

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

Meeting Minutes

April 25, 2023

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 April 25, 2023, via Zoom conference call.

II. Board Members Attending

Board Members: Suzanne Allen, Romina Peinado Wagner, and Nancy Creel. Tamaria Raleigh, absent.

Burke Management Group: Joyce Mullins and Robbie Terrant.

Residents and Guests: Michael Youlen, Marta Kiel, John Miller, and Nancy Rice.

III. Open Forum

No Open Forum.

IV. Community Police Report

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

V. Approval of the March 21, 2023, Minutes

The minutes of the March 21, 2023, Board meeting was reviewed previously by email.

Motion to pass the March minutes was made by Romina and seconded by Suzanne. Motion is passed.

VI. Financial Report

Management and the Board reviewed the March 31, 2023, financial report. The Association operating account balance is \$75,338.76, total investments are \$103,361.81. Total assets are \$248,408.75. Management still needs to review the loan payable line item balance with Crystal. Management will also double check the charge to Bank Expenses. This could be a possible coding error.

VII. Old Business

a) Maintenance/Repairs Update

- American Disposal was contacted for new recycling bins for all dumpster areas.
- Management contacted three companies for bids to clean the four dumpster pads.
- Management met on property with Baldino's for review of security needs on March 29.
- Management confirmed with A L & L that mulching was done on January 30, lawn treatment was performed on February 23 and mowing was done on March 23.
- Dominion Duct Service performed the dryer duct cleaning. Dominion advised Management that many of the cage/covers will be needing replacement. The Board will address next spring prior to the yearly dryer duct cleaning. Management advised that Dominion will install the cage/covers if the Association purchases the covers.

- Management met with a board member on April 5 to look at fence and property line behind Building 3.
 - Peirce completed the camera and jetting of the sewer lines.
 - Management met on site with Stealth Monitoring to review security needs on April 6.
 - Management met on site with ESSI on April 13 about the security needs.
- b) Entry Door Security – Management met with Baldino’s, ESSI and Stealth Monitoring to review the community security needs for hallway doors. Bids range from \$106,159.05 to \$215,450.00 with additional costs to incur for installation of hallway outlets and, for two systems, wi-fi routers. After much discussion, Management will send out a survey to unit owners to determine who would be in favor of a security system for the building entries and their position on a special assessment. Management will also contact an electrician to obtain a bid for the costs to install outlets in the 24 hallways. The Board will re-visit this item at the May meeting.
- c) Management contacted Rees Broome regarding board training.

VIII. New Business

- a) Dumpster Pad Cleaning – Management received two bids of the three requested. The Board decided to accept the bid from Bryant’s Power Wash at \$125 per pad for a total of \$500. Nancy motioned to accept the bid which was seconded by Suzanne. The motion is passed.
- b) Newsletter – the draft May 2023 newsletter was reviewed by email. The Board approved the newsletter for May distribution via the website.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 8:37 p.m.

X. Open Session

The Board returned to open session at 8:52 p.m.
 Motion was made by Suzanne to accept counsel’s recommendation for legal action on a delinquent account. The motion was seconded by Nancy. The motion is passed.

XI. Adjournment

Nancy made a motion to adjourn which was seconded by Suzanne and the meeting was adjourned at 8:54 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____