

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

Meeting Minutes

August 20, 2019

I. Call to order

Treasurer Tamaria Raleigh called to order the regular meeting of the Hunters Square Board of Directors at 7:00 p.m. on August 20, 2019, at the Offices of Burke Community Management Group, Manassas, Virginia.

II. Board Members Attending

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

III. Open Forum

Open Forum held.

IV. Community Police Report

Michael Youlen reported on activities in the community from July 16, 2019, through present.

V. Approval of the July 16, 2019, Minutes

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

VI. Financial Report

Management and the Board reviewed the July 2019 financial report. The Association operating account balance is \$16,415.36, total investments are \$154,381.24. Total assets are \$243,158.51. United Bank Certificate of Deposit matures in October 2019.

VII. Old Business

a) Maintenance/Repairs Update

- A L & L has moved landscaping work for the front of Building 2 to September when the weather will be cooler for the plantings.
- A L & L has performed the required tree trimming for the common areas.
- Signage for the Niki Place tot lot has been replaced and money was saved in using the existing sign post which was still in good condition.
- Final inspections of the buildings and common grounds by management were completed on August 12, 2019.
- Pierce Construction has completed the inspection and jetting of the sewer lines. No issues were found.
- New smoke detectors were installed in all hallways on July 29, 2019.

- Gutters – on July 24, 2019, via email, the Board voted to accept the bid from Paul Turner for the rear gutter replacements. This work was completed on August 12, 2019. It was noted on the bid that some additional costs may be forthcoming when the soffit and areas near the roof lines were inspected during the gutter installation. Management advised that the gutter contractor billed for an additional \$2,130 for additional repairs which brought the total for gutter replacements to \$27,805.
- On August 3 & 5, 2019, James with Management cleaned the large mess at Dumpster 2. Paul repaired the access gate at Dumpster 4 on Caspian.

VIII. New Business

- a) None at this time.

IX. Executive Session

The Board entered Executive Session at 7:58 p.m. to review the results of the spring inspections.

X. Open Session

The Board entered Open Session at 8:13 p.m.

XI. Adjournment

Tamaria made the motion to adjourn which was seconded by Suzanne. Motion was passed at 8:17 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____