

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
November 19, 2013

I. Executive Session

The Board went into Executive Session with Officer Youlen at 7:10 p.m.

II. Call to order

Frank Zirkle, President, called to order the regular meeting of the Hunters Square Board of Directors at 7:17 p.m. on November 19, 2013, at the Manassas City Police Department, Manassas, Virginia.

III. 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, Nancy Rice, Shannon Conger, Tamaria Raleigh, Linda Dickson and Jennifer Osborn, SC Companies.

IV. Open Forum

Nancy Rice voiced concerns regarding the completion of work performed by employees from SC Companies. On several occasions, Nancy observed that the staff did not clean all levels of the hallways and did not use the proper equipment for cleaning of stairs. General conversation followed regarding what residents have observed during cleaning crew's time on the premises and areas needing additional attention. Jennifer Osborn, SC Companies, responded to the concerns. Ms. Osborn has addressed the matter with her employees and will be reducing the Association's bill by 3% for the particular day discussed. Ms. Osborn has instituted procedures to follow-up on the crew for future performance. The current schedule for Hunters Square is two days per week with the heaviest cleaning performed on Mondays and touch-ups on Thursdays.

V. Approval of October 22, 2013 Minutes

Nancy read the minutes of the October 22, 2013, Board Meeting. Blase motioned to accept the minutes. Motion was seconded by Lisa and the motion was passed.

VI. Financial Report

Blase reviewed the October 2013 financial reports. Total checking and reserve accounts is \$165,706.75. The current uncollected assessment totals \$50,551. There is currently \$10,000 in Operating Reserves. A recent deposit was made to Capital Reserves for \$3,000. Current budget continues to be on track.

VII. Old Business

a) Maintenance/Repairs Update

- Stair nosing has been completed.
- Motion activated light at Dumpster 2 not working properly. Probably needs to be adjusted.
- Glass repaired in hallway fire extinguisher box.

b) By-Laws

The Special Meeting was not held on November 19, 2013, as quorum was not reached. A second meeting will be held on December 17, 2013, at 6:30 p.m. Management will mail notices and Board members will contact unit owners that have not returned proxies.

c) Curb Painting –City advised that Hunters Square is on the list. No date as to when work will be done.

d) Engineer Inspection

Falcon Engineering has bid on the pre-report. Management advises the cost to inspect all seven buildings will be \$1,950. Management and Turner have walked the grounds with the engineers. Management will have the engineer's report at the December meeting. Donna motioned to proceed with the report from Falcon Engineering. Frank seconded the motion and the motion was passed.

e) Manager Certification

Management presented a letter from the Commonwealth of Virginia confirming receipt of required licensure by Management.

f) Condensation Trap Flyer

Flyer was posted in halls and on the web site. Management has received no inquiries or requests for installation.

g) American Disposal Services

Management has contacted vendor and recommends the Association contract at \$144 the pickup of Christmas trees by American Disposal Services. A flyer should be posted to instruct residents on tree disposal. Management will advise on the content for the flyer. Blase motioned to contract with American for tree disposal at \$144 which was seconded by Donna. The motion was passed.

h) Holiday Door Contest and Holiday Food Drive

Nancy presented draft flyers for the Board's review. Nancy will add the community website to the flyers and post in halls after Thanksgiving.

VIII. New Business

a) Management advised the Board that during a recent snaking and camera inspection of the sewer lines, Pierce Construction discovered a broken joint at Building 3 at 9320 Niki Place. It will cost the Association \$12,450 to repair the sewer lateral. Blase motioned to go forward with the sewer repair. Donna seconded the motion and the motion was passed. Management will schedule the

repair after the Thanksgiving holiday and post flyers to alert residents that water will be turned off during the repair.

b) Lisa requested permission to re-do the plant bed in the front of her building at 9320 Niki Place. Lisa will purchase the low-maintenance and plant them.

Lisa requested the Association reimburse her for one-half the cost of the plants and estimates the total cost will be approximately \$600. The Board agreed with the condition that the total cost will not exceed \$1,000. Frank motioned to accept Lisa's proposal at a cost not to exceed \$1,000. Nancy seconded the motion. Lisa abstained from voting. The motion was passed.

IX. Adjournment

Blase motioned to adjourn the meeting which seconded by Frank. The motion was carried at 8:25 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____