

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

Meeting Minutes

October 21, 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 October 21, 2014, at the Manassas City Police Department, Manassas, Virginia.

II. Board Members Attending

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

Absent: Donna Miller.

Pursuant to email received on September 26, 2014, Blase Morgan resigned from the Board due to the sale of his unit.

Burke Management Group: Crystal Terrant and Terri Jenkins

Residents & Guests: Michael Youlen, 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 September 16, 2014 Minutes

The minutes of the September 16, 2014, Board meeting were reviewed by Board Members via email. Motion to pass the August minutes was made by Frank and seconded by Lisa. Motion was passed.

VI. Financial Report

Management reviewed the financial reports for September 2014. The total Checking and Reserves is \$175,934.71. The total uncollected assessments are \$58,220.53. Pest control expenses were increased due to a bee issue on Niki Place. Management advised that the new computer application is now up and running. Unit owners will be able to set up an account and pay monthly dues through this account as well as notify Management of any maintenance issues. Management will be issuing new coupon booklets for 2015 in December 2014.

VII. Old Business

a) Maintenance/Repairs Update

- Dryer vent cleaning was done. Eighteen vents have issues and some were disconnected. Nine vents were clogged from inside which vendor will contact to complete the work. Management recommends dryer vent cleaning on a yearly basis.
- Tree removal to be done.
- Fireman Pressure – Pressure washing of buildings to begin November 1.
- The courtyard on Caspian Way between buildings 4 and 5 – work is to begin the first week in November.
- Turner is working to complete general maintenance items. Bees had to be removed from the area around Dumpster 2.

- Bid from Valley Crest was ratified by Board vote via email in September to Management.
- Exterior painting – matter tabled until spring.
- Newsletter – add item regarding Board elections in January.

VIII. New Business

a) Sewer Line – Building 7

Sewer line break led to flooding of lower unit. Pierce Construction submitted a bid for the line repair at \$23,500. Nancy motioned to accept the bid which was seconded by Lisa. Motion was passed. Frank signed the contract. Work will begin immediately.

b) Olde Town Landscaping – snow removal contract submitted at the same cost as last year's contract. Lisa motioned to accept the bid which was seconded by Nancy. Motion was passed.

c) Management will install the hydrant markers purchased last year.

d) Hallway repairs - Building 1

Discussion regarding the disrepair of the wallpaper in the halls of Building 1. Management will obtain bids on removal of the wallpaper and painting of the walls. Management will also obtain bids on carpet cleaning for the hallways.

IX. Adjournment

Lisa motioned to adjourn the meeting which seconded by Frank. The motion was carried at 7:30 p.m.

Minutes submitted by: Nancy Creel, Secretary

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