

# Hayfield View HOA

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

**August 19, 2022**

Dear Hayfield View homeowner:

Please be advised that the 2022 Annual Meeting for the Hayfield View Homeowners Association (Association) will be held on Wednesday, October 19, 2022, at 7:00 p.m. via Zoom videoconference:

**Zoom Link:**

<https://us06web.zoom.us/j/89303218956?pwd=NGI6a1YxUGV0MnYvTkIKVHhNVEdnQT09>

**Meeting ID: 893 0321 8956 Passcode: 210061**

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 [kcodino@capitolcorp.com](mailto:kcodino@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/governance-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 [kcodino@capitolcorp.com](mailto:kcodino@capitolcorp.com) by 5 p.m. on October 19, 2022.

Should you have any questions concerning the Annual Meeting, please contact me at [kcodino@capitolcorp.com](mailto:kcodino@capitolcorp.com).

Sincerely,

**Kristina Codino CMCA®, AMS® | Community Portfolio Manager**

**Enclosures**

**ANNUAL MEETING AGENDA**

**Wednesday, October 19, 2022, at 7:00 p.m.**

**Zoom Link:**

<https://us06web.zoom.us/j/89303218956?pwd=NGI6a1YxUGV0MnYvTkIKVHhNVEdnQT09>

**Meeting ID: 893 0321 8956 Passcode: 210061**

- 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

Kristina Codino  
[kcodino@capitolcorp.com](mailto:kcodino@capitolcorp.com)

Mail

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

Fax

(703) 707-6401

Please ensure the proxy is received by October 19, 2022, 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

Kristina Codino  
[kcodino@capitolcorp.com](mailto:kcodino@capitolcorp.com)

Mail

Hayfield View HOA  
c/o Kristina Codino  
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 19, 2022

**HAYFIELD VIEW HOMEOWNERS ASSOCIATION**

**MINUTES**  
**2021 Annual Meeting**  
**Wednesday, October 20, 2021**

**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       |

Faith Price

Capitol Property Management

**I. Call to Order and Quorum**

The President called the meeting to order at 7:03 p.m. The Property Manager confirmed that a quorum of 30 members of the Hayfield View Homeowners Association (HOA) was met by 12 members in attendance and 18 annual meeting proxies.

**II. President's Report**

President Hostetter reviewed legislation granting permission to HOAs to host virtual meetings. The HOA did not convene an annual meeting in 2020 due to COVID-19 social distancing protocols. Recognizing that this was the first time we hosted an annual meeting virtually, the President reviewed meeting rules and procedures per Policy Resolution 21-01. The President then discussed other accomplishments, to include a new retaining wall on upper Duddington Dr. and new mailboxes across Hayfield View.

**III. Minutes**

Secretary Manning presented the minutes from the 2019 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 through the date of the annual meeting. The Board had approved the next year's budget reflecting no increase in the assessment, or \$122.19 per month. The Treasurer addressed follow-up questions.

**V. Election of Directors**

As the HOA did not convene an annual meeting last year, a motion was made and seconded to nominate and elect by acclamation the following HOA members in good standing to the Board.

- 2-year terms: Pat Robinson, Blanford Ct.; and John Manning, Brighthouse Ct.
- 3-year terms: Joanne Ontko, Amesbury Ct.; John Lyon, Towchester Ct.; and Thom Hostetter, Manigold Ct.

The motion passed with one abstention recorded.

**VI. Open Forum**

Members discussed a drainage issue on Old Telegraph Road and VDOT’s plans to widen Telegraph Rd. Pat Robinson noted that the HOA will be hosting a town hall with Supervisor Rodney Lusk and that she will bring these issues to his attention.

**VII. Adjournment**

A motion was made, seconded, and approved to adjourn the meeting at 7:58 p.m.

PREPARED BY: John Manning, Secretary

APPROVED ON:

Date



## HAYFIELD VIEW HOA

### 2023 Budget (Board approved on July 27, 2022)

of homes: 225

225 homes

**Pct Increase**

0.00%

2.30%

	BUDGET	ACTUAL	BUDGET	
Description	2022	2021	2023	
	122.19	122.19	125.00	
<b>Income</b>				
Assessments	\$ 329,913	\$ 329,913	\$ 337,500	
Late Fees	\$ -	\$ 1,263		
Legal Fee Income	\$ -	\$ 1,122		
Interest Income	\$ -	\$ 8,053	\$ 6,000	
Miscellaneous	\$ -			
<b>TOTAL INCOME</b>	<b>\$ 329,913</b>	<b>\$ 340,351</b>	<b>\$ 343,500</b>	
<b>Administrative</b>				
Bad Debt	\$ 100	\$ 50	\$ 2,000	
Copies /Printing/Supplies	\$ 5,000	\$ 5,492	\$ 4,000	
Postage	\$ 3,000	\$ 1,602	\$ 2,400	
Insurance	\$ 3,637	\$ 3,431	\$ 3,800	
Fees/Permits/Membership	\$ 800	\$ 569	\$ 800	
Miscellaneous Operating	\$ 1,000	\$ 1,023	\$ 903	
Income Taxes	\$ 2,300	\$ 1,435	\$ 2,100	
Website	\$ 500	\$ 132	\$ 500	
Emergency Operating Funds	\$ -	\$ -	\$ -	
<b>TOTAL ADMINISTRATIVE</b>	<b>\$ 16,337</b>	<b>\$ 13,734</b>	<b>\$ 16,503</b>	
<b>Professional Services</b>				
Audit/Tax Preparation	\$ 4,072	\$ 450	\$ 3,500	
Legal Expense	\$ 12,000	\$ 5,883	\$ 8,000	
Reserve Study <i>(due early 2023)</i>	\$ -	\$ -	\$ -	
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$ 16,072</b>	<b>\$ 6,333</b>	<b>\$ 11,500</b>	
<b>Contracts Services</b>				
Grounds Contract	\$ 71,858	\$ 70,449	\$ 71,858	
Management Fee	\$ 29,795	\$ 28,927	\$ 30,689	
Trash Removal	\$ 49,475	\$ 48,704	\$ 52,530	
Pet Waste Contract	\$ 3,078	\$ 3,102	\$ 3,200	
Snow Removal	\$ 20,000	\$ 14,476	\$ 20,000	
<b>TOTAL CONTRACTS</b>	<b>\$ 174,207</b>	<b>\$ 165,658</b>	<b>\$ 178,277</b>	
<b>Repair and Maintenance</b>				
General Repair and Maintenance	\$ 10,000	\$ 4,427	\$ 10,000	
Landscaping	\$ 22,450	\$ 17,473	\$ 31,500	
Labor - Summer Hire	\$ 720	\$ -	\$ 720	
Playground Maintenance	\$ 5,000	\$ -	\$ 5,000	
Irrigation System	\$ 400	\$ -	\$ 500	
Pond Maintenance	\$ 2,400	\$ -	\$ 2,000	
Road Maintenance	\$ 2,400	\$ -	\$ 2,400	
Sidewalk Maintenance	\$ 2,000	\$ -	\$ 2,000	
<b>TOTAL R&amp;M</b>	<b>\$ 45,370</b>	<b>\$ 21,900</b>	<b>\$ 54,120</b>	
<b>Utilities</b>				
Electricity	\$ 250	\$ 235	\$ 300	
Water/Sewer	\$ 1,000	\$ 583	\$ 1,000	
<b>TOTAL UTILITIES</b>	<b>\$ 1,250</b>	<b>\$ 818</b>	<b>\$ 1,300</b>	
<b>Reserves</b>				
Transfer to Reserve Account	\$ 76,678	\$ 106,134	\$ 79,800	
<b>Total Expenses</b>	<b>\$ 76,678</b>	<b>\$ 106,134</b>	<b>\$ 81,800</b>	
<b>Net Income (Loss)</b>	<b>\$ -</b>	<b>\$ 25,775</b>	<b>\$ -</b>	