

HUNTERS SQUARE AT CEDAR CREST CONDOMINIUMS
SPECIAL MEETING MINUTES
December 17, 2013

I. Proof of Quorum

The documents of the Association require 67% membership be present by proxy or in person in order to reach quorum or 97 total required to be represented by proxy or in person. One hundred one (101) members were represented in person or by proxy. Secretary Nancy Creel declared that Quorum was met.

II. Proof of Notice

Notice of the special meeting was mailed out on October 24, 2013 and again on November 20, 2013. The requirement for notice of the Special Meeting was met.

III. Call to order

As the Association met its requirement for quorum and the requirement for notice, the special meeting was called to order at 6:32 p.m. at the Manassas City Police Department, Manassas, Virginia.

IV. Introductions

President Frank Zirkle introduced the Board and guests attending. In attendance:

Board members – Frank Zirkle, Donna Miller, Blase Morgan, Nancy Creel and Lisa Clements.

Management – Crystal Terrant

Residents and Guests – Steven and Linda Unthank, Suzanne Allen, Jeanne Bacot, William Crouch, Nancy Rice, Shannon Conger and Linda Ropchock.

V. Purpose of the Special Meeting

President Frank Zirkle explained the purpose of the special meeting is to amend the Declaration Article XIV Insurance as stated:

As required by section XV of the Declarations, The Association shall purchase a master policy of insurance. This policy shall cover repairs to the Common Elements and Limited Common Elements as defined in the declarations. All repairs to the Unit as a result of a claim shall be the responsibility of the Unit Owner, whether covered by insurance or not. It is recommended that each Unit Owner purchase insurance for the replacement cost of their Unit, excluding Common Elements and Limited Common Elements. It is further recommended that those Unit Owners who rent out their Units require that the tenant purchase a renters insurance policy with liability limits of at least \$500,000. Failure of the Unit Owner to purchase insurance shall not obligate The Association to make repairs to the Unit.

Owner Linda Unthank made a motion from the floor to authorize the Board of Directors to amend Declaration Article XIV as stated. Steven Unthank seconded the motion and the motion was passed unanimously.

Owner Jeanne Bacot requested a clarification of the amendment and responsibility in cases of maintenance which was addressed by Management.

Ballots were distributed to attending owners in good standing. Owner ballots were submitted with either yes, to amend, or no, not to amend. Ballots were collected and counted.

VI. Results of Vote

The yes vote required to pass the amendment to the Declaration is 67% of the association members or 97 yes votes. The vote to amend the Declaration has passed with 101 yes votes.

VII. Adjournment

The purpose of this special meeting having been completed, Suzanne Allen motioned to adjourn the special meeting which was seconded by Lisa Clements and passed unanimously. This special meeting adjourned at 6:49 p.m.

Minutes submitted by Nancy Creel, Secretary.

Minutes approved by: _____.