

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

Meeting Minutes

October 18, 2022

- I. Call to order
President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:01 p.m. on October 18, 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.
Residents and Guests: Michael Youlen.
- III. Open Forum
No Open Forum held.
- IV. Community Police Report
Michael Youlen presented his report for September 20, 2022, to present.
- V. Approval of the September 20, 2022, Minutes
The minutes of the September 20, 2022, Board meeting was reviewed previously by email.
Motion to pass the September minutes was made by Tamaria and seconded by Suzanne.
Motion is passed.
- VI. Financial Report
Management and the Board reviewed the September 2022 financial report. The Association operating account balance is \$60,799.03, total investments are \$103,171.37. Total assets are \$215,903.45.

Discussion regarding the proposed 2023 Budget which Management drafted and forwarded to Board via email. After review, Management was requested to contact Turner to determine the exact number of chimney vents, single and/or double, requiring remediation on Niki Place. That total repair cost will be added to the total costs of \$15,600 for Caspian Way to determine the total cost for all remaining six buildings. It is decided that the assessments will increase 2% for 2023 with an added line item to the 2023 budget to cover the specific vent repairs required.
- VII. Old Business
 - a) Maintenance/Repairs Update
 - Turner completed remediation of a condensate line at Building 5 regarding drainage and standing water in the yard. This issue was a result of the original build. Turner removed excess dirt that was built up around the bucket, removed gravel and dirt in the bucket and dug down another four inches. Turner added poly to the dirt around the bucket to minimize future dirt accumulation and added new gravel to the bucket and surrounding area. Corrective action taken.

- Turner met with a tenant at Building 3 regarding leak in a condensate line. Moisture readings were dry, less than 5%. Tenant was advised on maintenance of the condensate line.
 - Turner reattached the three-foot drain extension at Building 7 that had become disconnected and dampened the lower hallway.
 - Management is making arrangements to repair the fallen lamp post at the picnic area on Caspian Way.
 - Management will make arrangement to replace a No Parking sign and post currently placed in the Dumpster 1 area.
 - Management will have Turner inspect the downspout at the rear of 9300 Niki Place for water pooling around foundation.
- b) Parking Passes – Management has ordered and received the new parking passes. Letters will be forwarded to all owners within the next month with instructions on how to obtain the new passes which will be enforced starting December 1, 2022. Management will take appointments and also have one evening and one Saturday open for pickup of the new parking passes.
- c) Tow Company – Management reports that DTR is currently patrolling the community parking lots. Rather than driving into the parking lots, they are patrolling on foot with flashlights.

VIII. New Business

- a) November Newsletter – Review of first draft. Still waiting additional information and will submit second draft at November meeting.
- b) Holiday Decorating Contest – Nancy will distribute flyers announcing contest next month. Residents will have until December 18 to submit a picture of their decorations for judging.
- c) Snow Contract 2022-2023 – Olde Towne Landscaping submitted their proposal for snow removal services with increases, i.e., \$140 per hour for plow truck; \$170 per hour for skid steer, \$200 per hour for loader; \$46.50 per man hour for shoveling, snow blowing, sanding; charges for ice melt and/or sand; and \$95 minimum charge for each trip. Management has adjusted the proposed 2023 budget for these increases. Tamaria motioned to accept the contract which was seconded by Romina. The motion is passed.
- d) Security Contract – Michael Youlen submitted his contract for 2023 with no increases. Nancy motioned to accept the 2023 contract which was seconded by Romina. The motion is passed.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 8:20 p.m.

X. Open Session

The Board returned to open session at 8:26 p.m.

XI. Adjournment

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

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____