

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
November 17, 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 November 17, 2014, at the offices of Burke Community Management Group, Manassas, Virginia.

II. Board Members Attending

Board Members: Donna Miller, Frank Zirkle, and Nancy Creel.

Absent: Lisa Clements.

Burke Management Group: Crystal Terrant.

Residents & Guests: Michael Youlen, and Judy Wilson.

III. Open Forum

No Open Forum held.

IV. Executive Session

The board went into Executive Session at 7:02 p.m. Board returned to Open Session at 7:19 p.m.

V. Community Police Report

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

VI. Approval of the October 21, 2014 Minutes

The minutes of the October 21, 2014, Board meeting were reviewed by Board Members via email. Motion to pass the October minutes was made by Frank and seconded by Donna. Motion was passed.

VII. Financial Report

Management reviewed the financial reports for October 2014. The total Checking and Reserves is \$161,218.22. Invoicing from Valley Crest for work in area between Buildings 4 and 5 is outstanding.

VII. Old Business

a) Maintenance/Repairs Update

- Bee infestation at Niki Place eliminated.
- Batteries were replaced in hallway smoke detectors.
- Fireman Pressure – Pressure washing of buildings to begin November 1.
- Dryer vent cleaning completed.
- Condensation lines cleared from outside. Management recommends keeping this item on the yearly maintenance list.
- Drains completed in courtyard at Buildings 4 & 5. Trees were removed. Grading is still in progress.
- Power washing – to be rescheduled due to the weather. Contractor will reschedule to late March and will discount the work by 10%.

b) Contract for Hallway Refurbishing – Building 1

Board reviewed bids from Certa-Pro Painters, Creative Contractors and Turner for removal of wallpaper, and repainting in Building 1, four hallways. Nancy motioned to accept Turner's bid at \$16,800. Frank seconded the motion and the motion was passed.

c) Contract for Hallway Carpet Cleaning

Board reviewed bids from Bianchi Carpet Cleaning and SC Companies for cleaning hallway carpets. Frank motioned to accept the bid from Bianchi Carpet Cleaning at the same price paid last year. Nancy seconded the motion and the motion was passed. Management will reduce the contract by four hallways due to the painting at Building 1.

d) Newsletter

Nancy will add information referencing proper Christmas tree disposal at the dumpsters. Newsletter to be added to website by Thanksgiving.

VIII. New Business

a) Management advised of the new automated system for owners to utilize for making payments and requesting maintenance. Letter will be going out to owners in the near future.

b) Residents have been observed driving into the courtyard between Buildings 4 & 5 after extensive work has been done with the drains and regarding. Management will research purchase and installation of poles with chains to block access so that no one can drive in the yard.

c) Holiday Door Contest is scheduled for December 14, 2014.

d) December 16, 2014, Board Meeting

Frank made the motion to cancel the December Board Meeting which was seconded by Nancy. The motion was passed.

e) Annual Board Meeting

First attempt for a quorum will be held on January 14, 2015. If quorum is not met, the second meeting will be held on January 28, 2015.

IX. Adjournment

Nancy motioned to adjourn the meeting which seconded by Frank. The motion was carried at 7:56 p.m.

Minutes submitted by: Nancy Creel, Secretary

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

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Addendum to Meeting Minutes of November 17, 2014

I. Board Appointment

Let the record show that on December 17, 2014, Nancy made a motion via email to the Board members to appoint Judy Wilson to continue the position left vacant by Blase Morgan. The motion was seconded by Frank and passed unanimously.

Addendum submitted by: Nancy Creel, Secretary

Addendum approved by: \_\_\_\_\_