

HICKORY CLUSTER ASSOCIATION BOARD OF DIRECTORS
July 17, 2024, MEETING MINUTES
Virtual (Board hosted Zoom)

DIRECTORS PRESENT: Jennifer Rekas, Silvia Merrill, Lauri Swift, Kathryn Fay

DIRECTORS ABSENT: Daniel Cassidy, Fred Swartzendruber, Stan Peabody

TWC STAFF: Amanda Smith

I. PROCEDURAL ITEMS

- **CALL TO ORDER:** President Silvia Merrill called the meeting to order at 7:33 PM and established that a quorum of the Board was present.
- **OPENING REMARKS:** None
- **APPROVAL OF MINUTES:** The Board approved HCA June 2024 Meeting minutes.

II. MEMBER FORUM

11547 Maple Ridge - Parking tags are disintegrating - new ones coming?

IV. FINANCIAL REPORT REVIEW

Board accepted the financials from June.

V. ACTION ITEMS

NEW BUSINESS

- **ACTION:** TWC - How much landscaping budget do we have left for this year? This is for investing in more landscaping.
- **Parking Issues**
ACTION: Board - Board to do spot checking over next week as a team for ensuring correct process of parking violation handling.
- **Hang tags**
DECISION: Send out new hang tags by October 1, 2024. Board would like to review the options of hang tags before selecting the final one, types, costs, etc.
ACTION: TWC - What are options for hang tags - are stick on internal labels possible over hang tags? What are costs? Need this info for September board meeting for board to review. Sending options earlier rather than later virtually would be ideal.
- **Repeal of special resolution #2 - Creation, Modification, and Deletion of Resolutions**
Legal counsel recommended repealing the resolution as unnecessarily burdensome and not required by Virginia Property Owner's Association Act (POAA).
DECISION: Board approves repealing Special Resolution #2
- **Personal Property in Common Areas:**
ACTION: Board - Board to do walk-around 14 days after notice of removal of property from common area.
- **Mail installations and numbers - NOT DISCUSSED**

- **Hickory Cluster Logo Contest**
DECISION: Standup committee to design long term Hickory Cluster logo
ACTION: **Swift - Organize committee for long term logo**

- **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 approve in September board meeting after additional info from TWC.
ACTION: **TWC - Pursue the specifics of using VoteHOANow - what contracting, etc. is needed. Define how HCA would use the system in practice.**

- **Magnolia Tree Trimming Request**
DECISION: Board approved estimate for Magnolia tree trimming
ACTION: **TWC - Engage contractor to trim Magnolia**

- **Reviewed Board Code of Conduct**
Board to review code of conduct in September meeting - prefer all board members present.

- Monthly HCA board meeting will not take place in August 2024.

IN PROGRESS BUSINESS

- **HVAC Design Standards**
DECISION: Board approves the HVAC standards contingent upon removing the House Model letters and substituting alternative that does not require lookup by members. Seek virtual board approval of final draft, then submit to RA DRB for final approval.
ACTION: **Merrill - Make final edits and seek board virtual approval.**

- **Resolution 18**
DECISION: Board approves General Resolution 18 Policy Regarding the Installation and Placement of Air Conditioning Equipment in the Common Area

- **HVAC Design Standards**
DECISION: Board approves the HVAC standards contingent upon removing the House Model letters and substituting alternative that does not require lookup by members. Seek virtual board approval of final draft, then submit to RA DRB for final approval.
ACTION: **Merrill - Make final edits and seek board virtual approval.**

- **Collections of Assessments**
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: **TWC - Please reconcile existing coupon book with legal counsel and change policy as needed or advise board of issues.**

- **BAMBOO REMOVAL - Fay**
Scheduled in August.

- **Additional landscaping in Hickory Cluster**

ACTION: HCA Landscaping committee to look into additional landscaping for the following:

1. Top priority:
 - a. Re-landscaping of Block 3 utility wall area - board hoped laurel and liriopis is part of the plan, as this has worked well for other parts of the neighborhood.
 - b. 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.
2. Replacement trees along Maple Ridge Road between blocks 1 and 2 that have recently been cut (see Jeff Ashley for specific area).
3. Planter areas in front of 11547/11549 Maple Ridge - needs re-design.
4. More to follow for Goodman Homes tour

ACTION: TWC - Schedule periodic maintenance with BladeRunners for September 12/13

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 for September 7, 2024

ACTION: Board - Seek host for the event from the neighborhood

- **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

- **Goodman Symposium - Merrill**

Goodman Symposium planned by Reston Museum for the weekend of Sept. 13-15, 2024. Museum has asked for a logo for Hickory Cluster.

DECISION: Use Robert Chevez HCA logo for representing HC at the Goodman Symposium.

ACTION: Poss - Coordinate with Chevez for Goodman Symposium

DECISION: Use Goodman fund to provide tour booklet materials for Goodman Symposium

- **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. Further discussion will occur at future board meetings.

- **UPDATE HCA DESIGN STANDARD FOR DECK/FENCE WOOD OPTIONS - Rekas**

Cassidy completed application and it was submitted to RA covenants. HCA covenants advisor had some follow-up questions before submitting to the RA DRB. Approved design standards are not

the same between HCA, TWC records, and RA records. Need to reconcile and submit final version to RA DRB.

ACTION: Rekas to reconcile and send to RA 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. Currently scheduled for July 22, 2024.

ACTION: TWC - Follow up regarding the cleaning once electricity/lamp are fixed.

BACKLOG

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

- **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

- **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 - NOT DISCUSSED**

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**

- **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

No executive session

VII. ADJOURN

The meeting adjourned 9:51 p.m.

Next board meeting scheduled for September 18, 2024, at 7:30 PM on board-hosted Zoom.

//ENDS