

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

Meeting Minutes

July 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 July 16, 2019, at the Offices of Burke Community Management Group, Manassas, Virginia.

II. Board Members Attending

Board Members: Suzanne Allen and Nancy Creel. Tamaria Raleigh, absent.  
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 June 18, 2019, through present.

V. Approval of the June 18, 2019, Minutes

The minutes of the June 18, 2019, Board meeting was reviewed previously by email. Motion to pass the June minutes was made by Suzanne and seconded by Nancy. Motion was passed.

VI. Financial Report

Management and the Board reviewed the June 2019 financial report. The Association operating account balance is \$27,625.83, total investments are \$154,345.27. Total assets are \$249,578.53.

VII. Old Business

a) Maintenance/Repairs Update

- A L & L performed tree work and shrub maintenance within the last week. A L & L found additional dead trees not previously marked that presented safety issues and they removed those at an additional cost of \$2,500. Any additional landscaping projects will have to be rescheduled to 2020 due to the budget constraints.
- Management provided a revised bid from Pierce Construction for sewer line jetting. The total dollar amount for the work to be completed was the same as last year at \$7,276.50. The Board motioned and approved to accept the bid via email on July 2, 2019.
- On July 9, 2019, the Board approved by email a bid from Vortex Pest Control to treat the rear yard of Building 3 for moles at a total cost of \$415.00.
- Dog Park – Management advised that the City approved the dog park with one change – the size has to be modified to 20 x 50 instead of the 40 x 50 proposed due to property lines. Management has contacted the fencing vendors for an updated bid. However, upon further review of the budget, the Board has decided to defer the dog park until next year.

- Management has obtained a bid to replace the sign and post at the Niki Place tot lot for \$90 from NV Signs. Nancy motioned to accept the bid and Suzanne seconded the motion. Motion was passed.
- Management advised that two pole lamps on Caspian and two porch lights on Niki was out. Those items have been refered to Turner to resolve.
- Commercial Parking – parking area was labeled on June 24 and management posted notices in the halls.
- Landscaping for Building 2 has been postponed until September due to the hot weather.

#### VIII. New Business

- a) Gutters –Management is still waiting a third bid (Gutter King). To date, after several attempts by Management, Gutter King has still not responded. Board will make a decision when Tamaria returns. Discussion regarding the quality of work performed by Gutter King when cleaning the gutters. Upon completion of Gutter King’s contract (gutter cleaning twice yearly), Management will put this item out for bid.
- b) Smoke Detectors – Turner submitted a bid to replace all hallway smoke detectors. A total of 96 smoke detectors will be required with a ten-year warranty at a total cost of \$4,875.00. Suzanne made a motion to accept the bid which was seconded by Nancy. The motion was passed.

#### IX. Executive Session

The Board entered Executive Session at 7:55 p.m.

#### X. Open Session

The Board entered Open Session at 8:05 p.m.

#### XI. Adjournment

Nancy 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: \_\_\_\_\_