

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

BOARD MEETING MINUTES

Date: June 10, 2025

Time: 7:00 PM – 8:50 PM EST

Location: Microsoft Teams



1. Call to Order

- **President's Remarks:** Welcomed attendees. Noted that the June 7 walk-around provided a valuable opportunity to view the Northern Path and meet fellow board members in person.
- **Quorum Confirmed:** Present members included Steven Kubrak (President), Telah Jackson (Vice President), Melissa Stark (Common Areas Chair), Judy Deng (Treasurer), Clair Hill (Secretary), Tad Weed (Assistant Treasurer), and Pam Barrett (Member-at-Large).

2. Approval of Previous Meeting Minutes

- Minutes from the May 13, 2025, board meeting were approved.
 - Motion by Secretary, seconded by Common Areas Chair. Unanimously approved.
 - **Action Item:** Secretary to post approved minutes on the HFCA website.

3. Reports

a. Treasurer's Report

- **VPOAA Packet & CIC License:** Financial updates underway. Awaiting reissuance of CIC license; fee has been charged.
 - **Action Item:** Attach CIC license to VPOAA packet and post online. Do not include insurance information.
- **DPOR Account:**
 - Complaint procedure reviewed and unanimously approved.
 - **Action Item:** Post complaint procedure under "Rules & Regulations" on HFCA website.

b. Common Areas Committee Report

- **Encroachment Issue (10105 Forest Ave):**
 - Awaiting legal feedback.
 - **Action Item:** President to follow up with attorneys.
 - **Action Item:** Hold off on neighborhood letter until legal input is received.
- **Posts & Fencing:**

- Recommend labeled posts with Hickory Farms branding along the Northern Path.
- **Action Item:** Common Areas Chair to coordinate installation.
- **Public Map Mislabeling:**
 - Some maps show the Northern Path as city property.
 - **Action Item:** Chair to follow up with City of Fairfax to correct maps.
- **Northern Path Environmental Issues:**
 - NV Water & Soil to assess drainage and invasive species.
 - **Action Item:** Chair to schedule site visit and explore grant opportunities.
- **Tree Issues & Rule Clarification:**
 - Proposed: ACC to handle nuisance trees and overgrowth complaints.
 - Requires community vote to update rules.
 - **Recommendation:** Send notice to homeowners warning that unresolved issues will be addressed at their expense.
 - **Action Item:** Secretary and President to draft template letter.

c. Annual Meeting, Budget & Nominations

- **Annual Meeting:**
 - Tentatively scheduled for Tuesday, October 21, 2025 at 7 PM via Microsoft Teams.
 - **Action Item:** All members to confirm availability.
- **2026 Budget:**
 - **Action Item:** Submit preliminary numbers for July meeting; finalize in August for inclusion in September newsletter.
- **Nominations:**
 - Newsletter and Welcome Wagon positions filled. May add backup family.
 - **Action Item:** Welcome Wagon to share new neighbor info with Treasurer.
 - **Action Item:** Confirm if At-Large Members (Chu & Barrett) wish to continue.
 - **Action Item:** Board members to review position descriptions and submit feedback by July.

4. Previous Business

- **Late Fees for Overdue Accounts:**
 - **Action Item:** Defer to July.
- **Newsletter Timeline:**
 - **Action Completed:** See update in Newsletter Chat (Common Areas Chair).
- **MailChimp:**
 - **Action Item:** Defer to July.
- **Survey of Rabbit Run:**

- Scheduling in progress.
 - **Action Item:** Common Areas Chair to follow up with surveyors.
 - **HFCA History Booklet:**
 - 16 pages complete.
 - **Action Item:** At-Large Member to finalize and include in 50th Anniversary bags. May include illustrations (permission pending).
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5. Project Updates

a. 50th Anniversary Celebration

- Logo voting open through June 30. Winner announced in July.
- Food by the Germains. Games for all age groups.
- President to deliver welcome speech. Supervisor Wakinshaw to provide 5-minute remarks.
- No DJ; playlist to be used.
- Tote bags ordered.
- **Action Item:** Install signs at entrances closer to event date.
- **Action Item:** Next planning meeting in July. Board participation needed.

b. Signage Initiative

- Handout reviewed; cost estimated at \$17,500 (from reserves).
 - Community vote may not be required as this has been a budgeted item for five years.
 - **Action Item:** Hold dedicated meeting to finalize options on Tuesday, June 17 at 7 PM.
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6. New Business

a. Mail Handling

- Board agreed to retain PO Box with dual key holders (President & Vice President).
 - **Action Items:**
 - Treasurer to drop off key; President to make duplicate.
 - Set up vendor accounts with HFCA email and simple password.
 - Common Areas Chair to follow up with True Green for electronic invoicing.
 - President to enable email alerts from USPS.
 - Invoices older than three months can be discarded.

b. Volunteer Backup for Treasurer Duties

- Request included in newsletter.
- **Action Items:**

- Common Areas Chair to include reminder in August newsletter.
- Treasurer to provide job descriptions for backup roles.

c. *Farm House Business Complaint*

- Renter allegedly running a business. Discussion on owner liability.
- **Action Item:** President to seek legal advice regarding enforcement and leaseholder accountability. Consider updating bylaws to address renters.

7. Comments & Announcements

- **Tree Removal:** Proposal of \$2,850 approved.
 - Motion by Vice President, seconded by President. Unanimous vote.
- **President's Announcements:** None.

8. Adjournment

- **Next Meeting:** Tuesday, July 8, 2025, at 7 PM via Microsoft Teams.
- **Meeting Adjourned:** 8:50 PM

Action Item Summary

Topic	Responsible Party	Action
Post May Minutes	Secretary	Upload to HFCA website
Attach CIC License	Treasurer	Add to VPOAA packet and post
Post Complaint Procedure	Common Areas Chair	Upload to website
Follow Up w/ Lawyers	President	Regarding encroachment and renters
Contact City on Map	Common Areas	Fix Northern Path labeling
Draft Nuisance Letter	Sec./President	For tree/overgrowth issues
Budget Prep	Treasurer	Submit by July meeting
Role Review	All	Send updates by July meeting
Plan Signage Mtg	Board	Attend June 17 signage meeting
Finalize History Booklet	At-Large Member	Add to anniversary bags
PO Box Setup	Treas./President	Key handoff, alert setup, vendor emails
Recruit Treasurer Backup	Common Areas Chair	Post in August newsletter
Provide Role Descriptions	Treasurer	For backup volunteers
