



# HICKORY FARMS

## BOARD MEETING MINUTES

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Date: 03.20.26

Time: 7- 8:30 PM EST

Location: Microsoft Teams

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### 1. Call to Order and Confirmation of quorum – all in attendance

Board Members:

- Steven Kubrak, President
- Clair Hill, Secretary
- Judy Deng, Treasurer
- Charles Chu, Member At-Large
- Tad Weed, Member At-Large
- Pam Barrett, Member At-Large
- Melissa Stark, Member At-Large

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### 2. Approval of Previous Meeting Minutes

- Review and approval of February 10, 2026, Board Meeting Minutes:  
[20260210 HFCA Board Meeting Minutes -- Draft.docx](#)  
Approved.

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### 3. Collective Board Follow-Up

- **Facebook Page Launch Plan** – Review and vote next month
- **Strategic Plan** – Add CAC edits and post to website
- **Operational Calendar** – Review and vote next month
- **GMFHOA Annual Meeting presentation takeaways** – Discuss next month
- **Committee Reporting Plan** – Discuss implementation decision

### 4. Officer and Committee Reports

#### 4.1 President

- **VP candidate update** – No volunteer yet, will continue recruitment efforts.
- **Property survey/assessment vendor estimates** – Estimates received are about 15K per year for assessments. Average HOA charges \$50 to \$150 per month for single family homes. To obtain management support, would add an additional \$75 per year dues per homeowner for comprehensive service. If interest by Board, will obtain more detailed estimates. Will obtain cost/services breakdowns and review budget. Another option may be to increase VPOAA fees to offset costs. Increase costs slowly or tap into reserve temporality to balance costs could be an option. May consider inflation as a rationale for increasing fees. Have quote VPOAA inspections and improvements.
- **ACC coordination and RACI implementation** – No ACC chair at the moment. No one on committee wants to step up and no plan to fill.
- **Board participation (Charles follow-up)** – Charles is here.
- **Resale certificate/disclosure packet review** – Will do next month.
- **External meetings (Federation, Braddock District)** – Could not attend due to other commitments.

#### 4.2 Vice President (Open)

- **Recruitment update** – Still underway.

#### 4.3 Secretary

- **Website minutes posting confirmation** – Done.
- **MailChimp campaign results** – Email regarding March 21 events was the most read so far.
- **Dumpster/cleanup day permit update** – No response from VDOT. Will reach out to community trash companies for estimates.
- **Magnet estimates and layout** – All liked the mockup. Will obtain three estimates. Can be delivered with newsletters.

#### 4.4 Treasurer

- **Dues follow-up status** – Two unpaid, follow up by visiting in person
- **VPOAA financial update** – Needs board review before Bryan Crabtree update the HFCA website

- [Judy Deng: VPOAA Disclosure Packet Part 2 of 2 | Hickory Farms HOA > VPOAA | Microsoft Teams](#)
- **Tax filing update**
  - Will file by deadline

#### 4.5 Common Areas Committee

- **Entrance signage county approval** – Currently homeowners easement letters (7 total) are with President who has sent to lawyer (President will ping lawyer tomorrow). Have to go to homeowners to sign up in order for the county to approve. Tad can review as well (some expertise in this area). Would like accompaniment when hand delivering newsletter – President volunteered.
- **Community surveyor proposal** – On hold due to other actions taking priority.
- **Tree replacement proposal** – Received one bid from Merrifield – 3K. Waiting to hear from one other – Area Landscaping.
- **Seed plug cost update** – Need to send in non-profit information.

#### 4.6 Members-at-Large

- **Reserve study updates (Tad)** – None at this time.
- **History booklet (Pam)** – Posted to Teams, hopefully.
- **VPOAA (Pam)** – Has letters from lawyers as to why we are not subject to VPOAA. We can use VPOAA as a guideline. Maybe add a footnote: While this association is not subject to VPOAA, we still use its recos as a guidelines. Pam will check regarding proper verbiage with the lawyers – **once lawyer questions are checked**. Discussion surrounding if the President is the only one that contact the lawyer.

**Short answer:** The governing documents do not give an individual person (e.g., a single board member or homeowner) authority to independently contact or retain the Association’s lawyer. That authority sits with the Board of Directors acting as a body, with limited execution authority delegated to officers.

**Questions:** What are the lawyers’ rules regarding when they start to charge the HOA? Where is the original contract? Pam will have and send. Current rate is \$310 per hour. Fee is on top of retainer fee. Would like to see statement of charges – those may be found under treasurer transactions. Need to develop a process for using the law firm.

#### 5. Deferred / Tracking Items

- Pavilion planning timeline
- Resilience options (solar, Wi-Fi, battery)

## **6. New Business**

- Tad suggested a summary of dues – what we pay, averages, services performed – post in the newsletter to help homeowners understand what a bargain they are getting and how that may change if homeowners don't volunteer. Tad will draft.
- CAC Team needs to be added to Teams – only two folders. Only one license left. CAC will send names to President. President will check who has access to what.

## **7. Announcements and Comments**

- None

## **8. Confirm Next Meeting Date**

- April 2026 meeting – move to April 28.
- FYI Clair out of country April 6-18.
- Judy may be on travel on May 12.

## **9. Adjournment**

- All in favor! Ended at 8:27 PM