

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
August 20, 2013

I. Call to order

Frank Zirkle, President, called to order the regular meeting of the Hunters Square Board of Directors at 6:59 p.m. on August 20, 2013, at the Manassas City Police Station, Manassas, Virginia.

II. Board Members Attending

Board Members: Frank Zirkle, Donna Miller, Blase Morgan, Lisa Clements and Nancy Creel.

Management: Crystal Terrant and Terri Jenkins.

Residents & Guests: Suzanne Allen, Jeanne Bacot, Linda Ropchock, and Michael Youlen,

III. Open Forum

1) Unit owner, Linda Ropchock addressed the Board regarding the disconnection of her satellite dish during a recent Saturday roof replacement on Building 2. Linda stated that the owners were not notified of the pending roof work and when her satellite dish was re-installed in its position on the roof, she lost her premium channels. Linda contacted her dish service provider that Saturday and was not able to schedule a dish technician until the following Thursday. In the meantime, another neighbor had a dish technician out the following day, Sunday. Linda was able to contract with that technician to reset her dish and she paid the technician with a tip for the Sunday work. Linda states she was unable to reach Management during the weekend and was not able to reach the contractor working on the roof replacement. Linda is requesting that the Board authorize reimbursement to her for the \$40 technician fee as well as the \$20 tip. The Board will take under advisement and notify Linda of their decision.

2) Jeanne Bacot, resident at Building 1, Niki Place, updated the Board on the repairs being done with regard to water intrusion in the master bedroom. Ms. Bacot requested that the Board authorize replacement of the entire carpet in the master bedroom rather than the portion that was affected by the water intrusion. In addition, Ms. Bacot is requesting that all four walls of the master bedroom be repainted after the drywall repairs are completed rather than just the two walls affected. The Board will take under advisement and notify Ms. Bacot their decision as soon as possible.

3) Suzanne Allen, resident at Building 1, Niki Place, requested an update on the door replacement to the hall which Management advised would be within the next week. Materials have been on order and have just arrived. Ms. Allen requested a copy of the Association balance sheet and presented numerous questions regarding the financial reports. Per the Board's direction, Ms. Allen will be submitting her questions in writing to Management.

IV. Approval of July 16, 2013 Minutes

Nancy read the minutes of the July 16, 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 July 2013 financial reports. Total checking and reserve accounts is \$177,391.18. The current uncollected assessment totals \$65,191. A total deposit of \$7,000 has been made to Reserves to date. Nancy motioned to accept the July 2013 financial reports. Donna seconded the motion and the motion was passed.

VI. Old Business

a) Maintenance/Repairs Update

- Building 2 inspections for wood rot – to be done.
- Repairs ongoing in Building 1 - 9200 Niki Place.
- Security lights – Dumpster 2 is shorting out after repairs. Turner recommends a solar motion light to replace at a cost of \$250 for materials plus \$80 to install. Also a security light was requested at the end of Building 1 facing Barrington Park and replacement of the security light on Building 3 which continues to burn out bulbs. Frank motioned to replace the security light at Dumpster 2 and review later replacement of the other lights. Donna seconded the motion and the motion was passed. Management will confirm the costs with Turner.

b) By-Laws

Association counsel is discussing the updated language for the by-laws with the insurance company. Discussion regarding special meeting.

c) Letter to Bureau of Insurance – Management advised that Hunters Square insurance will be reimbursed.

d) Hall Window Bids

Turner submitted bid for hallway window replacements with sills at \$8,400.

Windows can be obtained in two weeks and work can be done in 30 days.

Window World submitted a bid for hallway window replacements without sills at \$8,407. Management is waiting for a third bid from a local company. Board will revisit matter after third bid obtained.

e) Fire Damage Update

All work has been completed and invoicing paid. Management is waiting for \$1,900 from the insurance company. New tenant is in unit now.

f) Tree Branch Trimming & Stump Removal – Building 4

Work should be completed within two weeks.

g) Building 7 Tree Growth

Work completed.

h) Grading at Rear of Building 5 – Caspian Way
No need for any work at this time per Turner.

i) Cleaning Contract
New contractor currently in place as of August 5, 2013. All appears well at this time.

j) Trash Can Holder & Grill – Niki Place
Management will remind Turner regarding removal.

VII. New Business

a) Community Police

Michael Youlen updated the Board on activities in the community over the last month. Discussion regarding painting of curbs on Milic Street at community entrances. Management will follow up.

b) Hunters Square Website

Discussion regarding adding notices to the website regarding condensation traps. Nancy will draft for Board approval.

c) National Night Out

Discussion regarding Frank's suggestion for a National Night Out in lieu of the annual yard sale to promote more community involvement.

VIII. Adjournment

Frank motioned to adjourn the meeting for the Board to go into Executive Session which Lisa seconded. The motion was carried at 8:27 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____