

HICKORY CLUSTER ASSOCIATION BOARD OF DIRECTORS

January 15, 2025, MEETING MINUTES

Virtual (Board hosted Zoom)

FINAL

DIRECTORS PRESENT: Jennifer Rekas, Silvia Merrill, Kathryn Fay, Fred Swartzendruber

DIRECTORS ABSENT: Daniel Cassidy, Stan Peabody, Lauri Swift

TWC STAFF: Amanda Smith

I. PROCEDURAL ITEMS

- **CALL TO ORDER:** President Silvia Merrill called the meeting to order at 7:31 PM and established that a quorum of the Board was present.
- **OPENING REMARKS:** None
- **APPROVAL OF MINUTES:** The Board approved HCA November 2024 Meeting minutes.

II. MEMBER FORUM

11508 Maple Ridge - Area behind Block 1 looks much better.

11531 Maple Ridge - Two poles in Block 2 still out. Dominion has been there multiple times.

11509 Maple Ridge - Has provided swingset proposal to the board.

11532 Hickory Cluster - Expressed care for the neighborhood, even though are currently landlords renting HC property out.

11504 Maple Ridge - Thank you for getting the woods behind the property cleaned up after bamboo removal.

11557 Maple Ridge - Have cleanup to do on the street still after the cleanup. Trees on the street edge of Maple Ridge along North Shore - may need some maintenance to protect the street. Street numbers are not required by law. Firefighters use own map system for mapping/finding houses. Concern about cost of signage change requirements, should they occur. Requested minutes of committee meetings.

IV. FINANCIAL REPORT REVIEW

Board accepted financial reports from November and December.

V. ACTION ITEMS

NEW BUSINESS

- **BENCH REPLACEMENTS**

Board reviewed bench replacement options, liked the default Reston design. Member asked if it is possible to sponsor a bench.

ACTION: TWC to see if bench vendors allow to add memorial plaques and ask Reston Association for any templates for plaque design (font, etc.). Member to contact TWC for sponsorship possibilities.

- **PLAYGROUND EQUIPMENT**

HCA member provided information on how to repair the swingsets vs replacing them. Board has a preference to preserve the current aesthetics design also. One possibility is to re-construct the current design with new materials.

ACTION: TWC to consult with insurance on requirements for insurance purposes.

ACTION: HCA Member to consult contractors for quotes on re-creation of the current swing with the current design.

- **LANDSCAPE WALKTHROUGH w/CONTRACTOR PLANNED** - Swartzendruber
ACTION: TWC to schedule two walkthroughs in early March to review w/contractor for planning purposes.

REIMBURSEMENT of GOODMAN SYMPOSIUM EXPENSES

DECISION: Board approved reimbursement of Goodman expenses incurred by an HCA member who participated.

ACTION: TWC to reimburse member.

RECYCLING GUIDANCE REMINDER

ACTION: TWC to send out reminder about recycling guidance (cleanliness, being dry, etc.)

IN PROGRESS BUSINESS

- **Cluster-provided Member Communication Platform made available in December 2024**
WhatsApp group and Nextdoor group created.
Whatsapp and Nextdoor both have 13 members at this time.
- **POST-BAMBOO REMOVAL CLEANUP**
ACTION: TWC - reach out to TriPoint to see what they will be planting along the property border? What is the woodchip path on the HCA common area?
- **APRON CONCRETE GRINDING - Rekas/Merrill/Fay**
This project is next priority. Areas with ½" are of concern.
ACTION: TWC - Arrange another walkthrough w/contractors in February to review areas that need work.
- **Collections of Assessments - NOT DISCUSSED**
DECISION: Send draft policy back to TWC that the default acceleration policy is in line with the coupon books. If not, work with legal counsel to get them aligned. If the coupon book is not in order (for legal or etc. reasons), please advise the board.
ACTION: Kathryn - Work with TWC to get this in order.
- **BLOCK 2 STREET LIGHTS ARE STILL OUT**
Poles still out on Maple Ridge in Block 2 - There is an electrical issue to still be worked out between Dominion and PSE around the transformer. Lighting on green path has sometimes had bulbs that are too bright.
ACTION: TWC - Continue to work with PSE/Dominion to get Block 2 straightened out.
ACTION: TWC - Contact Reston for softer lighting on path lights.
ACTION: Merrill/Fay - Send TWC the specific location of the Block 2 path lights
- **BOARD CODE OF CONDUCT - NOT DISCUSSED**
Board to review code of conduct in a board meeting - prefer all board members present.
- **MAILBOX INSTALLATIONS - NOT DISCUSSED**

Board did spot checking to identify homes with mailboxes that do not meet cluster standards. Initial list has been identified.

- **HICKORY CLUSTER LOGO CONTEST - NOT DISCUSSED**
DECISION: Standup committee to design long term Hickory Cluster logo
ACTION: Swift - **Organize committee for long term logo**

- **NEIGHBORHOOD CLEANUP DAY**
Need to provide guidelines on what the intent of items suitable for common area.
DECISION: Board would like to have a Neighborhood Cleanup Day
ACTION: Board - **Seek host for the event from the neighborhood with input from the landscaping committee on what the efforts needed are.**

- **RETAINING WALL IN BLOCK 2 - Fay**
ACTION: TWC to engage legal counsel for consultation on board responsibilities before proceeding further.

- **ANNUAL FEA RESERVE STUDY - BOARD - NOT DISCUSSED**
ACTION: Board - **Study reserve study for the recommendations. Need to prioritize the board activities with this in mind - anticipate January prioritization event. Further discussion will occur at future board meetings.**

BACKLOG

- **Request to remove bush behind 11509 Maple Ridge on common property - NOT DISCUSSED**
DECISION: Request to be put on hold pending landscaping committee plan.

- **Hickory Cluster Registry of Historic Places - NOT DISCUSSED**

- **NEW STREET SIGN FONT SIZE REQUIREMENTS - NOT DISCUSSED**
Sign fonts must be 4" tall due to recent Fairfax County recommendation. 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.**

- **Covenants Cluster & Condo Directory - Rekas - NOT DISCUSSED**
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

- **STORAGE DOORS IN BLOCK 3 - NOT DISCUSSED**

- **SOIL EROSION in BLOCK 3 - TBD - NOT DISCUSSED**
This is likely related to the problem with the trench drainage.
ACTION: Review past studies completed regarding this change and follow up.

V. COMMITTEE REPORTS

None

VI. EXECUTIVE SESSION

None

VII. ADJOURN

The meeting adjourned 9:01 p.m.

Next board meeting scheduled for February 19, 2025, at 7:30 PM on board-hosted Zoom.

//ENDS