

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
March 19, 2024

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:03 p.m. on March 19, 2024, via Zoom conference call.

II. Board Members Attending

Board Members: Suzanne Allen, and Nancy Creel. Romina Peinado Wagner, absent.
Burke Management Group: Joyce Mullins and Robbie Terrant.
Residents and Guests: Michael Youlen, John Miller, Jackie Schaer, Sandie Barkeit, Sara Gross, Joann Regan, Erica Elliott, Lori Foster, and Marta Kiel.

III. Open Forum

Open Forum held.

IV. Community Police Report

Michael Youlen submitted his report for February 20, 2023, to present.

V. Approval of the February 20, 2024, Minutes

The minutes of the February 20, 2024, Board meeting was reviewed previously by email. Motion to pass the February minutes was made by Suzanne and seconded by Nancy. Motion is passed.

VI. Financial Report

Management and the Board reviewed the February 29, 2024, financial report. The Association operating account balance is \$143,788.05, total investments are \$103,784.28. Total assets are \$298,266.18. Contributions to the Reserves Account are pending until payment on the security system is completed.

VII. Old Business

a) Maintenance/Repairs Update

- Turner continues to inspect and replace numerous lights in the common areas.
- On February 21, Turner was notified that his proposal for the door replacement at Building 2 was accepted.
- On February 21, Management met with the Fire Marshall who advised that 24 Knox boxes will be required to be installed.
- Management contacted the janitorial contractor regarding cleaning of the halls and common grounds. It is noted that the cleaning has been better in the last month. SC Companies did a site inspection and assured that service would improve.
- On March 4, Turner completed the replacement of the exterior door at 9240 Niki Place.

- Management contacted Doody Calls regarding clean-up of dog waste on common grounds. Contractor offers one-time clean-up for not less than 30 minutes and the fee is \$130 per hour. Cleaning can be done one time or as often as needed.
 - Turner repaired siding on 9340 Caspian per resident's reporting on February 26.
 - On February 26, Management was on site and noticed large items at dumpsters 3 and 4, as well as overflowing recycle bins. Management contacted American Disposal to verify that trash pick-up days are Monday, Wednesday, and Friday. Bulk pick-up is Wednesday before 9:00 a.m. Recycle day is Tuesday.
- b) Entry Door Security –Management met with the Fire Marshall who advised that the Association is required to have a Knox box at each entry. That will be 24 boxes at an approximate cost of \$500 per box. Management has ordered those boxes and is waiting delivery and will then schedule installation with Turner. Letters have been sent to owners regarding the activation of the security system and how to install the application and/or request a FOB. Management has ordered FOBs and will activate with residents when delivery is accepted. Notices will be posted in hallways within the next two weeks. There is no charge for the initial FOB but, if lost, a replacement will incur a charge of \$37. Suzanne is researching the procedures for hallway access for deliveries from Amazon, Federal Express, etc. to share with residents. Currently, the Board will activate the security system for 24 hours, 7 days a week. Discussion occurred regarding leaving hall doors unlocked during daylight hours. Board will take all comments under consideration.

VIII. New Business

- a) Dryer Vent Cleaning – Management presented two bids for the annual dryer duct cleaning as well as costs for replacement of the vent cages throughout the community. Crystal Clean bid a total of \$12,240 for the cleaning and replacement of the bird cages, \$55 each unit cleaning and \$30 each unit for the bird cage. Dominion Duct Service bid a total of \$14,400 for the cleaning and replacement of bird cages, \$60 each unit cleaning and \$40 each unit for the bird cage. Nancy made the motion to accept the bid for Crystal Clean at \$12,240, which was seconded by Suzanne. The motion is passed.
- b) Homeowner has suggested a tree line to blind the recent building of a storage facility at the rear of Caspian Way. The Board will take that under advisement and review the budget to determine if that is possible.
- c) Homeowner advised of ivy growth on tree on Niki. Owner will forward a picture to Management to review.
- d) Management to review past water billing to determine if there is an unusual overage in water usage at any one building. Water billing has rapidly increased since December.
- e) Resident has requested painting of their unit door. Board reviewed the door list to determine need. Nancy motioned to have four doors painted this quarter. Suzanne seconded the motion and the motion is passed. Management will ask Turner to paint the following doors this quarter: 9340 Caspian Way – Units 101, 102, 201 and 302. Turner will honor the 2023 price at \$545 per door.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 7:55 p.m.

X. Open Session

The Board returned to open session at 8:37 p.m.

XI. Adjournment

Nancy made a motion to adjourn which was seconded by Suzanne and the meeting was adjourned at 8:37 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____