HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
September 16, 2025

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:00 p.m. on September 16, 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, Jackie Schaer, and Lori Foster.

III. Open Forum

Open Forum held.

IV. Community Police Report

Michael Youlen submitted his report for August 19, 2025, to present.

V. Approval of the August 19, 2025, Minutes

The minutes of the August 19, 2025, Board meeting was reviewed previously by email. Motion to pass the August minutes was made by Suzanne and seconded by Nancy. Motion is passed.

VI. Financial Report

Management and the Board reviewed the August 31, 2025, financial report. The Association operating account balance is $63,325.00, total investments are $152,047.73. Total assets are $245,697.50. The current balance for the Association Money Market is $152,047.73. Discussion regarding current rates for Certificates of Deposit and moving part of those funds to a Certificate. Suzanne's research shows current highest interest rate would be 3.85%. Nancy made a motion to transfer $50,000.00 from the Money Market account to a Certificate of Deposit for a term of six months (September 2025 – March 2026) with an interest rate of 3.85% or best terms available. Suzanne seconded the motion and the motion is passed.

VII. Old Business

a) Maintenance/Repairs Update

- Vortex continues to inspect and re-bait all rodent stations. In August, Vortex removed a yellow jacket nest on Caspian and is still working on removal of additional bees.
- Management contracted with Ross Tree Service to remove the tree at the front of Building 2.
- The Association website has been updated with a link to the Zoom meeting address for the monthly board meetings.
- Turner removed and discarded the trash can from the Niki Place tot lot, repaired hallway handrails at 9260 Niki Place, replaced two boards at Dumpster 4, and repaired the hinges on a unit door at 9230 Caspian.

- Turner inspected 9370 Caspian for a reported water leak. No leaks were found from the outside and other residents were not available to verify leaks from inside other units.
- Turner performed a roof evaluation and reported to Management that all roofs are in good condition and should be good for another 10-15 years. Turner recommends another evaluation in seven (7) years. Turner reports that ridge vents are of aluminum and attached with exposed nails. These should be maintained every three (3) years. The pipe-vent flashing rubber boots are cracking and showing signs of needing repairs or replacement.
- Turner received the Board's request for a bid to replace the wood surrounds to the four dumpsters. Turner will complete inspections and price materials for that bid and return to Management within the next month or two. This is a proposed project for 2026 if funds allow.

b) Amazon Key – Management has completed the upgrade to the Vizpin system and will have Baldino's contact the Amazon representative to coordinate installation of the Amazon Key system.

VIII. <u>New Business</u>

a) Landscaping Proposal – A L & L submitted a proposed two-year contract renewal for a yearly fee of $34,440.00. Contract will commence on January 1, 2026, and end on December 31, 2027. This is an increase of $2,200.00 per year. Nancy made a motion to accept the contract which was seconded by Suzanne. The motion is passed. Discussion regarding some trimming and clean-up needed at rear of some buildings with fence lines or border with other properties. Management will contact A L & L to obtain a bid for a fall trim along the rear of Buildings 1, 2, 3 and 7. Discussion followed regarding a need for at least two times each year for a trim and clean-up which are not included in the annual contract.

b) Budget for 2026 – Management presented a proposed budget for 2026 which included several options for the expected 2026 increases. Those increases include the City's 3.5% increase for services, insurance increases, trash expenses, and required annual contributions to the Reserves in 2026 at $300,000.00 (as stated in the Association's 2025 Reserve Study). Members of the board and Management discussed the options and a decision to defer a vote was made until the absent Board member is available.

IX. <u>Executive Session</u>

Motion was made by Suzanne to adjourn to Executive Session for legal discussion at 7:50 p.m. which was seconded by Nancy. Motion is passed.

X. <u>Open Session</u>

The Board returned to open session at 8:21 p.m.

XI. <u>Adjournment</u>

Nancy made a motion to adjourn which was seconded by Suzanne and the meeting was adjourned at 8:215 p.m.

Minutes submitted by: Nancy Creel, Secretary
Minutes approved by: ______________________