? 11, including annual meeting

Did you participate in the 2023 Annual Meeting either in person or by proxy? Yes

Did you participate in the 2023 Community Survey? Yes

Signed: Heather Wairath

Address: _____

Date: 12-30-23

PLEASE SUBMIT TO CARDINAL MANAGEMENT GROUP NO LATER THAN
JANUARY 10, 2024, BY NOON, BY EMAIL OR MAIL TO:

Woodlynne Community Association
c/o Cardinal Management Group, Inc.

Attn: Cholena Kelly

c.kelly@cardinalmanagementgroup.com

4330 Prince William Parkway, Suite 201 | Woodbridge, Virginia 22192

Have you ever been involved in a Homeowners Association/Condominium or Community Organization?

Yes, I have served on the WoodLynne Board of Directors, in the role of secretary, for the past eight years. Prior to that time, I spent a year assisting the board as a communications volunteer. I also have experience volunteering at local schools.

Relevant Experience: What background or experience do you have which may qualify you for a Directors position?

As the current board secretary, I manage the community website, serve as a board and homeowner liaison with the community manager, edit documents, create surveys, monitor the board email account, send email alerts and issue meeting notices. I have a master's degree in publishing, and a background in content creation and management.

What are your reasons for seeking a position on the Board of Directors? My community concerns and long-range goals for the WoodLynne Community Association if I am elected to serve on the Board of Directors:

As a board member and homeowner, I believe we must find the proper balance between managing costs and meeting the needs of our decades-old community. This fall, out of concern that homeowners' opinions were not being heard, I suggested and created a survey to help the board determine priorities for the coming year. If re-elected, I am committed to prioritizing the cited concerns, including tree maintenance and making sure our landscaping contract is being appropriately carried out. I will also work to implement vital infrastructure improvements, including painting our curbs and light poles.

I will additionally work with our community manager to ensure we are receiving competitive bids for our contracts and are managing money in the most cost-effective way. I am concerned about steadily rising monthly fees, and recently spent the November board meeting reviewing and asking questions about each budget line item. I advocated to save money where we could without underfunding the needs of the community or failing to meet our fiscal obligations, such as funding the reserves. I understand that having to pay an additional fee each month can be a significant hardship for homeowners, and I do not make those difficult decisions without carefully considering all available options.

I value homeowners' feedback, and am open to suggestions for improvement about our communications procedures, spending priorities or anything else that homeowners wish to address. I am proud to call WoodLynne my home, and hope we can all continue working together to foster a friendly, safe and supportive community.

**WoodLynne Community Association
DRAFT ANNUAL MEETING MINUTES
Virtual Only – Via Zoom
January 25, 2023**

Board of Directors Members Present

Patty Kearns	President
Winston Wonsang	Vice President
Heather Walrath	Secretary
Mike Brown	Treasurer
Kara Nickerson	Member at Large

Management Attendees

Ashley Gonzalez	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 25 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 2022 Minutes

MOTION: Ms. Walrath moved to waive the reading of the 2022 Annual Meeting minutes and approve them as amended. The motion was seconded by Ms. Kearns and carried unanimously.

IV. Introductions

Board members introduced themselves and stated their positions.

V. President's Report

Ms. Kearns thanked all the fellow board members, residents and committee members.

Ms. Kearns provided an overview of what the board completed and worked on over the course of 2022, to include:

- Ongoing monthly inspections of the community lights, and replacing and repairing them when needed.
- Tree maintenance and replacement is in the works with the new community landscaper, Peter's Landscape.
- Trash pickup has changed from twice a week to once a week.
- The WoodLynne entry sign sustained significant damage. The repair proposal has been approved, and work will commence in 2023.
- The border fencing along Roberts Road and Cabot Ridge Court was repaired and refurbished.
- The retaining wall on the same block as the entry sign has significant wood rot, and the board is in the process of reviewing proposals for its future replacement.
- The Architectural Review Committee proposed, and the board approved, the use of solar panels in the community.
- The Electric Vehicle Committee was created. The committee provides updates and information at each board meeting.
- The WoodLynne budget was approved for 2023 with an increase of \$1 per month.

Ms. Kearns provided a list of 2023 goals, to include:

- Continue to work with Cardinal Management Group to transition to the new CINC information management system.
- Continue to provide welcome packets to all new homeowners, as well as information regarding trash rules.

VI. Directors' Reports

Vice President: No report.

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

Treasurer: Mr. Brown said the community ended the year with an unaudited surplus of \$11,081. The Checking account balance is \$16,441, and the Reserve account balance is \$224,021. The funds are laddered into five CDs with maturity as far out as 2024. The Members' Equity account is at a negative balance of \$(5,261), but the surplus from this year will bring the members' equity to a positive number. The Assessments Receivable balance is \$7,410.

The 2021 audit reflected a 1% delinquency, which is on trend with auditor goals and a negative members' equity. The recommended members' equity should be anywhere from 10-20 percent. The 2022 audit should begin in February or March. It will be made available to the board in the second quarter.

The 2023 budget was approved, and the board was notified by the garbage contractor that they would not honor their service proposal. The 2023 budget for trash removal is \$39,644, and the final cost for trash removal is approximately \$49,000, which exceeds the approved budget by \$9,356. The board will adjust spending as necessary to meet the overall budget of \$311,105.

Electric Vehicle Committee: The newly formed Electric Vehicle Committee is working to establish guidelines for homeowners interested in charging electric vehicles. The committee produced and conducted a survey that was instrumental in directing the decisions of the committee.

Architectural Review Committee: Shane Sobers, committee chair, was not in attendance, and therefore no report was provided.

VII. Management Update

Management gave an overview of the new technology system CINC and demonstrated how to sign up for the website.

VIII. Homeowner Forum

- A homeowner informed the board about homeowners still putting trash out on non-collection days. Management suggested sending a reminder to the community.
- A homeowner asked if the dead trees across from 5410 Cheshire Meadows Way can be cut. Management will have the landscaper investigate this during the upcoming tree walk-through.
- A homeowner asked about a potential vending machine being installed at the pool.
- Covenant violations of the community were discussed.
- A homeowner looked for clarification about the community going paperless.

VIII. Old Business/New Business

Homeowner #241-01 received the virtual door prize of one month's free assessment.

IX. Election Results

Management stated that there are two openings and three candidates, Mr. Winston Wonsang, Ms. Kara Nickerson and Mr. Nicholas Soune. After the votes were tallied, the two members elected to the board are Mr. Winston Wonsang and Ms. Kara Nickerson.

X. Adjournment

MOTION: Ms. Kearns moved to adjourn the meeting at 7:53 P.M. The motion was seconded by Ms. Walrath and carried unanimously.

Respectfully Submitted, Nicole Tavano, Recording Secretary