

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
June 17, 2014

I. Call to order

Frank Zirkle, Vice-President, called to order the regular meeting of the Hunters Square Board of Directors at 7:00 p.m. on June 17, 2014, at the Office of Burke Community Management Group, Manassas, Virginia.

II. Board Members Attending

Board Members: Frank Zirkle, Lisa Clements and Nancy Creel

Absent: Donna Miller and Blase Morgan.

Burke Management Group: Crystal Terrant

Residents & Guests: Michael Youlen, Suzanne Allen and Jeanne Bacot.

III. Open Forum

Jeanne Bacot spoke on the matter of the mowers working on Caspian Way in the rain recently. Ms. Bacot asked the vendor not to mow due to the rain and the vendor's employee requested a letter to be provided asking him not to mow. Ms. Bacot states that she provided a letter to the vendor. Discussion followed regarding the length of the grass for mowing and the schedule for mowing.

Ms. Bacot also commented on her ant problem and asked if other residents are complaining about ants. Ms. Bacot wants to find the source of the ants and have that source treated. Management indicated that the grounds have been treated for the last two years for the ants. Management provided a quote for all building exteriors to be treated for ants at a total cost of \$1,939. Frank motioned to have the building exteriors treated and Nancy seconded the motion. The motion was passed.

Jeanne Bacot addressed the issue of a water leak possibly in a common pipe from the unit above her. There is a possibility of a clog in the a/c condensation line. Management will follow-up on this matter. If resident gives access, Management can arrange for the condensation line to be unclogged.

IV. Executive Session

The Board went into Executive Session at 7:17 p.m. The meeting opened Session at 7:20 p.m.

V. Approval of the May 20, 2014 Minutes

Nancy read the minutes of the May 20, 2014, Board meeting. One correction was noted to Section VII - New Business, a) which should read "**Replaced** sewer drains will not be included in the study." Lisa motioned to accept the minutes with correction. Motion was seconded by Frank and the motion was passed.

VI. Financial Report

No Financial Report. Management confirmed a deposit of \$2,000 was made to Capital Reserves in the last month.

VII. Old Business

a) Maintenance/Repairs Update

- Dryer vent cleaning for Judy Wilson, Building 7 completed.
- Faucet repair at Building 2 completed.
- Smoke detector at 9250 Niki Place – battery replaced.
- Brick sealing and parging – bids have been solicited.
- Building 7 Water Intrusion – Management reports that the residents have been closing the hall window and shutting the front door during rains and there has been no additional water intrusion.
- City arborist visit to area tabled until the fall.
- Tree at dumpster 2 has been trimmed.
- Management is getting bids for rotten wood on exterior window at 9260 Niki Place, Unit 102.
- Splash guards at downspouts Building 1 completed.
- Management contacted mowers regarding missing an edging job. Vendor states no edging was missed.
- Lisa to review tot lot on the mulch issue.

b) Cleaners

The owner of the janitorial service was unable to be present at this meeting but has discussed the Board's concerns with Management. Owner will address these concerns with the staff and have taken 10% off the billing for that period.

VIII. New Business

- a) In light of the upcoming July 4 holiday, Nancy will post a flyer in the halls regarding the ban on certain fireworks in Hunters Square with a referral to the Manassas Junction Police Department in case of violations.

IX. Adjournment

Frank motioned to adjourn the meeting which seconded by Lisa. The motion was carried at 7:41 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____