



HICKORY FARMS

BOARD MEETING MINUTES

Date: 01.13.26

Time: 7- 8:30 PM EST

Location: Microsoft Teams

1. Call to Order at 7:05 PM

Confirmation of quorum – President

Board Members:

- Steven Kubrak, President – present
- Clair Hill, Secretary – present
- Judy Deng, Treasurer – present
- Charles Chu, Member At-Large – did not attend
- Tad Weed, Member At-Large – present
- Pam Barrett, Member At-Large – did not attend

Committee Members:

- Melissa Stark, Common Areas Committee Chair – present
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2. Approval of Previous Meeting Minutes

- Review and approval of November 11, 2025, Board Meeting Minutes:
[20251111 HFCA Board Meeting Minutes.docx](#) – All approved.
Action: Secretary to post meeting minutes to HFCA website.
 - Note: No meeting in December as unable to reach a quorum of board members for that month.
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3. Collective Board Follow-Up Items

- Group review and discussion of the following documents (comments due dates as agreed):
 - HFCA [Facebook Page](#) launch plan.

- Updated [Strategic Plan](#) (including Reserve Study details and pavilion placeholder).
- Operational calendar format – [framework](#) and [example](#).
- Uploaded [Reserve Study](#) document.
- 2026 TruGreen & Hickory Farms [Lawn Care Agreement](#). See additional details under Common Areas.
- Review [George Mason Forest HOA](#) website and Annual Meeting slides for useful ideas (round-robin reflections and takeaways).

Action: Secretary to send links to docs for comments/approval, piecemeal, tagging each member.

4. Officer & Committee Action Items

4.1 President – Action: President will follow up on all these items.

- Draft **RACI Matrix** outlining who handles what (ACC, curb appeal, tenant issues) and the rationale. In progress.
- Add a curb appeal committee? In progress.
- Obtain estimates from vendors for **property survey/assessment** prior to ACC meeting. In progress.
- Contact **Brian Roethlisberger** to outline his previous property assessment approach.
- Meet with **ACC** to discuss processes and assignments. Meeting held, will meet again after holidays. President coordinator
- Develop **Board Member Recruitment Plan** (including possible in-person info meetings). In progress.
- Follow up with **Peter Handjinicolaou** regarding potential Vice President role. Treasurer provided email to President.
- Review and confirm implementation approach for **Officer/Committee Reporting Plan**.
- Reach out to **Pam Barrett** for an update on **History Booklet** distribution. President left message – will continue to follow up.

4.2 Vice President – Open Position

- Coordinate with Secretary on the next **community survey**, including setup in **Google Forms** (topics, timeline, and audience). **Action:** Secretary will look for YouTube tutorial.

- **Significant Changes to Resale Certificates/Disclosure Packets Effective July 1, 2025**, as well as, pricing increases for collecting fees. https://www.dpor.virginia.gov/CIC-Board/Disclosure_Notices Fees have changed and the entire packet has been restructured. Group needs to be formed to review and address. Reserve Study is mentioned and needs to be included. Perhaps update study at the same time the budget is looked at. **Action:** President to lead review. See VPOIA channel on Teams.

4.3 Secretary – Clair Hill

- Use **MailChimp** for December and January communications; return in February with a recommendation on future use. See stats as of Jan. 12: [MailChimp Stats.pptx](#)
- Email **Pete Scala** and **Jessica DuBois** about managing **Spring & Fall Yard Sales**; explore cost reduction and standardized dates. Sent email on 12/9/2025 – no response. **Action:** Newsletter editor to reach out to ask about Spring yard sale date.
- Obtain estimates for **community cleanup trash bin** services: [HFCA Neighborhood Cleanup Day – Dumpster Options & Recommendations.docx](#). Survey community for interest; combine with common areas cleanup, maybe at the end of April – “Earth Day” Cleanup. **Action:** Secretary will call one of the company’s to find out if any permits needed from Fairfax County. Survey and then vote.
- Assist with **operational calendar** review and implementation.
- Create **community communication process map** for February Board review.
- Send **MailChimp campaign** to landlords/unoccupied homeowners in February.
- Email **rental property owners** to confirm renter contact information in February y.
- Develop **listserv cleanup/maintenance process** in February.
- Check attorney-reviewed language in **At-Large Member** role descriptions and confirm accuracy: [Hickory Farms | Board of Directors](#) Completed – See: [HFCA Board Member At Large Roles and Responsibilities -- Backgrounder.docx](#)
- **Action:** Newsletter Editor to draft thank you to leaving board and committee members and ask for volunteers for open positions.

4.4 Treasurer – Judy Deng

- Renew **PO Box** by February 28; capture details and steps in USPS notes on Teams. Completed.
- Note that extra PO Box key was obtained and now both the Treasurer and Secretary have copies.
- Test **debit card** payment with printing vendor; identify workaround if needed (coordinate with CAC). Completed. Will not work – they only take credit card.

- Coordinate with **Webmaster** to add **dues payment link** to the HFCA website.
Completed
- Renew \$66+ CD for another 5 month – all approved.
- 2025 closed – will send statement to CPA this week to start tax returns.
- Dues are being received. Will use MoneyMinder to send a reminder – will go to those who have not paid. **Action:** Will send thank you in March or April so homeowners have receipt.
- **Action:** Will provide President with debit card. President will notify Treasurer when making payments in order to monitor balance on card.

4.5 Common Areas Chair – Melissa Stark

- Review Signage 2025 files in Teams under “**Reserve Study Files / Signage 2025 – Quail Run**”; ensure Board corrections are incorporated.
 - Entrance Sign Update [Melissa Stark: Quail Run Entrance Sign Update 1.13.2026 | Hickory Farms HOA > Reserve Study | Microsoft Teams](#)
 - Verification on Common Areas Signs – content is good to go.
 - Verification on Pipestem Signs – combine mailboxes with signage? If so, need to have those homeowners sign an agreement. CAC to draft and send to Board for review.
 - **Action:** Per Fairfax County, need to hire surveyor to survey entrance ways and then have those residents who live near entrance sign acknowledgement. Will obtain estimates for board review and approval.
- Document **newsletter distribution process** and share draft for Board review. This action has been completed and uploaded to the newsletter channel. [Newsletter | Hickory Farms HOA | Microsoft Teams](#)
- Create **CAC Teams folder/site** by December and confirm structure with the Board. This action is complete and under Common Areas. The CAC team members will need to be added to this folder for the board and the CAC to use.
Action Pending At-Large Member report: Verify that the CAC Team can be added to the Microsoft Teams CAC folder.
- **Boundary posts** research (deferred to winter/spring; status update).
Action: Research to start in spring.
- Follow up on **Fairfax City Map** correction (coordinate with Bob Cosgriff). **Action:** CAC emailed Bob and still awaiting status. Will follow up.

- Check status of NV Water & Soil grant (deferred item – determine next steps/timing).
Action: Deferred to fall.
- TruGreen 2026 Contract voted via Microsoft Teams (Common Areas Channel) on 12.16.25. Tad Weed seconded the vote and passed with 7 approved and 1 abstained. Contract signed early January 2026. [Melissa Stark: 2026 TruGreen Agreement | Hickory Farms HOA > Common Areas \(CAC\) | Microsoft Teams](#)
- Green Zone Mowing Contract for 2026 Discussion & Vote. Estimated 2026 mowing expenses \$20,000 [Melissa Stark: Green Zone Landscaping | Hickory Farms HOA > Common Areas \(CAC\) | Microsoft Teams](#). All approved.
- Approval for understory purchase from Izel Native Plants. Proposed to buy 250 more plugs for approximately \$1310 for the upper and lower common areas edges. All approved.
- Bird Houses Update. In 2025 it was requested that 5 or 6 bird houses be purchased as well as baffles replaced on other houses. Going to order 4 or 5 more birdhouses to get birdhouse replacement orders on a 5-year cycle.

4.6 Member At-Large – Charles Chu

- Research additional **Teams licenses** and costs, especially for volunteers.
- Determine if **nonprofit discounts** apply and report options to the Board.
- **Action:** President to check with Member At-Large regarding these responsibilities.

4.7 Member At-Large – Tad Weed

- Confirm **Reserve Study** has been uploaded to Teams and is accessible. Complete.
- Review and comment on **Strategic Plan** and **Reserve Study** updates. Complete.
- Assist with **Reserve Study updates** as costs change (ongoing role) – will update annually at the same time as the budget. Complete.

4.8 Member At-Large – Pam Barrett

- Provide update on **History Booklet distribution** (status, next steps, and any support needed).
Action: President to check with Member At-Large regarding these responsibilities.

5. Deferred / Tracking Items (Brief Status Check)

- **Pavilion plans** – Revisit in Spring 2026. CAC to upload Pavillion plans.
- **RPA/Tree removal motion** (\$6,600) – confirm scheduling and completion status. Completed but Fairfax County requires planting 3 trees with 2-inch caliber for those removed. CAC to provide proposal to board. May need debit card – cost may be 3K.

- **Swearing in 2026 Board** – done. **Actions:**
 - **Secretary:** Work with Brian to update website and emails.
 - **President:** Take over admin rights for Teams (work with ex-VP).
 - **CAC:** Nominated as At-Large member but to abstain from CAC votes – all were in favor.
 - **MailChimp Costs** –. **Action:** President to check setup on debit card.
 - **Resident newsletter survey** (July 2026) – initial discussion of approach/timing (as needed).
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6. New Business

- Fairfax Federation: Action Needed - Unified Sanitation Districts: [Fairfax Federation Action Needed - Unified Sanitation Districts - Survy Email 01102026.pdf](#)
Action: President completed and will attend meeting on Feb. 3.
 - **Action:** President to attend Braddock District meetings.
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7. Announcements and Comments

- Any final announcements, comments, or questions from the Board: None offered.
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8. Adjournment

- Confirmed next Board meeting date and time -- **Feb. 10 at 7 pm.**
 - Adjournment – President – at 8:25 pm.
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Summary of HFCA Action Items by Position

Collective – All Board Members

- Review and comment on:
 - Facebook page launch plan
 - Updated strategic plan
 - Operational calendar
 - Reserve study
 - George Mason Forest HOA materials
 - Provide feedback on documents when tagged by Secretary.
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President – Steven Kubrak

- Draft RACI matrix for ACC, curb appeal, and tenant issues.

- Evaluate forming a curb appeal committee.
 - Obtain estimates for property survey/assessment.
 - Contact Brian Roethlisberger about past assessment approach.
 - Meet with ACC on processes and assignments.
 - Develop Board Member recruitment plan.
 - Follow up with Peter Handjinicolaou about VP role.
 - Confirm implementation approach for reporting plan.
 - Follow up with Pam Barrett on History Booklet distribution.
 - Lead review of resale certificate/disclosure packet changes.
 - Check with Charles Chu on Teams license research.
 - Check with Pam Barrett on at-large responsibilities.
 - Attend Braddock District meetings.
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Vice President – Open Position

(Interim tasks assigned)

- Coordinate with Secretary on community survey.
 - Participate in review of resale certificate changes (President leading).
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Secretary – Clair Hill

- Send links to board documents for review/approval.
 - Continue MailChimp trial and provide recommendation.
 - Follow up on yard sale coordination:
 - Newsletter editor to request spring yard sale date.
 - Research dumpster permit requirements with Fairfax County.
 - Assist with operational calendar implementation.
 - Create community communication process map for February review.
 - Send MailChimp campaign to landlords in February.
 - Email rental property owners to confirm renter contacts.
 - Develop listserv cleanup/maintenance process in February.
 - Confirm At-Large role description language (completed).
 - Coordinate website and email updates with Brian.
 - Support community survey planning.
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Treasurer – Judy Deng

- Send 2025 financial statement to CPA for tax filing.
 - Send dues reminders via MoneyMinder.
 - Send thank-you receipts to homeowners (March/April).
 - Provide President with debit card and monitor balance.
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Common Areas Committee (CAC) Chair – Melissa Stark

- Incorporate Board corrections into signage files.
 - Draft agreements for pipestem/mailbox signage if combined.
 - Obtain surveyor estimates for entrance areas.
 - Add CAC members to Teams folder.
 - Follow up on Fairfax City map correction.
 - Start boundary post research in spring.
 - Upload pavilion plans (spring 2026).
 - Provide proposal for required tree replacements.
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Member At-Large – Charles Chu

- Research Teams licenses and nonprofit discounts.
 - Report options to the Board.
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Member At-Large – Tad Weed

- Assist with annual Reserve Study updates as costs change.
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Member At-Large – Pam Barrett

- Provide update on History Booklet distribution.
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Deferred / Tracking Items

- Pavilion plans – revisit Spring 2026.
- Tree replacement proposal following RPA removal.
- Resident newsletter survey planning (July 2026).