

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
March 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 March 19, 2013, at the Manassas City Police Department, Manassas, Virginia.

II. Board Members Attending

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

III. Open Forum

None held.

IV. Approval of February 19, 2013 Minutes

Nancy read the minutes of the February 19, 2013, Annual Board Meeting. Blase motioned to accept the minutes. Motion was seconded by Frank and the motion was passed.

V. Financial Report

Blase reviewed the February 2013 financial reports. Total checking and reserve accounts is \$151,475.36. The current uncollected assessment totals \$62,851. Discussion regarding utility costs particularly at Building 7. Nancy motioned to accept the February 2013 financial reports. Lisa seconded the motion and the motion was passed.

VI. Old Business

a) Maintenance/Repairs Update

- Security light repair Building 3 – part on order.

b) Hallway emergency lights – discussion regarding bid for costs to replace.

Turner has bid at \$67 each which at two replacements per hallway will be a total replacement cost of \$3,200. There is a saving of \$620 if all lights are replaced at the same time. Blase motioned to replace the emergency lights at the current bid. Lisa seconded the motion and the motion was passed.

Frank also noted that the emergency signs in the halls are faded and needed replacement. It was determined that this is something the Board can do at a minimal cost.

- c) Window Parts – catalogs were provided on CD and are available on-line at www.blainewindow.com. Nancy will provide the information to Management.
- d) Caspian Way Tot Lot - discussion with Lisa on best method to repair area where equipment was removed. Lisa recommends removing mulch, putting down approximately three yards of soil, and seed area before warm weather or it can be done in the fall. Turner submitted a bid for \$850; A L & L submitted a bid for \$950. Lisa will review. Due to the upcoming warm weather, the Board will postpone decision on this matter until August.
- e) Building 5 – Corner is dirt and mud. Lisa to review and advise the Board.
- f) Hallway Doors – Turner has submitted a bid of \$1,200 each to replace hallway doors. This matter is still under review and will be discussed at the April meeting.
- g) Dumpster 1 – paint has been spilled on the dumpster pad and around & on the dumpster. Discussion regarding power washing. New trash company is scheduled to pick up large items each Wednesday as a regular pickup.
- h) Snow Removal & Salting – discussion of billing and justification.
- i) Niki Place Tot Lot – Turner has bid \$750 to re-mulch the tot lot with triple-shredded mulch. A L & L has bid \$1,730 to re-mulch. After discussion of costs, Lisa will ask Meadows Farms to bid and will forward that information to Management and the Board.

VII. New Business

- a) Newsletter
The next newsletter is scheduled for May 2013. Discussion of items.
There has been a request for more community events. The Board will solicit volunteers through the Hunters Square HOA website to determine possibility.
- b) Hunters Square Plumbing
Terri's Plumbing, which has been performing all plumbing work in the community, is now CFS. Since service responses have changed with regard to the Hunters Square community, Management has suggested that they would like to work with SC Companies. SC Companies will review our blueprints and video of the drains to familiarize themselves with the Hunters Square layout. The Board was agreeable to this change.
- c) Special Conservator of the Peace (SCOP)
Michael Youlen updated the Board with community activities over the last month. Also, Michael advised the Board that in the near future, the designation of Special Conservator of the Peace will be discontinued. Michael is currently working to obtain certification as a bona fide police department within the Hunters Square community.

d) Security Lights

Discussion regarding installation of additional security lights, i.e., Building 2 at end near Barrington Park and Building 1 at dumpster end. Management will check on costs.

e) Hallway Wallpaper

Discussion regarding whether to paint or to re-wallpaper. The Board feels the lesser cost would be to remove the wallpaper and paint. SC Companies has bid \$7,400 per hallway with upgrades (carpet replacement) and \$5,200 per hallway without upgrades. This would total \$179,400 for all 24 hallways. SC Companies would like to make a presentation to the Board at the April Meeting. Turner has submitted a bid of \$4,200 per hallway without carpet. Management will obtain a third bid.

f) Parking Passes – discussion regarding whether or not to reissue. Board will not pursue at this time.

VIII. Adjournment

Lisa motioned to adjourn the meeting which Blase seconded and the motion was carried at 8:50 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____