

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
2014 Annual Meeting  
Minutes of January 15, 2014

I. Call to order

Frank Zirkle, President, called to order the annual meeting of the Hunters Square Board of Directors at 7:00 p.m. on January 15, 2014, at the Manassas City Police Department, Manassas, Virginia.

II. Board Members Attending

Frank Zirkle, Donna Miller, Blase Morgan and Nancy Creel.

Lisa Clements absent.

Burke Community Management Group represented by Crystal Terrant and Terri Jenkins.

Residents and Guests: Judy Wilson, Betty Kopfle, Carol Lawhead, Jeanne Bacot, Suzanne Allen, Tamara Raleigh, Nancy Rice and Michael Youlen

III. Proof of Notice of Meeting

Proof of Notice of Meeting was presented and quorum was met by attendance and proxy.

IV. Approval of December 17, 2013 Special Meeting & Regular Meeting Minutes

Nancy read the minutes of the December 17, 2013, Special Meeting.

Under Section V, owner Jeanne Bacot requested that the minutes be expanded to note that her clarification request was in regard to who is responsible for mold remediation and repairs due to water intrusion from common elements under the amendment of Declaration Article XIV.

Donna motioned to accept the minutes with the clarification which was seconded by Blase. The minutes of the Special Meeting were approved.

Nancy read the minutes of the December 17, 2013, regular Board Meeting. Donna motioned to accept the minutes which was seconded by Blase. The minutes were approved.

V. Financial Review

Blase reviewed the Financial Report for December 2013. Total checking and reserve accounts was \$173,289.14. The current uncollected assessment total was \$49,295 which is a significant decrease over years past. A total of \$12,000 was deposited in the Capital Reserves in 2013. Discussion regarding the high water bills in Buildings 1 and 7. Management will send letters to owners and to absentee owners to check with their tenants regarding possible leaks and water usage.

Blase reviewed the 2013 year-to-date balances detailing the capital expenditures in 2013 for roof replacements, brick mortar repairs, hallway door replacements and trash and janitorial contracts.

Blase presented the proposed 2014 Budget with emphasis on the expected cost increase on the insurance master policy and the new janitorial contract. Judy Wilson motioned to accept the proposed 2014 Budget which was seconded by Carol Lawhead. The motion was passed.

VI. Year in Review and 2014 Goals

Management advised of the following accomplishments for 2013:

- Roof replacements that were done and the remaining roof replacements will be completed on the last buildings in 2014.
- Additional tree trimming was performed in 2013.
- The Board acquired a new janitorial contract in 2013.
- The Board addressed drainage issues by contracting an engineering firm to do a site visit and present a study.
- The Association amended a by-law to further define owner responsibility for repairs to their unit as a result of an insurance claim.

Projects in 2014 include:

- Plans to complete roof replacements on Niki Place.
- Put aside additional funds for repaving of parking lots
- Renewal of the hallways with paint and carpet which colors have been selected.
- Complete drainage issues.

VII. Open Forum

- a) Officer Michael Youlen presented his monthly report. Several noise and parking complaints were received but nothing of major importance to share.
- b) Carol Lawhead suggested the Association look into adding additional days to the pick-up schedule for recycling. The current schedule of one day per week leaves the area with overflowing trash. Management will follow up.
- c) Nancy Rice suggested regular power washing of the dumpster pads. Nancy also suggested repainting lines on parking lots. Blase advised that the Board wants to repave the parking lots in the future so would rather wait to do that when the repaving is done.
- d) Discussion regarding yard area between Buildings 4 and 5 which has no grass. It was recommended that because of the tree canopy, it would be difficult to grow anything in that area. Carol Lawhead will research appropriate ground cover that may be planted in that area. The Board will have Lisa research to see what planting remedies might be available.
- e) Nancy Rice requested trimming of the ornamental grasses on the common areas. Management will advise A L & L.

- f) Discussion regarding the possibility of forming an Activities Committee for the neighborhood.

VIII. Elections

There was one board position for election held by Treasurer Blase Morgan. Carol Lawhead nominated Blase Morgan who accepted the nomination. Jeanne Bacot nominated Suzanne Allen who accepted the nomination. After the votes were counted, Blase was re-elected to the Board for a term of three years.

Next year, two board positions held by Donna Miller and Lisa Clements will be up for election.

VIII. Adjournment

Donna motioned to adjourn the meeting which Nancy seconded and the motion was carried at 8:10 p.m.

Minutes submitted by: Nancy Creel, Secretary

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