

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
February 21, 2017

I. Call to order

Donna Miller, President, called to order the regular meeting of the Hunters Square Board of Directors at 7:05 p.m. on February 21, 2017, 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: Joyce Mullins.
Residents & Guests: Michael Youlen.

III. Open Forum

No open forum.

IV. Community Police Report

Michael Youlen reported on community activities through mid-February.

V. Approval of the November 15, 2016, Minutes

The minutes of the November 15, 2016, Board meeting were reviewed by email. Nancy made a motion to approve the November 15, 2016, minutes which was seconded by Donna. Motion was passed.

VI. Financial Report

Management and the Board reviewed the January 2017 financial report. Actual Operating Expenses are at \$22,410.88 which is \$2,311.62 under budget.

VII. Old Business

a) Maintenance/Repairs Update

- Management and the Board will do a walk-through in March to review the hallway renovations with the contractor. Several dates discussed and management will schedule and email the Board on a date.
- The resolution to address move-in fees to residents is still under review by the association counsel.
- Concrete work to be completed by Turner. Work continues on four patios at Building 3 and Building 5.

VIII. New Business

a) Resident request for patio door replacement – Board reviewed proposed replacement for compliance with existing patterns. Management will advise resident on Board's suggestions. All patio door replacements must have solid frames with grids in the glass and no sidelights are permitted.

b) There are still problems with dog owners not cleaning up after their pets as well as residents disposing of cigarette butts on the lawns and in plant beds. Management will post letters in hallways reminding residents of the need to clean up dog waste and cigarette butts.

IX. Adjournment

Nancy made the motion to adjourn which was seconded by Suzanne at 7:50 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____