

HICKORY CLUSTER ASSOCIATION BOARD OF DIRECTORS
February 21, 2024, MEETING MINUTES
Virtual (Board hosted Zoom)

DIRECTORS PRESENT: Jennifer Rekas, Silvia Merrill, Kathryn Fay, Daniel Cassidy
DIRECTORS ABSENT: Jennie Kampf
TWC STAFF: None

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 January 2024 Meeting minutes.

II. MEMBER FORUM

11515 Maple Ridge - Interested in knowing on state of HCA HVAC design criteria

III. FINANCIAL REPORT REVIEW - NOT REVIEWED AT THIS MEETING

IV. ACTION ITEMS

NEW BUSINESS

- **RELAC Alternative Cooling Unit Standards** - Committee has been researching standards for HCA. President Merrill described the resolution process that governs the HCA.

Draft resolution was shown with candidate standards the committee generated and Michael Poss oriented the audience on its contents.

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.

Comments from audience:

1. What happens with other utilities installed in front of houses, such as the gas utilities being moved to the fronts also? Could/should they be covered also.
2. The surround of the equipment is brick, but there will need to be access for service - how will that work? Ans. Committee has to define further what that would look like.
3. If the enclosure is built in the front of the house, could you also store garbage cans there? Ans. This standard does not address garbage storage.
4. Will members have to install the screen within a certain timeframe once the hvac device is installed?
5. Question about easement - Is it required if the condenser is installed on the ground or on the wall of the house? Is easement still required in that situation? What would the design standard be in that situation?
6. Questions about timing of the standards being defined and approved for member use in time for summer preparation.

- 7. Some questions about RELAC starting in Spring answered - the service will start in Spring.
- **Pothole at Block 3 Entrance - TWC**
ACTION: Seek two other estimates for repair - TWC
- Board to hold hearing for the Virtual Meeting and Voting resolution at the next board meeting in March bgn4 567p80-oh

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.
- **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.

- **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 and publish final signed resolution to HCA website.

- **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 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**

V. COMMITTEE REPORTS

RELAC Committee reported as per notes above.

VI. EXECUTIVE SESSION

VII. ADJOURN

The meeting adjourned 9:20 p.m.

Next board meeting scheduled for February 20, 2024, at 7:30 PM on board-hosted Zoom.

//ENDS