



HICKORY FARMS

BOARD MEETING MINUTES

Date: 8.12.25

Time: 7- 8:30 PM EST

Location: Microsoft Teams

1. Call to Order

- Confirmation of quorum – Vice President called meeting to order. Attendees:
 - Telah Jackson, Vice President
 - Clair Hill, Secretary
 - Melissa Stark, Common Areas Coordinator
 - Judy Deng, Treasurer
 - Tad Weed, Assistant Treasurer
 - Charles Chu, Member At-Large
 - Pam Barrett, Member At-Large
 - Steven Kubrak, President – Unable to attend.

2. Approval of Previous Meeting Minutes

- Review and approval of meeting minutes – all approved (Vice President abstained from approval of July Board Meeting Minutes as she did not attend). Secretary to post to website.
 - [20250708 HFCA Board Meeting Minutes -- Detailed.docx](#)
 - [20250607 HFCA Special Board Meeting Minutes -- Northern Path -- Detailed.docx](#)

3. Action Item Updates

President (input via email sent earlier in the day)

- **10105 Forest Ave Encroachment:**
 - Legal assistance invoice sent to treasurer – Done!
 - Related correspondence/documentation posted to Teams – Done!
- **USPS:** Obtain extra PO Box key and follow up on USPS Informed Delivery service – Still need to follow up on the extra key, will do so on Thursday; informed delivery seems to be working, will double check upon return.
- **VPOAA:** Follow up with CIC office about VPOAA license renewal (call + email) – Seems to be moving forward per email response to President and CAC Chair.

- **MailChimp:** Charging fee to personal card temporarily (until debit card solution is finalized) and trained Secretary in usage – Done!
- **2026 Board Member Nominations:** Coordinate newsletter outreach with CAC Chair – Nomination requests have been added to the August newsletter & CAC requested that it runs in the September and October newsletter.

Secretary

- **Minutes:** Posted approved minutes (May 27, June 10, June 17) to website.
- **MoneyMinder:** Received training from Treasurer.
- **Tree Issue Letter Templates:** Sent link to Common Areas Committee Chair.
- **Annual Meeting Announcement:** Sent details to newsletter editor; need to contact Webmaster to add to website.
- **MailChimp:**
 - Met with President to discuss usage, sent out email to Board to test system, participated in training session with MailChimp support staffer.
 - **Question:** Do we need a separate meeting to review features and process for keeping list up to date? Yes, Secretary to schedule and host a meeting to cover the process and approach.

Treasurer

- **Braddock District Council:** Payment was made. Auto payment is not needed as the Council now has updated contact information regarding where to send future invoices. Treasurer will note on 2026 calendar when next payment is due.
- **VPOAA:** Confirm CIC renewal – received email that stated they will start processing application. President will follow up to ensure application is finalized.
- **MailChimp:** Confirm inclusion of MailChimp as admin cost in 2026 budget – Done!
- **Debit Card:**
 - Usage rules – guidelines have been outlined and submitted for review. Secretary to send guidelines again and Board to review and discuss at next meeting.
 - Bank has no problem with opening debit card via new checking account. Need to schedule an appointment and go to bank and have authorized signatures recorded – Treasurer and President (or whoever is determined) – after approval of guidelines.
- **Budget:**
 - Renewed maturing \$65K CD for another 6 months, will mature in Jan. 2026.

- 2026 Budget approved – need to publish in September newsletter. Treasurer will send to Newsletter editor.
- Payments made for (under \$1K so no approval needed) as Social Committee expenses:
 - Check of \$809.29 (paid to Mina Inc DBA Saint Germain Catering) needed for second half payment towards the food service for 50th anniversary party.
 - Check of \$160.50 (paid to NoVa Event Rentals) needed when pick up the tables for the 50th anniversary party.

Vice President

- **Anniversary Event:**

- Agenda created – will post to Teams.
 - Asking Board help with setting up at 11 am to help with cleanup.
 - Ordered handout bags (with logo). For bag distribution, contact Newsletter Editor Jennifer Maloney to enlist support of newsletter delivery volunteers.
 - Social Committee needs a few items for the event – coolers, yard games, canopies. Contact VP or Social Committee if you have items available to loan.
 - Treasurer – Has two canopies and a cooler.
 - Secretary has two canopies.
 - History booklet can be included in bags – need final copy by August 25 for advanced distro. Discussed having bags at event to encourage attendance but not all residents may come, plus, as this is an outdoor event, bags and materials may get misplaced, attendees may not want to carry around event and bags may be left behind at conclusion of event. VP will invite Member At-Large (Pam Barrett) to next Social Committee meeting.
 - Social Committee will acknowledge those who submitted designs, announce winner, and award gift card. Possibly acknowledging those who submitted designs with a thank-you certificate – VP will discuss with Social Committee.
 - Event reminder emails will be sent in the middle of August and the first week of September. Bags with information flyers will be distributed the week before so all residents should be well aware of event.
- **VPOAA:** Assumption of VPOAA task from Treasurer – will coordinate.
 - **Welcome Wagon:** Notification of new homeowners per HFCA disclosure package process – currently no new homeowners. CAC Chair provided Welcome Wagon with

new owners/renters. CAC Chair will provide Welcome Wagon contact information to the VP.

Common Areas Chair

- **Newsletter:**
 - Process and next issue – Melissa will request transfer back to Newsletter Editor position.
 - Newsletter emailed by editor every month to six residents who want the newsletter electronically.
 - Editor will send the newsletter to the printer and coordinate with distribution volunteers. Editor does not want to be reimbursed for expense, so CAC Chair will cover and be reimbursed until debit card established.
 - Clarify approval process with Editor – what kind of acknowledgement does she desire. (CAC Chair)
 - Discussed charging residents for printed version of newsletter – may be too complicated of a process for the Treasurer. May want to investigate further as part of review of communication guidelines and processes for the community.
- **Welcome Wagon:** Feedback from new volunteers – process established, Treasurer will send them new contacts and update MoneyMinder.
- **TruGreen:** Digital invoices status – Resolved.
- **10105 Forest Ave Encroachment:** Document loaded to Teams – Done.
- **Northern Path:**
 - Boundary posts research – Deferred to Fall or Winter.
 - Fairfax City Map Correction – Bob Cosgriff reached out and the City agreed to resolve (pending – Bob Cosgriff will follow up).
 - NV Water & Soil grant status – deferred to Fall or Winter. Trench needs to be re-dug and discuss drainage issues with Fairfax City.
- **Residential Issue Management Rules:** Coordination of discussion of (schedule meeting with Board/ACC/2008 members) – Need to address after annual meeting at November Board meeting.
- **Entrance Signage**
 - Pricing on options – delayed. Need to clarify hanging sign feature before pricing.
 - Do we need an additional sign/flap that alerts residents regarding spraying? Or individual signs? Most agreed that individual signs preferred.

- Signs need to be stored somewhere. Shed on common areas or HFCA board member to store?
- CAC Chair has a list of assets that can be posted to Teams in the Assets folder under Treasurer tab.
- Community vote – next steps – deferred. VP can create when ready to send.
- Review of signage costs and remediation line items for budget update – Deferred.
- **Tree Issues:**
 - Address Rabbit Run dead tree issue with Fairfax County – Pending.
 - Follow-up letter to resident regarding pine tree and additional issues – Pending.
- **2026 Board Member Nominations:**
 - Voting process will be posted in September and October newsletters.
 - CAC Chair will draft and share proxy form with Board.
 - Charles Chu's intent to continue as At-Large Member confirmed.
- **CAC Committee:** Contact Webmaster regarding Teams site/folder for CAC members – Waiting for response/pending.
- **Additional Support** – Will reach out to CAC team for help. If there is no help offered, may need to redistribute tasks among board members.

Member At-Large (Pam Barrett)

- **History Booklet:** The printer is onboard to deliver the books the week prior to the event (Sept. 13). Will try and get sooner. Will join Social Committee meeting to discuss distro. Will order 225; shipping is free. Will try and get cost down.

4. New Business

- Discuss tenant-related issues (e.g., above ground pool, notification process for issues) – propose a separate meeting regarding process and who takes action. Tabled.
- Are there rules for tenants? (email Aisha B. Nasim on July 2) – Tenants need to follow same rules as homeowners. Rental homeowners should provide tenants with info and let the board know the tenant contact details. Then the welcome wagon can greet the tenants. Secretary will draft letter for board review.
- Discuss potential legal inquiry about Farm House rental (restaurant). Table until President available to discuss.

5. Announcements and Comments

- Process for tracking actions by ACC and other committees during board meetings?
 - Previously, updates were provided on a regular basis but just stopped.
 - Need to reach out to ask if committee leads can attend or provide updates so the Board is aware of actions and concerns.
 - Member At-Large (Pam Barrett) noted that committees use to provide quarterly report for the newsletter and a summary at the annual meeting.
 - Proposed to provide due dates for reports to Board and then, after review, print in newsletter.
 - Reports due second Tuesday, date of monthly Board meeting, and then to the Newsletter Editor by the 25th of the month.
 - Secretary to draft letter regarding re-involvement. Note that this is an effort to improve communications with the Board and community.
- Any additional items from group?
 - Lower Common – Tree Down – CAC & a resident kindly took care of it and saved HFCA tree removal fees.
 - Spotted Lanterns are in the community. Will have to remove tree of heaven to reduced population explosion. Article in the newsletter about what they look like and how to address are in the August newsletter and more will be in the next couple of newsletter issues.

6. Adjournment

- Confirmed next meeting date for Sept. 9, 2025 @ 7 PM via MS Teams.
- Adjournment – Vice President – Motion to adjourn (Melissa), seconded, all ayes!

Recap of Action Items

President

- **USPS** – Follow up on extra PO box key (target: Aug. 14) and confirm Informed Delivery.
- **VPOAA** – Follow up with CIC office on license renewal.
- **2026 Board Nominations** – Coordinate newsletter outreach with CAC Chair.

- **Tenant Issues** – Discuss potential legal inquiry about Farm House rental and how to address other tenant-related issues (e.g., above ground pool, notification process for issues) and who takes action: schedule a separate meeting regarding process.

Secretary

- **Approved Minutes** – Post to website.
- **Annual Meeting Announcement** – Contact Webmaster to post on website.
- **MailChimp** – Schedule/host meeting to review features and list management process.
- **Debit Card** – Send usage guidelines to Board members for review.
- **Tenant Rules Letter** – Draft letter for Board review.
- **Committee Reports Letter** – Draft request to committees for quarterly reports.
- **Community Communication** – Create current process map to review with Board and look for opportunities for improvement.

Treasurer

- **VPOAA** – Ensure CIC renewal finalization with President follow-up.
- **Braddock District Council** – Note on 2026 calendar when next payment is due.
- **Debit Card** – Review usage guidelines at next meeting; after approval, schedule bank appointment with President (or alternate).
- **2026 Budget** – Send to Newsletter Editor for Sept. publication.

Vice President

- **Anniversary Event (Sept. 13)**
 - Post agenda to Teams.
 - Coordinate with Social Committee volunteer setup (11 am) and cleanup.
 - Coordinate with Social Committee bag distribution with Newsletter Editor & volunteers.
 - Coordinate with Social Committee and Board regarding loaning of items needed for event.
 - Follow up with Member At-Large re final history booklet arrival date.
 - Discuss thank-you certificates with Social Committee.
 - Send event reminders (mid-Aug. & early Sept.).
- **VPOAA** – Assume follow-up responsibilities from Treasurer.

- **Welcome Wagon** – Follow-up with committee to confirm role in process.
- **Signage** – Draft sign options survey once pricing finalized.

Common Areas Chair (CAC)

- **Newsletter** – Clarify approval process with Editor.
- **Welcome Wagon** – Provide contact info to VP; Treasurer to send new contacts and update MoneyMinder.
- **Northern Path** – Follow up with Fairfax City on map correction (Bob Cosgriff).
Deferred Boundary posts research and NV Water & Soil grant status deferred to Fall or Winter.
- **Tree Issues** – Follow up with Fairfax County on Rabbit Run dead tree; send letter to resident about pine tree.
- **2026 Board Nominations** – Draft proxy form.
- **Teams Site for CAC** – Contact Webmaster.
- **Entrance Signage** – Clarify hanging sign feature and pricing; determine signage storage; update budget if needed.
- **CAC Members** – Contact for assistance; if none offered, determine which responsibilities can be assumed by others on the Board.
- **Residential Issue Management Rules:** Coordination of discussion of (schedule meeting with Board/ACC/2008 members) – address after annual meeting at November Board meeting.

Member At-Large (Pam Barrett)

- **History Booklet** – Try for earlier delivery date and to lower cost; join Social Committee meeting for distro planning.