

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

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 March 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: Crystal Terrant.
Residents & Guests: Joanne Regan & Michael Youlen.

III. Open Forum

Open forum held.

IV. Community Police Report

Michael Youlen reported on community activities through mid-March.

V. Approval of the February 21, 2017, Minutes

The minutes of the February 21, 2017, Board meeting were reviewed by email. Suzanne made a motion to approve the February 21, 2017, minutes which was seconded by Donna. Motion was passed.

VI. Financial Report

Management and the Board reviewed the February 2017 financial report. Following discussion regarding the Reserves account, Nancy made a motion to move funds quarterly from the operating account to the money market account in the amount of \$5,183.94 beginning at the end of March 2017. Suzanne made the motion to turn over to the Association counsel all homeowner accounts that are over \$1,000. Donna seconded the motion and the motion was passed.

VII. Old Business

a) Maintenance/Repairs Update

- Management and the Board will do a walk-through on March 30 to review the hallway renovations with the contractor. A Saturday painting date will be scheduled to finish painting the unit doors. Notices will go out to residents.
- Exterior doors are still on order for replacements. Management will follow-up on status of order.
- The resolution to address move-in fees to residents is still under review by the association counsel. Management will refer to Reese Broome for resolution on move in fees and pet registration. Current residents will be grandfathered in with regard to pet registration. Nancy made the motion to approve the resolution and Suzanne seconded the motion which was passed. Management will confer with counsel on the amount of fees to charge.
- Concrete work still to be completed by Turner when weather permits. Work continues on four patios at Building 3 and Building 5.

- Problems with dog waste continue. Management will post hall notices in Buildings 5, 6 and 1.

VIII. New Business

- a) Management will research appropriate shrubs for installation as a barrier between Barrington Park and Hunters Square.
- b) Management and Board will review community signage during the March walk through.
- c) Resident on Niki Place currently has three pets in unit, by-laws allow only two. Management will follow up with owner.

IX. Adjournment

Nancy made the motion to adjourn which was seconded by Suzanne at 8:15 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____