

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
February 18, 2025

- I. Call to order
Secretary Nancy Creel called to order the regular meeting of the Hunters Square Board of Directors at 7:04 p.m. on February 18, 2025, 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 and Tracy Walker.
- III. Open Forum
No Open Forum held.
- IV. Community Police Report
Michael Youlen submitted his report for October 17, 2024, to present.
- V. Approval of the October 15, 2024, Minutes
The minutes of the October 15, 2024, Board meeting was reviewed previously by email. Motion to pass the October minutes was made by Romina and seconded by Suzanne. Motion is passed.
- VI. Financial Report
Management and the Board reviewed the January 31, 2025, financial report. The Association operating account balance is \$152,709.43, total investments are \$151,131.35. Total assets are \$344,844.32. Management reported that the United Money Market Account which was to be closed on August 28, 2024, still had not been closed out correctly. Management will follow-up on the \$11 in funds that still remain in the account. Again, those funds are to be moved to the Money Market Account.
- VII. Old Business
 - a) Maintenance/Repairs Update
 - Management continues to monitor the trash situation and clears all trash and dumpster areas as required.
 - Gutter King cleaned and removed debris from gutters on December 6.
 - In October, Turner inspected all downspout drain extensions to assure they were connected properly. Turner continues to inspect and repair several water intrusion incidents in October and November in two hallways at Building 3. In December it was determined that the gutter & fascia was pulled away from the rafters. Repairs were completed and Turner installed a four-foot diverter to prevent water from overshooting the gutter and running down from the roof. Turner also caulked & sealed brick joints that were open as well as windows and sills. Turner repaired water intrusion at Building 2 due to roof leak into panel box. Roof repairs completed.
 - Turner continues to inspect and repair light outages with regular evening inspections.

- Turner completed the exterior features/surrounds painting on all entry doors in October.
- Turner replaced a post and sign at Dumpster 3 and replaced a damaged sign at Niki Place entrance.
- Turner repaired the handrailing at Building 3.
- Turner replaced shingles on Building 3 and reattached siding and caulked on Building 5.
- Turner replaced and secured boards at Dumpster 4 & Dumpster 3.
- Vortex continued to inspect and re-bait all rodent stations as needed in October, November and December.
- Management is on property weekly for programming fobs to residents that have requested the fobs.

VIII. New Business

- a) Management reports that the required Reserve Study should be completed and available within the week.
- b) Resolution Policy Concerning Controlled Access Devices to Association Facilities – With legal counsel guidance, the Board and Management drafted a Policy Resolution to govern access devices (fobs) to the Association buildings. Each unit will be issued up to two (2) fobs upon owner’s request. Initial set of fobs will be issued without charge to the owner. If a fob quits working, it will be replaced at no charge unless the fob is visibly damaged. Damaged, lost or stolen fobs will be replaced at a cost of \$100.00 per fob. The Board reserves the right to change the cost of the device and deactivation/activation process. Damaged or found fobs must be returned to Management. The prior replaced fob will be deactivated without notice prior to the issuance of a replacement fob. There are noted additional owner obligations in the Policy Resolution that owners will need to review. Nancy made a motion to accept the proposed Policy Resolution Concerning Controlled Access Devices. That motion was seconded by Suzanne and the motion is passed. Management will forward a copy to all owners by U.S. Mail.
- c) Resolution Policy Relating to Procedures for Move-In and Move-Out - With legal counsel guidance, the Board and Management drafted a Policy Resolution to defray administrative and cost burdens to the Association when owners or tenants move and damage common areas. After discussion, Romina made the motion to defer this matter for the future. Nancy seconded the motion and the motion was passed.

IX. Executive Session

Motion was made by Management to adjourn to Executive Session for legal discussion at 7:22 p.m.

X. Open Session

The Board returned to open session at 7:41p.m.

XI. Adjournment

Nancy made a motion to adjourn which was seconded by Romina and the meeting was adjourned at 7:52 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____