



HILLCREST AT SAFFOLD WAY

BOARD OF DIRECTORS MEETING

July 09, 2024 | 8:00pm | via Google Meet

Minutes

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

Residents Attending: None

- Meeting called to order at 7:58 pm
- Minutes of 11 June 2024 Board of Director's meeting reviewed and approved
- Resident Comments/Concerns: None.

OLD BUSINESS

- Discussion of signs, i.e. how to accommodate requirement for 2 new "No Trespassing" signs along main Saffold Way. All agreed we also needed to add a third "No Trespassing" sign by the stairway coming up into the cluster from the sidewalk along Ring Road. Several options were proposed and discussed, including:
 - Taking down the "Neighborhood Watch" sign on the inbound side of the entrance. Amir suggested that although we do not currently have an active Neighborhood Watch program, the sign may be an initial part of a cluster security protocol. Agreed that we keep the "Neighborhood Watch" sign as is.
 - Taking down the speed limit sign at the four-way stop and putting the new sign there. It was suggested that given the ongoing issue with speeding on main Saffold Way we should keep the speed limit sign. All agreed.
 - Proposed to add another new speed limit sign for drivers coming up the hill from Lower Bridges area and possibly a new stop sign at the top of that hill. Discussed the fact that when there are wet or icy road conditions getting up that hill can be tricky and that is why there is not a stop sign for those exiting Lower Bridges. Discussion of a new speed limit sign was unresolved.
 - In the end all agreed that we need to have made 3 new "No Trespassing" signs, 2 larger ones (perhaps 18"x24") plus one smaller one (perhaps about 18"x14"). Where they will be mounted will be subject of a future discussion.
- Rick presented the monthly budget/financial report for June 2024, a copy of which is attached. As expected, there was a large influx of dues (about \$28K) during June before accounts begin accruing interest on 01 July. The account is in great shape having collected roughly 90% of 2024 dues owed. We have expended about \$131K of a \$271K approved budget. The added landscaping project work performed by Blade Runners is complete and at this point is dead, near dead or not growing due to the high heat and no rainfall. That

was a \$21K+ expense. Of the 5 homes with delinquent dues 2 have now paid in full, 1 is on a payment plan and 2 remain delinquent and are the subject of our legal processes. Monthly expenditures are now averaging roughly \$17K and that figure has been slowly increasing over the past 2 years.

- The home inspections done and planned, Rick is still working on the letters to homeowners but plans to get them to Harvey to mail out soon. Rick proposes deferring further inspections until the high heat abates some and all agreed.
- Regarding a plan for long term investment of our reserve funds, Capitol Management had no suggestions and Rick will next to talk with our bank (John Marshall Bank) for their input.
- Amir updated the roadway maintenance efforts he is working. We had decided last meeting to go forward with crack sealing in the Hillcrest area and to postpone the major work in the Lower Bridges area. To maximize effectiveness of the result, Amir proposed delaying the crack sealing effort until the summer heat abates.
- Harvey updated 2 projects. The demo of the ElectionBuddy app for accomplishing the annual meeting and board election was successful and all agreed we should move forward on that. We have an estimate from Creative Liquid to implement Election Buddy and to assist us this fall to execute the app and they are moving forward on getting it in place. The addition of BoD telephone numbers on the website has been completed.
- Fritz had no update on organizing a cluster-wide yard sale. He suggested that due to the high heat we should delay that event, perhaps scheduling it in October.
- All agreed that Harvey should publish a note to all residents regarding our plans for a cluster-wide yard sale and for Cluster Cleanup in the Fall.
- John briefed his planning for a Cluster Cleanup. He is compiling a worklist to be published in advance. He proposes the date for that event should be the 3rd or 4th week in October.
- Alexandra reminded all that our contract for trash collection contained a modest (2%) price increase effective 01 July 2024. She also reports that the abandoned motor cycle has now been towed away.
- Alexandra then reported that during her discussions with Henry's Towing to get the motorcycle removed, they advised her that there was no current agreement in place between Henry's and HCA since 2018. Harvey mentioned that when he spoke with Henry's a year ago to update who were the board members who could call and have vehicles towed they said they would update our agreement. Regardless, Henry's wants a new agreement in place and John Harris at Henry's has a draft agreement he is sending over for signature to get that done.
- John reported that all our street lights are working properly with the exception of the one near 11006. Dominion Energy states that the light will be repaired on 26 August 2024 as they are still waiting on parts to complete the repairs. That light has been dark for several months, going back to late November. John will call Dominion Energy to ensure they are giving us a credit on the bill for that light.

NEW BUSINESS

- Alexandra reported that the owner of 11185 has noticed a commercial vehicle (Cropp-Metcalf truck) has been parking in the cluster overnight for some time and doesn't seem

to be working on any home. They suspect there is a resident or owner using the vehicle. All agreed that Alexandra should put a note on the vehicle's window explaining that commercial vehicles are not allowed to park in the cluster overnight. A discussion ensued about what a commercial vehicle is and the rationale around the prohibition of them parking in the cluster. The Herndon police vehicle that occasionally parks in the cluster is not a commercial vehicle nor are the vehicles with Virginia Antique license plates. All agreed that Harvey should put a note in the Hillcrest Happenings re: prohibition of commercial vehicle parking.

- John provided information that for another organization where he is the treasurer there was a need to find a secure long term investment for funds, much like we are considering. For that organization John suggested and they approved buying certificates of deposit from PNC Bank.
- Fritz asked about Blade Runners watering the new trees in the median by only filling the bags on the trunk with water but not actually watering the base of the tree. We assured Fritz that is the proper procedure for watering those trees.
- Adjourn. Meeting was adjourned at 9:06 pm.
- Next Meeting:
 - Next meeting will be at 8:00pm, Tuesday 10 September 2024 via Google Meet. Members are reminded that there will be no meeting in August.

2024 HILLCREST CLUSTERS ASSOCIATION INCOME EXPENSE SCHEDULE

DESCRIPTION	CATEGORY/VERSION	BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL YTD	BUDGET
CONDO FEE	FROM HOUSING	\$ 42,000.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 42,000.00	\$ 42,000.00
DATE ASSESSMENT	CONDO FEES	\$ 272,000.00	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 236,666.67	\$ 272,000.00
PART YEAR DUES	REGULARS	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
LATE FEES/INTEREST	CONDO FEES	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00
LOCAL FEE INCOME	CONDO FEES	\$ -	\$ 28.97	\$ 28.97	\$ 28.97	\$ 28.97	\$ 28.97	\$ 28.97	\$ 28.97	\$ 28.97	\$ 28.97	\$ 28.97	\$ 28.97	\$ 28.97	\$ 347.85	\$ 347.85
INTEREST	JOHN WARDEN	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
RESIDENT SERVICES	CONDO FEES	\$ 272,000.00	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 19,777.78	\$ 236,666.67	\$ 272,000.00
TOTAL		\$ 722,000.00	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 694,166.67	\$ 722,000.00

DESCRIPTION	CATEGORY/VERSION	BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL YTD	BUDGET
ADMINISTRATION		\$ 84,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,500.00
SURPLUS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CPA		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FEES		\$ 80.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80.00	\$ 80.00
STORAGE RENTAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HOV COMPENSATION		\$ -	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 26,000.00	\$ 26,000.00	
WARRANTY		\$ 148.00	\$ 12.33	\$ 12.33	\$ 12.33	\$ 12.33	\$ 12.33	\$ 12.33	\$ 12.33	\$ 12.33	\$ 12.33	\$ 12.33	\$ 12.33	\$ 12.33	\$ 148.00	\$ 148.00
FINANCIAL MANAGEMENT		\$ -	\$ 608.83	\$ 608.83	\$ 608.83	\$ 608.83	\$ 608.83	\$ 608.83	\$ 608.83	\$ 608.83	\$ 608.83	\$ 608.83	\$ 608.83	\$ 608.83	\$ 7,306.00	\$ 7,306.00
INSURANCE		\$ -	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00	\$ 14,268.00	\$ 14,268.00
LEGAL		\$ -	\$ 287.28	\$ 287.28	\$ 287.28	\$ 287.28	\$ 287.28	\$ 287.28	\$ 287.28	\$ 287.28	\$ 287.28	\$ 287.28	\$ 287.28	\$ 287.28	\$ 3,447.36	\$ 3,447.36
CONTRACTS		\$ 107,000.00	\$ 8,916.67	\$ 8,916.67	\$ 8,916.67	\$ 8,916.67	\$ 8,916.67	\$ 8,916.67	\$ 8,916.67	\$ 8,916.67	\$ 8,916.67	\$ 8,916.67	\$ 8,916.67	\$ 8,916.67	\$ 107,000.00	\$ 107,000.00
LANE MAINTENANCE		\$ -	\$ 3,052.43	\$ 3,052.43	\$ 3,052.43	\$ 3,052.43	\$ 3,052.43	\$ 3,052.43	\$ 3,052.43	\$ 3,052.43	\$ 3,052.43	\$ 3,052.43	\$ 3,052.43	\$ 3,052.43	\$ 36,629.16	\$ 36,629.16
TRASH & RECYCLING		\$ -	\$ 3,375.00	\$ 3,375.00	\$ 3,375.00	\$ 3,375.00	\$ 3,375.00	\$ 3,375.00	\$ 3,375.00	\$ 3,375.00	\$ 3,375.00	\$ 3,375.00	\$ 3,375.00	\$ 3,375.00	\$ 40,500.00	\$ 40,500.00
SNOW REMOVAL		\$ -	\$ 488.93	\$ 488.93	\$ 488.93	\$ 488.93	\$ 488.93	\$ 488.93	\$ 488.93	\$ 488.93	\$ 488.93	\$ 488.93	\$ 488.93	\$ 488.93	\$ 5,867.28	\$ 5,867.28
STREET LIGHTS		\$ 3,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,800.00	\$ 3,800.00
EVENTS/ACTIVITIES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ANNUAL MEETING		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ASSET MAINTENANCE		\$ 54,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,000.00
TRUCK MAINTENANCE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HOUSES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RECREATION CLUBS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PLUMBING		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STORMWATER DIVISION		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SWP		\$ -	\$ 1,594.79	\$ 1,594.79	\$ 1,594.79	\$ 1,594.79	\$ 1,594.79	\$ 1,594.79	\$ 1,594.79	\$ 1,594.79	\$ 1,594.79	\$ 1,594.79	\$ 1,594.79	\$ 1,594.79	\$ 19,137.48	\$ 19,137.48
PEET CONTROL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LIGHT REPAIRS		\$ 70,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00
OPERATING RESERVE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL ABSTRACTIONS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING ACCOUNT CARRYOVER		\$ 271,900.00	\$ 22,848.69	\$ 22,848.69	\$ 22,848.69	\$ 22,848.69	\$ 22,848.69	\$ 22,848.69	\$ 22,848.69	\$ 22,848.69	\$ 22,848.69	\$ 22,848.69	\$ 22,848.69	\$ 22,848.69	\$ 271,900.00	\$ 271,900.00
TOTAL		\$ 722,000.00	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 58,554.51	\$ 694,166.67	\$ 722,000.00

DESCRIPTION	CATEGORY/VERSION	BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL YTD	BUDGET
BANK ACCOUNT BALANCE		\$ 134,072.69	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 245,500.00	\$ 245,500.00
Checking - John Marshall		\$ 134,072.69	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 20,465.96	\$ 245,500.00	\$ 245,500.00
Money Market - John Marshall Operating Reserve		\$ 93,551.93	\$ 73,677.26	\$ 73,677.26	\$ 73,677.26	\$ 73,677.26	\$ 73,677.26	\$ 73,677.26	\$ 73,677.26	\$ 73,677.26	\$ 73,677.26	\$ 73,677.26	\$ 73,677.26	\$ 73,677.26	\$ 93,551.93	\$ 93,551.93
Money Market - John Marshall Capital Assets		\$ 70,531.99	\$ 70,531.99	\$ 70,531.99	\$ 70,531.99	\$ 70,531.99	\$ 70,531.99	\$ 70,531.99	\$ 70,531.99	\$ 70,531.99	\$ 70,531.99	\$ 70,531.99	\$ 70,531.99	\$ 70,531.99	\$ 70,531.99	\$ 70,531.99
TOTAL		\$ 298,156.61	\$ 164,675.21	\$ 164,675.21	\$ 164,675.21	\$ 164,675.21	\$ 164,675.21	\$ 164,675.21	\$ 164,675.21	\$ 164,675.21	\$ 164,675.21	\$ 164,675.21	\$ 164,675.21	\$ 164,675.21	\$ 419,583.92	\$ 419,583.92