



**Clifton Crest  
HOMEOWNERS ASSOCIATION  
2020 ANNUAL MEETING NOTICE**

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January 3, 2020

Dear Clifton Crest Homeowners,

I am writing to you on behalf of the Board of Directors regarding the 2020 Annual Meeting of the Clifton Crest Homeowners Association. In accordance with Article III, Section 1 of Association's By-Laws, Notice of the Annual Meeting is hereby given.

Clifton Crest is served by a five-person Board of Directors. This meeting provides an opportunity to meet neighbors, elect one new member, discuss issues pertaining to the community and hear reports on the past year's activities as well as plans for the coming year.

**DATE:** Tuesday, January 28, 2020  
**TIME:** 7:00 PM  
**PLACE:** Capitol Property Management Office  
3914 Centreville Road, Suite 300  
Chantilly, VA 20151

Should you have any questions about the meeting, please contact the management office at (703) 707-6404 or via email at [iketterman@capitolcorp.com](mailto:iketterman@capitolcorp.com). Check <https://cliftoncrest.org> for additional information or updates. We hope to see you on the evening of January 28th!

Regards,

Ingrid Ketterman, CMCA®  
Capitol Property Management  
3914 Centreville Road, Suite 300, Chantilly, VA 20151  
P: 703-707-6404 F: 703-707-6401



# **CLIFTON CREST HOMEOWNERS ASSOCIATION**

## **ANNUAL MEETING AGENDA**

**Tuesday, January 28, 2020**

- 1 -Call to Order
- 2 -Notice of Quorum
- 3 – President Remarks
- 4 -Approval of Minutes from 2019 Annual Meeting
- 5 -Reports from Board of Directors
- 6 –Election of Officers
  - a. –Election Results
- 7 – Old Business/ New Business
- 8 -Open Discussion
- 9 -Adjournment

**PROXY**

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**CLIFTON CREST HOMEOWNERS ASSOCIATION  
ANNUAL MEETING  
Tuesday, January 28, 2020**

The undersigned owner(s) of the property set forth below hereby appoint(s) \_\_\_\_\_ as Proxy holder for the undersigned at the **Annual Meeting** of the **Clifton Crest Homeowners Association** (the "Association"), to be held on January 28, 2020 or at any adjournment or recess of that meeting held within 180 days. *If no name is inserted above, then this proxy shall be to the Secretary of the Association for the limited purpose of casting the votes as indicated below or for quorum only purposes if no voting preference is indicated below.*

**CHECK APPLICABLE PROVISION:**

\_\_\_\_\_ This is an **Instructed Proxy**, which is given to the Proxy holder instructing him or her to vote as indicated on the attached ballot.

\_\_\_\_\_ This is an **Uninstructed Proxy** given to the Proxy holder without instructions. **Note: Giving a Proxy without instructions gives the Proxy holder full authority to vote on behalf of the owner(s) upon any matter which may be properly presented at the Annual Meeting, as fully and with the same effect as if the owner(s) had been personally present at said meeting.**

\_\_\_\_\_ This Proxy is given only to vote the undersigned as present **for quorum purposes only.**

***If none of the above boxes is checked, and a vote selection is made, it will be assumed that Box 1 above was intended to be checked. If no vote selection is made, it will be assumed that this Proxy is for quorum purposes only.***

This Proxy shall be irrevocable except by actual notice by one of the undersigned owners to the officer presiding over the meeting that it is revoked. This Proxy shall terminate after the first meeting held on or after the date of the Proxy or any adjournment or recess of that meeting held within 180 days.

\_\_\_\_\_  
Address of Clifton Crest Property

\_\_\_\_\_  
Homeowners signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Owner's signature

\_\_\_\_\_  
Date

Clifton Crest HOA Annual Meeting  
Capitol Property Management Conference Room  
January 31, 2019 7:00 pm

**Call to Order:**

The meeting was called to order by President Jeffery Dunn at 7:00 pm.

**Notice of Quorum:**

An annual meeting notice was sent by mail to all homeowners in January 3, 2019.

**Attended:**

Ingrid Ketterman of Capitol Property Management (CPM)  
8 homeowners  
19 Proxies received

**President's Remarks:**

Jeff thanked all the members for being proactive this past year.

**Approval of Minutes:**

The minutes of the January 25, 2018 annual meeting were reviewed. The Board approved unanimously.

**Reports from the Board of Directors:**

- The board went around the room and introduced themselves.
- There was a spring clean-up and fall festival this past year.
- There was discussion on snow removal service and forgetting the pipe stems in the past. The snow must be at least 2 inches before the streets are plowed.
- Richard has set-up the new HOA website this past year and continues to post helpful updates for homeowners. He has posted meeting signs directing homeowners to the new website.
- Chetan serves the townhomes and has been monitoring the storm pond located near there. Chetan asked if Capitol Construction can come back out to unclog the drain. The board asked how much it costs for each pond cleaning and to check with HLS (landscape vendor) on whether they provide service.

**Election of Officers:**

Chuck Bowmaster stepped down following the 2018 annual meeting after serving for many years. The board thanked him for his years of dedicated service. Jeffery Dunn's term expires this meeting. Ellen Frogale was serving the remainder of Chuck Bowmaster's 1-year term. Richard Lessard made a motion to elect both Jeffery & Ellen to a full 3-year term. Uma Ram seconded this motion.

Richard will update the list of board member's terms on the website.

**Old/New Business:**

- Townhome trash/recycling issues:
  - Richard discussed the townhome passage behind the units after receiving a complaint from one owner who was cited for leaving his trash tote out after pick-up days.
  - The area behind the townhomes gets muddy and is rugged.

- The board agreed to ask HLS (landscape vendor) for an estimate to address the grading and look into a solid surface that is a safer passage.
- Discussion of landscaping and trash/recycling vendor:
  - Chetan states HLS performance is not good and they blow litter/debris in the townhome area.
  - The board and Capitol agreed to meet with HLS in early-spring for a walk-thru and to discuss the contract and performance.
  - The path behind Jarist Drive needs to be mulched annually.
  - Jeff asked for a larger recycling tote. Ingrid states American Disposal Services provides these bins at \$75/per bin, which includes the delivery fee. Homeowners can purchase directly through American Disposal Service.
  - An owner asked if the bulk pick-up was included in the HOA's contract. An owner was told different information from neighbors and wants to confirm. Ingrid will look into this, then have Richard post on the HOA website.
  - If an American Disposal bin needs repair due to the crew causing damage, they will repair or replace at no additional cost. Homeowners must contact them directly to have this set-up.

#### **Open Discussion:**

- Brian Fogg discussed the dead Ash trees located around the HOA. Both him and his neighbor had their diseased Ash trees removed this past year from NOVA Tree Experts at an affordable rate. Brian suggests the board recommend options for replacement from an arborist. Owners still require approval if removing and/or installing a tree.
- Jeff discussed the Route 29 widening project from VDOT. Handouts were provided at the meeting and some received the PDF via email. Jeff asked Richard to post the information on the HOA website. The board will continue to monitor the project.
- Jeff brought up the fall festival. Due to poor weather, it was spent in a generous neighbor's basement. The board suggests planning an earlier date this year.
- The spring clean-up was successful and the board will plan another clean-up day.
- Jeff asked if proxies can be electronic. The board goes door-to-door each year in order to reach quorum. Ingrid will check with counsel on options to execute proxies in an easier and accessible way for owners.
- An owner shared concern with front and back yards not being maintained well. There was discussion on reporting to the HOA and Fairfax County's code enforcement for chicken raising, which is prohibited.
- There was concern with units hosting multiple tenants in one home. Ingrid asked to provide details to her so they can properly follow-up with code enforcement.
- Uma's son states he has spotted foxes in the area while walking.

#### **Adjournment:**

The meeting was adjourned at 8:36 pm.

*Draft minutes provided by CPM*