

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
April 16, 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 April 16, 2013, at the offices of Taft Management, Manassas, Virginia.

II. Board Members Attending

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

Taft Management was represented by Crystal Terrant and Terri Jenkins.

Residents attending: Michael Youlen, Tamara Raleigh and Betty Kopfle.

III. Open Forum

None held.

IV. Approval of March 19, 2013 Minutes

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

V. Financial Report

Blase reviewed the March 2013 financial reports. Total checking and reserve accounts is \$160,599.77. The current uncollected assessment totals \$60,156.

Donna motioned to accept the March 2013 financial reports. Nancy seconded the motion and the motion was passed.

VI. Fire Damage – Building 2

On April 11, 2013, Unit 302 at 9250 Niki Place suffered extensive damage due to a grease fire in the kitchen. The kitchen is gone and the unit suffered smoke damage. The residents have been displaced and Unit 202 suffered water damage which required relocation of those residents until the unit could be dried out. The family returned within a couple of days. The owner of Unit 302 will work with his insurance company to repair the unit. Hunters Square will have to clean and repair the walls & flooring in the hallway and siding on the rear of the building. Hunters Square will pay the costs to replace the door lock on Unit 301 which was broken by the fire department during their inspection. Management is working with the insurance company to determine exact costs for common area repairs. It was determined that there was no structural damage.

VII. Old Business

- a) Maintenance/Repairs Update
 - Security light repair Building 3 – done.
- b) Hallway Doors – Turner will honor the bid previously submitted at \$1,200 per door.
- c) Hallway at 9250 Niki Place – repairs to be done due to smoke damage.
- d) Area behind storage shed has been cleaned.
- e) Turner is still researching costs and type of lights for building security.
- f) American was contacted regarding trash at the dumpsters not being picked up. Management had area cleaned and American will credit the Association account \$100 for the current month. Management will clarify the exact day of week that American will pick up large items, either Wednesdays or Fridays.
- g) Building 5 – Corner is dirt and mud. Lisa will review and advise the Board.
- h) Caspian Way Tot Lot - Lisa submitted a bid from Meadows Farms to remove the mulch, putting down approximately five yards of topsoil, seed and starter fertilize area at a cost of \$730. Turner submitted a bid for \$850; A L & L submitted a bid for \$950. Due to the upcoming warm weather, the Board will postpone decision on this matter until August.

For the Niki Place Tot Lot – Meadows Farm recommends at least six yards of shredded mulch at \$27 per yard with a delivery fee of \$55 or \$217 total. If Meadows does everything including the grading, the total cost will be \$510 total. Turner has bid \$750 to re-mulch the tot lot with triple-shredded mulch. A L & L has bid \$1,730 to re-mulch.

Frank made the motion to do the Niki Place tot lot through Meadows Farm. Blase seconded the motion and the motion was passed. Work will be done in June or July per Lisa.

- i) Hallway Bids – still work in progress.
- j) Cleaning Contract – Management will put out for bid.
- k) Yard Equipment – discussion regarding the purchase of a blower for yard work. Blase motioned to purchase a blower which was seconded by Donna. The motion passed.

VII. New Business

a) Newsletter

Nancy presented a draft of the May 2013 Newsletter. Articles still needed from President and Michael Youlen. Additional items discussed for addition to the newsletter. Nancy will re-draft and submit to all via email so that a vote can be done at the May meeting.

b) Animal Control Issues

Discussion regarding limit of animals per unit. Per Association bylaws, only two adult pets allowed per unit. The City Code permits no more than four. Concerns raised regarding number of large breed dogs and possibility of problems when they confront residents and children in neighborhood. Management will discuss with Association counsel for opinion.

c) Report from Michael Youlen

Michael updated the Board with community activities over the last month.

d) Community Garden

Discussion about turning the Caspian Way tot lot into a community garden. Donna motioned to start the community garden which was seconded by Nancy. Donna will develop a plan to start and oversee the project.

e) Building 1 Balconies

Discussion regarding status of the balconies. Turner is preparing a recommendation for repair and refurbishing of said balconies.

VIII. Adjournment

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

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____