

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

II. Board Members Attending

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

Management: Crystal Terrant.

Residents & Guests: Suzanne Allen, Jeanne Bacot, Nancy Rice, Shannon Conger, Steven and Linda Unthank and Linda Ropchok.

III. Open Forum

None held.

IV. Approval of the November 19, 2013 Minutes

Nancy read the minutes of the November 19, 2013, Board Meeting. Donna motioned to accept the minutes. Motion was seconded by Lisa and the motion was passed.

V. Financial Report

Blase reviewed the November 2013 financial reports. Total checking and reserve accounts is \$171,090.40. The current uncollected assessment totals \$57,226. Contribution of \$1,000 to reserves to be deposited. Year-to-date expenditures from reserves are at \$52,458 for brick mortar repairs, emergency lights, exterior door replacements, roof replacements and sewer upkeep from the budgeted amount of \$62,458. The 2013 Budget continues to be on track. Nancy motioned to accept the November financial report. Lisa seconded the motion and the motion was passed.

VII. Old Business

a) Maintenance/Repairs Update

- Roof leak at skylight has been repaired.
- Additional stair nosing repairs to be completed.
- Light repairs at hall in 9230 Caspian Way and 9260 Niki Place.
- Complaint regarding cigarette butts in parking lot at 9300 Caspian Way.
- Nancy Rice commented on the good job AL & L did on the leaf removal.

b) Holiday Food Drive and Door Decorating Contest

There was a good turnout in donations for the food bank at the Trinity Episcopal Church in Old Town Manassas. Several boxes of food and coats were collected and delivered by Donna.

The first place door contest winner was at 9320 Niki Place, #202, with the second place winner at 9310 Caspian Way, #102.

c) Engineer Inspection

Falcon Engineering has not yet submitted their report. Management will forward to the Board when it becomes available.

e) Parking Passes

Management advised that all is ready to go. Discussion requiring certification of unit insurance from unit owners when Management distributes the new parking passes. Renters would be required to maintain insurance per their lease agreements. Frank motioned to require insurance certification from owners in order to receive their parking passes. Donna seconded the motion and the motion was passed.

VIII. New Business

a) Community Police Report

No news to report.

b) Snow Removal Costs

Discussion on the amount of time contractor was on property during recent snow storm and the amount of accumulation. Management advised that decision is made to have work performed when two inches accumulates and is based on the details of snow fall provided by the Manassas Airport which provides official reports. It was suggested by one resident to inspect the curbs as the equipment may have caused some damage. After discussion, the Board decided to continue snow and ice removal as originally contracted.

IX. Executive Session

Donna motioned to adjourn to Executive Session which was seconded by Lisa. Motion was passed at 7:44 p.m.

X. Open Session

The Board returned to open session at 7:51 p.m. Board reviewed the new contract presented by management. After review, Frank motioned to accept the new contract which was seconded by Donna. The motion was passed. The new contract was endorsed by President Frank Zirkle.

IX. Adjournment

Blase motioned to adjourn the meeting which seconded by Lisa. The motion was carried at 8:05 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____