

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

Meeting Minutes

October 20, 2020

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:04 p.m. on October 20, 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: Brittany Turner and Joyce Mullins.
Residents and Guests: Kathy Jose.

III. Open Forum

Open Forum held.

IV. Community Police Report

Michael Youlen submitted his report for September 16, 2020, to present, via email to the Board and Management on October 20, 2020.

V. Approval of the September 15, 2020, Minutes

The minutes of the September 15, 2020, Board meeting was reviewed previously by email. Motion to pass the September minutes was made by Suzanne and seconded by Tamaria. Motion is passed.

VI. Financial Report

Management and the Board reviewed the September 2020 financial report. The Association operating account balance is \$30,278.16, total investments are \$129,955.09. Total assets are \$200,074.17. Deposit to Reserves was made in the amount of \$2,359.53.

VII. Old Business

a) Maintenance/Repairs Update

- A L & L completed tree trimming next to the neighboring day care on September 22, 2020.
- Management and A L & L walked the property on September 30 to review trees on the property that need attention or could be a safety issue.
- Smoke detector at Building 3 was repaired.
- On October 8, A L & L replanted the dead plants on Niki Place at Management cost. Management will double check with A L & L regarding a watering schedule.
- Hall door was repaired at Building 3.
- A potential condensate line clog was reported to Management in Building 2. Homeowner has poured bleach and hot water into the line and the clog has cleared.

b) Pressure Washing Proposals – Fireman's Pressure Washing and Steve Bryant Pressure Washing submitted bids to Management for power washing of all seven

buildings at a cost of \$7,091.43 and \$9,200, respectively. While Bryant's bid was significantly higher, Bryant would apply a wax to each building after cleaning which would eliminate the need to power wash for approximately three years. Bryant also stated that the current bid will be good for future work with no price increase. After discussion, Nancy motioned to accept Bryant's bid for \$9,200 which was seconded by Suzanne. Management will have Bryant add to their bid the statement that this work will be good for approximately three years. The motion was passed.

VIII. New Business

- a) A L & L Tree Trimming – A L & L submitted a bid for tree work required on Caspian Way and Niki Place for a total of \$3,875. Trees along the street on Caspian Way backing the day care center will be limbed to about 8 feet and trimmed of the driving lane. Underbrush will also be removed to make surface mowable. Dead trees at the Caspian Way driving lane and picnic area and dead tree at dumpster area on Niki will be removed. Nancy made a motion to accept A L & L's bid which was seconded by Linda. The motion is passed.
- b) Snow Removal Contract – Olde Town Landscaping Inc. submitted a bid for the winter season snow and ice removal. Prices are the same as the previous year. Suzanne made a motion to accept the bid which was seconded by Nancy. The motion is passed.
- c) Newsletter – discussion regarding first draft and items to add to the November newsletter. Will include information regarding parking passes and noise issues.
- d) Proposed Budget for 2021 – Management presented a proposed budget for consideration. There was one figure for the Reserves account that Management needs to review and possibly correct. Management will email an updated proposed budget to the Board. Board will approve a proposed budget at the November meeting.
- e) Management to post notices in halls at Niki Place regarding residents' bicycles and other play equipment abandoned on the common areas.

IX. Executive Session

Motion was made to adjourn to Executive Session for legal discussion at 8:24 p.m.

X. Open Session

The Board returned to open session at 8:36 p.m.

XI. Adjournment

Suzanne motioned to adjourn the meeting which was seconded by Linda. The meeting was adjourned at 8:37 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____