

HICKORY CLUSTER ASSOCIATION BOARD OF DIRECTORS

March 20, 2024, MEETING MINUTES

Virtual (Board hosted Zoom)

DIRECTORS PRESENT: Jennifer Rekas, Silvia Merrill, Kathryn Fay

DIRECTORS ABSENT: Jennie Kampf, Daniel Cassidy

TWC STAFF: None

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 February 2024 Meeting minutes.

II. RESOLUTION HEARING

Hearing for "Procedures Relating to Virtual Board, Committee and Membership Meetings and Electronic Voting" draft resolution

Notes from members:

1. Helpful to send an email to members for hearings ahead of time and send email.
2. Suggest having the annual meeting in person instead of virtually.

Board will accept comments via email additionally after the meeting.

III. MEMBER FORUM

11515 Maple Ridge - Just wanted to know about progress on the standards for private units - Ans. - standards are with HCA legal counsel right now.

11508 Maple Ridge - When are remaining two trees along Maple Ridge going to be removed? Ans. Seeking estimates for the remaining two - these will be removed from in front of .11514, 11524

11513 Hickory Cluster - Some HCA paths have piles of sticks alongside them. Would like to not have them piled there. Ans. Board is unaware of who is doing this.

11557 Maple Ridge - Branches cause problems for the woodlands and creek. Cleaning them up makes the cluster look better.

11539 Maple Ridge - Block 1 carriage houses - 11502 has had construction fencing where mulch and debris is - what is happening with that project? Ans. This was a member activity - waiting on member to finish work, so effort can be completed.

11504 Maple Ridge - Pit is still open at 11502, was expecting root to be removed in the past week. Should be taken care of shortly.

IV. FINANCIAL REPORT REVIEW

Board accepted the financials from February.

V. ACTION ITEMS

NEW BUSINESS

- **Invasive Plant Removal**

HCA permission given to Plant NOVA Natives/Operation Stream Shield to park along Maple Ridge Rd extra parking section in order to clear VDOT easements along Baron Cameron Ave and Maple Ridge Rd next to HCA property of invasive vines on trees, such as English Ivy and Asian Wisteria. Two cars would be parked up to four hours for up to two weekdays.

If any members want to participate with these organizations to pursue tree vine removal in HCA, these organizations may want to help.

- **Maple Ridge Road Tree Removals - TWC**

Board seeking estimates for removal of remaining two approved trees on Maple Ridge Road

ACTION: Get estimates for two trees Maple Ridge Road - TWC

- **Pothole at Block 3 Entrance - TWC**

DECISION: Board selected ProPave vendor proposal via unanimous asynchronous voting YES

IN PROGRESS BUSINESS

- **RELAC Alternative Cooling Unit Standards**

Committee completed standards draft for board consideration. Final standards are being reviewed by HCA legal counsel, then will be sent to RE for approval.

- **Draft Resolution for HVAC Easement**

Board has suggestions from architecture committee, has final version ready for legal counsel to review.

ACTION: Legal counsel RB to review for future resolution hearing

- **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.

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

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 interested members 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.

BACKLOG

- **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**
Rekas audited PSE completion and sent status of issues with marked map to TWC on March 4, 2024. PSE completed a few more fixes, but some remain.
ACTION: Rekas to re-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- Rekas/TWC**
ACTION: Rekas to work with TWC to seek design alternatives from FEA that may be less expensive than first cost estimate for full replacement as is. Rekas requested estimate from FEA via TWC for design alternatives on March 3, 2024.
- **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

None

VI. EXECUTIVE SESSION

ACTION: TWC - HCA Annual Board Meeting - May 18, 2024 9:00 - 11:00, pending facility availability

VII. ADJOURN

The meeting adjourned 9:20 p.m.

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

//ENDS