

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

Meeting Minutes
February 18, 2020

- 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 February 18, 2020, 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, Kathy Jose, Erlinda Cruz, Linda Dickson.
- III. Open Forum
Open Forum held.
- IV. Community Police Report
Michael Youlen reported on activities in the community from October 16, 2019, through present.
- V. Approval of the October 15, 2019, Minutes
The minutes of the October 15, 2019, Board meeting was reviewed previously by email. Motion to pass the October minutes was made by Suzanne and seconded by Nancy. Motion is passed.
- VI. Financial Report
Management and the Board reviewed the January 2020 financial report. The Association operating account balance is \$27,762.57, total investments are \$108,517.89. Total assets are \$182,466.16. Management to follow-up on FHA status as well as status of audit. Signatures need to be updated on Association accounts. Suzanne to follow-up with Management.
- VII. Old Business
 - a) Maintenance/Repairs Update
 - Loose siding at 9330 Niki Place was re-secured.
 - Trash cans for grilling area were ordered and replaced in November.
 - Ongoing noise complaints at 9330 Caspian Way. Management sent letter to owner in November and will follow-up.
 - A L & L inspected a tree hitting against window at 9340 Caspian and trimmed it back.
 - In December, Management had a washer and dryer removed from blocking the dumpster area as American did not pick up.
 - On December 14, the judging of holiday door decorations was completed and prizes were distributed to the winners the following week.
 - Stair tread was repaired at 9300 Niki.
 - Handrail/bannister was repaired at 9370 Caspian Way.
 - Turner repaired a leak coming from the siding at 9320 Caspian.

- Loose exterior railings were repaired in November after an inspection. As this was a safety issue and needed immediate attention, the Board voted via email on October 29, 2019, to accept Turner's bid at \$6,200 to do all repairs, seven on Caspian and four on Niki. Nancy made a motion to ratify Turner's bid and Suzanne seconded the motion. The motion was passed.
- Management to reconfirm the bids from 2019 with A L & L on refurbishment of the landscaping for Buildings 1 & 3. The Board will authorize work once the bid is confirmed.
- Management will obtain bids for power washing of dumpster pads.
- Tamaria volunteered to contact Boy Scouts regarding painting curbs to refresh reserve parking numbers. Will follow-up next month as Tamaria is absent.

VIII. New Business

- a) Entry locks for main doors – some concerns voiced by residents on Niki due to unauthorized persons recently using stairwells for sleeping. Management has obtained prices for entry locks at approximately \$500 each (for 24 entries) and also obtained a bid for installation at \$185 each (for 24 entries). In addition, some repairs and possible replacements of entry doors may be required. Management projects the cost for entry locks and installations could run as high as \$17,000 to \$20,000 total depending on the scope of work required. As this item is not in the budget and would mean a new capital expense, the Board elected to table this matter at this time.
- b) Reserve Study – The Board reviewed the contract/bid from PM+ Reserves previously via email. Nancy made a motion to accept the bid for a full reserve study at a cost of \$3,700. Suzanne seconded the motion and the motion was passed.
- c) Linda Dickson volunteered to work on the Board as a Member-at-Large. Nancy made the motion to appoint Linda to the Board which was seconded by Suzanne. The motion was passed.

IX. Executive Session

Motion was made to adjourn to Executive Session for legal discussion at 8:12 p.m.

X. Open Session

The Board returned to open session at 8:26 p.m.

XI. Adjournment

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

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____