

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

I. Call to order

Donna Miller, President, called to order the regular meeting of the Hunters Square Board of Directors at 7:00 p.m. on March 18, 2014, at the office of Burke Community Management Group, Manassas, Virginia.

II. Board Members Attending

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

Burke Management Group: Crystal Terrant and Terri Jenkins.

Residents & Guests: Suzanne Allen and Michael Youlen.

III. Open Forum

Michael Youlen presented his report on community activities over the last thirty days.

IV. Approval of the February 18, 2014 Minutes

Nancy read the minutes of the February 18, 2014, Board meeting. Under New Business, Item b)1 - remove the word Reserves to read "Capital account". Blase motioned to accept the minutes with correction. Motion was seconded by Lisa and the motion was passed.

V. Financial Report

Blase reviewed the February 2014 financial reports. Total checking and reserve accounts is \$168,220.96. The current uncollected assessment totals \$48,534. Currently, Association is just above the budget on assessments. The last billing for 2013 Janitorial was received in January/February and increased the 2014 budget. Water bills at Buildings 1 and 3 continue to increase. Management will post a notice at each building.

VI. Old Business

a) Maintenance/Repairs Update

- The current snowy weather has delayed some work items which are still in progress.
- Dryer vent cleaning is due. Management will obtain bids.
- As it is expected that the Fire Marshall will be doing inspections, hallways will be cleaned of any stored items under stairs & in halls.
- Management will ask Turner to review and secure any cable boxes at the rear of the buildings if possible.
- Clean up of kitty litter required on Caspian Way which resident used for traction during latest ice/snow storm.
- Management to order markers for fire hydrants.
- Bid pending on brick sealing.

b) Association Taxes

Management advised of extension of deadline on taxes. Audit will be performed after the current tax season.

c) Reserve Study

Discussion on rescheduling the reserve study by one year to the fall of 2014. Frank motioned to move up the Reserve Study to the fall of 2014 which was seconded by Blase. Motion was passed.

d) Recycling

Recycling bins are overflowing. Management advised that during the recent snow and ice storms, the landfill has been closed and the trash company missed pick-up for the recycling. With the arrival of better weather, it is hoped that recycling will get back to a regular collection schedule.

e) Damaged Storm Drains

Management advised that the vendor will repair the storm drains that were damaged during the recent plowing of snow.

f) Newsletter

Board reviewed and made some additions to the draft. Nancy will present another draft at the April meeting.

VII. New Business

a) Area Between Buildings 4 & 5

Lisa and Blase have walked & reviewed that area. Lisa made the recommendation to remove four trees in the corridor between the two buildings to allow sun to access the ground area. Then landscapers can put down ten yards of topsoil and seed the area. Management will check with Turner on a price for the topsoil. Management will then email the Board and the Board can make a decision. This work needs to be done as soon as possible for spring or wait until the fall.

b) Executive Session

Nancy made the motion to go to Executive Session which was seconded by Blase. The motion was passed at 8:20 p.m.

VIII. Adjournment

Lisa motioned to adjourn the meeting which seconded by Donna. The motion was carried at 8:45 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____