

HICKORY CLUSTER ASSOCIATION BOARD OF DIRECTORS

October 18, 2023, MEETING MINUTES

Virtual (Board hosted Zoom)

APPROVED

DIRECTORS PRESENT: Jennie Kampf, Jennifer Rekas, Silvia Merrill, Daniel Cassidy, Kathryn Fay

DIRECTORS ABSENT: None

TWC STAFF: Amanda Smith

I. PROCEDURAL ITEMS

- **CALL TO ORDER:** President Silvia Merrill called the meeting to order at 7:32 PM and established that a quorum of the Board was present.
- **OPENING REMARKS:** None
- **APPROVAL OF MINUTES:** The Board approved HCA September 2023 Meeting minutes with some minor revisions.

II. MEMBER FORUM

- 11508 Maple Ridge
 - Questions about when the DRB application for the tree removal was submitted to the Reston Association - Answer: September 10 - this submitted was after research with RA Arborist, contractor arborists, and RA HC Covenants advisor, collection of body of evidence needed for DRB application, and signature collection from directors and various affected parties.
 - Question about what information is sent to new homeowners with regards to rules of the neighborhood, etc. Answer: TCA sends a packet to new homeowner with latest neighborhood information
- 11534 Hickory Cluster
 - Is there any recourse when a neighbor does not take care of their property - they have a tree on their property that is encroaching house and yard?
 - Board to submit RA complaint form for exterior concerns, ex. concrete beam is failing.
 - Recommend that homeowner submit RA complaint about the situation.
 - Recommend that homeowner notify insurance of activity and risks for documentation purposes re: mold concerns.
- 11557 Maple Ridge
 - Suggest that the neighbor with mold problems contact the county
 - Discussion about process for tree removal in past instances
 - Re-adopting the general resolutions? Note from board: TWC reports that this was specifically been discussed with HCA legal counsel and resolution renewal is NOT required
 - Neighborhood non-compliance concerns:
 - Trash cans being stored in public

- EV chargers are being installed without approvals
- Mailbox installations
- Design changes without approvals - Board requests that neighbors that notice activity that seems out of compliance notify TWC ASAP.

III. FINANCIAL REPORT REVIEW

IV. ACTION ITEMS

NEW BUSINESS

ONGOING BUSINESS

- **Board Meeting Zoom**
Merrill acquired new Zoom logins and this was used
ACTION: Merrill - Need to get dial in phone number for next sessions and Rekas add to HCA website Zoom link announcement
- **Request from 11540/11542/11544 Mowing/Trimming Request**
This was completed
- **HCA Committee Structure Discussion - Board**
ACTION: Rekas - Compile call for volunteers to include in the membership mailing
ACTION: TWC - Include this memo in next membership mailing
- **Goodman Symposium - Merrill**
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
- **RELAC Issues with trickling water in Maple Ridge - Cassidy**
This has been resolved.
- Daniel Cassidy is seeking map of Fairfax Water pipes in the neighborhood from Fairfax Water Customer Service, so that we have a clearer understanding of the location of various utility infrastructure in the cluster.
- **Leasing Resolution - REKAS**
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**
Decision: Board target bamboo behind cluster 1 (near new condominiums) as first project. Board to use ONE vendor for both the cutting and the treatment. If that goes well, then tackle the four other major areas that need clearing.
ACTION: TWC - Seek renewed bid from Invasive Plant Control to include both cutting and the treatment requirements
ACTION: Fay - Work with Bamboo committee to complete additional bamboo plans, as needed
- **TREE REMOVAL - REKAS**
DRB Panel scheduled for October 24 for DRB application for the following trees:

11502 Maple Ridge

11514 Maple Ridge

11524 Maple Ridge

11597 Maple Ridge

ACTION: Rekas to attend

- **ARBORIST VENDOR SELECTION - REKAS**

Board reviewed tree estimates from two vendors.

ACTION: TWC - Engage Titan for 11502 sweetgum removal (pending DRB approval). Seek estimate for rest of tree removal proposals from Blade Runners vendor. Board to re-evaluate bids at next board meeting with latest bids.

- **NEW STREET SIGN FONT SIZE REQUIREMENTS - CASSIDY**

Sign fonts must be 4" tall due to recent Fairfax County mandate. HC Covenants advisor provided prototype signs from Webb sign vendor. Board discussed options. Board to investigate estimate of bulk purchase/installation for neighborhood, not decided how to seek reimbursement from members or not. Discussion of likely making the sign choice a design standard.

ACTION: Cassidy - Seek prototypes samples from Webb signs and make recommendations at next board meeting or the following.

- **LANDSCAPING CONTRACT RENEWAL**

Reviewed proposals from landscaping bids.

Discussion about desire to review work when completed. Would be helpful to understand when events happen, so that compliance/completion can be checked.

DECISION: Board chooses Blade Runners vendor for one year, seek coverage of leaf blowing under different budget line item.

ACTION: TWC to notify Blade Runners of selection

- **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**

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.

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

ACTION: Cassidy to update DRB application with some refined wording for the board to sign and submit.

- **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.

DECISION: Board rejects the paint option for the HC deck design.

ACTION: Rekas - Let Cat Castrance know of the board decision

- DRB FLIPBOOK UPDATE - FAY

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

ACTION: Merrill - Confirm that the yellow color change is in the Flipbook

- Debris behind 11501 Maple Ridge needs cleanup - TWC

This has been completed

- BLOCK 2 POWER WASHING REQUEST - TWC/Rekas

Seeking at least one more additional bid.

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.

- ANNUAL FEA RESERVE STUDY - BOARD

Board received the study very recently, need to study further to digest.

ACTION: Board - Study reserve study for the recommendations. Need to prioritize the board activities with this in mind. Further discussion will occur at future board meetings.

WAITING STATUS

- BLOCK 2 STREET LIGHT IS OUT - TWC

- 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
- o Dome is cracked on one - Mark - may be discontinued and need to find one similar in style.

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

ACTION: Rekas to mark poles that are out; wall lights that are out; and provide list to TWC.

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

ACTION: TWC to seek spare dome from RA for one dome that is broken.

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

No committees active at present.

V. EXECUTIVE SESSION

VI. ADJOURN

The meeting adjourned 10:04 p.m.

Next board meeting scheduled for November 15, 2023, at 7:30 PM on board-hosted Zoom.

//ENDS