

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

Meeting Minutes
February 16, 2021

I. Call to order

Treasurer Tamaria Raleigh called to order the regular meeting of the Hunters Square Board of Directors at 7:05 p.m. on February 16, 2021, via conference call on Zoom due to the Covid-19 quarantine.

II. Board Members Attending

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

III. Open Forum

No Open Forum held.

IV. Community Police Report

Michael Youlen submitted his report for November, 2020, to present, via email to the Board and Management on February 16, 2021. Tickets were recently issued for numerous parking infractions. One vehicle with expired tags that has not been moved for several months was recommended for towing. Nancy made a motion to have the vehicle towed pending Management contacting the owner to determine what the issue is with regard to the expired registration. Tamaria seconded the motion. Management will follow-up with the owner and advise the Board. It is possible that Management has had some communication with the owner.

V. Approval of the November 17, 2020, Minutes

The minutes of the November 17, 2020, Board meeting was reviewed previously by email. Motion to pass the November minutes was made by Tamaria and seconded by Nancy. Motion is passed.

VI. Financial Report

Management and the Board reviewed the January 2021 financial report. The Association operating account balance is \$54,837.46, total investments are \$130,015.52. Total assets are \$222,892.09.

VII. Old Business

a) Maintenance/Repairs Update

- Gutter Kings performed gutter cleaning in December.
- Security lights on Caspian Way had batteries replaced and remaining lights were inspected by Turner.
- Per posting to community in October 2020, Management removed bikes, toys and a bench stored/dropped on common areas for months.
- Management addressed lack of recycle pick-up with American on January 8 and January 11. Recyclables were picked up on January 12 but not all was taken.
- In January, Turner repaired a leaking skylight on Caspian Way.

- In January, Management received a report of ongoing trash issues on Caspian Way. Management sent an email on February 1, 2021, to all unit owners with reminders on pick-up days and how to handle bulk trash items as well as reporting any problems to Management.

VIII. New Business

- a) Board Positions – as not all Board members were not present, the Board will discuss at the March meeting.
- b) KGS Balcony Proposal – KGS has submitted a proposal for the replacement of four balconies at the rear of Building 1 on Niki Place. The total for the scope of work required to make the replacements compliant with today’s building codes is \$17,286. This quote includes 2x6 deck boards and vinyl railings. To upgrade to composite decking would cost an additional \$2,158. To upgrade the vinyl railings to aluminum would be an additional cost of \$1,214. These costs will be paid from the Reserves account. The Board will discuss again at the March meeting when the entire Board is present.
- c) Hall Door Painting & Replacement of Main Hall Doors – Board to revisit list of unit doors requiring repainting. The most damaged doors were repainted in 2020. In the near future, Management and Board members can walk the community and evaluate the conditions of all the entry doors and prioritize the required repairs/replacements.
- d) Sewer Lines – Management will contact Pierce for proposal to flush and camera sewer lines which was last done in 2019.
- e) Management will contact A L & L to set up a walk-about for Caspian Way to review what landscaping may be required such as was done for Niki Place last year.

IX. Executive Session

Motion was made to adjourn to Executive Session for legal discussion at 7:47 p.m.

X. Open Session

The Board returned to open session at 7:52 p.m.

XI. Adjournment

Tamaria motioned to adjourn the meeting which was seconded by Nancy. The meeting was adjourned at 7:53 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____