

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
October 22, 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 October 22, 2013, at the offices of Management, Manassas, Virginia.

II. Board Members Attending

Board Members: Frank Zirkle, Donna Miller, Blase Morgan, and Nancy Creel.
Lisa Clements, absent
Management: Crystal Terrant and Terri Jenkins.
Residents & Guests: Suzanne Allen, Joyce Morgan and Michael Youlen,

III. Open Forum

None held.

IV. Approval of September 17, 2013 Minutes

Nancy read the minutes of the September 17, 2013, Board Meeting. Donna motioned to accept the minutes. Motion was seconded by Blase and the motion was passed.

V. Financial Report

Blase reviewed the September 2013 financial reports. Total checking and reserve accounts is \$158,986.81. The current uncollected assessment totals \$53,520. Deposit to be made to Reserves by Management. Review shows that current budget is on track. Donna motioned to accept the September 2013 financial reports. Frank seconded the motion and the motion was passed.

VI. Old Business

a) Maintenance/Repairs Update

- Turner has opened all drains that were not day lighted. Pipe was repaired at Building 5 that connected to French drain.
- Four light has been completed; one was removed and capped on Caspian Way.
- Tree trimming and removal has been completed.
- Engineer has completed site visit. Results pending. Management will forward his report to the Board upon receipt.
- Hall lights are done.
- Security lights –Building 3 needs to be adjusted as it is not always detecting motion in the area.

b) By-Laws

Management has everything and is ready to schedule the required special meeting. After discussion, the Board decided the special meeting will be scheduled at 6:30 p.m. on November 19, 2013, with the hopes of reaching the two-thirds quorum required. If necessary, the follow-up meeting will be set for December 17, 2013, at 6:30 p.m. Management will mail the notices and forward a copy to be posted on the website.

c) Curb Painting – Management is communicating with the City.

d) Hall Window Bids

Third bid was not received. Matter is tabled until review of the budget.

e) Manager Certification

All tests were completed and passed. Application for licensure will be completed after obtaining two required documents. Management still in underwriting process. When process is completed and license received, Management will be known as Burke Community Management Group, LLC.

f) Condensation Trap Flyer

Reviewed draft of flyer – Need to add: materials supplied and installed at \$100; add a removal date to flyer and include website address. Discussion regarding effect on warranty status if installed. Management will check with area HVAC companies. Board will wait to hear from Management before posting flyer.

g) Newsletter

Draft discussed and will need to revise section on condensation traps. Will add additional items regarding parking pass re-issue, holiday door contest and holiday food drive.

h) Towing and Parking Passes

Towing continues for parking violations. Discussion regarding re-issue of parking passes. Management advised that the Association needs to order parking passes as the current supply is depleted. Donna motioned to re-order new parking passes and re-issue new parking passes to all unit owners by December 1, 2013. Nancy seconded the motion and the motion was passed. Discussion followed on how to distribute. Could be distributed at November meeting or on a Saturday morning at Management offices. A reminder will be added to the newsletter.

i) Cleaning Contract

Discussion regarding comments from residents that cleaners are not cleaning entire hall areas. Trash in the dumpster area at rear of Caspian Way is not being cleaned. Management will contact vendor. Frank also reported step nosing in hallway at 9330 Niki Place needs to be replaced.

Also it was recommended to add a reminder to the newsletter for residents to remove flower pots from front stoops to aid in removing snow and ice during winter weather.

VII. New Business

a) Community Police

Michael Youlen updated the Board on activities in the community over the last month.

b) Holiday Door Contest and Holiday Food Drive

The Board will again promote a Holiday Door Contest with the winner receiving a \$25 gift card. In addition, the Board will sponsor a food drive to benefit the Trinity Episcopal Church food bank in Old Town Manassas. Judging for the door contest and the pick up for the food drive will be Saturday, December 14, 2013. Blase motioned to have the Holiday Door Contest and Holiday Food Drive which was seconded by Donna. Motion was passed.

c) American Disposal Services

Management presented a flyer received from American Disposal Services regarding disposal of Christmas trees. Pick up will be in the first two weeks of January at a cost of \$1 per unit, or \$144 for Hunters Square. The alternative is a roll-off dumpster at a flat rate cost of \$400.00. Management will contact American to determine if Hunters Square can be waived from this fee as we currently have the dumpster.

d) Old Towne Bid for Snow Removal

Management presented a bid from Old Towne for snow removal for the 2013-2014 winter. There is no increase in cost. Quote includes \$85 per hour for plow truck; \$100 per hour for skid steer; \$150 per hour for loader. Work begins after accumulation of two inches. Frank motioned to accept the bid which was seconded by Blase. Motion was passed.

e) A L & L Lawn Maintenance Bid

Management presented a proposal from A L & L for lawn maintenance from January 1, 2014, through December 31, 2015, at a yearly cost of \$26,055.00. There is no change in the cost from the previous contract. Donna motioned to accept the contract which was seconded by Nancy. Motion was passed.

VIII. Adjournment

Donna motioned to adjourn the meeting for the Board to go into Executive Session which Blase seconded. The motion was carried at 8:12 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____