Form **990**

Department of the Treasury
Internal Revenue Service

# Return of Organization Exempt From Income Tax

**Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)**

▶ The organization may have to use a copy of this return to satisfy state reporting requirements

OMB No 1545-0047

**2009**

**Open to Public Inspection**

**A** For the 2009 calendar year, or tax year beginning and ending

**B** Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Terminated ☐ Amended return ☐ Application pending

**C** Name of organization: NORTHERN VIRGINIA BUILDING INDUSTRY ASSOCIATION, INC.

Doing Business As

Number and street (or P.O. box if mail is not delivered to street address): 3901 CENTERVIEW DRIVE — Room/suite: E

City or town, state or country, and ZIP + 4: CHANTILLY, VA 20151

**D** Employer identification number: 54-0604153

**E** Telephone number: 703-817-0154

**G** Gross receipts $ 1,191,673.

**F** Name and address of principal officer: MARK GRANVILLE-SMITH, SAME AS C ABOVE

**H(a)** Is this a group return for affiliates? ☐ Yes ☒ No

**H(b)** Are all affiliates included? ☐ Yes ☐ No

If "No," attach a list (see instructions)

**H(c)** Group exemption number ▶

**I** Tax-exempt status: ☒ 501(c) ( 6 ) ◀ (insert no) ☐ 4947(a)(1) or ☐ 527

**J** Website: ▶ WWW.NVBIA.COM

**K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶

**L** Year of formation: 1953

**M** State of legal domicile: VA

## Part I Summary

**Activities & Governance**

1 Briefly describe the organization's mission or most significant activities: THE NORTHERN VIRGINIA INDUSTRY ASSOCIATION SERVES THE HOUSING INDUSTRY THROUGH NETWORKING

2 Check this box ▶ ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets

| | | | |
|---|---|---|---|
| 3 | Number of voting members of the governing body (Part VI, line 1a) | 3 | 74 |
| 4 | Number of independent voting members of the governing body (Part VI, line 1b) | 4 | 74 |
| 5 | Total number of employees (Part V, line 2a) | 5 | 8 |
| 6 | Total number of volunteers (estimate if necessary) | 6 | 100 |
| 7a | Total gross unrelated business revenue from Part VIII, column (C), line 12 | 7a | 0. |
| b | Net unrelated business taxable income from Form 990-T, line 34 | 7b | 0. |

| | | Prior Year | Current Year |
|---|---|---|---|
| **Revenue** | | | |
| 8 | Contributions and grants (Part VIII, line 1h) | | 2,629. |
| 9 | Program service revenue (Part VIII, line 2g) | 1,949,855. | 1,185,472. |
| 10 | Investment income (Part VIII, column (A), lines 3, 4, and 7d) | 4,199. | 819. |
| 11 | Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) | 29,895. | 2,753. |
| 12 | Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) | 1,983,949. | 1,191,673. |
| **Expenses** | | | |
| 13 | Grants and similar amounts paid (Part IX, column (A), lines 1-3) | | 65,260. |
| 14 | Benefits paid to or for members (Part IX, column (A), line 4) | | |
| 15 | Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) | 613,379. | 451,375. |
| 16a | Professional fundraising fees (Part IX, column (A), line 11e) | | |
| b | Total fundraising expenses (Part IX, column (D), line 25) ▶ | | |
| 17 | Other expenses (Part IX, column (A), lines 11a-11d, 11f-24f) | 1,550,423. | 760,563. |
| 18 | Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) | 2,163,802. | 1,277,198. |
| 19 | Revenue less expenses. Subtract line 18 from line 12 | -179,853. | -85,525. |

| **Net Assets or Fund Balances** | | Beginning of Current Year | End of Year |
|---|---|---|---|
| 20 | Total assets (Part X, line 16) | 2,173,411. | 2,096,004. |
| 21 | Total liabilities (Part X, line 26) | 1,902,935. | 1,907,028. |
| 22 | Net assets or fund balances. Subtract line 21 from line 20 | 270,476. | 188,976. |

SCANNED OCT 1 2 2010

RECEIVED SEP 2 4 2010 OGDEN, UT

## Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge

**Sign Here**

▶ Signature of officer — Date: 8/26/10

▶ MARK GRANVILLE-SMITH, PRESIDENT
Type or print name and title

**Paid Preparer's Use Only**

Preparer's signature ▶ Halt, Buzas & Powell, Ltd. — Date: AUG 1 8 2010 — Check if self-employed ▶ ☐ — Preparer's identifying number (see instructions)

Firm's name (or yours if self-employed), address, and ZIP + 4 ▶ HALT, BUZAS & POWELL, LTD.
99 CANAL CENTER PLAZA, SUITE 230
ALEXANDRIA, VA 22314

EIN ▶

Phone no. ▶ (703) 836-1350

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No



SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION

P 13

**Part III** **Statement of Program Service Accomplishments**

1 Briefly describe the organization's mission

THE NORTHERN VIRGINIA INDUSTRY ASSOCIATION SERVES THE HOUSING INDUSTRY THROUGH NETWORKING OPPORTUNITIES, EDUCATION AND EFFECTIVE REPRESENTATIONS AT ALL LEVELS OF GOVERNMENT.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O

4 Describe the exempt purpose achievements for each of the organization's three largest program services by expenses Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported

4a (Code: ) (Expenses $ including grants of $ ) (Revenue $ )

NVBIA PROMOTES PROFESSIONAL DEVELOPMENT AND RECOGNITION THROUGH SEMINARS, WORKSHOPS, AND AWARD PROGRAMS, AND PRESENTS NETWORKING OPPORTUNITIES TO ACQUAINT THE INDUSTRY WITH PRODUCTS & SERVICES THROUGH EVENTS.

4b (Code ) (Expenses $ including grants of $ ) (Revenue $ )

NVBIA AIDS THE REGIONAL BUILDING INDUSTRY AND FOCUSES ON PROTECTING ITS MEMBERS BUSINESS INTERESTS THROUGH EFFECTIVE LEGISLATIVE INITIATIVES, NETWORKING, AND POLITICAL ADVOCACY ON ALL LEVELS OF GOVERNMENT.

4c (Code ) (Expenses $ including grants of $ ) (Revenue $ )

4d Other program services (Describe in Schedule O )

(Expenses $ including grants of $ ) (Revenue $ )

4e **Total program service expenses** ▶ $

## Part IV Checklist of Required Schedules

| | | | Yes | No |
|---|---|---|---|---|
| 1 | Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A* | 1 | | X |
| 2 | Is the organization required to complete Schedule B, Schedule of Contributors? | 2 | | X |
| 3 | Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I* | 3 | | X |
| 4 | **Section 501(c)(3) organizations.** Did the organization engage in lobbying activities? *If "Yes," complete Schedule C, Part II* | 4 | | |
| 5 | **Section 501(c)(4), 501(c)(5), and 501(c)(6) organizations.** Is the organization subject to the section 6033(e) notice and reporting requirement and proxy tax? *If "Yes," complete Schedule C, Part III* | 5 | | X |
| 6 | Did the organization maintain any donor advised funds or any similar funds or accounts where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I* | 6 | | X |
| 7 | Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II* | 7 | | X |
| 8 | Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III* | 8 | | X |
| 9 | Did the organization report an amount in Part X, line 21, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV* | 9 | | X |
| 10 | Did the organization, directly or through a related organization, hold assets in term, permanent, or quasi-endowments? *If "Yes," complete Schedule D, Part V* | 10 | | X |
| 11 | Is the organization's answer to any of the following questions "Yes"? *If so, complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable* | 11 | X | |
| | • Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI* | | | |
| | • Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII* | | | |
| | • Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII* | | | |
| | • Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX* | | | |
| | • Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X* | | | |
| | • Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48? *If "Yes," complete Schedule D, Part X.* | | | |
| 12 | Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI, XII, and XIII* | 12 | | X |
| 12A | Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," completing Schedule D, Parts XI, XII, and XIII is optional* — 12A Yes: ; No: X | | | |
| 13 | Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E* | 13 | | X |
| 14a | Did the organization maintain an office, employees, or agents outside of the United States? | 14a | | X |
| b | Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, and program service activities outside the United States? *If "Yes," complete Schedule F, Part I* | 14b | | X |
| 15 | Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or assistance to any organization or entity located outside the United States? *If "Yes," complete Schedule F, Part II* | 15 | | X |
| 16 | Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or assistance to individuals located outside the United States? *If "Yes," complete Schedule F, Part III* | 16 | | X |
| 17 | Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I* | 17 | | X |
| 18 | Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II* | 18 | | X |
| 19 | Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III* | 19 | | X |
| 20 | Did the organization operate one or more hospitals? *If "Yes," complete Schedule H* | 20 | | X |

**Part IV Checklist of Required Schedules** *(continued)*

| | | | Yes | No |
|---|---|---|---|---|
| 21 | Did the organization report more than $5,000 of grants and other assistance to governments and organizations in the United States on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II* | 21 | X | |
| 22 | Did the organization report more than $5,000 of grants and other assistance to individuals in the United States on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III* | 22 | | X |
| 23 | Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J* | 23 | X | |
| 24a | Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No", go to line 25* | 24a | | X |
| b | Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? | 24b | | |
| c | Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? | 24c | | |
| d | Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? | 24d | | |
| 25a | **Section 501(c)(3) and 501(c)(4) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I* | 25a | | |
| b | Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I* | 25b | | |
| 26 | Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? *If "Yes," complete Schedule L, Part II* | 26 | | X |
| 27 | Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor, or a grant selection committee member, or to a person related to such an individual? *If "Yes," complete Schedule L, Part III* | 27 | | X |
| 28 | Was the organization a party to a business transaction with one of the following parties, (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions): | | | |
| a | A current or former officer, director, trustee, or key employee? *If "Yes," complete Schedule L, Part IV* | 28a | | X |
| b | A family member of a current or former officer, director, trustee, or key employee? *If "Yes," complete Schedule L, Part IV* | 28b | | X |
| c | An entity of which a current or former officer, director, trustee, or key employee of the organization (or a family member) was an officer, director, trustee, or direct or indirect owner? *If "Yes," complete Schedule L, Part IV* | 28c | | X |
| 29 | Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M* | 29 | | X |
| 30 | Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M* | 30 | | X |
| 31 | Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I* | 31 | | X |
| 32 | Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II* | 32 | | X |
| 33 | Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301 7701-2 and 301 7701-3? *If "Yes," complete Schedule R, Part I* | 33 | X | |
| 34 | Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Parts II, III, IV, and V, line 1* | 34 | X | |
| 35 | Is any related organization a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2* | 35 | | X |
| 36 | **Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2* | 36 | | |
| 37 | Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI* | 37 | | X |
| 38 | Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11 and 19? **Note.** All Form 990 filers are required to complete Schedule O | 38 | X | |

**Part V Statements Regarding Other IRS Filings and Tax Compliance**

| | | | | Yes | No |
|---|---|---|---|---|---|
| 1a | Enter the number reported in Box 3 of Form 1096, Annual Summary and Transmittal of U S. Information Returns. Enter -0- if not applicable | 1a | 10 | | |
| b | Enter the number of Forms W-2G included in line 1a Enter -0- if not applicable | 1b | 0 | | |
| c | Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? | | | 1c | | |
| 2a | Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return | 2a | 8 | | |
| b | If at least one is reported on line 2a, did the organization file all required federal employment tax returns? | | 2b | X | |
| | **Note.** If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file* this return (see instructions) | | | | |
| 3a | Did the organization have unrelated business gross income of $1,000 or more during the year covered by this return? | | 3a | | X |
| b | If "Yes," has it filed a Form 990-T for this year? *If "No," provide an explanation in Schedule O* | | 3b | | |
| 4a | At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? | | 4a | | X |
| b | If "Yes," enter the name of the foreign country ▶ See the instructions for exceptions and filing requirements for Form TD F 90-22 1, Report of Foreign Bank and Financial Accounts | | | | |
| 5a | Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? | | 5a | | X |
| b | Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? | | 5b | | X |
| c | If "Yes," to line 5a or 5b, did the organization file Form 8886-T, Disclosure by Tax-Exempt Entity Regarding Prohibited Tax Shelter Transaction? | | 5c | | |
| 6a | Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible? | | 6a | | X |
| b | If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? | | 6b | | |
| 7 | **Organizations that may receive deductible contributions under section 170(c).** | | | | |
| a | Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor? | | 7a | | |
| b | If "Yes," did the organization notify the donor of the value of the goods or services provided? | | 7b | | |
| c | Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? | | 7c | | |
| d | If "Yes," indicate the number of Forms 8282 filed during the year | 7d | | | |
| e | Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? | | 7e | | |
| f | Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? | | 7f | | |
| g | For all contributions of qualified intellectual property, did the organization file Form 8899 as required? | | 7g | | |
| h | For contributions of cars, boats, airplanes, and other vehicles, did the organization file a Form 1098-C as required? | | 7h | | |
| 8 | **Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations.** Did the supporting organization, or a donor advised fund maintained by a sponsoring organization, have excess business holdings at any time during the year? | | 8 | | |
| 9 | **Sponsoring organizations maintaining donor advised funds.** | | | | |
| a | Did the organization make any taxable distributions under section 4966? | | 9a | | |
| b | Did the organization make a distribution to a donor, donor advisor, or related person? | | 9b | | |
| 10 | **Section 501(c)(7) organizations.** Enter | | | | |
| a | Initiation fees and capital contributions included on Part VIII, line 12 | 10a | | | |
| b | Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities | 10b | | | |
| 11 | **Section 501(c)(12) organizations.** Enter | | | | |
| a | Gross income from members or shareholders | 11a | | | |
| b | Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.) | 11b | | | |
| 12a | **Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041? | | 12a | | |
| b | If "Yes," enter the amount of tax-exempt interest received or accrued during the year | 12b | | | |

**Part VI Governance, Management, and Disclosure** *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.*

## Section A. Governing Body and Management

| | | | | Yes | No |
|---|---|---|---|---|---|
| 1a | Enter the number of voting members of the governing body | 1a 74 | | | |
| b | Enter the number of voting members that are independent | 1b 74 | | | |
| 2 | Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? | | 2 | | X |
| 3 | Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person? | | 3 | | X |
| 4 | Did the organization make any significant changes to its organizational documents since the prior Form 990 was filed? | | 4 | | X |
| 5 | Did the organization become aware during the year of a material diversion of the organization's assets? | | 5 | | X |
| 6 | Does the organization have members or stockholders? | | 6 | X | |
| 7a | Does the organization have members, stockholders, or other persons who may elect one or more members of the governing body? | | 7a | X | |
| b | Are any decisions of the governing body subject to approval by members, stockholders, or other persons? | | 7b | | X |
| 8 | Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: | | | | |
| a | The governing body? | | 8a | X | |
| b | Each committee with authority to act on behalf of the governing body? | | 8b | X | |
| 9 | Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses in Schedule O* | | 9 | | X |

## Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

| | | | Yes | No |
|---|---|---|---|---|
| 10a | Does the organization have local chapters, branches, or affiliates? | 10a | | X |
| b | If "Yes," does the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with those of the organization? | 10b | | |
| 11 | Has the organization provided a copy of this Form 990 to all members of its governing body before filing the form? | 11 | X | |
| 11A | Describe in Schedule O the process, if any, used by the organization to review this Form 990 | | | |
| 12a | Does the organization have a written conflict of interest policy? *If "No," go to line 13* | 12a | X | |
| b | Are officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts? | 12b | | X |
| c | Does the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe in Schedule O how this is done* | 12c | | X |
| 13 | Does the organization have a written whistleblower policy? | 13 | | X |
| 14 | Does the organization have a written document retention and destruction policy? | 14 | | X |
| 15 | Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? | | | |
| a | The organization's CEO, Executive Director, or top management official | 15a | | X |
| b | Other officers or key employees of the organization | 15b | | X |
| | If "Yes" to line 15a or 15b, describe the process in Schedule O (See instructions.) | | | |
| 16a | Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? | 16a | | X |
| b | If "Yes," has the organization adopted a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and taken steps to safeguard the organization's exempt status with respect to such arrangements? | 16b | | |

## Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ▶ VA

18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you make these available. Check all that apply

☐ Own website ☐ Another's website ☒ Upon request

19 Describe in Schedule O whether (and if so, how), the organization makes its governing documents, conflict of interest policy, and financial statements available to the public

20 State the name, physical address, and telephone number of the person who possesses the books and records of the organization ▶

THE ORGANIZATION - 703-817-0154

3901 CENTERVIEW DRIVE, STE E, CHANTILLY, VA 20151

## Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year. Use Schedule J-2 if additional space is needed

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid
- List all of the organization's **current** key employees. See instructions for definition of "key employee"
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations

List persons in the following order individual trustees or directors, institutional trustees, officers, key employees, highest compensated employees, and former such persons

☐ Check this box if the organization did not compensate any current officer, director, or trustee

| (A) Name and Title | (B) Average hours per week | (C) Position (check all that apply): Individual trustee or director | Institutional trustee | Officer | Key employee | Highest compensated employee | Former | (D) Reportable compensation from the organization (W-2/1099-MISC) | (E) Reportable compensation from related organizations (W-2/1099-MISC) | (F) Estimated amount of other compensation from the organization and related organizations |
|---|---|---|---|---|---|---|---|---|---|---|
| VINCE BUTLER<br>PRESIDENT | 1.00 | X | | X | | | | 0. | 0. | 0. |
| MARK GRANVILLE-SMITH<br>FIRST VICE PRESIDENT | 1.00 | X | | X | | | | 0. | 0. | 0. |
| MIKE JORDAN<br>TREASURER | 1.00 | X | | X | | | | 0. | 0. | 0. |
| SCOTT STERLING<br>SECRETARY & VP GOVERNMEN | 1.00 | X | | X | | | | 0. | 0. | 0. |
| GARY SMERK<br>VICE PRESIDENT ASSOCIATE | 1.00 | X | | | | | | 0. | 0. | 0. |
| BOB LONGAUER<br>VICE PRESIDENT ASSOCIATE | 1.00 | X | | | | | | 0. | 0. | 0. |
| CHIP HELME<br>VICE PRESIDENT MEMBERSHI | 1.00 | X | | | | | | 0. | 0. | 0. |
| PATRICK RHODES<br>IMMEDIATE PAST PRESIDENT | 1.00 | X | | | | | | 0. | 0. | 0. |
| TIM HUGHES<br>PRESIDENTAL APPOINTMENT | 1.00 | X | | | | | | 0. | 0. | 0. |
| JASON DALLEY<br>PRESIDENTAL APPOINTMENT | 1.00 | X | | | | | | 0. | 0. | 0. |
| WILL NASH<br>SALES & MARKETING CHAIR | 1.00 | X | | | | | | 0. | 0. | 0. |
| TOM BYRNE<br>CUSTOM BUILDERS COUNCIL | 1.00 | X | | | | | | 0. | 0. | 0. |
| DAVID GILL<br>FAIRFAX CHAPTER PRESIDEN | 1.00 | X | | | | | | 0. | 0. | 0. |
| RICK GENUARIO<br>FAIRFAX CHAPTER VICE PRE | 1.00 | X | | | | | | 0. | 0. | 0. |
| DORY WINKLEMAN<br>URBAN CHAPTER PRESIDENT | 1.00 | X | | | | | | 0. | 0. | 0. |
| CARLOS CECCHI<br>URBAN CHAPTER VICE PRESI | 1.00 | X | | | | | | 0. | 0. | 0. |
| SALLY HANKINS<br>LOUNDOUN CHAPTER PRESIDE | 1.00 | X | | | | | | 0. | 0. | 0. |

**Part VII** Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

| (A) Name and title | (B) Average hours per week | (C) Position: Individual trustee or director | Institutional trustee | Officer | Key employee | Highest compensated employee | Former | (D) Reportable compensation from the organization (W-2/1099-MISC) | (E) Reportable compensation from related organizations (W-2/1099-MISC) | (F) Estimated amount of other compensation from the organization and related organizations |
|---|---|---|---|---|---|---|---|---|---|---|
| MICHAEL CAPRETTI<br>LOUNDOUN CHAPTER VICE PR | 1.00 | X | | | | | | 0. | 0. | 0. |
| SHERMAN PATRICK<br>PRINCE WILLIAM CHAPTER P | 1.00 | X | | | | | | 0. | 0. | 0. |
| TRUETT YOUNG<br>PRINCE WILLIAM CHAPTER V | 1.00 | X | | | | | | 0. | 0. | 0. |
| JOEL BARKMAN<br>FAUQUIER CHAPTER PRESIDE | 1.00 | X | | | | | | 0. | 0. | 0. |
| PAUL BERNARD<br>FAUQUIER CHAPTER VICE PR | 1.00 | X | | | | | | 0. | 0. | 0. |
| JOHN DEZINNO<br>AT LARGE MEMBER | 1.00 | X | | | | | | 0. | 0. | 0. |
| JOANNA C. FRIZZELL<br>AT LARGE MEMBER | 1.00 | X | | | | | | 0. | 0. | 0. |
| CECILIA HODGES<br>AT LARGE MEMBER | 1.00 | X | | | | | | 0. | 0. | 0. |
| PETE RIGBY<br>AT LARGE MEMBER | 1.00 | X | | | | | | 0. | 0. | 0. |
| BRUCE GOULD<br>AT LARGE MEMBER | 1.00 | X | | | | | | 0. | 0. | 0. |
| 1b Total ▶ | | | | | | | | 67,950. | 0. | 128,766. |

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 in reportable compensation from the organization ▶ 0

| | | Yes | No |
|---|---|---|---|
| 3 Did the organization list any **former** officer, director or trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual* | 3 | | X |
| 4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual* | 4 | X | |
| 5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization for services rendered to the organization? *If "Yes," complete Schedule J for such person* | 5 | | X |

**Section B. Independent Contractors**

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization NONE

| (A) Name and business address | (B) Description of services | (C) Compensation |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 in compensation from the organization ▶ 0

SEE SCHEDULE J-2 FOR PART VII, SECTION A CONTINUATION

## Part VIII Statement of Revenue

| Section | Line | Description | Ref | Amount / Business Code | (A) Total revenue | (B) Related or exempt function revenue | (C) Unrelated business revenue | (D) Revenue excluded from tax under sections 512, 513, or 514 |
|---|---|---|---|---|---|---|---|---|
| Contributions, gifts, grants and other similar amounts | 1 a | Federated campaigns | 1a | | | | | |
| | b | Membership dues | 1b | | | | | |
| | c | Fundraising events | 1c | | | | | |
| | d | Related organizations | 1d | | | | | |
| | e | Government grants (contributions) | 1e | | | | | |
| | f | All other contributions, gifts, grants, and similar amounts not included above | 1f | 2,629. | | | | |
| | g | Noncash contributions included in lines 1a-1f $ | | | | | | |
| | h | **Total.** Add lines 1a-1f ▶ | | | 2,629. | | | |
| Program Service Revenue | | | | Business Code | | | | |
| | 2 a | MEMBERSHIP DUES | | 900099 | 622,895. | 622,895. | | |
| | b | EVENTS AND SPONSORSHIP | | 900099 | 479,672. | 347,500. | | 132,172. |
| | c | PARADE OF HOMES | | 900099 | 51,450. | 51,450. | | |
| | d | HANV MANAGEMENT FEE | | 900099 | 31,455. | 31,455. | | |
| | e | | | | | | | |
| | f | All other program service revenue | | | | | | |
| | g | **Total.** Add lines 2a-2f ▶ | | | 1,185,472. | | | |
| Other Revenue | 3 | Investment income (including dividends, interest, and other similar amounts) ▶ | | | 819. | | | 819. |
| | 4 | Income from investment of tax-exempt bond proceeds ▶ | | | | | | |
| | 5 | Royalties ▶ | | | | | | |
| | | | (i) Real | (ii) Personal | | | | |
| | 6 a | Gross Rents | | | | | | |
| | b | Less. rental expenses | | | | | | |
| | c | Rental income or (loss) | | | | | | |
| | d | Net rental income or (loss) ▶ | | | | | | |
| | | | (i) Securities | (ii) Other | | | | |
| | 7 a | Gross amount from sales of assets other than inventory | | | | | | |
| | b | Less cost or other basis and sales expenses | | | | | | |
| | c | Gain or (loss) | | | | | | |
| | d | Net gain or (loss) ▶ | | | | | | |
| | 8 a | Gross income from fundraising events (not including $ ____ of contributions reported on line 1c) See Part IV, line 18 | a | | | | | |
| | b | Less direct expenses | b | | | | | |
| | c | Net income or (loss) from fundraising events ▶ | | | | | | |
| | 9 a | Gross income from gaming activities. See Part IV, line 19 | a | | | | | |
| | b | Less direct expenses | b | | | | | |
| | c | Net income or (loss) from gaming activities ▶ | | | | | | |
| | 10 a | Gross sales of inventory, less returns and allowances | a | | | | | |
| | b | Less cost of goods sold | b | | | | | |
| | c | Net income or (loss) from sales of inventory ▶ | | | | | | |
| | | Miscellaneous Revenue | | Business Code | | | | |
| | 11 a | OTHER INCOME | | 900099 | 2,753. | | | 2,753. |
| | b | | | | | | | |
| | c | | | | | | | |
| | d | All other revenue | | | | | | |
| | e | **Total.** Add lines 11a-11d ▶ | | | 2,753. | | | |
| | 12 | **Total revenue.** See instructions. ▶ | | | 1,191,673. | 1,053,300. | 0. | 135,744. |

**Part IX Statement of Functional Expenses**

**Section 501(c)(3) and 501(c)(4) organizations must complete all columns.**
**All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).**

| Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII. | (A) Total expenses | (B) Program service expenses | (C) Management and general expenses | (D) Fundraising expenses |
|---|---|---|---|---|
| 1 Grants and other assistance to governments and organizations in the U.S. See Part IV, line 21 | 65,260. | | | |
| 2 Grants and other assistance to individuals in the U S See Part IV, line 22 | | | | |
| 3 Grants and other assistance to governments, organizations, and individuals outside the U S See Part IV, lines 15 and 16 | | | | |
| 4 Benefits paid to or for members | | | | |
| 5 Compensation of current officers, directors, trustees, and key employees | 196,716. | | | |
| 6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) | | | | |
| 7 Other salaries and wages | 217,690. | | | |
| 8 Pension plan contributions (include section 401(k) and section 403(b) employer contributions) | | | | |
| 9 Other employee benefits | 14,201. | | | |
| 10 Payroll taxes | 22,768. | | | |
| 11 Fees for services (non-employees): | | | | |
| a Management | | | | |
| b Legal | 15,326. | | | |
| c Accounting | 16,960. | | | |
| d Lobbying | | | | |
| e Professional fundraising services. See Part IV, line 17 | | | | |
| f Investment management fees | | | | |
| g Other | 150. | | | |
| 12 Advertising and promotion | 41,484. | | | |
| 13 Office expenses | 33,293. | | | |
| 14 Information technology | 45,524. | | | |
| 15 Royalties | | | | |
| 16 Occupancy | 33,122. | | | |
| 17 Travel | 123. | | | |
| 18 Payments of travel or entertainment expenses for any federal, state, or local public officials | | | | |
| 19 Conferences, conventions, and meetings | 228,172. | | | |
| 20 Interest | 112,667. | | | |
| 21 Payments to affiliates | | | | |
| 22 Depreciation, depletion, and amortization | 48,713. | | | |
| 23 Insurance | 11,435. | | | |
| 24 Other expenses. Itemize expenses not covered above. (Expenses grouped together and labeled miscellaneous may not exceed 5% of total expenses shown on line 25 below.) | | | | |
| a MEMBERSHIP | 139,295. | | | |
| b REAL ESTATE AND PERSONA | 22,010. | | | |
| c EDUCATION AND TRAINING | 7,456. | | | |
| d MISCELLANEOUS EXPENSES | 2,518. | | | |
| e EXEC AND BOARD EXPENSES | 2,315. | | | |
| f All other expenses | | | | |
| 25 **Total functional expenses.** Add lines 1 through 24f | 1,277,198. | | | |
| 26 **Joint costs** Check here ▶ ☐ if following SOP 98-2. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation | | | | |

## Part X Balance Sheet

| | | | | (A) Beginning of year | | (B) End of year |
|---|---|---|---|---|---|---|
| Assets | 1 | Cash - non-interest-bearing | | 16,034. | 1 | 50,233. |
| | 2 | Savings and temporary cash investments | | 114,159. | 2 | 51,556. |
| | 3 | Pledges and grants receivable, net | | | 3 | |
| | 4 | Accounts receivable, net | | 800. | 4 | |
| | 5 | Receivables from current and former officers, directors, trustees, key employees, and highest compensated employees Complete Part II of Schedule L | | | 5 | |
| | 6 | Receivables from other disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B). Complete Part II of Schedule L | | | 6 | |
| | 7 | Notes and loans receivable, net | | | 7 | |
| | 8 | Inventories for sale or use | | | 8 | |
| | 9 | Prepaid expenses and deferred charges | | 28,420. | 9 | 18,125. |
| | 10a | Land, buildings, and equipment cost or other basis. Complete Part VI of Schedule D | 10a 2,207,764. | | | |
| | b | Less accumulated depreciation | 10b 242,478. | 2,013,998. | 10c | 1,965,286. |
| | 11 | Investments - publicly traded securities | | | 11 | |
| | 12 | Investments - other securities. See Part IV, line 11 | | | 12 | |
| | 13 | Investments - program-related. See Part IV, line 11 | | | 13 | |
| | 14 | Intangible assets | | | 14 | |
| | 15 | Other assets See Part IV, line 11 | | 0. | 15 | 10,804. |
| | 16 | **Total assets.** Add lines 1 through 15 (must equal line 34) | | 2,173,411. | 16 | 2,096,004. |
| Liabilities | 17 | Accounts payable and accrued expenses | | 223,549. | 17 | 276,377. |
| | 18 | Grants payable | | | 18 | |
| | 19 | Deferred revenue | | 44,794. | 19 | 27,194. |
| | 20 | Tax-exempt bond liabilities | | | 20 | |
| | 21 | Escrow or custodial account liability Complete Part IV of Schedule D | | | 21 | |
| | 22 | Payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L | | | 22 | |
| | 23 | Secured mortgages and notes payable to unrelated third parties | | 1,632,089. | 23 | 1,603,457. |
| | 24 | Unsecured notes and loans payable to unrelated third parties | | | 24 | |
| | 25 | Other liabilities Complete Part X of Schedule D | | 2,503. | 25 | 0. |
| | 26 | **Total liabilities.** Add lines 17 through 25 | | 1,902,935. | 26 | 1,907,028. |
| Net Assets or Fund Balances | | **Organizations that follow SFAS 117, check here ▶ [X] and complete lines 27 through 29, and lines 33 and 34.** | | | | |
| | 27 | Unrestricted net assets | | 270,476. | 27 | 188,976. |
| | 28 | Temporarily restricted net assets | | | 28 | |
| | 29 | Permanently restricted net assets | | | 29 | |
| | | **Organizations that do not follow SFAS 117, check here ▶ [ ] and complete lines 30 through 34.** | | | | |
| | 30 | Capital stock or trust principal, or current funds | | | 30 | |
| | 31 | Paid-in or capital surplus, or land, building, or equipment fund | | | 31 | |
| | 32 | Retained earnings, endowment, accumulated income, or other funds | | | 32 | |
| | 33 | Total net assets or fund balances | | 270,476. | 33 | 188,976. |
| | 34 | Total liabilities and net assets/fund balances | | 2,173,411. | 34 | 2,096,004. |

**Part XI Financial Statements and Reporting**

| | | | Yes | No |
|---|---|---|---|---|
| 1 | Accounting method used to prepare the Form 990: [ ] Cash [X] Accrual [ ] Other<br>If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O. | | | |
| 2a | Were the organization's financial statements compiled or reviewed by an independent accountant? | 2a | | X |
| b | Were the organization's financial statements audited by an independent accountant? | 2b | | X |
| c | If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? | 2c | | |
| | If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O | | | |
| d | If "Yes" to line 2a or 2b, check a box below to indicate whether the financial statements for the year were issued on a consolidated basis, separate basis, or both<br>[ ] Separate basis [ ] Consolidated basis [ ] Both consolidated and separate basis | | | |
| 3a | As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? | 3a | | X |
| b | If "Yes" did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits | 3b | | |

Form 990 (2009)

**Schedule D**
(Form 990)

Department of the Treasury
Internal Revenue Service

# Supplemental Financial Statements

▶ Complete if the organization answered "Yes," to Form 990, Part IV, line 6, 7, 8, 9, 10, 11, or 12.
▶ Attach to Form 990. ▶ See separate instructions.

OMB No 1545-0047
**2009**
**Open to Public Inspection**

Name of the organization NORTHERN VIRGINIA BUILDING INDUSTRY ASSOCIATION, INC.

Employer identification number 54-0604153

**Part I** **Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" to Form 990, Part IV, line 6

| | | (a) Donor advised funds | (b) Funds and other accounts |
|---|---|---|---|
| 1 | Total number at end of year | | |
| 2 | Aggregate contributions to (during year) | | |
| 3 | Aggregate grants from (during year) | | |
| 4 | Aggregate value at end of year | | |

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

**Part II** **Conservation Easements.** Complete if the organization answered "Yes" to Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (e g , recreation or pleasure)
☐ Protection of natural habitat
☐ Preservation of open space
☐ Preservation of an historically important land area
☐ Preservation of a certified historic structure

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year

| | | | Held at the End of the Tax Year |
|---|---|---|---|
| a | Total number of conservation easements | 2a | |
| b | Total acreage restricted by conservation easements | 2b | |
| c | Number of conservation easements on a certified historic structure included in (a) | 2c | |
| d | Number of conservation easements included in (c) acquired after 8/17/06 | 2d | |

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ ______

4 Number of states where property subject to conservation easement is located ▶ ______

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, and enforcing conservation easements during the year ▶ ______

7 Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year ▶ $ ______

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIV, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements

**Part III** **Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.** Complete if the organization answered "Yes" to Form 990, Part IV, line 8

1a If the organization elected, as permitted under SFAS 116, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIV, the text of the footnote to its financial statements that describes these items

b If the organization elected, as permitted under SFAS 116, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items

(i) Revenues included in Form 990, Part VIII, line 1 ▶ $ ______

(ii) Assets included in Form 990, Part X ▶ $ ______

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 relating to these items

a Revenues included in Form 990, Part VIII, line 1 ▶ $ ______

b Assets included in Form 990, Part X ▶ $ ______

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange programs
e ☐ Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIV.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

**Part IV Escrow and Custodial Arrangements.** Complete if organization answered "Yes" to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIV and complete the following table

| | | Amount |
|---|---|---|
| c Beginning balance | 1c | |
| d Additions during the year | 1d | |
| e Distributions during the year | 1e | |
| f Ending balance | 1f | |

2a Did the organization include an amount on Form 990, Part X, line 21? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIV

**Part V Endowment Funds.** Complete if the organization answered "Yes" to Form 990, Part IV, line 10

| | (a) Current year | (b) Prior year | (c) Two years back | (d) Three years back | (e) Four years back |
|---|---|---|---|---|---|
| 1a Beginning of year balance | | | | | |
| b Contributions | | | | | |
| c Net investment earnings, gains, and losses | | | | | |
| d Grants or scholarships | | | | | |
| e Other expenditures for facilities and programs | | | | | |
| f Administrative expenses | | | | | |
| g End of year balance | | | | | |

2 Provide the estimated percentage of the year end balance held as

a Board designated or quasi-endowment ▶ ______%

b Permanent endowment ▶ ______%

c Term endowment ▶ ______%

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by

| | | Yes | No |
|---|---|---|---|
| (i) unrelated organizations | 3a(i) | | |
| (ii) related organizations | 3a(ii) | | |
| b If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R? | 3b | | |

4 Describe in Part XIV the intended uses of the organization's endowment funds.

**Part VI Investments - Land, Buildings, and Equipment.** See Form 990, Part X, line 10

| Description of investment | (a) Cost or other basis (investment) | (b) Cost or other basis (other) | (c) Accumulated depreciation | (d) Book value |
|---|---|---|---|---|
| 1a Land | | 307,287. | | 307,287. |
| b Buildings | | 1,734,738. | 107,395. | 1,627,343. |
| c Leasehold improvements | | | | |
| d Equipment | | 115,105. | 111,243. | 3,862. |
| e Other | | 50,634. | 23,840. | 26,794. |
| **Total.** Add lines 1a through 1e *(Column (d) must equal Form 990, Part X, column (B), line 10(c).)* ▶ | | | | 1,965,286. |

**Part VII Investments - Other Securities.** See Form 990, Part X, line 12.

| (a) Description of security or category (including name of security) | (b) Book value | (c) Method of valuation: Cost or end-of-year market value |
|---|---|---|
| Financial derivatives | | |
| Closely-held equity interests | | |
| Other | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total (Col (b) must equal Form 990, Part X, col (B) line 12.) ▶ | | |

**Part VIII Investments - Program Related.** See Form 990, Part X, line 13

| (a) Description of investment type | (b) Book value | (c) Method of valuation Cost or end-of-year market value |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total. (Col (b) must equal Form 990, Part X, col (B) line 13.) ▶ | | |

**Part IX Other Assets.** See Form 990, Part X, line 15.

| (a) Description | (b) Book value |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| *Total. (Column (b) must equal Form 990, Part X, col (B) line 15 )* ▶ | |

**Part X Other Liabilities.** See Form 990, Part X, line 25

| 1 (a) Description of liability | (b) Amount |
|---|---|
| Federal income taxes | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| *Total. (Column (b) must equal Form 990, Part X, col (B) line 25 )* ▶ | |

2. FIN 48 Footnote In Part XIV, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48

## Part XI Reconciliation of Change in Net Assets from Form 990 to Audited Financial Statements

| | | | |
|---|---|---|---|
| 1 | Total revenue (Form 990, Part VIII, column (A), line 12) | 1 | |
| 2 | Total expenses (Form 990, Part IX, column (A), line 25) | 2 | |
| 3 | Excess or (deficit) for the year Subtract line 2 from line 1 | 3 | |
| 4 | Net unrealized gains (losses) on investments | 4 | |
| 5 | Donated services and use of facilities | 5 | |
| 6 | Investment expenses | 6 | |
| 7 | Prior period adjustments | 7 | |
| 8 | Other (Describe in Part XIV ) | 8 | |
| 9 | Total adjustments (net). Add lines 4 through 8 | 9 | |
| 10 | Excess or (deficit) for the year per audited financial statements Combine lines 3 and 9 | 10 | |

## Part XII Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

| | | | | | |
|---|---|---|---|---|---|
| 1 | Total revenue, gains, and other support per audited financial statements | | | 1 | |
| 2 | Amounts included on line 1 but not on Form 990, Part VIII, line 12: | | | | |
| a | Net unrealized gains on investments | 2a | | | |
| b | Donated services and use of facilities | 2b | | | |
| c | Recoveries of prior year grants | 2c | | | |
| d | Other (Describe in Part XIV ) | 2d | | | |
| e | Add lines **2a** through **2d** | | | 2e | |
| 3 | Subtract line **2e** from line **1** | | | 3 | |
| 4 | Amounts included on Form 990, Part VIII, line 12, but not on line **1**: | | | | |
| a | Investment expenses not included on Form 990, Part VIII, line 7b | 4a | | | |
| b | Other (Describe in Part XIV ) | 4b | | | |
| c | Add lines **4a** and **4b** | | | 4c | |
| 5 | Total revenue Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12 )* | | | 5 | |

## Part XIII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

| | | | | | |
|---|---|---|---|---|---|
| 1 | Total expenses and losses per audited financial statements | | | 1 | |
| 2 | Amounts included on line 1 but not on Form 990, Part IX, line 25: | | | | |
| a | Donated services and use of facilities | 2a | | | |
| b | Prior year adjustments | 2b | | | |
| c | Other losses | 2c | | | |
| d | Other (Describe in Part XIV.) | 2d | | | |
| e | Add lines **2a** through **2d** | | | 2e | |
| 3 | Subtract line **2e** from line **1** | | | 3 | |
| 4 | Amounts included on Form 990, Part IX, line 25, but not on line **1** | | | | |
| a | Investment expenses not included on Form 990, Part VIII, line 7b | 4a | | | |
| b | Other (Describe in Part XIV ) | 4b | | | |
| c | Add lines **4a** and **4b** | | | 4c | |
| 5 | Total expenses Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18 )* | | | 5 | |

## Part XIV Supplemental Information

Complete this part to provide the descriptions required for Part II, lines 3, 5, and 9, Part III, lines 1a and 4, Part IV, lines 1b and 2b, Part V, line 4, Part X, line 2, Part XI, line 8, Part XII, lines 2d and 4b, and Part XIII, lines 2d and 4b Also complete this part to provide any additional information

SCHEDULE I
(Form 990)

Department of the Treasury
Internal Revenue Service

# Grants and Other Assistance to Organizations, Governments, and Individuals in the United States

**Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.**
▶ Attach to Form 990.

OMB No 1545-0047
**2009**
**Open to Public Inspection**

Name of the organization NORTHERN VIRGINIA BUILDING INDUSTRY ASSOCIATION, INC.

**Employer identification number** 54-0604153

**Part I** **General Information on Grants and Assistance**

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? [X] Yes [ ] No

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States

**Part II** **Grants and Other Assistance to Governments and Organizations in the United States.** Complete if the organization answered "Yes" to Form 990, Part IV, line 21, for any recipient that received more than $5,000 Check this box if no one recipient received more than $5,000. Use Part IV and Schedule I-1 (Form 990) if additional space is needed ▶ [ ]

| 1 (a) Name and address of organization or government | (b) EIN | (c) IRC section if applicable | (d) Amount of cash grant | (e) Amount of non-cash assistance | (f) Method of valuation (book, FMV, appraisal, other) | (g) Description of non-cash assistance | (h) Purpose of grant or assistance |
|---|---|---|---|---|---|---|---|
| HOUSING TRUST FUND OF NORTHERN VIRGINIA, INC. (D.B.A. HOMEAID NORTHERN VA) - 3901 CENTERVIEW DRIVE - CHANTILLY, VA 20151 | 30-0089379 | 501(C)(3) | 34,440. | 0. | | | GENERAL |
| AFFORDABLE SHELTER POLITICAL ACTION COMMITTEE - 3901 CENTERVIEW DRIVE - CHANTILLY, VA 20151 | 54-1120666 | 527 | 30,820. | 0. | | | GENERAL |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

2 Enter total number of section 501(c)(3) and government organizations ▶ 1.

3 Enter total number of other organizations ▶

LHA **For Privacy Act and Paperwork Reduction Act Notice, see the Instructions for Form 990.** **Schedule I (Form 990) 2009**

932101 02-02-10

**Part III** **Grants and Other Assistance to Individuals in the United States.** Complete if the organization answered "Yes" to Form 990, Part IV, line 22
Use Part IV and Schedule I-1 (Form 990) if additional space is needed.

| (a) Type of grant or assistance | (b) Number of recipients | (c) Amount of cash grant | (d) Amount of non-cash assistance | (e) Method of valuation (book, FMV, appraisal, other) | (f) Description of non-cash assistance |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**Part IV** **Supplemental Information.** Complete this part to provide the information required in Part I, line 2, and any other additional information

SCHEDULE I, PART I, LINE 2: GRANT RECIPIENTS ARE REQUIRED TO REPORT BACK TO ASSOCIATION REGARDING THE USE OF FUNDS SPENT.

**SCHEDULE J (Form 990)**

Department of the Treasury
Internal Revenue Service

# Compensation Information

**For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**▶ Complete if the organization answered "Yes" to Form 990, Part IV, line 23.**

**▶ Attach to Form 990. ▶ See separate instructions.**

OMB No 1545-0047

**2009**

**Open to Public Inspection**

Name of the organization: NORTHERN VIRGINIA BUILDING INDUSTRY ASSOCIATION, INC.

Employer identification number: 54-0604153

## Part I Questions Regarding Compensation

| | | | Yes | No |
|---|---|---|---|---|
| 1a | Check the appropriate box(es) if the organization provided any of the following to or for a person listed in Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items<br>☐ First-class or charter travel ☐ Housing allowance or residence for personal use<br>☐ Travel for companions ☐ Payments for business use of personal residence<br>☐ Tax indemnification and gross-up payments ☐ Health or social club dues or initiation fees<br>☐ Discretionary spending account ☐ Personal services (e g , maid, chauffeur, chef) | | | |
| b | If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain | 1b | | |
| 2 | Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all officers, directors, trustees, and the CEO/Executive Director, regarding the items checked in line 1a? | 2 | | |
| 3 | Indicate which, if any, of the following the organization uses to establish the compensation of the organization's CEO/Executive Director Check all that apply.<br>☒ Compensation committee ☒ Written employment contract<br>☐ Independent compensation consultant ☐ Compensation survey or study<br>☐ Form 990 of other organizations ☒ Approval by the board or compensation committee | | | |
| 4 | During the year, did any person listed in Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization: | | | |
| a | Receive a severance payment or change-of-control payment? | 4a | X | |
| b | Participate in, or receive payment from, a supplemental nonqualified retirement plan? | 4b | | X |
| c | Participate in, or receive payment from, an equity-based compensation arrangement?<br>If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III | 4c | | X |
| | **Only section 501(c)(3) and 501(c)(4) organizations must complete lines 5-9.** | | | |
| 5 | For persons listed in Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of: | | | |
| a | The organization? | 5a | | |
| b | Any related organization?<br>If "Yes" to line 5a or 5b, describe in Part III | 5b | | |
| 6 | For persons listed in Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of | | | |
| a | The organization? | 6a | | |
| b | Any related organization?<br>If "Yes" to line 6a or 6b, describe in Part III | 6b | | |
| 7 | For persons listed in Form 990, Part VII, Section A, line 1a, did the organization provide any non-fixed payments not described in lines 5 and 6? If "Yes," describe in Part III | 7 | | |
| 8 | Were any amounts reported in Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regs section 53.4958-4(a)(3)? If "Yes," describe in Part III | 8 | | |
| 9 | If "Yes" to line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53 4958 6(c)? | 9 | | |

**Part II** **Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees.** Use Schedule J-1 if additional space is needed

For each individual whose compensation must be reported in Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that are not listed on Form 990, Part VII

**Note.** The sum of columns (B)(i)-(iii) must equal the applicable column (D) or column (E) amounts on Form 990, Part VII, line 1a.

| (A) Name | | (B) Breakdown of W-2 and/or 1099-MISC compensation | | | (C) Retirement and other deferred compensation | (D) Nontaxable benefits | (E) Total of columns (B)(i)-(D) | (F) Compensation reported in prior Form 990 or Form 990-EZ |
|---|---|---|---|---|---|---|---|---|
| | | (i) Base compensation | (ii) Bonus & incentive compensation | (iii) Other reportable compensation | | | | |
| JAMES S. WILLIAMS | (i) | 67,950. | 0. | 0. | 125,000. | 3,766. | 196,716. | 0. |
| | (ii) | 0. | 0. | 0. | 0. | 0. | 0. | 0. |
| | (i) | | | | | | | |
| | (ii) | | | | | | | |
| | (i) | | | | | | | |
| | (ii) | | | | | | | |
| | (i) | | | | | | | |
| | (ii) | | | | | | | |
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| | (ii) | | | | | | | |
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| | (ii) | | | | | | | |
| | (i) | | | | | | | |
| | (ii) | | | | | | | |
| | (i) | | | | | | | |
| | (ii) | | | | | | | |

**Part III Supplemental Information**

Complete this part to provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 4c, 5a, 5b, 6a, 6b, 7, and 8 Also complete this part for any additional information.

PART I, LINE 4A: JAMES S. WILLIAMS - SEVERANCE PAYMENT OF $180,000

**SCHEDULE J-2** (Form 990)

Department of the Treasury
Internal Revenue Service

# Continuation Sheet for Form 990

▶ Attach to Form 990 to list additional information for Form 990, Part VII, Section A, line 1a.
▶ See the Instructions for Form 990.

OMB No 1545-0047

**2009**

**Open to Public Inspection**

Name of the Organization: NORTHERN VIRGINIA BUILDING INDUSTRY ASSOCIATION, INC.

Employer Identification number: 54-0604153

**Part I** **Continuation of Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

| (A) Name and title | (B) Average hours per week | (C) Position (check all that apply): Individual trustee or director | Institutional trustee | Officer | Key employee | Highest compensated employee | Former | (D) Reportable compensation from the organization (W-2/1099-MISC) | (E) Reportable compensation from related organizations (W-2/1099-MISC) | (F) Estimated amount of other compensation from the organization and related organizations |
|---|---|---|---|---|---|---|---|---|---|---|
| JOE JACOBS<br>AT LARGE MEMBER | 1.00 | X | | | | | | 0. | 0. | 0. |
| RICK ENTSMINGER<br>AT LARGE MEMBER | 1.00 | X | | | | | | 0. | 0. | 0. |
| SCOTT SCHIAVONE<br>AT LARGE MEMBER | 1.00 | X | | | | | | 0. | 0. | 0. |
| KRIS ALVAREZ<br>ACTIVE LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| ROY BECKNER<br>ACTIVE LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| JAMES BUTZ<br>ACTIVE LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| TARA CRAVEN<br>ACTIVE LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| DIANE DUBOIS<br>ACTIVE LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| LESLIE HAZEL<br>ACTIVE LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| KAREN HAMMOND<br>ACTIVE LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| PAUL B. JOHNSON<br>ACTIVE LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| ROBERT LAWRENCE<br>ACTIVE LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| SCOTT MCGEARY<br>ACTIVE LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| ROBIN NEWHOUSE<br>ACTIVE LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| JOHN SLIDELL<br>ACTIVE LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| MARK SUCHER<br>ACTIVE LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| RANDY MINCHEW<br>ACTIVE LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| JOHN RINALDI<br>ACTIVE LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| STEVEN ALLOY<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| DIANE COX BASHEER<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |

SCHEDULE J-2 (Form 990)

Department of the Treasury Internal Revenue Service

# Continuation Sheet for Form 990

▶ Attach to Form 990 to list additional information for Form 990, Part VII, Section A, line 1a.

▶ See the Instructions for Form 990.

OMB No 1545-0047

2009

Open to Public Inspection

Name of the Organization: NORTHERN VIRGINIA BUILDING INDUSTRY ASSOCIATION, INC.

Employer Identification number: 54-0604153

**Part I — Continuation of Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

| (A) Name and title | (B) Average hours per week | (C) Position: Individual trustee or director | Institutional trustee | Officer | Key employee | Highest compensated employee | Former | (D) Reportable compensation from the organization (W-2/1099-MISC) | (E) Reportable compensation from related organizations (W-2/1099-MISC) | (F) Estimated amount of other compensation from the organization and related organizations |
|---|---|---|---|---|---|---|---|---|---|---|
| BRUCE BERLAGE<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| WILLIAM BERRY<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| CHRISTOPHER BROWN<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| LOUIS CANONICO<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| RICHARD G. COLE, JR.<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| THOMAS E. DONALDSON<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| DOUGLAS FAHL<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| GARY GARCZYNSKI<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| LOUIS V. GENUARIO, JR.<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| BENJAMIN GRAHAM<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| W. CRAIG HAVENNER<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| JOHN HELLER<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| FREDERICK KOBER<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| ROBERT KOURY JR.<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| WILLIAM LAUER<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| CLARK MASSIE<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| LEON MCGLOTHLIN<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| JOSEPH PACIULLI<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| SCOTT PLEIN<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| JAMES ROBINSON<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |

SCHEDULE J-2
(Form 990)

Department of the Treasury
Internal Revenue Service

# Continuation Sheet for Form 990

▶ Attach to Form 990 to list additional information for Form 990, Part VII, Section A, line 1a.
▶ See the Instructions for Form 990.

OMB No 1545-0047
2009
Open to Public Inspection

Name of the Organization: NORTHERN VIRGINIA BUILDING INDUSTRY ASSOCIATION, INC.

Employer Identification number: 54-0604153

**Part I** Continuation of Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

| (A) Name and title | (B) Average hours per week | (C) Position: Individual trustee or director | Institutional trustee | Officer | Key employee | Highest compensated employee | Former | (D) Reportable compensation from the organization (W-2/1099-MISC) | (E) Reportable compensation from related organizations (W-2/1099-MISC) | (F) Estimated amount of other compensation from the organization and related organizations |
|---|---|---|---|---|---|---|---|---|---|---|
| RUSSELL ROSENBERGER<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| DEBORAH ROSENSTEIN<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| ANTHONY SALA<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| JOHN STOKELY<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| KENNETH O. THOMPSON, SR.<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| BRANDI TURMAN<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| ROBERT WILCOX<br>SENIOR LIFE DIRECTOR | 1.00 | X | | | | | | 0. | 0. | 0. |
| ERIC SOUDER<br>REMODELERS COUNCIL CHAIR | 1.00 | X | | | | | | 0. | 0. | 0. |
| JIM ANDERS<br>LOUNDOUN CHAPTER VICE PR | 1.00 | X | | | | | | 0. | 0. | 0. |
| JON LINDGREN<br>AT LARGE MEMBER | 1.00 | X | | | | | | 0. | 0. | 0. |
| SHAWN CODY<br>FIRST VICE PRESIDENT | 1.00 | X | | | | | | 0. | 0. | 0. |
| TOMMY DODSON<br>PRESIDENTAL APPOINTMENT | 1.00 | X | | | | | | 0. | 0. | 0. |
| JAMES S. WILLIAMS<br>EXECUTIVE VICE PRESIDENT | 40.00 | | | X | | | | 67,950. | 0. | 128,766. |

SCHEDULE O (Form 990)

Department of the Treasury
Internal Revenue Service

# Supplemental Information to Form 990

Complete to provide information for responses to specific questions on Form 990 or to provide any additional information.
▶ Attach to Form 990.

OMB No 1545-0047
2009
Open to Public Inspection

Name of the organization: NORTHERN VIRGINIA BUILDING INDUSTRY ASSOCIATION, INC.

Employer identification number: 54-0604153

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

OPPORTUNITIES, EDUCATION AND EFFECTIVE REPRESENTATIONS AT ALL LEVELS OF GOVERNMENT.

FORM 990, PART VI, SECTION A, LINE 6: SEE ARTICLE 4 OF THE BYLAWS (ATTACHED)

FORM 990, PART VI, SECTION A, LINE 7A: SEE ARTICLE 13 OF BYLAWS (ATTACHED)

FORM 990, PART VI, SECTION B, LINE 11: THE FORM IS REVIEWED BY THE BUDGET COMMITTEE AND FORWARDED TO THE EXECUTIVE COMMITTEE FOR FINAL APPROVAL.

FORM 990, PART VI, SECTION C, LINE 19: AVAILABLE UPON REQUEST.

**SCHEDULE R**
**(Form 990)**
Department of the Treasury
Internal Revenue Service

**Related Organizations and Unrelated Partnerships**

▶ **Complete if the organization answered "Yes" to Form 990, Part IV, line 33, 34, 35, 36, or 37.**
▶ **Attach to Form 990.** ▶ **See separate instructions.**

OMB No 1545-0047
**2009**
**Open to Public Inspection**

**Name of the organization** NORTHERN VIRGINIA BUILDING INDUSTRY ASSOCIATION, INC.

**Employer identification number** 54-0604153

**Part I** **Identification of Disregarded Entities** (Complete if the organization answered "Yes" to Form 990, Part IV, line 33 )

| (a) Name, address, and EIN of disregarded entity | (b) Primary activity | (c) Legal domicile (state or foreign country) | (d) Total income | (e) End-of-year assets | (f) Direct controlling entity |
|---|---|---|---|---|---|
| NORTHERN VIRGINIA BUILDERS LLC - 26-0354562 3901 CENTERVIEW DRIVE, SUITE E CHANTILLY, VA 20151 | ACQUISITION, OWNERSHIP, MANAGEMENT AND INVESTMENT IN CERTAIN REAL ESTATE | VIRGINIA | 175,778. | 1,948,628. | NORTHERN VIRGINIA BUILDING INDUSTRY ASSOCIATION, INC. |
| | | | | | |
| | | | | | |
| | | | | | |

**Part II** **Identification of Related Tax-Exempt Organizations** (Complete if the organization answered "Yes" to Form 990, Part IV, line 34 because it had one or more related tax-exempt organizations during the tax year )

| (a) Name, address, and EIN of related organization | (b) Primary activity | (c) Legal domicile (state or foreign country) | (d) Exempt Code section | (e) Public charity status (if section 501(c)(3)) | (f) Direct controlling entity |
|---|---|---|---|---|---|
| HOUSING TRUST FUND OF NORTHERN VIRGINIA, INC - 30-0089379, 3901 CENTERVIEW DRIVE, CHANTILLY, VA 20151 | TO BUILD AND RENOVATE SHELTERS FOR AMERICA'S TEMPORARY HOMELESS | VIRGINIA | 501(C)(3) | PUBLIC CHARITY | |
| HOUSING CHOICES FOR ALL - 20-4100141 3901 CENTERVIEW DRIVE CHANTILLY, VA 20151 | TO INFORM THE PUBLIC ABOUT HOUSING ISSUES AND OPPORTUNITIES IN NORTHERN | VIRGINIA | 501(C)(3) | PUBLIC CHARITY | |
| AFFORDABLE SHELTER POLITICAL ACTION COMMITTEE - 54-1120666, 3901 CENTERVIEW DRIVE, CHANTILLY, VA 20151 | TO RAISE FUNDS FOR THE ELECTION OF CANDIDATES WHO SUPPORT THE BUILDING INDUS | VIRGINIA | 527 | | |
| | | | | | |

LHA **For Privacy Act and Paperwork Reduction Act Notice, see the Instructions for Form 990.** **Schedule R (Form 990) 2009**

932161
02-04-10

**Part III Identification of Related Organizations Taxable as a Partnership** (Complete if the organization answered "Yes" to Form 990, Part IV, line 34 because it had one or more related organizations treated as a partnership during the tax year )

| (a) Name, address, and EIN of related organization | (b) Primary activity | (c) Legal domicile (state or foreign country) | (d) Direct controlling entity | (e) Predominant income (related, unrelated, excluded from tax under sections 512-514) | (f) Share of total income | (g) Share of end-of-year assets | (h) Disproportionate allocations? Yes | (h) No | (i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065) | (j) General or managing partner? Yes | (j) No |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

**Part IV Identification of Related Organizations Taxable as a Corporation or Trust** (Complete if the organization answered "Yes" to Form 990, Part IV, line 34 because it had one or more related organizations treated as a corporation or trust during the tax year )

| (a) Name, address, and EIN of related organization | (b) Primary activity | (c) Legal domicile (state or foreign country) | (d) Direct controlling entity | (d) Type of entity (C corp, S corp, or trust) | (f) Share of total income | (g) Share of end-of-year assets | (h) Percentage ownership |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

**Part V Transactions With Related Organizations** (Complete if the organization answered "Yes" to Form 990, Part IV, line 34, 35, or 36 )

| **Note.** Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule | | Yes | No |
|---|---|---|---|
| 1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV? | | | |
| a Receipt of (i) interest (ii) annuities (iii) royalties or (iv) rent from a controlled entity | 1a | | X |
| b Gift, grant, or capital contribution to other organization(s) | 1b | X | |
| c Gift, grant, or capital contribution from other organization(s) | 1c | | X |
| d Loans or loan guarantees to or for other organization(s) | 1d | X | |
| e Loans or loan guarantees by other organization(s) | 1e | | X |
| f Sale of assets to other organization(s) | 1f | | X |
| g Purchase of assets from other organization(s) | 1g | | X |
| h Exchange of assets | 1h | | X |
| i Lease of facilities, equipment, or other assets to other organization(s) | 1i | | X |
| j Lease of facilities, equipment, or other assets from other organization(s) | 1j | | X |
| k Performance of services or membership or fundraising solicitations for other organization(s) | 1k | | X |
| l Performance of services or membership or fundraising solicitations by other organization(s) | 1l | | X |
| m Sharing of facilities, equipment, mailing lists, or other assets | 1m | | X |
| n Sharing of paid employees | 1n | | X |
| o Reimbursement paid to other organization for expenses | 1o | | X |
| p Reimbursement paid by other organization for expenses | 1p | X | |
| q Other transfer of cash or property to other organization(s) | 1q | | X |
| r Other transfer of cash or property from other organization(s) | 1r | | X |

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds

| | (a) Name of other organization(s) | (b) Transaction type (a-r) | (c) Amount involved |
|---|---|---|---|
| (1) | | | |
| (2) | | | |
| (3) | | | |
| (4) | | | |
| (5) | | | |
| (6) | | | |

**Part VI Unrelated Organizations Taxable as a Partnership** (Complete if the organization answered "Yes" to Form 990, Part IV, line 37.)

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization See instructions regarding exclusion for certain investment partnerships

| (a) Name, address, and EIN of entity | (b) Primary activity | (c) Legal domicile (state or foreign country) | (d) Are all partners section 501(c)(3) organizations? | | (e) Share of end-of-year assets | (f) Dispropor-tionate allocations? | | (g) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065) | (h) General or managing partner? | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Yes | No | | Yes | No | | Yes | No |
| | | | | | | | | | | |
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| | | | | | | | | | | |

- If you are filing for an **Additional (Not Automatic) 3-Month Extension, complete only Part II** and check this box ▶ [X]

**Note.** Only complete Part II if you have already been granted an automatic 3-month extension on a previously filed Form 8868

- If you are filing for an **Automatic 3-Month Extension, complete only Part I** (on page 1)

**Part II** **Additional (Not Automatic) 3-Month Extension of Time.** Only file the original (no copies needed)

| Type or print<br>File by the extended due date for filing the return See instructions | | |
|---|---|---|
| | Name of Exempt Organization<br>NORTHERN VIRGINIA BUILDING INDUSTRY ASSOCIATION, INC. | Employer identification number<br>54-0604153 |
| | Number, street, and room or suite no If a P O. box, see instructions.<br>3901 CENTERVIEW DRIVE, NO. E | For IRS use only |
| | City, town or post office, state, and ZIP code For a foreign address, see instructions.<br>CHANTILLY, VA 20151 | |

**Check type of return to be filed** (File a separate application for each return):

[X] Form 990 [ ] Form 990-EZ [ ] Form 990-T (sec. 401(a) or 408(a) trust) [ ] Form 1041-A [ ] Form 5227 [ ] Form 8870
[ ] Form 990-BL [ ] Form 990-PF [ ] Form 990-T (trust other than above) [ ] Form 4720 [ ] Form 6069

**STOP! Do not complete Part II if you were not already granted an automatic 3-month extension on a previously filed Form 8868.**

- The books are in the care of ▶ THE ORGANIZATION 3901 CENTERVIEW DRIVE, STE E - CHANTILLY, VA 20151

Telephone No. ▶ 703-817-0154 FAX No. ▶

- If the organization does not have an office or place of business in the United States, check this box ▶ [ ]
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) ______. If this is for the whole group, check this box ▶ [ ]. If it is for part of the group, check this box ▶ [ ] and attach a list with the names and EINs of all members the extension is for.

4 I request an additional 3-month extension of time until NOVEMBER 15, 2010.

5 For calendar year 2009 , or other tax year beginning ______, and ending ______.

6 If this tax year is for less than 12 months, check reason [ ] Initial return [ ] Final return [ ] Change in accounting period

7 State in detail why you need the extension
ADDITIONAL TIME IS NEEDED TO PREPARE A COMPLETE AND ACCURATE RETURN

| | | | |
|---|---|---|---|
| 8a | If this application is for Form 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits See instructions | 8a | $ |
| b | If this application is for Form 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit and any amount paid previously with Form 8868. | 8b | $ |
| c | **Balance Due.** Subtract line 8b from line 8a. Include your payment with this form, or, if required, deposit with FTD coupon or, if required, by using EFTPS (Electronic Federal Tax Payment System) See instructions. | 8c | $ N/A |

## Signature and Verification

Under penalties of perjury, I declare that I have examined this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete, and that I am authorized to prepare this form.

Signature ▶ Carol Wilbur Title ▶ CPA Date ▶ 8/5/2010



923832
05-26-09

## REVISED CONSTITUTION AND BYLAWS OF

## NORTHERN VIRGINIA BUILDING INDUSTRY ASSOCIATION

Originally Adopted, 24th of June 1953
As revised January 12, 1995
And September 20, 2001
And April 29, 2004
And June 9, 2005
And September 27, 2007

### ARTICLE 1 - NAME AND OFFICE LOCATION

A. The name of this Association shall be the Northern Virginia Building Industry Association, Incorporated.
B. The principal office of the Association shall be in Fairfax County, Virginia, or such other place as may be designated by the Board of Directors.

### ARTICLE 2 - PURPOSE AND JURISDICTION

This Association shall operate for the benefit of builder/developer Members and Members engaged in allied trades, industries, businesses and professions generally throughout that area known as Northern Virginia, which includes the counties of Arlington, Fairfax, Fauquier, Loudoun, and Prince William and the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park, as well as all towns within this geographical area.

### ARTICLE 3 – OBJECTIVES

The objectives of this Association shall be:

A. To associate all participants in the building industry for the common purpose of advancing the building industry by means of a variety of initiatives, including the operation of Chapters throughout the community in which members conduct business.
   To provide educational programs on issues that affect housing,
   To develop and sustain a system of advocacy on industry issues
   To provide forums allowing interchange of ideas and commerce
B. To support and adhere to the Code of Ethics set forth in Article 21.
C. To cooperate with all sectors of the building industry for the purpose of increasing public understanding of, and appreciation for, the efforts of the industry in achieving the goals set forth in our Code of Ethics.
D. To comply with all laws, federal, state and local; to secure cooperative action in accomplishing the objectives of the Association; and in expressing

appropriate opinions on questions affecting the building industry throughout Northern Virginia.

E. To operate without profit.

F. To make, on behalf of its members, any and all necessary agreements with other organizations, which may, from time to time, act in concert with this Association in resolving common problems.

## ARTICLE 4 – MEMBERSHIP

**A. Membership in this Association shall be divided into the following four categories:**

1. **BUILDER/DEVELOPER MEMBERSHIP** shall be open to any person, partnership, corporation, or other legal entity that is in the business of the development of land, or the building or rebuilding of residential units, commercial, office, industrial, hotel, public facilities, or other structures normally related and appurtenant to the Northern Virginia community. The applicant must agree that, if accepted, he/she will abide by the Code of Ethics and the Constitution and Bylaws of the Association.
2. **ASSOCIATE MEMBERSHIP** shall be open to any person, partnership, corporation, or other legal entity engaged in a trade industry or profession related to the building industry, and not inconsistent with the objectives of this Association. The applicant must agree that, if accepted, he/she will abide by the Code of Ethics and the Constitution and Bylaws of the Association.

3. **AFFILITATE MEMBERSHIP** shall be open to any person who is employed by a member company

3. **HONORARY OR EX-OFFICIO MEMBERSHIP** shall be open to any person, partnership, corporation, or other legal entity who may be designated by the Board of Directors of this Association for distinguished and unique service to the building industry. There shall be no dues for this membership.
4. **RETIRED MEMBERSHIP** shall be open to persons who have been previously active members and/or representatives of Members for a minimum of twelve (12) years and have retired. Applications must be approved by the Board of Directors. Dues will be the same as those set for additional representatives. Retired Members may serve on Committees and Councils and enjoy all the privileges of membership, except voting and holding office.

***B.*** **Membership representation shall be as follows:**

1. Each Member in the Association shall have one vote. A Member may have unlimited representatives, one of whom shall be designated and certified to the Secretary of the Association as the Voting Representative. All other alternate representatives shall be entitled to all other privileges of membership, including the holding of office, except that only one representative of the Member may serve as an Officer of the Association during the same term. An additional fee may be charged for each alternate representative. In the absence of the Voting Representative of a Member, an alternate representative of that Member may cast the vote of the Member, provided such other representative holds the Voting Representative's proxy.

*C.* Applications for membership in this Association shall be made in writing to the Northern Virginia Building Industry Association, Incorporated, and will be processed pursuant to the membership application policy developed by the membership committee and adopted by the board of directors.

## ARTICLE 5 - ORGANIZATION AND ADMINISTRATION OF CHAPTERS AND COUNCILS

A. It is the intent of the Association to maintain Chapters in each of the localities within the National Association of Home Builders chartered area (listed in Article 2); the Board of Directors may from time to time, create, modify, dissolve, realign or otherwise modify the operations, purpose or adjust the number, geographic area, location and authority of the chapter (s) to accomplish the mission and objectives of the Association and its members. The chapter will represent the interests of the Association, be authorized to have committees and establish chapter programs the council wishes to undertake. Budgets for programs shall be consistent with the Associations fiscal policy and committees and programs shall annually be reviewed and approved by the Board of Directors. All chapters shall abide by the Association by-laws and all operating procedures established for chapters and councils by the Association. Each Chapter will represent the interests of the Association at the local level through a Chapter Council. The Chapter President shall serve on the Executive Committee and the Board of Directors, and communicate action on Association regional matters to the Chapter Council and represent the Chapter view on such; Each chapter shall only establish policy or positions on issues that are in concert with overall association policy and shall operate in accordance with the chapter operational policy as adopted by the board of directors

B. It is the intent of the Association to establish councils in each of the specific interest areas of its member's business interests where a corresponding council exists within the National Association of HomeBuilders organizational structure such as Custom Builders, Production Builders, Remodelors, Multifamily, Sales and Marketing, Associates and other areas. The Board of Directors may from time to time create, modify, dissolve, realign or otherwise modify the operations, purpose or adjust the number, geographic area, location and authority of the Councils (s) to accomplish the mission and objectives of the Association and its members. The council will represent the interests of the Association, be authorized to have committees and establish council programs the council wishes to undertake. Budgets for programs shall be consistent with the Associations fiscal policy and committees and programs shall annually be reviewed and approved by the Board of Directors. All councils shall abide by the Association by-laws and all operating procedures established for chapters and councils by the Association The Council President serve as a regular director on the Board of Directors,-shall communicate action on Association matters to the Council and represent the Council view on such; Each council shall only establish policy or positions on issues that are in concert with overall association policy.

## ARTICLE 6 - MEETINGS

Meetings of the membership shall be scheduled as follows:

A. An Annual Meeting of the membership shall be held during the second quarter of each year for the purpose of electing Officers and the Board of Directors for the following year, and to review the affairs of the Association for the current year. The Annual Meeting shall be held at the offices of the Association or at such a place as may be designated in the notice of the Annual Meeting. Notice of such Annual Meeting shall be sent to each member by the Secretary not fewer than ten (10) days in advance.

B. Special Meetings of the membership may be called at any time by the President or the majority of the Board. In addition, upon written petition of at least ten percent (10%) of the membership, the President shall call a Special Meeting for the purpose of dealing with the matter(s) raised by the petition. Notices of Special Meetings shall state clearly the purposes of the meetings and no business other than that specified shall be transacted at such Special Meeting.

## ARTICLE 7 - FISCAL YEAR

The fiscal year of this Association shall be the calendar year.

## ARTICLE 8 - DUES

A. Dues shall be established annually by the Board of Directors.
B. Dues shall be assessed annually and payable in advance of the membership anniversary date or as otherwise authorized from time to time. Additional assessments may be established by the Board of Directors when deemed necessary and proper.
C. Payment of annual dues shall entitle a Member to select membership in one

Chapter. However, a Member may join additional Chapters by paying supplemental dues as determined by the Board of Directors.

D. Dues for Councils shall be at a minimum sufficient to cover all dues and assessments from the corresponding national council.

## ARTICLE 9 - BOARD OF DIRECTORS

1. General Powers. The affairs of the Association shall be managed by its Board of Directors. It shall be the Board of Directors' duty to carry out the objectives and purposes of the Association, and to this end the Board of Directors may exercise all powers of the Association. The Board of Directors shall be subject to the restrictions and obligations set forth by law and in the Association's Articles of Incorporation and these Bylaws.

2. The Board of Directors shall consist of no fewer than twenty-one (21), or more than forty four (44) Regular Directors and an unlimited number of Life Directors and Senior Life Directors who have maintained voting rights including:

Seven Regular Directors being the officers of the Association: President, 1st Vice President-Treasurer, Secretary, Vice President-Government Affairs, Vice President-Member Services, Vice President-Associates, and the Executive Vice President as a ex-offico member.

Two Regular Directors from each of the Chapters of the Association (The Chapter President plus one other).

One Regular Director from each Council ( its Chairman)

The balance of regular directors on the Board shall be elected at large.

In addition to Regular Directors, there shall be an unlimited number of Life Directors and Senior Life Directors, such status having been attained as follows:

The Board of Directors may elect Members of this Association as Life Directors, provided they are so recommended by the Nominating Committee and shall have attended a majority of the meetings of the Board of Directors in each year for five (5) years, whether consecutive or cumulative. Failure of Life Directors to attend at least a majority of the meetings of the Board of Directors each year shall cause them to lose their right to vote. A Life Director shall not lose any other rights and privileges enjoyed as a Life Director as a result of a failure to meet the foregoing attendance requirement. A Life Director who has lost voting rights, because of failure to meet attendance requirements, may have such Life Director voting status reinstated after attendance at the requisite number of Board Meetings for two (2) consecutive years, upon approval of the Nominating Committee and the Board of Directors.

A Board Member who has attended a majority of the Board of Directors meetings each year for ten (10) years, whether consecutive or cumulative, shall be designated as a Senior Life Director, in which case as a Senior Life Director shall have attained a permanent voting right with no continuing attendance requirement. Past Presidents of the Association shall automatically be qualified to be Senior Life Directors. At the Annual Meetıng, the Nominating Committee shall certify to the membership that those persons being conferred Life Director or Senior Life Director status have met the qualifications outlined herein

3. Annual and Regular Meetings. Annual meetings of the Board of Directors shall be held at such time and place, designated by resolution of the Board of Dırectors, without notice required other than these Bylaws and such resolution. The Board of Directors may provide by resolution the time and place for the holding of additıonal regular meetings of the Board of Directors without notice required other than these Bylaws and such resolution.

4. Special Meetings. Special meetings of the Board of Directors may be called by the President or by not less than 10 of the voting Directors. The President shall fix the time and place, as the place for holding any special meeting of the Board of Dırectors that ıs called

5. Notice. Notice of any special meeting of the Board of Directors shall be received by each Director by mail, overnight courier, telecopy, electronic mail, or other mode of written transmittal, not less than three (3) business days before the time set for such a meeting, and must include the time, date, place, and business to be conducted at such meeting. No business other than that specified in the notice may be transacted at a Special Meeting. Any Director may waive notice of any meeting before, at or after such meeting

6. Quorum. A majority of the Board of Directors in office not including life or senior life directors, shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, provided, that if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

7. Manner of Acting. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, except as otherwise provided by law, by the Association's Articles of Incorporation, or by these Bylaws. Each Director shall have one (1) vote on all matters submitted to a vote of the Board of Directors. No Director voting by proxy shall be permitted.

8. Teleconferencing. To the extent permitted by law, any person participating in a meeting of the Board of Directors may participate by means of conference telephone or by any means of communication by which all persons participating in the meeting are able to hear one another and otherwise fully participate in the meeting. Such participation shall constitute presence in person at the meeting.

9. Action by Unanimous Written Consent. Any action required to be taken at a meeting of the Board of Directors or any action which may be taken at a meeting of the Board of Directors may be taken without a meeting if (1) a consent in

writing, setting forth the action so taken, shall be signed by all of the Directors entitled to vote with respect to the subject matter thereof, or (2) if all of the Directors entitled to vote with respect to such action consents to such action by electronic mail, setting forth the action so taken.

10. Minutes and Parliamentary Procedure. Minutes of each meeting of the Board of Directors shall be recorded by the Secretary. The minutes shall be submitted to the Board of Directors for approval at the subsequent meeting of the Board of Directors. All meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order to the extent that such parliamentary procedures are not inconsistent with these Bylaws, the Corporation's Articles of Incorporation, the Act, or rules adopted by the Board of Directors or the membership.

11 Removal or Resignation of Directors Any Director (except ex-officio Directors) may be removed from office at any time by the affirmative vote of a membership, pursuant to any related procedures adopted by the Board of Directors. The Director being considered for removal may not participate in the vote regarding removal. Any Director may resign at any time by giving written notice to the President, Secretary or to the Board of Directors or by delivering written notice to the President. Such resignation shall take effect at the time specified in such notice, or, if no time is specified, at the time such resignation is tendered.

12. Vacancies. In the event of a vacancy or in the event of any open Directorship to be filled by reason of an increase in the number of Directors, such vacancy or open Directorship may be filled at any time by the Board of Directors. A Director selected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office. Vacancies may be filled at any meeting of the Board of Directors. Such action shall be effected by the affirmative vote of a majority of the Board of Directors present at a meeting at which a quorum is present.

**ARTICLE 10- OFFICERS**

1. Definition of Officers. The Officers of the Association shall be a President, 1st Vice President, Immediate Past President, Treasurer, Secretary, and Executive Vice President. Such Officers to be vested with such authority and to be obligated to perform such duties as shall be prescribed by the Board of Directors. All Officers shall be members of the Board of Directors by virtue of their office, unless otherwise determined by the Board of Directors. The offices of President, Treasurer, and Executive Vice President shall not be held by the same person

2. Election, Term and Qualifications. The Officers of the Association and members of the board of directors shall be elected by the membership at its annual meeting; the election shall be by a majority of the members present at any meeting. Nominations for Officers shall be provided to the membership by

the nomination committee and further provided that the appointment of the Executive Vice President shall be governed by the relevant provisions of these Bylaws. Each Officer shall hold office for a one (1)-year term; provided, however, that Officers shall serve until their successors have been duly elected and have qualified provided that the term of the Executive Vice President shall governed by the relevant provisions of these By-laws.

3. Removal or Resignation of Officers. Any Officer may be removed from office at any time by the affirmative vote of a majority of the Board of Directors present at a meeting at which a quorum is present, pursuant to any related procedures adopted by the Board of Directors. The Officer being considered for removal may not participate in the vote regarding removal. Any Officer may resign at any time by giving written notice to the President, Secretary, Executive Vice President or to the Board of Directors. Such resignation shall take effect at the time specified in such notice, or, if no time is specified, at the time such resignation is tendered.

4. Vacancies. Any vacancy in any Officership because of death, resignation, removal, disqualification, or otherwise, may be filled at any time by the Board of Directors for the unexpired portion of such term. Vacancies may be filled or new offices created and filled at any meeting of the Board of Directors. Such action shall be effected by the affirmative vote of a majority of the Board of Directors present at a meeting at which a quorum is present.

**Article 11- OFFICER DUTIES**

1. President. The President shall be the principal elected officer of the Association and shall in general supervise and have charge of all of the affairs of the Association, pursuant to the direction and oversight of the Board of Directors. The President shall preside at all meetings of the Board of Directors and shall serve as the President of the Board of Directors. The President may sign any contracts, deeds, mortgages, and/or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by law to some other Officer or agent of the Association. The President in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time. The 1st Vice President shall succeed to the office of President upon the expiration of the term of the President.

2. First Vice President. In the event of absence or inability to serve of the President, the First Vice President shall perform the duties of President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The First Vice-President shall perform such other duties as may be assigned by the President

3. Immediate Past President. In the event of absence or inability to serve of the President and of the First Vice President, the Immediate Past President shall

perform the duties of President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Immediate Past President shall perform such other duties as may be assigned by the President and shall chair the nomination committee The President shall_succeed to the office of Immediate Past President upon the expiration of the term of the President.

4. Treasurer The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Association; receive and give receipts for monies due and payable to the Association from any sources whatsoever, and deposit all such monies in the name of the Association in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these Bylaws; and in general perform all of the duties incident to the office of Treasurer including chairing the budget committee and such other duties as from time to time may be assigned to him or her by the President or the Board of Directors. If required by the Board of Directors, the Secretary-Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Directors shall determine.

5. Secretary. The Secretary shall record the minutes of all meetings of the Board of Directors; maintain such minutes in one (1) or more books provided for such purpose; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be the custodian of the corporate records, including but not limited to all correspondence of the Association; be the custodian of the seal of the Association and see that such seal is affixed to all documents where necessary, the execution of which on behalf of the Association under its seal is duly authorized in accordance with the provisions of these Bylaws,

6. Executive Vice President. The Executive Vice President of the Association shall be the chief employed staff executive of the Association and shall be responsible for the general charge of the business, affairs and property of the Association and the general supervision of its agents. The Executive Vice President shall be accountable to the Board of Directors, shall see that all orders and resolutions of the Associations' Board of Directors are carried out. The engagement, termination, compensation, and management of all individuals employed to staff the operations of the Association shall be the responsibility of the Executive Vice President of the Association, consistent with adopted budget and NVBIA's human resources policies. The selection of the Executive Vice President shall be made by the executive committee and approved by the Board of Directors. Determinations regarding the employment status of the Executive Vice President of the Association may be made effective only with the majority of the Association's Board of Directors present at any duly called meeting of the Board of Directors at which a quorum is present. A Compensation Committee composed of the President, Immediate Past President, and First Vice President, shall administer the contract of the Executive Vice President.

## ARTICLE 12- EXECUTIVE COMMITTEE

An Executive Committee, consisting of all the Officers of the Association, the Chapter Presidents, the Council Chairmen as designated by the nominating committee, a vice president of government affairs, a vice president of member services, a vice president of Associates and two at-large members selected from Directors by the President, shall be charged with responsibility for the management of the affairs of the Association, and for reporting to the Board of Directors on a regular basis. Rules of procedure governing the Board of Directors for quorums, voting and other actions shall apply to the executive committee.

The Executive Committee shall act for, and on behalf of, the Board of Directors during months when the Board is not in session pursuant to the direction and or policy of the board. The Executive Committee shall meet at the call of the President.

The Vice President-Government Affairs shall, under the direction of the President, shall chair the legislative committee and oversee the functioning of such other committees and councils as the President may designate, reporting their activities to the Board of Directors. If for any reason the office of the Vice President-Government Affairs becomes vacant, the office shall be filled by the Board of Directors.

The Vice President-Member Services shall, under the direction of the President, chair the membership committee and oversee the functioning of such other committees and councils as the President may designate, reporting their activities to the Board of Directors. If for any reason the office of the Vice President-Member Services becomes vacant, the office shall be filled by the Board of Directors.

The Vice President-Associates shall, under the direction of the President, chair the Associates Committee and oversee the functioning of such other committees and councils as the President may designate, reporting their activities to the Board of Directors If for any reason the office of the Vice President-Associates becomes vacant, the office shall be filled by the Board of Directors.

Officers of the National Association of Home Builders (NAHB) or the Home Builders Association of Virginia (HBAV), who are Members of this Association, shall be ex-officio members of the Executive Committee.

## ARTICLE 13 - NOMINATION AND ELECTION OF OFFICERS AND BOARD OF DIRECTORS

A. The Nominating Committee shall consist of the President, Immediate Past President (who shall serve as Chairman), First Vice President and four current members of the Board of Directors, Life Directors, or Senior Life Directors, nominated by the President and approved by the Executive Committee. Of the appointed members, three shall be Builder/Developer Members and one shall be an Associate Member. The Nominating Committee shall meet in sufficient time to enable it to complete its work to meet the deadlines enumerated elsewhere in this Article. The Committee shall submit a slate of candidates for the following offices: President, First Vice President, Vice President-Treasurer, Vice President-Government Affairs, Vice President-Member Services, Vice President-Associates, and Secretary.

   Candidates for any office shall be a member:

   A. in good standing and

   B. the voting representative of the member or

   C. a designated alternate voting representative of the member.

   The Nominating Committee shall seek to nominate candidates for Officers from among Members of the Association who have served as Officers, Chapter Presidents or chairs of committees or councils.

   The Nominating Committee shall seek from the Chapters and Councils recommendations for the Chapter representatives and the appropriate number of Council representatives as provided for in Article 9.C to the board of directors and the appropriate number of councils to be represented on the executive committee as provided in Article 5 B.

B. The recommendations of the Nominating Committee shall be mailed to the full membership at least ten (10) days prior to the Annual Meeting. At the Annual Meeting, additional nominations may be made from the floor, after which nominations will be closed.

C. The Nominating Committee's slate of candidates for Officers and Regular Directors shall include a minimum of fifty percent (50%) Builder/Developer Members. All candidates shall be listed in accordance with their respective classifications, that is, either Builder/Developer or Associate Member classification.

D. At the Annual meeting of the Association, all candidates for office shall be voted on for election to the office to which they were nominated. In the case of Officers, the candidate receiving the greatest number of votes for each office will be elected. In the case of Regular Directors, the Builder/Developer candidates with the highest numbers of votes shall be declared elected until at least twenty (20) such Regular Directors are elected. These twenty (20), along with at least four (4) of the five (5) officers, will guarantee that Builder/Developer Members constitute at least fifty percent (50%) of the membership of the Board of Directors.

Thereafter, candidates with the greatest number of votes will be declared elected (regardless of membership classification) until the limit of fifty (50) Officers and Board Members is reached.

E. In the event of a tie for an Officer position or for the final Regular Director position, the candidates in question shall be voted upon by the membership present.

F. Terms of Directors, Officers, Regional Committees, Council Chairman, Chapter Council Presidents, and Chapter Councils and Committees, shall be for a period of one (1) year commencing on July 1 and ending June 30.

## ARTICLE 14- STANDARDS OF CODE OF CONDUCT OF THE MEMBERS OF THE BOARD OF DIRECTORS

A. In accepting the election to the Board of Directors and as an annual commitment to the organization, each member elected to the Board of Directors shall accept the following general responsibilities:

1. Ensure that NVBIA meets legal requirements and that it operates in accordance with its mission and for the purpose, for which it was granted tax exemption,

2. Protect the organization's assets.

3. Ensure that the organization is well run.

4. Remain actively involved in making sure that the Association has the funds and resources it needs including making a personal contributions; organizing or participating in fundraising events or benefits and face-to-face solicitation of other individuals.

5. Serving as an advocate of the industry with other trade groups, foundations, corporations, or government entities

6. To vote on issues with the Association's best interest in mind notwithstanding that the board members bring to the board the distinct experience or perspective of a particular group or segment of the organization's constituency.

B. Each person holding a position on the Board of Directors shall be expected to attend all meetings of the Board of Directors, support and attend the activities of the association and be an active participant in a standing committee, chapter or council of the Association.

C. Each person holding a position on the board of directors shall be held to a high ethical and moral standard, actively support the Article 20 (the Code of Ethics), comply with the duties and responsibilities as set forth in the board member policy document and shall diligently discharge his/her fiduciary responsibility to the Association.

D. Each person holding a position on the board of directors will meet the following standards of conduct and attention in carrying out their duties to the organization.

**1. Duty of Care**

Demonstration of a level of competence that an ordinarily prudent person would exercise in a like position and under similar circumstances." The board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

**2. Duty of Loyalty**

Each board member must give undivided allegiance when making decisions affecting the organization and place the organization above their own personal interest. Each individual serving as a director shall disclose actual or potential conflicts of interest to the board and shall recuse themselves from deliberations and voting on matters in which they may have personal interests. Officers and directors must act in the best interests of the organization.

**3. Duty of Obedience**

Each board member is to be faithful to the organization's mission acting in a way that is consistent with the central goals of the organization. All actions shall build individual member and public trust that the organization will manage donated funds to fulfill the organization's mission

## ARTICLE 15– VOTING, PROXIES, QUORUMS AND RULES

A. At meetings of the full membership, only Members in good standing shall have the right to vote The vote of Members who are not individuals shall be cast by the designated Voting Representative, except that, if the Voting Representative is absent, only one other representative shall cast the vote for the Member firm he/she represents.

B. At Board Meetings, only Directors qualified to vote shall have the right to do so.

C. A Member in good standing may vote by an instrument in writing addressed to the President bearing a date not more than ten (10) days in advance of a meeting, designating any Director to cast a vote for him/her at such meeting of the membership.

D A quorum of the membership at a membership meeting shall be those present at a duly held membership meeting.

E. A majority vote of Members present at a meeting shall carry any measure, unless otherwise specified in these Bylaws provided a quorum is present.

F. Robert's Rules of Order shall govern the procedure of all meetings of the Association and the Board of Directors. All meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order to the extent that such parliamentary procedures are not inconsistent with these Bylaws, the Corporation's Articles of Incorporation, the Act, or rules adopted by the Board of Directors or the membership.

G. Members shall furnish the Secretary or his/her authorized official with their official addresses and the mailing of any notices to such addresses shall be deemed service of such notices upon them as of the date of mailing.

H. Whenever a meeting of the executive committee or board of directors is scheduled for teleconferencing, voting shall be by a roll call vote.

## ARTICLE 16- FINANCES

A. Dues and other monies collected by this Association, its chapters, councils and committees shall be placed in a depository or depositories selected by the Executive Committee. Disbursements from such funds shall be made in accordance with the Constitution and Bylaws and operating policies.

A. Persons authorized to sign checks of the Association shall be the officers and the Executive Vice President. Two signatures shall be required on each check

B. The Board of Directors shall adopt a budget for the fiscal year no later than December 31 of each year and this Association shall function within the limits thus prescribed. Any expenditure, not provided for under the budget or as provided for in section 9 A of these bylaws, shall not be made without the express approval of the Board of Directors provided that in programs or events budgets, expenditures greater than the budgeted amounts may be approved by the Budget committee when consistent with the financial policies of the Association, provided that the increase in the programs or events expenditures is off set by increased revenues for the program or event and the budgeted margin of profitability for the program or event is maintained.

C. Annually, the Budget Committee shall authorize an audit of the financial condition of the Association, such audit to be conducted by a Certified Public Accountant and submitted to the Board of Directors for acceptance.

D. Inurnment: No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its Officers, Directors, committee members, employees, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein

**ARTICLE 17- COMMITTEES**

Annually, The President shall reconstitute the committee(s) of the Association as he/she deems necessary for the carrying out the business of the Association. At the first board meeting of each year, the President shall submit such committees for the concurrence of the Board of Directors.

A. Committees may be composed of Members or employees of Members, or governmental representatives, who may serve in a non-voting capacity.
B. Issues pertaining to the administration or activities of the Association shall be referred to the appropriate committee or council for study and expeditious reporting to the Board of Directors.
C. Each committee shall be constantly on the alert for matters that may develop from time to time, affecting their special area of interest, and shall advise the Board of Directors accordingly, with indication as to any recommended action.
E. Committee chairs shall serve no more than three consecutive years in the same position. The Executive Committee must grant exceptions.

## ARTICLE 18– INDEMNIFICATION

A Limitation of Liability. To the fullest extent permitted by the Virginia Nonstock Corporation Act and the Internal Revenue Code, the personal liability of the Directors, Officers, committee members and employees of the Corporation is hereby eliminated.

B. Indemnification. To the fullest extent permitted by the Virginia Nonstock Corporation Act and the Internal Revenue Code, the Corporation shall indemnify its Directors, Officers, committee members and employees.

## ARTICLE 19 AMENDMENTS

The Constitution and Bylaws may be amended by a two-thirds (2/3) vote of the Board of Directors, with subsequent notice to the full membership at its next regular meeting. Any Member of the Association who desires to propose an amendment shall submit such to the President for consideration by the Board of Directors.

## ARTICLE 20- UNAUTHORIZED ACTION OF OFFICERS, DIRECTORS, OR MEMBERS

No individual Officer, Director, Member, or Employee shall commit the Association to any action or policy without the authority of the Board of Directors. Neither shall any Officer, Director, Member or Employee institute a general collection or drive for funds among the membership for any purpose without authority of the Board of Directors.

## ARTICLE - 21- CODE OF ETHICS

The Northern Virginia Building Industry Association subscribes to its Code of Ethics as follows:

- Our paramount responsibility is to our customers, our community and our country.
- Honesty is our guiding business policy.
- High standards of health, safety and sanitation shall be built into every structure.
- Members shall deal fairly with their respective employees, subcontractors and suppliers.
- As members of a progressive industry, we encourage research to develop new materials, new building techniques, new building equipment and improved methods of financing, to the end that all purchasers may get the greatest value possible for every dollar.
- All sound legislative proposals affecting our industry and the people we serve shall have our informed and vigorous support.
- We hold inviolate the free enterprise system and the American Way of Life. We pledge our support to our associates, our state and national associations, and all related industries concerned with the preservation of legitimate rights and freedom.

We assume these responsibilities freely and solemnly, mindful that they are part of our obligation as members of the Northern Virginia Building Industry Association

Each member who has accepted a position of responsibility and authority in the governance structure of an association - both volunteers who serve without compensation and employed staff – accept a fiduciary duty to the organization, and are required to act reasonably, prudently and in the best interests of the entire association. Each member will avoid negligence and fraudulent activity; avoid conflicts of interest or other actions or activities that would be deleterious to the best interests of the Association as a whole. Members who violate this duty will be subject to removal from office and the Association.

Originally Adopted, 24th of June 1953.
Adopted as amended September 20, 2001 by the NVBIA Board of Directors
As Amended this 29th day of April 2004 by the NVBIA Board of Directors
As Amended this 9th day of June, 2005 by the NVBIA Board of Directors
As Amended this 27th day of September 2007 by the NVBIA Board of Directors