

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

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 March 18, 2025, 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, Marta Keil, Jason Steele, and Tracy Walker.

III. Open Forum

Open Forum held.

IV. Community Police Report

Michael Youlen submitted his report for February 18, 2025, to present.

V. Approval of the February 18, 2025, Minutes

The minutes of the February 18, 2025, Board meeting was reviewed previously by email. Motion to pass the February minutes was made by Suzanne and seconded by Nancy. Motion is passed.

VI. Financial Report

Management and the Board reviewed the February 28, 2025, financial report. The Association operating account balance is \$163,624.68, total investments are \$151,337.57. Total assets are \$355,080.49. Management reported that the United Money Market Account which was to be closed in August 2024 will be closed out in April 2025. Suzanne advised that the Association is already over budget for water costs. Suzanne will research billing with the City of Manassas.

VII. Old Business

a) Maintenance/Repairs Update

- Vortex continued to inspect and re-bait all rodent stations as needed.
- Turner inspected and repaired/replaced handrails in stairwell at Building 4.
- Turner continues to inspect and repair light outages with regular evening inspections.
- Turner completed inspections on exterior handrails and submitted a proposal for repairs.
- Turner inspected several patio ceilings for water damage. No active leaks or moisture at this time.
- Turner replaced a broken hallway smoke detector at Building 3.

- Management received an email from American Disposal regarding large objects blocking access to Dumpster 2. American can remove for a fee of \$110. Management contacted another removal company but the fee was higher than American's.
- Management was advised of strobing light at community sign at Milic & Dumfries Road.
- Management is on property weekly for programming fobs to residents that have requested the fobs. Management is also working with Vizpin to determine the cause and a resolution for occasional, random lockouts.
- Sale of the small strip of property on Dumfries Road was completed to the City of Manassas. Management advised that the check was received and being deposited to the Association account.
- Management will obtain a bid for replacement of the community sign at Dumfries Road.
- Management will obtain bids for concrete repairs and for pavement sealing.

#### VIII. New Business

- a) Management presented a proposal from Turner to repair the exterior railings. Turner found seven (7) railings requiring repair at \$200 each for a total of \$1,400. In addition, two (2) posts required concrete repairs at \$250 each for a total of \$500. Nancy made a motion to accept the bid for a total of \$1,900 to complete the necessary repairs. Suzanne seconded the motion and the motion is passed.
- b) Tot Lot Mulching Proposal – Management presented two bids to replace mulch at the tot lot on Niki Place. Olde Towne Landscaping bid \$650 and A L & L bid \$990. Nancy made a motion to accept the Olde Towne bid for \$650. Suzanne seconded the motion and the motion is passed.
- c) Lateral & Manhole Jetting & Camera Proposal – Management presented a bid from Peirce Construction Company for the inspection and jetting of the community sewer lines performed every two years. The total cost is the same as previously charged at \$7,276.50. Suzanne made a motion to accept the bid which was seconded by Nancy. The motion is passed.
- d) Dryer Vent Cleaning – Management presented a bid from Crystal Clean Duct Services to clean 144 dryer ducts at \$60 each for a total cost of \$8,640.00. This year's cost is increased by \$5 per unit. Suzanne made the motion to accept the bid from Crystal Clean. Nancy seconded the motion and the motion is passed.
- e) Reserve Study – review and discussion of completed Reserve Study. It is recommended that concrete repairs and paving reseal work be considered as well as roof replacement in near future. Some items noted are currently being addressed by the Board and Management, i.e., mulch at tot lot, paving sealing & repairs, power wash siding, common door & window replacements as needed, stairway carpet, lighting & painting refresh and dumpster enclosures. The Reserve Study also advised of new pending legislation in Virginia that will legally require the Association to substantially increase contributions to the Reserves Account. Management and the Board will continue to discuss and determine a course of action to follow-up with the study recommendations.

#### IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 7:52 p.m.

X. Open Session

The Board returned to open session at 8:16 p.m.

XI. Adjournment

Nancy made a motion to adjourn which was seconded by Suzanne and the meeting was adjourned at 8:17 p.m.

Minutes submitted by: Nancy Creel, Secretary

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