

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
July 16, 2013

I. Call to order

Frank Zirkle, President, called to order the regular meeting of the Hunters Square Board of Directors at 6:58 p.m. on July 16, 2013, at the offices of Taft Management, Manassas, Virginia.

II. Board Members Attending

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

Taft Management was represented by Crystal Terrant and Terri Jenkins.

Residents attending: Michael Youlen, Suzanne Allen, Meura Redden and Linda Olson.

III. Open Forum

1) Suzanne Allen, resident at Building 1, Niki Place, discussed water intrusion from the hallway to the master bedroom in her unit. Ms. Allen reported that the drywall in the hallway was wet and expressed concerns regarding the possibility of mold in the stair well. Management had already discussed the issue with the City and Turner. Moisture readings in the unit were good. Turner will dry out the area, perform repairs and treat the area for any mold. Ms. Allen has requested a certificate of clearance after any mold has been removed. It was also noted that the light was out in the hallway. Management will check. Discussion regarding light out at Dumpster 2 and Turner working on parts for hall doors.

2) Michael Youlen, MHPA, updated the Board on items that have occurred over the last month. The community has been quiet with few incidents over the past month.

IV. Approval of June 18, 2013 Minutes

Nancy read the minutes of the June 18, 2013, Board Meeting. One clarification to be noted: Section VI - f: Amendment to bylaws for animal control will be presented to the unit owners and will require a 2/3 vote to pass. Blase motioned to accept the minutes with clarification. Motion was seconded by Lisa and the motion was passed.

V. Financial Report

Blase reviewed the June 2013 financial reports. Total checking and reserve accounts is \$190,222.18. The current uncollected assessment totals \$68,544. Lisa motioned to accept the June 2013 financial reports. Nancy seconded the motion and the motion was passed.

## VI. Old Business

### a) Maintenance/Repairs Update

- Building 6 and Dumpster 2 lights done.
- Turner performed tree trimming at Building 7 and Building 2.
- Security lights – Building 2 & 3, done.
- New signs regarding permit parking in place at entrances to community.
- Wet carpet dried at 9240 Caspian Way.
- 9310 Niki Place – gutters cleaned by Turner who noted that building has been short shingled which leads to water leaks around windows. Turner has caulked areas. Efforts to contact unit owner regarding resolution unsuccessful.
- Turner still to review grading @ 9350 Caspian Way behind unit 101. During heavy rains, water pools.

b) Building 4 Stump Removal – Turner recommends removal. Blase motioned to have Turner remove the tree stump which was seconded by Nancy. Motion was passed.

### c) By-Laws

Matter is still with Association counsel. Management should have update at August meeting.

### d) Fire Damage Update – Work is complete, waiting for certification.

Discussion regarding hallway cleaning and soot. Blase made the motion to have Turner wash down the wallpaper as that hall is scheduled to be redone. Lisa seconded the motion and the motion was passed.

Management has contacted USAA per recommendation of Brown Insurance. USAA is reopening the claim for review.

e) Cleaning Contract – SC Companies agreed to the modification of their bid to add an additional trash pickup day each week. Discussion regarding trash around Niki Place tot lot and regular pick up of that trash. Nancy motioned to place a galvanized trash can with lid at the tot lot. Frank seconded the motion and the motion was passed. Management will purchase the trash can and place at the tot lot.

f) Hall Windows – discussion regarding replacement of hall windows during hall renovations. Board realizes need for replacement and asked Management to obtain bids on hall windows. As roofing on Building 1 has been partially done, roofing savings could mean more hallways can be renovated.

## VII. New Business

### a) Community Police

Michael Youlen presented a new contract for renewal of his services. Frank motioned to accept the new contract. Nancy seconded the motion and the motion was passed. All Board members signed the contract for the 2013-2014 year.

- b) Turner is currently doing warranty repairs on hall doors and sidelights.  
Request to Management to have Turner inspect window trim on 9260 Niki  
Place for deterioration of trim.

VIII. Adjournment

Lisa motioned to adjourn the meeting which Blase seconded and the motion was carried at 8:09 p.m.

Minutes submitted by: Nancy Creel, Secretary

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