

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
November 19, 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 November 19, 2015, at the Manassas City Police Department, Manassas, Virginia.

II. Board Members Attending

Board Members: Donna Miller, Frank Zirkle, Judy Wilson, Juan Rivera and Nancy Creel.  
Burke Management Group: Crystal Terrant.  
Residents & Guests: Lisa Eiland.

III. Open Forum

Open forum held.

IV. Community Police Report

Management reported on community activities for October.

V. Approval of the September 15, 2015, Minutes

The minutes of the September 15, 2015, Board meeting were reviewed by Board Members via email. Motion to pass the September minutes was made by Frank and seconded by Judy. Motion passed.

VI. Financial Report

Management reviewed the October 2015 financial report. The report shows improved collections with ten delinquencies over \$1,000.

VII. Old Business

a) Maintenance/Repairs Update

- Sewer line repairs are completed.
- Tot lot equipment for Niki Place was installed.
- Installation of barrier posts is almost completed.
- Maintenance update – Building 4 on Caspian Way.
- Reminder signs have been posted in all hallways.
- Signs are up at the dumpster areas.

VIII. New Business

- a) Nancy emailed the final draft of the November 2015 Newsletter to the Board for review. Frank motioned to ratify the email vote to accept the final draft. Judy seconded the motion and the vote was ratified. The newsletter has been posted to the website.
- b) Security Lights – Management will have those tested and replace batteries as required.
- c) Snow Removal Contract, 2015-2016 – Review and discussion of Olde Towne Landscaping contract for next year. Frank motioned to accept the new contract. The motion was seconded by Nancy and the motion was passed.

d) A L & L Landscaping Contract – 2016-2017: Review and discussion of new contract with an increase of \$600 for the year. The Board agrees that they are satisfied with the work performed by A L & L. Frank motioned to accept the new contract which was seconded by Judy. The motion was passed.

e) Budget for 2016 – discussion regarding next year's budget and proposed projects. Management recommended a 5% increase to keep in step with increased costs. Management will draft a letter to unit owners for the annual meeting in January 2016.

IX. Adjournment to Executive Session

The Board adjourned to Executive Session at 8:04 p.m.

X. Open Session

The Board returned to Open Session at 8:15 p.m.

XI. Community Holiday Door Contest

Nancy will draft a flyer and email to the Board for approval for the annual Holiday Door Contest. Judging will be held the weekend of December 12, 2016. The first prize winner will receive a \$75 gift card; second place winner will receive a \$25 gift card.

XII. Adjournment

Juan motioned to adjourn the meeting which was seconded by Judy. The motion was carried at 8:17 p.m.

Minutes submitted by: Nancy Creel, Secretary

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