

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

Meeting Minutes

August 16, 2022

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:00 p.m. on August 16, 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 John Miller.

III. Open Forum

No Open Forum held.

IV. Community Police Report

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

V. Approval of the July 19, 2022, Minutes

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

VI. Financial Report

Management and the Board reviewed the July 2022 financial report. The Association operating account balance is \$62,243.45, total investments are \$103,126.16. Total assets are \$222,297.03.

VII. Old Business

a) Maintenance/Repairs Update

- Broken tree branch reported at Building 2 on Niki Place was removed by Olde Towne on July 19.
- Management received a report of a downed tree on Caspian. Management contacted three contractors to get bids.
- Management requested that Turner contact residents at Building 7 regarding installation of fresh air vents.
- On August 1, there was a report of a homeless individual sleeping in the hallway at Building 1. Michael Youlen was contacted.
- SC Company was contacted on August 1 to perform a special cleaning in the hall at Building 1. Management visited the site on August 2 to assure cleanup was completed.
- Turner repaired the gate to Dumpster 1 on August 10.

- b) Raccoon Remediation – On July 26, Turner provided a written report regarding what was found during inspection of the raccoons in Building 7. On August 3, Critter Gitters completed removal of the animals. All trapping was completed, vent covers installed and attic remediation completed. Of ten (10) third floor attics, animals were removed from three attics. Eight attics had animal waste and all soiled insulation was removed, areas

treated and insulation replaced. Damaged wiring and four junction boxes were replaced in one attic.

- c) Trash – American has been late or missed trash pickups during the last month. Management has contacted American multiple times on this issue which is put down to driver shortage. After discussion, Board requested that Management contact American to request a credit to the Association account due to the missed pickups.

VIII. New Business

- a) Management presented bids from Olde Towne and Ross Tree Service for tree removal. There are four trees that need removal or trimming, three on Niki and one on Caspian. Olde Towne bid \$3,200 for the work and Ross Tree Service bid \$3,095. After discussion, Nancy motioned to accept the bid from Ross Tree Service. The motion was seconded by Tamaria and the motion was passed.
- b) Management was requested to have A L & L do an on-site review of the picnic areas on Caspian and Niki for mulch replacement.
- c) On August 1, Turner submitted a proposal for repair/replacement of the fresh air vents for the remaining three buildings on Caspian to prevent further animal intrusions. Per Turner's inspections and recommendations - Building 4 will require four vents for a total of \$3,200; Building 5 will require 6 vents for a total of \$4,800; Building 6 will require 12 vents for a total of \$2,200. Total cost for the three buildings will be \$15,600. The Board has requested that Management get a bid from Turner to include Niki Place in addition to the current proposal for Caspian. It is decided that the entire community should be done to avoid future costs with regard to the animal intrusions. When a total cost is determined, the Board will discuss on how to proceed.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 7:38 p.m.

X. Open Session

The Board returned to open session at 8:11 p.m.

XI. Adjournment

Nancy made a motion to adjourn which was seconded by Tamaria and the meeting was adjourned at 8:11 p.m.

Minutes submitted by: Nancy Creel, Secretary

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