

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
June 19, 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 June 19, 2017, at the Offices of Burke Community Management Group, Manassas, Virginia.

II. Board Members Attending

Board Members: Donna Miller, Suzanne Allen, Tamaria Raleigh, and Nancy Creel.  
Burke Management Group: Joyce Mullins  
Residents & Guests: Michael Youlen

III. Open Forum

No Open forum was held.

IV. Community Police Report

Michael Youlen reported on community activities for last month.

V. Approval of the April and May Minutes

The minutes of the April 18, 2017, Board meeting were reviewed by email. Donna made the motion to approve the minutes of April 18, 2017, which was seconded by Suzanne. The motion was passed.

The minutes of the May 16, 2017, Board meeting were reviewed by email. Donna made the motion to approve the minutes of May 16, 2017, which was seconded by Tamaria. Suzanne abstained. The motion was passed.

VI. Financial Report

Management and the Board reviewed the May 2017 financial report. The Association operating account balance is currently \$50,696.31, total investments are \$115,888.17. Total assets are \$200,380.35. Management will confirm that audit was received.

VII. Old Business

a) Maintenance/Repairs Update

- Painters will be completing the punch out list for halls and doors this week. Unit doors painting will begin with Building 3 on June 24. Management to post signs for residents.
- Cleaning of dryer vents is in progress.
- A L & L removed dead brush on Caspian Way. Niki Place to be done.
- Minor repairs from the Board's list was completed by Turner.
- Resident on Caspian Way has installed sandbags on patio. Management will address with the resident.
- Pet fees – Association documents do not allow for a pet fee. Board can pass resolution making clear the association pet policies.
- Move-in fees – matter tabled after further discussion.

- Resident's garden on Niki Place – as the garden is on common property, it must be removed by July 1. In addition, notice will be posted to residents that potted plants and other belongings are not permitted on stoops and in hallways. These items will have to be removed.

VIII. New Business

- a) Resident has complained of snakes at rear of Building 7. Turner will inspect the area and plug any cracks along foundations. Resident is working with wildlife specialist to remove the snakes.
- b) Tree at the rear of Building 6 may need to be removed. Management will inspect.

IX. Adjournment

Tamaria made the motion to adjourn which was seconded by Suzanne at 7:51 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: \_\_\_\_\_