

HICKORY CLUSTER ASSOCIATION BOARD OF DIRECTORS

March 19, 2025, MEETING MINUTES

Virtual (Board hosted Zoom)

FINAL

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

DIRECTORS ABSENT: Daniel Cassidy, Lauri Swift

TWC STAFF: N/A

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 January 2025 Meeting minutes.

II. MEMBER FORUM

11531 Maple Ridge - Requesting HCA make a claim on behalf of the member for damage to window assumed by vendor spreading salt. Also Dominion Power has been present a few times - claiming that the issue is that the power is in the base, but the HCA electricity vendor now needs to fix the pole and getting power to the light. Recommend it's time to think about sealing the pavement.

11557 Maple Ridge - Recounted past account of damage to vehicle from snow plow. Car burglar in block 2, caught on film.

11508 Maple Ridge - Concerned about TriPoint woodchip path being potentially located on HCA property.

11513 Hickory Cluster - Seeking sourcing of concrete beam paint materials (another member recommended "Kenseal, a White Cap Company" as a source). Request that any criminal activity observed be reported to the police. Offered to compile list of helpful contractors for the neighborhood as a community resource.

11504 Maple Ridge - Observed a lot of salt from the salt spreading activity.

IV. FINANCIAL REPORT REVIEW

Board accepted financial reports from November, 2024.

V. ACTION ITEMS

NEW BUSINESS

- **Compromised tree in 11521 Hickory Cluster**
DECISION: Board approves removal of compromised tree in front of 11521 Hickory Cluster, accepts Growing Earth proposal.
ACTION: TWC get tree removed.
- **Parking Policy**
Discussed whether it needs to change from the current policy. Board does not want to change the current parking policy.
- **Parking Enforcement**

Reviewed the Towing company's parking enforcement form. Form not populated yet. Discussion around the need for a contract and preference for calling in towing by TWC on demand vs spot scanning periodically by a vendor. Discussion of alternatives for parking enforcement if contractor isn't used to spot check.

ACTION: TWC - Why is a contract required for towing? Fay to work with TWC.

- **Adopt-a-Spot Signs on Cluster Property**

RA offered to notify Lake Anne POC that the sign is misplaced and to ask them to remove it.

DECISION: Ask RA to send notice

- **No Trespassing Signs along Path to Lake Anne Elementary**

Stranger removing shrubbery, etc. from HC property between school/church and HC homes AND building paths. TWC sent notice to cluster where the person lives. TWC also notified RA who has records of this problem from the past.

DECISION: Install No Trespassing signs on HCA Property

ACTION: TWC send Cease and Desist letter to the offender, ensure delivery

- **Damaged window from assumed salt spreader vendor**

ACTION: TWC - Ask for insurance information from salt spreader vendor and provide to member for member to seek damage claim.

IN PROGRESS BUSINESS

- **BENCH REPLACEMENTS - NOT DISCUSSED**

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

- **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.

- **PLAYGROUND EQUIPMENT - NOT DISCUSSED**

TWC reaching out to RA for vendors to build replica as an option. TWC received updated swingset proposal from earlier playground equipment vendor.

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

- **LANDSCAPE CONTRACT CHANGES - Swartzendruber**

Landscape walkthrough occurred, recommendation list from vendor was not provided. Longer term, board would like a landscaping plan.

DECISION: One change to contract: Add treatment for the crepe myrtles for bark scale/black rust. Also, clearly mind the mulch mountains (no mountains), not mowing lirioppe, and tidier leafblowing. Stop mowing the dirt in the fall and blowing it everywhere.

- **POST-BAMBOO REMOVAL CLEANUP**

Growing Earth completed last cleanup of area. TriPoint sent map of landscape plan for their part of the property adjoining Block 1. The wood chip path is NOT on common property according to the map. Need to confirm if the path is actually NOT on HC property.

ACTION: TWC - Confirm whether the woodchip path is on HC property or not.

- **APRON CONCRETE GRINDING - Rekas/Merrill/Fay**

Walkthrough with Dominion Paving vendor scheduled for February 28, 2025.

DECISION: Ask vendor to reduce the proposal scope/cost to the most urgent trip hazards and concrete state.

ACTION: Merrill - Ask TWC should we seek another vendor quote?

- **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. Dominion seems to have reported that they think the power to the pole base is working correctly and the issue is now with the poles.

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**

DECISION: Rekas - Distribute draft of Code of Conduct to Members for comment.

- **NEIGHBORHOOD CLEANUP DAY - NOT DISCUSSED**

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**

TWC performing background research and engaging legal counsel for consultation on board responsibilities before proceeding further.

ACTION: TWC - Need a survey of property ownership to respond to who is doing what before making a decision.

- **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.

- **Covenants Cluster & Condo Directory - Rekas**
Rekas completed updated covenants cluster and condo directory record for HCA. TWC is listed as POC for HCA, per earlier board discussions.

BACKLOG

- **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
- **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.
- **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 9:28 p.m.

Next board meeting scheduled for April 16, 2025, at 7:30 PM on board-hosted Zoom.

//ENDS