

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

Meeting Minutes

March 21, 2023

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:09 p.m. on March 21, 2023, 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, Karen Smith, and Marta Kiel.

III. Open Forum

Open Forum held.

IV. Community Police Report

Michael Youlen presented his report for February 21, 2023, to present, and advised residents on ongoing issues.

V. Approval of the February 21, 2023, Minutes

The minutes of the February 21, 2023, Board meeting was reviewed previously by email. Motion to pass the February minutes was made by Tamaria and seconded by Suzanne. Motion is passed.

VI. Financial Report

Management and the Board reviewed the February 28, 2023, financial report. The Association operating account balance is \$129,067.82, total investments are \$103,342.68. Total assets are \$267,420.38. Management has reviewed the last five months expense for water usage which seems to be consistent with past charges. Management will monitor this expense for any unusual high costs in any particular building. Management will review the loan payable balance with Crystal.

VII. Old Business

a) Maintenance/Repairs Update

- Turner replaced lights in halls.
- Work on chimneys has begun on Caspian Way.
- The fire alarm strobe was replaced at 9320 Caspian Way in March.
- Management has contacted Doody Calls and has been advised that a refund will be including in the next billing cycle for services not performed (March 2023).
- Turner repaired a window light that was reported.

b) Entry Door Security – Management has scheduled a meeting with a representative from Baldino's to obtain three options for the 24 entry doors to the seven buildings. Options to consider are key pads, key FOBs, call boxes and cameras. Management is also researching options for closing the areas under the stairs on the first floors of each hallway.

- c) Management will post a reminder to residents regarding clean-up of pet waste.

VIII. New Business

- a) Dryer Vent Proposals – Management obtained two bids for the yearly cleaning of dryer vents. Crystal Clean submitted a bid for \$65 per unit at a total cost of \$9,360 and Dominion Duct Service submitted a bid for \$55 per unit for a total cost of \$7,920. Nancy made a motion to accept Dominion Duct Service’s bid for a total of \$7,920. The motion was seconded by Tamaria and the motion was passed.
- b) Management presented the bid for service of sewer lines (flushing and camera inspection) from Peirce Construction for a total of \$7,276.50 the cost of which has remained unchanged. Tamaria motioned to accept the bid which was seconded by Nancy. The motion is passed.
- c) Management will obtain bids for cleaning of the dumpster pads this spring.
- d) Management will contact the trash company regarding replacement of all recycling bins.
- e) Tamaria advised the Board that she will be putting her unit on the market and will therefore be leaving the Board. Marta has expressed interest in joining the Board. Management will set up a training session for the Board and potential Board members with the Association counsel to update and advise on Board responsibilities.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 8:10 p.m.

X. Open Session

The Board returned to open session at 8:48 p.m.

XI. Adjournment

Nancy made a motion to adjourn which was seconded by Suzanne and the meeting was adjourned at 8:55 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____