

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
September 17, 2024

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:00 p.m. on September 17, 2024, via Zoom conference call.

II. Board Members Attending

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

Burke Management Group: Robbie Terrant and Joyce Mullins.

Residents and Guests: Michael Youlen, Jackie Schaer, Marta Kiel, Tracy Walker, Jason Steele, Lori Foster, and John Miller.

III. Open Forum

Open Forum held.

IV. Community Police Report

Michael Youlen submitted his report for August 20, 2024, to present.

V. Approval of the August 20, 2024, Minutes

The minutes of the August 20, 2024, Board meeting was reviewed previously by email.

Motion to pass the August minutes was made by Suzanne and seconded by Romina. Motion is passed.

VI. Financial Report

Management and the Board reviewed the August 31, 2024, financial report. The Association operating account balance is \$177,250.47, total investments are \$72,829.99. Total assets are \$300,801.68. It was noted that Notes Payable is still listed under Liabilities and Equity in the amount of \$13,258.70. As this loan has been paid off since 2023, Management will correct that entry on the Balance Sheet. The United Money Market Account was closed on August 28, 2024. Request was made to First Citizens Bank to open a 9-month Certificate of Deposit in the amount of \$43,807.59.

VII. Old Business

a) Maintenance/Repairs Update

- Turner continues to replace light bulbs and repair light outages. Turner regularly tours the community at night to determine light outages.
- Entry door at 9200 Caspian Way has been broken twice now, the roller strike which was repaired using longer anchor screws and again when the jamb was broken. Turner removed the damaged jamb and reinstalled.
- Condensate line at 9340 Caspian Way was clogged. Line was cleared. Reminder to resident of the need to regularly use bleach to keep the line clear.
- Management installed stickers at each hall entry sidelight that gives visitors/guests directions to gain entry.
- Management evaluated hall entry doors for exposed, rotten or damaged wood that requires repair.

- Clogged condensate line reported at 9210 Niki Place which caused damage to unit. Wet areas were treated and dehumidifier set up for four days. Repairs to damaged unit completed on September 2.
  - Vortex continues to inspect and re-bait all rodent stations. In addition, Vortex removed a bald-face hornets nest from a tree at 9320 Caspian Way.
  - Gutter King performed cleaning of the gutters and downspouts on August 28. Management has contacted Gutter King to determine next cleaning schedule and advised them that there has been a lot of cleaning by Turner of the downspouts and elbows.
  - Management also contacted A L & L to request that they use caution around the downspouts, extensions and elbows and to replace any extensions that their work may dislodge.
  - Management requested a bid from NVA for painting of the parking spaces and curbs as there is fading and peeling.
  - Request from homeowner at 9240 Niki Place to repair outside corner mortar of the building as lizards and spiders are accessing the building.
  - City of Manassas sent an appraisal for the property they want to purchase from Hunters Square to extend the sidewalk on Dumfries Road to Barrington Park. Legal counsel and Management propose a counteroffer to the City.
- b) Management will schedule a walk through with Olde Towne Landscaping to review the trees in the common areas.

#### VIII. New Business

- a) Snow contract proposal – Management presented a 2024-2025 contract proposal from Olde Towne Landscaping for snow removal. The new costs will be \$140 per hour for the plow truck; \$170 per hour for the skid steer; and \$250 per hour for the loader. The only increase from last year is an additional \$50 per hour for the loader. Due to the reliability and satisfactory work of this contractor, the Board has decided not to put the contract out for bid. Nancy made the motion to accept the 2024-2025 contract which was seconded by Suzanne. The motion is passed.
- b) Proposal for entry door repairs – Management presented a proposal from Turner for repairs to the entry doors which would include wood replacement/repair, replacement of mullions where required, jamb repairs, caulking and painting. Total proposal for all noted doors inspected would be \$3,645. Also factoring in prior proposals for total painting of 24 entry doors, another \$2,040 would need to be factored into this proposal. The Board would like this work to be completed before the weather changes for fall/winter. Management will confirm Turner’s costs for repainting the entry doors and forward information to Board via email. Nancy made a motion to accept Turner’s bid for \$3,645 to repair all entry doors and to include the additional cost of \$2,040 for painting of all 24 entry doors. The motion was seconded by Romina and the motion is passed. Management will advise if the painting costs are different from \$2,040 and the Board will reconsider for an additional vote, if necessary.
- c) Mortar repair – Turner submitted a bid to repair the outside mortar at 9240 Niki Place for \$320. Suzanne made a motion to accept this bid which was seconded by Nancy. The motion is passed.

d) Management presented a bid from NVA Signs for the following: \$2,000 to prepare and paint the yellow fire lane curbing over the existing paint on Caspian Way and Niki Place; \$3,185 to prepare and paint all existing white parking lines, paint white box on curbing for Reserved and space numbers, and paint all commercial, handicap and stop bars for Caspian Way and Niki Place. It was decided to table this item until after the winter season. The Board will reconsider in the spring when required parking lot maintenance is reviewed.

IX. Executive Session

Motion was made by Nancy and seconded by Suzanne to adjourn to Executive Session for legal discussion at 7:50 p.m.

X. Open Session

The Board returned to open session at 8:30 p.m.

XI. Adjournment

Suzanne made a motion to adjourn which was seconded by Nancy and the meeting was adjourned at 8:30 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: \_\_\_\_\_