

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
August 19, 2025

- I. Call to order
President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 6:57 p.m. on August 19, 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, Tracy Walker, John Miller and Caileigh Bishop.
- III. Open Forum
Open Forum held.
- IV. Community Police Report
Michael Youlen submitted his report for July 15, 2025, to present.
- V. Approval of the July 15, 2025, Minutes
The minutes of the July 15, 2025, Board meeting was reviewed previously by email. Motion to pass the July minutes was made by Suzanne and seconded by Romina. Motion is passed.
- VI. Financial Report
Management and the Board reviewed the July 31, 2025, financial report. The Association operating account balance is \$44,243.39, total investments are \$152,019.32. Total assets are \$231,809.01.
- VII. Old Business
 - a) Maintenance/Repairs Update
 - Turner continues to replace and repair lighting outages throughout the common areas on Niki Place and Caspian Way.
 - Vortex continues to inspect and re-bait all rodent stations. In addition, in July Vortex removed a wasp nest on Caspian and a yellow jacket nest on Niki.
 - Management ordered the replacement of the broken crash bar on the hall door at 9330 Caspian. Management has installed the updated Vizpin system to address timing issues with the automated locks.
 - The Association website has been updated and installed.
 - Turner installed the new bench on Caspian Way.
 - Management scheduled a very large trash pickup at Dumpster 2 due to numerous furniture items blocking access. American Disposal was unable to pick up on several of their regular days as there was no access to the dumpster for at least four days. The large trash pick-up delay was due to miscommunication between the vendor and his staff.
 - Turner repaired several handrails on Caspian and Niki; repaired a fallen downspout on Niki; removed a damaged drain and installed a new drain at 9320

Caspian; repaired siding at 9240 Caspian and replaced a J channel; completed interior water damage repairs at 9310 Niki.

- Turner performed a roof inspection and repaired a roof leak at 9350 Caspian.
 - Turner ordered a new door, removed the old door and installed the new door and painted at 9250 Niki that was destroyed by the fire department accessing unit for water leak to units below.
 - Turner completed stripping, treating and painted of unit doors at 9330 Caspian, units 101, 102, 201, 202, and 301.
 - Turner addressed weather stripping on a door at Building 7.
- b) Amazon Key – Management has not yet been successful in reaching the Amazon representative but is waiting until the Vizpin updates are completed and will coordinate with Baldino's and Amazon.
- c) Management received a report of broken boards at Dumpster 4. As this was a safety issue, the Board asked Management to have that repair performed. After discussion of the current condition of the four dumpster surrounds, Management will obtain pricing for the replacement of said enclosures so that the Board can discuss how to include in the 2026 budget.

VIII. New Business

- a) Management received a call from a resident at Building 2, regarding a large tree in the front of that building with concerns that the lean of that tree could lead to a fall and possible damage to surrounding structures. Management inspected the tree and obtained quotes from Ross Tree Service and Old Towne Landscaping. After discussion, Suzanne motioned to accept the bid from Ross Tree Service at \$1,075 for the tree removal. The motion was seconded by Nancy and the motion is passed.
- b) HOA Website – Resident advised that the Zoom link is not available on the homepage of the website. Management will request that link be added to the website's homepage.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 7:33 p.m. which was seconded by Nancy. Motion is passed.

X. Open Session

The Board returned to open session at 8:04 p.m.

XI. Adjournment

Suzanne made a motion to adjourn which was seconded by Romina and the meeting was adjourned at 8:05 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____