

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
August 16, 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 August 16, 2016, at the Manassas City Police Department, 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 and Lori Foster.

III. Open Forum

Open forum was held.

IV. Community Police Report

Michael Youlen reported on community activities for July-August.

V. Approval of the July 20, 2016, Minutes

The minutes of the July 20, 2016, Board meeting were reviewed by email. Motion to pass the July minutes was made by Suzanne and seconded by Donna. Motion was passed.

VI. Financial Report

Management reviewed the July 2016 financial report with follow-up regarding corrections to the June statement. Management will move monies from the operating account to the Cardinal money market account as voted by the Board in June 2016.

Management presented updated information regarding the HOA loan application. HOA now meets all criteria required to obtain the loan. Board members signed the loan application documents.

VII. Old Business

a) Maintenance/Repairs Update

- Shed compliance – Management will have the shed removed from the property. City has determined that the shed cannot be on the property.
- Tree removal – trees have been removed. However, stumps still need to be removed. Olde Town contacted Miss Utility to mark stump areas and tree stumps will soon be removed.
- Roofs – inspection shows insignificant hail damage. Board will not pursue roof issue at this time.
- Siding – HOA has eleven buildings remaining for siding replacement on the building ends. Nancy made the motion to do the remaining siding replacement which was seconded by Suzanne. The motion was passed.
- New parking passes are ready to be distributed. Letters will be sent out to residents/owners with distribution to begin August 22, 2016. Towing will be

suspended until September 12, 2016, to give residents time to obtain and display the new parking passes.

- New resolution regarding Use of Common Ground will be mailed to residents/owners with notices and applications for new parking passes.

VIII. New Business

- a) Due to the age and condition, Management will have the swings at Caspian Way (end of Building 4) and Niki Place (at Building 3) removed. Repairs can no longer be made on that equipment.
- b) Bees – Management will have the grounds treated at Building 7.
- c) Management will price miniature crepe myrtles for the courtyard area between Building 4 and 5.

IX. Adjourn to Executive Session

Nancy made the motion to adjourn to Executive Session which was seconded by Suzanne at 8:16 p.m.

X. Return to Open Session

The Board returned to Open Session at 8:26 p.m.

- a) Donna made a motion to deny the request of partial settlement past due fees. Suzanne seconded the motion and the motion was passed.
- b) Donna made a motion to deny the reimbursement request for a mechanical leak. Nancy seconded the motion and the motion was passed.

XI. Adjournment

Nancy motioned to adjourn the meeting which was seconded by Donna. The motion was carried at 8:46 p.m. Next meeting date of September 20, 2016, will be rescheduled.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____