HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
October 17, 2017

I. Call to order

President Donna Miller called to order the regular meeting of the Hunters Square Board of Directors at 7:00 p.m. on October 17, 2017, at the Offices of Burke Community Management Group, Manassas, Virginia.

II. Board Members Attending

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

III. Open Forum

Open forum was held.

IV. Community Police Report

Michael Youlen reported on community activities from August 15 to the present.

V. Approval of the August Minutes

The minutes of the August 15, 2017, Board meeting were reviewed by email. Suzanne made the motion to approve the minutes of August 15, 2017, which was seconded by Donna. The motion was passed. Note for the record that the September 2017 meeting was canceled.

VI. Financial Report

Management and the Board reviewed the August 2017 financial report by email in September. The September 2017 financial report was reviewed with the Association operating account balance at $39,777.47, total investments are $115,933.85. Total assets are $193,412.01. Management to research and confirm that the reserve payments were made for June and September 2017. The Association Certificate of Deposit was rolled over at its maturity in October. Management presented a proposed 2018 budget for review by the Board.

VII. Old Business

a) Maintenance/Repairs Update

- Hangers & poster strips for halls – Management to check on status.
- Handrail on third level at 9300 Niki Place needs to be inspected, reinstall after painting was not secure.
- Building 3 plant bed – status of clean up.
- Management to check on status of bid for shrub boundary at the rear of Niki Place.

b) Tree and shrub trimming - Board reviewed bid submitted by A L & L. Management will obtain additional bids for cost comparison.

c) After inquiry by resident at Building 5, Management will look at the front area and grass damage resulting from pet owners letting their pets relieve themselves in the front yard.

d) Recycling bins are overflowing at dumpster 3. Lights are out at dumpster 1 and 2. Exterior light poles at Building 3 and 4 are not working consistently. Management to obtain bids to replace/repair.

e) Complaints continue regarding peeling paint on hallway doors.

VIII. New Business

a) Management presented bid from A L & L for the 2018-2019 landscaping contract. Management will obtain additional bids for comparison.

b) Management presented the proposed 2018 Budget. Reserve study updated.

c) Review of draft newsletter. Nancy will incorporate additional items and present for additional review.

d) There will not be a December meeting due to the holidays and the upcoming Annual Meeting in January.

IX. Adjournment

Donna made the motion to adjourn which was seconded by Nancy. Motion was passed at 8:25 p.m. Next meeting is November 21, 2017.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____