

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
May 20, 2025

- I. Call to order  
President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 6:59 p.m. on May 20, 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, and Jackie Schaer.
- III. Open Forum  
Open Forum held.
- IV. Community Police Report  
Michael Youlen submitted his report for April 15, 2025, to present.
- V. Approval of the April 15, 2025, Minutes  
The minutes of the April 15, 2025, Board meeting was reviewed previously by email. Motion to pass the April minutes was made by Suzanne and seconded by Romina. Motion is passed.
- VI. Financial Report  
Management and the Board reviewed the April 30, 2025, financial report. The Association operating account balance is \$145,005.47, total investments are \$151,732.47. Total assets are \$347,644.26. Management confirmed with the Board that it was decided at the April 2025 meeting that Management would not re-invest the First Citizen Certificate of Deposit which matures on May 29, 2025. Those funds will be deposited to the Reserves account to be applied to the upcoming expense for the parking lot improvements.
- VII. Old Business
  - a) Maintenance/Repairs Update
    - Vortex continued to inspect and re-bait all rodent stations as needed with majority of rodent activity noted on Caspian Way.
    - Crash bar on door at 9360 Caspian Way has been replaced.
    - During the last month, Turner has repaired downspouts and lights on Caspian Way. There were several roof leaks during the recent heavy rains and Turner inspected and found exposed nail heads in several roof locations on Caspian Way and Niki Place. Repairs were completed as well as removal of debris built up around chimneys and skylights. Roof shingles were deemed in good condition.
    - Management reports that concrete repair work was performed and completed on May 5-7, 2025.
    - American Disposal completed repairs to the covers on Dumpster 1. Management has reported lid problems at Dumpster 2 and is awaiting American Disposal to repair.

- Racoons were reported in the ceiling at 9210 Caspian Way. Management contacted Critter Gitters for removal and repair.
- NVA Signs was presented the approved contract and a deposit check for \$7,500 to begin work on the community sign. Completion is expected on or before July 3, 2025. Management has approved the proof and forwarded a copy to the Board.
- Management contacted Baldino's for status on update of the VizPin devices on May 13, 2025. 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 any mechanical repairs with Baldino's.
- Management confirms that building power washing was completed on April 23, 2025. A couple of issues were addressed to Bryant who returned to clean the specified areas.
- Ross Tree completed the contracted tree work on May 8, 2025.
- Turner completed the stripping, treatment and painting of five doors on Caspian: 9310 Caspian, 202 & 302; 9330 Caspian, 302; and 9210 Caspian, 102 & 201.
- Management reports that parking lot repairs and paving has been scheduled to begin May 27 and continue on June 2 through June 6. A detailed memo has been emailed and posted on each unit door regarding the schedule of work and when to remove vehicles from the parking lots.

#### VIII. New Business

- a) Spring Newsletter – Draft newsletter was drafted and emailed to Board and Management for review prior to meeting. Suzanne motioned to accept the final draft which was seconded by Romina. The motion is passed. Nancy will have it posted to the website.
- b) Changing Clock Time on Entry Doors – Nancy proposed changing the lock time from 6:00 p.m. to 8:00 p.m. now that the longer days are here. After discussion regarding security and the ongoing issue with clock/software glitch, it was decided to leave the schedule as it is currently. Matter can be revisited after clock/software issues are corrected.
- c) Amazon Key – Discussion regarding current efforts to obtain information from contact at Amazon. Further research is needed and Suzanne and Management will work on resolving that matter.
- d) Painting Handrails – After a recent walk-through of the community, Management noted some beginning rust on several exterior handrails. Management will contact Turner for a bid to paint the exterior handrails in order to delay any further deterioration necessitating replacements.
- e) Caspian Way Bench – discussion regarding installing a bench at the rear of Caspian Way. It was noted that the Board last year wanted to replace the picnic tables but the budget did not allow at that time. Management will obtain bids for replacement picnic tables/benches for the Board to consider.

#### IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 7:47 p.m.

#### X. Open Session

The Board returned to open session at 8:06 p.m.

XI. Adjournment

Nancy made a motion to adjourn which was seconded by Romina and the meeting was adjourned at 8:06 p.m.

Minutes submitted by: Nancy Creel, Secretary

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