



HILLCREST AT SAFFOLD WAY

ANNUAL & BOARD OF DIRECTORS MEETINGS **December 12, 2023 | 8:00pm | Zoom only**

Minutes

Annual Meeting Attendees: 73 Owners & Residents

Annual meeting of HCA members called to order by Board President at 7:30pm

AGENDA

- Board of Directors review 2023
 - Amir reviewed and summarized all 2023 road work accomplished
 - Alexandra reviewed and summarized 2023 work replacing/maintaining signs and reviewed new trash pickup contract renewal. Also answered question re: one weekly pickup vice two plus other issues raised
 - Ben discussed annual dues collections and cluster tree maintenance accomplishments. Ben also answered questions re: tree cutting process and summarized renewal of Blade Runners' contract for landscape maintenance
 - Harvey summarized 2023 efforts re: street light maintenance, annual cluster picnic and cluster cleanup effort. Harvey also discussed progress on website maintenance and maintenance/update of the cluster resident/owner contact data file
 - Rick reviewed the requirement for HCA to do a capital asset plan/study to determine the value of all HCA assets, plan for their replacement if required and establish a Reserve Fund to enable replacement. Rick also reviewed the Operating budget and past decision to hire Capitol Management to send out dues notices, receive dues and pay the cluster's bills. Rick also reviewed the requirement for HCA to maintain an 'Operating Reserve' with a value equal to 8% of the Capital Reserve and how the Board is maintaining that fund. In summary, 2023 revenue exceeded projections plus there has been reduced spending during COVID resulting in an allocation of \$25K to the Capital Asset Reserve Fund and additionally \$5K to the Operating Reserve Fund.
- Board of Directors presents look forward to 2024 plans
 - Looking forward to 2024 Rick announced that there is no requirement for a dues increase and that spending has been, and will be, compliant with the 2021 Strategic Plan previously published. For 2024 the new landscape maintenance contract will be a 3-year (vice previous 5-year) fixed price contract with a cost increase of 30%. The renewal of the trash collection contract will also be for 3 years with a 3.5% annual increase. Other 2024 planned expenditures include further work on stormwater remediation projects, tree maintenance and new common ground maintenance projects. Finally, Rick walked through the proposed 2024 budget sent to all owners, line by line and explained the carryover from 2023 to 2024 of \$70K. The Capital Asset Reserve Fund requirement is \$800K and we continue to add \$25K per year. The Operating Reserve Fund target value is \$60K and we will continue to add \$5K per year until it reaches that value.

- Call for vote by members to approve the Board’s proposed 2024 budget which was approved by all present, zero nays.
- Open discussion and Q & A. Questions from owners/residents present included:
 - The bump at the entrance to Saffold Way, can it/will it be repaired? The Board explained that the bump is not on HCA property, but belongs to the State of VA with Fairfax County maintenance. No plans by the Board to do anything with it. It exists to provide proper water drainage and serves as an initial sort of speed bump to reduce speeding onto Saffold Way.
 - Cellular phone coverage in the cluster, particular in the Lower Bridges neighborhood. The Board explained that we have nothing to do with that coverage. An explanation was provided about the reduced number of cellular antenna sites in the general area which is in part, cause for the poor coverage.
 - Leaf collection, i.e. how many times are they collected and will there be another collection in 2023, concern about large quantity of leaves remaining in some areas. The Board explained that perhaps all leaf collections had been accomplished but that we would ask Blade Runners for one more collection (which was achieved the week after this meeting). Other comments from attendees encouraged mulching the leaves into the grass rather than collecting and hauling them away to improve the grass growth.
- Adjourn
 - The President adjourned at 8:50pm.

+++++

Board of Directors Meeting

Members Attending: Ben, Amir, Harvey, Rick, Fritz, John and Alexandra

- Meeting called to order at 9:05 pm
- Minutes of 10 October 2023 and 14 November meetings had been reviewed by board members were unanimously approved
- Votes for four candidates volunteering to fill three vacant board positions were tallied by the Secretary and results announced by the President.
 - o Two candidates (Fritz Diefenderfer and John Koebert) clearly captured a significant majority of the votes and will be 2024 board members
 - o Two other candidates (Fatimah Pitoff and Alexandra Schlesinger) were tied with exactly the same number of votes. The President asked the Board members to vote and break the tie resulting in Alexandra Schlesinger being announced as the final new 2024 board member.
- The President announced that for 2024 all HCA Board Meetings will be virtual and will use the new Google Meet application integral to the cluster’s Google Workspace site.
 - o During the January 2024 Board meeting tasks for all board members will be reviewed and adjusted for the year.
 - o The President asked that all Board members provide 2 items they would like to see accomplished in 2024.
- The meeting was adjourned at 9:21pm. The next Board meeting will be at 8:00pm, Tuesday, 9 January 2024.