

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

Meeting Minutes

March 17, 2015

I. Call to order

Donna Miller, President, called to order the regular meeting of the Hunters Square Board of Directors at 6:50 p.m. on March 17, 2015, at the offices of Burke Community Management Group, Manassas, Virginia.

II. Board Members Attending

Board Members: Donna Miller, Frank Zirkle, Lisa Clements, Judy Wilson and Nancy Creel.
Burke Management Group: Crystal Terrant.

Residents & Guests: Jim Makris, A L & L, Michael Youlen, and Jeanne Bacot.

III. Executive Session

The board went into Executive Session at 6:50 p.m. Board returned to Open Session at 7:08 p.m.

IV. Community Police Report

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

V. Open Forum

Open forum held.

VI. Approval of the November 17, 2014 Minutes

The minutes of the November 17, 2014, Board meeting were reviewed by Board Members via email. Motion to pass the November minutes was made by Frank and seconded by Judy.

Motion was passed.

VII. Financial Report

Management updated the Board on the current financial standing. As Management went to a new computer format very recently, a copy of the financial statements was not available to the Board for this meeting. Management updated the Board that the audit for 2014 was completed. Board discussed the 2015 audit. Management to get bid for 2015 audit to present at the April meeting.

VIII. Old Business

a) Maintenance/Repairs Update

- Bicycles at Building 1 – Management to post notice and then remove if necessary.
- Discussion re hallway renovations at Building 1 – Management to obtain bid from Turner for chair rail and painting of slightly darker color below rail. Management will email to Board members for a vote.

b) Designation of Officers

Donna Miller will continue as President, Frank Zirkle as Vice-President, and Nancy Creel as Secretary. Judy Wilson is the new Treasurer and Lisa Clements is Member at

Large. Frank motioned to approve the designation of officers. The motion was seconded Lisa and the motion was passed.

IX. New Business

a) Goals for 2015 - Management will continue the current schedule of camera the sewer lines and jetting every six months. Hallway renovations will continue with Turner pricing out windows for replacement.

b) Siding on Building 3 – siding on the building end at Dumfries Road has come off due to the recent high winds. Turner provided a bid not to exceed \$5,500 to repair/replace the siding. Nancy made the motion to accept Turner's bid for siding replacement/repair which was seconded by Frank. The motion was passed.

c) Discussion regarding landscaping and the barrier at the courtyard between Buildings 4 and 5. Donna, Lisa and Nancy will walk the grounds to review.

d) Newsletter

Discussion regarding items for the May newsletter. Nancy will draft and present at the April meeting.

X. Adjournment

Donna motioned to adjourn the meeting which seconded by Judy. The motion was carried at 8:23 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____