

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
February 19, 2013

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 February 19, 2013, at the Manassas City Police Department, Manassas, Virginia.

II. Board Members Attending

Present were Frank Zirkle, Blase Morgan, Donna Miller and Nancy Creel.  
Lisa Clements - absent.  
Taft Management was represented by Crystal Terrant and Terri Jenkins.  
Residents attending: Michael Youlen and Tamara Raleigh.

III. Open Forum

None held.

IV. Approval of January 30, 2013 Minutes

Nancy read the minutes of the January 30, 2013, Annual Board Meeting. Donna motioned to accept the minutes. Motion was seconded by Blase and the motion was passed.

V. Financial Report

Blase reviewed the January 2013 financial reports. Total checking and reserve accounts is \$142,503.89. The current uncollected assessment totals \$60,282. Discussion regarding high water usage in Building 7 resulting in higher utility costs. Management will post flyers to remind residents to check for water leaks etc. Nancy motioned to accept the January 2013 financial reports. Frank seconded the motion and the motion was passed.

Discussion regarding the total of \$36,000 currently in the Association checking account. Blase motioned to move \$12,000 to the Operating Reserve account and to move \$12,000 to the Capital Reserve account. Nancy motioned to move the funds to the two reserve accounts and Frank seconded the motion. The motion was passed.

VI. Old Business

a) Maintenance/Repairs Update

- Light repairs completed.
- Dumpsters replaced and fences repaired.
- Window parts – Nancy has contacted Blaine Windows for catalog and provided Board with copy of window worksheet from Blaine.

## VII. New Business

### a) Tot Lots

Caspian Way - Board will discuss with Lisa for recommendations.

Niki Place – mulch needed as area is now dirt. Management will obtain prices for required tot lot mulch as well as obtain costs to till and seed the Caspian Way tot lot area.

### b) Election of Officers

Blase motioned for all Board members to continue in their present positions.

Donna seconded the motion and the motion was passed.

### c) Special Conservator of the Peace (SCOP)

Michael Youlen updated the Board with community activities over the last month. Discussion regarding vehicle owners parking in fire lanes at building fronts and the option of ticketing violators.

### d) Hallway Upgrades

Management had Turner review. Discussion followed regarding whether to paint or to wallpaper as well as costs to replace hall carpeting. Management will ask Turner to review and recommend the next five hall doors that will require replacement and bid the cost to present to the March board meeting.

### e) Emergency Lights

Current cost to replace is \$160 per hallway. Management will check with Turner to see what he would charge. Matter passed to next meeting.

### f) Maintenance Items

- Downspout at Building 6 needs repair – attach to pipe. Management will have Turner inspect all.
- Building 7 – water running and creating ditch
- Building 4 – yard is dirt and mud, no grass
- Association tools at Building 4 need to be put in shed

## VIII. Adjournment

Donna motioned to adjourn the meeting which Nancy seconded and the motion was carried at 7:55 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: \_\_\_\_\_