

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
July 20, 2016

I. Call to order

Donna Miller, President, called to order the regular meeting of the Hunters Square Board of Directors at 7:02 p.m. on July 20, 2016, at the offices of Burke Community Management Group, Manassas, Virginia.

II. Board Members Attending

Board Members: Donna Miller, Suzanne Allen and Nancy Creel.  
Burke Management Group: Crystal Terrant and Joyce Mullins.  
Residents & Guests: Michael Youlen.

III. Open Forum

No Open forum held.

IV. Community Police Report

Michael Youlen reported on community activities for May - June.

V. Approval of the June 21, 2016, Minutes

The minutes of the June 21, 2016, Board meeting were reviewed by email. Motion to pass the June minutes was made by Suzanne and seconded by Donna. Motion was passed.

VI. Financial Report

Management reviewed the June 2016 financial report. Balance sheet to be reconciled to determine difference of \$88.49. Most likely with posting to TD Bank account.

Management presented updated information regarding the HOA loan application. HOA is required to reduce the delinquency rate which is currently at 19% to 8% to meet the criteria required to obtain the loan. HOA has met all other requirements. HOA qualifies for \$654,445 over a ten-year term. Management is reviewing accounts to determine needed adjustments and write-offs to assist the HOA to meet the delinquency rate qualification for the loan.

This loan would allow the HOA to complete all hallway renovations remaining in Buildings 2 through 7, re-pave the parking lots and do concrete repairs on Caspian Way and Niki Place, install remaining exterior entry doors and sidelights, paint building exteriors and replace siding. It is estimated that all work can be completed for an estimated \$460, 000.

VII. Old Business

a) Maintenance/Repairs Update

- Dryer vent cages to be scheduled for completion.
- Management advises that tree removal should be completed within the next week.
- New parking passes are ready to be distributed. Board and Management reviewed the final draft of the new resolution. Nancy motioned to accept the

final draft of the resolution which was seconded by Suzanne. The motion was passed.

- Management received a solicitation regarding possible hail damage to the Association roofs during the May storm. After discussion, Management will have the roofs inspected by Turner to determine and advise if there is damage and, if so, get a bid for any repairs that may be required.
- Management and Board again reviewed the paving and concrete repair bids. Nancy made the motion to accept the bid of Dominion Paving and Sealing for \$176,260 pending loan application approval. Suzanne seconded the motion and the motion was passed.
- Exterior painting – Nancy motioned to accept the bid from Turner at \$69,500. Donna seconded the motion and the motion was passed.
- Siding – HOA has eleven buildings remaining for siding replacement on the building ends. Matter will be tabled to the August meeting.
- Hallway Interior Renovations – Donna motioned to accept the bid from Turner at \$138,725.00 pending loan approval. Suzanne seconded the motion and the motion was passed.
- Shed Compliance – nothing new, Management is monitoring with City.
- Nancy motioned to ratify the Board’s email vote to accept the alternate bid from Olde Town for tree removal at \$7,000 in lieu of Valley Crest whose second bid for the additional trees was higher.
- Property maintenance update:
  - Condensation line at rear of Building 3, Management to check on status;
  - Turner is finishing maintenance items;

VIII. Adjournment

Suzanne motioned to adjourn the meeting which was seconded by Donna. The motion was carried at 8:34 p.m.

Minutes submitted by: Nancy Creel, Secretary

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