

# HUNTERS SQUARE AT CEDAR CREST COMMONS NEWSLETTER

November 2014

## Please be sure to visit the Hunters Square Website!

The Hunters Square enables you to access your newsletters, Resident Handbook, Board meeting minutes as well as news and happenings in our neighborhood. Please be sure to visit at [www.hunterssquarehoa.com](http://www.hunterssquarehoa.com) and let us know if there is anything you would like to see on our website!

## Board of Directors

Donna Miller	President
Frank Zirkle	Vice-President
Vacant	Treasurer
Nancy Creel	Secretary
Lisa Clements	Member at large

## Message from the President

During 2014, the Board completed all roof replacements on Niki Place and is replacing five hall entry doors each year.

The Board has contracted for dryer vent cleaning of all 144 units.

The Fiscal Year 2015 Reserve Study was done in 2014 and indicated the necessity to contribute additional funds each year to the reserve accounts and highlighted areas that the Board continues to tackle such as hallway door replacements, hallway refurbishing and parking lot replacements

As in previous newsletters, The Board continues to encourage all owners and residents to purchase a Condominium Owners policy for those who own a unit and Renters Insurance for those who rent a unit which are critical to you and your family's financial well being.

## IMPORTANT INFORMATION FOR HOMEOWNERS

### FIREPLACE CLEANING

To avoid any liability issues due to negligent maintenance, it is recommended that you have your fireplace cleaned each year and present a copy of the cleaning receipt to Burke Community Management Group at 10494 Business Center Court, Manassas, Virginia 20110 or they can be reached at 703-361-9014.

Please dispose of fireplace ashes properly, in a metal container AFTER the ashes are cold.

The fall season is also a good time to change the battery in your smoke detector.

## SATELLITE DISHES

During roof replacements, it was discovered that some satellite dishes had been bolted to the roofs which totally penetrated the shingles and plywood causing roof leaks into the units below. Please be reminded that the satellite dish cannot be adhered to the roof. If you have a TV dish installed, please make sure your service provider is aware that the dish should not be bolted to the roof.

## HALLWAY DOORS

The Board is scheduling the replacement of five exterior hallway doors, frames and sidelights each year. We inspect and determine the priority of replacement and do those doors first. Currently, the cost to replace five doors, with labor and materials, is \$8,795.00 or \$1,759.00 each. We want to remind all residents to please leave the hall doors closed, especially in inclement weather. The wind can catch to door and rip or bend the door frame. Remember, these costs come out of all our pockets. Please help to keep the entryways in good repair.

## COMMUNITY REMINDERS

1. As winter approaches, we ask that third level residents please remember to close the hall windows during inclement weather. This will prevent water intrusion into the halls and preserve the wallpaper and carpet. Also, please remove any flower pots from the front porch of your building. This will aid in the removal of snow and ice during the winter season.
2. Notice to all smokers that cigarette butts should be disposed of properly. Please do not throw cigarette butts into the yard or plant beds, particularly the mulch.
3. Hallways must be kept open and clutter free. Storage of trash, furniture, tools, etc. is prohibited.
4. During icy weather, please do not put salt on the front stoops of the buildings. If you feel the stairs need to be treated, call Management and they will treat the areas. Use of salt can damage the concrete as well as the surrounding plants and can be dangerous to pets.
5. Patios and balconies must be kept in good appearance. Trash and other litter is not permitted. Bicycles must be in operating condition and storage of motorcycles, indoor furniture or appliances on patios is prohibited.
6. Please make sure that your trash is deposited into the dumpster and not on the surrounding walkway/concrete that accesses that dumpster. If you block the walkway, others cannot access the dumpster. Any trash that is not put in the dumpster will **NOT** be picked up by the trash company. Sometimes the dumpster will be put back by the truck on top of trash which causes odors and attracts rats and other wild animals. Please do your part to make sure we keep Hunters Square clean. Place your trash as far back as you can into the dumpster to allow others to deposit their trash into the dumpster. We appreciate your consideration.
7. Large item pickups are once each week on Fridays. If you have large furniture items to dispose of, please do not put those items in the dumpster area before Thursday. Please do not place or store trash on patios or in hallways. **Christmas trees should be placed in the dumpster if possible. If you cannot get the Christmas tree in the dumpster, please place the tree next to the outside of the dumpster fence. PLEASE DO NOT BLOCK THE DUMPSTER GATES.**
8. The Board is diligent in monitoring costs for the Association. One area in which costs have increased regularly is water and sewer usage. We want to remind everyone again to make sure that your faucets, toilets, water heaters and washer hoses are in good repair and not leaking. Water leaks from your unit which cause damages to another unit can necessitate access to your unit. The Association or its representatives have the right to enter any unit, have appropriate repairs made and bill the owner for the same as specified in the Association Bylaws.
9. Do not leave appliances running while you are not at home such as dryers, washers, dishwashers or stoves.
10. Hunters Square does not have on-site maintenance. Please help keep our community clean by disposing of trash properly. If you should see trash on the grounds, please pick it up and discard of it properly. Your neighbors will appreciate it!

### **FLUID LEAKS IN PARKING SPACES**

Recently, there have been a number of serious, heavy fluid leaks in parking spaces from residents' vehicles. These leaks can be dangerous to other residents and pets. Please keep your car in good repair and, if you should have a fluid leak, you are responsible for cleaning the fluids and disposing of those fluids properly. Be reminded that mechanical fluids may not be put into the storm sewers. This is in direct violation of Federal Environmental laws.

The Board will again be sponsoring a Holiday Door Contest in December. So join in the fun and decorate your unit door for the Christmas holidays no later than Sunday, December 14, 2014. Judges will make a decision on the best decorated door on Sunday, December 14, 2014. The winner will receive a \$75 gift card and the runner-up a \$25 gift card.



Hunters Square would also like to consider those that may not have as much as we do this holiday. We will be sponsoring a holiday food drive in December to benefit SERVE in Manassas. We will also take donations of slightly used, warm coats, hats and gloves. Collection will be on Saturday, December 13, 2014. The Board will be posting flyers in the coming weeks about both events.

### **MARK YOUR CALENDAR**

Board Meeting	No Meeting in December
Annual Board Meeting	January 2015 (To Be Announced)**
Board Meeting	February 17, 2015
Board Meeting	March 17, 2015
Board Meeting	April 21, 2015
Board Meeting	May 19, 2015

*Schedules are subject to change. Please contact Burke Community Management Group at 703-361-9014 to confirm date, time and location or check on our community website.*

*Unit owners are encouraged to attend the monthly Board meetings and participate in the 30 minute Open Forum to share your concerns and issues. To be included on the Agenda, please contact Management.*

**\*\*Reminder to unit owners that during the Annual Meeting in January 2015, there will be an election for two board positions. If you are interested in becoming a board member, please contact Management.**