

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
2020 Annual Meeting  
Minutes of January 29, 2020

I. Call to order

Nancy Creel, Secretary, called to order the annual meeting of the Hunters Square Board of Directors at 7:11 p.m. on January 29, 2020, at the Offices of Burke Community Management Group, Manassas, Virginia. This was the third attempt to reach a quorum which was successful.

II. Members Attending

Board Members: Tamaria Raleigh, Suzanne Allen, and Nancy Creel.  
Burke Community Management Group represented by Joyce Mullins and Brittany Turner.  
Residents and Guests: Linda Dickson and David Vitalis. Seven residents represented by proxy.

III. Proof of Notice of Meeting

Proof of Notice of Meeting was presented and quorum was met on the third attempt by attendance and proxy.

IV. Approval of February 19, 2019, Annual Meeting Minutes

Tamara motioned to accept the minutes of the 2019 Annual Meeting which was seconded by David Vitalis and the minutes were approved.

V. Financial Review

Management presented the 2019 Balance Sheet and Income Statement. Total operating income for 2019 was \$421,383.68. Total operating expenses for 2019 was \$424,299.53. An overage of \$2,915.85 was due to maintenance expenses. The Reserves account balance is \$100,866.22. Payments on the association loan of \$464,059.56 obtained in September 2016 are being paid from the Replacement Reserves Account and \$71,318.22 has been repaid during 2019.

VI. Year in Review

The following accomplishments for 2019 were noted:

- a) all hallway smoke detectors were replaced;
- b) aggressive collection of delinquent assessments;
- c) commercial parking spaces added on Caspian Way;
- d) regular contributions to the Reserve Account;
- e) gutters replaced on rear of buildings;
- f) sewer line inspection and flushing completed with no issues found;
- g) tree pruning for common areas;
- h) landscape enhancements completed for Building 2;
- i) dry duct cleaning completed.

Goals and Projects in 2019 include:

- a) complete new Reserve Study;
- b) dog park;

- c) landscaping enhancements for Buildings 1 and 3;
- d) work on building the Reserve Fund.

VII. Open Forum

Open forum held.

Letter was read from resident Nancy Rice requesting the Board to take into consideration maintenance on thirteen points, from trash pickup to janitorial cleaning as well as painting and fixture repairs on common grounds. Many of these items are currently being addressed by the Board and Management will follow-up on the remaining items on the list.

VIII. Board Nominations and Elections

There were no nominations for board positions and elections were not held.

IX. Adjournment

Nancy motioned to adjourn the meeting which Suzanne seconded and the motion was carried at 8:46 p.m.

Minutes submitted by: Nancy Creel, Secretary

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