

**** HICKORY FARMS COMMUNITY ASSOCIATION****

BOARD MEETING MINUTES

Date: May 13, 2025

Time: 7:00 PM – 7:50 PM EST

Location: Microsoft Teams



1. Call to Order

- **President's Remarks:** Welcomed attendees.
- **Quorum Confirmed:** Present members included Steven Kubrak (President), Telah Jackson (Vice President), Melissa Stark (Common Areas Chair), Clair Hill (Secretary), Tad Weed (Assistant Treasurer), and Charles Chu (Member-at-Large).
- **Swearing in of Secretary:** Clair Hill was nominated by Vice President and seconded by the Common Areas Chair. Approved unanimously.

2. Approval of Previous Meeting Minutes

- **Minutes from April 8, 2025, Board Meeting**
 - Motion to approve by Common Areas Chair, seconded by President. All voted in favor.

Action: Secretary to post approved minutes on the HFCA website.

3. Reports

a. Treasurer's Report

- **Financial Statements**
 - Treasurer was not present (traveling), but financial statements were submitted via Teams.
 - Assistant Treasurer and Common Areas Chair reviewed the report:
 - Budget is on track for the year.
 - CDs are earning interest.
 - One resident's late fee for tardy HFCA dues remains outstanding (home is currently a rental property). Member-At-Large (Barrett) planned to email the owner regarding the late fee and penalty interest.

Action: President will follow up with Member-At-Large.

- **VPOAA Packet (2025 Update)**

Action: President will check in with Treasurer after her return (post-May 15) to finalize and submit to Webmaster (Bryan Crabtree) for posting to the HFCA website.

b. Common Areas Committee Report

- **Rabbit Run Update**

- Jim Walters is now managing the project for the county.
- 599 trees >12 inches in diameter have ribbons; unmarked trees are subject to removal due to creek widening.
- Design expected to begin around October 2025.
- Bob Cosgriff (Committee Member) will provide more details in the June HFCA Newsletter.

4. Previous Business

- **Legal Fee Confirmation:** President to follow up with Member-At-Large regarding penalty guidelines (see Treasurer's Report above).

- **Mail Chimp:** In progress.

Action: President to complete Mail Chimp setup.

- **Newsletter (Common Areas Chair):**

- Printing vendor in NY causes slight delivery delay; proposed content due date shift from 25th to 20th.
- May edition delivery pending. President to distribute; neighborhood volunteers to assist with June delivery.
- Proposal: Establish a "Neighbor Relations" role to manage newsletter delivery.
- Proposal: Develop debit card policy for newsletter printing purchases. Ideas discussed included using a separate bank account, requiring receipts within 30 days, monthly spending limits, and listing authorized users.

Actions:

- Common Areas Chair will consult with Newsletter Editor (Jennifer Maloney) regarding possible content due date shift and printing/delivery process. (cc President).
 - Treasurer/Assistant Treasurer to draft debit card rules.
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5. Project Updates

a. 50th Anniversary Celebration

- No current updates. Social Committee (Laura Bucher and Juliette Giordano) are coordinating.

Action: Vice President to check in on progress and invite committee to next meeting if needed.

b. Signage Initiative

- Pricing shared on Teams.

Action: Board members to review and discuss via Teams.

c. ACC Leadership Transition

- Chair (Justin Mensen) is relocating.

Action: President to consult with current Chair and ACC Member (Bob Sottile) for successor recommendations and invite a representative to the next meeting.

6. New Business

a. Microsoft License for Secretary

- An additional license is needed (\$72). Current ACC license is non-transferable.
- Motion by Vice President, seconded by President. All voted in favor.

Action: Common Areas Chair to coordinate with Webmaster to purchase and submit receipt to Board.

b. Tree Issues & Property Survey

- Two neighbors raised concerns. One reported a tree fell on her shed that may or may not be from bordering land (Tool property).
- Recommendation: Hire a surveyor to clearly mark HFCA boundaries so both residents and board members can understand property boundaries when determining if specific tree removal falls within HFCA responsibility.
- Estimated cost: \$3,000–\$4,000, which is potentially less than a single tree removal.

Actions:

- Common Areas Chair to gather bids and share via Teams.
- Treasurer to identify surveyor used in 2018–2019 and provide details.

7. Comments & Announcements

- Secretary offered to assist with door-to-door delivery of the May newsletter.
 - No additional announcements from President.
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8. Adjournment

- **Next meeting:** June 10, 2025, at 7 PM via Microsoft Teams
 - Closing remarks by President, thanking members for their time and engagement.
 - Motion to adjourn by Common Areas Chair, seconded by Vice President. All voted aye.
 - **Meeting adjourned at 7:50 PM**
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Action Item Summary

President

- Follow up with Member-At-Large (Barrett) regarding dues penalty email.
- Follow up with Treasurer about VPOAA Packet; coordinate posting with Webmaster.
- Complete Mail Chimp account setup.
- Consult with ACC Chair and Member (Sottile) about new ACC lead; invite rep to next meeting.

Common Areas Chair

- Ask Newsletter Editor about moving up content due date to the 20th.
- Discuss delivery process changes and proposed Neighbor Relations role with Newsletter Editor (cc President).
- Contact Webmaster to purchase Microsoft license for Secretary; submit receipt to Board.
- Obtain property survey bids and send to Board via Teams.

Treasurer / Assistant Treasurer

- Draft rules and guidance for debit card usage (under \$1,000).
- Locate past surveyor (2018–2019) and share with Common Areas Chair.

Vice President

- Connect with Social Committee to check status of 50th Anniversary planning. Invite to next meeting if helpful.

All Board Members

- Review new signage estimates posted on Teams.
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