

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
June 18, 2024

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:04 p.m. on June 18, 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, Rick Larkin, Sara Gross, Jason Steele, and Marta Kiel.

III. Open Forum

Open Forum held.

IV. Community Police Report

Michael Youlen submitted his report for May 21, 2024, to present.

V. Approval of the May 21, 2024, Minutes

The minutes of the May 21, 2024, Board meeting was reviewed previously by email. Nancy advised that one correction was required on page 2 noting Management had ordered 50 FOBs and not 100 FOBs. Motion to pass the May minutes with correction was made by Suzanne and seconded by Nancy. Motion is passed.

VI. Financial Report

Management and the Board reviewed the May 31, 2024, financial report. The Association operating account balance is \$131,968.67, total investments are \$103,923.67. Total assets are \$301,868.15.

VII. Old Business

a) Maintenance/Repairs Update

- Turner performed repairs to post lights on Caspian Way at the picnic area and post lights at Buildings 5 and 7.
- Management walked the community on May 20 for the spring inspections. Management had to schedule removal of trash at Dumpster 3.
- Turner repaired drywall damage in hallway at Building 3. Damaged drywall was replaced and the area was primed and painted to match the area.
- Turner replaced the damaged gates at Dumpster 3 on May 27.
- Turner cleaned gutters and downspouts at 9300 Niki due to water intrusion to Unit 102 and lower-level hallway. Fans were run to dry and Turner fixed the grade to the plant bed.
- Turner repaired water damage at Building 6 due to roof leak. After speaking with the owner, two locations were identified and repaired.
- Turner addressed water intrusion at Building 4 coming after the hard rains. Water coming in through wall in kitchen. Turner removed the drywall and found

mold. The area is currently being dried and repairs will be completed when completely dry. Clean up and treatment was completed.

- Gutter Kings performed gutter cleaning and downspout cleaning on May 29 and May 30.
- Vortex treated the exterior of 9200 Caspian Way for termites. A courtesy treatment for ants was also performed at the front door and front foundation.
- Vortex continues to inspect and re-bait all rodent stations. Ants in some stations were treated as needed.
- On June 8, the condensation lines were flushed.

- b) Entry Door Security – Management advised that the system is ready to activate but there are still approximately 32 residents/owners that have not responded to requests to sign up for the system. Management has ordered an additional 50 FOBs which will be programmed and distributed. Management and the Board will work to distribute the FOBs so that the system can be activated within the next 30 days or less.

Following discussion by the Board on May 21, 2024, with a follow-up email to all Board members and Management on May 28, 2024, Suzanne motioned to ratify the May 28 email vote. The email memorializes the Board's decision to have hall doors unlocked during the daylight hours and then locked at 8:00 p.m. each night. The Board will review and discuss at each month's meeting to determine what adjustments may be required. Nancy seconded the motion and the motion is passed.

VIII. New Business

- a) Water Bills – Management reviewed the Association's water billing from December 2023 to May 2024. Management also contacted the City of Manassas to determine if there were any new fees being levied. The city recommended that there are probably leaks and the residents should test their toilets with dyed water in the tank to determine if there are leaks in the individual units. The city also suggested that the number of residents in a unit will also affect the costs of water usage. The water costs have risen considerably and there are concerns that the costs will exceed the current budget. Management will send out an email to residents and post notices in the hallways to alert residents to this issue.
- b) Soccer Goal – Management priced out a soccer goal for the rear of Caspian Way near the picnic area. Cost is \$60 for a model that will be staked to the ground. Nancy motioned to purchase and install the soccer goal which was seconded by Suzanne. The motion is passed. Management will purchase and have Turner install.
- c) Exterior Window Impediments – Turner inspected all the front exterior impediments on Caspian Way and Niki Place. Two impediments were rotten and require rebuilding. Turner also noted an additional five impediments on Niki Place and nine additional impediments on Caspian Way that needed repairs. Turner submitted a bid to rebuild/repair all noted impediments for a total of \$4,070. Nancy motioned to accept the entire bid and have all the work done at one time. Suzanne seconded the motion and the motion is passed.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 7:33 p.m.

X. Open Session

The Board returned to open session at 7:54 p.m.

XI. Adjournment

Suzanne made a motion to adjourn which was seconded by Nancy and the meeting was adjourned at 7:54 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____