

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

Meeting Minutes
February 21, 2023

- I. Call to order
President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:03 p.m. on February 21, 2023, via Zoom conference call.
- II. Board Members Attending
Board Members: Suzanne Allen, Tamaria Raleigh, and Nancy Creel. Romina Peinado Wagner, absent.
Burke Management Group: Joyce Mullins and Robbie Terrant.
Residents and Guests: Michael Youlen, J.L. Miller, Jackie Schaer, Amy Garst, Marta Kiel and Tyler Lightfoot.
- III. Open Forum
Open Forum held.
- IV. Community Police Report
Michael Youlen presented his report for January 18, 2023, to present, and advised residents on ongoing issues.
- V. Approval of the November 15, 2022, Minutes
The minutes of the November 15, 2022, Board meeting was reviewed previously by email. Motion to pass the November minutes was made by Tamaria and seconded by Suzanne. Motion is passed.
- VI. Financial Report
Management and the Board reviewed the January 31, 2023 financial report. The Association operating account balance is \$105,028.29, total investments are \$103,307.16. Total assets are \$244,561.10.
- VII. Old Business
 - a) Maintenance/Repairs Update
 - In November 2022, Turner repaired two roof leaks at 9310 Niki Place. One repair was done to the skylight for unit 301 and a chimney leak repaired for unit 302.
 - Turner repaired lights located at Dumpster 3. All light posts were out at Buildings 4 and 5. Turner located a short, tested and rewired all 7 light posts.
 - Turner reattached shutter at 9240 Niki Place.
 - Turner replaced light bulbs at Building 2, 4, and 5.
 - In February, a fire alarm strobe was hanging from the wall. Light had to be replaced due to damage. Turner performed a temporary fix until the parts arrive.
 - Critter Getters was contracted in January to remove squirrels at Building 3. Board approved the work via email at a cost of \$1,726.20.

- Management reported to SC that trash is not being picked up in common areas. A special carpet cleaning was performed in January due to human waste in Building 5 hallway.
 - After numerous calls from residents, Management contacted Doody Calls at least five times beginning January 25 regarding no weekly pickup of animal trash and no stocking of waste bags. Doody Calls serviced the waste stations on February 9. Management has requested a credit for service missed.
- b) Management contacted American Trash regarding contract for Hunters Square. Contract expired in January 2023. Management states that American has not been responsive but Joyce was able to contact a representative who has given his personal contact information to assist Management. Management is still pursuing a credit to the Association account for missed pickups in 2022.
 - c) Parking Passes – Passes have been distributed but there are still a few owners that have not picked up their new passes. Management has endeavored to contact each owner personally to ensure they have the new passes. Enforcement will begin immediately.
 - d) Fresh Air/Chimney Repairs – This work will prevent future critter invasions to building attics. Work has been completed on Building 7 in 2022. Turner has submitted his bid as follows: for the remaining Buildings 4, 5 and 6 on Caspian Way, the total will be \$15,600 with a 10% discount for a total of \$14,040. For Buildings 1, 2 and 3 on Niki Place, the total will be \$21,400 with a 10% discount for a total of \$19,260. Total costs to the Association for all fresh air/chimney repairs for the remaining 6 buildings will be \$33,300. Tamaria motioned to accept the bid for a total of \$33,300 which was seconded by Suzanne. The motion is passed.

VIII. New Business

- a) Entry Door Locks – due to the recent influx of vagrants, Management will research and obtain information on options for security locks for the 24 entryways. Due to the expected costs, i.e., locks and installation as well as new entryway doors, the Board will discuss how the Association can proceed on this issue once proposed costs are reviewed.
- b) Management will do an email to residents regarding clean-up of pet waste and to remind residents to maintain condensation lines with the upcoming warm weather.
- c) Management to obtain bids for the yearly dryer duct cleaning.
- d) Management to obtain bid for service of sewer lines (flushing and camera inspection).

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 8:12 p.m.

X. Open Session

The Board returned to open session at 8:43 p.m.

XI. Adjournment

Nancy made a motion to adjourn which was seconded by Suzanne and the meeting was adjourned at 8:44 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____