



# HICKORY FARMS

## BOARD MEETING MINUTES

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Date: 02.10.26

Time: 7- 8:30 PM EST

Location: Microsoft Teams

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### 1. Call to Order and Confirmation of quorum – confirmed!

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 – present
  - Melissa Stark, Member At-Large – present
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### 2. Approval of Previous Meeting Minutes

- Review and approval of January 13, 2026, Board Meeting Minutes:

[20260113 HFCA Board Meeting Minutes -- Draft.docx](#)

All approved!

**Action:** Secretary to post January meeting minutes to HFCA website.

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### 3. Collective Board Follow-Up

- [Facebook Page Launch Plan](#) – Reviewed by Melissa. Anyone else? Not yet.  
**Action:** Secretary to send Facebook launch plan to Board for comment and vote.
- [Strategic Plan](#). Any comments? None. Melissa has read. Current VPOAA requirement.  
**Action:** Secretary to send Strategic Plan to Board for comment and vote.
- [Operational Calendar](#). Any comments? None.  
**Action:** Secretary to send Operational Calendar to Board for comment and vote.

- [Reserve Study](#). Any updates? Next steps? Need to update as improvements are complete (such as bird houses and entrance signs) and during next budget cycle. Reserve study needs to be accurate per VPOAA requirement.  
**Action:** Tad Weed to update Reserve Study as improvements are made and final costs are received.
- [Microsoft PowerPoint - GMF HOA - Annual Meeting presentation March 2025.pptx](#)  
May want to add more data for our own annual meeting. **Action:** All to review GMFHOA Annual Meeting presentation before next Board meeting and note any takeaways that may be adapted for the HFCA annual meeting presentation.

#### 4. Officer & Committee Reports and Action Items

##### 4.1 President

- [HFCA Full RACI Matrix.docx](#). **Action:** All need to review RACI Matrix.
- [HFCA Board Recruitment Plan.docx](#) **Action:** Secretary to consolidate President's edits and distro for Board review/approval and then take action, perhaps using MailChimp to solicit new Board members.
- VP candidate follow-up: **Action:** President needs to follow with his contact regarding assuming the now open VP role.
- Evaluate forming a curb appeal committee: May need to hire a company but need to advertise ACC Chair position first to see if there is any interest in assuming this role.  
[HFCA Curb Appeal Committee Charter.docx](#) **Action:** All need to review Curb Appeal Committee Charter.
- **Action:** President to contact Brian Roethlisberger about past assessment approach.
- Working on obtaining estimates for property survey/assessment. Contacted several [vendors](#) and now awaiting responses. **Action:** President to report back to Board on vendor estimates for property survey/assessment.
- Need to meet with ACC on processes and assignments. **Action:** President to meet ACC Chair regarding [HFCA RACI Matrix – ACC Property Survey Vendor Model.docx](#) and include ACC members in follow-on discussion.
- Confirm implementation approach for reporting plan for committee leads – see past meeting minutes for the last several months for background. **Action:** All need to review [HFCA Committee Reporting Plan & Email Template.docx](#)
- [Braddock District Council Meetings](#) Update: VP is supposed to attend these meetings. Bob Cosgriff was a member and attended on behalf of the HFCA. Treasurer routinely

pays the annual dues. President could not attend February meeting. **Action:** President to attend next Braddock District Council Meeting on March 18 and will ask the Board for a substitute if he is unable to attend.

- [Fairfax County Federation of Citizens Associations](#): President unable to attend last meeting. **Action:** President to attend next [Federation Meeting](#) on February 26 and will ask the Board for a substitute if he is unable to attend.
- History Booklet: Currently 60 pages, 15 contributors from the neighborhood. Digital format. **Action:** Pam Barret to email to Secretary and then next steps may be decided.
- **Action:** President to follow up with Charles Chu, Member At-Large, to see if he still wants to participate on the Board as he has missed multiple meetings.
- VPOAA package is now called retail certificate and there is a whole new structure with a format that needs to be followed. Tad and Melissa reviewed. May need lawyer to put together components and the HFCA website has some outdated information. Pam Barrett noted the HFCA is not subject to VPOAA rules unless it wants to be – she has details, which she compiled with attorney oversight based on a legal opinion that was drafted and paid for by the HFCA (approximately \$1000 legal fee in 2022). Board at that time chose not to present the opinion at the annual meeting since it was controversial. Pam Barret has slide presentation with the particulars. VPOAA may be an unnecessary piece of work for the Board/Association. If the HFCA is grandfathered (exempt) from VPOAA requirements, the association should take advantage of the exemption. May need to remove VPOAA language currently on HFCA governing documents. Note: Related links may be broken on website.
  - **Action:** Pam Barrett to send past VPOAA documentation and opinions Board for review/consideration.
  - **Action:** President to lead review of resale certificate/disclosure packet changes.
  - **Action:** All should report any broken website links to the webmaster for repair/resolution.
  - Action Completed: Switched Mailchimp to Debit card.

#### 4.2 Vice President (Open)

- Community survey planning – Secretary has started, see below.

#### 4.3 Secretary

- MailChimp trial results – see [MailChimp Stats.pptx](#). Two campaigns in February to date – February newsletter distro had a 39% open rate; Jow Ga Shaolin Institute Shows announcement had a 23% open rate. No unsubscribe requests. **Action:** Secretary will continue to issue MailChimp campaigns as needed and monitor results.
- Dumpster/cleanup day planning – permit may be needed from VDOT. **Action:** Secretary to follow up with VDOT re dumpster permit requirements for community clean-up day.
- Yard sale coordination update. **Action:** Newsletter Editor to reach out to Yard Sale volunteers to confirm date for Spring event.
- Survey draft for input now available: [HFCA Survey for July 2026.docx](#). **Action:** All to review survey and comment/add content, if needed.
- **Action:** Secretary to draft Communication process map.
- **Action:** Secretary to draft and implement Landlord outreach plan.
- **Action:** Secretary to draft Listserv maintenance process.

#### 4.4 Treasurer

- Tax filing status - sent CPA our financial documents Jan 23, 2026. Received confirmation of receipt on Jan. 27.
- Dues reminders and receipts– five unpaid homeowners. **Action:** Treasurer to Following up with text to five homeowners who have not yet paid dues.
- Debit card process update – closed. President and Treasurer now each have a debit card.
- CD has been renewed for another 5 months.
- **Action:** Treasurer will update current VPOAA document with financial numbers.

#### 4.5 Common Areas Committee

- Entrance signage updates – survey complete, paid by Quail, with county for review. **Action:** CAC Chair will continue to follow up county survey approval in order to take next steps for entrance signs installation.
- Surveyor estimates / Boundary post research timeline: On hold for now. Need confirmation from Board as to what needs to be surveyed – may need to do survey piecemeal depending on costs. **Action:** CAC Chair will provide a proposal for community survey costs and timeline for Board review
- Tree replacement proposal. In progress. **Action:** CAC Chair will provide tree replacement proposal for the Board when finalized.
- Map correction follow-up. Good news! Map has been corrected. Action closed.

- Seed Plugs: Reached out to vendor to see if HFCA can be considered a wholesaler so costs can be reduced. **Action:** CAC Chair will continue to investigate Seed Plug costs and report back to the Board.

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#### 4.6 Members At-Large

- Charles Chu: Teams license research – need to add ACC members to Teams to better share committee information. President has taken over licensing. **Action:** President to checking on licensing options/costs for adding ACC members to Teams site.
- Tad Weed: Reserve study updates – see above.
- Pam Barret: History booklet update – see above.

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#### 5. Deferred / Tracking Items

- Pavilion planning timeline
  - Include resilience options: solar, Wi-Fi, battery backup

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#### 6. New Business

- Newsletter Content: Have a committee update after every quarter? Yes. Repeat articles from past newsletters. Solicit details regarding new residents, deaths, births, important events. **Action:** All to send newsletters editor content ideas and articles
- Communication: Magnet with community information? **Action:** Secretary to obtain magnet estimates and provide layout example to Board.

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#### 7. Announcements and Comments

- Anything additional? Nothing offered.

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#### 8. Confirm Next Meeting Date

- March 2026 meeting date/time: March 10 at 7 pm

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#### 9. Adjournment

- Meeting ended at 8:22 PM

## **HFCA Action Items by Responsible Person**

### **All Board Members**

1. **Review GMFHOA Annual Meeting presentation** and identify ideas that could be adapted for the HFCA annual meeting.
  2. **Review RACI Matrix** and provide feedback.
  3. **Review Curb Appeal Committee Charter** and provide comments.
  4. **Review Committee Reporting Plan and Email Template** and confirm implementation approach.
  5. **Review HFCA Survey for July 2026** and submit comments or additional questions.
  6. **Report broken links on the HFCA website** to the webmaster for correction.
  7. **Submit newsletter ideas and articles** to the newsletter editor.
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### **President – Steven Kubrak**

1. Follow up with VP candidate regarding open Vice President role.
  2. Contact Brian Roethlisberger about past property assessment approach.
  3. Report vendor estimates for property survey/assessment.
  4. Meet with ACC Chair to review processes and assignments using the ACC RACI model.
  5. Attend next Braddock District Council meeting (March 18) or designate a substitute.
  6. Attend next Federation meeting (Feb. 26) or designate a substitute.
  7. Follow up with Charles Chu regarding continued board participation.
  8. Lead review of resale certificate/disclosure packet changes.
  9. Check licensing options and costs for adding ACC members to Teams site.
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### **Secretary – Clair Hill**

1. Post January 2026 meeting minutes to the HFCA website.
2. Send Facebook launch plan to board for comment and vote.
3. Send Strategic Plan to board for comment and vote.
4. Send Operational Calendar to board for comment and vote.
5. Consolidate President's board recruitment edits and distribute for review; prepare for MailChimp outreach.
6. Continue issuing MailChimp campaigns and monitor results.
7. Follow up with VDOT regarding dumpster permit requirements.
8. Draft communication process map.

9. Draft and implement landlord outreach plan.
  10. Draft listserv maintenance process.
  11. Obtain magnet estimates and provide layout example for board review.
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 **Treasurer – Judy Deng**

1. Follow up with five homeowners who have not paid dues.
  2. Update current VPOAA document with financial numbers.
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 **Common Areas Committee – Melissa Stark**

1. Follow up with county on entrance signage survey approval.
  2. Provide proposal for community survey costs and timeline.
  3. Provide tree replacement proposal when finalized.
  4. Investigate seed plug costs and report back to the board.
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 **Member-at-Large – Tad Weed**

1. Update reserve study as improvements are completed and final costs are received.
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 **Member-at-Large – Pam Barrett**

1. Send past VPOAA documentation and legal opinions to the board for review.
  2. Send digital history booklet to the Secretary for next steps.
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 **Newsletter Editor**

1. Contact yard sale volunteers to confirm the spring event date.