

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
April 15, 2025

I. Call to order

Management called to order the regular meeting of the Hunters Square Board of Directors at 6:59 p.m. on April 15, 2025, via Zoom conference call.

II. Board Members Attending

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

Burke Management Group: Robbie Terrant and Joyce Mullins.

Residents and Guests: Michael Youlen, Marta Keil, John Miller, Lori Foster, Joann Reagan and Tracy Walker.

III. Open Forum

Open Forum held.

IV. Community Police Report

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

V. Approval of the March 18, 2025, Minutes

The minutes of the March 18, 2025, Board meeting was reviewed previously by email.

Motion to pass the March minutes was made by Suzanne and seconded by Nancy. Motion is passed.

VI. Financial Report

Management and the Board reviewed the March 31, 2025, financial report. The Association operating account balance is \$133,000.85, total investments are \$151,521.37. Total assets are \$338,298.26. Management reported that the United Money Market Account was closed out in April 2025. After discussion regarding upcoming capital improvements to the community, it was decided not to re-invest the First Citizen Certificate of Deposit which matures on May 29, 2025. Those funds will be applied to the upcoming parking lot improvements.

VII. Old Business

a) Maintenance/Repairs Update

- Vortex continued to inspect and re-bait all rodent stations as needed.
- Pierce Construction completed the laterals and manhole jetting on March 24. No issues were found.
- Crystal Clean began dryer vent cleanings on April 14. Work is to be completed by April 16, 2025.
- Management obtained bids for required tree work in the community.
- American Disposal has been contacted regarding repairs to the covers on Dumpster 1.
- Turner was notified to begin repairs to exterior railings at building entrances on March 19.

- Management solicited bids for power washing building exteriors.
- Management advised Old Towne Landscaping to schedule the tot lot mulching.
- 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 and also working to complete mechanical repairs with Baldinos.
- Management contacted NVA Signs for bid on replacement of community sign.
- A streetlight on Caspian Way was reported out. Management had Turner inspect and repair. However, it is reported to be out again. Management will contact Turner.
- Turner completed the railing repairs on March 30.
- Turner completed repairs to the landscaping box on Niki Place that was coming apart.
- Dryer vent cleaning was started on April 14 with completion by April 16.
- Gutter Kings completed gutter cleaning on April 14 and April 15.

VIII. New Business

- a) Power Washing Proposal – Management presented three bids for power washing exteriors of seven buildings. Complete Site bid \$9,500 for power washing but no wax on siding. Mr. Figs Power Wash bid \$10,750 but would need access to exterior faucets at each building. Bryants Power Wash bid \$9,200 with an additional \$750 for wax application and they will bring their own water. Romina motioned to accept Bryants Power Wash estimate at a total cost of \$9,950 (including waxing). Nancy seconded the motion and the motion is passed.
- b) Entrance Sign Proposal – NVA Signs submitted two proposals for new signage at the entrance to Hunters Square. A painted PVC sign would cost \$11,630; a carved and painted HDU sign would cost \$15,222. The HDU sign would be more durable than PVC to the elements and particularly to solar exposure. After discussion, Nancy motioned to accept the bid for the HDU sign at a cost of \$15,222. Romina seconded the motion and the motion is passed.
- c) Tree Work Proposals – Management presented two bids for tree work. Ross Tree Service provided a detailed breakdown of work required on each street. The total cost would be \$4,350. A L & L provided a bid for a total cost of \$3,850 however, there was no comprehensive breakdown of the work to be undertaken. Nancy motioned to accept the bid from Ross Tree Service which was seconded by Romina. The motion is passed.
- d) Paving Proposals – Management presented bids from Rose Paving at \$89,659.68; Solid Paving and Concrete at \$88,770.00; Dominion Paving and Sealing at \$100,564.00; and Pro-Pave Incorporated at \$96,645.00. Work required is asphalt patching, crackseal, sealcoat, concrete sidewalk repairs, concrete curb repairs and lot marking restripe. After much discussion, Nancy motioned to accept the bid of \$89,659.68 from Rose Paving. The motion was seconded by Suzanne and the motion is passed. Upon scheduling with Rose Paving, Management will notify residents by posting notice at mailboxes two weeks, then one week and then two days before work is to begin. Residents will also be notified by email. Towing will be scheduled for relocation of vehicles that are not moved at time of paving.

- e) Unit Door Painting – The Board reviewed the listing of unit doors requiring re-painting. There are five doors left on the listing that required immediate attention. Nancy made the motion to have Turner paint the five doors on Caspian requiring the most attention – 9310 Caspian, 202 & 302; 9330 Caspian, 302; and 9210 Caspian, 102 & 201. Romina seconded the motion and the motion is passed. The Board will revisit additional unit door painting later in the year.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 9:05 p.m.

X. Open Session

The Board returned to open session at 9:25 p.m.

XI. Adjournment

Nancy made a motion to adjourn which was seconded by Romina and the meeting was adjourned at 9:26 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____