

HICKORY CLUSTER ASSOCIATION BOARD OF DIRECTORS  
JUNE 17, 2026 REGULAR MEETING MINUTES DRAFT

1. CALL TO ORDER & QUORUM
  - a. Directors Kathryn Fay, Secretary Carol Laird, Pete Sohn, and President Michael Poss formed a quorum online via Google Meet; Director Ashley was absent
  - b. President Poss called the meeting to order at 7:36 p.m.
2. MEMBER FORUM: No non-Director members were present
3. MINUTES & FINANCIALS REVIEW
  - a. Directors agreed to approve May 20, 2026 Regular Meeting minutes, and May 13 and 27 Special Meeting Minutes, with VP title corrections for Director Fay references
  - b. Directors agreed to accept May 31, 2026 financial reports; President Poss noted reasonable reserves values, trip hazard expense was paid from reserves, but more cluster concrete areas need repair; some pre-paid account amounts were refunded to past or current Members; Abaris may have purchased a new CD without further HCA discussion
4. DIRECTOR REPORTS & OTHER BUSINESS
  - a. EXECUTIVE SESSION VOTES RATIFICATION:
    - i. Directors agreed to ratify all prior decisions made in Executive Session from June 18, 2025 through March 25, 2026 as documented in an appended exhibit to be attached to the June 17 minutes
  - b. HCA HVAC STANDARDS:
    - i. President Poss discussed possible updates from June 16, 2026 Full DRB hearing feedback, pending requested specific written decision letter feedback
    - ii. Possible updates remove case-by-case determination from all but highly-variable visual and acoustical screen conditions; further discussion was deferred until the next meeting
    - iii. Directors agreed to enter Executive Session to specifically discuss legal counsel consultations, and pending compliance issues, including RA DRB applications
5. EXECUTIVE SESSION
  - a. LEGAL:
    - i. Directors briefly reviewed certain legal matters and related legal counsel consultations to be further discussed at the next meeting
  - b. COMPLIANCE:
    - i. President Poss reported three of eight fully-executed HVAC easement agreements and four of eight pre-payments; Director Laird will follow up
    - ii. Directors discussed an August 1, 2026 easement agreement pre-survey process completion deadline, including screen installation, prepayment, and fully-executed agreement
    - iii. 11514 MAPLE RIDGE: Directors discussed deferring an incomplete application to the next meeting; President Poss will follow up with the Member
    - iv. Directors agreed to exit Executive Session

6. OPEN SESSION

- a. No non-Director Members were present during or after Executive Session
- b. Directors agreed:
  - i. To an August 1, 2026 easement agreement pre-survey process completion deadline, including screen installation, prepayment, and fully-executed agreement
  - ii. 11514 MAPLE RIDGE: To defer this incomplete application to the next meeting; President Poss will follow up with the Member

7. ADJOURNMENT: Directors adjourned the meeting at 8:35 p.m.

**APPENDED EXHIBIT: EXECUTIVE SESSION VOTES RATIFICATION**

Meeting Date	Subject	Action
18-Jun-25	Board Officer Election	Board elected Director Laird as Secretary, Director Fay as VP, and Director Poss as President
	IT Systems	Agreed to transition IT systems from temporary systems administrator to Secretary Laird to include Google Workspace and Wordpress
	11513 Maple Ridge	Oppose incomplete application screen element as Affected Party
	11515 Maple Ridge	Directors agreed to collaborate with member Sohn to develop design for HVAC screen standard.
	11501 Hickory Cluster	Board opposed DRB application as an Affected Party
	HVAC Screen	Collaborate with 11515 Maple Ridge member to develop a visual screen standard design
	Towing contract	Directors agreed to review and update current towing contract
16-Jul-25	DRB tree removal vegetation	Director Poss will follow up with DRB planting requirements
	HVAC Screen	Discussed prototyping the screen
	11501 Hickory Cluster	Agreed to opposing application as an affected party; rear interior work not subject to review
	11513 Maple Ridge	Agreed to opposing application for front exterior as an affected party;
	Legal Counsel	Director Ashley was provided up to one hour discussion with HCA legal counsel
20-Aug-25	11531 Hickory Cluster	Agreed to non-affected party status for door replacement
	RA Covenants	President Poss provided RA with a plan to resolve the 2023 DRB tree removal vegetation planting requirements.
	Attorney consultations	Directors agreed to legal counsel consultations on Block 1 carriage house apron repair, common area HVAC easement, and Block 2 retaining wall issues.
	11501 Hickory Cluster	Agreed to set a special meeting of directors about repairs
	11527 Hickory Cluster	Agreed to opposing affected party status pending additional details
	11515 Maple Ridge	Discussed prototyped HVAC screen.
	11513 Maple Ridge	HVAC conditional approval of installation, Opposing status until a screen is approved by DRB.
	Condition Corrections	Send informal letters to correct conditions at 11520, 11535, 11563
	Maple Ridge	
	Trip Hazards	Agreed to Safer Sidewalk contract

Meeting Date	Subject	Action
	Bamboo	Agreed to contract with IPC for bamboo removal
	Reserve Study	Agreed to proceed with FEA 2025 update to Reserve Study
	Grounds maintenance & snow removal	Agreed to request proposal from Blade Runners, for grounds maintenance, snow removal, and bark scale treatment
3-Sep-25	11501 Hickory Cluster	Agreed that the horizontal beam lintel should be painted Asteroid. Propose to repair concrete columns and beam joints with rebar staples, then covered with grout to match VP Fay asked if Mr. Jeur could provide an image of how the columns would appear
17-Sep-25	RA Covenants compliance	President Poss provided a landscape plan to resolve 2023 DRB planting requirements
	Easement Agreement	Legal counsel prepared a Block 1 carriage house easement agreement
	Condition Corrections	Abaris sent letters to 11520, 11535, 11563 Maple Ridge
	11513 Maple Ridge	Agreed to non-opposing HVAC equipment, opposing status regarding pending screen approval Directors will submit and present opposing DRB Affected Party statement
	11534 Hickory Cluster	Agreed to submit an opposing DRB Affected Party statement
	Grounds maintenance & snow removal	Received a proposal to treat crape myrtle bark scale infection. President Poss will request 2026 proposals
	11527 Hickory Cluster	Member declined to continue DRB application process
	11533 Maple Ridge	Directors agreed to not oppose DRB rear entry door application. HCA will address resale non-compliance issues as advised by legal counsel Front beam color and temporary exterior HVAC requires immediate seller correction
	Reserve Study	Directors agreed to proceed with proposed FEA 2025 update to 2023 Reserve study to include storm water management
15-Oct-25	Easement Agreement	Director Laird will provide Easement Agreement to Block 1 carriage house owners
	Condition corrections	Legal counsel will send a more forceful to non-responsive member regarding condition correction
	11527 Maple Ridge	Approved storm door installation
	11513 Maple Ridge	Member is considering a roof installation, which requires a new application
	11534 Hickory Cluster	Application incomplete
	11540 Hickory Cluster	Member requested resale disclosure documents. Non-compliant conditions were discussed

Meeting Date	Subject	Action
	11533 Maple Ridge	Resale: Legal counsel is discussing compliance issues
	11526 Maple Ridge	Resale: no compliance summary feedback
	Trip Hazard easement	Director Laird submitted easement agreement to the board & will give to affected owners
	Tree Management	President Poss requested a consulting arborist risk assessment proposal, not yet received
	Grounds maintenance & snow removal	Abaris received & forwarded proposal from Blade Runners for 1-3 years. Decision will be a next meeting.
	Budget	Adjusted numerous line items from Managing Agent Smith suggestions. Managing Agent Smith advised that trash removal automatically renewed for 36 months
	Meeting	Directors agreed to change the next regular meeting date to November 12.
30-Oct-25	Grounds maintenance & snow removal	Directors agreed 2026 ground maintenance & snow removal would be combined and provided by one contractor
	Lights	Light fixtures behind 11517 Maple Ridge and 11543 Hickory Cluster need repair
	Reserve Study	FEA recommended 10% annual member fee increase; use reserves to fund Trip Hazard
	Budget	President Poss will update budget options
	11534 Hickory Cluster	Directors will provide updated Affected Party statement before Oct 31 deadline and attend Nov 4 DRB hearing
12-Nov-25	Easement Agreement	Secretary Laird distributed finalized easement agreement to owners.
	RELAC	President Poss drafted & proposed filing a formal VA SCC Utility abandonment complaint. Director majority opposed the complaint
	11530 Hickory Cluster	Directors not opposed to HVAC installation
	11534 Hickory Cluster	DRB approved front installation, then corrected to rear. Owners submitted to RA before sending to HCA. Sohn screen required
	11527 Hickory Cluster	Directors did not oppose new HVAC installation
	11540 Hickory Cluster	Resale DRB application for existing sliding glass doors. Directors did not oppose.
	Audit	Directors approved 2024 and 2025 CPA audit proposals
	Grounds maintenance & snow removal	Directors approved single-contractor for 2026.

Meeting Date	Subject	Action
17-Dec-25	Accounts receivable	Need hearing notification letters to overdue members
	11540 Hickory Cluster	Resale issues resolved
	11577 Maple Ridge	Most resale issues resolved
	HVAC Sound Standard	Directors agreed to update limit from 70 to 72 dBA
	11517 Maple Ridge	Directors did not oppose the HVAC application
	11512 Hickory Cluster	President Poss urged elimination of redundant HCA application
	Retaining Wall	Directors agreed that pending FEA Reserve Study should include storm water management and drainage
	Grounds maintenance & snow removal	2026 contract says to discontinue liriopie mowing and leaf blowing behind blocks 1, 2, 3
	Tree Management	Contract will include Block 2 crape myrtle bark scale treatment, 11599 Maple Ridge bamboo removal of area tree debris, 11501 Hickory Cluster crape myrtle removal 11501 Maple Ridge dead schip laurel replacement
8-Jan-26	Easements	Directors agreed that easement recording fees should be paid by members to whom easement is granted Directors agreed to allow easement continuation upon lot sale Directors agreed to allow limited & defined easement exceptions. Two Block 1 easement grandfathered from previous board.
	Standards	Directors agreed HCA legal counsel would update easement documents as necessary Directors agreed to update HCA exterior HVAC standards prior to RA DRB review
21-Jan-26	Legal	Previous board 2024-25 federal income tax draft list 2025-26 directors not 2024-25 directors Abaris to follow up on corrected documents
	11512 Hickory Cluster	Directors agreed to not oppose common area side landscape exterior HVAC installation Easement process must be completed before installation
	11595 Maple Ridge	Directors agreed to not oppose HVAC application via prior email
	11529 Hickory Cluster	Directors agreed HVAC must be installed with long axis parallel to rear patio wall to avoid screen requirement. Directors did not oppose application
	11573 Maple Ridge	Directors did not oppose the HVAC application
	11500 Maple Ridge	Directors did not oppose the HVAC application via prior email
	11532 Hickory Cluster	Directors did not oppose the HVAC application

Meeting Date	Subject	Action
	11533 Hickory Cluster	Directors did not oppose the HVAC application w/stipulation for possible screen
	Easements	Secretary Laird will manage
	Office supply expense	Directors agreed to reimburse President Poss for printer supplies needed for cluster work
	Trip Hazards	Legal counsel will send letter to Block 1 member who has not executed agreement
18-Feb-26	Trip Hazards	Directors agreed to engage legal counsel to send certified letter to Block 1 member who has not executed easement agreement advising them of liability
	11591 Maple Ridge	Directors did not oppose HVAC application
	11555 Maple Ridge	Directors did not oppose HVAC application
	11553 Maple Ridge	Directors did not oppose HVAC application; easement required but installation allowed due to medical necessity
	11565 Maple Ridge	Directors did not oppose HVAC application; easement required
	11561 Maple Ridge	Directors did not oppose HVAC application; easement required
	11533 Hickory Cluster	Directors did not oppose previous post-installation visual & acoustical stipulation
	11599 Maple Ridge	Directors did not oppose pending obtaining signatures
	11575 Maple Ridge	Directors did not oppose pending obtaining signatures
	HVAC Standards	Directors agreed to numerous updates
	HVAC Meetings	Directors agreed to meet weekly online each Wednesday to review & decide on HVAC applications
	Retaining Wall	Directors agreed to approve TDL contract proposal
	Tree & Grounds Management	VP Fay will assume leadership. Current proposals will be executed and sent to contractor
25-Feb-26	11545 Maple Ridge	Directors did not oppose, pending obtaining signatures
	11555 Maple Ridge	Directors did not oppose HVAC installation
	11581 Maple Ridge	Directors did not oppose contingent on correcting Affected Party status on location and location of electric meter
	11565 Maple Ridge	Directors did not oppose for HVAC. Easement required
	11519 Hickory Cluster	Application on hold
	11502 Hickory Cluster	Directors opposed to HVAC application and filed as an Affected Party
	11504 Hickory Cluster	Application on hold
	HVAC Standards	Directors agreed to numerous standards updates
	11506 Hickory Cluster	Directors did not approve easement request
	11500 Maple Ridge	Previously approved application; line set was not installed as approved, but line was run

Meeting Date	Subject	Action
		through the wing wall and a hole punched in the concrete beam to access utility room. Director Poss will speak to owner to try to get the installation corrected.
4-Mar-26	11540 Hickory Cluster	Directors deferred application
	11533 Hickory Cluster	Directors will appeal DRB hearing approval decision
	11519 Hickory Cluster	Directors not opposed to HVAC application
	11532 Maple Ridge	Directors deferred application
	11545 Maple Ridge	Directors deferred pending Affected Party signatures
	11581 Maple Ridge	Directors deferred application
	11591 Maple Ridge	Directors deferred pending Affected Party status
	11599 Maple Ridge	Directors deferred application
	11521 Hickory Cluster	Directors deferred application
11-Mar-26	11579 Maple Ridge	Directors agreed not to oppose HVAC application
	11500 Hickory Cluster	Directors agreed not to oppose HVAC application
	11501 Maple Ridge	Application is on hold
	11524 Maple Ridge	Directors agreed not to oppose HVAC application
	11521 Hickory Cluster	Directors agreed not to oppose HVAC application
	11501 Hickory Cluster	Directors agreed not to oppose HVAC application
	11597 Maple Ridge	Directors agreed not to oppose HVAC application
	11504 Hickory Cluster	Directors agreed not to oppose HVAC application
	11502 Hickory Cluster	Directors opposed to front HVAC installation.
	11506 Hickory Cluster	Application is on hold
	Easement Agreement	Directors voted to require execution of easement agreement and payment of costs before installation, with the survey and recordation to be done afterward.
18-Mar-26	Easement Agreement	Counsel notes easement agreement should be updated and aligned Counsel added their portion to estimated total \$2000 per lot owner expenses Counsel agreed that expenses to be pre-paid by lot owners into escrow account before installation
	Standards	Directors agreed to Rev g updates to be included following this meeting
	11502 Hickory Cluster	Directors agreed to oppose the application and file an Affected Party Statement

Meeting Date	Subject	Action
	11533 Hickory Cluster	Directors agreed to oppose the application and file an Affected Party Statement
	11599 Maple Ridge	Directors agreed not to oppose HVAC application
	11531 Hickory Cluster	Directors agreed not to oppose HVAC application
	11506 Hickory Cluster	Directors agreed not to oppose HVAC application
	11547 Maple Ridge	Directors agreed not to oppose HVAC application
	11505 Hickory Cluster	Directors agreed not to oppose HVAC application
	11501 Maple Ridge	Application is on hold
	Retaining Wall	Contract pending Abaris contract execution
25-Mar-26	11501 Maple Ridge	Directors agreed not to oppose HVAC application
	11577 Maple Ridge	Directors agreed not to oppose HVAC application
	11543 Maple Ridge	Directors deferred application
	11523 Maple Ridge	Directors agreed to defer HVAC application
	11542 Maple Ridge	Directors agreed not to oppose HVAC application
	11544 Maple Ridge	Directors agreed not to oppose HVAC application