

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

Meeting Minutes
November 15, 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 November 15, 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.
- III. Open Forum
No Open Forum held.
- IV. Community Police Report
Michael Youlen presented his report for October 18, 2022, to present.
- V. Approval of the October 18, 2022, Minutes
The minutes of the October 18, 2022, Board meeting was reviewed previously by email.
Motion to pass the October minutes was made by Tamaria and seconded by Suzanne. Motion is passed.
- VI. Financial Report
Management and the Board reviewed the October 2022 financial report. The Association operating account balance is \$81,329.69, total investments are \$103,196.05. Total assets are \$227,193.49. Management advised that one significant unpaid account had been brought up to date with a payment in October.

Discussion regarding the proposed 2023 Budget which Management had re-drafted and forwarded to the Board via email. In order to complete the required chimney vent repairs on all buildings in 2023, an increase is required to cover the total cost of \$42,600. Several line item funds on the proposed budget were re-moved or reduced and those balances were added to the line item for Building Repairs & Maintenance. The remaining costs were added to this line item total to bring the total funds budgeted to \$75,300. This brings the proposed budget to an increase of 6.5% for 2023. It is planned that this increase is for 2023 and the budget will remain fixed for several years going forward. It is the Board's intent to avoid a special assessment or a significant percentage increase to monthly assessments. Management will update the proposed 2023 Budget spreadsheet and forward to the Board for a final vote within the next business day.

Management will also research and advise the Board of the status of the Association audit.

VII. Old Business

a) Maintenance/Repairs Update

- Turner completed replacement of light bulbs on Caspian Way as well as repaired the downed post light at the rear of Caspian.
- Turner replaced the “No Parking” sign and post at Niki Place that had fallen.
- Turner reattached damaged downspout extensions on Niki that lead to water back flow to foundations and patios.
- Turner is making regular evening visits to inspect the property for non-functioning lights. Turner is replacing any lights that are out.
- Management continues to work with American regarding the overflowing of trash and delayed pickups. American has not been responsive but finally made the pickup. Management had Olde Towne pick up trash left around the dumpster pads and enclosures which included some furniture items.
- Critter Getters followed up on animal traps at Building 3 and there seems to be no further indication of animal intrusions.
- Management received several calls regarding a homeless individual sleeping in the hallway of Building 6. Police and Michael have been contacted. Management contacted the janitorial service to have the hallway cleaned.

b) Board requested that Management put out the trash bid when the current contract expires in 2023. Management will contact at least three companies and advise the Board.

c) Parking Passes – Due to end of year deadlines, Management has requested delaying the distribution of the new parking passes until January 2023. Per the Board’s agreement, Management will notify owners/residents by letter with a deadline for displaying new parking passes on January 31, 2023. Enforcement will begin on February 1, 2023.

d) Newsletter – November newsletter is approved with updates to the information regarding new parking passes. Nancy will update and forward for posting on the website. Nancy will also post in the halls the Holiday Contest flyer the week of Thanksgiving.

VIII. New Business

No new business.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 8:57 p.m.

X. Open Session

The Board returned to open session at 9:04 p.m.

XI. Adjournment

Tamaria made a motion to adjourn which was seconded by Romina and the meeting was adjourned at 9:07 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____