

HICKORY CLUSTER ASSOCIATION BOARD OF DIRECTORS
November 15, 2023, MEETING MINUTES
Virtual (Board hosted Zoom)

FINAL

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

DIRECTORS ABSENT: Daniel Cassidy

TWC STAFF: None

I. PROCEDURAL ITEMS

- **CALL TO ORDER:** President Silvia Merrill called the meeting to order at 7:42 PM and established that a quorum of the Board was present.

- **OPENING REMARKS:** None

- **APPROVAL OF MINUTES:** The Board approved HCA October 2023 Meeting minutes with no revisions.

II. MEMBER FORUM

- 11504 Maple Ridge
 1. Thank board for removing the tree in front of 11502
 2. Concern about possible HCA tree root liability

- 11557 Maple Ridge
 1. Sent some information about house numbers.
 2. Letter being drafted for 11502 Maple Ridge for issues with 11502 infrastructure systems.

- 11543 Hickory Cluster
 1. Following up on request that extra stock (cement capstones) be removed from in front of her house. Two pallets in front of her house.
 2. Concern about parking of camper in the property and follow-up requested for if it is allowed.

- 11508 Maple Ridge
 - Agree that the HCA should support for 11502 letter request.

III. FINANCIAL REPORT REVIEW

Did not receive updated budget for this event. Not reviewed.

IV. ACTION ITEMS

NEW BUSINESS

- **FY24 Dues increase**
Proposal to increase dues by 10%.

DECISION: Board unanimously voted to increase dues by 19% after further analysis of HCA budget needs in 2024. (Board originally approved 10% increase for FY24 at this meeting, but later voted unanimously by email to increase further).

ACTION: Check with TWC on what happens when loan is paid off - What happens with those paying additionally for that loan - Fay

- **Covenants Cluster & Condo Directory - Rekas**

How would HCA like the Association's contact information listed in Reston Association's Cluster and Condominium Association Directory?

- External management company contact information listed only - **Board chose this option**
- Dedicated Association email address only
- Individual board member contact information listed
- 397 Herndon Pkwy Suite 100 Herndon 20170 - Amanda's email

- **November Leaf Blowing Poorly Executed - Rekas**

ACTION: TWC to follow-up with contractor on correction activity.

- **Window appearance in Block 3 property - TWC**

ACTION: TWC to send note to the homeowners about the concern.

- **Renewal of CD - Kampf**

DECISION: Transfer CD to Trustar Bank

- Board Will Next Convene in January 2024

ONGOING BUSINESS

- **ACTION:** Merrill - Board to submit RA complaint form for exterior concerns, ex. concrete beam is failing for property next to 11534 Hickory Cluster

- **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**

- **Looking to Snow Season - Rekas**

ACTION: Confirm with TWC about putting out buckets with snowmelt, etc. - Rekas

- **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**

- **Parking Pullout for Member in Block 3 - Merrill**

ACTION: TWC to possibly switch reserved and unreserved spot - confirm w/member this would solve the problem.

- **Resolution to Remove Requirement to Renew Resolutions Every 3 Years - Rekas**

Make a resolution that the board does not have to vote every three years to renew the resolutions.

- **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.

- General concerns from member:
 - o Trash cans being stored in public
 - o EV chargers are being installed without approvals
 - o Mailbox installations

- **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

- **ARBORIST VENDOR SELECTION - Rekas**
Board reviewed tree estimates from two vendors.
ACTION: TWC - Engage Titan for 11502 sweetgum removal (DONE). 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.

- **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.

- **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

- **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.

LANDSCAPING FOR BLOCK 3 UTILITY WALL AREA - TBD

IV. COMMITTEE REPORTS - NOT COVERED

No committees active at present.

V. EXECUTIVE SESSION

VI. ADJOURN

The meeting adjourned 8:30 p.m.

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

//ENDS