



Hunting Creek Club Condominium Meeting Minutes

SPECIAL MEETING OF THE BOARD OF DIRECTORS	
Date:	Monday, 29 December 2025
Duration:	1900 – 1957 EST
Location:	Hybrid Meeting, HCC Party Room and Microsoft Teams
Call-In:	Meeting ID: 992 819 471 457 Passcode: kG7Fe7Xo Dial in by phone: 571-532-6508 Passcode: 702866301#
Point(s) of Contact:	Ms. Amanda Davis Ms. Rebekah Nowak
Recorder(s):	Ms. Sasha Draggeim Ms. Rebekah Nowak
Meeting Objective:	<ul style="list-style-type: none"> ○ Vote on Proposal/Contract for Peer Review of Façade Construction ○ Open Forum with Community to Discuss Peer Review

ATTENDEES	
Ms. Rebekah Nowak - President	Ms. Alexandra (Sasha) Draggeim – Member at Large
Mr. Ernst (Fritz) Hunter, Esq. - Treasurer	Ms. Amanda Davis - Secretary
Mr. Blair Howard – Vice President	Mr. Josh Bell – Member at Large

Call to Order:

RNowak called the meeting to order at 1904 EST. Quorum was confirmed with six (6) Board Members in attendance.

Vote on Proposal/Contract for Peer Review of Façade Construction:

RNowak introduced the subject by highlighting the importance of a peer review, which she pointed out is standard practice in the construction industry, especially for a project of this scope and significance. RNowak noted that Construction Systems Group, Inc. (CSG), the proposed vendor, is well known in the industry as the top expert on building envelopes and masonry facades in the Northern Virginia area. RNowak read out the scope of the proposed contract with CSG and added that they will review past work performed by KGS as well.

BHoward provided attendees with a summary of his and RNowak’s meeting with a partner at CSG. Additionally, background and credentials were provided for the potential lead partner on the peer review, as well as the company as a whole. BHoward described the work already performed on the façade as well as upcoming repairs, noting that KGS turned the outer layer of bricks into a drainage wall. BHoward stated that CSG may recommend decreasing the scope of the project while still achieving the repair goals; for example, during the introductory meeting, CSG questioned the use of the flashing as a drainage wall, as they believe this could introduce new issues. According to



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BHoward, the peer review may help identify cost savings without impacting the effectiveness of the project.

RNowak motioned to approve the peer review. BHoward seconded the motion. The peer review was approved unanimously by the Directors in attendance.

Open Forum with Community to Discuss Peer Review:

- A Co-Owner inquired about the time frame for the peer review and for the payment of the special assessment. RNowak answered that the peer review should take about a month, though CSG has not yet seen all the documents. The first payment is still tentatively scheduled for February. BHoward added that the delivery of the bricks already purchased by HCC has been delayed, so the date of the first payment may need to be pushed back for this reason.
- A Co-Owner asked what the Board is proposing to cut from the scope of the project. RNowak answered that this will be addressed by the peer review.
- A Co-Owner asked when instructions on how to pay the special assessment will be sent out. RNowak said that the Board will send out communications. BHoward added that the comptroller [for NRP] had said that the special assessment would be accepted just like regular HOA dues.
- A Co-Owner asked if construction is still slated to begin with the ends of the building. RNowak answered that yes, CSG indicated construction should begin with the ends, as this is where the façade is shifting more due to a greater concentration of windows and doors being located in end units. Construction is still set to begin with tiers 6, 7, 3.
- A Co-Owner asked whether the special assessment can be paid in two payments. RNowak said that we will be sending out further instructions as the Board continues to evaluate.
- A Co-Owner asked if the peer review will increase the cost of the assessment. RNowak confirmed that it will be paid for using reserve funds.
- A Co-Owner asked how CSG was selected and how many other companies the Board met with. RNowak responded that the Board spoke with multiple companies but decided on CSG based on its expertise in façade work. Co-Owner asked to see package submitted to companies; RNowak responded that a package was prepared, and the company did a walk-through and reviewed historical records; timing is also a factor since work by CA Lindman is scheduled to start soon. BHoward added that one proposal is acceptable for a peer review, as this is not for new construction work.
- A Co-Owner asked if there is any conflict of interest between the Board and CSG. RNowak responded that the company takes on the liability for determining conflict of interest, and if a redesign is needed, the Board will go back to Reliable Engineering, LLC or a third party.

RNowak motioned to adjourn meeting at 1957 EST, BHoward seconded the motion and passed unanimously.

Minutes respectfully submitted by: Sasha Draggeim, Member at Large