

HICKORY CLUSTER ASSOCIATION BOARD OF DIRECTORS

December 21, 2022, MEETING MINUTES

Rose Gallery, Lake Anne Community Center, Reston

PRESENT: Audrey Rogerson, Doug Pew, Jennie Kampf, Kristen Uhler-McKeown

ABSENT: Jennifer Rekas, Margo Wolcott, Silvia Merrill

TWC STAFF: None

I. PROCEDURAL ITEMS

- CALL TO ORDER: Vice President Audrey Rogerson, called the meeting to order at 7:33PM and established that a quorum of the Board was present.

- OPENING REMARKS: None

- APPROVAL OF MINUTES: The Board approved HCA Meeting minutes with the following revisions to the attendance roll: Margo Wolcott was not in attendance; Kristen Uhler-McKeown was in attendance.

III. ACTION ITEMS

NEW BUSINESS

- 2023 HCA BUDGET APPROVAL
The Board approved the proposed balanced budget for January 1, 2023 – December 31, 2023, reflecting an assessment fee of \$173.00 per household per month. The balanced budget reflects a combination of belt-tightening measures and >5% increase in property assessments in consideration of rising vendor costs and forthcoming Reserve Study.
 - o Action: Doug Pew to notify TWC of Board approval. TWC to make available the annual budget of the association to property owners.

ONGOING BUSINESS

- BY-LAWS VOTING
A final meeting will be scheduled to vote on the by-laws. The Board reviewed dates proposed by TWC and agreed Wednesday March 8th 7:30PM as first preference and confirmed availability for March 2nd and March 9th as well.
 - o Action: TWC to confirm date, reserve room at Rose Gallery and notify property owners.

- RE-STRIPING
The work was executed in Blocks 1, 2, and 3. There are some spots mislabeled as reserved, and some incomplete striping due to cars in the lot at the time of service. TWC provided written status regarding contractor Finley: Awaiting a new date from Finley to finish the re-striping.
 - o Actions: TWC will send notices via email and mail to residents prior to the work being done and notify Jenny Rekas to publish on website.

- 2023 MONTHLY MEETINGS – VIRTUAL
With the exception of the May Annual Member Meeting or other special meetings as designated

by the Board, regular monthly board meetings will be conducted virtually. This allows for cost savings on facilities rental. TWC will provide Zoom hosting for quarterly meetings when Amanda Smith is present (January, April, July, and October). An alternate Zoom host is required for the remaining.

- o Action: Jennie Kampf to provide TWC with Zoom dial in details; TWC to prepare mailing with the meeting dates and links to send to all owners; Jenny Rekas to publish meeting details on website.

- PROPERTY DEVELOPMENT

The Board acknowledged that homeowners expressed understandable concerns about noise and headlights due to the new property development. The next RA DRB meeting takes place in January

- o Action: Homeowner Michael Poss is looking at potential sound assessor then communicate to the board, as noted in previous minutes.

- RETAINING WALL STATUS

TWC provided a written status report to the Board that TWC is awaiting quotes from vendors to do the retaining wall in Block 2. Board noted that remedying the issue is priority.

- o Action: TWC notify Board.

- INVASIVE PLANT REMOVAL QUOTES

Board agrees that this continues to be high priority. TWC provided a written update that we have two quotes, one from Invasive Plant Control and the other from Level Green.

- o Action: TWC will get one more quote prior to review.

- STORAGE DOORS IN BLOCK 3

Noting that this matter has been ongoing the Board recommended a pause on looking at full replacement of custom doors, and instead focus on a significantly lower cost alternative by painting and sanding the current doors. The Board agreed that door replacement is not a high priority.

- o Action: Jennie Kampf to assess cost for scraping, sanding, and painting and report back to the Board.

- LOUVERS IN BLOCK 3

The Board queried whether this work has been fully completed.

- o Action: TWC to advise status.

- COMMUNICATIONS WITH PROPERTY OWNERS

The Board again endorsed the setup of an email listserv to facilitate communications with property owners, in addition to the website and occasional mailings. The intent is to initiate a system to do so in the new year.

- o Action: As per previous meetings, Jenny Rekas to look at free options and mechanisms for implementation

- RESERVE STUDY TO BEGIN IN MARCH 2023

We are required to conduct at least once every five years a study to determine the necessity and amount of reserves required to repair, replace, and restore capital components. FEA has been

selected to conduct the study and will commence the Reserve study in March, with FEA staff familiar with the property.

- o Action: TWC to liaise with FEA on start date.

IV. ADJOURN

The meeting adjourned 9.34 p.m.

Next meeting scheduled for January 18, 2023, at 7:30 PM on Zoom.

//ENDS