

HICKORY CLUSTER ASSOCIATION BOARD OF DIRECTORS
September 20, 2023, MEETING MINUTES
Virtual (Board hosted Zoom)

Approved

DIRECTORS PRESENT: Jennie Kampf, Jennifer Rekas, Silvia Merrill

DIRECTORS ABSENT: Daniel Cassidy, Kathryn Fay

TWC STAFF: Not present

I. PROCEDURAL ITEMS

- **CALL TO ORDER:** President Silvia Merrill called the meeting to order at 7:30 PM and established that a quorum of the Board was present.

- **OPENING REMARKS:** None

- **APPROVAL OF MINUTES:** The Board approved HCA July 2023 Meeting minutes with some minor revisions.

II. MEMBER FORUM

- 11508 Maple Ridge - Debris behind 11501 is still there

III. FINANCIAL REPORT REVIEW

IV. ACTION ITEMS

NEW BUSINESS

- **Board Meeting Zoom**
Board wants to consistently use the board-hosted Zoom each month instead of rotating between TWC and board hosting. Board members need the Zoom hosting codes in order to make participants presenters. Board participants were not able to present in the Zoom call because of permissions.
ACTION: TWC - Can you help HCA board get the Zoom hosting codes?

- **HCA Committee Structure Discussion**
Board discussed candidate slate of HCA committees to stand up to speed and thoroughly research various projects of interest for the neighborhood. Settled on committees and board POCs:
Landscaping - Merrill
Infrastructure (includes RELAC) - Rekas
Bamboo Completion - Fay

Playground committee is not planned currently
Board to include call for volunteers for committee participation in upcoming membership mailing.
ACTION: Rekas - Compile call for volunteers to include in the membership mailing
ACTION: TWC - Include this memo in next membership mailing

- **Goodman Symposium**
Goodman Symposium planned by Reston Museum for the weekend of Sept. 13-15, 2024.
ACTION: Merrill - Draft notification about this project for next membership mailing

ONGOING BUSINESS

- **RELAC Issues - TBD - Not Discussed**
 - o Trickling water (suspect from RELAC)
- **Leasing Resolution - REKAS**
Board reviewed updated candidate general resolution 16. Changes from member discussion in July included adding header with resolution number, clarifying the “offstreet parking” means Hickory Cluster or Maple Ridge Rd, and added voting summary table at bottom of file.
Board members voted to accept the resolution, with all present board members (Merrill, Rekas, Kampf) voting “Yes”.
ACTION: Rekas to pursue formal paper-based signatures from board members before October meeting and publish final signed resolution to HCA website..
- **BAMBOO REMOVAL - FAY**
Board did not discuss, as Fay was not present.
ACTION: Fay - Work with Bamboo committee to complete the bamboo plans
- **TREE REMOVAL - REKAS**
Reston arborist and Hickory Cluster Covenants Advisor consulted on the issue with the trees and advice on seeking approval to remove. Board submitted DRB Application for tree removal for major trees of concern in front of or near:
11502 Maple Ridge
11514 Maple Ridge
11524 Maple Ridge
11597 Maple Ridge

Board provided additional information requested by RA Covenants staff member working the application.
ACTION: Board (likely Rekas and/or Merrill) - Attend any DRB panel discussion for this application
- **ARBORIST VENDOR SELECTION - REKAS**
ACTION: Rekas - Review proposals, summarize proposals, and make recommendations to board at October board meeting
- **CORPORATION TRANSPARENCY ACT - TWC**
Board reviewed the requirements of the new legislation that it must abide by and is standing by to provide information to TWC for reporting needs.
- **LANDSCAPING CONTRACT RENEWAL**
Vendors include: HLS (got renewal), Blake’s Landscaping, Bladerunners, Campbell’s Landscaping, Yard Enhancement Services (YES) have submitted. Board to seek virtual email review and approval before October board meeting.

ACTION: Merrill - Review proposals, summarize proposals, and make recommendations to board at October board meeting.

- **BOARD TRAINING - TWC**

Board members Merrill, Rekas, Kampf completed training from Rees Broom on 08/22/2023. Fay/Cassidy to view the recorded session.

- **WALL DESIGN ALTERNATIVES- Kampf/TWC**

ACTION: Kampf to work with TWC to seek design alternatives from FEA that may be less expensive than first cost estimate for full replacement as is.

- **MEMBERS MAKING CHANGES TO COMMON AREAS - Merrill**

There have been two cases recently of members making egregious changes to common property that were neither requested permission for/approved from the board, nor likely in the best interest of the neighborhood. Board wants to remind and notify membership that this is not allowed.

ACTION: TWC - Send mailing to members reminding that changes cannot be made to the common area and the process for requesting changes to the common areas.

- **APRON CONCRETE GRINDING - REKAS**

This project is next priority after getting tree removal settled.

ACTION: Rekas to catch up with Fay on walkthrough of uneven concrete areas.

- **MEMBERS EXPRESSING CONCERNS TO BOARD MEMBERS INDIVIDUALLY**

From Broom Training: Members need to send notification of concerns/issues to directors (directors@hickorycluster.org) and/or TWC -OR- attend board meetings and report during the member forum, so that issues/concerns are clearly documented and the board can act on them. Board members represent the board when members talk with them individually, so need to maintain objective presence and recommend proper communication methods when neighborhood issues/concerns are identified.

- **UPDATE HCA DESIGN STANDARD FOR DECK/FENCE WOOD OPTIONS - CASSIDY**

Planned for October board vote

- **DECK COLOR PALETTE CHANGE - REKAS**

- o RA design advisor provided candidate deck color change in a draft DRB application based on a recent resale situation.
- o HCA Resolution is not required - once DRB application signed by 3 board members is approved, DRB Flipbook is updated to reflect the change
- o Board reviewed photo of example board colors

Planned for October board vote

- **DRB FLIPBOOK UPDATE - FAY**

See notes from Uhler-McKeown on what needs to change.

ACTION: Kathryn to confirm with Sherwin Williams if they are able to create the yellow paint color. Then summarize the changes to submit to Cluster Flipbook.

- **Debris behind 11501 Maple Ridge needs cleanup - TWC**

Trash seems to be accumulating - Have an estimate for removal of firewood. Board agrees to cover the cost, but does not approve the current bid.

ACTION: TWC to seek out lower bids for the debris removal.

- **BLOCK 2 POWER WASHING REQUEST - TWC/Rekas**

Board decided that powerwashing scope includes the cement areas, as well as the EFAS wall areas (which requires very low pressure wash).

ACTION: TWC to get bids for all three blocks for twice a year (Fall and Spring) in a standing rotation. This rotation will start in the Fall.

WAITING STATUS

- **TREE TRIMMING NEAR 11527 Maple Ridge - TWC - IS THIS DONE? THIS IS DONE**

Board reviewed the HLS quote and approved moving forward with the work

ACTION: TWC - seek execution of the tree trimming

- **ANNUAL FEA RESERVE STUDY - BOARD**

Study is ongoing and will be completed soon. This will inform the board on what to prioritize for this year.

ACTION: Kampf - Work with TWC to acquire this.

- **BLOCK 2 STREET LIGHT IS OUT - TWC - IS THIS DONE?**

o Power Systems Electric (PSE) Results:

o 11543 Maple Ridge Road (light located behind address) - Replaced lamp

o 11501 Hickory Cluster (light located adjacent to address in parking lot) - Replaced lamp

o 11500 Hickory Cluster (pole light located in front of address) - Pole has no power we will have to return to further troubleshoot

o Maple Ridge Road (Two pole lights) - Out -Replaced lamp

o Maple Ridge Road (Three lights) - Replaced lamp

o Maple Ridge Road (one light) - Needs to be replaced

o Maple Ridge Road (four Christmas tree lights) - Pole has no power we will have to return to further troubleshoot

Michael Poss has the light covers from the garage lights/block 3, if needed.

ACTION: TWC - Follow up regarding the cleaning/ piece once electricity/lamp are fixed.

WAITING ACTION

- **HCA ByLaws Next Steps - TBD**

- **STORAGE DOORS IN BLOCK 3 - Kampf**

- **SPRING CLEANING EVENT - TBD**

Need to provide guidelines on what the intent of items suitable for common area are.

ACTION: Follow up with Audrey and Doug as to what activities to add to clean up list.

- **SOIL EROSION in BLOCK 3 - TBD**

This is likely related to the problem with the trench drainage.

ACTION: Review past studies completed regarding this change and follow up.

- **CAPSTONE PALLET STORAGE IN BLOCK 3 - TBD**

ACTION: Follow up about options of moving, organizing better. Look into if can push back and hide with landscaping.

IV. COMMITTEE REPORTS - NOT COVERED

V. EXECUTIVE SESSION

VI. ADJOURN

The meeting adjourned 9:17 p.m.

Next board meeting scheduled for October 18, 2023, at 7:30 PM on board-hosted Zoom.

//ENDS