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**Clifton Crest  
HOMEOWNERS ASSOCIATION  
2026 ANNUAL MEETING NOTICE**

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December 22, 2025

Dear Clifton Crest Homeowners,

I am writing to you on behalf of the Board of Directors regarding the 2026 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 board 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: Monday, January 26, 2026**

**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/83623008725?pwd=Goh7jgbOKZ4ubevMlmbon5OkbbWL2Y.1>

**Meeting ID: 836 2300 8725**

**Passcode: 784061**

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 26, 2026.

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 26th!

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 26, 2026**

- 1 -Call to Order
- 2 -Notice of Quorum
- 3 – President Remarks
- 4 -Approval of Minutes from 2025 Annual Meeting
- 5 -Reports from the Board of Directors
- 6 – Old Business/ New Business
- 7 -Election of Board Member
  1. Election results
- 8 -Open Discussion
- 9 -Adjournment

PROXY

CLIFTON CREST HOMEOWNERS ASSOCIATION  
ANNUAL MEETING  
Monday, January 26, 2026

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 26, 2026 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 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.