

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

Meeting Minutes

April 21, 2015

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 April 21, 2015, at the Manassas City Police Department, Manassas, Virginia.

II. Board Members Attending

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

Lisa Clements, absent.

Burke Management Group: Crystal Terrant and Terri Jenkins.

Residents & Guests: Michael Youlen, and Jeanne Bacot.

III. Open Forum

Open forum held.

IV. Community Police Report

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

V. Approval of the March 17, 2015, Minutes

The minutes of the March 17, 2015, Board meeting were reviewed by Board Members via email. Motion to pass the March minutes was made by Donna and seconded by Frank. Motion was passed.

VI. Financial Report

Management updated the Board with the March financial reports. Management advised the audit for 2013 was completed and received. Management provided the cost for the 2014 agreed upon procedures audit. Management has recommended a full audit every two years, with the next full audit to be done in 2015.

VIII. Old Business

a) Maintenance/Repairs Update

- Weeds are growing in the tot lot mulch.
- Picnic tables to be removed.

IX. New Business

a) May 2015 Newsletter

Nancy presented the draft newsletter which was reviewed by Board members via email. Donna motioned to approve the newsletter. The motion was seconded by Frank and the motion was passed. Newsletter will be posted on the website.

b) Post and chains for rear of Buildings 7 and 1 and 3. Management will present bid via email to the Board.

X. Adjournment

Frank motioned to adjourn the meeting which seconded by Judy. The motion was carried at 7:49 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____