

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

Meeting Minutes

August 18, 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 August 18, 2015, at the Offices of Burke Community Management, Manassas, Virginia.

II. Board Members Attending

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

Absent: Judy Wilson

Burke Management Group: Crystal Terrant and Terri Jenkins.

Residents & Guests: Michael Youlen, Juan Rivera.

III. Open Forum

Open forum held.

IV. Community Police Report

Michael Youlan updated the Board and Management on community activities for June, July and part of August.

V. Approval of the June 16, 2015, Minutes

The minutes of the June 16, 2015, Board meeting were reviewed by Board Members via email. Motion to pass the June minutes was made by Lisa and seconded by Frank. Motion passed.

VI. Financial Report

Management reviewed the July 2015 financial report. One long outstanding collection matter has now been settled and the funds forwarded to the Association.

VII. Old Business

a) Maintenance/Repairs Update

- Wasp problems continue on Niki Place and Caspian Way. Management has had pest control on site to deal with this problem.
- Weather stripping needs replacement on front door – 9240 Caspian Way.
- Picnic tables at Caspian Way need to be re-located to the picnic area and anchored. Discussion on materials for area around grill. Management will look at the possibility of concrete.
- Tot lot equipment is on order. No ship notification to date.
- Barrier posts still to be installed at courtyard between Buildings 4 and 5.
- Sewer lines – have been flushed and camera inspection done. There are two broken lines that will require repair: one on Caspian Way (9210-9230) and one on Niki Place (9200-9210). Management presented a bid from Peirce Construction for a total replacement cost of \$47,000. Frank made a motion to accept the bid from Peirce Construction at \$47,000 which was seconded by Nancy. The motion passed.

- Board reviewed draft of hallway placards. One item added and Management will follow through on ordering.
- Common area swings – Management advised that repairs will no longer be cost effective. It will be more cost efficient to replace old swings with new ones when required.

VII. New Business

- a) Management will obtain a proposal for replacement of the exterior door on Building 3 at 9330 Niki Place.
- b) Discussion regarding dumpster issues and disposal of large items. Management recommends signage to direct users where to locate large items so that the dumpster area is not blocked for pickup. Frank made the motion to order and place decals in the dumpster areas. Nancy seconded the motion. Management can order at a cost not to exceed \$200.
- c) Gutter cleaning – was just done and scheduled again for the fall. Repair to downspouts was also done.
- d) Dead pine tree reported behind Building 6.
- e) Management advised Board of the Community Association Institute and potential for individual Board members joining and some of the benefits. Board will consider.

VIII. Adjournment

Frank motioned to adjourn the meeting which seconded by Lisa. The motion was carried at 8:09 p.m.

Minutes submitted by: Nancy Creel, Secretary

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