



HICKORY FARMS

BOARD MEETING MINUTES

Date: 04.28.26

Time: 7- 8:30 PM EST

Location: Microsoft Teams

1. Call to Order and Confirmation of quorum

Board Members:

- Steven Kubrak, President
- Clair Hill, Secretary
- Judy Deng, Treasurer
- Charles Chu, Member At-Large
- Tad Weed, Member At-Large -- not in attendance.
- Pam Barrett, Member At-Large
- Melissa Stark, Member At-Large

Also in attendance:

- Rich Dudley, CAC
- Bob Sottile, ACC
- Telah Jackson, CAC
- Michelle Barrett

2. Approval of Previous Meeting Minutes

- Review and approval of March 10, 2026, Board Meeting Minutes:

[20260310 HFCA Board Meeting Minutes -- Draft.docx](#)

Minutes were approved. **Action:** Secretary to post March meeting minutes to website.

3. Collective Board Follow-Up – Priority listed below for review

1. Operational Calendar – review and vote. **Action:** Secretary to send proposed Operational Calendar to Board for review in May.
2. GMFHOA Annual Meeting presentation takeaways (for purposes of planning next annual meeting). **Action:** Secretary to send GMFHOA Annual Meeting presentation Board for review and discussion in May.
3. Committee Reporting Plan – implementation decision **Action:** Secretary to send Committee Reporting Plan to Board for review and discussion in June.
4. Facebook Page Launch Plan – review and vote **Action:** Secretary to send Facebook Page Launch Plan to Board for review and discussion in June.

4. Officer and Committee Reports

4.1 President

- VP candidate update – search to continue. **Action:** Continue to VP recruitment efforts.
- ACC coordination and RACI implementation update – Bob Sottile has offered to take the lead in an acting capacity with the applications, walkthroughs/warning letters, and VPOAA documentation/process – needs access SharePoint **Action:** President to follow up on SharePoint access for Bob Sottile.
- External meetings attended, if any (Federation, Braddock District) – none
- Contacting attorneys re process and costs update – no response from messages that have been left. First quarter retainer fee recently paid. May want to consider a new firm. **Action:** President to visit their offices to find why they are not responding. Bob and Telah will be happy to accompany him.
- Per neighborhood watch, gun fire heard in area. Contacted police. It is illegal to discharge in less certain requirements are made. See April newsletter.
- External Management Company – Tad provided some information this morning. **Action:** President to continue to gather requirements, compile data and review in the next meeting.

4.2 Secretary

- Website February 2026 minutes posting – posted.
- MailChimp campaign results update – reviewed stats. Continue efforts and decide on whether or not to continue after July survey.

- Dumpster/cleanup day permit update. **Action:** Secretary to contact community trash providers to see if they offer this type of service.
- Magnet estimates update. **Action:** Secretary to obtain three estimates.
- Strategic Plan update. **Action:** Secretary to incorporate CAC edits and send them to webmaster for posting.
- Deferred items (for tracking purposes)
 - Communication process map (draft)
 - Landlord outreach plan (draft)
 - Listserv maintenance process (draft)

4.4 Treasurer

- Dues follow-up status – 2 unpaid. Will continue to follow up. **Action:** Treasurer to send a registered letter to both homeowners after one more attempt.
- VPOAA – Renewal is in August. Note: VPOAA may not be required as the HFCA may have been grandfathered in, per lawyer consultations in the past. May need to be a community decision – a vote may be necessary. Suggest obtaining copies of the founding documents at the Fairfax County Government Center. Bob Sottile offered his copy for review. **Action:** President will pick up a copy of the founding documents for review (filed on 10/20/1975).
- Tax filing update – 2025 US and VA State Income Tax Returns were e-filed by accountant's office on March 23, 2026. The tax payments were submitted electronically on 3/29/2026.
- Traveler's insurance renewal in May – Charles has reviewed the package. Changes will not impact us.
- **Action:** Secretary to give key to President to check the mail.
- Treasurer out of pocket first two weeks in May and early June. **Action:** Send invoices to Treasurer before unavailability in May and June.

4.5 Common Areas Committee

- Target Spray – This Thursday. **Action:** CAC to send info regarding Target Spray to Treasurer will notify community of Target Spray this Thursday.

- Lawn Spray – **Action:** Once CAC hears from the vendor (True Green) the Treasurer and Secretary will be notified of Lawn Spray date and send a notice to the community.
- Entrance signage update – On hold for two months. Need lawyer input regarding written documentation that is to be provided to homeowners that need to sign/agree to regarding easement. Telah to help with this effort.
- Tree replacement update – Two quotes received. Merrifield \$2085.30; Area Landscaping Inc. \$1780. Both have warranties. Area recommended planting in fall as summer may be hot. CAC made a motion to approve Area, Secretary seconded, all agreed. **Action:** President to sign Area Landscaping Agreement for tree replacement and send to CAC (see Teams).
- Seed plug cost update: Kind Earth Growers. HFCA partners with them to get wholesale costs.
- CAC Teams Account: Bob Cosgrove and Jarret Stark could not log on. Should be able to log on using link. **Action:** President to investigate issues for CAC SharePoint Access.
- Newsletter process update, if any – see [Newsletter | Hickory Farms HOA](#). Editor does not have access to Teams. Everything needs to be emailed to her. May newsletter to be sent for review tomorrow. Suggestion: Google Drive for newsletter documents. Bob can help with this. Okay to use for transfer of materials but keep source documents on Teams. **Action:** Bob Sottile to help set up Google Drive for newsletter editor. Problem: Jennifer Maloney still tied to newsletter email – have asked webmaster to update. **Action:** Treasurer to follow up with Webmaster re newsletter email.

4.6 Members-at-Large

- Property survey/assessment vendor estimates (Tad) – Provided email this morning. President to review and determine next steps.

5. Deferred / Tracking Items

- Pavilion planning timeline.
- Resilience options (solar, Wi-Fi, battery)

6. New Business

- Suggestion: Hold meetings in person to increase participation.

7. Announcements and Comments

- None offered.

8. Confirm Next Meeting Date

- Quorum seems to be available for May 12 (Treasurer unavailable).
- Treasurer is out week of June 9, as well.

9. Adjournment

- The meeting ended at 8:22 pm.

Action Item Recap

President

- Continue VP recruitment efforts.
- Follow up SharePoint access for Bob Sottile.
- Visit lawyer offices to determine why they are not responding. Bob and Telah to accompany.
- Continue to gather requirements, compile data and review Property Manager options in the next meeting.
- Investigate issues for CAC SharePoint Access.
- Sign Area Landscaping Agreement for tree replacement and send to CAC (see Teams).
- Pick up a copy of the founding documents from Fairfax County Government Center for review (filed on 10/20/1975).

Secretary

- Post March meeting minutes to website.
- Send proposed Operational Calendar to Board for review in May.
- Send GMFHOA Annual Meeting presentation Board for review and discussion in May.
- Send Committee Reporting Plan to Board for review and discussion in June.
- Send Facebook Page Launch Plan to Board for review and discussion in June.
- Contact community trash providers to see if they offer this type of service.
- Obtain three estimates for magnets.

- Incorporate CAC edits and send them to webmaster for posting.
- Give post office key to President to check the mail.

Treasurer

- Send a registered letter to both homeowners who have not paid their dues after one more attempt.
- Follow up with Webmaster re newsletter editor email change.

ACC (Bob Sottile)

- Set up Google Drive for newsletter editor.

CAC

- Send info regarding Target Spray to Treasurer who will notify community of Target Spray this Thursday.
- Once CAC hears from the vendor (True Green) the Treasurer and Secretary will be notified of Lawn Spray date and send a notice to the community.
- Send invoices to Treasurer before unavailability in May and June.