

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
July 15, 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 July 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, Jackie Schaer, and Joann Regan.
- III. Open Forum  
Open Forum held.
- IV. Community Police Report  
Michael Youlen submitted his report for June 17, 2025, to present.
- V. Approval of the June 17, 2025, Minutes  
The minutes of the June 17, 2025, Board meeting was reviewed previously by email. Motion to pass the June minutes was made by Suzanne and seconded by Romina. Motion is passed.
- VI. Financial Report  
Management and the Board reviewed the June 30, 2025, financial report. The Association operating account balance is \$84,625.95, total investments are \$152,040.92. Total assets are \$275,619.72.
- VII. Old Business
  - a) Maintenance/Repairs Update
    - Turner continues to replace and repair lighting outages throughout the common areas.
    - In late June, trash was not picked up due to blocked access gates on Niki Place as well as on Caspian Way when a move-out had occurred. Management contacted an outside vendor to clean and remove the excess trash, twice on Caspian Way.
    - Management ordered the new bench for Caspian Way using a different vendor which produced a savings of \$1,000 to the Association. It is planned for Turner to install in the following week.
    - The new entrance sign was installed on July 7.
    - Turner repaired a stair tread at Caspian Way.
    - Turner performed roof, flashing and skylight repairs at Building 3 due to a roof leak.
    - Exterior handrail painting was completed by Turner on Caspian Way on June 28 and Niki Place on July 1.
    - Turner evaluated a leak from the third floor to the first floor in Building 4.
    - Turner inspected and repaired a water leak at 9240 Caspian Way which involved cleaning gutters and downspouts, and Turner reestablished the grade away from the foundation. Interior was treated and fans installed to dry moisture.

- b) Amazon Key – Management has not been successful in reaching the Amazon representative. Management will continue to reach out and Suzanne will also attempt to reach the contact.
- c) Conversation regarding needed trimming of shrubs/trees in common areas. Management has requested pictures of the targeted areas.

VIII. New Business

- a) Painting Unit Doors – Pursuant to an email request to Management from a resident at 9330 Caspian Way on June 24, 2025, to have their unit door repainted, the Board reviewed the list of doors for that hall that required repainting. That list noted five doors to be repainted in the future including the requested unit. Nancy made a motion to contract Turner to paint the remaining five doors for units 101, 102, 201, 202, and 301. Romina seconded the motion and the motion is passed. This will complete the unit door painting for 9330 Caspian Way.
- b) HOA Website – Michael Youlen advised the Board and Management on July 15, 2025, that the platform hosting the HOA website is phasing out the older versions of websites that use Wordpress. The Association will be required to upgrade the website in order to keep it running going forward. Michael presented two quotes for the Board's consideration: Option 1 – Modern Recoding at \$1,850 to rebuild, test, deploy and 30 days of support for any bug fixes; Option 2 – Full Redesign with Strategy at an estimated cost of \$4,500. It was decided that the current website suits the needs of the Association and there is no need to rebuild the website. Nancy motioned to accept Option 1 at a cost of \$1,850 which was seconded by Suzanne. The motion is passed.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 7:21 p.m.

X. Open Session

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

XI. Adjournment

Nancy made a motion to adjourn which was seconded by Suzanne and the meeting was adjourned at 7:41 p.m.

Minutes submitted by: Nancy Creel, Secretary

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