

**HICKORY CLUSTER ASSOCIATION BOARD OF DIRECTORS**  
**September 18, 2024, MEETING MINUTES**  
Virtual (Board hosted Zoom)

FINAL

**DIRECTORS PRESENT:** Jennifer Rekas, Silvia Merrill, Lauri Swift, Kathryn Fay, Fred Swartzendruber, Stan Peabody, Daniel Cassidy

**DIRECTORS ABSENT:** None

**TWC STAFF:** None

**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 July 2024 Meeting minutes.

**II. MEMBER FORUM**

11557 Maple Ridge - Goodman Symposium went well - about 30 visitors came. Did not make printed booklet, so no printing costs. Suggest a donation to the Goodman Symposium. Suggest that the HVAC architecture committee's work is not done and more work needs to be done by the committee. Did not agree with the resolution 2 being repealed, believe this was a rule violation.

**IV. FINANCIAL REPORT REVIEW**

Board would like to get some questions answered on some of the negative variance expenses before accepting the financials from August:

- General Maintenance
- Trash Removal

**V. ACTION ITEMS**

NEW BUSINESS

- **Cleanup along North Shore Drive**  
**ACTION:** TWC - was to send handyman to tidy up - has this occurred? Or reach out to TriPoint to have them clean it up if it's from them.
- **Car with tree damage on Maple Ridge**  
The car is still present as of September 18.  
**ACTION:** TWC - Send letter about car to member to update registration stickers.
- **Goodman Symposium**  
See notes from member above in member comments.
- **HCA Fence Standard Revisited**

Approved design standards are not the same between HCA, TWC records, and RA records. Rekas reconciled desired changes into desired fence standard that was posted on the HCA website. Board needs to approve these standards and send to RA DRB.

**DECISION:** Board officially approved updated fence standards.

**ACTION:** Rekas to seek wet signatures and send to RA DRB.

- **Tree Maintenance Proposals**

Review proposals for tree maintenance and decide next action.

**DECISION:** Growing Earth selected

**ACTION:** TWC - engage Growing Earth.

- **Corporate Transparency Act (CTA)**

Reviewed options for filing.

**ACTION:** Cassidy - Reach out to Reston Association to see if this is applicable. If they don't know, ask Rees Broome. What is cost for Rees Broome to do it? Board to virtually vote on option before October 1, 2024.

**DECISION:** Board decided virtually via unanimous vote to engage Rees Broome for the reporting requirement.

- **Review Board Code of Conduct - NOT DISCUSSED**

Board to review code of conduct in a board meeting - prefer all board members present.

IN PROGRESS BUSINESS

- **Parking**

Board prefers a cling style sign that can be removed/re-used as needed.

**ACTION:** Swift - Research options and provide recommendations to the board. Decide on stickers and/or hang tags or combination, for next version of hangtags. Seek equivalent cost to the website provided by TWC.

- **Personal Property in Common Areas:**

**ACTION:** Merrill/Rekas - Do second walkthrough to check latest status.

- **Mail installations and numbers - NOT DISCUSSED**

Board did spot checking to identify homes with mailboxes that do not meet cluster standards.

- **Hickory Cluster Logo Contest - NOT DISCUSSED**

**DECISION:** Standup committee to design long term Hickory Cluster logo

**ACTION:** Swift - Organize committee for long term logo

- **Electronic voting service options**

VoteHOANow - <https://www.votehoanow.com/how-it-works/index.php/>

**ACTION:** Rekas - Pursue the specifics of using VoteHOANow - what contracting, etc. is needed. Define how HCA would use the system in practice.

- **Resolution 18**

Signed resolution has been provided to TWC, signed version posted to HCA website.

- **HVAC Design Standards**  
Final HVAC standards were unanimously approved by the board with virtual vote. HVAC standards submitted to Reston DRB for 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:** Kathryn - **Work with TWC to get this in order.**
- **BAMBOO REMOVAL**  
Started September 17 for block 1 (Patch #2 in bamboo removal plan).  
**ACTION:** Swartzendruber - **Observe Patch #2 activity and review results.**  
**ACTION:** Swartzendruber - **Consult other companies for advice on how to work the problem for board consideration.**
- **Additional landscaping in Hickory Cluster**  
**ACTION:** HCA Landscaping committee to look into additional landscaping for the following:
  1. Top priority:
    - a. Replacement plantings for removed large trees in block 2/3
    - b. 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.
    - c. 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.
- **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**
- **Retaining Wall that FEA Recommends Be Replaced**  
**ACTION:** Fay - **Review contracts from HEMAX and Cornerstone Engineering, suggest next steps at next board meeting.**
- **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.**
- **BLOCK 2/3 STREET LIGHT IS OUT**  
Poles out on Maple Ridge - Dominion Energy and contractors looking for the issue physically in the Maple Ridge common areas.  
Hickory Cluster still has one pole out on the Block 3 island (this one was working).  
TWC has acquired two additional glass mushroom lamp covers.

**ACTION:** TWC - Engage PSE on pole out in Hickory Cluster island. Later, 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 - 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
- **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 9:23 p.m.

Next board meeting scheduled for October 16, 2024, at 7:30 PM on board-hosted Zoom.

//ENDS