



Clifton Crest  
HOMEOWNERS ASSOCIATION  
2025 ANNUAL MEETING NOTICE

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December 30, 2024

Dear Clifton Crest Homeowners,

I am writing to you on behalf of the Board of Directors regarding the 2025 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 two new members, discuss issues pertaining to the community and hear reports on the past year's activities as well as plans for the coming year.

**DATE: Monday, January 27, 2025**

**TIME: 7:00 PM**

**PLACE: Zoom!**

**The Zoom link is posted on the HOA's website: <https://cliftoncrest.org/>**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/85317675566?pwd=KZr5FEMqCVjahu6OHdzZeNlviwgPz.1>

**Meeting ID: 853 1767 5566**

**Passcode: 989239**

All homeowners are strongly urged to attend this meeting. **Since this will be conducted virtually, you must complete the attached proxy!** You may email to the Property Manager or mail to the management office at the below address. Your proxy must be received by Capitol Property Management no later than 3:00 p.m. on January 27, 2025.

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 27th!

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

**Monday, January 27, 2025**

- 1 -Call to Order
- 2 -Notice of Quorum
- 3 – President Remarks
- 4 -Approval of Minutes from 2024 Annual Meeting
- 5 -Reports from the Board of Directors
- 6 –Election of Officers
  - a. –Election Results
- 7 – Old Business/ New Business
- 8 -Open Discussion
- 9 -Adjournment

PROXY

CLIFTON CREST HOMEOWNERS ASSOCIATION  
ANNUAL MEETING  
Monday, January 27, 2025

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 27, 2025 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  
Zoom  
January 29, 2024 7:00 pm

**Call to Order:**

The meeting was called to order by Richard Lessard at 7:00 pm. Richard appointed Community Manager, Ms. Ingrid Ketterman, of Capitol Property Management as Secretary for this meeting. Richard introduced the fellow members of the HOA Board of Directors, Claudia Escobar, Chetan Modi, Dr. Tushar Patel, and Uma Ram.

**Notice of Quorum:**

An annual meeting notice was sent by mail/email to all homeowners on December 11, 2023 and posted on the community website.

**Attended:**

Ingrid Ketterman of Capitol Property Management (CPM)  
16 Proxies received.

**President's Remarks:**

Richard introduced himself and provided the following report:

- In February of last year, The HOA finally received the major portion of the compensation from VDOT for the land they acquired for the widening of Route 29. Specifically, the HOA received \$115,032.39, which is VDOT's initial offer amount. The HOA's attorney had negotiated a significantly higher payment based on an independent property value assessment, but receiving those additional funds is tied up in a complex legal tangle. Ingrid will continue working with the attorney for a status update on the additional funds.

The VDOT funding did enable the Board to complete a major infrastructure project, that being the sidewalk repair and full repaving of the townhome parking lot. Those projects were completed Oct 13<sup>th</sup> and Oct 17<sup>th</sup>, respectively.

- Financially, the HOA remains on solid ground and the Board is very pleased that it was not necessary to raise homeowner assessments for this coming budget year. The Board recently had an independent reserve study completed, a study that is required by VA law every five years.
- The widening of Route 29 is a major project impacting the HOA and it is not schedule to end until Spring of 2026. There is a plan to install the noise barrier wall. Until then, noise will continue to be an issue.
- There are other ongoing issues concerning trash collection, maintenance and landscaping of the common grounds, etc.

**Approval of Minutes:**

The 2023 minutes annual meeting was approved unanimously.

**Reports from the Board of Directors:**

- Chetan raised concerns with the storm pond maintenance. The county only maintains this area 2 times a year, which isn't sufficient.

- Dr. Patel states there is drainage smell behind his house. He is trying to figure out who is responsible for this drain.

### **Election of Officers:**

Chetan's term expires in 2025. Claudia Escobar term expires in 2025. Richard, Uma, and Tushar's term expires this year. There is currently 3 available seats on the Board. The following were nominated unanimously to serve a 3-year term: Richard, Uma, and Tushar (2024-2027).

### **Old/New Business:**

- VDOT complaints:
  - Snow service was delayed and caused safety concerns. Homeowners were encouraged to contact VDOT directly.
  - The main roads are deteriorated and need to be repaved. Richard would upload the VDOT contact information and County Supervisor information to the website. Homeowners are encouraged to send complaints.
- Bernardo Ibanez raised concerns with the storm pond near his home that overflows after rainstorms. There are leaves and trash causing drainage issues.
- Mailboxes—Richard asked if Ingrid can seek advise from the attorney on offering homeowners a rebate on replacing the individual mailboxes that are owned by the homeowners. The recommendation was to solicit bids for the homeowners and offer a chance to replace all at once.
- The walking path that leads from the tot-lot requires more river rock. Ingrid will get pricing from HLS.
- Chetan raised concerns with illegal parking in the townhome area. This is to be reported to Battlefield towing since it is a private street. The VDOT owned roads need to go through the non-emergency police line.

### **Open Discussion:**

### **Adjournment:**

The meeting was adjourned at 7:59 p.m.