

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
May 21, 2024

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:01 p.m. on May 21, 2024, via Zoom conference call.

II. Board Members Attending

Board Members: Suzanne Allen, and Nancy Creel. Romina Peinado Wagner, absent.

Burke Management Group: Robbie Terrant and Joyce Mullins.

Residents and Guests: Michael Youlen, John Miller, Jackie Schaer, Erika Elliott, Tracy Walker, Kathleen Keefe, Rick Larkin, Brian Delaney, Sara Gross, Kathy Kilgore, and Marta Kiel.

III. Open Forum

Open Forum held.

IV. Community Police Report

Michael Youlen submitted his report for April 16, 2024, to present.

V. Approval of the April 16, 2024, Minutes

The minutes of the April 16, 2024, Board meeting was reviewed previously by email. Motion to pass the April minutes was made by Suzanne and seconded by Nancy. Motion is passed.

VI. Financial Report

Management and the Board reviewed the April 30, 2024, financial report. The Association operating account balance is \$116,473.34, total investments are \$103,884.26. Total assets are \$294,905.19. Contributions to the Reserves Account are pending until payment on the security system is completed. Management will contact Baldino's for confirmation of payment on the security system. Management will also review/research past water billing to determine why there is an unusual increase to costs.

VII. Old Business

a) Maintenance/Repairs Update

- In April, Turner performed repairs to exterior lights on Caspian Way and Niki Place.
- On April 24, Turner repaired weatherstripping and adjusted the exterior door at Niki Place.
- Turner installed 24 Knox boxes, one at the exterior of each hallway entry door.
- Turner inspected the gates on Dumpster 3 and recommended replacement of both gates due to missing boards and damaged hardware.
- In May, Turner replaced a missing downspout at Building 1 and repaired the grade and added mulch.
- Turner repaired extensive water damage at Building 6. Interior walls and 2 x 4 rotted out 6 inches above the bottom plate. All was cleaned and treated for mold and mildew and then dried. Exterior was re-graded and siding was re-caulked.

- Turner unclogged and cleaned downspouts at Building 3, Building 7 and cleaned the gutters at Building 5 due to a roof leak. Primary reason for roof leak was removal of a satellite dish left open holes on roof.
 - Management contracted A L & L regarding trimming of shrub at entrance to Caspian Way. A L & L said the shrub should be removed at a cost of \$200. The board voted by email to leave the shrub.
 - Management obtained three bids for gutter cleaning.
 - Management contacted A L & L for bid for cleanup of plant bed in front of Building 3. A L & L responded that they will honor the previous bid from 2023 for \$1,590.
 - Management confirmed with Peirce Construction that maintenance on laterals and manhole jetting inspections should be performed every two years.
 - Vortex continues to inspect and re-bait all rodent stations. Most activity appears to be at the rear of Niki Place.
 - Vortex noted termite activity at Building 7 which were swarming around a crack in the brick stoop at 9200.
- b) Entry Door Security – Management advised that the system is ready to activate but there are still approximately 20 residents/owners that have not responded to requests to sign up for the system. Management has ordered an additional 100 FOBs. Suzanne has been working with Amazon to coordinate with Amazon’s Key Program for access to hallways for deliveries. Suzanne needs a contact name for the contract to complete the process.

Due to the volume of responses and comments from residents regarding locking the hall doors during the day, Nancy suggested the Board reconsider the vote from the April meeting and consider unlocking the hall doors during the daytime hours. It was suggested that, with the longer summer days and kids out of school, the doors remain open until 8:00 p.m. at night and unlock early in the morning with the first person out of the building. Nancy also suggested that the Board could review each month at their meeting, re-evaluate the process and make changes as necessary. When the time changes and the days are shorter, the Board can change the time the locks are put into effect to continue to discourage unauthorized people to the property.

The Board will discuss and vote on this matter when all Board members are present or by email.

VIII. New Business

- a) Gutters and Downspouts – Management presented three bids for quarterly gutter and downspout cleaning. Gutter Kings bid \$845 x 4 cleanings per year at a total cost of \$3,380.00. Brothers Gutters of Fairfax bid \$15,602.50 for 13 units and \$9,602.50 for 8 units. Ned’s Home bid a total of \$14,420 for quarterly cleanings. Even though the bid from Brothers Gutters was confusing, it was deemed well over budget. Nancy made a motion to accept the bid from Gutter Kings at \$3,380.00. Suzanne seconded the motion and the motion is passed.
- b) Plant Bed at Building 3 – A L & L will honor the 2023 bid to renovate the plant bed at 9300 Niki Place. All existing plants will be removed and replaced with low maintenance shrubs, mulched and debris removed. Nancy motioned to accept the bid which was seconded by Suzanne. The motion is passed. Management will follow-up with A L & L regarding watering of new bed.

- c) Management presented a bid from Turner to replace both gates at Dumpster 3 due to missing boards and damaged hardware. Total cost for replacement is \$1,265.00. Suzanne made a motion to accept the bid which was seconded by Nancy. The motion is passed.
- d) Management presented a bid from Vortex on termite treatment at 9200 Caspian Way for \$850.00 as well as a bid for treatment of all buildings at a cost of \$765 per building for a total of \$18,360.00. Due to budget restraints, the Board decided to treat the one building at this time. Nancy made a motion to accept the bid of \$850.00 for Building 7 which was seconded by Suzanne and the motion is passed.

During the spring walk through, Management has noted several pediments above exterior windows have deteriorated. Management will have Turner inspect and advise if that is a result of weather and age or termites.

- e) Management has ordered a new sign to replace a weather-worn and bent sign at the entrance to Niki Place. Management will review other signage for what can be cleaned and reset poles if necessary.
- f) Management will price a soccer goal for the rear of Caspian Way for the local children.
- g) Management advises that the condensation lines will be flushed sometime in the second week of June.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 8:05 p.m.

X. Open Session

The Board returned to open session at 8:21 p.m.

XI. Adjournment

Nancy made a motion to adjourn which was seconded by Suzanne and the meeting was adjourned at 8:21 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____