

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING

Meeting Minutes

April 18, 2017

I. Call to order

Donna Miller, President, called to order the regular meeting of the Hunters Square Board of Directors at 6:56 p.m. on April 18, 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 and Joyce Mullins
Residents & Guests: Michael Youlen.

III. Open Forum

No Open forum was held.

IV. Community Police Report

Michael Youlen reported on community activities through mid-April.

V. Approval of the March 21, 2017, Minutes

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

VI. Financial Report

Management and the Board reviewed the March 2017 financial report. Management confirmed that funds in the amount of \$5,183.94 were moved to the money market account in March 2017. Management to correct coding in system so that the financial report will reflect payments made on the association loan.

VII. Old Business

a) Maintenance/Repairs Update

- Management and the Board did a walk-through on March 30 to review the hallway renovations and general status of the common areas. Management has completed most of the items noted for repair and notices have been sent to residents/owners regarding any violations of by-laws. Other items for completion require parts which are on order.
- Notice to residents at Building 1 regarding number of pets in the unit.
- Remaining exterior doors are being installed on Niki Place. One door on Building 1 is left to be replaced. Once installation of doors is completed, painting will be scheduled.
- No Smoking signs to be replaced in halls.
- A draft resolution to address move-in fees to residents and pet registration was provided to the board and management by Reese Broome. Board will review for discussion at the next meeting.
- Concrete work still to be completed by Turner when weather permits. Work continues on four patios at Building 3 and Building 5.

- A L & L provided a bid for plantings on the Niki Place border with Barrington Park. After review, Management will request another bid with specifics on the type of plantings the board is requesting. A L & L also submitted a bid for tree removal at Building 3. Management will also request a second bid for tree removal for cost comparison.
- Residents have reported problems with loitering and trash at the Niki Place basketball hoop location. After discussion, Donna made the motion to remove the hoops at Niki Place which was seconded by Nancy. Motion was passed.

VIII. New Business

- a) Review of the draft May 2017 Newsletter. Nancy will add items regarding window parts along with information for Management and Manassas Junction Police.
- b) Management will obtain bids for the annual cleaning of dryer vents.
- c) Management will follow up on snaking and camera inspections of association sewer lines.
- d) Handrail at 9300 Niki Place – Management to inspect and re-attach.
- e) Building 3 (9320NP) – roof shingle repair and siding repair.
- f) Management to post notices in May regarding prohibition of items stored in halls and on stoops.

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: _____