

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

Meeting Minutes
September 16, 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 September 16, 2014, at the Manassas City Police Department, Manassas, Virginia.

II. Board Members Attending

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

Absent: Frank Zirkle

Burke Management Group: Terri Jenkins

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

III. Open Forum

No Open Forum held.

IV. Community Police Report

Michael Youlen updated the Board on community matters over the last thirty days.

V. Approval of the August 19, 2014 Minutes

The minutes of the August 19, 2014, Board meeting were reviewed by Board Members via email. Motion to pass the August minutes was made by Lisa and seconded by Donna. Motion was passed.

VI. Financial Report

Blase reviewed the financial reports for August 2014. The total Checking and Reserves is \$164,734.73. The total uncollected assessments are \$58,821. Assessment collects are approximately \$10,000 behind. Reserve items and accounting expenses are increased this month. Building 7 showing a higher water expense. Management will post flyers in the halls regarding water usage.

VII. Old Business

a) Maintenance/Repairs Update

- Dryer vent cleaning – to be scheduled.
- Dumpsters were replaced.
- Status of Bids for repair on window wood trim – Management to check.
- Replacement of exterior doors - Turner has ordered the five doors that are scheduled for replacement.
- Management is working to resolve items emailed by Jim Lucas.
- Management is working to resolve items emailed by Nancy Rice.
- Termites at Caspian – Management got a second inspection and no termites were found.
- Fireman Pressure – Management emailed bid for Board to review. Bid was adjusted to do pressure washing of siding only at a total cost of \$6,170.40 for all units. Blase motioned to accept the bid which was seconded by Lisa. Motion was passed.

- Bid from Valley Crest on drainage options for area between Buildings 4 & 5, Caspian Way. Board requested Management obtain clarification on turf renovation process. Total bid for tree removal and drainage installation is \$19,927.00. Management is waiting on two additional bids. Matter tabled to October meeting.
- Cavalier Tree Service – Bid submitted for removal of eight trees and stumps that Board identified as dying or failing. Bid total is \$1,250. Cavalier also bid on tree removal for area between Buildings 4 & 5 at \$2,300. Management advised that additional bids are expected. Matter tabled to October meeting.
- Blase advised that the janitorial service is not cleaning the dumpster areas. Cleaners are not spending enough time on-site to properly address cleaning. Management will contact owner.

VIII. New Business

a) Newsletter

Nancy presented a draft of the November 2014 newsletter. Discussion of additional items to add. The Board will again sponsor a Holiday Door Decorating Contest. The winner will receive a \$75 gift card and the runner up will receive a \$25 gift card. Nancy motioned to sponsor the contest with gift card prizes which was seconded by Lisa. The motion was passed. The Board will also sponsor a food drive during the holidays to benefit Serve. Nancy will post flyers.

b) Joyce Morgan addressed the Board with the suggestion that the Association might want to consider hiring a part-time person to be on site regularly to pick up trash, pick up sticks, clean flower beds, trim shrubs and generally keep up the common areas. Although the Association has some of these items in the landscaping and janitorial contracts, it is felt that a better job could be done.

IX. Adjournment

Donna motioned to adjourn the meeting which seconded by Blase. The motion was carried at 8:04 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____