

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

Meeting Minutes

May 19, 2015

I. Call to order

Donna Miller, President, called to order the regular meeting of the Hunters Square Board of Directors at 7:03 p.m. on May 19, 2015, at the Manassas City Police Department, Manassas, Virginia.

II. Board Members Attending

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

Judy Wilson, absent.

Burke Management Group: Crystal Terrant and Terri Jenkins.

Residents & Guests: Michael Youlen.

III. Open Forum

No Open forum held.

IV. Approval of the April 21, 2015, Minutes

The minutes of the April 21, 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.

V. Financial Report

Management updated the Board with the April 2015 financial reports. Board reviewed operating expenses and balance sheet. Management advised that Association counsel is monitoring homeowner account after \$500 arrears are accumulated. Donna signed the engagement letter for the 2014 audit.

VI. Old Business

a) Maintenance/Repairs Update

- Valley Crest – webbing on lawn at courtyard between Buildings 4 and 5 has not yet been removed.
- Building 1 hall remodels – trim has been installed, painters will be painting unit doors on a Saturday to be determined. Management will post notice to residents prior. Discussion regarding closure of hall windows during inclement weather. The new windows will have vinyl sills and weep holes to drain any water that may come into the windows. Management will post reminder to residents to close hall windows during inclement weather.
- Management advised that one treatment will be done on the grounds in June at a total cost of \$400 to treat for bagworms and other pest on the foliage.
- Swings – Turner will be removing the swings and doing repairs on Niki Place and Caspian Way.

VII. New Business

- a) Grass strips between parking lots and curb areas – Management will install sod in the fall.

b) On May 6, 2015, the Board voted via email to replace the siding on the end of Building 1 which was peeling off. Lisa motioned to ratify the vote which was seconded by Nancy. Motion was passed.

c) Management made the recommendation that the Board should consider scanning and electronic storage of old Association documents. The volume of the old documents has become an issue with regard to storage. Management will continue to keep hard copies of state-mandated documents but old working documents can be scanned to electronic media at a cost of \$400. Frank made a motion to have Management scan the old Association documents for electronic storage. Nancy seconded the motion and the motion was passed.

d) Management will price the cost of replacing picnic tables and swings for the Niki Place tot lot and picnic area. The Board and Management will do a walk through to inspect the current condition of the tot lot and picnic area as well as other areas of the community.

VIII. Adjournment to Executive Session

The Board adjourned to Executive Session at 7:30 p.m. with Michael Youlen.

IX. Open Session

The Board returned to Open Session at 7:46 p.m.

X. Adjournment

Frank motioned to adjourn the meeting which seconded by Lisa. The motion was carried at 7:50 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____