HICKORY CLUSTER ASSOCIATION BOARD OF DIRECTORS

November 16, 2022, MEETING MINUTES

**QUORUM AND CALL TO ORDER**

* Directors Jenny Rekas, Silvia Merrill, Doug Pew, Audrey Rogerson, Jenny Kampf, and Kristin Uhler-McKeown, formed a quorum at 7:33 p.m.
* Not in attendance: Margo Wolcott

**MEMBER FORUM**

* No comments

**APPROVED PREVIOUS MONTH’S MEETING MINUTES WITH MINOR REVISIONS**

**FINANCIAL REPORT REVIEW**

* Approved Previous Month’s Financials

**NEW BUSINESS**

* **Maple Ridge Parking Painting** 
  + Maple Ridge parking painting is done. Member noticed that the parking spot is still marked reserved when it should not be. Need to double check the state for reserved/not reserved correctness and if speed bumps were addressed.
  + Discussion of compensation for Hickory Cluster painting when vendor only quoted Maple Ridge. Finlay was $4650 (only Maple Ridge), Dominion was $6614 (which included both Hickory Cluster and Maple Ridge). Discuss with vendor when discussing corrections needed.
  + ACTION: Merrill – Get parking numbers from TWC and send to Finlay vendor to make spot corrections and speed bump painting.
* **Reserve Study**
  + Reserve Study makes recommendations on what the board needs to plan for major expenditures for the next 5 years
  + Board has received three proposals for level 1 studies (most comprehensive) from different vendors
  + Board has had negative experience with one vendor, PMPlus
  + Pew wrote to RA for advice – he would not recommend any particular company, but advised that they be properly certified and inspections are performed by licensed engineers. Level 1 type study is recommended. Ask if vendor can include “soft costs” in provided estimates. Also recommended is seeking annual studies as needed for critical assets.
  + DECISION: Board selected FEA vendor, as this is critical information. Ask vendor to brief the board after the study with summary and answer questions.
  + ACTION: Merrill to notify TWC of decision.
* **Louvres in Block 3**
  + ACTION: Rekas to check with Wolcott on whether the decision has been made or what the status is on this maintenance item.
* **Pond Dredging**
  + RA plans to ratify/approve line item at November 17 meeting. Pew to attend to support the line item.

**OLD BUSINESS**

* **Lake Anne Fellowship House**
  + HCA BOD and neighborhood members attended the RA board meeting November 15, 2022 where the Tripoint Homes vendor presented updated plans based on neighborhood feedback. HCA had particular concerns about:
    - Headlights from traffic into HC neighborhood
    - HVAC will be in the back of the homes, resulting in noise
  + Vendor has hired an acoustical engineer to do a study that vouched for the sound not being a nuisance
  + Based on HOA feedback, RA may demand or request that:
    - Vendor increase size of plantings to 54” to block headlights
  + HCA member identified an acoustic engineer to study for HCA perspective/context and asked RA to hold on decisions until HCA can submit acoustics report. HCA has received a proposal for a study running about $8.7K.
  + This must be completed and submitted to RA by January RA DRB meeting for consideration.
  + ACTION: RA Member to discuss scope changes with acoustics vendor to seek lower cost of effort, then communicate to board.
* **Retaining Wall**
  + Board approved in July, was waiting on execution
  + ACTION: Merrill - Check with TWC for any cost changes
* **Doors for Block 3:** 
  + Doors quoted by Lowe’s are the wrong size.
  + ACTION: Merrill - to go to Lowe’s to clarify the size difference. Kevin Wolcott to collaborate with Merrill.
* **Car Parking Hang Tags Spot Check:**
  + Jeep parked in Block ½ is in probate, cannot be moved currently.
  + ACTION: Board members to perform random tag checks and post yellow flyers in vehicles that do not have TWC blue hangtags.

**EXECUTIVE SESSION**

* **Neighborhood Trash Service**
  + ACTION: Kampf – Draft letter for TWC to distribute to notify of trash service change. Needs to be done ASAP.
  + ACTION: Merrill to make flyer, Kampf/Rogerson to distribute - Flyer to notify the neighborhood directly of the trash service changes.

* **Usage of Physical Mail for Communications**
  + Cost of mailing is increasingly expensive. Discussion of possibly surveying members in going paperless for regular communications, with optional physical mailing.
  + ACTION: Rekas - Gather emails from directory from Laird, point them to a way to sign up for HCA communications via email.

Directors adjourned the meeting at 9:34 p.m.