

## HICKORY CLUSTER ASSOCIATION BOARD OF DIRECTORS

### January 17, 2024, MEETING MINUTES

Virtual (Board hosted Zoom)

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

**DIRECTORS ABSENT:** None

**TWC STAFF:** A. Smith

#### I. PROCEDURAL ITEMS

- **CALL TO ORDER:** President Silvia Merrill called the meeting to order at 7:34 PM and established that a quorum of the Board was present.
- **OPENING REMARKS:** None
- **APPROVAL OF MINUTES:** The Board approved HCA November 2023 Meeting minutes with updates on dues increase decision. The Board approved HCA December 2023 Special Meeting minutes pending Fay to see if she could identify one missing address from member discussion <this was resolved>.

#### II. MEMBER FORUM

- 11533 Maple Ridge - Sent email about concern that Reston is trying to push referendum without member understanding of impact or financial support.
- 11534 Hickory Cluster - Wondering a lot of things about RELAC and not getting any information from Reston Association. Believe that Reston Association is legally responsible for what happens on the first day that RELAC is supposed to open every year. Believe that the referendum is not a good idea for the HCA. Members are being given very little information about this referendum. More information is needed for members before a vote on the referendum. Not clear that they have the authority to initiate it.
- 11539 Maple Ridge - Is RA responsible for providing air conditioning to members? If RELAC is not available, it seems that the covenant is not binding. What is RA's responsibility here? Is RA required to provide us air conditioning if RELAC isn't there?
- 11512 Maple Ridge - Given a referendum is imminent, even if there is a legally binding covenant, it's too late to ensure that there is cooling in time for summer.
- 11506 Hickory Cluster - Agree with 11534 Hickory Cluster. If there is no air conditioning, it's not good. We need another year to get ready. We need some guidance on standards for any units that may get installed, so the neighborhood still looks good. We should work together as a community to get an HVAC contractor to give us a bulk discount, because of the anticipated cost.
- 11518 Hickory Cluster - Some co-op meetings will be happening next week.
- 11544 Hickory Cluster - Really appreciate Audrey's focus on clarity and seeking of what RA is being accountable for. Little bit of confusion on whether someone was in good standing. **Ans** "Good standing" is for 2023 assessments, not 2024. If you are paid for 2023, you are in good standing.
- 11527 Hickory Cluster - New to HCA and not getting any communications from HCA and TWC. Wanting to know more about pros and cons of RELAC. **Ans.** Pointed to website for contact info, provided TWC email for requesting being on mailing list.

### III. FINANCIAL REPORT REVIEW

January financial report was approved.

### IV. ACTION ITEMS

#### NEW BUSINESS

- **RA 1/25 Board Meeting** - Since RA board has decided to hold public hearings, HCA counsel will not attend the January 25, 2024 session.
- **RELAC Alternative Cooling Unit Standards** - Committee has been researching standards for HCA. Draft resolution was shown with candidate standards the committee generated.  
**ACTION:** Rekas to post draft resolution to the HCA website once a couple more sections are complete. Add committee email for members to ask questions/make comments to committee.
- **Industry Day is February 4, 2024** - Will have HVAC companies and possibly electrical vendors. This will be an opportunity for members to get information. Six vendors have expressed interest in attending thus far. RELAC steering committee has been invited.
- **Introduction of Draft Virtual Meeting Resolution**  
**ACTION:** Rekas update the draft resolution and indicate hearing set for February 21, 2024 board meeting.

#### ONGOING BUSINESS

- **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**  
**ACTION: Merrill to meet with organizers and will have more information at future board meetings.**
- **Parking Pullout for Member in Block 3 - Merrill**  
**ACTION:** TWC to look into possibly marking the offending spot with compact car designation.
- **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.
- General concerns from member: - NOT DISCUSSED
  - o Trash cans being stored in public
  - o EV chargers are being installed without approvals
  - o Mailbox installations
- **BAMBOO REMOVAL - Fay**  
Board received updated estimate from Invasive Plant Control.  
**Decision:** Proceed with board target bamboo behind block 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: Fay - Work with Bamboo committee to complete additional bamboo plans, as needed.**

**ACTION: TWC to follow-up with Level Green vendor on resolution for incomplete bamboo clearing beside Baron Cameron.**

- **ARBORIST VENDOR SELECTION - Cassidy**

Board reviewed updated tree estimates from three vendors.

**DECISION:** Board selected BladeRunners for tree pruning and removal.

**ACTION:** TWC - Engage BladeRunners.

- **NEW STREET SIGN FONT SIZE REQUIREMENTS - Cassidy - NOT DISCUSSED**

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.**

- **MEMBERS MAKING CHANGES TO COMMON AREAS - Merrill - NOT DISCUSSED**

**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. This action is now part of the TWC semi-annual reminder email.**

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

**DECISION:** Go with PowerwashPlus vendor for common area power washing.

**ACTION:** TWC to seek first powerwash mid-April and mid-November.

- **ANNUAL FEA RESERVE STUDY - BOARD - NOT DISCUSSED**

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**

- **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**

- **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**

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

Cassidy completed application and it was submitted to RA covenants. HCA covenants advisor had some follow-up questions before submitting to the RA DRB.

**ACTION: Rekas to respond to Castrence questions in order to submit the application to DRB.**

- **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
- **ACTION:** Merrill - Board to submit RA complaint form for exterior concerns, ex. concrete beam is failing for property next to 11534 Hickory Cluster.
- **ACTION:** TWC to compile semi-annual mailing to members about common property, trash, etc. common issues as a reminder.
- **Leasing Resolution - Rekas - NOT DISCUSSED**  
**ACTION: Rekas to pursue formal paper-based signatures from board members before October meeting and publish final signed resolution to HCA website.**
- **BLOCK 2 STREET LIGHT IS OUT - TWC**
- Power Systems Electric (PSE) Results:
  - 11543 Maple Ridge Road (light located behind address) - Replaced lamp
  - 11501 Hickory Cluster (light located adjacent to address in parking lot) - Replaced lamp
  - 11500 Hickory Cluster (pole light located in front of address) - Pole has no power we will have to return to further troubleshoot
  - Maple Ridge Road (Two pole lights) - Out -Replaced lamp
  - Maple Ridge Road (Three lights) - Replaced lamp
  - Maple Ridge Road (one light) - Needs to be replaced
  - Maple Ridge Road (four Christmas tree lights) - Pole has no power we will have to return to further troubleshoot
  - 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 audit requested fixes and send results 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.**

**ACTION: TWC to notify RA about RA light problem between block 2 and 3.**

**WAITING ACTION**

- **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.**
- **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.**
- **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.**
- **LANDSCAPING FOR BLOCK 3 UTILITY WALL AREA - TBD**

#### **IV. COMMITTEE REPORTS**

RELAC Committee reported as per notes above.

#### **V. EXECUTIVE SESSION**

#### **VI. ADJOURN**

The meeting adjourned 10:17 p.m.

Next board meeting scheduled for February 21, 2024, at 7:30 PM on board-hosted Zoom.

//ENDS