

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

Meeting Minutes

April 20, 2021

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:01 p.m. on April 20, 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: Cathy Jose, Jackie Schaer.

III. Open Forum

Open Forum held.

IV. Community Police Report

Michael Youlen submitted his report for March 16, 2021, to present, via email to the Board and Management on April 20, 2021.

V. Approval of the March 16, 2021, Minutes

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

VI. Financial Report

Management and the Board reviewed the March 2021 financial report. The Association operating account balance is \$15,618.20, total investments are \$130,044.54. Total assets are \$213,148.07. Management has contacted United Bank to cash out the CD that matures on April 18, 2021. These funds will be used to make the capital improvements on the four balconies at Building 1.

VII. Old Business

- a) Management will contact A L & L to determine the scheduling of plant bed refurbishment on Caspian Way.
- b) Maintenance/Repairs Update
 - Management continues to work with American for the pickup of recyclables. American has been skipping regular pickups and Management will stay on top of this. Management regularly continues to have large items removed from the dumpsters.
 - Turner repaired a loose shutter and a light pole on Caspian Way.
 - Management still has not had a report from Affordable Wildlife on the raccoon situation on Caspian Way.
 - Turner repaired weather stripping on the entry door at Niki Place.
 - Management walked the property with Turner to review the condition of the hall doors and sidelights. Turner to submit proposal for replacements needed.

- Turner performed a night inspection of community lights. He replaced several bulbs as well as two photocells for lights that continued to burn during the day. Turner also repaired an electrical junction box, conduit and rewired the box and replaced the bulb and photocell.
- c) KGS Balcony Replacements – KGS is working with the City of Manassas to obtain the necessary permits to begin the work. This will take a minimum of six weeks to obtain approval.
- d) Pierce Construction performed the jetting and inspection of the sewer lines. No issues were found.
- e) Newsletter – draft was approved and Nancy will post the newsletter in May on the website and post in hallways.

VIII. New Business

- a) Proposal for Front Door/Sidelight Replacements – After on-site inspection of the hall doors and sidelights, Turner submitted a proposal for replacements. To replace each door, frame and sidelights and repaint will cost \$3,580 without the transom. To add the transom will be an additional \$500. To replace the door only and paint will cost \$1,460. To replace both sidelights only and paint will cost \$1,460. Out of 24 hall doors, thirteen (13) are in good condition and do not require any work at this time. Ten (10) hallways need both sidelights replaced. One hall needs both sidelights and a damaged door replaced. The total cost for all the sidelights and the damaged door will cost \$24,980. Board discussed the costs with regard to the Capital Reserves and the pending costs to replace the four balconies at Building 1. Management advised that the costs of materials is rapidly rising and delays could create further costs for material. The Board deferred a decision to the May meeting.
- b) Skylight Replacements – In the course of making a recent repair to one skylight, Turner inspected the remaining skylights on Building 7. It was discovered that the remaining seven skylights are in various states of damage – cracked or loose frames, cracked seals. Turner submitted a proposal to replace the seven skylights at \$685 for a total of \$4,795. This will be a maintenance cost rather than reserves. Nancy made a motion to accept Turner’s bid for \$4,795 to replace the remaining seven skylights on Building 7. The motion was seconded by Tamaria and the motion was passed.
- c) Dryer Duct Cleaning – Management will obtain bids for the yearly cleaning of the dryer ducts.

IX. Executive Session

Motion was made to adjourn to Executive Session for legal discussion at 8:07 p.m.

X. Open Session

The Board returned to open session at 8:30 p.m.

- a) Tamaria made a motion to approve relief on owner late fees if the owner’s account is brought up to date which was seconded by Suzanne. The motion was passed.

XI. Adjournment

Nancy motioned to adjourn the meeting which was seconded by Suzanne. The meeting was adjourned at 8:32 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____