

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
June 21, 2016

I. Call to order

Donna Miller, President, called to order the regular meeting of the Hunters Square Board of Directors at 7:072 p.m. on June 21, 2016, at the office 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 May 17, 2016, Minutes

The minutes of the May 17, 2016, Board meeting were reviewed previously by email. One correction was noted to Section VII, Old Business, a) Maintenance/Repairs Update. Item 1 should reflect that the dryer vent cap installations have not been completed. Motion to accept the May minutes with the noted correction was made by Suzanne and seconded by Donna. Motion was passed.

VI. Financial Report

Management reviewed the May 2016 financial report. Discussions continue regarding the proposed loan for the Association to complete parking lot paving and hallway renovations. Some delinquencies have recently been settled. Three old homeowner accounts outstanding from previous owners will be removed from the reports, however, as these accounts are currently with counsel for collection, these monies will still be collected. Suzanne will draft a preliminary budget for 2017 based on current contracts with Association vendors. Suzanne motioned to move \$20,000 from the Operating account to the Cardinal Money Market account. Donna seconded the motion and the motion was passed.

VII. Old Business

a) Maintenance/Repairs Update

- Dryer vent cap installations need to be completed. Delay is related to current City codes. Management will follow-up with City.
- Management will walk grounds and mark concrete repair areas. Management will also have Dominion and Finley clarify their bids.
- Management presented three bids for exterior painting. One bid is outstanding. Matter is tabled until the July meeting.
- Management presented a bid for turf correction at Building 5. Board agreed no action on this matter at this time.

- Valley Crest provided a bid for tree removal at \$2,095. Discussion that two small trees at the rear of Building 6 also need to be removed. Management will talk to Valley Crest about removing the additional two trees. Suzanne motioned to accept the Valley Crest bid at \$2,095 which was seconded by Nancy. Motion passed with the agreement of the Board that the Valley Crest bid will not exceed \$3,000 to add on the additional two trees for removal.

VIII. New Business

- a) Management has been in discussions with the City regarding the Association storage shed at Niki Place. The area will be cleaned and Management will inventory what is stored there. Management will communicate with City Zoning and advise the Board further at the next meeting.
- b) Management has addressed items noted on the walk about with the Board in June 8, 2016. Letters have been sent to residents regarding any by-law violations. Management will be reminding residents that no items can be stored under stairs in hallways. This is a City Fire Code regulation.
- c) Board and Management reviewed the second draft of the new resolution. Management to redraft and present to Board for further review at the July meeting.

IX. Adjournment

Nancy motioned to adjourn the meeting which was seconded by Suzanne. The motion was carried at 8:40 p.m.

Minutes submitted by: Nancy Creel, Secretary

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