

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
May 17, 2016

- I. Call to order  
Donna Miller, President, called to order the regular meeting of the Hunters Square Board of Directors at 7:07 p.m. on May 17, 2016, at the Manassas City Police Department, Manassas, Virginia.
  
- II. Board Members Attending  
Board Members: Donna Miller, Judy Wilson, Suzanne Allen and Nancy Creel.  
Burke Management Group: Crystal Terrant.  
Residents & Guests: Michael Youlen and Betty Kopfle.
  
- III. Open Forum  
No Open forum held.
  
- IV. Community Police Report  
Michael Youlen reported on community activities for April - May.
  
- V. Approval of the April 19, 2016, Minutes  
The minutes of the April 19, 2016, Board meeting were reviewed by email. Motion to pass the April minutes was made by Judy and seconded by Suzanne. Motion was passed.
  
- VI. Financial Report  
Management reviewed the April 2016 financial report. To date, snow removal costs for 2016 have come in under budget. Additional discussion regarding the proposed loan for the Association to complete parking lot paving and hallway renovations.
  
- VII. Old Business
  - a) Maintenance/Repairs Update
    - Dryer vent cap installations have been completed.
    - Management obtained bids for removal of two trees, one at rear of Building 3 and one in front of Building 4. Bids were considered high so Management will solicit additional bids.
    - Management presented three bids for the parking lot paving for the Board to review in March. Suzanne prepared a spreadsheet for ease of comparison and emailed to the Board and Management. Management is still waiting additional responses from vendors on specific paving items as well as concrete repairs.
    - Nancy motioned to ratify the email vote of approval for the May 2016 newsletter. Judy seconded the motion and the motion was passed.
    - Exterior railings need paint. Management to obtain bids.
    - Patriot sprayed grounds for ants, but with the continued rain, a second application may be required.
    - Some door repairs pending but expect to be completed before next meeting.

VIII. New Business

a) Management anticipates delivery on the new parking permits within two weeks. Management will distribute updated community rules and regulations when residents submit their vehicle registrations for the new parking permits. Management will have an announcement posted on the website to advise residents of the upcoming change for parking permits.

b) Management will have the community boundaries marked on Caspian Way due to the recent land survey performed by Byrd Tractor on the neighboring property.

c) Board and Management reviewed the first draft of the new resolution. Management to redraft and present to Board for further review. Management will have Association counsel review.

IX. Adjournment to Executive Session

The Board adjourned to Executive Session at 7:55 p.m.

X. Open Session

The Board returned to Open Session at 8:05 p.m.

The Board reviewed an account with numerous charges against the owner and it was decided to settle the account for a partial amount and write off a portion of charges totaling \$5,317.80. Judy made a motion to write off the partial amount which was seconded by Nancy. Motion was passed.

XI. Adjournment

Judy motioned to adjourn the meeting which was seconded by Suzanne. The motion was carried at 8:16 p.m.

Minutes submitted by: Nancy Creel, Secretary

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