

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
April 19, 2016

I. Call to order

Donna Miller, President, called to order the regular meeting of the Hunters Square Board of Directors at 7:00 p.m. on April 19, 2016, at the office of Burke Community Management Group, Manassas, Virginia.

II. Board Members Attending

Board Members: Donna Miller, Judy Wilson, Suzanne Allen and Nancy Creel.  
Burke Management Group: Crystal Terrant.  
Residents & Guests: Shannon Conger and Joanne Regan.

III. Open Forum

Open forum held.

IV. Community Police Report

Management reported on community activities for March-April.

V. Approval of the November 19, 2015, Minutes

The minutes of the November 19, 2015, Board meeting were read by Nancy. Motion to pass the November minutes was made by Judy and seconded by Donna. Suzanne abstained. Motion was passed.

VI. Financial Report

Management reviewed the March 2016 financial report. Management and Board discussed factors of a proposed loan to complete parking lot paving and hallway renovations.

VII. Old Business

a) Maintenance/Repairs Update

- Dryer vent cleaning has been completed. Covers for vents are on order.
- Discussion on two tree removals, one at rear of Building 3 and one in front of Building 4. Management will obtain bids for removal.
- Management presented three bids for the parking lot paving for the Board to review. Suzanne will prepare a spreadsheet for ease of comparison and email to the Board and Management.
- Review of draft spring newsletter. Nancy to email updates to Board for review and posting on the website.

VIII. New Business

- a) Management has ordered new parking permits for the community. Management will also distribute updated community rules and regulations when residents submit their vehicle registrations for the new parking permits.
- b) Designation of Board Positions – Donna will continue as President, Suzanne will be Vice-President, and due to two vacancies on the current board, Nancy will be Secretary/Treasurer.

IX. Adjournment to Executive Session

The Board adjourned to Executive Session at 8:38 p.m.

X. Open Session

The Board returned to Open Session at 8:50 p.m.

XI. Community Resolution

Management will draft a new resolution regarding use of entertainment equipment and large group gatherings on the common grounds. Management will present to the Board for review and implementation.

XII. Adjournment

Judy motioned to adjourn the meeting which was seconded by Nancy. The motion was carried at 9:15 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: \_\_\_\_\_