

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

Meeting Minutes

August 18, 2020

I. Call to order

President Tamaria Raleigh called to order the regular meeting of the Hunters Square Board of Directors at 7:05 p.m. on August 18, 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 July 21, 2020, to present via email to the Board and Management on August 18, 2020.

V. Approval of the July 21, 2020, Minutes

The minutes of the July 21, 2020, Board meeting was reviewed previously by email. Motion to pass the July minutes was made by Tamaria and seconded by Linda. Motion is passed.

VI. Financial Report

Management and the Board reviewed the July 2020 financial report. The Association operating account balance is \$30,191.83, total investments are \$129,905.37. Total assets are \$221,166.77. Contributions to the reserve account in the amount of \$2,359.53 was made in July 2020. Suzanne has reviewed the corrected draft of the 2017 audit and forwarded her endorsement to Management. Management will work with the auditors to complete the 2018 audit.

VII. Old Business

a) Maintenance/Repairs Update

- On July 26, Turner repaired the main door at 9210 Niki Place by adjusting the door, hinges and closer.
- Water leaks in the lower halls of 9210 & 9220 Niki Place due to clogged gutter exits and drains after heavy rains. Turner dismantled, cleared and cleaned the downspout elbows to prevent water from running into the foundations.
- Security lights at Building 3 were repaired.
- Management continues on-site visits to monitor trash accumulation and collection. Trash was removed at the street in front of Building 2 on August 3 by the janitorial service. Management will review the janitorial contract to determine the vendor's responsibility for cleaning the parking lots and common grounds.

- Affordable Wildlife Solutions cut out drywall at unit in Building 7 where a raccoon had died. The animal was located, removed and the drywall replacement was completed at a cost of \$500. Chimney vent installations for Building 7 should be completed by August 14. There was a slight delay due to materials being on back order.
- Fireman's Pressure Washing notified Management that the dumpster pads would be cleaned on August 18.
- Management sent a letter to the unit owner at Building 1 regarding motorcycle parking on the patio.

VIII. New Business

- a) Affordable Wildlife Solutions submitted two bids to install roof exhaust vents for the chimney boxes at Caspian Way at a total cost of \$\$2,240 (waiving the cost of trapping at \$550) and a second bid to install exhaust vents on Caspian Way and Niki Place at a total cost of \$7,360. After discussion, Nancy made a motion to accept the bid for completion of roof exhaust vents at Caspian Way only for a total of \$2,240 which was seconded by Tamaria. The motion is passed. The Board postpones for now the installation of roof exhaust vents on Niki Place.
- b) A L & L – landscapers submitted a bid for shrub replacement on Buildings 1, 2, & 3 which have died due to the heat and lack of watering. Bid for replacement included the cost of the plants only (no cost for labor) at \$1,165 plus \$175 for watering once each week as needed. After discussion, the Board requested that Management speak with the landscapers to determine the best plants for the conditions that we have. Board will discuss further at the September meeting.
- c) DTR Towing – Management will contact the towing company to determine that they are making regular patrols through the community. There was found to be an abandoned vehicle with no pass in the community that had not been towed for some time. Management will also review the towing contract and advise the Board on when it expires.
- d) Association Late Fees – Due to the current quarantine, the Board had moved to waive late fees on homeowner dues through June, 2020. After review, the Board elected to reinstate late fees effective July 2020. Tamaria made a motion to reinstate late fees which was seconded by Linda. The motion was passed.

IX. Executive Session

Motion was made to adjourn to Executive Session for legal discussion at 8:40 p.m.

X. Open Session

The Board returned to open session at 8:50 p.m.

XI. Adjournment

Tamaria motioned to adjourn the meeting which was seconded by Linda. The meeting was adjourned at 8:57 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: \_\_\_\_\_