

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

Meeting Minutes

April 16, 2019

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:00 p.m. on April 16, 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: 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 19, 2019, through present.

V. Approval of the March 19, 2019, Minutes

The minutes of the March 19, 2019, Board meeting was reviewed previously by email. Motion to pass the March minutes was made by Tamaria and seconded by Suzanne. Motion was passed.

VI. Financial Report

Management and the Board reviewed the March 2019 financial report. The Association operating account balance is \$14,272.95, total investments are \$154,246.42. Total assets are \$233,201.80. Last deposit to the Reserves was made in March 2019. The Certificate of Deposit will mature on April 18, 2019. Management to rollover amount in DC for another six months. Management to confirm the interest rate to the Board.

VII. Old Business

a) Maintenance/Repairs Update

- Fire hydrant flags –have been removed and stored.
- Commercial parking spaces – Nancy motioned to locate a separate area for commercial parking to the front corner of Caspian Way near Building 4. Tamaria seconded the motion and the motion was passed. Management will obtain bids for the marking of the parking spaces.
- Gutter repair – Brittany will check on the status of repair for Building 3 rear.
- Signage for Dog Park – Management presented a draft of appropriate signage for residents. Tamaria will also research for any items to add to the sign.
- Dryer Duct Cleaning – Management will obtain bids for the yearly cleaning.
- Bike Racks – Management reviewed with Turner the required amount of concrete base required for the proposed bike racks. Board will change the racks to single side which will hold four bikes at \$310 each. Management will obtain

prices for concrete pad. Management will also review placement for the bike rack on Niki Place.

VIII. New Business

- a) Access Ramp – Building 7: Management obtained a bid for installation of an access ramp requested at the rear of Building 7, 9240 Caspian Way. Bid submitted for labor and materials was in excess of \$33,000. The Board will table this request as funds are not available for this project in the current budget year.
- b) Review of the bid for tree removal as well as the bid for plant bed renovations at Buildings 1, 2 and 3. The budget will not allow for both projects to be completed this year. Management will contact A L & L to see if the tree bid can be reduced so that fewer trees can be pruned/removed and landscaping can be done to at least one building. Decision to be made at the May meeting.
- c) Dumpster Surrounds – Management obtained a bid for the replacement of the fences and gates surrounding all four dumpsters. The bid was approximately \$40,000. The Board will table this item for the future.
- d) Management will check on when the sewer line inspections and flushing is due and will advise the Board.
- e) Management to check on the cost to refresh the wood chips/mulch for the Niki Place tot lot.
- f) Newsletter – Nancy presented first draft. After adding items as discussed, Nancy will present a second draft at the May meeting.

IX. Executive Session

The Board entered Executive Session at 8:19 p.m.

X. Open Session

The Board entered Open Session at 8:27 p.m.

XI. Adjournment

Tamaria made the motion to adjourn which was seconded by Suzanne. Motion was passed at 8:27 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____