

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

Meeting Minutes

July 21, 2020

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:05 p.m. on July 21, 2020, via conference call on Zoom due to the Covid-19 quarantine.

II. Board Members Attending

Board Members: Suzanne Allen, Nancy Creel, Tamaria Raleigh, and Linda Dickson.
Burke Management Group: Joyce Mullins and Brittany Turner.
Residents and Guests: None.

III. Open Forum

No Open Forum held.

IV. Community Police Report

Michael Youlen submitted his report for June 16, 2020, to present via email to the Board and Management on July 21, 2020.

V. Approval of the June 16, 2020, Minutes

The minutes of the June 16, 2020, Board meeting was reviewed previously by email. Motion to pass the June minutes was made by Tamaria and seconded by Linda. Motion is passed.

VI. Financial Report

Management and the Board reviewed the June 2020 financial report. The Association operating account balance is \$31,646.43, total investments are \$129,895.31. Total assets are \$223,831.17. Contributions to the reserve account in the amount of \$2,359.53 was made in June 2020. Suzanne has reviewed the draft 2017 audit and Management clarified wording in a couple of paragraphs. After discussion with Management, Suzanne will endorse the 2017 audit.

VII. Old Business

a) Maintenance/Repairs Update

- On June 16, Affordable Wildlife Solutions was at Building 7 for raccoons in the attic space at 9210 Caspian Way. Due to the emergency situation, Management approved the eviction of the raccoon mother and babies at a cost of \$375. Management also approved the removal of old insulation, disinfecting and replacement of insulation at a cost of \$750. Affordable Wildlife determined that the point of entry was at the chimney line and the gable vent. It was found that there are multiple families living in the attic. Traps were installed and to date five raccoons have been removed.
- Management reported that on June 17, a massive leak from a defective toilet tank/pipe occurred at 9340 Caspian Way from unit 301 which, in addition, caused significant damage to units 101 and 201. Due to the amount of damages, a claim was filed on the Association master insurance policy for damages on the

three units. The repairs are currently underway with an estimated total cost of approximately \$20,000.

- Management continues to monitor the trash situations at dumpsters and remove large items as required.
- Painting of the previously designated unit doors (15) was completed by Turner the week of June 29, 2020. The Board will pause on repainting additional unit doors until other priority expenses have been determined.
- Parking lot striping, repainting of fire lanes and repainting of reserved numbers was completed on June 30 and July 1.
- Turner resolved a lighting outage at 9310 Niki Place on June 29.
- All gutter cleaning was completed by Gutter Kings.
- A L & L removed the dead trees at 9350 Caspian Way on July 15.

VIII. New Business

- a) Balconies at Building 1 – Management presented a bid from Gavin & Associates, Structural Engineers, at a total cost of \$2,400. The scope includes conducting a site survey of the four balconies and documenting existing conditions. They will then conduct an engineering analysis and determine the extent of structural modifications required. Finally, they will develop engineering plans for the structural modifications required for the four balconies. Tamaria made a motion to accept the engineering fee of \$2,400 which was seconded by Linda. The motion is passed.
- b) Affordable Wildlife Solutions submitted a bid to repair roof exhaust vents for the chimney boxes at Building 7 at a total cost of \$1,600. He will install 20 wall vents which will be screened and ridge vent ends will be reinforced and sealed to prevent wildlife entry into the attic spaces. Nancy made a motion to accept the bid at \$1,600 which was seconded by Tamaria. The motion is passed.

Affordable Wildlife Solutions also submitted a bid to install exhaust vents and seal ridge vents on all remaining buildings (6) on Caspian and Niki for a total cost of \$7,360. After discussion, the Board requested that Management contact Affordable Wildlife Solutions for a revised bid for the remaining three buildings on Caspian only.

IX. Executive Session

Motion was made to adjourn to Executive Session for legal discussion at 7:54 p.m.

X. Open Session

The Board returned to open session at 8:00 p.m.

XI. Adjournment

Nancy motioned to adjourn the meeting which was seconded by Suzanne. The meeting was adjourned at 8:01 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____