

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
October 15, 2024

I. Call to order

Secretary Nancy Creel called to order the regular meeting of the Hunters Square Board of Directors at 7:03 p.m. on October 15, 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 and Marta Kiel.

III. Open Forum

No Open Forum held.

IV. Community Police Report

Michael Youlen submitted his report for September 17, 2024, to present.

V. Approval of the September 17, 2024, Minutes

The minutes of the September 17, 2024, Board meeting was reviewed previously by email. Motion to pass the September minutes was made by Romina and seconded by Nancy. Motion is passed.

VI. Financial Report

Management and the Board reviewed the September 30, 2024, financial report. The Association operating account balance is \$134,555.36, total investments are \$125,212.08. Total assets are \$309,435.14. The United Money Market Account was closed on August 28, 2024, but \$11 in funds still remain in the account. Management will have those funds moved to the Money Market Account.

VII. Old Business

a) Maintenance/Repairs Update

- Turner completed replacement of mortar for loose bricks at 9240 Niki Place.
- Entry door repairs at 9200 Caspian Way have been completed.
- Turner inspected an incident of water intrusion at 9240 Caspian Way which turned out to be a water heater leak from the unit above. Turner facilitated the exchange of information between the parties to resolve the issue.
- Turner replaced post light bulbs at Niki Place.
- Clogged downspout at Building 3 necessitated clog removal as well as water removal and treatment in the lower hall and revision of the downspout configuration. Turner installed new 4-inch smooth piping to minimize clogging from leaves and debris and also regraded so the piping has a smoother drain.
- Vortex continues to inspect and re-bait all rodent stations. In addition, Vortex removed a wasp nest from the entrance at 9300 Caspian Way.
- VSC Fire and Security completed the annual fire extinguisher inspection on September 23, 2024, and no issues were found.

- Management contacted SC Companies after complaints of cobwebs in the hallways that are not being cleaned.
 - 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 proposed a counteroffer to the City. Management countered in September with an offer which was accepted by the City.
- b) Management contacted A L & L to remind their grounds crew to reattach any downspouts or extensions that may be dislodged during landscaping work.

VIII. New Business

- a) Snow contract proposal – Management presented a 2024-2025 contract proposal from Olde Towne Landscaping for snow removal at the September 2024 meeting. However, there was a correction on the minimum charge per trip from \$92 on last year’s proposal to \$95 per trip on the new proposal. The Board voted by email on September 20, 2024, to accept the new amount. Nancy made a motion to ratify the Board’s email vote which was seconded by Suzanne. The motion is passed.
- b) Proposal for entry door repairs – Management presented a revised 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. Management confirmed Turner’s costs for repainting the entry doors and forwarded the information to Board via email for an additional \$6,600 on September 18, 2024. The Total cost for all repairs and painting is \$12,285. Nancy made a motion to ratify the Board’s email approval of the bid which was seconded by Romina. The motion is passed.
- c) Management received an engagement letter from Morrow, P.C. to sign and start the 2023 Audit for the Association. Audit to begin October 16, 2024, and should be completed by December 31, 2024.
- d) Board reviewed the locking schedule for the hallway entry doors. The time will change on November 3, 2024. Management is directed to change the locking times from 8:00 p.m. to 6:00 p.m. effective November 4, 2024. Management will advise all residents of the change prior to the new schedule taking effect.
- e) Board will sponsor a Holiday Door Decorating Contest in December. Flyers will be posted after Thanksgiving and Management will arrange for judging.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 7:24 p.m.

X. Open Session

The Board returned to open session at 8:07 p.m.

XI. Adjournment

Suzanne made a motion to adjourn which was seconded by Nancy and the meeting was adjourned at 8:07 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____