



# HILLCREST AT SAFFOLD WAY

## BOARD OF DIRECTORS MEETING

**June 11, 2024 | 8:00pm | via Google Meet**

### Minutes

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

**Residents Attending: Fatimah Pitikoff (11172)**

- Meeting called to order at 8:02 pm
- Minutes of 14 May 2024 Board of Director's meeting reviewed and approved
- Resident Comments/Concerns: From owner of 11172 a concern regarding exposed roots from a large pine tree behind her residence. These roots present a trip hazard that she feels needs to be addressed. The BoD had earlier contracted with Blade Runners to address this issue which work is scheduled to be accomplished on 12 June. Follow up, the work was accomplished, photo attached, as the owner of 11172 has indicated she is pleased with the effort.

#### OLD BUSINESS

- Ben asked to defer a discussion of the non-residents who have been trespassing or loitering on Saffold Way until later in this meeting
- Amir provided an update regarding roadway maintenance. Amir and the contractor have identified multiple areas that require work. Area 1 & 2 is the roadway between 11100-11052-11050 in the Hillcrest neighborhood. The cracks here have widened and are being undermined by stormwater. Crack sealing here would cost about \$5K-\$6K and would be very temporary. What is needed is resurfacing work that, if done to a depth of 2" would cost roughly \$12K and if done to 4" would cost \$18K. Depth of effort required will not be known until digging/demo begins. Another area requiring extensive work is the hill that goes down to Lower Bridges from the stop sign at the top of the hill. This area is worse than the area in the Hillcrest neighborhood. Rick added that he had walked this area with a drainage contractor and a new drainage solution is needed and should be done before we fix the road surface. To fix the drainage issue will require a drainpipe installed under the roadway to move the water away to a catch basin. The drainage contractor recommends a new drainpipe behind houses from 11174 to 11186 to collect water from all those downspouts and feed it into the new drainpipe to be run under the roadway. This effort will require some tree trimming and grass planting plus opening up the roadway to install the drainpipe and is estimated to cost about \$34K. All agreed that the drainage issue in Lower Bridges area should be addressed before performing any road resurfacing. Amir has an estimate for the roadway repair there that is roughly \$19K for work down 2" and \$32K for down to 4". After discussion the Board agreed that due to the costs involved in this work altogether, that we should move forward immediately with crack sealing in the Hillcrest

neighborhood as a temporary solution. In calendar year 2025 we will fund the drainage repairs Rick outlined in Lower Bridges. In calendar year 2026 we will fund the roadway repairs in Lower Bridges

- Ben opened the discussion on trespassers. Given the recent reports of people who are not residents of Saffold Way nor guests of residents repeatedly loitering for extended periods along main Saffold Way and near the basketball court, Ben met with legal counsel to seek their guidance. Legal counsel strongly recommends installation of two appropriately worded no trespassing signs to provide due notice to the loiterers. After some discussion all agreed that we need to communicate the issue to all residents and owners and ask that anyone who sees people loitering or acting suspiciously report that to the Fairfax County Police non-emergency number, as suggested by the police. These reports can be made anonymously but should be done without confronting the loiterers in order to allow the police to arrive before they leave. Agreed upon action going forward is to ask Alexandra to work with her sign contractor to get the new no trespassing signs made and installed plus Ben will draft a note for the next Hillcrest Happenings and send it to Harvey for inclusion.
- Rick's budget report (see attached) is good. 80% of 2024 dues have been collected as of the end of May. There are still 24 owners who have not yet paid and 5 more who are further in arrears and against whom legal action has begun. All expenses are in line with the budget. Rick is working with Capitol Management to ensure all expenses are allocated to the correct line in the budget. Rick reports that the newly installed trees in the median of main Saffold Way have been paid for and an initial payment has been made to the contractor that will procure and install the new basketball goal and new benches by Ring Road.
- Ben reports that legal pursuit of delinquent dues accounts is moving forward. One homeowner has not been responsive for past few months and we may be forced to move forward with foreclosure on that property.
- Rick reported on HCA home inspections. The inspection of Hillcrest has been completed and Rick is drafting the letters to homeowners. He has a few left to finish and then he will send them on to Harvey for printing and mailing.,
- Regarding RA's interest in HCA's stormwater remediation efforts, Rick attended a presentation at RA about stormwater remediation. RA subsequently offered to help HCA with our issues but we have declined. We feel we at HCA are ahead of RA on this issue and we have found excellent contractors to work with to solve the issues.
- Regarding long term investment solutions for HCA's reserve funds, Rick has reached out to Capital Management for their recommendations.
- Harvey asked for agreement on a date for the board members to review the ElectionBuddy application with our website contractor Creative Liquid. Rick suggested we do that in conjunction with the July BoD meeting and all agreed. Harvey will propose to Creative Liquid that we receive their briefing and training on Tuesday, 9 July from 7:00pm - 8:00pm to be immediately followed by the July BoD meeting at 8:00pm.
- John reported that he is working street lights now. The light in front of 11006 is still dark and Dominion Energy has told us they will have it repaired before the end of August. John has reported this to the homeowners in that area and suggested to them that until it is fixed they should all leave their front, outside lights on to minimize the darkness. Rick reminded John to ask for a credit to our bill for the street lights when any light is dark for 30 days or

more. John reports that he has established a schedule to walk the cluster and check the street lights on the last Friday of every month.

- John reported that the optimum dates for a Spring Cluster Cleanup (CC) has slipped and he recommends we look at doing it in the fall. All agreed and asked John to proposed dates that can be published to everyone. John is working on tasks to be accomplished during CC and is randomly asking residents and owners for projects they would like to see done.

#### **NEW BUSINESS**

- Fritz asked about a cluster yard sale. All agreed that is fine and only needs someone to volunteer to coordinate the effort. This includes advertising and promotion of the sale to maximize its benefit to all who participate. Fritz will look into doing this.
- Fritz also commented on the recent work by Blade Runners on their special project to clear back the overgrowth at the entrance to the cluster, inbound side. He recalled the work order saying it would be cut back 20 feet and he observed that it seems to have been done less than that. He also asked about clearing back the growth along Ring Road going up the hill from the entrance to Saffold Way. All agreed it should be cut back and initially it will be put on the Fall Cluster Cleanup work list but may require a larger effort.
- Rick updated status of those homeowners who are excessively in arrears on their annual dues and the legal effort we are pursuing with them.
- Fatimah Pitikoff commented on the bamboo patches that need to be worked on going forward and John agreed to put them on the Fall CC wordlist.
- Ben asked Harvey to include a note in the next Hillcrest Happenings discussing the work at the entrance and other special project we have contracted with Blade Runners to do.
- Rick asked about posting BoD member phone numbers on the website as is required by law and Ben asked Harvey to gather all the phone numbers and get them posted.
- Adjourn. Meeting was adjourned at 9:20 pm.
- Next Meeting:
  - Next meeting will be at 8:00pm, Tuesday 09 July 2024 via Google Meet. Members are reminded that there will be no meeting in August.

This is a photo of the completed work by Blade Runners to cover the exposed tree roots behind 11172.



2024 HILLTOPS CLUBS ASSOCIATION INCOME BUDGET SCHEDULE

HOME

DESCRIPTION	CATEGORY/HIDDEN	BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL YTD	BUDGET
OPERATION	FROM FROM/HIDDEN	\$ 42,000.00	\$ 12,400.00	\$ 13,600.00	\$ 20,000.00	\$ 21,100.00	\$ 21,100.00	\$ 21,100.00	\$ 21,100.00	\$ 21,100.00	\$ 21,100.00	\$ 21,100.00	\$ 21,100.00	\$ 21,100.00	\$ 211,000.00	\$ 211,000.00
DUSS ASSISTANCE	MEMBERS	\$ 222,000.00	\$ 68,700.00	\$ 65,800.00	\$ 28,170.00	\$ 12,980.00	\$ 12,980.00	\$ 12,980.00	\$ 12,980.00	\$ 12,980.00	\$ 12,980.00	\$ 12,980.00	\$ 12,980.00	\$ 12,980.00	\$ 129,800.00	\$ 129,800.00
PAST YEAR SALES	MEMBERS	\$ 2,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UNIT FEES/WEST	MEMBERS	\$ 400.00	\$ 10.00	\$ 21.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31.00	\$ 40.00
LEGAL FEE INCOME	MEMBERS	\$ -	\$ 28.87	\$ 28.87	\$ 28.87	\$ 28.87	\$ 28.87	\$ 28.87	\$ 28.87	\$ 28.87	\$ 28.87	\$ 28.87	\$ 28.87	\$ 28.87	\$ 288.70	\$ 288.70
WYSTER	MEMBERS	\$ 800.00	\$ 34.30	\$ 41.00	\$ 52.11	\$ 40.14	\$ 40.14	\$ 40.14	\$ 40.14	\$ 40.14	\$ 40.14	\$ 40.14	\$ 40.14	\$ 40.14	\$ 401.40	\$ 401.40
RESIDENT FEE/RES	MEMBERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 272,000.00	\$ 103,510.00	\$ 103,510.00	\$ 208,000.00	\$ 248,040.00	\$ 248,040.00	\$ 248,040.00	\$ 248,040.00	\$ 248,040.00	\$ 248,040.00	\$ 248,040.00	\$ 248,040.00	\$ 248,040.00	\$ 2,480,400.00	\$ 2,480,400.00

EXPENSE

DESCRIPTION	CATEGORY/HIDDEN	BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL YTD	TOTAL BUDGET LINE
ADMINISTRATION		\$ 24,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,500.00
SALESMEN		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
COA		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FEES		\$ 80.00	\$ 32.00	\$ 13.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45.00	\$ 80.00
STORAGE/ENTRAL		\$ -	\$ -	\$ 64.00	\$ 64.00	\$ 64.00	\$ 64.00	\$ 64.00	\$ 64.00	\$ 64.00	\$ 64.00	\$ 64.00	\$ 64.00	\$ 64.00	\$ 640.00	\$ 640.00
BOON CONTRIBUTION		\$ -	\$ 2,600.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,100.00	\$ 4,100.00
VENUE		\$ 940.00	\$ 190.70	\$ 348.81	\$ 344.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 884.31	\$ 884.31
FINANCIAL ADMINISTRATION		\$ 608.33	\$ 61.24	\$ 612.51	\$ 608.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,430.41	\$ 2,430.41
INSURANCE		\$ -	\$ 1,180.00	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,380.00	\$ 2,380.00
LEGAL		\$ 187.25	\$ 96.25	\$ 96.25	\$ 96.25	\$ 96.25	\$ 96.25	\$ 96.25	\$ 96.25	\$ 96.25	\$ 96.25	\$ 96.25	\$ 96.25	\$ 962.50	\$ 962.50	
CONTRACTS		\$ 207,000.00	\$ 62,416.66	\$ -	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 207,000.00	\$ 207,000.00
LIQUIDATION		\$ 3,500.00	\$ 1,300.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 13,600.00	\$ 13,600.00
SNOW REMOVAL		\$ 1,275.00	\$ 1,280.00	\$ 912.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,472.00	\$ 3,472.00
STREET LIGHTS		\$ 488.95	\$ 61.00	\$ 615.95	\$ 602.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,308.14	\$ 2,308.14
INVESTMENT		\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
ANNUAL FEE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ANNUAL MEETINGS		\$ -	\$ -	\$ -	\$ 674.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 674.00	\$ 674.00
ASSET MAINTENANCE		\$ 15,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
TRIP MAINTENANCE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOARDS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOARDS & CLUBS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PLANS/BOARD		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STORAGE/RENTAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STAMP		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
POST CONTROL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
JOHN REPAIRS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING RESERVE		\$ 70,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00
CAPITAL ASSET RESERVE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING ACCOUNT CARRIER		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 271,000.00	\$ 103,616.66	\$ 110,615.00	\$ 17,000.00	\$ 10,150.00	\$ 10,150.00	\$ 10,150.00	\$ 10,150.00	\$ 10,150.00	\$ 10,150.00	\$ 10,150.00	\$ 10,150.00	\$ 10,150.00	\$ 1,036,166.66	\$ 1,036,166.66

BASE ACCOUNT BALANCES

Checking - John Merend \$ 174,722.00  
 Money Market - John Merend Operating Balance \$ 200,856.94  
 Money Market - John Merend Capital Asset \$ 284,133.66  
\$ 659,712.60