

# HILLCREST AT SAFFOLD WAY

## BOARD OF DIRECTORS MEETING

**January 09, 2024 | 8:00pm | via Google Meet**

### Minutes

**Members Attending: Ben, Harvey, Rick, Fritz, and John**

**Residents Attending: Fatimah Pitkoff**

- Meeting called to order at 8:03 pm
- Minutes of 12 December 2023 annual member meeting and Board of Director's meeting reviewed and approved
- Resident Comments/Concerns: None received.

#### OLD BUSINESS

- Review of trash contract and discussion deferred until February due to absence of Alexandra.
- Ben update on tree work, nothing to report. Recently two trees brought down during high winds and rain but no response required by HCA.
- Ben update on legal issues. Two houses are two full years delinquent on dues. Legal counsel filed a lien on one and they are still working on the other one. Rick chimed in that there are three houses that have not paid anything for 2023. Rick will provide addresses and names to Ben who will refer to legal counsel for application of liens. Rick mentioned that there are two other homes with small pending balances from 2023 that he is continuing to work with.
- Rick summarized cluster financial status. Total revenue for 2023 was \$272,580.00. Expenditures totaled \$266,000.00. Current carryover to 2024 is \$80,500.00. The Operating Reserve Fund is at \$33,600.00 and the Capital Reserve Fund is at \$70,500.00. The Bank account balance is currently at \$132,000.00 part of which is \$45,000.00 carryover from 2023.
- Ben had planned to discuss and realign roles for board members. However, since two board members are absent, we will defer discussion of board member roles until next month at the February meeting. Ben mentioned that he had asked Fritz to think about taking on Secretary duties when Harvey leaves.
- Discussion of 2024 priorities, from list attached.
  - Items 1, 4, 5 & 6 on the attached list will be discussed with Blade Runner contact by Ben and Rick to get an estimate for cost.
  - Item 2 on the attached list is a major project. Rick proposed that he and Amir will collect estimates for this work and tentatively plan to include it in the 2025 budget.
  - Item 3 on the list is still in discussion. Board approved planting of new trees this spring, pending final cost estimate for a couple of options re: how many trees and what kind of trees.
  - Item 7 on the list will be done, Rick will schedule these inspections for April and May.
  - Item 8 on the list will be done by Rick and he will report back to the board the options he finds along with a recommendation for which option we should approve.

- Item 9 on the list is approved by the board pending final cost estimates for the work. Ben suggested that perhaps one contractor could do both installations, Fritz will investigate.
- Item 10 on the list requires further discussion between Harvey, Fritz and possibly Rick to define the changes needed. Then the list will be presented to Creative Liquid, the website maintenance contractor, for a cost estimate.
- Additionally, Fritz proposed consideration for adding to website update the ability to have forms, especially those for voting for board members and cluster census forms, readily available on the website. Also to add capability to do board member votes on the website digitally.
- Fritz also suggested we review and update the bylaws for HCA. Ben agreed to take this project on and to work with legal counsel to get updates accomplished.

## NEW BUSINESS

- Fritz asked about the possibility of installing a “Little Library” book exchange box on HCA common ground. The board asked him to propose his plan in detail, along with any costs for consideration.

## OPEN DISCUSSION

- Resident Fatimah Pitkoff mentioned several patches of bamboo, an invasive species banned by Reston Association, in the cluster that need to be taken out. She also mentioned a vehicle near her house with expired licenses that has not moved. The board pointed out that eradication of bamboo is a project already in process with Blade Runners. Rick is familiar with the owner of the vehicle mentioned and in the absence of Alexandra he has agreed to take care of it.
- Adjourn. Meeting was adjourned at 9:26 pm.
- Next Meeting:
  - Next meeting will be at 8:00pm, Tuesday 13 February 2024 via Google Meet.

## SUMMARIZED ACTION ITEMS:

- Ben —
  - Report on follow up with Blade Runners re: their payment in support of the picnic.
  - Update on homes with delinquent dues referred for legal action
  - Bring discussion of roles for board members at February meeting
- Amir —
  - Continue to work with Rick on the Stormwater Remediation Plan including proposed schedule.
- Rick —
  - Follow up with Capitol Management re: payments to Google
  - Work with Ben and Blade Runners to get estimates on the 2024 priority items mentioned above.
  - Work on item 8 from the 2024 priorities list to identify safe, long term investment strategy for HCA reserve funds
  - Develop proposed schedule for next neighborhood/home inspections in April and May
- Harvey —
  - List current tasks and roles as Secretary, then discuss with Fritz. Provide a copy of the list to the Board members for the roles discussion next month.
- Alexandra —
  - (Pending from November) Get final Contact language from American for 2024 and forward to all board members, particularly to Ben for his signature. Notify

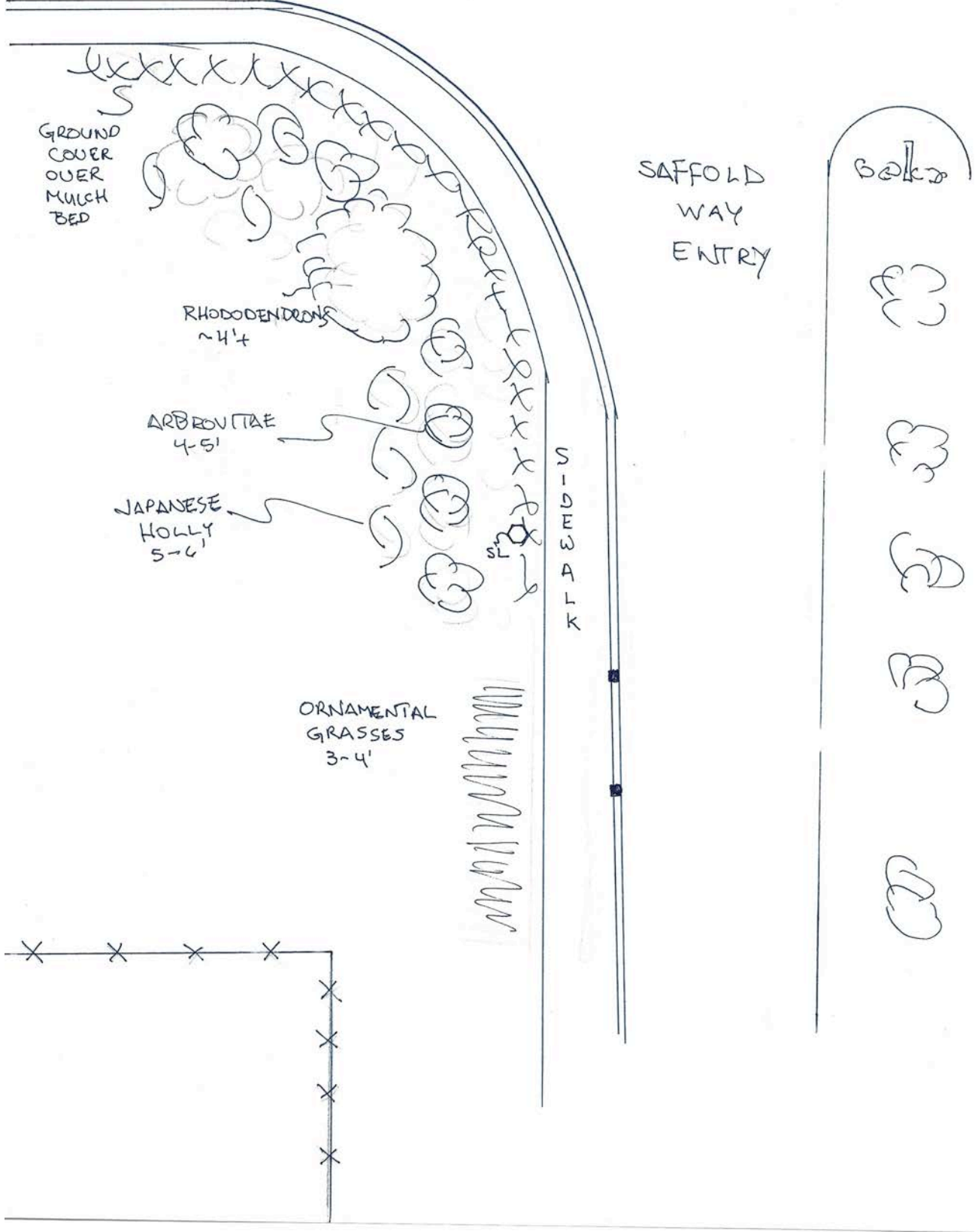
**American Trash and Alternative Trash LLC that their proposals were not accepted. Forward final contract information to Rick for inclusion in the budget.**

- **(Pending from October meeting) Reach out to American regarding getting a communal trash can at the basketball court and how to enable it being emptied weekly when they pick up trash.**
  - **(Pending) Update the board re: the multiple vehicles that you are watching re: being parked in the cluster. Notify all board members if any vehicles are towed.**
- **Fritz —**
- **(Pending from October meeting) Get estimates for new adjustable basketball goal including installation and removal of the old goal and post. If estimates are within the budget approved by the board last month, schedule the work to be done during 2023 so it can be paid for from this year funds.**

Hillcrest Custer Association  
2024 Priorities

1. Stormwater Remediation: Bryan Courts 11032-11046, install channel using river rock to carry runoff to the nearest catch basin in the area. Approx 120 lf
  2. Stormwater Remediation: 11186-11174, install 175 lf river rock channel and construct underground drain across Saffold Way and tie into catch basin: Approx \$30,000 due to need to open road and curb and gutter. Initiate saving ½ cost in 2024 and construction in 2025.
  3. Main Saffold Way Entry: Replace all dogwood trees with either the same species or a new type of tree all the same height and type March 2024 - \$7,000-8,000
  4. Main Saffold Way: Beautify entry side of Main Saffold Way. Remove all existing shrubbery and weeds that have become trees. Restore soil with fertilizer and peat. In stall ardorvitee and hollies to block headlight glare, and ground cover in Fall 2024. Cost \$9,000.
  5. Grass Restoration: Restore bare areas along main Saffold Way: a. curb areas to 4 way stop, b. various areas from 11116 – 11130, c. area adjacent to 11172. Cost: \$2,000
  6. Grass Restoration: 11100 – 11102: The owner of 11102 removed a tree whose roots stretched top the playground area and robbed the area of water for grass. Cost \$3,000-4,000: grind all surface roots from area, rototill soil and mix in fertilizer and peat moss; seed area: rope off to prevent access until grass grows. April 2024
  7. Conduct Home inspections in the Hillcrest and Fairfield areas. April and May 2024, letters out by June 1.
  8. Investigate long term investment of Capital Asset Reserves in safe vehicles such as CDs, municipal bonds, or other government bonds.
  9. Install basketball hoop, and benches at Ring Road; Spring and Summer. Cost: \$10,000-12,000 installed
  10. Reorganize the HCA webpage. Maintain current content, include the handbook with addenda policies as integral part of webpage, change color combinations to make it easier to read by anyone with visual impairments, make sure all the links work, add a copy of the latest approved budget, etc.
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RING RD



-  GRASS RESTORATION
-  STORMWATER
-  TREES + SHRUBS

