

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
May 20, 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 May 20, 2014, at the Manassas City Police Department, Manassas, Virginia.

II. Board Members Attending

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

Burke Management Group: Crystal Terrant

Residents & Guests: Michael Youlen, Carol Lawhead, Bob Orr, Judy Wilson, Elie Azar, Joyce Morgan, Joanne Regan, Suzanne Allen and Jeanne Bacot.

III. Open Forum

Elie Azar spoke on the need for cleaning of the hallway in his building on Niki Place as well as the lack of mowing in the recent weeks. Elie also commented on the number of residents in the unit above him, specifically two adults and five children. Elie asked if there was a limit on number of residents per unit.

Jeanne Bacot commented that the mowing had begun today on Niki Place but not Caspian Way. Residents felt that the cut on the mowing was too high. Management advised the standard is 3 to 4 inches and Hunters Square is on a 7 to 12 day rotation for mowing. Due to the wet weather, Hunters Square missed its turn in the rotation and the contractor is currently trying to catch up on their schedule. Management will discuss the length of cut with the vendor.

Bob Orr advised the Board that one resident on Caspian has a new parking sticker on a vehicle that has dead stickers and tags. Management has contacted the tow company several times regarding this vehicle and will contact again.

Jeanne Bacot addressed the issue of numerous large items that are frequently dumped at Dumpster 2. Mattresses, sofas, tables, televisions and miscellaneous furniture items are placed in front of the dumpster gates and block entry to the dumpster area which creates a nasty mess until the next Friday pick-up by the trash company. Items are often dumped the day after the large pick up and remain in the parking lot for up to a week until picked up. Residents are advised to contact Management when this occurs.

Joyce Morgan addressed the attendees on the need to read the newsletter to keep up to date on community happenings and issues. Joyce reminded everyone that the community needs more volunteers to continue to work at making our community attractive and orderly. Everyone was reminded of the services provided to Hunters Square by the Manassas Junction Police Department. Information on those services are available through the community website, newsletter and from Management.

Carol Lawhead spoke on the issue of the trees & grass between Buildings 4 & 5. Attendees were advised that the Board is continuing to research remedies for that area and will not plan any action until fall at the earliest.

IV. Executive Session

The Board went into Executive Session at 7:43 p.m. The meeting opened Session at 7:52 p.m.

V. Approval of the April 22, 2014 Minutes

Nancy read the minutes of the April 22, 2014, Board meeting. Blase motioned to accept the minutes. Motion was seconded by Lisa and the motion was passed.

VI. Financial Report

Blase reviewed the April 2014 financial reports. Total checking and reserve accounts is \$156,913.90. The current uncollected assessment totals are \$48,534. No deposit was made to Capital Reserves in April so a deposit of \$2,000 will be made in May.

VI. Old Business

a) Maintenance/Repairs Update

- Turner was unavailable for some time during the past month due to a family death.
- All roofs are completed.
- Dryer vent cleaning - Management is waiting for an additional bid. First bid received comes in at \$50 per unit. Management will schedule dryer vent cleaning for Judy Wilson, Building 7, immediately.
- Cable boxes at the rear of the buildings – awaiting bid from Turner.
- Management has markers for fire hydrants and will store until November when they will be installed.
- Bid still pending on brick sealing.
- Parking Passes - Management advised that 85% of the passes have been distributed. Towing enforcement will begin next week.
- City arborist will visit area between Building 4 & 5 to review and advise the Board on a possible course of action. The tree expert referred by Carol Lawhead at the April meeting has quoted one thousand dollars for his services.

VII. New Business

- a) Management advised the Board that the cost for the Reserve Study will be \$2,500 and will include items from the last reserve study as well as concrete and skylights. Sewer drains will not be included in the study.
- b) Water intrusion at 9210 Niki Place – Turner will look at the problem and advise.
- c) Building 7 Water Intrusion – last hallway on the eastern end of the building continues to have water intrusion at the lower level. Management will bring options and bids to the June meeting for the Board to consider. Management will also inspect the gutters at the western end of Building 7.
- d) Turner will review the faucet repair at Building 2.

- e) Nancy introduced the matter of the picnic tables, grill and trash can holder at the rear of Niki Place. As previously discussed, the grill and trash can holder have not yet been removed. Nancy stated that the picnic tables should be removed as they are in disrepair. The area is overgrown and attracts loitering by non-residents. Frank suggested that the timbers that surround the area be removed and the area cleaned and grassed over. Frank motioned to have the tables removed and the area cleaned and seeded. Nancy seconded the motion. The motion passed with Lisa abstaining. Management will obtain bids for work in the fall. Lisa will inspect the area and advise.
- f) Trees – Two trees on Niki Place and 2 trees on Caspian Way are dying and need to be removed. One tree at Dumpster 2 needs to be trimmed as the branches are hit by the trash truck when accessing the dumpster. Lisa will inspect.
- g) Power Boxes on Lampposts – Management will get bids for guards for the power boxes which are being damaged by mowing.
- h) Smoke detector at 9250 Niki Place needs a new battery. Unit is chirping.
- i) Miscellaneous items:
  - Discussion on painting of buildings & halls, possibly put each building on a seven year rotation.
  - Need to check for rotten wood on exterior window at 9260 Niki Place, Unit 102.
  - Not yet addressed – splash guards at downspouts Building 1.
  - Window parts – in storage shed or Management storage.
  - Brick sealing and parging to be done.
  - Swings on Caspian Way – repairs done. Want to keep swings as they are used regularly by the residents.
  - Audit to be done.
  - Mowers have missed one edging job. Management will address with vendor.
  - Niki Place tot lot – much of the mulch appears to have washed away. Recommendation to dig out the area and re-mulch. Mulching was done last year. Lisa to review.

#### VIII. Adjournment

Frank motioned to adjourn the meeting which seconded by Blase. The motion was carried at 8:37 p.m.

Minutes submitted by: Nancy Creel, Secretary

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