

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

Meeting Minutes

May 16, 2023

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 May 16, 2023, via Zoom conference call.

II. Board Members Attending

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

Burke Management Group: Joyce Mullins and Robbie Terrant.

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

III. Open Forum

Open Forum held.

IV. Community Police Report

Michael Youlen presented his report for April 25, 2023, to present, and advised residents on resolution of ongoing issues.

V. Approval of the April 25, 2023, Minutes

The minutes of the April 25, 2023, Board meeting was reviewed previously by email. Motion to pass the April minutes was made by Romina and seconded by Suzanne. Motion is passed.

VI. Financial Report

Management and the Board reviewed the April 30, 2023, financial report. The Association operating account balance is \$78,631.63, total investments are \$103,419.80. Total assets are \$251,168.54. Management advised the loan payable balance as of April 10, 2023, is \$32,779. Loan will be paid off in September 2023. Management advises that they are still waiting on the completed audits. Management will determine status of the credits due on the accounts with American Disposal and Doody Calls.

VII. Old Business

a) Maintenance/Repairs Update

- American Disposal has been contacted for new recycling bins for all dumpster areas.
- On April 15, Turner inspected and sealed the skylight at 9310 Niki Place.
- Another leak was reported for the neighboring unit at the same address. Turner inspected and contacted the roofer who completed the repairs on May 5.
- During the last month after completion of a light evaluation, Turner has repaired numerous entry lights and lamppost photocells throughout the community.
- Management reported to Turner a call regarding the railing at 9200 Caspian which requires repairs.
- Management posted a Survey Monkey to all unit owners regarding their position on a new security system for the hall doors on May 8 with a closing date of Monday, May 15.

- Management will schedule a spring walkabout for the board and Old Towne regarding tree remediation. Additional items will be addressed during that walk.
 - Management advised that Bryant Power Washing was not able to perform the cleaning of the dumpster pads as American did not move the dumpsters from those areas for access on the scheduled day. Management contacted American and was advised that the dumpsters will be moved on Saturday, May 20.
- b) Entry Door Security – Management advised on the results of the Survey Monkey which were completed on May 15. Owners were asked if they wanted the security system and if they would agree to a special assessment or an increase in 2024 dues. If they agreed to a special assessment, would they prefer a one-time payment or payments spread over a six-month period. The results are as follows:

Out of 50 responses, 33 owners agreed to the security system
 10 of the 50 stated yes to a one-time special assessment.
 23 of the 50 stated yes to six payments on a special assessment.

6 wanted no increase in assessments
 5 wanted an increase to 2024 assessments
 6 wanted no increase to 2024 assessments

46% voted for six payments on a special assessment
 20% voted for one payment on a special assessment
 12% voted no increase on assessments in 2024
 12% voted for no increase on assessments
 10% voted for an increase on assessments

After much discussion, Romina made a motion to accept Baldino’s bid for the new security system at \$106,159.05. The motion was seconded by Suzanne and the motion is passed. The Board asked Management to prepare coupon booklets for six monthly payments to be mailed to the unit owners. Management will mail notices to all owners to advise of the special assessment and give each owner the amount that each will be responsible for paying. The Board would like to have special assessment payments start in July 2023 and be completed by December 2023.

- c) Management also presented a bid from Blackwell’s Electric for installation of 24 hall outlets required for the security system. These will be installed above the entrance door in each hallway with wiring to run from the existing exit light circuits. Total bid is \$2,640. Romina motioned to accept the bid which was seconded by Nancy. The motion is passed.
- d) Counsel with Rees Broome held board training via Zoom on April 25, 2023, prior to the regular board meeting which was attended by Management, Nancy Creel and Romina Peinado Wagner.

VIII. New Business

- a) New Resolution – Policy Concerning Code of Conduct for Board of Directors was completed by Association counsel and forwarded to the Board via email on May 2, 2023. All board members voted in the affirmative to pass the policy. Nancy made a motion to ratify that vote of May 2 to pass the new policy. Romina seconded the motion and the motion is passed. All board members have signed the policy and Management has mailed to all unit owners.
- b) New Resolution – Policy and Procedure for Collection of Assessment was completed by Association counsel and was emailed to Board members on May 11, 2023. After approval via email on May 16, 2023, Management will have each Board member sign and will mail to all unit owners.
- c) Newsletter – second draft May 2023 newsletter approved.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 7:59 p.m.

X. Open Session

The Board returned to open session at 8:41 p.m.

After discussion, the Board elected not to fill current vacancies on the board until the annual meeting in 2024 and after board training of all board members by Association counsel.

XI. Adjournment

Nancy made a motion to adjourn which was seconded by Romina and the meeting was adjourned at 8:42 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____