

Hayfield View HOA

c/o Capitol Property Management
3914 Centreville Rd. Ste. 300
Chantilly, VA 20151

August 28, 2023

Dear Hayfield View homeowner:

Please be advised that the 2023 Annual Meeting for the Hayfield View Homeowners Association (Association) will be held on Wednesday, October 11, 2023, at 7:00 p.m. via Zoom videoconference:

Zoom Link:

<https://us06web.zoom.us/j/83269332209?pwd=aXNpRjlkQ2Q5RmNGemRBVWJPTnFMQT09>

Meeting ID: 832 6933 2209 **Passcode:** 813663

When you sign into the meeting, I will ask you to activate your video camera and confirm your name and address. Per the enclosed agenda, the purpose of the annual meeting is to elect the Board of Directors and share general information with the membership.

- **Quorum Requirement.** We must have a quorum of 10 percent, or 23 members, to call the Annual Meeting to order and conduct business. Therefore, your presence at the meeting, either in-person or by-proxy, is extremely important. If you are unable to attend the meeting, please complete the proxy designation form (enclosure 2) and either mail it to the above address, email it to caguirre@capitolcorp.com, or provide it to another Board member. Board members will provide any proxies they receive to me at the Annual Meeting.
- **Board Nominations and Elections.** Details regarding the duties of the Board of Directors may be found in the governing documents for the Association, which are posted to our website: <https://www.hayfieldview.org/goverance-documents>. Any lot owner in good standing with the Association may complete and submit the nominating petition (enclosure 3) on his or her own behalf. Nominating petitions must be received by me at the at the above address or via email caguirre@capitolcorp.com by 5 p.m. on October 10, 2023.

Should you have any questions concerning the Annual Meeting, please contact me at caguirre@capitolcorp.com.

Sincerely,

Cristi Aguirre | Community Portfolio Manager

Enclosures

ANNUAL MEETING AGENDA

Wednesday, October 11, 2023, at 7:00 p.m.

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- I. Call to Order
- II. Verification of Quorum
- III. President's Report
- IV. Approval of Previous Annual Meeting Minutes (enclosure 4)
- V. Treasurer's Report
- VI. Other Director and Committee Reports
- VII. Elections
- VIII. Other Business
- IX. Adjournment

PROXY DESIGNATION

If you cannot attend the Annual Meeting, please provide with the name of the person to whom you are granting your proxy. Your proxy may be granted to either Capitol Property Management, one of the Board Members, or another Association member in good standing.

* * *

I (we) _____ and _____, owner(s) of _____, Alexandria, Virginia, being in good standing membership of Hayfield View HOA, and under the provisions of its bylaws, grant my (our) proxy to _____ for the purpose of voting at the above annual meeting or its continuances. I (we) also understand that this proxy permits to the designated person my right to vote as he or she sees fit on all matters properly brought before the meeting and to vote for members of the Board of Directors in my (our) stead.

Owner’s Signature Date

Co-owner’s Signature Date

Submit this completed proxy form via email, mail, or fax:

Email

Cristi Aguirre
Caguirre@capitolcorp.com

Mail

Hayfield View HOA
c/o Cristi Aguirre
Capitol Property Management
3914 Centreville Road
Suite 300, Chantilly, VA 20151.

Fax

(703) 707-6401

Please ensure the proxy is received by October 10, 2023, at 5 p.m. Otherwise, designated proxy holders must present their signed proxy form to the management company and Secretary before the Annual Meeting.

DIRECTOR NOMINATION FORM

I petition to be nominated as a candidate for election to the Hayfield View HOA (Association) Board of Directors. I further certify that I am a unit owner of the Association in good standing, and, if elected, will serve as a member of the Board of Directors.

Nominee’s Name: _____

Nominee’s Address: _____

Nominee’s Phone Number: _____

Nominee’s Signature: _____

Provide a brief biography and note the reason(s) you are interested in serving on the Board:

Submit your nominating petition via email, mail, or fax:

Email

Cristi Aguirre
caguirre@capitolcorp.com

Mail

Hayfield View HOA
c/o Cristi Aguirre
Capitol Property Management
3914 Centreville Road, Suite 300
Chantilly, VA 20151.

Fax

(703) 707-6401

All nominating petitions must be received by 5 p.m., October 10, 2023

HAYFIELD VIEW HOMEOWNERS ASSOCIATION

MINUTES

2022 Annual Meeting

Wednesday, October 19, 2022

Via ZOOM Video Teleconference

Directors in Attendance

1.	Thom Hostetter	President
2.	Diane Pavlovich	Vice President
3.	Pat Robinson	Treasurer
4.	John Manning	Secretary
5.	Joanne Ontko	Director
	Mike Peterson	Capitol Property Management
	Cristi Aguirre	Capitol Property Management

I. Call to Order and Quorum

The President called the meeting to order at 7:00 p.m. The Property Manager confirmed that a quorum of the Hayfield View Homeowners Association (HOA) members of was met by 26 members in attendance and receipt of over 20 member proxies.

II. President's Report

The President reviewed the accomplishments and future priorities of the Board of Directors (Board). The President noted that unanticipated price increases and damage from a January ice storm led to the Board putting "on hold" some discretionary initiatives to keep costs in line.

III. Minutes

Secretary Manning presented the minutes from the 2021 annual meeting. A motion was made and seconded to accept these minutes. The motion passed unanimously.

IV. Treasurer's Report and HOA Budget

Treasurer Robinson provided an oral report and presented a spreadsheet detailing financial activity to date. The Board had approved the next year's budget reflecting an assessment of \$1,500, or \$125 per month, representing an increase of almost 2.4 percent. The Treasurer addressed follow-up questions.

V. Other Director and Committee Reports.

For the Architectural Control Committee, the Board addressed questions about the inspection process and the time provided for members to correct violations. For Community Operations, the President

discussed plans to acquire a maintenance shed. The Traffic and Safety Committee reported updated parking regulations made to address visitor parking abuse and storage pod units.

VI. Election of Directors

A motion was made and seconded to nominate and elect by acclamation Diane Pavlovich, Manigold Ct., to a 3-year term. The motion passed unanimously.

VI. Open Forum

The membership discussed what constitutes a parking violation. Members should not be using visitor spots for their own vehicles and compliance with our parking rules rests on reporting violations to safety@hayfieldview.org.

Various members offered to volunteer for Board committees and were asked to email the President at president@hayfieldview.org.

VII. Adjournment

A motion was made, seconded, and approved to adjourn the meeting at 7:51 p.m.

* * *

PREPARED BY:

John Manning, Secretary

APPROVED ON:

Date

Hayfield View HOA
2024 BoD Approved Budget with 5% increase

		2023		2024	
		BUDGET APPROVED	ACTUALS AS OF (05/31/23)	DRAFT BUDGET	% of TL INCOME
# of units: 225		\$	125.00	\$	131.00
Currently Monthly Assessment		INCOME			
ASSESSMENT INCOME					
4000	General Assessments	337,500	168,750	368,575	98.40%
TOTAL ASSESSMENT INCOME		337,500	168,750	368,575	98.40%
NON-ASSESSMENT INCOME					
4400	Late Fee Income	0	444	0	0.00%
4450	Late Fee Interest	0	0	0	0.00%
4500	Legal Fee Income	0	731	0	0.00%
4550	Admin Fee	0	0	0	0.00%
4600	Interest Income-Operating	6,000	4,889	6,000	1.60%
TOTAL NON-ASSESSMENT INCOME		6,000	6,063	6,000	1.60%
TOTAL INCOME		343,500	174,813	374,575	100.00%
EXPENSES					
GENERAL & ADMINISTRATIVE EXPENSE					
5000	Bad Debt	2,000	0	2,000	0.53%
5050	Copying/Printing	4,000	440	4,000	1.07%
5060	Postage	2,400	150	2,500	0.67%
5075	Insurance	3,800	1,870	4,000	1.07%
5100	License Fees	800	140	500	0.13%
5125	Misc Admin	903	239	1,124	0.30%
5300	Federal & State Taxes	2,100	1,300	2,500	0.67%
5475	Website - monthly	500	264	350	0.09%
TOTAL GENERAL & ADMINISTRATIVE EXPENSE		16,503	4,403	16,974	4.53%
PROFESSIONAL SERVICES					
5500	Audit (~2,800)/Tax Prep (varies)	3,500	7,450	4,800	1.28%
5600	Legal	8,000	1,882	8,000	2.14%
5700	Reserve Study	0	0	0	0.00%
TOTAL PROFESSIONAL SERVICES EXPENSE		11,500	9,332	12,800	3.42%
CONTRACT EXPENSES					
6000	Grounds Contract	71,858	35,929	77,000	20.56%
6100	Mangement Contract ***	30,689	15,345	31,610	8.44%
6200	Trash Removal	52,530	23,609	57,786	15.43%
6250	Pet Waste Contract	3,200	1,278	3,360	0.90%
6300	Snow Removal Contract	20,000	1,567	20,000	5.34%
TOTAL CONTRACT EXPENSES		178,277	77,727	189,756	50.66%
GENERAL MAINT & REPAIR EXPS					
7000	General Repair and Maintenance	10,000	373	10,000	2.67%
7075	Landscaping	31,500	1,800	32,500	8.68%
7080	Summer Hire	720	0	720	0.19%
7150	Tot Lot/Playground Repairs	5,000	0	5,000	1.33%
7225	Irrigation Maintenance	500	0	500	0.13%
7300	Pond Maintenance	2,000	0	2,000	0.53%
7750	Parking lot/Paving Repairs	2,400	0	2,400	0.64%
7775	Sidewalk Repairs	2,000	0	2,000	0.53%
TOTAL GENERAL MAINT & REPAIR EXPS		54,120	2,173	55,120	14.72%
UTILITY EXPENSE					
8000	Electricity	300	101	400	0.11%
8200	Water/Sewer	1,000	75	800	0.21%
TOTAL UTILITY EXPENSE		1,300	177	1,200	0.32%
RESERVE CONTRIBUTIONS					
9000	Reserve Contribution	81,800	34,083	98,725	26.36%
TOTAL RESERVE CONTRIBUTIONS		81,800	34,083	98,725	26.36%
TOTAL EXPENSES		343,500	127,894	374,575	100.00%
NET OPERATING INCOME (LOSS)		0	46,919	0	0.00%

