

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING

Meeting Minutes

August 19, 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 August 19, 2014, at the Offices of Burke Community Management Group, Manassas, Virginia.

II. Board Members Attending

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

Absent: Donna Miller

Burke Management Group: Crystal Terrant and Terri Jenkins

Residents & Guests: Michael Youlen, Juan Rivera, Joyce Morgan, Joanne Regan, Suzanne Allen and Jeanne Bacot.

III. Open Forum

Open Forum was held.

IV. Community Police Report

Michael Youlen updated the Board on community issues for the last month.

V. Approval of the June 17, 2014 and July 29, 2014 Minutes

The minutes of the June 17, 2014, Board meeting and July 29, 2014 Board Meeting were reviewed by Board Members via email. Motion to pass the June minutes was made by Lisa and seconded by Frank. Motion was passed. Motion to pass the July minutes was made by Blase and seconded by Lisa. Motion was passed.

VI. Financial Report

Blase reviewed the financial reports for July 2014. The total Checking and Reserves is \$168,471.41. Deposits have been made to the Capital Reserves through September 2014.

The total uncollected assessments are \$50,566. Budget items for security and accounting have increased in 2014 and the additional expense of a skylight was added to the roof replacements.

VII. Old Business

a) Maintenance/Repairs Update

- Dryer vent cleaning – Management reviewed bids received and confirmed that Crystal Clean will clean vents to the back of each dryer at a cost of \$38 per unit. Frank motioned to accept the bid from Crystal Clean. Motion was seconded by Nancy and the motion was passed. Management will schedule the duct cleaning for Caspian Way in one month and Niki Place the next month to stagger the expense. Management will also double check on cost on return cleaning.
- Trash enclosure – Turner making repairs.
- Niki Place – post lamp is on all the time. Need to check auto switch.
- Bids are currently being solicited for repair on window wood trim.

- 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.
- Discussion regarding further replacement of exterior doors. Turner has identified five doors that are priority replacements, two of which are on Niki Place. Turner has submitted a bid of \$8795 to replace five hall doors. Blase motioned to accept Turner's bid which was seconded by Lisa. Motion was passed. Management advised that the work will begin sometime in October.
- Management reports that owners at Building 3 are working together to resolve issue of water leak and damage which recently occurred. Management has ordered a new door for Unit 201 as the fire department had to break the door for access as the owner was not at home when the water leak occurred to the unit below.
- Drainage options at Caspian Way – Management is scheduling a bid meeting with vendors and Lisa to walk the area and discuss options between Buildings 4 & 5.
- Ant treatment – Patriot has been out twice to treat for ants. Patriot advised that areas around the a/c units is wet and that needs to be dried to prevent attracting ants.
- Fireman Pressure – Management has requested a revised bid for pressure washing of the buildings.

VIII. New Business

a) Management presented the FY 2015 Reserve Study to the Board via email.

The operating reserves were not part of the study's calculations. Study recommended increasing reserve contributions from \$75,000 per year to \$78,000 per year or an additional \$3,000 per year for the next three years. The study recommends starting the hallways refurbishing in 2015 and completing in 2016. It is recommended that the parking lots should be done in 2018. The study recommends replacing exterior doors at three per year but the Board is currently replacing five per year. Blase made the motion to accept the FY 2015 Reserve Study which was seconded by Nancy. The motion was passed.

b) Based upon the recommendations of the FY 2015 Reserve Study and the increased costs experienced in FY 2014, Blase presented a proposed 2015 Budget for Hunters Square. Accounting costs will increase as a full audit will be done in 2015. Security expenses have increased and extra funds were allowed for snow removal. Extra funds were allotted for insurance, tree removal and reserve contributions. The proposed budget for FY 2015 will have an increase to homeowner dues of 5%. Nancy motioned to accept the proposed FY 2015 Budget which will be presented at the annual meeting in January 2015. Motion was seconded by Lisa. The motion was passed.

c) Contract renewal of Manassas Junction Police Department – Management negotiated the contract and presented the final bid to the Board via email. Motion to accept MJPDP contract was ratified via email.

IX. Executive Session

Nancy motioned for the Board to go into Executive Session at 8:00 p.m. which was seconded by Blase. Motion was passed.

X. Adjournment

Board went into Open Session at 8:05 p.m. Lisa motioned to adjourn the meeting which seconded by Frank. The motion was carried at 8:10 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____