

**\*Appendix 17/Board Meeting Minutes  
Hunters Creek Homes Inc.**

Hunters Creek Homes Association  
417 Queens Row St, Herndon,  
Virginia 20170



## Board Meeting - Meeting Minutes

**Date:** Wednesday, February 26th, 2025

**Time:** 7:30 PM - 8:30 PM

**Location:** Swim and Racquet Club Clubhouse & Online via Google Meet

### 1) Call to Order: 7:36pm

2) **Attendance:** Jason Yeomans, Zsuzsanna Papp, Colleen McCartney, Kyle Yantis

### 3) Board Administrative Duties

- a) Annual Dues were due January 31st
- b) Treasurer Report
  - i) Past due list getting done this week
  - ii) Swim club expenses:
    - (1) Need to send swim club an invoice, use Stripe
- c) Approval of Minutes
  - i) *Meeting minutes (February 2025) - Colleen moves to approve, Kyle seconds*
- d) Committee Reports
  - i) ARC (Architectural Review Committee) - see new business
  - ii) Storage Lot
    - (1) 50% through paying dues
    - (2) 90% usage rate - 90-100% is good, best value for community
    - (3) Storage lot fees due/collected in March, unpaid assets towed after April 6th.
    - (4) Please remove assets around April 15th for maintenance. Assets returned May 1st. In plenty of time for the pool opening May 26th. **Let your neighbors know. You might see RVs, Boats, and Trailers around the community or in the pool parking lot during the maintenance.**
    - (5) Community members should email the ToH if they need to keep their RV at home
  - iii) Website
  - iv) Community
    - (1) Renee has been sending out community newsletters, thanks!

### 4) Old Business

- a) Reserve study
  - i) Kyle: We will partner with the pool board to complete both reserve studies at the same time. Will sit down with the auditor together.

Order: MSFM3HDY4

Address: 401 Cavendish St Lot 113

Order Date: 08-13-2023

Document not for resale

HomeWiseDocs

Huge capital improvement projects need to happen around the pool. Likely \$1M over the next 5 years. Pool and facility is aging and some maintenance has been deferred for extended periods. After reverse study is done, HoA and Pool will determine who covers what expense. The lease is very vague.

- b) Playground
  - i) Insurance assessment
- c) Landscaping - share update
  - i) Up for renewal - Kyle has been working with the current provider to sign a new contract
    - (1) Current provider (Envirogro) offering existing rate lock-in for 5 years - very good offer!
    - (2) Kyle will add Envirogro contact details **HERE**.
  - ii) Criton Circle
    - (1) Discussions ongoing with the town to determine who is responsible for maintenance.
    - (2) Envirogro ~\$100 every 6 months
    - (3) Criton back area should be getting mowed - has been addressed with Envirogro
  - iii) Bamboo
    - (1) Spring has sprung - Bamboo will start growing very soon, fast.
    - (2) New multi-year contract with Envirogro includes maintenance of bamboo.
  - iv) Pool/clubhouse damage during plowing
    - (1) Popup at end of drain in path up to clubhouse has been damaged
    - (2) Plowing is volunteer work - gentleman stores his plow in our storage lot in exchange for free plowing of the pool lot
- d) Criton Circle Parking
  - i) Colleen will hassle town for an update
- e) Community Flower beds
  - i) Community gardening day (for flower bed sign entrances)
  - ii) Volunteers - Justin & Megan Jameyson, Eva Lewis
  - iii) Please send a picture of the flowers and landscaping!
- f) Meeting notices
  - i) Need to ensure emails and website updates are sent out at least 24 hours in advance of a monthly meeting - if the community needs to review some documents, send reminder email with documents sooner
  - ii) Let community members know whether the meeting will be hybrid or online-only (for weather)

## 5) New Business

- a) Jason, Secretary Officer step down
  - i) Jason stepped down
- b) Chris previously stepped down as a voting Director on the Board
  - i) Jason moves to appoint Renee for the remainder of the term, Kyle

- & Zsuzsanna seconds
  - ii) Renee accepts
- c) Renee as Secretary Officer
  - i) Colleen nominates Renee as Secretary, Kyle & Zsuzsanna second
  - ii) Renee is now an Secretary Officer on the Board
- d) Zsuzsanna, Treasurer Officer step down
  - i) Zsuzsanna steps down as Officer
  - ii) Maintains Director Position
- e) Jason as Treasurer Officer
  - i) Kyle nominates Jason as Treasurer, Colleen & Zsuzsanna seconds
  - ii) Maintains Director role
- f) Board vote to create non-voting member of Board, ARC Chair (Officer)
  - i) Kyle moves to create non-voting board member position for ARC Chair, Colleen & Zsuzsanna seconds
- g) Call for ARC Chair nominations
  - i) Jason nominates Zsuzsanna, Colleen seconds
  - ii) Kyle calls for Zsuzsanna to be ARC chair, Jason seconds
- h) Swim club conversation - Colleen and Kyle met with them
  - i) See above
- i) Basketball court needs to be resealed
  - i) Under HoA purview
  - ii) Standard asphalt, check to get done at the same time as the storage lot
- j) Insurance policy potentially changed in past board
  - i) Will bring information about current and past policies to April meeting
  - ii) "HRI" past insurance provider

**6) Community comments/conversations**

**7) Adjournment: 8:39**

Hunters Creek Homes Association  
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## Board Meeting - Meeting Minutes

**Date:** Wednesday, January 22nd, 2025

**Time:** 7:30 PM - 8:30 PM

**Location:** Swim and Racquet Club Clubhouse & Online via Google Meet

### 1) Call to Order: 7:30PM

### 2) Attendance: Jason Yeomans, Zsuzsanna Papp, Colleen McCartney

### 3) Board Administrative Duties

- a) Annual Dues were due January 31st
- b) Treasurer Report
  - i) Looking for new treasurer
- c) Approval of Minutes (Annual Meeting)
  - i) *Meeting minutes (January 2025) - Colleen moves to approve, Jason seconds. Approved.*
- d) Committee Reports
  - i) ARC (Architectural Review Committee)
  - ii) Storage Lot
    - (1) Storage lot fees due/collected in March, unpaid assets towed after April 1st. Assets removed by April 15th for maintenance. Assets returned May 1st. In plenty of time for the pool opening May 26th.
  - iii) Website
  - iv) Community
    - (1) Shout out to Renee!

### 4) Old Business

- a) Reserve study
- b) Playground
  - i) Insurance assessment
- c) Landscaping - share update
  - i) Criton Circle
    - (1) Will communicate with new town officials
  - ii) Pool/clubhouse damage during plowing
    - (1) Will communicate with Kyle about status when he is available
  - iii) Trash takeout
    - (1) Trash will be taken out during mowing and leaf collecting - need to get physically written into landscaping contract
- d) Criton Circle Parking - share update
  - i) TBD - Town continuing assessment, new town officials
- e) ARC Chair assignment
  - i) Zsuzsanna will be ARC Chair, need to find Treasurer replacement

- f) Community Chair assignment
- g) Community Flower beds
  - i) Community gardening day (for flower bed sign entrances)

**5) New Business**

- a) Meeting notices
  - i) Need to ensure emails and website updates are sent out at least 24 hours in advance of a monthly meeting
  - ii) Let community members know whether the meeting will be hybrid or online-only

**6) Community comments/conversations**

**7) Adjournment: 8:17PM**

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## Board Meeting - Meeting Minutes

**Date:** Wednesday, January 22nd, 2025

**Time:** 7:30 PM - 8:30 PM

**Location:** Swim and Racquet Club Clubhouse & Online via Google Meet

### 1) Call to Order: 7:42PM

### 2) Attendance: Zsuzsanna, Jason, Kyle

### 3) Board Administrative Duties

- a) Annual Dues due January 31st, pay soon to avoid late fees
- b) Treasurer Report
  - i) Zsuzsanna presents account balances and number of lots that have paid
  - ii) Action: Determine how much money can be moved from Ops account to Reserve account
  - iii) Action: Send out letters to everyone that has outstanding dues
- c) Approval of Minutes (Annual Meeting)
  - i) *Annual Meeting minutes (October 2024), Jason Yeomans moves to approve, Kyle seconds*
- d) Committee Reports
  - i) ARC (Architectural Review Committee)
    - (1) Need to differentiate between ARC walkthrough volunteers vs other activities
  - ii) Storage Lot
    - (1) Fees to remain flat YoY. Announcement for renewals going out in Jan. Due Feb 28. - Kyle
    - (2) Resurfacing and line painting in early spring. Before the pool opening. - Kyle
  - iii) Website
    - (1) Overview of forms, handbook, and by-laws breakdown

### 4) Old Business

- a) Reserve study
  - i) Did not need to be completed before the end of 2024, as long as dues weren't raised - Jason
  - ii) Will work on getting it done in 2025 - Jason
- b) Playground
  - i) Chipmunk spring
    - (1) Replaced and repaired! - Colleen
  - ii) Insurance assessment?
    - (1) Every 2-4 years?
    - (2) Need to summarize who insurance company and other contacts are and provide info to other board members and

Order: MSPM3HDY4

Address: 10100 Greenfield Dr, Lorton, VA 22070

Order Date: 10-15-2023

Document not for resale

HomeWiseDocs

document in a central location, Colleen will document this

- c) Landscaping - share update
  - i) Criton Circle
    - (1) Need to communicate with new Town officials to see if they are responsible.
- d) Criton Circle Parking - share update
  - i) TBD - Town continuing assessment, new town officials

## **5) New Business**

- a) Add non-voting board position, ARC Chair
  - i) Kyles moves to create a non-voting board position "ARC Chair", Colleen seconds, approved
- b) Add non-voting board position, Community Chair
  - i) Colleen moves to create a non-voting board position "Community Chair", Kyle seconds, approved, assigned to Renee Anderson
- c) Landscaping
  - i) Damage to pool/clubhouse items
    - (1) During plowing did damage to some items around the club house, Kyle communicating with them to remedy that
  - ii) Clarify on playground trash takeout
    - (1) Kyle will clarify when trash is taken out, and having them take the trash out during snow/leave removal during the non-mowing season

## **6) Community comments/conversations**

- a) Morgana -> taking out park trash 👍
- b) Michie Gluck, thank you for your continued volunteering in maintaining the community flower beds
  - i) ~\$120, HOA was paying for materials, labor was provided on a volunteer basis
  - ii) Spring round and Fall round

## **7) Adjournment:** 8:50 pm



## Board of Directors Meeting Minutes

**Date:** Wednesday, September 25th, 2024

**Time:** 7:35 PM - 8:45 PM

**Location:** Swim and Racquet Club Clubhouse & Online via Google Meet

### 1) Call to Order

a) 7:36 pm.

**2) Attendance:** Colleen McCartney, Kyle Yantis, Zsuzsanna Papp, Jason Yeomans, and Community Members online and in person

### 3) Board Administrative Duties

- a) Treasurer Report
  - i) Collecting assessments soon
  - ii) At least 55 households must be present at the annual meeting
    - (1) Live in-person/online attendance is preferred
- b) Approval of Minutes (June and August)
  - i) Colleen moves to approve the minutes for June
    - (1) Kyle seconds
    - (2) June minutes approved
  - ii) Colleen moves to approve the minutes for August
    - (1) Jason seconds
    - (2) August minutes approved
- c) Committee Reports
  - i) ARC (Architectural Review Committee)
    - (1) If interested please, reach out via email
    - (2) Need people to review ARC submissions, make annual walk-throughs
    - (3) Need community representation, most of the board lives around Merlins Lane, would appreciate members on the ARC committee from other parts of the community, you DO NOT need to be a board member to volunteer to be on the ARC committee
  - ii) Storage Lot
    - (1) Gather quotes to do re-sealing and line work for pool, basketball courts, and storage lot
    - (2) Major repaving completed in 2023, sealing needed to maintain warranty on the new pavement
    - (3) Kyle reaching out to company that did the line work in the pool lot, because the lines are already fading and they should compensate or have lines repaired under warranty at no additional cost
    - (4) If you have items in the storage lot, expect Kyle to reach

- out to you to move your items during sealing/line painting
- (5) Community feedback: possible drainage issues that are compromising the pool parking lot and playground area, these were not on the recent pool capital assessment, but this can be put on the long-term radar to track

#### 4) Old Business

- a) Bridge - Now complete, go check it out!
  - i) Town is working on a budget for the "Herndon Trail Project" to address town trails
  - ii) Reach out to the town with questions and if you want to get involved in trail/bridge related matters
- b) Landscaping - share update
  - i) Paid dues for landscaping
  - ii) Used outstanding invoices as leverage to ensure landscaping company did what they were contracted to do and charged us for (e.g. pool deck leaf blowing)
  - iii) HoA is in agreement with the town to maintain the Criton Circle grass until the end of the year (2024) **only**, HoA is still in friendly disagreement with the town on who owns and is responsible for the maintenance of the circle landscaping
  - iv) Bamboo: Lots of bamboo popping up still, landscaper is returning to manage based on plan, let us know if you keep seeing it and we will continue to follow up with landscaping
- c) Criton Circle Parking - share update
  - i) Same status as last update: town said they are reviewing/assessing the parking/traffic situation; open case with town does exist, HoA is still committed to the parking situation
- d) Call for Volunteers
  - i) ARC, Board Member nominations
  - ii) Shout out to the community newsletter!
  - iii) Eva Lewes is volunteering for the ARC committee

#### 5) New Business

- a) Annual meeting news, what the board is doing
  - i) Nomination committee will be established before the annual meeting, **if you or someone you know is interested in being on the nominating committee, please reach out via email**
  - ii) **If you are interested in being a board member, please reach out to [board@hunterscreek.org](mailto:board@hunterscreek.org)!**
  - iii) If no prospective board members are determined before proxy votes/annual meeting notice is sent out, then proxy vote sheet will only contain a write-in option
- b) Consider sound dampening in the clubhouse, will suggest it to the pool board, as they plan on begin hosting day camps
  - i) If you know someone who would like to host a day camp or are looking for a location to host a day camp, please have them reach out to the Swim & Racquet Club pool board!
- c) Reserve study and annual dues

- i) In re-build mode as far as budget goes, as many large capital projects were completed in the past few years
- ii) Things are looking in the green, but state law requires a reservation study to be completed
- iii) Will be completed before the end of the year
- d) Playground requires additional assessments by insurance company
  - i) This is a project we are taking on before the end of the year as we work through insurance renewal
- e) Enhancement to playground: larger swing option
  - i) Will bring up to larger meeting of members
  - ii) Need to address reserve study first
- f) Addressing insurance needs for Naturefest, as town is using the HoA pool parking lot for parking

**6) Community comments/conversations**

**7) Adjournment**

- a) Meeting adjourned: 8:34 PM

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## **Board of Directors Meeting Minutes**

**Date:** Wednesday, August 28th, 2024

**Time:** 7:30 PM - 9:00 PM

**Location:** Swim and Racquet Club Clubhouse & Online via Google Meet

### **1. Call to Order**

### **2. Introduction of Guests**

- a. Attendance
- b. Homeowners & Public Forum

### **3. Board Administrative Duties**

- a. Treasurer Report
- b. Approval of Minutes
- c. Committee Reports
  - i. Arc - Systemizing walk thrus to be a google form which reports back to be reviewed & notes will be sent via email after being reviewed so we have consistent feedback
  - ii. Community outreach - Renee kicked off the newsletter, thank you Renee!

### **4. Old Business**

- a. Bridge -  Important Bridge Update from Town of Herndon RE: Hunters Creek Co...
- b. Landscaping - share update
  - i. Bamboo has been sorted, landscaper did a great job
  - ii. Advise residents to inform us if they see sprouts so we can have them come back
- c. Criton Circle Parking - now being sorted thru our landscape contract
- d. Board Progress - Met with the pool board - Residents recommended to become pool members
- e. Call for Volunteers - need Arc folks

### **5. New Business**

- a. Bridge update & Herndon Trails Project
- b. Pool Board meeting update (is this a committee or new business?)
- c. Pickleball tournament & Naturefest going on in September, check newsletter for more events

### **6. Community comments/conversations**

### **7. Adjournment**

Order: MSFM3HDY4  
Address: 401 Cavendish St Lot 113  
Order Date: 08-15-2025  
Document not for resale  
HomeWiseDocs

# ARC REVIEW FORM

[Hunters Creek ARC Walk Thru Feedback form](#)

## Bridge & Trail project

Go to 16 min in <https://herndonva.portal.civicclerk.com/event/33/media>

My guy Cesar not only is getting the bridge sorted, he is championing getting the herndon bike trails maintained!

- Bridge update from town - also posted in fb group

Criton now getting sorted with our maintenance contract a few residents have stated some bamboo issues we would recommend envirogrow

## Pickleball tournament & Naturefest going on in Sept