

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
May 17, 2022

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:06 p.m. on May 17, 2022, via Zoom conference call.

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: Michael Youlen, Mariam & Ali Ashghar Agah and Gordon Landsdowne.

III. Open Forum

Open Forum held.

IV. Community Police Report

Michael Youlen presented his report for April 19, 2022, to present.

V. Approval of the April 19, 2022, Minutes

The minutes of the April 19, 2022, Board meeting was reviewed previously by email. Motion to pass the April minutes was made by Suzanne and seconded by Romina. Motion is passed.

VI. Financial Report

Management and the Board reviewed the April 2022 financial report. The Association operating account balance is \$42,184.68, total investments are \$130,377.23. Total assets are \$234,576.46. Deposit was made to the Reserves Account in May, 2022.

VII. Old Business

a) Maintenance/Repairs Update

- Management reported that Turner inspected and repaired/replaced rake metal missing or damaged on Building 5.
- Turner replaced missing siding at the end of Building 7 and inspected for any additional needed repairs and re-nailed all loose metal.
- Repair was done on flickering light at Dumpster 1 as well as the island post lamp at the end of Building 3.
- On May 9, Turner did a night inspection of all lighting. Three units and one island light needed bulbs. Turner is replacing the bulbs.

b) KGS balcony replacements –Management and several Board members performed a final inspection on the completed work on the four balconies by KGS on May 9. Management and KGS are waiting for the final building inspection by the City of Manassas.

c) Management obtained bids for the yearly dryer duct cleaning. After review of the three bids, the Board voted to use Dominion Duct Service which bid \$50 per unit for a total of \$7,200 for 144 units. Nancy made a motion to accept Dominion's bid which was seconded by Tamaria. The motion was passed.

- d) Discussion of draft newsletter. Nancy will make one correction to update the newsletter and then distribute.
- e) Rees Broome, P.C. Proposal – The Board reviewed the proposal from Rees Broome, P.C. regarding moving the Association’s legal collections from Purnell, McKennett & Menke. The proposal will not increase the normal legal budget but will offer a more consistent approach to legal collections and provide the Association with a monthly report. The bid offered two options for services. Tamaria motioned to accept Option 1, a retainer to bill at \$300 per month. Nancy seconded the motion and the motion was passed.

VIII. New Business

- a) Dumpster pad cleaning – Management will obtain bids for power washing of the four dumpster pads for one-time cleaning and also for cleaning two times each year.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 8:00 p.m.

X. Open Session

The Board returned to open session at 8:20 p.m.

XI. Adjournment

Romina made a motion to adjourn which was seconded by Nancy and the meeting was adjourned at 8:28 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____