

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

Meeting Minutes

March 16, 2021

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 March 16, 2021, via conference call on Zoom due to the Covid-19 quarantine.

II. Board Members Attending

Board Members: Suzanne Allen, Nancy Creel and Tamaria Raleigh.
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 February 16, 2021, to present, via email to the Board and Management on March 16, 2021.

V. Approval of the February 16, 2021, Minutes

The minutes of the February 16, 2021, Board meeting was reviewed previously by email. Motion to pass the February minutes was made by Tamaria and seconded by Nancy. Motion is passed.

VI. Financial Report

Management and the Board reviewed the February 2021 financial report. The Association operating account balance is \$36,143.82, total investments are \$130,029.29. Total assets are \$204,162.22. Year-to-date deposits to the Reserves account are \$4,929.16. United Bank CD matures on April 18, 2021.

VII. Old Business

a) Board Positions – it was unanimously agreed that the current board members will continue in their present positions – Suzanne Allen, President; Tamaria Raleigh, Treasurer; and Nancy Creel, Secretary. Suzanne's position is up for re-election in 2022 and Nancy's position is up for re-election in 2022.

b) Maintenance/Repairs Update

- It was reported to Management on February 17 and again on March 1, that recycling had not been picked up by American. Management contacted American for the pickup. American has been slow to respond.
- A smoke detector battery was replaced at 9240 Caspian Way.
- Management received a report of a possible raccoon problem at Building 7. Affordable Wildlife was contacted to review the issue asap. To date, Management has not had a report from Affordable Wildlife on the situation.

- Turner repaired a damaged skylight at Building 7 as well as repaired a damaged light by the basketball hoop.
- Management and a board member walked through Caspian Way with A L & L on March 8 to review and discuss needed refresh of plant beds.
- In January, Management posted notices in all hallways regarding reminders to residents of trash rules, pet rules and vehicle registration updates.
- On March 8, Management was advised of several outdoor lights that were out at Building 7. This was referred to Turner for repair.

c) KGS Balcony Proposal – KGS 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. After discussion, the Board made the decision to accept the total bid for \$17,286 plus an Alternate 1 upgrade from pressure treated lumber to a composite decking for an additional cost of \$2,158. It was decided to go with the vinyl railings rather than add an additional cost to upgrade to aluminum. The total cost will be \$19,444. Nancy made a motion to accept KGS bid with Alternate 1 upgrade which was seconded by Tamaria. The motion was passed.

As this is a capital expense and would be paid from Reserves. Due to the low interest rates, the Board made the decision to cash in the United Bank CD currently at \$27,588.47 which matures in April. These funds will be deposited into the money market account until the expenses are paid for the balcony replacements. Tamaria made the motion to cash in the matured CD in April which was seconded by Nancy. The motion was passed.

d) A L & L Bid – a bid was presented to refresh of the Caspian Way plant beds at a total cost of \$2,330. Suzanne made a motion to accept the bid of \$2,330 which was seconded by Nancy. The motion was passed. In addition, there was a bid of \$3,400 to trim overgrown trees on Caspian around Building 4 and along the parking lot by the commercial parking area. Suzanne made a motion to accept the tree trimming bid at \$3,400 and Nancy seconded the motion. The motion was passed.

VIII. New Business

- a) Sewer Lines – Management presented a bid from Pierce Construction to flush and camera sewer lines which was last done in 2019. Total cost will be \$7,276.50, the same charge as 2019. Tamaria made the motion to accept Pierce’s bid at \$7,276.50 and Nancy seconded the motion. The motion was passed. This expense will be paid out of the remaining funds from the matured CD.
- b) Newsletter – Discussion regarding items to include in the May issue of the community newsletter. Nancy previously sent the Board and Management a draft pie chart that shows the distribution of Association funds within the yearly budget.
- c) FHA Approval – Management advises that application was submitted but additional paperwork was required. Paperwork is being re-submitted.

IX. Executive Session

Motion was made to adjourn to Executive Session for legal discussion at 8:00 p.m.

X. Open Session

The Board returned to open session at 8:23 p.m.

- a) Tamaria made a motion to allow an Architectural Improvement Request application which was seconded by Nancy. The motion was passed.
- b) Nancy made a motion to approve a request to waive late fees which was seconded by Suzanne. The motion was passed.
- c) A request for reimbursement of a tow fee was unanimously denied.

XI. Adjournment

Nancy motioned to adjourn the meeting which was seconded by Suzanne. The meeting was adjourned at 8:25 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____