

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

Meeting Minutes

May 21, 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 May 21, 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 April 16, 2019, through present.

V. Approval of the April 16, 2019, Minutes

The minutes of the April 16, 2019, Board meeting was reviewed previously by email. Motion to pass the April minutes was made by Tamaria and seconded by Suzanne. Motion was passed.

VI. Financial Report

Management and the Board reviewed the April 2019 financial report. The Association operating account balance is \$22,062.17, total investments are \$154,261.45. Total assets are \$242,870.50. The Certificate of Deposit matured on April 18, 2019 and Management rolled over for another six months at the rate of .75%. Management will advise the Board on the status of the last audit.

VII. Old Business

a) Maintenance/Repairs Update

- On April 25, A L & L reviewed the common grounds regarding upcoming tree work and shrub maintenance. Mulching for the tot lot was also discussed.
- Management updated Board that sewer line flushing was performed on May 29, 2018.
- Gutter repair –repair for clog at Building 3 rear completed.
- NV Signs submitted a bid on the painting of the parking spaces for the designated commercial parking. The Association could do stencil striping at a cost of \$150 for six spaces OR \$250 for latex traffic striping for six spaces. The latex is longer lasting and cleaner. Tamaria motioned to accept the bid for \$250 for commercial striping. Suzanne seconded the motion and the motion was passed.
- Light repair - photo cell replaced on light post in the back parking area.

- Bike Racks – Management presented the costs for installing concrete at Caspian Way and Niki Place to anchor two bike racks. For concrete and installation of the two bike racks the cost will be \$3,140 plus the cost of \$620 for the two bike racks. Signage will be required at a cost of \$53 which leaves a total cost of \$3,813. Nancy made a motion to table this item due to budget constraints. Suzanne seconded the motion and the motion was passed.
- Dog Park – Management updated the Board that a drawing needs to be prepared and submitted to the City for approval. Management will obtain an updated bid on the fencing required as the last bid was received last year.
- Landscaping – Management obtained an updated bid from A L & L for a total of \$7,800 - trimming around buildings will be \$4,400. Other areas will cost \$3,400. After discussion with regard to budget constraints, Tamaria made the motion to have A L & L perform the building trimming and limb back at \$4,400 and landscape bed renovation at Building 2 at \$1,155. Nancy seconded the motion and the motion was passed. Mulching for the tot lot was put on hold until Management can determine the cost to replace the damaged signage at the tot lot.
- Dryer Duct Cleaning – Dominion Duct Service submitted a bid for dryer duct cleaning at \$45 per unit for 144 units. Nancy made a motion to accept the bid of \$6,480 from Dominion Duct Service. Tamaria seconded the motion and the motion was passed.

VIII. New Business

- a) Gutter Bid – Turner has reviewed the rear gutters on Niki Place and Caspian Way. All the rear gutters on Niki need to be replaced and Buildings 4 & 5 on Caspian need replacing for larger capacity. Turner submitted a bid to replace the rear gutters and downspouts on all five buildings at \$25,675. Repairs will be needed on fascia but that cannot be determined until installation. After review, the Board requested that Management obtain two additional bids.
- b) Newsletter – Nancy presented a final draft of the May 2019 newsletter. Tamaria motioned to approve the newsletter with noted corrections. Suzanne seconded the motion and the motion was passed.

IX. 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: _____