



HILLCREST AT SAFFOLD WAY

BOARD OF DIRECTORS MEETING

October 08, 2024 | 8:00pm | via Google Meet

Minutes

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

Residents Attending: None

- Meeting called to order at 8:02 pm
- Minutes of 10 September 2024 Board of Director's meeting reviewed and approved

OLD BUSINESS

- Amir opened discussion of terms for board members, confirming when each member's term expires and how many vacancies will need to be filled this year. There was a discussion about when Ben's term expires, this year or next. Amir's research is that Ben's term ends in 2025. So, finally the terms are as follows:
 - Ben, term expires 31 Dec 2025
 - Amir, term expires 31 Dec 2024 and he is running for reelection
 - Rick, term expires 31 Dec 2024 and he is running for reelection
 - Harvey, appointed to fill Nathan's term when he moved away which expires 31 Dec 2025. Harvey is resigning as of 31 Dec 2024 so seeking a candidate to fill that slot.
 - Alexandra, term expires 31 Dec 2026
 - Fritz, term expires 31 Dec 2026
 - John, term expires 31 Dec 2026 but John is resigning effective 31 Dec 2024. At this time the board has no candidates for this slot and if none sign up for elections this fall the board will seek to appoint someone in January 2025 to complete John's term.
- This plan works well for distributing 7 term expirations over 3 years to avoid too many vacancies within any given year
- Amir updated status on the recent roadway crack sealing work. All work was accomplished as planned and results were very good. Work happened on a very nice sunny day after several sunny days so roadway was dried out. The following day began 7 consecutive days of rainfall so work was accomplished at a very beneficial time.
- Rick presented the budget report for September (copy attached). Budget execution for 2024 is going very well. We have spent roughly \$164,000, slightly behind projections. We are behind in spending for tree maintenance but the Fall round of tree maintenance is still coming so we expect to catch up. Recently the stumps were removed, final step to the clearing out at the main entrance, inbound side. This now allows Blade Runners to come back in and complete their new plantings there to finish that project. There are 2 homeowners whose dues in arrears are now in legal processing, one is on a payment plan the other being worked. There are 4 homeowners who have not yet paid their 2024 dues.

In compliance with the new VA law, if dues are unpaid for one year we can file a lien against the home, which will happen in January if these dues are unpaid. Per the new law we cannot proceed with foreclosure efforts until the total debt exceeds \$5,000, including dues, assessed interest and legal fees.

- Rick provided final update on the new benches at the school bus stop on Ring Road and the new height-adjustable goal at the basketball court. Both projects are complete now and well done.
- Rick reported that he continues to look for the best place to put our reserve fund accounts to accumulate the best growth from those funds. He is looking at both Certificates of Deposit and Money Market accounts as possibilities.
- Rick opened a discussion of the 2025 budget and presented his first draft for that. He is soliciting comments from all board members on the budget in order to make it as accurate as possible and to ensure no pending obligations are missed.
 - Add 3% to current cost of trash collection contract. Alexandra to review the contract and confirm if that is correct.
 - Cost of street lights has increased significantly, from \$6,300 in 2024 to estimated \$7,600 for 2025
 - Lawn maintenance will increase, amount pending Ben's return and his review of the contract and discussions with Blade Runners. For now, up from \$49,400 in 2024 to \$52,000 for 2025
 - Rental price for the storage facility has increased by more than \$300 per year
 - The website maintenance contract will increase by \$200 per year, from \$3,600 to \$3,800 for 2025
 - Insurance increased by \$200 per year
 - Legal fees are estimated at the same amount, noting that about \$4,000 in legal fees were recovered in the settlements with homeowners with dues in arrears
 - Tree maintenance is estimated at the same price as in 2024, \$38,000
 - Biannual playground maintenance is budgeted at \$2,000
 - Stormwater remediation is an ongoing project and will require significant funds in 2025, estimated at \$36,000. A recent review of our multi-year plan, current erosion areas and initial estimates from vendors for repairs are basis for this estimate.
 - Roads, curbs and sidewalks will be a major expenditure in 2025 following our 2024 review of current conditions and initial estimates for repairs, estimated at \$8,000
 - Erosion work in the Lower Bridges may require road repairs after the erosion repairs
 - Two possible areas for installation of additional curb cuts/ramps will be researched
 - There remains 2 areas where deteriorating sidewalk work is required
 - At present, looking at this budget totaling \$313,200, and considering projected possible carryover at the end of the year plus possibly applying some funds from our reserves, there may be a requirement for a small increase in annual dues, but final budget still pending. Rick will continue to work the budget and refine estimates
- In addition to the proposed new budget, Rick sent to all board members a list of 2024 achievements that should be reviewed and commented on

- Harvey raised the pending issue re: whether HCA will be required to comply with the new Corporate Transparency Act by the end of 2024. Rick pointed out that Reston Association feels that Reston Cluster Associations should be exempt from this law and is urging VA commonwealth legislators to support a bill introduced to grant that exemption. It was agreed that this would be tabled until the November meeting in hopes that we may not be required to comply with the reporting requirements under that law.
- Fritz provided an update on the HCA Community Yard Sale, that planning has been delayed and he now plans to hold the yard sale in the Spring. He will look at dates that do not conflict with the RA Community Yard sale nor with holidays. He will finalize a date for the sale that he will announce at the annual meeting in December.
- Alexandra reported that there have been no issues with vehicles. She has not heard from Henry's Towing re: getting a new agreement signed with them. She will reach out to them again.
- Alexandra's report on new signs included status on the new "No Trespassing" signs and a possible new speed limit sign. Alexandra has not heard from the person she had asked to do the signs. She has an alternate source who will make the signs but not install them. A discussion ensued re: the size of the "No Trespassing" signs and the exact wording. It was agreed that we need to add the additional speed limit sign for the outbound traffic coming from Lower Bridges. Alexandra will look at RA's no trespassing signs at the Uplands Pool for the correct size and wording. She will order the signs made and we will deal with getting them installed after we get them.
- John reported that street lights that were out near 11006 and 11163 have been fixed and are working. The one not working near 11027 has been reported and Dominion Energy was seen working on it, John will follow up to see if it is fixed. John is still working with Dominion Energy re: a credit for the light at 11006 which was dark for over one year.
- John is all set for Cluster Cleanup on Saturday, 19 October. He will be getting coffee and doughnuts for those participating. John asked Harvey to send out one more reminder to all residents about the event. Harvey will send out a notice to all residents re: cluster cleanup and about needing volunteers to run for the board of directors.

NEW BUSINESS

- There was a brief discussion re: Harvey's upcoming travel plans and Harvey notified all that he would be traveling and will miss the November meeting. Amir noted that some other board member would be needed to take the minutes of that meeting.
- Adjourn. Meeting was adjourned at 9:22 pm.
- Next Meeting. Next meeting will be at 8:00pm, Tuesday 12 November 2024 via Google Meet.

2024 HILBERT QUINCY ASSOCIATION INCOME/EXPENSE SCHEDULE
MEMO

DESCRIPTION	CATEGORY/VENDOR	BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL YTD	BUDGET
CARRIAGE	FROM RICE MONTH	\$ 42,000.00	\$ 21,000.00	\$ 17,500.00	\$ 22,400.00	\$ 21,600.00	\$ 20,500.00	\$ 20,500.00	\$ 19,600.00	\$ 19,500.00	\$ 18,800.00	\$ 18,800.00	\$ 18,800.00	\$ 18,800.00	\$ 212,400.00	\$ 42,000.00
DUPLICATE	HOUSING	\$ 207,000.00	\$ 69,400.00	\$ 65,900.00	\$ 71,400.00	\$ 71,200.00	\$ 74,000.00	\$ 74,000.00	\$ 74,000.00	\$ 74,000.00	\$ 74,000.00	\$ 74,000.00	\$ 74,000.00	\$ 74,000.00	\$ 812,000.00	\$ 207,000.00
PLANT YEAR DUES	01/01/19	\$ 2,800.00	\$ 281.27	\$ 281.27	\$ 281.27	\$ 281.27	\$ 281.27	\$ 281.27	\$ 281.27	\$ 281.27	\$ 281.27	\$ 281.27	\$ 281.27	\$ 281.27	\$ 2,800.00	\$ 2,800.00
LAND FEE/INTEREST	HOUSING	\$ 400.00	\$ 27.40	\$ 27.40	\$ 27.40	\$ 27.40	\$ 27.40	\$ 27.40	\$ 27.40	\$ 27.40	\$ 27.40	\$ 27.40	\$ 27.40	\$ 27.40	\$ 400.00	\$ 400.00
LEGAL FEE/INTEREST	HOUSING	\$ 500.00	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 500.00	\$ 500.00
INTEREST	JOHN WASHBURN	\$ 500.00	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 500.00	\$ 500.00
RESIDENT FININGS	HOUSING	\$ 271,000.00	\$ 108,510.00	\$ 204,900.00	\$ 258,800.00	\$ 288,500.00	\$ 348,870.00	\$ 298,800.00	\$ 292,700.00	\$ 189,270.00	\$ 188,070.00	\$ -	\$ -	\$ -	\$ 348,536.00	\$ 271,000.00
TOTAL																

DESCRIPTION	CATEGORY/VENDOR	BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL YTD	BUDGET
ADMINISTRATION		\$ 34,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CONTRACTS		\$ 207,000.00	\$ 5,240.00	\$ -	\$ 41,200.00	\$ 41,200.00	\$ 41,200.00	\$ 41,200.00	\$ 41,200.00	\$ 41,200.00	\$ 41,200.00	\$ 41,200.00	\$ 41,200.00	\$ 41,200.00	\$ 312,000.00	\$ 207,000.00
LAND MAINTENANCE		\$ 3,500.00	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00
REPAIR & REFINISH		\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
SNOW REMOVAL		\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
STREET LIGHTS		\$ 400.00	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00
ANNUAL FEE/IC		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ANNUAL MEETING		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADULT MAINTENANCE		\$ 5,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 5,000.00
THREE MAINTENANCE		\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
ROADS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SEWERAGE & CURBS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PLANNING		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STORMWATER REMEDIATION		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TRIP		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PEST CONTROL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LIGHT REPAIRS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SAVINGS		\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING RESERVE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL ASSET RESERVE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING ACCOUNT CARRIAGE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 271,000.00	\$ 108,510.00	\$ 204,900.00	\$ 258,800.00	\$ 288,500.00	\$ 348,870.00	\$ 298,800.00	\$ 292,700.00	\$ 189,270.00	\$ 188,070.00	\$ -	\$ -	\$ -	\$ 348,536.00	\$ 271,000.00

Bank Account Balances

Checking - John Washburn \$ 176,023.69 \$ 206,499.96 \$ 204,023.09 \$ 208,888.59 \$ 205,020.40 \$ 209,793.25 \$ 191,587.74 \$ 208,988.06 \$ 179,852.01 \$ - \$ - \$ - \$ - \$ - \$ - \$ 1,594,188.96 \$ 271,000.00

Money Market - John Washburn Operating Reserve \$ 23,855.89 \$ 23,877.26 \$ 23,700.00 \$ 23,722.39 \$ 23,744.00 \$ 23,765.00 \$ 23,786.00 \$ 23,807.00 \$ 23,828.00 \$ - \$ - \$ - \$ - \$ - \$ - \$ 238,000.00 \$ 23,800.00

Money Market - John Washburn Capital Assets \$ 21,939.90 \$ 20,988.85 \$ 21,038.54 \$ 21,088.23 \$ 21,137.92 \$ 21,187.61 \$ 21,237.30 \$ 21,287.00 \$ 21,336.69 \$ - \$ - \$ - \$ - \$ - \$ - \$ 213,000.00 \$ 21,300.00