

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

Meeting Minutes

June 18, 2019

I. Call to order

Treasurer Tamaria Raleigh called to order the regular meeting of the Hunters Square Board of Directors at 7:02 p.m. on June 18, 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 May 21, 2019, through present.

V. Approval of the May 21, 2019, Minutes

The minutes of the May 21, 2019, Board meeting was reviewed previously by email. Motion to pass the May minutes was made by Tamaria and seconded by Suzanne. Motion was passed.

VI. Financial Report

Management and the Board reviewed the May 2019 financial report. The Association operating account balance is \$26,411.06, total investments are \$154,317.65. Total assets are \$243,477.09. Management advised that the 2017 audit will be combined with the 2018 audit which is currently in progress. Auditor has been inundated and expects to have the final audit available in August/September 2019.

VII. Old Business

a) Maintenance/Repairs Update

- A L & L has scheduled the upcoming tree work and shrub maintenance to begin the week of July 1.
- Management provided the bid from Pierce Construction for sewer line flushing. The bid was not clear on the total dollar amount for the work to be completed. Management pulled the billing from last year which gives a breakdown of the work and per cost which was absent from this year's bid. Management will go back to Pierce for a detailed breakdown of the costs for sewer line flushing.
- Dog Park – Management confirmed that the bids obtained last fall for the fencing of the dog park are still valid. Management will work with Turner to draw up the placement for submission to the City.
- Management will obtain a bid for a replacement sign at the Niki Place tot lot.

- Commercial Parking – NV Signs had the order and is currently working on that. Discussion regarding notification to residents and enforcement of commercial parking. Management is preparing a notification to be sent out to owners and residents.

VIII. New Business

- a) Gutters –bid for gutter replacements on rear of buildings received from NV Roofing and Management is still waiting a bid from Gutter King. Board will make a decision when the third bid is received.
- b) Smoke Detectors – It was recommended that the current smoke detectors need to be replaced. Management will obtain a bid for the costs for new detectors.

IX. Executive Session

The Board entered Executive Session at 8:10 p.m.

X. Open Session

The Board entered Open Session at 8:15 p.m.

XI. Adjournment

Tamaria made the motion to adjourn which was seconded by Suzanne. Motion was passed at 8:22 p.m.

Minutes submitted by: Nancy Creel, Secretary

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