

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
2017 Annual Meeting
Minutes of January 25, 2017

I. Call to order

Donna Miller, President, called to order the annual meeting of the Hunters Square Board of Directors at 7:00 p.m. on January 25, 2017, at the Offices of Burke Community Management Group, Manassas, Virginia. This was the second attempt to reach a quorum which was unsuccessful. The meeting closed at 7:05 p.m. and re-opened at 7:10 p.m. for a third and successful attempt to reach a quorum.

II. Board Members Attending

Donna Miller, Suzanne Allen and Nancy Creel.
Burke Community Management Group represented by Crystal Terrant and Joyce Mullins.
Residents and Guests: Brian Bowes, Johnny Miller and Michael Youlen.
Eighteen residents represented by attendance and proxy.

III. Proof of Notice of Meeting

Proof of Notice of Meeting was presented and quorum was met on third attempt by attendance and proxy.

IV. Approval of March 15, 2016, Annual Meeting Minutes

Donna motioned to accept the minutes of the 2016 Annual Meeting which was seconded by Johnny Miller and the minutes were approved.

V. Financial Review

Management presented the 2016 Balance Sheet and Income Statement. Total operating income for 2016 was \$384,975.51. Total operating expenses for 2016 was \$344,281.37. The Reserves account balance is \$57,040.92. Payments on the association loan of \$464,059.56 obtained in September 2016 are being paid from the Replacement Reserves Account and as of December 31, 2016, \$20,980.56 has been repaid.

VI. President's Report

Donna reviewed the following accomplishments for 2016:

- a) The Association obtained a loan for the following projects:
 - i) completion of hallway renovations to six buildings;
 - ii) exterior painting;
 - iii) parking lot resurfacing;
 - iv) completion of siding replacement on building sides;
 - v) completion of sidewalk repairs;
- b) Began architectural enforcement.
- c) Continued aggressive collections on delinquent condo fees.

Goals and Projects in 2017 include:

- a) Additional sidewalk and patio repairs under contract.
- b) Reviewing required sign replacements and upgrades.
- c) Create a pet and move in/move out resolution.
- d) Continue architectural enforcement.
- e) Review landscaping options and establish a completion plan.

VII. Open Forum

Open forum held.

VIII. Board Nominations and Elections

There was one board position open for election and one board position vacant. There were no motions from the floor for elections and the board remains at three members with two vacancies.

Elections for the one vacant position and Donna's position will be held in 2018. Nancy and Suzanne's positions will be up for election in 2019.

IX. Report from Michael Youlen

Michael reported on incidents for the period of December 2016-January 2017.

X. Adjournment

Donna motioned to adjourn the meeting which Nancy seconded and the motion was carried at 7:30 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____