

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

Meeting Minutes
April 17, 2018

- I. Call to order
President Donna Miller called to order the regular meeting of the Hunters Square Board of Directors at 7:05 p.m. on April 17, 2018, at the Offices of Burke Community Management Group, Manassas, Virginia.
- II. Board Members Attending
Board Members: Donna Miller, Nancy Creel, Suzanne Allen, and Tamaria Raleigh. Nancy Rice, absent.
Burke Management Group: Joyce Mullins
Residents & Guests: Michael Youlen and Roxana Alva-Hart.
- III. Open Forum
None held.
- IV. Community Police Report
Michael Youlen reported on community activities from February 20 to present.
- V. Approval of the February 20, 2018, Minutes
The minutes of the February 20, 2018, Board meeting was reviewed previously by email. Motion to pass the February minutes was made by Tamaria and seconded by Suzanne. Motion was passed.
- VI. Financial Report
Management and the Board reviewed the March 2018 financial report. The Association operating account balance is \$54,107.48, total investments are \$127,698.22. Total assets are \$232,795.95. Management to confirm that the reserve deposit was made for March 2018. Next reserve deposit to be made at the end of June 2018.
- VII. Old Business
- a) Maintenance/Repairs Update
 - Lights at dumpster 1 and 2 are awaiting replacement parts.
 - Wind damage to one chimney and one skylight completed.
 - Loose downspouts have been secured.
 - Still need poster strips to be installed in hallways.
 - b) Crystal Clean completed the cleaning of all dryer vents.
 - c) Power washing to be completed by Turner when weather allows.
 - e) A L & L will replace damaged bushes.
 - f) Need update on status of repaint on hallways and doors.
- VIII. New Business
- a) Peirce Construction submitted a bid for sewer line jetting and camera inspections at the same price from last year at a total of \$7,276.50.

- b) Pet waste stations – discussion regarding installation of two stations on Niki Place and three stations on Caspian Way. Management previously obtained bids for equipment but that information was not available. Discussion regarding how the stations will be regularly cleaned. Management to obtain bid from staff for that service.
- c) Management and Board to walk community in May to determine course of action for disposal of large items, for tree pruning and removal and to determine architectural compliance.
- d) Management to obtain a bid for a bench at Building 3 for the front.

IX. Adjournment

Nancy C. made the motion to adjourn which was seconded by Tamaria. Motion was passed at 8:04 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____