

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
September 17, 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 September 17, 2013, at the Manassas City Police Station, Manassas, Virginia.

II. Members Attending

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

Management: Crystal Terrant and Terri Jenkins.

Association Counsel: Don E. Coulter, Esquire.

Residents & Guests: Suzanne Allen, Jeanne Bacot, Mike Martin, Tamara Raleigh, and Michael Youlen.

III. Executive Session

After the Call to Order and introductions of attendees, the Board went into Executive Session with Association counsel at 7:05 p.m. The Board reconvened to Open Session at 7:43 p.m.

IV. Open Forum

None.

V. Approval of August 20, 2013 Minutes

Nancy read the minutes of the August 20, 2013, Board Meeting. Donna motioned to accept the minutes. Motion was seconded by Lisa and the motion was passed.

VI. Financial Report

Blase reviewed the August 2013 financial reports. Total checking and reserve accounts is \$183,008.50. The current uncollected assessment totals \$49,551.

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

VII. Old Business

a) Blase made a motion to hire Crystal Terrant as an employee of the Association on a temporary basis pending completion of licensing within 90 days and providing copies of that licensing when completed. Donna seconded the motion and the motion was passed. Discussion followed with attending residents and Association Counsel regarding concerns on hiring an association employee versus a management company.

b) Maintenance/Repairs Update

List presented by Management of items requiring follow-up as well as list submitted by Board after community walkabout in early September:

1. Four drains were discovered to be non-existent or covered. Turner will submit a bid to correct this issue.
2. All brick on building exteriors to be resealed to the tar line. Per Turner, this work is guaranteed for ten years. Turner to submit a bid.
3. Lisa will check trees on Caspian Way.
4. Turner will replace splash blocks that are deteriorated.
5. Balconies on Building 1 were inspected and repairs were performed in 2012.
6. Grill and trash holder at Niki Place, removal to be done.
7. Security lights –at Building 1 to be done. Hallway fixtures at 9200 and 9210 Niki Place have been replaced.
8. Five new exterior doors have been replaced so far.
9. Light at 9360 Caspian Way to be rewired.
10. Loose railings at 9230 & 9340 Caspian Way and 9300 Niki Place
11. Security light at 9300 Niki Place to be replaced.
12. Weeds growing between concrete pads & foundations on rear of buildings to be removed.

c) Curb Painting

Management has submitted a request to the City of Manassas.

d) Hall Window Bids

Management advised that the third bid from a local company was not submitted. The Board will review the budget before making a final decision.

e) Condensation Traps

Nancy presented a draft flyer to be added to the Association website. Additional information to be added to the flyer.

f) Newsletter

Nancy presented a draft of the November 2013 Newsletter. An article written by Michael Youlen was discussed for addition to the newsletter. Frank motioned to include Michael's article which was seconded by Donna. The motion was passed. Nancy will present another newsletter draft at the October meeting.

g) Hallway Lights

Management advised that the lower level hallway fixtures are becoming difficult to replace as the current fixture model has been discontinued. Turner has been able to locate a supply. Management will determine the exact number that will require replacement as well as the cost and advise the Board.

h) Discussion regarding water intrusion and foundations. Management will get a proposal for exterior drains and bids on engineers for inspection of building foundations.

VIII. New Business

a) Community Police

Management updated the Board with Michael Youlen's monthly report as Michael had to leave the meeting early.

b) Management presented a resident's request to replace the exterior unit doorknob with a keypad lock. Frank motioned that the resident submit a written request with a picture to the Board for approval. Nancy seconded the motion and the motion was passed.

c) Proposed Budget for 2014

Blase presented a proposed budget for 2014 for the Board's review. Additional funding was given to the categories of Janitorial and Snow Removal while Tree Remediation and Water Intrusion were expected to be lower costs. Additional funding was given to the Insurance category in anticipation of a rate increase. The proposed increase was 5.4% for 2014. Nancy motioned to accept the proposed budget for 2014 pending the approval at the annual meeting in January. Donna seconded the motion and the motion was passed.

IX. Adjournment

Donna motioned to adjourn the meeting which Frank seconded. The motion was carried at 9:37 p.m. The next Board meeting will be held at the offices of Management on October 22, 2013, instead of the previously scheduled October 15, 2013, date.

Minutes submitted by: Nancy Creel, Secretary

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