

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
June 18, 2013

I. Call to order

Frank Zirkle, President, called to order the regular meeting of the Hunters Square Board of Directors at 6:56 p.m. on June 18, 2013, at the Manassas City Police Station, 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, Joyce Morgan, Betty Kopfle, Marilyn Conte and Deborah Conte.

III. Open Forum

1) Mike Brown, Brown's Insurance Agency, was present to discuss the fire that occurred on Niki Place in April 2013. The Board was advised that the unit owner's insurance carrier did not cover the fire damage. The insurance carrier took the position not to pay as the Association By-Laws were not clear on whose responsibility it was for the fire damages. As a result, Mike advised the Board that the Association insurance carrier wants the Hunters Square By-Laws clarified. It is recommended that the clarification state that the unit owner is entirely responsible for damages whatever the circumstances. Mike strongly advises that unit owners carry a HO6 policy and that unit owners that rent out s should have proof of insurance from their tenants.

Management will refer the clarification to Association counsel for drafting. The clarification of the By-Laws will have to be presented to unit owners at a special meeting and will require two thirds vote to pass. Association insurance is due for renewal in March 2014. This needs to be accomplished by that time or at least in the process or the Association will risk losing its current insurance coverage.

In addition, Management will contact in writing the Bureau of Insurance regarding the unit owner's insurance carrier who declined to cover the fire damages (Bad Faith Claims Handling).

2) Deborah and Marilyn Conte, Caspian Way residents, Building 7, addressed the issue of a tree growing at the rear of the building between the concrete pad holding the heat pumps and the building's foundation. Management will have Turner remove that. The residents also noted the hallway screen needing to be replaced. Residents were advised that the Board is currently attending to that matter.

3) Michael Youlen updated the Board on items that have occurred over the last month. Michael advised that Jim Lucas declined the proposal regarding trash pick-up. Michael presented a copy of the new parking tickets that will be used for parking violations in Hunters Square.

IV. Approval of May 21, 2013 Minutes

Nancy read the minutes of the May 21, 2013, Board Meeting. Donna motioned to accept the minutes. Motion was seconded by Lisa and the motion was passed.

V. Financial Report

Blase reviewed the May 2013 financial reports. Total checking and reserve accounts is \$189,502.46. The current uncollected assessment totals \$65,324. The increase on this item was due to the timing of applying items. Review shows that the current budget is on track. Nancy motioned to accept the May 2013 financial reports. Donna seconded the motion and the motion was passed.

VI. Old Business

a) Maintenance/Repairs Update

- Light bulbs noted by Jim Lucas replaced & siding repairs done.
- Turner is addressing the tree trimming.
- Security lights – Building 2 & 3, work in progress.
- Turner to review grading @ 9350 Caspian Way behind unit 101. During heavy rains, water pools.

b) Tot Lot Mulch – Lisa prepared contract at \$480. Blase motioned to accept the bid, Frank seconded the motion. The motion was passed. Lisa will submit the contract on June 19, 2013.

c) Hallway Bids – Joyce Morgan, Beautification Committee Chair, reviewed the carpet and Sherwin Williams paint samples submitted by SC Companies. The following choices were made:

Choice 1: Carpet – Fawn, #26115
Paint – Doors: Window Pane #SW6210
Walls: Rain Washed #SW6211

Choice 2: Carpet – Mossy Glen, #26330
Paint – Doors: Realistic Beige #SW6078
Walls: Diverse Beige #SW 6079

Management will obtain additional bids priced with the intent of a 4 to 5 year process. Discussion regarding which hallways will be done first as the Board looks ahead to completion & cost of roof replacements on Buildings 2 & 3 at Niki Place at the current cost of \$32,000. Roof replacement on Building 1 can be done in 2014.

- c) Cleaning Contract – Discussion regarding two bids. Management will contact SC Companies regarding addition of item to contract and total on bid. Management will then email Board for vote.
- d) Fire Damage Update – Work is near completion; no billing received to date.
- e) Trash Pick Up – this item will be added to the cleaning contract. Request to add to bid two days for grounds trash pickup. Discussion regarding removal of trash can holder and grill at Niki Place picnic area. Management will have Turner remove.
- f) Animal Control – Discussion regarding restriction of dangerous breed dogs in the community. Blase made a motion to have Management refer to Association counsel to draft an amendment/change to the By-Laws. Frank seconded the motion and the motion was passed.
- g) July 4 Flyer - Nancy presented a draft flyer to post in the halls regarding use of fireworks during the upcoming holiday. Board reviewed and made one change. Frank motioned to accept the flyer with changes. Blase seconded the motion and the motion was passed.
- h) Roofs – Remaining roofs to be replaced are remainder of Building 3, Building 2 and Building 1. Turner has bid for Building 2 and 3 completion in 2013. Blase motioned to go forward with the roof replacements. Nancy seconded the motion and the motion was passed.
- i) Community Garden Update - Due to lack of interest and the late season, the community garden will not be done this year.

VII. New Business

- a) Water Intrusion
Complaint by resident at 9310 Niki Place of water in front bedroom. Management will have Turner address the front gutters which probably need cleaning.
- b) Grounds – Need to remind residents that use the picnic areas that they are required to clean up after they use the area.
- c) Management received request from resident to park a covered motorcycle trailer in the common parking lot. This is not allowed per the Association By-Laws.

VIII. Adjournment

Donna motioned to adjourn the meeting which Lisa seconded and the motion was carried at 9:30 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____