

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
April 16, 2024

- I. Call to order
President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:02 p.m. on April 16, 2024, via Zoom conference call.
- II. Board Members Attending
Board Members: Suzanne Allen, Nancy Creel, and Romina Peinado Wagner.
Burke Management Group: Robbie Terrant.
Residents and Guests: Michael Youlen, John Miller, Jackie Schaer, Sandie Barkeit, Joann Regan, Lori Foster, Jan Veienga, Jason Steele, and Marta Kiel. James Dubrulle from Baldino's also present.
- III. Open Forum
Open Forum held.
- IV. Community Police Report
Michael Youlen submitted his report for March 19, 2023, to present.
- V. Approval of the March 19, 2024, Minutes
The minutes of the March 19, 2024, Board meeting was reviewed previously by email. Motion to pass the March minutes was made by Suzanne and seconded by Nancy. Motion is passed.
- VI. Financial Report
Management and the Board reviewed the March 31, 2024, financial report. The Association operating account balance is \$116,661.19, total investments are \$103,846.14. Total assets are \$301,893.98. Contributions to the Reserves Account are pending until payment on the security system is completed.
- VII. Old Business
 - a) Maintenance/Repairs Update
 - In March and April, Vortex Pest Control continued to monitor and re-bait rodent stations as needed. Vortex also removed a hornet nest near the parking lot on Caspian Way.
 - On March 23, Turner completed the painting of four doors at 9340 Caspian Way – units 101, 102, 201 & 302.
 - Turner repaired a post lamp that was strobing on Caspian Way.
 - On March 24, Turner cleaned a clogged downspout at 9300 Niki Place and checked other gutters to determine that all were clear. Resident had water intrusion that also entered the exterior lower hallway. Turner put out fans to dry before repairs were completed several days later.
 - Turner also performed repairs to the roof and gutters at Building 3 due to rain water running behind the gutters from the end cap. Turner reattached the gutters

and installed a diverter from the wall and step flashing into the gutter. Turner notified Management that the gutters were full of rotting leaves.

- Turner also performed repairs at 9240 Caspian Way for water intrusion into the lower hallway for the same issues with the gutters as at Building 3, noted above.
- Emergency tree removal was done on April 5 as a tree would have hit a building if it had not been removed.
- Crystal Clean cleaned the dryer ducts beginning on April 8 and installed the new bird cages to each vent.
- Management had Turner investigate a report of black mold on Building 4 exterior. It was discovered to be dirt and algae which was cleaned from the siding.
- Management had discarded furniture removed from Dumpster 1 area.

- b) Entry Door Security – Discussion of pros and cons regarding locking hall doors 24 hours per day or leaving hall doors unlocked during day and locking at night. Discussion also on how deliveries can be accepted from Amazon, Federal Express, UPS and food delivery companies. It was agreed that there will be a learning curve until the residents use and adapt to the new system. It was generally agreed that security was needed 24 hours and not just in the evenings. Suzanne had done extensive research and spoke with an Amazon representative regarding the Amazon Key program that will allow delivery access to the halls of each building. Management will follow-up with Amazon to determine what is required from BCM to utilize the Key system. James Dubrule, from Baldino's, joined the meeting and addressed questions from the attending residents regarding the system that has been installed.

Management advised that they plan to activate the security system on May 1, 2024. Notices will be posted and emails to owners will be sent. Management plans to have the Knox boxes installed within the next week and Baldino's will make the keys for each box. Entry FOBs will be distributed to residents once they have been programmed to the system.

Management advised that Burke Community Management (BCM) will not be responsible for deliveries as they have no control over those delivery companies.

Motion to lock the hall doors 24 hours a day was made by Suzanne. The motion was seconded by Romina and the motion is passed.

VIII. New Business

- a) Light at Dumpster 4 reported to need repair. Management will notify Turner.
- b) The bush at the entrance to Caspian Way is blocking view of oncoming traffic. Management will contact landscapers to have that trimmed.
- c) Gutters and downspouts – Management presented a bid from The Gutter Kings to clean gutters twice yearly at a total cost of \$1,690. Due to the number of trees and the regular clogging of downspouts, it was discussed that gutter cleaning should probably be performed quarterly. Management will obtain bids for quarterly gutter cleaning to be discussed at the May 2024 meeting.
- d) Sewer jetting and camera inspections – Management to double check schedule. This inspection was performed in 2023 and it is believed that it is done every other year. Management will confirm at the May 2024 meeting.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 8:36 p.m.

X. Open Session

The Board returned to open session at 9:02 p.m.

XI. Adjournment

Nancy made a motion to adjourn which was seconded by Romina and the meeting was adjourned at 9:03 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____