

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

Meeting Minutes

August 21, 2012

I. Call to order

Frank Zirkle, President, called to order the regular meeting of the Hunters Square Board of Directors at 7:00 p.m. on August 21, 2012, at the Taft Management Offices, Manassas, Virginia.

II. Board Members Attending

Present were Frank Zirkle, Donna Miller, Blase Morgan, Nancy Creel and Lisa Clements.

Taft Management was represented by Crystal Terrant and Terri Jenkins.

Residents attending: Steven Colbert, Judy Wilson, Barbara Griffith, Betty Kopfle, Bob Orr, Joyce Morgan and Michael Youlen.

III. Open Forum - None.

IV. Approval of July 17, 2012, Meeting Minutes

Nancy read the minutes of the July 17, 2012, Board meeting. Donna motioned to accept the minutes. Motion was seconded by Frank and the motion was passed.

V. Financial Report

Blase reviewed the July 2012 financial reports. Total checking and reserve accounts is \$130,258.92. The current uncollected assessment totals \$60,463. Discussion regarding the increase in water/sewer at Building 4 and 5. Overall, utilities are still running high. Nancy motioned to accept the July 2012 financial reports. Donna seconded the motion and the motion was passed.

VI. Old Business

a) Special Conservator of the Peace (SCOP)

Discussion regarding questions by Management regarding potential liability. Mike Youlen addressed all questions and detailed what services will be provided. In addition, Apollo Investigations will develop a dual purpose website for the Hunters Square community that will enable residents to email reports of incidents or problems. It was stressed that all emergencies will be required to go through 911 or the local authorities. The SCOP will be addressing issues of vandalism and/or delinquency within the community and will be working with the local police department. The contract bid at \$5,000 includes the cost and set up of the community website.

Donna motioned to accept the Apollo Investigations SCOP bid at \$5,000. The motion was seconded by Nancy and the motion was passed.

Mike will work with Management to prepare a letter to the residents/owners to announce the Special Conservator of the Peace.

- b) Ant Repellant
One application has been done but did not prove to be effective. Turner will try another application of an ant block.
- c) Hall Window - Building 7
Window cannot be permanently closed.
- d) Window A/C Unit – Building 6
Management has sent letter to resident and no response has been received. Resident has until end of month to remove a/c unit.
- e) Dumpster 1 Replacement
Damaged dumpster not yet replaced. Management knows that contractor has ticket to perform change but contact at company is no longer employed. Management is currently researching another trash company for the community as Waste Management has been subcontracting trash pickup and performance has been unacceptable. Management will advise of situation as it develops.
- f) Storm Damage/Tree Removal
Old Towne removed the tree debris at Building 2. Cavalier did not follow through on request to perform job. Discussion regarding willow tree behind Building 6 that needs to be removed. Lisa will contact Cavalier.
- d) Tot Lots
Turner will be removing the wooden ties and ball toss equipment on the Caspian Way lot. Turner is unable to find the exact wood to make the repairs on the Niki Place tot lot. Turner will price out the work to purchase the wood and make the boards for the needed repairs.
- e) Patio Repairs
Bid from Turner for patio replacement only is now between \$1,200 to \$1,300 due to the fact that he will have to order a required minimal amount of concrete. Total to repair one patio and trip hazards is \$4,335. This expense will be taken from reserves. Blase motioned to have the patio repair and trip hazards repaired at the total cost of \$4,335. Frank seconded the motion and the motion was passed.
- f) Roofs – Caspian Way
Bid from Turner to replace roofs on 9300 Caspian Way, 9310 Caspian Way and 9320 Caspian Way at \$23,300. Board agreed to replace with black shingles. Board requested Management to push the work to September and October. Frank motioned to accept the bid and have Turner schedule the roof replacements in September and October. Donna seconded the motion and the motion was passed.

g) Maintenance Items/Repairs

Management advised that all items have been repaired.

- Steve Colbert, 9300 Caspian Way, advised Management that the railing in that hallway is broken and needs repair.
- Odor in hall at 9200 Niki Place – Health Department has been notified. Odor continues to come and go.
- Exterior light at 9240 Niki Place needs repair.
- Dead shrub at 9210 Caspian Way – volunteers can remove.
- Trim shrub at 9210 Niki Place – volunteers can trim.
- Trash can at Niki Place tot lot – same problems that existed in past which necessitated removal of last trash can. Residents putting household trash and dog waste in can and no one is cleaning out the trash can. Management will send letter to resident that placed trash can on tot lot to thank them for helping but they will need to monitor and empty can if it stays on the lot.

VII. New Business

a) Newsletter

Nancy advised that the next newsletter will be distributed in November. The SCOP should have the community website operating and the newsletter can be posted there with mailing to absentee owners.

- b) Lisa advised that she recently had some water damage due to deteriorating main water shut off valves. Discussion regarding course of action. Management will obtain a bid from Turner to inspect approximately 48 main water cut off valves to determine status of any additional deterioration.

- c) Donna advised that there are several clogged dryer vents on Caspian Way. Management will have Turner inspect.

VIII. Adjournment

Donna motioned to adjourn the meeting which Blase seconded and the motion was carried at 8:30 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____