

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

Meeting Minutes
September 19, 2023

I. Call to order

Secretary Nancy Creel called to order the regular meeting of the Hunters Square Board of Directors at 7:08 p.m. on September 19, 2023, via Zoom conference call.

II. Board Members Attending

Board Members: Nancy Creel, Romina Peinado Wagner, and Suzanne Allen.
Burke Management Group: Joyce Mullins and Robbie Terrant.
Residents and Guests: Michael Youlen, John Miller, Joanne Regan, and Lori Foster.

III. Open Forum

Open Forum held.

IV. Community Police Report

Michael Youlen submitted his report for July 19, 2023, to present, and reviewed with Board members and guests. Michael updated attendees on the resolution of several neighborhood issues in the last month.

V. Approval of the July 18, 2023, Minutes

The minutes of the July 18, 2023, Board meeting was reviewed previously by email. Motion to pass the July minutes was made by Romina and seconded by Nancy. Motion is passed. There are no minutes for August 2023 as that meeting was cancelled.

VI. Financial Report

Management and the Board reviewed the August 31, 2023, financial report. The Association operating account balance is \$172,660.11, total investments are \$103,575.70. Total assets are \$356,494.90. The last payment on the Association loan was made in September for \$6,794.28. As this loan is now satisfied, the budgeted loan amounts will be deposited into the Reserves account through the end of 2023. Management will move funds to the Reserves account in December 2023 after the installations of the hallway security systems are completed.

VII. Old Business

a) Maintenance/Repairs Update

- American Disposal has missed at least seven regular pickups for July, August and September. Management continues to contact American regarding account credits for missed services. Management will have legal counsel review the Association's contract with American and the Board will discuss at a future meeting.
- August 5, 2023: Management reports that Turner repaired a total of thirteen (13) exterior handrails and concrete stairs after reports of loose handrails. Management had sent Turner's bid via email to the Board on July 20, at which time the Board unanimously approved the repairs at a cost for thirteen (13)

repairs at \$250 each for a total of \$3,250. Nancy motioned to ratify Turner's bid for \$3,250. Romina seconded the motion and the motion is passed.

- Olde Towne Landscaping completed the mulching for the picnic area at Caspian Way.
 - August 16 – 21, 2023: Management had Turner repair a water leak at Building 3 in the lower-level hallway. Water had pooled and mold was under the stairs due to a clogged downspout at the front exterior of the building. Water was extracted, walls and floor cleaned, disinfected and drywall replaced. Fans were placed to dry the area. Construction debris under the stairs was also removed. Downspouts were cleared of debris.
 - Turner completed repairs to stair treads at Building 3.
 - Management had Vortex Termite and Pest Control on site on September 11 regarding white flies. Vortex made suggestions on how to control which was forwarded to residents.
 - Olde Towne Landscaping performed tree removal and tree trimming on September 18, 2023.
 - Resident in Building 5 reported cockroaches and she has a service that sprays her unit. Resident is requesting Management to contact other residents to have their units sprayed. Management sent an email to residents.
 - Resident at Building 7 states that she has mice accessing her unit. Management will contact the pest control company to inspect the area to determine how the mice are entering the unit.
- b) Entry Door Security –Baldino's has begun installation on Caspian Way. Management will be contacting owners/residents to set up each account access before activation of the system. Management will also post notices to inform residents and owners.
- c) Door Painting – Management has received a request to paint a unit door prior to resale. Management will have Turner inspect and designate 3 to 4 doors to paint and submit a bid for Board approval. Turners quotes a cost of \$425 for each door; 4 or more would cost \$385 each.

VIII. New Business

- a) September 13, 2023 - Management received calls from resident in Building 3 of squirrel intrusion in attic. Critter Gitters was contacted to inspect the area. It was determined that the squirrels had chewed into the front left corner of the unit at the gutter line. Critter Gitters submitted a bid for removal of squirrels for a total of \$3,793. Bid was emailed to Board members and was approved via email. Romina motioned to ratify the bid from Critter Gitters for \$3,793. Nancy seconded the motion and the motion is passed.
- b) A L & L Landscape Maintenance Proposal – Management presented a bid for landscape and lawn maintenance for January 1, 2024 through December 2025 at a total cost of \$33,240. This is an increase of \$2,340 from last year's contract. Nancy motioned to accept the bid which was seconded by Romina. The motion is passed.

IX. Executive Session

Motion was made by Nancy to adjourn to Executive Session for legal discussion at 7:35 p.m.

X. Open Session

The Board returned to open session at 8:01 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: _____