

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

SPECIAL BOARD MEETING MINUTES

Date: MAY 27, 2025

Time: 7:00 PM – 8:02 PM EST

Location: Microsoft Teams



1. Call to Order

- **President's Remarks:** Called meeting to order.
 - **Quorum Confirmed:** Attending members included Steven Kubrak (President), Telah Jackson (Vice President), Judy Deng (Treasurer), Tad Weed (Assistant Treasurer), Melissa Stark (Common Areas Committee Chair), Bob Sottile (ACC Member), and Clair Hill (Secretary).
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2. Discussion Topics

a. 10105 Forest Avenue Encroachment

- Homeowner contacted by President; no commitment made but homeowner expressed interest in maintaining the area.
- Group discussed sending a formal letter with a removal deadline (June 15) and notifying of legal liability if ignored.
- Certified mail and email required. President to draft; Common Areas Chair to send certified letter using HFCA letterhead.
- Additional neighbor awareness letter proposed; property line clarification and tree liability discussed.
- Split rail fence or signage suggested to mark boundaries; in-person walkthrough scheduled for June 7 at 3 PM.

Action Items:

- President to draft and email letter; Common Areas Chair to send by certified mail.
- Common Areas Chair to send walkthrough invite.

b. VPOAA Packet and CIC Renewal

- 2025 VPOAA Packet updated and posted, but CIC license still pending.
- Issues with DPOR system access and outdated contact information.
- Board members encouraged to register using non-personal credentials.

Action Items:

- Treasurer to prepare VPOAA process reference documentation.
- All to register via Travelers link.

c. 2026 Board Composition

- Several current members stepping down or relocating.
- Secretary and President will remain for 2026.
- Need to recruit new members and promote nominations – Common Areas Chair to take lead.
- Treasurer to be away in 2027 for four weeks; backup plan required.

Action Items:

- Common Areas Chair to check with At-Large Members on 2026 interest.
- Common Areas Chair to write newsletter article on joining the Board.

d. Other Topics Discussed

- Welcoming Committee needs renter info to conduct visits. ACC Member to provide info to Common Areas Chair.
- Newsletter delivery methods discussed. Cannot be placed in mailboxes; use mailbox flagpost or door instead.

3. Adjournment

- **Next Meeting:** Tuesday, June 10, 2025 at 7:00 PM via Microsoft Teams.
- **Action Item:** President to circulate draft letter for Board review on Teams.
- **Meeting Adjourned:** 8:02 PM

Action Item Summary

Topic	Responsible Party	Action
Encroachment Notification	President	Draft and send email; signed letter via certified mail.
Neighbor Awareness Letter	President	Draft letter for Fairfax City homeowners re: tree and path.
Walkthrough Invitation	Common Areas Chair	Send calendar invite for June 7 walkthrough.

Board Membership Check	Common Areas Chair	Confirm At-Large Members' interest in 2026 Board.
VPOAA Documentation	Treasurer	Prepare reference material for Board on VPOAA process.
Welcoming Committee	ACC Member	Provide renter info to Common Areas Chair.
DPOR System	All	Register using Travelers link with transferable credentials.
Letter Review	All	Review encroachment letter on Teams by May 28.