

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

Meeting Minutes

May 18, 2021

I. Call to order

Secretary Nancy Creel called to order the regular meeting of the Hunters Square Board of Directors at 7:10 p.m. on May 18, 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 April 20, 2021, to present, via email to the Board and Management on May 17, 2021.

V. Approval of the April 20, 2021, Minutes

The minutes of the April 20, 2021, Board meeting was reviewed previously by email. Motion to pass the April minutes was made by Tamaria and seconded by Nancy. Motion is passed.

VI. Financial Report

Management and the Board reviewed the April 2021 financial report. The Association operating account balance is \$24,901.50, total investments are \$130,148.44. Total assets are \$221,609.49. Management has cashed out the CD that matured on April 18, 2021. These funds were deposited to the Association Money Market Account and will be used to make the capital improvements on the four balconies at Building 1.

VII. Old Business

a) Maintenance/Repairs Update

- Management continues to work with American for the pickup of recyclables. American has been skipping regular pickups and Management has been on top of this. Management regularly continues to have large items removed from the dumpsters.
- Turner advised Management that he removed several old satellite dishes and wires from Caspian Way after resident complaints of banging on building sides during high winds. Turner also repaired roofs where dishes were installed when necessary. Turner replaced loose shingles and replaced a photo cell on light at Building 7.
- Management had correspondence with a property manager for a unit on Caspian Way regarding the ongoing noise complaint.

- Letter to unit owner on Caspian Way regarding items on patio and inappropriate use of tree on common grounds.
 - Management will schedule a spring walk through of the property to review common areas.
- b) Proposal for front door/sidelight replacement – the Board has deferred a decision until all members can be present.

VIII. New Business

- a) Skylight Replacements – In the course of replacing the skylights on Building 7 as authorized at the April 2021 meeting, Turner found that three remaining skylights at 9300 Caspian and 9340 Caspian were in need of replacement. Turner submitted a proposal to replace the three skylights at \$685 for a total of \$2,055. Nancy made a motion to accept Turner’s bid for \$2,055 to replace the remaining three skylights on Caspian Way. The motion was seconded by Tamaria and the motion was passed. This will complete skylight replacements for Caspian Way only. No inspection or evaluation has been done for Niki Place.
- b) Dryer Duct Cleaning – Management presented three bids for the yearly cleaning of the dryer ducts. Dominion Duct Service bid \$45 per duct for 144 units for a total cost of \$6,480. Crystal Clean Duct Service bid \$55 per duct for 144 units for a total cost of \$7,920. Atlantic Duct Cleaning bid \$78 per duct for 144 units for a total cost of \$11,232. After discussion, Tamaria made a motion to accept the bid for a total cost of \$6,480 from Dominion Duct Service. Nancy seconded the motion and the motion was passed. Management will contact Dominion Duct Service to schedule the work and notice residents.

IX. Executive Session

Motion was made to adjourn to Executive Session for legal discussion at 7:20 p.m.

X. Open Session

The Board returned to open session at 7:41 p.m.

XI. Adjournment

Nancy motioned to adjourn the meeting which was seconded by Tamaria. The meeting was adjourned at 7:42 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____