

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
August 17, 2021

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:15 p.m. on August 17, 2021, at the offices of Burke Community Management Group in Manassas, Virginia. Residents and guests appeared via conference call on Zoom due to Covid-19.

II. Board Members Attending

Board Members: Suzanne Allen, Nancy Creel and Tamaria Raleigh.  
Burke Management Group: Joyce Mullins.  
Residents and Guests: Michael Youlen, Joann Regan and Shline Jackson.

III. Open Forum

Open Forum held.

IV. Community Police Report

Michael Youlen presented his report for June 16, 2021, to present.

V. Approval of the June 15, 2021, Minutes

The minutes of the June 15, 2021, Board meeting was reviewed previously by email. Motion to pass the June minutes was made by Tamaria and seconded by Suzanne. Motion is passed. Let it be noted that the July 2021 Board meeting was canceled due to illness.

VI. Financial Report

Management and the Board reviewed the July 2021 financial report. The Association operating account balance is \$3,264.99, total investments are \$130,211.65. Total assets are \$185,645.44. Management will check on the status of the next required audit and advise the Board.

VII. Old Business

a) Maintenance/Repairs Update

- Management has had no response from the City of Manassas on the proper size of the signage to install at the four entrances/exits to Hunters Square. Management has done a site visit and measured the current Stop signs and gave the measurements to NVA Signs. Management is waiting for a bid for the signs, stand and installation.
- Turner advised Management that installation has been completed on the fiberglass entry sidelights with sealing and painting to match current paint. The door for 9220 Niki Place is on order.
- Graffiti on Caspian Way was removed on July 29.
- A L & L removed a dead tree that had fallen at Caspian Way and cleaned up a broken tree branch also on Caspian Way.
- Hallway lights reported out on Niki Place were repaired by Turner due to a water-filled photo cell which tripped the circuit breaker. Some common area lights on Niki and Caspian were staying on as the photo cells were filled with

water. The Board has asked Management to look into why this is occurring and if there is a remedy to prevent further water intrusion into the photo cells.

- Repairs were again made to the entry door at 9240 Niki Place. This is an ongoing issue due to the abuse of a resident.
- Turner inspected gutter cleaning performed by Gutter Kings and notified Management that the gutters were cleaned of all debris.
- KGS notified Management on August 11 that they have obtained permits to rebuild the four balconies on Building 1. Management is waiting for KGS to advise on a start date.
- Management replaced a fallen gutter/downspout drain at 9300 Caspian Way.
- Management received a report of water intrusion at 9240 Niki Place. Debris was removed from the gutters and regrading along the steps and side wall was done.
- Trash pick-up was not performed by American. Management contacted American and the trash was picked up later that day August 9.

#### VIII. New Business

- a) Nancy made a motion to ratify an ARC application that was approved by the Board via email on June 23, 2021, for a patio door replacement. Suzanne seconded the motion and the motion was passed.
- b) A L & L submitted a new contract for basic lawn care at a total cost of \$30,900. This price is good for two years. This represents an increase of \$720 from 2019. Tamaria motioned to accept the bid at \$30,900 and Nancy seconded the motion. The motion was passed.
- c) Management is currently researching how to set a policy for the Board to continue meetings via Zoom. Management will advise at a later time.
- d) Nancy shared a draft of the *Message from the Board* for the November newsletter.

#### IX. Executive Session

Motion was made to adjourn to Executive Session for legal discussion at 7:58 p.m.

#### X. Open Session

The Board returned to open session at 8:22 p.m.

#### XI. Adjournment

Tamaria made a motion to adjourn which was seconded by Nancy. The meeting was adjourned at 8:24 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: \_\_\_\_\_