

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
September 15, 2015

I. Call to order

Frank Zirkle, Vice-President, called to order the regular meeting of the Hunters Square Board of Directors at 6:55 p.m. on September 15, 2015, at the Offices of Burke Community Management, Manassas, Virginia.

II. Board Members Attending

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

Absent: Donna Miller

Burke Management Group: Crystal Terrant.

Residents & Guests: Mary & Pat Finnegan, Michael Youlen, Juan Rivera.

Let the record show that Lisa Clements resigned from the Board effective immediately as she will be leaving the area for an undetermined period of time.

III. Open Forum

Open forum held.

IV. Community Police Report

Michael Youlan updated the Board and Management on community activities for August and September.

V. Approval of the August 18, 2015, Minutes

The minutes of the August 18, 2015, Board meeting were reviewed by Board Members via email. Motion to pass the June minutes was made by Frank and seconded by Judy. Motion passed.

VI. Financial Report

Management reviewed the August 2015 financial report. Another long outstanding collection matter has now been settled and the funds will be forwarded to the Association. This will help to reduce a number of delinquent accounts. Judy endorsed the Association taxes.

VII. Old Business

a) Maintenance/Repairs Update

- Sewer line repairs are scheduled to start within two to three weeks.
- Tot lot equipment for Niki Place partially received. One item returned as it was broken.
- Management is still researching ground cover for the picnic areas particularly around the grills.
- Barrier posts will be installed within two weeks. Barrier posts will include chains to prevent driving on lawn areas.
- Courtyard between Buildings 4 and 5 – Lisa and Management met with Valley Crest. Management will mark all stumps to be removed, contractor

will keep swell as it is currently and install two drain boxes behind the dumpster area, aerate and reseed.

- Lights have been replaced that were out.
- Door and exterior bannister at Building 4 to be repaired.
- Exterior door repair at Building 3 pending.
- One complaint from resident at Building 4 regarding trash and glass in parking lots and around dumpsters. Management advised that the hallway placards have been proofed and are almost completed that will advise residents of general dos and don'ts for care of the common areas. It is hoped that this will remind residents to dispose of trash properly.

VIII. New Business

- a) Due to a scheduling conflict, the Board cancel the October meeting and meet again in November.
- b) Discussion of draft newsletter for November. Nancy to present another draft via email before the November meeting.
- c) Discussion regarding the Board vacancy. Frank made the motion to appoint Juan Rivera to fill the current vacancy until the annual meeting in January 2016. The motion was seconded by Nancy and the motion was passed.

VIII. Adjournment

Judy motioned to adjourn the meeting which seconded by Frank. The motion was carried at 7:53 p.m.

Minutes submitted by: Nancy Creel, Secretary

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