

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

Meeting Minutes

July 18, 2023

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:04 p.m. on July 18, 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: Jackie Schaer, John Miller, Joanne Regan, Tracy Walker, Erica Elliott, and Rebecca Chase.

III. Open Forum

Open Forum held.

IV. Community Police Report

Michael Youlen submitted his report for June 20, 2023, to present, by email to Management. Management reviewed with Board and guests.

V. Approval of the June 20, 2023, Minutes

The minutes of the June 20, 2023, Board meeting was reviewed previously by email. Motion to pass the June minutes was made by Suzanne and seconded by Nancy. Motion is passed.

VI. Financial Report

Management and the Board reviewed the June 30, 2023, financial report. The Association operating account balance is \$102,332.78, total investments are \$103,497.08. Total assets are \$266,006.88. Balance remaining on loan payable has been corrected on the reports.

Management is still working on the status of the credits due on the accounts with American Disposal and Doody Calls. Management continues to work with Doody Calls to correct their invoicing.

VII. Old Business

a) Maintenance/Repairs Update

- American Disposal has missed the regular Monday pickup on July 17 and did not make the alternate pickup date of July 18. Management will contact American.
- Management reports that Turner repaired decking and handrails and re-nailed loose boards as needed at Dumpster 4.
- Turner completed repairs at 9200 Niki Place on siding, trim and soffit of the patio ceilings at #101 and #102.
- Management was contacted about a clogged condensate line at 9240 Caspian, units 201 and 301. Lines were cleared but Management had to address the issue again several days later. Management contacted Prince William Plumbing who snaked the main pipeline.
- Turner repaired entry light at 9240 Niki.

- Resident reported carpenter bees on Caspian Way. Management had Vortex review and treat the general area.
 - Management will contact Olde Towne Landscaping to determine the schedule for tree removal and tree trimming.
 - Management advised there will be a water cut-off at Building 6 while work is being performed.
 - Management has received reports of loose railings. Turner will walk property with the welder and give Management a report and bid for the necessary repairs.
- b) Entry Door Security – Management advises that the electrical installations for the hallways were completed on June 25 and June 26. Baldino’s is waiting for materials to arrive and will start installation when those materials arrive. Management will be posting notices to inform residents and owners. The timeline for completion should be late August or early September.
- c) Door Painting – Management has received requests to paint entry doors. Management and Board will walk the property early in 2024 to review the number of doors that require painting and decide a schedule for painting.

VIII. New Business

- a) Caspian Way Picnic Area – Management obtained costs for two different type of picnic tables to replace the existing tables. The Board decided to table for 2024 as the budget did not allow at this time. Management also presented two bids for mulching the picnic area. A L & L submitted a bid for \$450; Old Towne Landscaping bid the mulch at \$225. Nancy made a motion to accept the bid from Old Towne at \$225. Romina seconded the motion and the motion is passed.
- b) Discussion regarding two newsletters each year. It is decided that one newsletter per year around November will be sufficient. Flyers will be posted and included on the website during the year on any important issues that the residents will need to know before the newsletter is distributed.

IX. Executive Session

Motion was made by Nancy to adjourn to Executive Session for legal discussion at 7:29 p.m.

X. Open Session

The Board returned to open session at 7:52 p.m.

XI. Adjournment

Suzanne made a motion to adjourn which was seconded by Nancy and the meeting was adjourned at 8:04 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____