

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
June 21, 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 June 21, 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 and Gordon Landsdowne.
- III. Open Forum  
No Open Forum held.
- IV. Community Police Report  
Michael Youlen presented his report for May 17, 2022, to present.
- V. Approval of the May 17, 2022, Minutes  
The minutes of the May 17, 2022, Board meeting was reviewed previously by email. Motion to pass the May minutes was made by Tamaria and seconded by Suzanne. Motion is passed.
- VI. Financial Report  
Management and the Board reviewed the May 2022 financial report. The Association operating account balance is \$61,203.11, total investments are \$103,081.86. Total assets are \$222,200.25.
- VII. Old Business
  - a) Maintenance/Repairs Update
    - Management advised that Dominion Duct Service was scheduled to clean dryer vents/ducts the week of June 13 – 17, 2022. It was noted that the work was completed over the prior weekend.
    - Turner replaced a shutter at Building 7 that had blown off. Residents were notified at Building 7 when water was turned off on May 25 for a water heater repair from 9 a.m. to noon.
    - On May 31, Turner stripped, primed and re-painted the hallway entry door and one unit door at Building 7. Turner also replaced the broken handle on the hallway door.
    - On June 2, Management received a report of raccoons on Niki Place and squirrels on Caspian Way. On June 8, Management had Hilton Home and Wildlife inspect the entirety of Building 7. Contractor found issues with chimney stacks with raccoon entry and set out traps. Contractor is submitting bid for removal of raccoons as well as repairs to building and attic insulation.
    - Management contacted Olde Towne to remove trash left under stairs at Building 1 which was a fire hazard. SC Companies then performed a special cleaning of that area.

- On June 14, Management was notified of swarming ants in a hallway at Building 1. Vortex Termite and Pest Control inspected the area and determined the pests were termites. Management has approved Vortex to treat the area which is scheduled to be done on June 25.
- Gutter vent cleaning was completed by Gutter King.
- b) KGS balcony replacements –Management and KGS are still waiting for the final building inspection documents by the City of Manassas. Some additional work was completed in May as requested by the inspector and final inspection was performed on May 23.
- c) Management obtained bids for the dumpster pad cleaning. After review of the three bids, the Board decided to defer a decision until the July meeting after learning of the bid received and the anticipated cost of the raccoon removal at Building 7.

VIII. New Business

- a) Hilton Home and Wildlife Services – Management presented the proposal from the contractor that was received late in the day prior to the Board meeting. The extent of the work the contractor is proposing, i.e., raccoon proofing chimneys, sealing gable ends, installing drip edge front & back to gutter line, screening gable louvres, and removing and replacing attic insulation, comes to a total cost of \$79,800. Contractor estimates time to complete the work about 40 days. These costs are just for Building 7. After review and discussion, Management will review prior work performed at this building by the contractor for any warranty/guarantees. Management will also work on obtaining additional bids for this work.

IX. Executive Session

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

X. Open Session

The Board returned to open session at 8:09 p.m.

XI. Adjournment

Tamaria made a motion to adjourn which was seconded by Nancy and the meeting was adjourned at 8:10 p.m.

Minutes submitted by: Nancy Creel, Secretary

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