

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
April 22, 2014

I. Call to order

Frank Zirkle, Vice-President, called to order the regular meeting of the Hunters Square Board of Directors at 6:55 p.m. on April 22, 2014, at the offices of Burke Community Management Group, Manassas, Virginia.

II. Board Members Attending

Board Members: Frank Zirkle, Blase Morgan, and Nancy Creel

Absent: Donna Miller and Lisa Clements

Burke Management Group: Terri Jenkins

Residents & Guests: Michael Youlen and Carol Lawhead

III. Open Forum

None held.

IV. Community Police Report

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

V. Approval of the March 18, 2014 Minutes

Nancy read the minutes of the March 18, 2014, Board meeting. Blase motioned to accept the minutes. Motion was seconded by Frank and the motion was passed.

VI. Financial Report

Blase reviewed the March 2014 financial reports. Total checking and reserve accounts is \$153,798.96. The current uncollected assessment totals have dropped to \$47,923. Assessments are currently on target. The recent costs for snow removal has doubled that budget item and utilities are rising. Billing for roof replacements on Building 1 with tighten the budget but if the Association can go two or three month without additional bills, the budget will recover.

VI. Old Business

a) Maintenance/Repairs Update

- Turner has repaired needed siding and skylights and replaced some plywood during the roof replacements.
- Dryer vent cleaning - Management is waiting for bids.
- Cable boxes at the rear of the buildings to be done.
- Management has ordered markers for fire hydrants.
- Management to check on status of repairs to storm drains.
- Bid still pending on brick sealing.
- Parking Pass notices were posted in halls 4/22/2014 reminding residents to pick up parking passes as towing will begin on Monday, April 28, 2014. Management advised that 75% of the passes have been distributed.

b) Area Between Buildings 4 & 5

Carol Lawhead asked that the Board not remove the trees at the corridor between Buildings 4 & 5. She was advised that the Board is still considering a plan of action to remedy the drainage situation and the plan to grow grass in that area. The Board has asked Management to contact other vendors in an effort to determine the best way to renovate that area with little impact to the residents. Carol referred a possible tree specialist that Management can contact for the Board.

Nancy made the motion to table decision on this matter until the Board has all members present to discuss and decide. Blase seconded the motion and the motion was passed.

c) Newsletter

Board reviewed and made one addition. Nancy will final the newsletter and have it posted to the community website.

VII. New Business

No New Business

VIII. Adjournment

Blase motioned to adjourn the meeting which seconded by Frank. The motion was carried at 7:55 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____