

HICKORY CLUSTER ASSOCIATION BOARD OF DIRECTORS

June 19, 2024, MEETING MINUTES

Virtual (Board hosted Zoom)

FINAL

DIRECTORS PRESENT: Jennifer Rekas, Silvia Merrill, Fred Schwartzendruber, Lauri Swift, Stan Peabody, Kathryn Fay

DIRECTORS ABSENT: Daniel Cassidy

TWC STAFF: Amanda Smith

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 April 2024 Meeting minutes.

II. MEMBER FORUM

11557 Maple Ridge - Been of concern in previous boards about meetings of the board of directors. Reviewed the kinds of topics to be discussed in executive session according to code of virginia - code suggests that reasons for executive session have to be included in minutes.

11504 Maple Ridge - Concern about pit in front of the 11502 Maple Ridge.

11547 Maple Ridge - Have photo of 11545 Maple Ridge Magnolia concerns for the board.

IV. FINANCIAL REPORT REVIEW

Board accepted the financials from May.

V. ACTION ITEMS

NEW BUSINESS

- **Board member role distribution**

With the new slate of board members, roles of new members was discussed.

Decision: The following members were assigned to the board roles.

President - Silvia Merrill

Vice President - Lauri Swift

Secretary - Jenny Rekas

Treasurer - Stan Peabody

Member at Large - Daniel Cassidy, Kathryn Fay

ACTION: Rekas to update HCA website with roles

- **Electronic voting service options**

Reviewed briefly the options TWC has provided. Discussed some features that would be helpful, ex. write-in options, and cost models per service. Board to review options and to decide in August.

- **Magnolia Tree Trimming Request**
See photos - may not be necessary.
- **Google Workspace renewal fees**
Rekas requesting standing reimbursement for monthly Google Workspace fees - ~\$40-50/month
Reference: Example monthly bill for Google Workspace services in financials folder
ACTION: Rekas to submit monthly invoices to TWC for reimbursement.
- **Hickory Cluster Registry of Historic Places - NOT DISCUSSED**
- **Various Parking Issues**
Discussion of recent parking issues. There have been some issues with storage of vehicles, missing tags, etc. Reviewed process of auditing and reporting.
Decision: Board to start regular auditing of parking usage.
- **Reviewed Board Code of Conduct**
Board to review code of conduct and vote on adoption next month.
- **Discussion of Board member training by HCA legal counsel Rees Broome**
Decision: Seek board member training from Rees Broome; TWC to arrange
- Board left executive session at 9:44-9:50 pm and approved DRB HVAC applications for 11502 and 11520 Maple Ridge
- Monthly HCA board meeting will not take place in August 2024.

IN PROGRESS BUSINESS

- **BAMBOO REMOVAL - Fay**
Board received updated estimate from Invasive Plant Control. This did not include the removal in the estimate, getting final estimate from IPC and will review estimate and seek board virtual approval.
References: June 2024 bamboo estimates from IPC

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. This is area #2 in IPC proposals.
ACTION: TWC - **Notify block 1 members where/when the work is happening ahead of time, post signs when treatment is in order. Coordinate with appropriate county officials as needed.**
- **Additional landscaping in Hickory Cluster - NOT DISCUSSED**
ACTION: HCA Landscaping committee to look into additional landscaping for the following:
 1. Re-landscaping of Block 3 utility wall area - board hoped laurel and liriopie is part of the plan, as this has worked well for other parts of the neighborhood.
 2. Some kind of flowering tree for the planter area between 11501 Maple Ridge and parking spot 101. Trees had been removed from this area a while ago, but no replacement.

3. Replacement trees along Maple Ridge Road between blocks 1 and 2 that have recently been cut (see Jeff Ashley for specific area).
 4. More to follow for Goodman Homes tour
- **Retaining Wall that FEA Recommends Be Replaced**
 Got estimate and discussion with HEMAX vendor. Some issues identified to do before the actual work, e.g. present discoveries about the site and options. There are multiple factors that have contributed to the problem - some root cause issues need to be fixed in order to prevent the problem from happening again.
ACTION: TWC to check with county for storm sewer problems and any mitigation plans. Have members Jeff Ashley and or Robert Fay participate in discussions
ACTION: TWC to arrange for HEMAX to brief the board on state and options at a board meeting
ACTION: TWC to seek one more engineering review/discussion of the situation
ACTION: TWC to send notification to members about avoiding the wall area
ACTION: TWC to safety tape off area as has been done in the past
 - **RELAC Alternative Cooling Unit Standards - NOT DISCUSSED**
 Committee completed standards draft for board consideration. Standards are being reviewed by RA DRB.
 - **Draft Resolution for HVAC Easement - NOT DISCUSSED**
 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 - NOT DISCUSSED**
 Goodman Symposium planned by Reston Museum for the weekend of Sept. 13-15, 2024.
ACTION: Merrill - Contact some members for external photos Reston Museum would like to pursue
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 - NOT DISCUSSED**
 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**ACTION: Rekas - Draft notification about this project for next membership mailing**
 - **ANNUAL FEA RESERVE STUDY - BOARD**
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.

- **UPDATE HCA DESIGN STANDARD FOR DECK/FENCE WOOD OPTIONS - Rekas - NOT DISCUSSED**
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.

- **BLOCK 2/3 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. Rekas re-audited in April with still some issues.
TWC has acquired two additional glass mushroom lamp covers.

ACTION: Rekas and Merrill will meet with PSE to go over the issues.
ACTION: TWC - Follow up regarding the cleaning once electricity/lamp are fixed.

BACKLOG

- **HCA ByLaws Next Steps - TBD - NOT DISCUSSED**

- **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.

- **HCA Committee Structure Discussion - BOARD - NOT DISCUSSED**
ACTION: Rekas - Compile call for volunteers to include in the membership mailing
ACTION: TWC - Include this memo in next membership mailing

- **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

- **ACTION: Merrill - Board to submit RA complaint form for exterior concerns, ex. concrete beam is failing for property next to 11534 Hickory Cluster. - Is this OBE? NOT DISCUSSED**

- **LANDSCAPING FOR BLOCK 3 UTILITY WALL AREA - Landscape Committee - NOT DISCUSSED**
Board requested that Landscape Committee led by Audrey Rogerson to make a landscape plan for that area.

- **DRB FLIPBOOK UPDATE - Fay - NOT DISCUSSED**
See notes from Uhler-McKeown on what needs to change.
ACTION: Merrill - Confirm that the yellow color change is in the Flipbook

- **APRON CONCRETE GRINDING - Fay/Peabody**
This project is next priority after getting tree removal settled. Areas with ½” are of concern.
ACTION: When effort re-engages, Peabody to work with Fay on project.

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

- **SPRING CLEANING EVENT - TBD - NOT DISCUSSED**
Need to provide guidelines on what the intent of items suitable for common area.
ACTION: Follow up with Audrey and Doug as to what activities to add to clean up list.

- **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

- Deficient fees for members

VII. ADJOURN

The meeting adjourned 9:55 p.m.

Next board meeting scheduled for July 17, 2024, at 7:30 PM on board-hosted Zoom.

//ENDS