

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
May 21, 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 May 21, 2013, at the Manassas City Police Station, Manassas, Virginia.

II. Board Members Attending

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

III. Open Forum

Jennifer and Drew from SC Companies began the meeting with a presentation of the services this company can provide to Hunters Square regarding the bid they submitted for the hallway renovations. Jennifer provided color and carpet samples for the Board to review and choose for the hallway renovations and reviewed their bid as to the services they could provide to the community.

The Board will take under consideration and will discuss at the June meeting when all Board members are present.

IV. Approval of April 16, 2013 Minutes

Nancy read the minutes of the April 16, 2013, Board Meeting. Donna motioned to accept the minutes. Motion was seconded by Lisa and the motion was passed.

V. Financial Report

Management reviewed the April 2013 financial reports. Total checking and reserve accounts is \$163,859.12. The current uncollected assessment totals \$60,346. Review shows that the current budget is on track. Two liens for unpaid assessments were signed by the President. Nancy motioned to accept the April 2013 financial reports. Donna seconded the motion and the motion was passed.

VI. Old Business

a) Maintenance/Repairs Update

- All small items completed.
- Latches on recycle units to be done.
- Tot Lot Mulch – Lisa and Blase are working on this item.

b) Hallway Bids – to be addressed at June meeting.

- c) Yard Equipment – Blower has been purchased.
- d) Newsletter – Nancy presented final draft. Discussion regarding adding another item regarding the trash at the dumpsters. Nancy will add and forward to Michael to be added to the website. Nancy will post a flyer in the hallways to advise residents that the newsletter is available on the community website. Lisa motioned to accept the final draft newsletter with the additional item included. Donna seconded the motion and the motion was passed.
- e) Animal Control – Management will meet with Association counsel for discussion and opinion.
- f) Building 5 Yard – Lisa has reviewed and cannot recommend a viable solution other than removal of the trees or mulching entire area.
- g) Security Lights – Management working on bid for Building 2.
- h) Cleaning Contract – Management has obtained two bids. Nancy motioned for the Board to discuss at the June meeting when all Board members are present. Frank seconded the motion and the motion was passed.
- i) Community Garden Update - Donna has spoken with the Point of Woods contact regarding how they set up their community garden. Suggestion is for plots that are 4' x 8' with a 2' walkway between each plot. Discussion on getting the ground tilled. Management will contact Old Towne who may do the till gratis. Nancy will poll residents by hallway flyer as soon as possible to determine how many residents would be interested in a plot.
- j) Building 1 Balcony – Association is not required to bring balconies up to current code. Association can repair. Turner has made repairs to one at a cost of \$200.
- k) Fire Damage – Turner has been performing the repairs on the fire damaged unit at Niki Place. Repairs are almost done but have been slowed due to the City requirement for permits. All materials are ordered and as soon as repairs are completed, a new resident is scheduled to move in. Per the insurance company, all fixtures and appliances in the kitchen will be replaced with builder grade materials. As a result of this occurrence, there will be a \$40,000 claim against the Association for insurance renewal.

VII. New Business

- a) Report from Michael Youlen
Michael updated the Board with community activities over the last month. Discussion regarding the amount of trash and cigarette butts dropped by residents on the common grounds. Michael suggested that he hire Jim Lucas through the MHOAP to keep the grounds clean. Frank made the motion to

accept Michael's proposal which was seconded by Nancy. Motion was passed. Michael will discuss with Jim Lucas.

- d) Grounds - Discussion regarding resident who is letting dog relieve itself at entry stoop and therefore killing the grass and resident that is not cleaning up after their dog. Management will contact the residents.

Discussion of sycamore trees in community that are dying as well as some trees that need trimming. Management will follow up.

Discussion regarding two fans in units on Caspian Way. Management will contact the residents.

VIII. Adjournment

Donna motioned to adjourn the meeting which Lisa seconded and the motion was carried at 8:22 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____