

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

Meeting Minutes
February 20, 2024

- I. Call to order
President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:08 p.m. on February 20, 2024, via Zoom conference call.
- II. Board Members Attending
Board Members: Suzanne Allen, Nancy Creel, and Romina Peinado Wagner.
Burke Management Group: Joyce Mullins and Robbie Terrant.
Residents and Guests: Michael Youlen, John Miller, Jackie Schaer, Sandie Barkeit, Sara Gross, and Marta Kiel.
- III. Open Forum
Open Forum held.
- IV. Community Police Report
Michael Youlen submitted his report for November 21, 2023, to present.
- V. Approval of the November 21, 2023, Minutes
The minutes of the November 21, 2023, Board meeting was reviewed previously by email. Motion to pass the November minutes was made by Suzanne and seconded by Romina. Motion is passed.
- VI. Financial Report
Management and the Board reviewed the January 31, 2024, financial report. The Association operating account balance is \$126,611.59, total investments are \$103,769.95. Total assets are \$290,108.23. Management advised that fourteen (14) past due notices were mailed to residents. After 30 days, these accounts will be forwarded to legal counsel if not paid or resolved with a payment plan.
- VII. Old Business
 - a) Maintenance/Repairs Update
 - Vortex Pest Control inspected, cleaned and re-baited the rodent stations as needed. On December 11, it was noted that there is activity throughout the buildings.
 - Turner continues to inspect and replace numerous lights that have gone out around Caspian Way and Niki Place. There were issues with light malfunctions at 9240 and 9220 Caspian which required replacement/repair of junction box and breaker box.
 - Turner will be doing day and evening inspections for lighting problems.
 - Turner replaced a smoke detector at 9300 Niki Place.
 - Turner replaced a cut chain at the rear of building on Caspian Way.
 - Exterior door at 9240 Niki Place has the hinges broken and cannot be closed properly. Door needs to be replaced. Reported to Management by Turner.

- Management continues to monitor trash removal and had Old Towne Landscaping on site on January 22 to clean up trash around dumpsters and pick up trash overload. Management also contacted Old Towne on February 6 to do additional cleanup around the dumpsters and trash cans.
 - American Disposal sent notice on February 2 that trash pickup will be delayed due to mechanical issues. On February 6, residents contacted Management that trash had not be picked up for one week and dumpsters were overflowing and recycle bins were over full. American has not been responsive to Management's calls. Board requests that Management review Association's contract with American. Suzanne has a list of trash companies that may offer reliable service and will forward to Management.
 - SC Companies – Management has received several complaints that the janitorial service has not been thorough in their hallway cleaning as well as not picking up trash in the common areas. Management will contact SC Companies.
- b) Entry Door Security –Management has met with Baldino's for training on the security system. Management will be meeting this week with the Fire Department to determine placement of required Knox boxes. Management will be sending letters regarding activation of the system and how to use the system to residents/owners after work with Fire Department is completed.

VIII. New Business

- a) Entry Door Repair at 9240 Niki Place – two sets of hinges are broken and beyond repair on this door and the door cannot properly close. Damage is due to resident abuse and has been repaired several times in the past. Management presented two bids for the door replacement: Patriot Door & Hardware and Paul Turner Contracting. Patriot will supply a commercial grade metal door as they do not sell residential doors. Patriot will supply all the hardware but will not paint the finished door. Turner will replace the door with a similar grade already in place with the hardware. Turner will also paint the finished door. Patriot bid a total of \$3,792.52 for the completed work. Turner bid a total of \$1,325.00 for the completed work. Romina made a motion to accept Turner's bid which was seconded by Nancy. The motion is passed.
- b) Dryer Vent Cleaning – Management will obtain bids for the annual dryer duct cleaning as well as costs for replacement of the vent cages throughout the community.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 7:57 p.m.

X. Open Session

The Board returned to open session at 8:35 p.m.

XI. Adjournment

Nancy made a motion to adjourn which was seconded by Suzanne and the meeting was adjourned at 8:36 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____