

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

Meeting Minutes

March 19, 2019

I. Call to order

Secretary Nancy Creel called to order the regular meeting of the Hunters Square Board of Directors at 7:20 p.m. on March 19, 2019, at the Offices of Burke Community Management Group, Manassas, Virginia.

II. Board Members Attending

Board Members: Suzanne Allen, Nancy Creel, and Tamaria Raleigh.
Burke Management Group: Joyce Mullins and Brittany Turner.
Residents & Guests: Michael Youlen.

III. Open Forum

None held.

IV. Community Police Report

Michael Youlen reported on activities in the community from March 21, 2019, through March 7, 2019.

V. Approval of the November 14, 2018, Minutes

The minutes of the November 14, 2018, Board meeting was reviewed previously by email. Motion to pass the November minutes was made by Tamaria and seconded by Suzanne. Motion was passed. There were no minutes for December, 2018, as no meeting was held in December.

VI. Financial Report

Management and the Board reviewed the February 2019 financial report. The Association operating account balance is \$12,159.51, total investments are \$146,819.76. Total assets are \$219,207.89. Management to update Board at the April meeting on the last deposits to the Reserves.

VII. Old Business

a) Maintenance/Repairs Update

- Fire hydrant flags – some may have been removed. Management to follow-up to remove and store.
- Several batteries in the hallway smoke detectors have required replacement. Management will have Paul Turner replace all the batteries throughout the common hallways.
- Shopping carts have been left on the common property. Management had those removed.
- A L & L will be posting signs in the common areas next week to alert residents of ground spraying on the lawns.
- Lid at Dumpster 4 was to be repaired/replaced. Management to follow-up to assure that has been completed.

- American Disposal accidentally knocked down a fence while on the property. Management is working with the company for reimbursement of the repairs.
 - Siding repair at 9230 Niki Place and mold repair at 9250 Niki Place completed.
 - Management will have Paul Turner double check the light at Dumpster 2. There are still some issues with it working after dark.
 - Review of water billing over several months for Building 7. There were some concerns that the costs were increasing but the use and billing pattern for the past several months do not show a significant rise in costs.
- b) Dog Park – Management advises that the City representative working with the Association on the dog park planning will be available to attend a board meeting to discuss and explain what is required for the City to approve the Association plan for the dog park. Management will reach out with an invitation to the next board meeting that the City representative would be available to attend.

VIII. New Business

- a) Bike rack for Caspian Way – Management presented the costs for bike racks for the Board’s consideration. Nancy made the motion to purchase a double-sided, eight capacity bike rack at a cost of \$345.00. Tamaria seconded the motion and the motion was passed. Management and Board will walk the property on Caspian Way to determine placement of the bike rack.
- b) Reserve Study – Management advises that the reserve study is not due until 2020.
- c) Management and Board will walk the community to determine a parking area for commercial vehicles used by residents.
- d) Board positions –The Board agreed that the officer positions will be as follows: Suzanne Allen, President; Tamaria Raleigh, Treasurer; and Nancy Creel, Secretary.
- e) Discussions for topics for the May 2019 Newsletter. Nancy will draft and present to the Board at the April meeting.
- f) Nancy asked Management to determine if the tree removal bids obtained last year are still valid or if a new bid is required. Tree removal was delayed due to 2018 budget constraints. Nancy also requested Management to obtain bids for landscaping the front of buildings on Niki Place, particularly Building 2. Nancy asked Management to research what the costs would be to replace the wooden fence surrounds for the dumpster areas.

IX. Adjournment

Tamaria made the motion to adjourn which was seconded by Suzanne. Motion was passed at 8:12 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____