

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
February 15, 2022

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:07 p.m. on February 15, 2022, via conference call on Zoom due to Covid-19 protocols.

II. Board Members Attending

Board Members: Suzanne Allen, Tamaria Raleigh, Romina Peinado Wagner and Nancy Creel.
Burke Management Group: Joyce Mullins and Robbie Terrant.
Residents and Guests: Luis Aguirre and Michael Youlen.

III. Open Forum

No Open Forum held.

IV. Community Police Report

Michael Youlen presented his report for January 1, 2022, to present.

V. Approval of the November 16, 2021, Minutes

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

VI. Financial Report

Management and the Board reviewed the January 2022 financial report. The Association operating account balance is \$41,170.63, total investments are \$130,323.22. Total assets are \$223,968.14. It was noted that janitorial and insurance expenses were not listed for January.

VII. Old Business

- a) Board Positions – it was agreed that the board members will continue in their present positions – Suzanne Allen, President; Tamaria Raleigh, Treasurer; and Nancy Creel, Secretary. Recently elected, Romina Laura Peinado Wanger, will be Member-at-Large.
- b) Maintenance/Repairs Update
 - Management confirmed with the Board that trash pick-up is still inconsistent.
 - A L & L on November 10, 2021 completed watering for the plant beds at Caspian Way.
 - Turner completed repairs to various stair treads on Niki and Caspian as well as replacing all batteries in hallway smoke detectors. Turner replaced handrails on Caspian and Niki and replaced a photo cell and light bulbs at 9330 Caspian as well as repairing wiring. Turner also replaced a hall light on Caspian.
 - Turner performed a roof inspection on Niki and made necessary roof repairs on Building 1. In addition, chimney flashing was inspected with no issues found. Building 3 was inspected for potential water leaks but none were found.
 - Turner is working with a unit at Building 1 for a hall bath ceiling leak which is moldy and the ceiling collapsed due to the faulty shower drain from the unit above. Management is monitoring this situation.

- Turner inspected for water leak at bathroom exhaust fan in Building 3. Resident was referred to upstairs neighbor to determine if there is a shower or toilet leak.
- Turner inspected another unit in Building 3 for another leak coming from the hall bath in the unit above.
- Gutter King performed gutter cleaning on December 16. All elbows and downspouts were cleaned of any clogs and re-installed and all debris was removed.
- On January 10, NVA Signs completed installation of four STOP signs at Niki Place and Caspian Way as required by the City of Manassas.
- On January 7, Management had a wildlife management company on site for a week to trap a raccoon on Caspian Way.
- A L & L performed tree clean-up on January 13, after the heavy snow.
- KGS balcony replacements – KGS began work on the four balcony replacements at Building 1 in November but encountered some extensive material/wood deterioration and work was stopped. KGS had to evaluate the extent of materials and work required as well as submit new plans to the City for code approval. Management advised that KGS should be submitting a revised bid in the next few days. Management will email to the Board when received.

VIII. New Business

- a) Discussion regarding additional security lighting for the common areas, specifically at the end of Building 2 over the picnic area. Nancy asked Management to obtain a bid from Turner to determine if the lighting can be added and how much it cost.
- b) Discussion about clean up of the shrubs and trees around Dumpster 1. Management will contact A L & L about the cost as well as cost to clean up downed tree limbs along tree lines on Niki Place. Would this be included in the contract or is it another expense?

IX. Adjournment

Tamaria made a motion to adjourn which was seconded by Suzanne and the meeting was adjourned at 7:56 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____