



Hunting Creek Club Condominium

Meeting Minutes

BOARD OF DIRECTORS MEETING	
Date:	Tuesday, 17 February 2026
Duration:	1903 – 2044 EST
Location:	Hybrid Meeting, HCC Party Room and Zoom
Call-In:	https://us02web.zoom.us/j/83898962672?pwd=jxIvuWjSUCqjVsJ4wI4WAsp0UpFme5.1#success
Point(s) of Contact:	Ms. Rebekah Nowak
Recorder(s):	Ms. Amanda Davis
Meeting Objective:	Conduct Regular Board Business including: To conduct Association business including review of financial matters, legal counsel selection, management transition updates, committee reports, and owner questions.

ATTENDEES	
Ms. Rebekah Nowak - President Mr. Blair Howard – Vice President acting Treasurer Ms. Amanda Davis - Secretary	Ms. Alexandra (Sasha) Draggeim – Member at Large Mr. Josh Bell – Member at Large Mr. Rachid Karame – Member at Large

Call to Order

RNowak called the meeting to order at 1903 EST. Seconded by BHoward. Quorum was confirmed with six Board Members in attendance.

Approval of Previous Minutes

The minutes from the previous three board meetings were approved in advance and submitted to NRP Management for upload to the Vantaca system.

Officer Reports

Presidents Report:

Property Management Transition



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The Board previously voted to engage Association Bridge, a consulting firm that assists condominium and homeowners associations with operational improvements and management transitions. The firm is currently supporting the Board through this process.

In December 2025, members of the Board met with the President of NRP to review financial matters. During that meeting, the Board determined that financial management and cost structure were primary areas of concern. Under NRP's Schedule A structure, monthly fees ranged between approximately \$3,000 and \$10,000 in addition to a base \$5,000 management fee. The Board determined this additional monthly fee warranted further evaluation.

The Board began reducing certain Schedule A services, including recurring charges such as mileage and toll reimbursements associated with weekly bill pickup, mailings, unnecessary supply orderings, and routine tasks that could be done in-house.

The Board is currently reviewing proposals from five management companies. NRP posted its final service date in Vantaca. The Board noted that communication regarding the transition should have been coordinated prior to public posting.

The Board confirmed that a new management company will begin services on April 1. NRP will transfer association records and materials to the incoming management company to facilitate a smooth transition.

Vice President / Acting Treasurer Report

BHoward, Vice President and Acting Treasurer, addressed an agenda modification at the start of the meeting. He noted that the Association is currently managing multiple processes and operational transitions simultaneously. He acknowledged that members of the community have raised questions regarding transparency.

The Board reiterated that it operates within established legal and fiduciary guidelines that govern what information may be shared, particularly while matters are under review or in transition. Certain information may be released following legal review, which may require additional time before distribution.

The Board emphasized its commitment to transparency within the bounds of legal requirements and stated that additional information will be shared as soon as appropriate. It was further noted that while some matters cannot be fully disclosed at this time, the long-term outcome of current efforts is expected to provide meaningful benefits to the Association.



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Peer Review Update

RNowak provided an update regarding the independent peer review of the façade project and related special assessment. Due to the ongoing legal review, only limited information can be shared at this time.

BHoward explained that the peer review is evaluating prior work completed by Reliable Engineering. The reviewer, Rich Allen, PE, of CSG, is assessing the current design and scope.

Preliminary feedback suggests that certain design elements may be revised and that the overall scope of the project may potentially be reduced through design adjustments. Additional information is expected by Thursday, pending completion of review.

The peer review process took longer than initially anticipated due to missing documentation, including riders from NRP, which were identified during a recent meeting with C.A. Lindman.

Once the review is finalized, the findings will be shared with legal counsel. A summary will then be provided to the community to offer clarity regarding any recommended design modifications. A proposed design adjustment may be available for community review.

Community Loan Update

BHoward reported that the Association has applied for two community loan options. One initiated by the previous Board and an additional option that is currently under review.

The proposed loan may be used to support funding for the elevator project and a portion of the façade project. The Board is evaluating the most appropriate use of loan proceeds, including consideration of potential hardship accommodations. Both loan options involve similar application processes. The special assessment remains in effect as of March. The Board will hold a special meeting next week to discuss potential updates or changes related to the assessment and project financing.

Legal Counsel Review and Management Priorities

BHoward reported that securing appropriate legal counsel and transitioning to new management have been top priorities during this period. The Board evaluated legal services from Chadwick, Washington, Moriarty, Elmore & Bunn, P.C. and Segan, Mason & Mason, P.C. A formal proposal was not received from Chadwick, while Segan provided a proposal promptly following the Board's inquiry.



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Segan, Mason & Mason is a smaller firm with four partners and indicated a focus on concise guidance and document review. The firm also specializes in collections matters, which may assist the Association moving forward.

The Board reviewed fee structures among firms. Rees Broome's rate structure includes charges of approximately \$125 per 15-minute increment. Segan's proposal includes lower per-call rates and an optional \$200 per month retainer providing unlimited access for a designated Board liaison.

The Board noted that prior management had broad discretion to engage legal services, which contributed to elevated legal expenses. Moving forward, the Board intends to implement clearer service authorization procedures and contractual controls to better manage costs and improve oversight.

Submetering and Electric Billing Update

RNowak reported that the Board has continued to receive recurring concerns regarding electric billing accuracy and service issues related to GoGreen.

The Association's submetering infrastructure dates back to the 1970s and is connected to computer equipment installed in the 1980s. Due to the age of the system, the Board is evaluating whether modernization or replacement of the submetering system may be necessary.

The Board has requested meetings and additional support from GoGreen to better understand the current system and billing concerns. To date, GoGreen has not participated in an in-person review meeting. The Board has also consulted with other submetering providers, including Studebaker Submetering and R&A Submetering, who conducted site visits and provided insight into the existing infrastructure and unit-level connections.

The proprietary nature of the current system may require more frequent service involvement. The Board is reviewing options and discussing next steps with legal counsel.

Electric billing is currently paused pending further review and clarification.

Committee Reports

Governance and Grounds Committee

The Governance and Grounds Committee reported that it currently has five members. Matt Moerbe was introduced as the designated Chair of the Grounds Committee.

Flag and Flagpole:

The Committee addressed community concerns regarding the flag and flagpole. The flag is currently folded and stored safely onsite. It was not rehung during recent icy conditions for safety reasons. The



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Committee also noted that the current flag size does not appropriately match the height of the pole, which makes installation more difficult and may not align with recommended flag display proportions. The Committee is evaluating replacing it with a properly sized flag. Flagpole lighting has been repaired.

Storage Room:

The Committee is working on organizing the Association storage room. Currently, Association materials are stored without a formal system, and space is limited. The room requires repairs, including shelving installation. Once organized and improved, the goal is to make the space accessible to owners again. Volunteers are being sought to assist with organization efforts.

Budget Review:

The Committee reviewed the draft budget previously prepared by NRP. The proposed budget exceeded projected income and included a recommended increase of approximately 30% in monthly assessments. The Committee conducted a line-by-line review to identify reductions and cost-saving opportunities, including reviewing vendor contracts. As a result of these efforts, the current proposal does not include an increase in monthly HOA fees.

Governing Documents:

The Association's bylaws have not been updated since the 1990s. Comprehensive revisions will be treated as a long-term project. In the interim, the Board is evaluating the use of resolutions to address more immediate governance needs.

Association Software:

The Committee is exploring alternatives to Vantaca with the goal of identifying a more user-friendly, updated, and cost-effective platform.

Management Transition and Budget Review

RNowak reported that the draft budget was not provided by management within the expected timeframe. When received, the proposed budget anticipated an approximate 30% increase in monthly HOA fees.

The Board conducted a detailed review of the draft budget in collaboration with members of the Governance Committee. Through line-by-line analysis and identification of cost reductions, the Board was able to revise the proposal to avoid an increase in monthly assessments at this time.

The Board acknowledged the assistance of the Governance Committee in this effort. It was noted that, had the proposed increase been adopted, monthly HOA fees would have increased approximately 70% over a three-year period.



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The Board also noted that differences regarding service levels and cost controls contributed to operational friction with NRP. The Board's priority has been to reduce expenses where feasible, while prior management proposals included expanded service costs.

The Board further clarified that it did not select the date or time that NRP issued its notice of contract termination.

Building and Grounds Report

Elevators

BHoward reported that elevator consultant Michael Blades has assisted in reviewing proposals from seven elevator companies, including the Association's current provider, ETI, and other regional firms. Members of the Grounds Committee held extended discussions with elevator vendors. All elevators have been certified as safe and operational. Cab 1 has experienced intermittent sensor-related issues, which may affect performance; this is under review.

Snow Removal

The Board discussed the recent snow event, which included prolonged freezing conditions described by weather services as unusually severe for the region. Prior to the storm, the Board confirmed snow removal availability with Potomac Landscaping. The Board noted that documentation regarding snow removal services had not been clearly available in Vantaca. The recent storm response revealed areas for improvement. The Board will revisit and formalize snow removal policies and vendor expectations moving forward.

Boiler Inspection and Electrical Panels

The Association is required to complete boiler inspections every two years. The Board determined that the building was nearing non-compliance but was able to complete inspection within the required timeframe.

The inspection identified the need to replace a Federal Pacific electrical panel associated with the boiler system. Replacement should have occurred previously. The Board has committed to completing this replacement as soon as possible.

The boiler system also requires repair due to a leak. Estimated costs are approximately \$12,000 for the replacement part and \$8,000 for associated labor.

The Board further discussed Federal Pacific panels within individual units. Replacement of these panels may significantly impact the Association's insurance costs.

Fire Valve Replacement

The Guardian fire valve is being replaced to maintain compliance requirements. This repair represents a significant expense but is necessary for safety and regulatory compliance.



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Water Shut-Off Policy

The Board is reviewing the current water shut-off policy to provide clearer guidance and advance notice where possible. It was clarified that “emergency” shut-offs apply to situations where there is risk of damage to other units or common elements, rather than routine in-unit repairs.

Contractor Guidelines

The Board is reviewing contractor guidelines, including reinforcing policies regarding jobsite conduct and disposal of construction debris. Contractors are prohibited from discarding materials from balconies or other unsafe practices.

PTAC Electrical Issues

The Board addressed recent issues involving PTAC (Packaged Terminal Air Conditioning) units. A malfunctioning unit caused an electrical disruption affecting an entire tier of the building.

To identify the source of the issue, units were tested sequentially. RNowak volunteered time assisting with this diagnostic process across multiple floors. The faulty unit was identified and repairs were completed.

It was noted that individual PTAC units can affect others within the same electrical tier. Proper voltage is 270V; 240V service may reduce the lifespan of units and create building-wide risk.

The PTAC unit in the lobby also experienced a wiring failure after installation. The Board emphasized the importance of verifying contractor work and electrical compliance rather than assuming proper installation.

Social Committee

ADavis reported that, given the volume of operational matters currently underway, the Social Committee update would be brief. The Social Committee will hold its first meeting on February 23. A Game Night is scheduled for February 26 in the party room.

Unfinished Business

Annual Meeting Date

RNowak moved to schedule the Association’s Annual Meeting for April 22 at 7:00 p.m. The motion was seconded by BHoward. The motion passed unanimously.

New Business

Legal Counsel Selection

RNowak moved to retain Segan, Mason & Mason, P.C. as the Association’s legal counsel, including the \$200 per month access plan for a designated Board liaison. The motion was seconded by BHoward. The motion passed unanimously.



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Special Meeting

RNowak moved to schedule a Special Meeting on February 24, 2026, to discuss matters related to the special assessment and additional Association business. The motion was seconded by ADraggeim. The motion passed.

Open Forum

The Board discussed a proposed Open Forum time limit of one minute per speaker.

Resident Question – Special Assessment Autopay

A resident asked whether automatic payment options would be available for the special assessment. The Board responded that the assessment will be processed on a separate ledger in Vantaca and may be set up similarly to regular assessment payments.

Resident Question – Transition Plan and Timeline

A resident expressed concern regarding timelines for the Annual Meeting, budget finalization, special assessment updates, and the management transition plan. Historical context was referenced regarding a prior management transition. The Board responded that additional detail cannot be provided until after consultation with legal counsel. It was noted that the Board is in a more structured position for transition than in prior management changes.

Resident Question – Management Termination Letter

A resident referenced a termination letter found in a common area and raised concerns regarding the nature of the management contract termination, including allegations contained in the letter and references to unpaid invoices. The Board stated that the termination was mutual, that it does not agree with certain allegations contained in the document. The Board noted that the absence of management involvement in certain matters does not mean related conversations did not occur.

Resident Question – Prior Legal Fees

A resident asked whether legal expenses incurred under a previous Board could be recovered. The Board declined to address that matter during Open Forum.

Resident Question – Special Assessment Timing

A resident expressed concern regarding the March assessment and peer review timeline and asked whether the assessment could be postponed. The Board responded that any changes would require legal review.

Resident Question – Tax Deductibility

A resident asked whether the special assessment may be tax deductible. The Board responded that it is not aware of general deductibility for owner-occupied units but noted that rental property owners may be able to.

Resident Question – Finalization Timeline

A resident asked whether the assessment would be finalized in the coming weeks. The Board responded that it anticipates additional clarity in the near term.



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Resident Comment – Leak Response

A resident thanked the Board for its response regarding a leak in their unit.

Resident Comment – Meeting Audio

A resident suggested the use of microphones for future meetings and offered a potential donation.

The Board noted that it will compile and respond to additional questions submitted via chat. An additional ten minutes were allotted to allow online participants to join Open Forum.

Resident Comment – Prior Board Member

A former Board member referenced Virginia Code regarding actions against prior Board members absent malfeasance and provided historical information regarding electrical panels and prior PTAC wiring work.

The Board thanked the resident for the historical context. The Board clarified that licensed and bonded contractors are performing work requiring licensure (e.g., plumbing and electrical). Minor tasks not requiring licensure are handled appropriately. It was noted that transitioning away from prior arrangements has allowed greater use of licensed and insured contractors.

Adjournment:

RNowak moved to adjourn the meeting at 8:44 p.m. The motion was seconded by BHoward. The motion passed unanimously.