

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
2013 Annual Meeting
Minutes of January 30, 2013

I. Call to order

Frank Zirkle, President, called to order the annual meeting of the Hunters Square Board of Directors at 7:05 p.m. on January 30, 2013, at the Manassas City Police Department, Manassas, Virginia.

II. Board Members Attending

Frank Zirkle, Donna Miller, Blase Morgan and Nancy Creel.
Lisa Clements absent.
Taft Management represented by Terri Jenkins.
Residents: Tamara Raleigh and Michael Youlen

III. Proof of Notice of Meeting

Proof of Notice of Meeting was presented by Secretary Nancy Creel. Quorum was met by attendance and proxy.

IV. Approval of December 18, 2012 Meeting Minutes

Nancy read the minutes of the December 18, 2012, Board meeting. Donna motioned to accept the minutes which was seconded by Frank. The minutes were approved.

V. Financial Review

Blase reviewed the Financial Report for December 2012. Total checking and reserve accounts was \$128,252.43. The current uncollected assessment total was \$65,818. Blase reviewed the 2012 year-to-date balances detailing the capital expenditures in 2012 for parking lot repairs, roof replacements on Caspian Way and brick mortar repairs. Blase made suggestions for contributions to the reserves and operating reserve accounts in 2013.

Nancy motioned to accept the December 2012 Financial Report. Donna seconded the motion and the motion was passed.

VI. Reports of Officers and Board of Directors

President Frank Zirkle addressed attendees on the Board's accomplishments in 2012. In 2012, Hunters Square experienced a better level of overall maintenance with upkeep and repairs. Roof replacements were completed and parking lot repairs were done on Caspian Way. In 2012, the Board contracted for a Special Conservator of the Peace to address all law enforcement activities.

Projects in 2013 include plans to begin completion of roof replacements on Niki Place, additional parking lot repairs, a reserve study, and additional maintenance items such as painting of siding and front doors. The Board is considering ways to renew the hallways with regard to paint and/or wallpaper. The Board is

working with a vendor to obtain window parts so that hall windows and screens can be repaired/replaced.

Tamara Raleigh suggested that Hunters Square have more community events to encourage additional socializing among the residents.

V. Old Business

- a) Michael Youlen reported on community activity over the last thirty days. Michael has received additional contacts from the community after distribution of his business card and letter announcing his contract.

VI. New Business

- a) The Board discussed the goals for 2013 which will include a new Reserve Study as well as roof repairs on Niki Place, repair and replacement of exterior hall doors as required and parking lot repairs. Blase discussed increasing fund distribution to the operating reserve account as well as the capital reserve account.

VII. Elections

There were two board positions for election held by President Frank Zirkle and Secretary Nancy Creel. There were no nominations from the floor. Frank and Nancy were re-elected to the Board for a term of three years.

VIII. Adjournment

Donna motioned to adjourn the meeting which Blase seconded and the motion was carried at 7:50 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____