

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
June 16, 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 June 16, 2015, at the Manassas City Police Department, Manassas, Virginia.

II. Board Members Attending

Board Members: Donna Miller, Frank Zirkle, Judy Wilson, Lisa Clements and Nancy Creel.  
Burke Management Group: Crystal Terrant and Terri Jenkins.  
Residents & Guests: Michael Youlen.

III. Open Forum

No Open forum held.

IV. Community Police Report

Michael Youlan updated the Board and Management on community activities.

V. Approval of the May 19, 2015, Minutes

The minutes of the May 19, 2015, Board meeting were reviewed by Board Members via email. Motion to pass the May minutes was made by Lisa and seconded by Frank. Motion was passed.

VI. Financial Report

Management advised the Board that the report would be forwarded via email as the system was not available.

VII. Old Business

a) Maintenance/Repairs Update

- Wasp problems at Buildings 6 & 7 resolved.
- Building 1 hall remodels are completed. Discussion on bylaw items to note on placards to be placed in the hallways to remind residents of community's basic rules and procedures.
- Picnic tables were received and given to Turner to install. Management was able to utilize a sale where the Association purchased four tables for the price of two.
- Tot lot equipment is on order.
- Splash blocks – still a work in progress.
- Sewer lines – Board and Management will determine date to camera and flush lines.

VII. New Business

- a) Motion was made by Judy to ratify the Board's email vote to purchase the tot lot equipment on May 28, 2015. Motion was seconded by Lisa and the motion was passed.

- b) Management will draft the hall placard with bylaw reminders and email to Board for review.
- c) Management will post flyers regarding July 4 fireworks.
- d) There will be no board meeting in July. Calendar on website to be updated.
- e) Donna signed the paperwork for one lien and paperwork to update the registered agent with the State.

VIII. Adjournment to Executive Session

The Board adjourned to Executive Session at 7:41 p.m.

IX. Open Session

The Board returned to Open Session at 7:45 p.m.

X. Adjournment

Lisa motioned to adjourn the meeting which seconded by Frank. The motion was carried at 8:04 p.m.

Minutes submitted by: Nancy Creel, Secretary

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