

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
July 29, 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 July 29, 2014, at the Office 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: Crystal Terrant

Residents & Guests: Michael Youlen, Carol Lawhead, Joanne Regan and Jeanne Bacot.

III. Community Police Report

Michael Youlen updated the Board on community issues for the last month. No significant items to report.

IV. Approval of the June 17, 2014 Minutes

Nancy read the minutes of the June 17, 2014, Board meeting. Motion to pass the minutes was tabled to the August meeting as one board member was ineligible to vote and another board member was absent.

V. Open Forum

Open Forum was held.

Due to hallway loitering at Building 1, Blase made the motion to post signage in the hall. Frank seconded the motion and the motion was passed. Management will consult with Michael Youlen on the language for the signage before posting.

VI. Financial Report

Blase reviewed the financial reports for May and June. As of June 30, 2014, the total checking and reserves is \$168,537.62. Deposits have been made to the Capital Reserves through September 2014. The total uncollected assessments is \$50,116.

VII. Old Business

a) Maintenance/Repairs Update

- Dryer vent cleaning – bid received from Fireman's Pressure Washing which includes a low pressure wash of the siding & cleaning of the dryer vents for a total of \$3,145.62. Management will check with the vendor on how vents are cleaned and email the Board for a vote. Management will also contact Pro Service to solicit a bid.
- Splash blocks are done.
- Cable box repairs are more involved than originally thought. Turner is following up on this item.
- Gutters cleaned after recent rains due to clogging.

- Management reports that 9210 Niki Place will require grade work on the front and sealing of the foundation. Hallway had water damage due to recent rains and is currently being dried out and monitored.
- Common area between Buildings 4 & 5 – Management suggests a bid meeting with potential contractors for discussion of possible solutions to drainage issues and trees. Management will contact Turner, Old Town & Meadows with Lisa as the liaison. Goal is to begin work in Fall 2014, if possible.
- Ant treatment – Patriot will perform the second treatment in the next week.
- Management reports that bids for rotten wood on exterior window at Building 2 is currently pending.
- Turner has put covers on two electrical boxes and the guards for the light posts are on order.
- Janitorial service missing trash pick-up in common areas. Management has spoken with vendor.

#### VIII. New Business

a) Management presented a bid from Crystal Clean Duct Service to clear 48 condensation lines in 48 upper units for a total of \$960 plus a trip charge of \$110 for each time they have to come out to access the units. Frank made the motion to accept the bid which was seconded by Nancy. The motion was passed. Discussion regarding this being a yearly task to be scheduled in the early spring season.

b) Management presented a bid of \$250 from Turner to modify the area around Dumpster 2 to corral large trash items until those items can be collected by the trash contractor. Blase motioned to accept the bid which was seconded by Nancy. The motion was passed.

c) Contract renewal by Manassas Junction Police Department – increase of contract from \$5,000 to \$8,000 plus supplies per year. Motion was dropped to approve the contract for six months and renegotiate. Per discussion, Management will contact MJPd to negotiate contract. Board will consider obtaining bids within six months. Board will discuss matter at next meeting when all board members are present.

#### IX. Adjournment

Frank motioned to adjourn the meeting which seconded by Nancy. The motion was carried at 8:50 p.m.

Minutes submitted by: Nancy Creel, Secretary

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