

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
February 18, 2014

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 February 18, 2014, at the Manassas City Police Department, Manassas, Virginia.

II. Board Members Attending

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

Burke Management Group: Crystal Terrant and Terri Jenkins.

Residents & Guests: Suzanne Allen, Nancy Rice, Taira Oravetz and Michael Youlen.

III. Executive Session

Nancy made a motion for the Board to go into Executive Session. Lisa seconded the motion and the motion was passed at 7:02 p.m.

IV. Return to Open Session

The Board returned to open session at 7:21 p.m.

V. Open Forum

None held.

VI. Approval of the January 15, 2014 Minutes

Nancy read the minutes of the January 15, 2014, Annual Meeting. Blase motioned to accept the minutes. Motion was seconded by Lisa and the motion was passed.

VII. Financial Report

Blase reviewed the January 2014 financial reports. Total checking and reserve accounts is \$175,318.13. The current uncollected assessment totals \$50,955. Contribution to reserves to be deposited. January assessments were still at the 2013 rate, the 2014 rate begins with the February payment. Water bills at Buildings 1 and 3 are high. Management will post a notice at each building. Discussion of on-line payments for monthly assessments. This is something that Management has considered and is looking into. Management updated the Board that the increase on the master insurance policy for 2014-2015 will be \$4,000 which is lower than anticipated.

VIII. Old Business

a) Maintenance/Repairs Update

- Two light repairs at rear on Caspian Way. Another repair required due to vandalism.
- Dryer vent clog repair done at 9360 Caspian Way.
- Ornamental grass trimming was completed.
- Building 1 roof – bid obtained from Turner. Nancy made a motion to accept the bid for roof replacement on Building 1 at \$23,455. Lisa seconded the motion and the motion was passed.

b) Engineer Inspection

Falcon Engineering submitted their report which Management had forwarded to the Board for review prior to the meeting. Discussion on best resolution for keeping drains open and operating. Also discussion regarding ground cover for area between Buildings 4 and 5. Lisa and Blase will walk the grounds and inspect in the next week and advise the Board. Management will obtain bids for sealing the bricks and repair of cracked paving.

c) Recycling

Management has contacted the vendor who will do a survey to determine if another pick-up day is required.

IX. New Business

a) Board Officer Positions

Donna will assume the position of President and Frank will assume the Vice President position due to his relocation. Blase will continue as the Treasurer, Nancy as the Secretary and Lisa as Member at Large. Blase made the motion which was seconded by Lisa and the motion was passed.

b) Blase made the following motions:

- To move \$10,500 from the Operating Reserves checking account to the Capital account;
- To move \$4,000 to the Operating Reserves account; and
- To continue to add \$1,000 per month to the Capital Reserves account.

Nancy seconded the motion and the motion was passed.

c) Community Police Report

Michael Youlen updated the Board on activities in the community.

d) 2014 Priorities and Projects

- Board will address drainage issues and seal brick on buildings.
- Research appropriate ground cover for area between Buildings 4 & 5. Board will research options and costs and then survey residents.
- Parking permits – new permits to be issued in March.

e) April 2014 Meeting

Due to a scheduling conflict, the April 15, 2014, Board Meeting will be moved to April 22, 2014. Location to be announced.

X. Adjournment

Lisa motioned to adjourn the meeting which seconded by Blase. The motion was carried at 8:19 p.m.

Minutes submitted by: Nancy Creel, Secretary

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