

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
September 29, 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 September 29, 2016, at the office of Burke Management Group, Manassas, Virginia.

II. Board Members Attending

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

III. Open Forum

No Open forum was held.

IV. Community Police Report

Michael Youlen reported on community activities for August-September.

V. Approval of the August 16, 2016, Minutes

The minutes of the August 16, 2016, Board meeting were reviewed by email. Motion to pass the August minutes was made by Suzanne and seconded by Donna. Motion was passed.

VI. Financial Report

Management reviewed the August 2016 financial report. Management still to move monies from the operating account to the Cardinal money market account as voted by the Board in June 2016. Crystal and Donna will meet at the bank the week of October 3, 2016, to sign the papers to add Crystal to the HOA account and to move the monies to the money market account. One outstanding homeowner account was settled at approximately \$7,000 in August. There were four accounts outstanding with balances at less than \$5.00 each. Nancy made a motion to write off those four accounts. Suzanne seconded the motion and the motion was passed.

The HOA loan was finalized and the monies deposited into the HOA account. Contractors have begun work on the paving and the hallway renovations as well as the exterior painting.

Management presented a proposed 2017 Budget that includes a 5% increase. This takes into account expected rises in electric, sewer and water costs, insurance costs, janitorial costs, trash removal costs including special pickups, management costs as well as the loan repayment. Maintenance costs for 2017 will be decreased due to the renovations to the hallways and buildings. Nancy made the motion to accept the proposed 2017 Budget with discussed changes which was seconded by Suzanne. The motion was passed. Management will email the revised budget to the Board.

Management will also have an updated reserve study done after the renovations are completed.

VII. Old Business

a) Maintenance/Repairs Update

- Shed compliance – Management reports that the shed has been removed from the property.
- Paving of Caspian Way has begun but schedule has been interrupted due to the weather.
- Fence caps and chain replacements completed.
- Swings at Niki Place and Caspian Way have been removed.
- Bees at Building 7 are gone.
- A L & L has trimmed the decorative grasses and removed old shrubs on Caspian Way.
- Dryer caps are done.
- Exterior painting has begun on Building 7. Hall windows and siding are on order.
- Handrail repair completed at Building 1.
- Repair required at dumpster lights on Niki and Caspian.
- Hall notice to go up advising residents to take care of any fluid leaks on their vehicles as we will now have new parking lots.
- Need re-mark of the handicap parking space at Building 5 next to Reserved Space #834.
- Garden hose at Building 5 attached to exterior spigot. Need to turn off the exterior faucet and remove the hose.
- Bike left on common grounds at Building 7.
- Barrel at the rear of Building 2 was placed in tree line backing up to Barrington Park. Management to have it removed.
- A L & L provided a quote for seven crepe myrtles to be planted in the courtyard between Buildings 4 and 5 at a cost of \$2,275. Nancy motioned to accept the bid from A L & L which was seconded by Suzanne. The motion was passed.
- Repair needed to downspout at 9300 Niki on the right of the front door. Water is flowing out midway on the downspout.

VIII. New Business

- a) Due to some wear and tear on the renovated hallways in Building 1, Management and Board discussed levying a move-in fee to cover costs of repairs. It is suggested that the fee be set at \$200. Management will draft a resolution and present to the Board for review and discussion.
- b) Regulations regarding pets – By-laws state no more than two pets per unit.
- c) Newsletter – Nancy presented the first draft. Discussion regarding additional items. Nancy will email to Board for email approval as there will not be a meeting in October and the newsletter should be on the website in November.
- d) Management will check on the last time the batteries were replaced in the hallway smoke detectors.
- e) The Board will have the yearly Holiday Door Decorating Contest as well as a Wreath Contest. Each contest will have a \$75 gift card for the first prize and a \$25 gift card for the second prize. Judging will be the weekend of December 17, 2016.
- f) Snow removal bid for 2016-2017 will be emailed to the Board when received.

g) Resident request for refund of tow fee – Board declined. No tow fees collected go to the HOA. Resident is required to negotiate with the tow company for any refunds.

IX. Adjournment

Nancy motioned to adjourn the meeting which was seconded by Suzanne. The motion was carried at 8:56 p.m. Next meeting will be November 15, 2016, and there will be no meeting in October 2016.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____