

Clifton Crest HOA Annual Meeting  
Zoom  
January 27, 2025 7:00 pm

**Call to Order:**

The meeting was called to order by Richard Lessard at 7:00 pm. Richard introduced the fellow members of the HOA Board of Directors, Claudia Escobar, Chetan Modi, Dr. Tushar Patel, and Uma Ram.

**Attended:**

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

**President's Remarks:**

Richard introduced himself and provided the following report:

- VDOT Update: Payment has been received and finalized.
- Tot-Lot Bin: The bins were relocated to ensure they aren't missed on collection days.
- Pipestems: These were fully milled or crack-sealed over the past year.
- Townhome Common Area Fence: Repairs were completed this past year.
- Mailboxes: Homeowners are encouraged to replace their mailboxes, as this is their responsibility.

**Approval of Minutes:**

The 2024 minutes annual meeting was approved unanimously.

**Reports from the Board of Directors:**

- Claudia mentioned that the new tenants in the townhomes have been very accommodating and are good neighbors.
- Chetan encouraged the Board to approve an additional leaf cleanup for the community, recommending that the final cleanup take place later in the season. He also noted that the HLS crew's performance has been inconsistent and suggested reaching out to the supervisor to clarify expectations. Richard asked Chetan to recirculate the cleanup cost to the Board.
- Chetan also recommended cleaning up the front entrance sign.
- Dr. Patel stated that he had the county confirm that the drainage behind his area is not county-maintained and does not connect to the general storm drain.
- Dr. Patel inquired about trees being removed in the common area. Richard requested that he submit details for review.
- Uma observed that new owners were unaware that a proxy was needed for the meeting and suggested adding a highlighted note on the envelopes.

**Election of Officers:**

Chetan's term expires in 2026. Claudia Escobar term expires at this meeting. Richard, Uma, and Tushar's term expires in 2027. There is currently 1 available seat on the Board. Claudia was running for another term. Humera Rahmon nominated Rabbya Khawaja. Rabbya was not present at this meeting and Humera was confirming she'd be interested in running. The members voted via Zoom poll. Claudia Escobar was elected to serve a 3-year term.

### **Open Discussion:**

- **Regal Crest Roads:** Taha Siddiqui inquired about the responsibility for maintaining Regal Crest roads, which are in poor condition with numerous cracks. Capitol confirmed that the roads are owned by VDOT and recommended that homeowners contact their local County Supervisor to request that the community streets be added to the replacement schedule.
- **Mailbox Replacement Discount:** Taha Siddiqui asked if someone could coordinate a group discount for mailbox replacements. Capitol confirmed this would require a dedicated and interested homeowner.
- **School Bus Stop Safety:** Taha Siddiqui raised concerns about the safety of the school bus stop in the morning and asked if police could monitor the area, as it is particularly dangerous during pick-up times.
- **VDOT Payment:** Humera Rahman asked about the VDOT payment received by the HOA. Capitol confirmed that the amount was \$126,000 and has been placed in a separate reserve account. Humera also inquired about potential HOA projects, such as mailbox replacements. Richard Lessard clarified that mailbox replacement is the homeowners' responsibility, and although the HOA looked into it, their attorney confirmed that it is not an HOA matter.
- **Trash Can Replacement:** Margie Sieg requested that the trash can near the entrance of Regal Crest be replaced with a closed bin, similar to the one recently installed near the tot-lot.

### **Adjournment:**

The meeting was adjourned at 7:47 p.m.