

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

Meeting Minutes

June 15, 2021

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:02 p.m. on June 15, 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: Michael Youlen.

III. Open Forum

No Open Forum held.

IV. Community Police Report

Michael Youlen presented his report for May 18, 2021, to present.

V. Approval of the May 18, 2021, Minutes

The minutes of the May 18, 2021, Board meeting was reviewed previously by email. Motion to pass the May minutes was made by Tamaria and seconded by Nancy. Motion is passed.

VI. Financial Report

Management and the Board reviewed the May 2021 financial report. The Association operating account balance is \$5,681.31, total investments are \$130,174.67. Total assets are \$199,774.33.

VII. Old Business

a) Maintenance/Repairs Update

- Management received a request from the City of Manassas to install stop signs at the four entrances/exits to Hunters Square. Numerous complaints have been received by the City for drivers not stopping before entering Milic Street from Hunters Square. This presents a significant safety issue for the neighboring day care center at Milic and Dumfries Road. Management is working with the City to determine the proper size of the signs to be installed and to obtain pricing.
- Turner advised Management that he removed additional old satellite dishes and replaced lights that were out on Caspian way. Turner has completed the installation of the remaining skylights.
- Management had a dead tree removed that was blocking two reserved parking spaces on May 26.
- Dominion Duct Cleaning was to complete their work the week of June 14 which was delayed due to the weather.
- Management did the spring walk through of the property on June 1 to review common areas. More homeowners were in compliance this year especially with

window screens. There are some shutter repairs and loose railings to be completed. Some patios are noted to be cleaned/decluttered.

- A L & L has not been able to perform the work on the plant beds on Caspian Way due to a heavy work load. In talks with Management, it will most likely be fall before the work can be completed as the weather will be too warm for any plantings to survive this summer.
- Gutter Kings notified Management that the gutter cleaning would be done on June 10 and June 11. Management will have Turner follow-up to assure that work has been completed.
- KGS is still working on obtaining permits from the City of Manassas to begin the work on

b) Proposal for front door/sidelight replacement – After much discussion and deliberation, the Board reached the decision that this is work that needs to be done. The Association can save money by purchasing the materials and having the work done now. Building costs are rapidly rising and any decision to put off this work will result in higher costs to the Association later. Turner has submitted a bid for this work and Management has walked the property to determine which entrances require immediate attention. Out of twenty-four (24) entrances, ten (10) sets of sidelights need immediate replacement and one entire door requires replacement (sidelights included). The total cost for 10 sets of sidelights is \$19,800 and the total cost for the door replacement is \$3,580 for a total cost to the Association of \$23,380. Tamaria made a motion to accept Turner’s bid at \$23,380 for the sidelight and door replacements. Nancy seconded the motion and the motion was passed.

Due to this year’s costs of replacing the four balconies at Building 1 and the replacements of sidelights and the one complete door, the Board has determined that increased deposits to the Reserves Account will be required next year.

VIII. New Business

- a) A L & L Bid for Tree Removal – A L & L presented a bid for \$650 to remove a dead tree at the rear of Building 7 and another small dead tree. Suzanne made a motion to accept the bid which was seconded by Tamaria. The motion was passed.

IX. Adjournment

The meeting was adjourned at 8:05 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____