



HICKORY FARMS

BOARD MEETING MINUTES

Date: 11.11.25

Time: 7- 8:30 PM EST

Location: Microsoft Teams

1. Call to Order

- Confirmation of quorum – President:
 - ✓ Steven Kubrak, President
 - ✓ Telah Jackson, Vice President
 - ✓ Clair Hill, Secretary
 - ✓ Melissa Stark, Common Areas Chair
 - ✓ Judy Deng, Treasurer
 - ✓ Tad Weed, Assistant Treasurer
 - ✓ Charles Chu, Member At-Large
 - Pam Barrett, Member At-Large (did not attend)

2. Approval of Previous Meeting Minutes

- Review and approval of September Board meeting minutes:
[20250909 HFCA Board Meeting Minutes.docx](#) – All approved. **Action:** Post minutes to HFCA website (Secretary).
- Review and approval of October Annual meeting minutes:
[HFCA Annual Meeting -- 10212025 -- Meeting Minutes.docx](#) – Post to HFCA site? All approved and agreed to post to website. VP abstained as she was not there. **Action:** Post minutes to HFCA website (Secretary).
[HFCA Annual Meeting Slides](#) – Post to HFCA site? – All approved, okay to post.
Action: Post slides to HFCA website (Secretary).
- HFCA Annual Meeting – [What went well and what could have gone better](#) – discuss?
Action: Request all board members to review George Mason Forest site -- [GMFHOA](#) – see annual meeting slides and data that may be worth reviewing/adapting (ALL). FYI their dues are \$340. Discuss in December 2025. **Action:** For the revised proxy, need to note that Secretary has unlimited proxy voting powers (Secretary).

3. Action Items

President

- ACC meeting to discuss lead status, process for reporting curb appeal issues, process for tenant related issues, inclusion on emails, meeting to re-assign duties not held yet. **Action:** Need to draft who is doing what and why (RACI Matrix) (President). ACC

- lead provided file regarding problem issues. How do we get homeowners to comply. Suggestion: ACC take lead and the Board help when/if needed especially if legal needed. Option: Hire company to review/survey properties. Previously obtained estimates, cost was not high. **Action:** Get estimates from property survey/assessment vendors in advance of ACC meeting (President). Once a year scheduled in the past property assessments but may need more reviews. Requests are going through Justin. Bob cannot be boots on the ground – need designee. Brian Roethlisberger did an excellent job in the past and his approach should be emulated. **Action:** Contact Brian Roethlisberger to see if he will outline his approach and experiences (President). **Action:** Meet with ACC to discuss processes (President).
- Board Member [recruitment plan](#): In-person meetings? **Action:** Will review and produce implementation plan. **Action:** PeterHandjinicolaou may agree to be VP – need to follow up (President).
 - Officer/committee [reporting plan](#): Implement? **Action:** Review and decide how to implement (President).
 - [HFCA Temporary Signs Free Expression Policy Resolution.docx](#) Keep on case-by-case basis for now.
 - USPS Informed delivery setup: [HFCA USPS Info.docx](#) **Action:** PO Box needs to be renewed in February 28 – include details in notes (Treasurer).
 - Extra Post Office Box key ordered, awaiting receipt. Secretary has key for now.

Vice President

- Survey training – VP and Sec to coordinate on next survey. Using Google Forms.

Secretary

- Mailchimp contacts are all uploaded. **Action:** Use MailChimp Dec. and Jan. – and then review and discuss if worth continuing in February (Secretary). **Action:** Link for dues payment to be added to website before December newsletter goes out (Treasurer). Note: MoneyMinder can email multiple contacts, too, now.
- Yard Sale – **Action:** Email Pete Scala and Jessica DuBois and ask if they are interested in managing Spring & Fall yard sale, including ways to reduce costs and determining standard date (Secretary).
- Operational calendar format – [framework and example](#). **Action:** CAC and board to review and we will implement if it looks good.
- Community cleanup trash bin effort. Not done before. **Action:** Get estimates on trash bin services for community cleanup (Secretary).

Treasurer

- Debit Card – Received cards for President and Treasurer. Will keep \$1000 balance on card. Paid for Teams using card. Current printing vendor doesn't take debit cards – Treasurer will test it again. **Action:** Call printing vendor to ask if there is a workaround for debit card payment (CAC).
- Listserv contacts update. David provided contacts and corrections to Treasurer and she updated MoneyMinder contacts.

Common Areas Chair

- Rabbit Run updates – Soil testing done.

- Entrance signage progress – **Action:** Go to Teams under Reserve Study Files, signage 2020 Quail Run quote details. See [Signage 2025 - Quail Run](#). Review, especially PowerPoint, to ensure all is correct. Please reply to CAC by Sunday if there are any corrections (ALL).
- Newsletter process – College editor not available. Melissa daughter (Kiera) can do for 2026, with her son's help for distribution. Board and Allie Shaw can provide design feedback. **Action:** Document distribution process and send to all for review (CAC).
- CAC annual meeting notes to website - Completed by Bryan.
- Pavilion plans discussion. **Deferred.** Maybe discuss in Spring. Perhaps consider a close shed versus a pavilion. Need cost plan for beyond 2026.
- Tree issue in Rabbit Run – Working with county. Received a quote. Motion made to remove RPA and lower common area trees in the amount of \$6,600. All said aye, Secretary abstained. Motion carried.

Member At-Large (Charles Chu)

- Teams site licenses -- VP and Treasurer took care of the Teams/Microsoft renewals. Still need to look into costs for additional licenses so others can access files. Perhaps costs should be tied to budget for that particular area – for example, CAC admin fees to add additional license for volunteers supporting those efforts. **Action:** Look at additional costs for more Teams site licenses (Charles Chu). May cost less for not-for-profit organization, which we are.

Member At-Large (Pam Barrett)

- History booklet distribution -- Pam Barrett not in attendance. **Action:** President will reach out to Pam Barrett for update (President).

Deferred Action Items for Reference / Tracking Purposes

- Create CAC Teams site/folder by December (CAC)
- Create a community communication process map for Board review by December (Secretary)
- Mailchimp campaign to landlords and unoccupied homes owners (Secretary)
- Email all homeowners of rental properties to confirm renter contact info (Secretary)
- Listserv cleanup/maintenance process (Secretary)
- Boundary posts research – deferred to fall/winter (CAC)
- Fairfax City Map Correction – Bob Cosgriff to follow up (CAC)
- NV Water & Soil grant status – deferred to fall/winter (CAC)
- Send newsletter electronically via MailChimp beginning Jan 2026 to track open rates (Secretary)
- Send resident survey in July 2026 on newsletter content/timing/format preferences.

4. New Business

- HFCA Facebook presence – [proposed plan](#). **Action:** All to review and provide comments (ALL).
- Update Strategic plan – [see draft](#). May need to incorporate reserve study, which is done every 5 years (last done in 2024) and pavilion. **Action:** All to review and provide comments (ALL).

- Reserve Study may need to be updated due to rising costs. Consider updating every year. **Action:** Tad Weed to upload Reserve Study to Teams. **Action:** All to review and provide comments (ALL).
- Discuss At-Large Members' responsibilities/tasks (**deferred**). Action: Check attorney language in role descriptions (Secretary)
- Swearing in board for 2026 – **defer** until December, since there may be a candidate for VP and Pam not at this meeting.
- **Action:** Review 2026 Tru Green agreement in advance of December meeting: [2026 TruGreen and Hickory Farms Lawn Care Agreement.pdf](#) (ALL)

5. Announcements and Comments

- Any additional items from group? None offered.

6. Adjournment

- Confirm next meeting date – Dec. 9 – confirmed!
- Adjournment – President – moved to adjourned at 8:40 PM. All were in favor.