

# HUNTERS SQUARE AT CEDAR CREST COMMONS NEWSLETTER

November 2012

## Hunters Square Website Is On the Way!

Very soon, Hunters Square will have its own website which will enable you to access your newsletters, Resident Handbook, Board meeting minutes as well as news of events and happenings in your neighborhood.

If you do not have internet access, please take a moment to contact Taft Management to let us know if you would like to continue to receive a hard copy of future newsletters.

## Message from the Board of Directors

Recently, the Board of Directors contracted with Michael Youlen, Apollo Investigations, Inc., to act as Special Conservator of the Peace for the Hunters Square Community. The Special Conservator of the Peace can arrest, cite, warn and execute warrants on behalf of Hunters Square. Michael is a sworn law enforcement officer that is appointed by the local court to carry out his duties in the Hunters Square community. He will have all the duties of a city police officer but his duties will be limited to the Hunters Square community.

There will be an email link on the forthcoming Hunters Square website that will allow you to email to Michael any concerns or issues regarding any unusual activity and/or vandalism.

***Please be advised that in case of emergencies, you should call 911 or the City of Manassas Police non-emergency number at 703-257-8000.***

Taft Management will be sending out a letter to all owners regarding this issue. If you would like further information, please contact Taft Management.

## 2012 ACHIEVEMENTS

During the past year, the Board has strived to maintain and improve Hunters Square while keeping within our budget and also adding to the community reserves. In 2012, the Board achieved the following:

1. The Board reviewed the master policy insurance coverage and selected a new insurance company which reduced insurance costs to the Association.
2. The Board approved parking lot repairs for Caspian Way and roof replacements for Buildings 4 & 5 on Caspian Way.
3. After careful consideration, the Board approved the removal of the tot lot on Caspian Way which was beyond repair and elected to make repairs to the Niki Place tot lot.
4. Removal of dead and/or diseased trees and posting of No Trespassing signs.

## IN PREPARATION FOR THE WINTER SEASON

1. If you live on the third level of your building, please remember to close the hall window during inclement weather. This will prevent water intrusion into the halls and preserve the wallpaper and carpet.
2. Please do not place or store trash on patios or in hallways. Indoor furniture and/or appliances are not permitted to be stored on patios or in hallways or under stairs. If you require assistance to remove large items, please contact Taft Management.
3. Remember to report any water intrusion in and around your unit to Management, no matter how small it may be. Little problems can develop into bigger problems. Regularly inspect your faucets, toilets, water hoses for washing machines, dishwasher and hot water heater for any leaks or potential problems. Hunters Square has experienced increased water bills. This cost is passed on to each of you in increased homeowner fees. Please help us to keep these costs down.
4. Please report any light outages to Taft Management.
5. As a reminder for those residents that grill during the winter season, grilling on patios, decks and sundecks is prohibited by law. Non-electric grills must be moved 15 feet from the building when lit and cannot be returned to the patio for storage until the fire has been extinguished.
6. The Board really enjoys the creative ways our neighbors decorate their unit doors for the holiday. The Board will be sponsoring a holiday contest for the best Christmas door decoration. The winner will receive a \$25 gift card from a local grocery store. We will be posting flyers soon with more information.
7. The Christmas food bank collection last year was so very successful due to your generosity. The Board, again, would like to sponsor a holiday food drive this holiday season. We will soon be posting flyers in your hallway with additional information.
8. Remember that with live/fresh cut Christmas trees, you need to regularly check & maintain the water level in the stand to prevent drying out and to prevent a fire hazard with electric lights.
9. When cleaning ashes from your fireplace, please dispose of properly. Hot coals can be insulated & hide in the ashes and the coals can stay hot up to four days. Place the ashes in a metal container with a lid. DO NOT put ashes in a cardboard box, paper or plastic bag or similar container. DO NOT store the metal ash container in your house, on your deck or on your patio. Store the metal ash container away from any flammable materials.
10. During the winter snows, salt will be put on the stoops and sidewalks to help prevent slips and falls. However, due to the thawing process, stoops and sidewalks could re-freeze. We remind you to watch your step and use the handrails.
11. When snow falls, be sure to check your heat pump and clean any snow & ice that accumulates on top of and around the outside of the unit. This will allow air to freely reach the heat pump to help your system run more efficiently and eliminate strain on the heat pump.



## IMPORTANT INFORMATION FOR HOMEOWNERS

1. Please be advised that unit owners with fireplaces are required to have that fireplace cleaned each year and provide certification to Taft Management that the fireplace has been cleaned and inspected. **This is a requirement for our insurance.** Please forward your certification for the 2012-2013 winter season to Taft Management as soon as possible.

The fireplace installed in your unit is not intended for large fires or supplemental heat during the winter months. The fireplace is intended for atmosphere and small fires using Duraflame logs rather than large roaring fires. Several homeowners have installed electric fireplace inserts which puts out more heat than a fire.

2. Dryer vents need to be cleaned and maintained regularly. In addition to being a potential fire hazard, clogged dryer vents prolong drying time and overheat the dryer. This wastes energy and leads to more lint build up. Please make sure you clean your dryer lint trap after every use. Behind your appliance, inspect your interior duct hose for any bends that may trap and hold lint buildup. Make sure the exhaust hose is not crushed against the wall.

3. As the holiday season approaches and we entertain friends and family, please be mindful of the parking regulations and share that information with your visitors. We don't want visitors' vehicles towed during the holidays. A reminder, also, that resident parking passes are not to be loaned to a neighbor. Violators will be towed and risk the loss of their own parking pass. Leaving notes on the dashboard of a vehicle to the tow company will not allow residents to park without a parking pass. If your vehicle should be towed, your concerns will have to be addressed with the tow company and not Taft Management or the Board. Monies paid to the tow company to release a vehicle do not go to the Association or Management. All monies go directly to the tow company.

4. Pet owners are responsible for immediate clean-up and proper disposal of pet waste. Please use remote areas when walking your dog as a courtesy to your neighbors.

## MARK YOUR CALENDAR

Board Meeting	December 18, 2012
Annual Board Meeting	January 2013, To Be Announced
Board Meeting	February 19, 2013
Board Meeting	March 19, 2013
Board Meeting	April 16, 2013
Board Meeting	May 21, 2013

*Schedules are subject to change. Please contact Taft Management at 703-361-9014 to confirm date, time and location.*

*Unit owners are encouraged to attend the monthly Board meetings and participate in the 30 minute Open Forum to share your concerns and issues. To be included on the Agenda, please contact Taft Management.*

***In January 2013, two board members' terms will expire. We would like to invite any owner with an interest in becoming a board member to contact Taft Management.***

**Board of Directors**

Frank Zirkle	President
Donna Miller	Vice-President
Blase Morgan	Treasurer
Nancy Creel	Secretary
Lisa Clements	Member at large

Taft Management  
10494 Business Center Court  
Manassas, Virginia 20110  
703-361-9014