

# HUNTERS SQUARE AT CEDAR CREST COMMONS NEWSLETTER

NOVEMBER 2015

## Please be sure to visit the Hunters Square Website!

The Hunters Square enables you to access your newsletters, Resident Handbook, Board meeting minutes as well as news and happenings in our neighborhood. Please be sure to visit at [www.hunterssquarehoa.com](http://www.hunterssquarehoa.com) and let us know if there is anything you would like to see on our website!

## Board of Directors

Donna Miller	President
Frank Zirkle	Vice-President
Judy Wilson	Treasurer
Nancy Creel	Secretary
Juan Rivera	Member at large

## Message from the President

*In its efforts to keep residents and owners up-to-date on community business, the Board encourages unit owners to attend the monthly meetings and participate in the 30 minute Open Forum to share concerns and issues. Speakers will be given an appropriate amount of time to address any items and the Board will consider all issues before making a decision. To be included on the agenda for Open Forum, please contact Management. After Open Forum, all guests are kindly asked to just observe so that the Board can complete the business on the agenda.*

*During 2015, the Board continues to focus on its goals for additional front door replacements, hallway renovations and maintenance of the sewer lines. Renovations to the halls in Building 1 on Niki Place were completed with wall repairs, new paint and new carpet installed. Grading and ground improvements are being completed in the courtyard between Buildings 4 and 5 on Caspian Way. New picnic tables were installed on Niki Place and Caspian Way this summer. New playground equipment was delivered and installed on the Niki Place tot lot this month. Plans are to install a new play structure on Caspian Way in 2016. Sewer line repairs were necessitated on Niki Place and on Caspian Way after the scheduled line flush and inspections this summer. Signs were posted in hallways to remind residents of community by-laws. It has been a very busy 2015!*

## IMPORTANT REMINDERS

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 be considerate of your neighbors and respect the local noise ordinance. Property owners are responsible for their tenant's actions regarding the noise ordinance. The Association can fine up to \$50 per occurrence for a continued, sustained violation. Prolonged or intense barking or other harsh, excessive noises made by a dog or animal which disturbs residents is prohibited. The Association's noise policy is enforceable as a civil remedy against all property owners.

3. Please make sure that your trash is deposited into the dumpster and not on the surrounding walkway/concrete that accesses that dumpster. If you block the walkway, others cannot access the dumpster. Any trash that is not put in the dumpster will **NOT** be picked up by the trash company. Please do your part to make sure we keep Hunters Square clean. Place your trash as far back as you can into the dumpster to allow others to deposit their trash into the dumpster. We appreciate your consideration.

***Large item pickups are once each week on Fridays. If you have large furniture items to dispose of, please do not put those items in the dumpster area before Thursday. Please do not place or store trash on patios or in hallways.***

4. Do not leave appliances running while you are not at home such as dryers, washers, dishwashers or stoves.

5. 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.

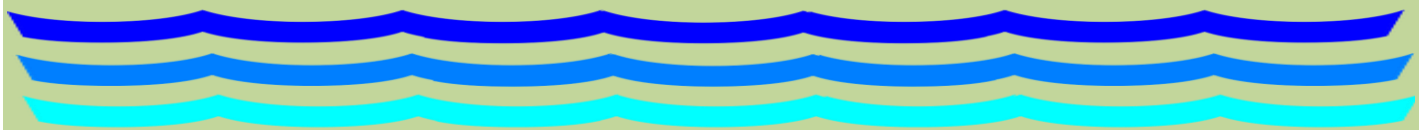
6. If you have not already done so, please remove any flower pots from your front stoop by December 1, 2015. Please do not store any flower pots or other household items under the hall stairs.

7. Remember during snow storms to remove snow and ice from your heat pump. This will allow your heat pump to operate more efficiently and avoid freezing.

8. Pet owners - please take your pets to the designated areas for relief. City Ordinance requires owners to clean up after their pet. Letting your pet relieve itself at the sidewalks, plant beds or front stoop of any building is not acceptable. Please respect your common areas and your neighbors who use them, particularly the children who play in the common areas.

### **IT BEARS REPEATING. . . . .**

Please make sure that all your faucets, toilets, water heater and washer hose connections are not leaking. Water leaks can affect you and surrounding units when water damages occur. Please be reminded that the Association and its representatives have the right to enter any unit to make appropriate repairs and bill the owner for the same as specified in the by-laws under Section XI, Easements, Paragraph D, Repairs. The Board is concerned about water leaks and proper plumbing maintenance in each unit. If you should need assistance, please contact the Burke Management Group.



## FIREPLACE CLEANING

To avoid any liability issues due to negligent maintenance, it is recommended that you have your fireplace cleaned each year and present a copy of the cleaning receipt to Burke Community Management Group at 10494 Business Center Court, Manassas, Virginia 20110 or they can be reached at 703-361-9014.

Please dispose of fireplace ashes properly, in a metal container AFTER the ashes are cold.

The fall season is also a good time to change the battery in your smoke detector.

## BURKE COMMUNITY MANAGEMENT GROUP

Did you know our management company now has a website at [www.burkecmg.com](http://www.burkecmg.com)?

You can register to view your account, make payments on your account by credit card or directly from your bank account, and you can have your statements sent directly to your email as soon as it is available.

For more information, go to [www.burkecmg.com](http://www.burkecmg.com) and click on "Current Homeowners" and become a Registered User.

## MARK YOUR CALENDAR

Board Meeting	November 17, 2015
Board Meeting	December 15, 2015
Annual Meeting	To Be Announced (January 2016)
Board Meeting	February 16, 2016
Board Meeting	March 15, 2016
Board Meeting	April 19, 2016
Board Meeting	May 17, 2016
Board Meeting	June 21, 2016

*Schedules are subject to change. Please contact Burke Community Management Group at 703-361-9014 to confirm date, time and location or check on our community website.*

*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 Management.*

**\*\*Reminder to unit owners that during the Annual Meeting in January 2016, there will be an election for board positions. If you are interested in becoming a board member, please contact Management.**