

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

Meeting Minutes

October 17, 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 October 17, 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, Kathleen Keefe, Erica Elliott, and Jackie Schaer.

III. Open Forum

No Open Forum held.

IV. Community Police Report

Michael Youlen submitted his report for September 19, 2023, to present.

V. Approval of the September 19, 2023, Minutes

The minutes of the September 19, 2023, Board meeting was reviewed previously by email.

Motion to pass the September minutes was made by Suzanne and seconded by Romina.

Motion is passed.

VI. Financial Report

Management and the Board reviewed the September 30, 2023, financial report. The Association operating account balance is \$177,585.08, total investments are \$103,613.77. Total assets are \$356,798.85. 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

➤ September 21 – Turner was contacted to review and update the door list for repainting.

➤ Resident at Building 7 states that she has mice accessing her unit. Management contacted Vortex Termite Pest Control to inspect the exterior of buildings for rodent access.

➤ Turner made repairs to stair railings and door weather stripping at 9360 Caspian Way.

b) Entry Door Security –Baldino's continues installation. 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) Management has resolved issues with Doody Calls. The vendor had this community confused with another Hunters Square community located in Reston, Virginia. Management has clarified the issue with the vendor and service continues.

- d) Door Painting –Management received a breakdown of the door conditions from Turner for consideration of repaint. Turner quotes a cost to repaint at \$425 for each door; 4 or more would cost \$385 each. Doors were reviewed and rated from good to poor. On Caspian Way, a total of nine doors are in poor condition. Niki Place has seven doors in poor condition. Hallway doors require repainting but the Board has decided to wait until the security installations are completed to address this item. The Board authorized Turner to repaint four doors rated poor on Caspian Way to begin at a total cost of \$1,540. Romina motioned to accept Turner’s bid for four doors which was seconded by Nancy. Management will forward the list of specific doors to Turner for repainting. The Board will regularly review the door list and schedule repainting as the budget allows.

VIII. New Business

- a) Management was notified by VSC Fire and Security Inc. regarding annual inspections of fire extinguishers in each hallway. Out of 72 total extinguishers, 70 failed inspection and required service to pass fire code requirements. Management presented a bid for a total of \$3,980.30 to service the 72 extinguishers. Nancy motioned to accept the bid from VSC Fire and Security which was seconded by Suzanne. The motion is passed. Management will schedule the work as soon as possible.
- b) Vortex Termite Pest Control – was on site on October 4 to inspect for live rodent activity. Entry points were confirmed around all buildings around the a/c lines which need to be sealed. Management presented a bid to the Board via email on October 2, 2023, from Vortex to seal all access points and install 28 rodent stations. There is a monthly fee to Vortex to monitor the rodent stations. Contract is valid for one year at a total cost of \$1,195 for installation and \$260 per month for monitoring. Nancy motioned to ratify the Board’s email approval of the Vortex bid which was seconded by Suzanne. The motion is passed.
- c) Management presented a new bid from Olde Towne Landscaping for 2023-2024 snow removal services. The contract price remains the same as 2022. Nancy motioned to accept the bid for 2023-2024. Romina seconded the motion and the motion is passed.
- d) Newsletter – reviewed by Board via email. Suzanne motioned to accept the newsletter which was seconded by Romina. The motion is passed.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 7:54 p.m.

X. Open Session

The Board returned to open session at 8:38 p.m.

XI. Adjournment

Nancy made a motion to adjourn which was seconded by Romina and the meeting was adjourned at 8:38 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____