

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
October 21, 2025

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:01 p.m. on October 21, 2025, via Zoom conference call.

II. Board Members Attending

Board Members: Suzanne Allen, Romina Peinado Wagner, and Nancy Creel.  
Burke Management Group: Robbie Terrant and Joyce Mullins.  
Residents and Guests: Michael Youlen, Marta Keil, and John Miller.

III. Open Forum - Open Forum held.

IV. Community Police Report

Michael Youlen submitted his report for September 16, 2025, to present.

V. Approval of the September 16, 2025, Minutes

The minutes of the September 16, 2025, Board meeting was reviewed previously by email. Motion to pass the September minutes was made by Suzanne and seconded by Nancy. Motion is passed.

VI. Financial Report

Management and the Board reviewed the September 30, 2025, financial report. The Association operating account balance is \$85,019.18, total investments are \$152,073.11. Total assets are \$264,157.14. Management opened a \$50,000 six-month Certificate of Deposit on September 23, 2025, to mature on March 23, 2026.

VII. Old Business

a) Maintenance/Repairs Update

- Vortex continues to inspect and re-bait all rodent stations as needed.
- Management had Turner contact the homeowner and inspect the skylight at 9240 Niki Place.
- Management received notification from American Trash Disposal September 29 and again on October 6 that trash pickup was not done due to obstacles blocking access to dumpster 4. Management contacted Fauquier Erosion and arranged for clean-up of the area.
- Management was notified that the door at 9250 Caspian Way was not unlocking and locking. Management went on-site and reset the door.
- Turner inspected 9300 Caspian Way for a reported roof leak. Repairs were performed on shingle tabs and he sealed the roof ridge vent and exposed nails. Turner also checked/sealed roof jacks.
- Entry door closure at 9240 Caspian Way has missing parts. Roller catch for crash bar is a specialty item and the security company has to be contacted for those parts. Replacement is expected to be completed by October 22, 2025.
- Turner repaired a stair tread at Building 3. Also at Building 3, Turner removed a satellite dish from the roof and replaced shingles that were damaged and sealed nail heads at ridge vents and plumbing vents. Roof inspected well.

- b) Proposed Budget for 2026 – After long review and longer discussions, the Board made the decision to increase the 2026 Fiscal Year budget to 20%. Romina made a motion to approved the proposed 2026 budget which was seconded by Nancy. The motion is passed. Per the 2025 Reserve Study, the Association’s recommended contribution to Reserves for 2026 should be \$300,000. The current contribution to the Association’s Reserves is \$101,930. The Virginia General Assembly deferred passage of legislation in 2024 for HOAs to make mandatory dollar contributions each year to their Reserves, but the likelihood of the passage of this law in 2025 is expected. In order to be compliant with anticipated new laws, the Board calculated the best path for the Association to be compliant. Suzanne motioned to move from prior year earnings the amount of \$20,959.08 to the Operating Reserves and to move \$91,582.89 to Replacement Reserves. Romina seconded the motion and the motion is passed. With regular monthly contributions to the Reserves, this solution will keep the Association in compliance with the recommendations of the 2025 Reserve Study.

VIII. New Business

- a) Snow Removal Proposal – Olde Towne Landscaping, Inc. presented their proposal for snow removal from streets, courts and parking areas at \$140 per hour for plow trucks, \$170 per hour for skid steer, and \$250 per hour for loader. They also included a proposal for snow removal from sidewalk areas at \$49.50 per man hour added with the cost of sand or ice melt and a \$95 charge per trip. Prices remain the same as prior year. Suzanne made a motion to accept the bid from Olde Towne Landscaping for snow removal services. Romina seconded the motion and the motion is passed.
- b) Gutter Cleaning Proposal – Gutter Kings submitted a proposal for 2026 for quarterly gutter cleaning for seven buildings at \$800 each cleaning for a total of \$3,200. Nancy motioned to accept the bid which was seconded by Suzanne. The motion is passed.
- c) Building 3 Cleanup – Ross Tree Service submitted a bid to trim and clear the overgrowth along the fence line and yard behind Building 3 at a cost of \$800. Nancy motioned to accept the bid at \$800 which was seconded by Suzanne. The motion is passed.
- d) Complaint Resolution – Management advised that Association Counsel will update and the Board can vote via email when it is available.
- e) The November 2025 meeting will not be held due to unavailability of some members in November and pending matters that have been completed.

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 8:10 p.m.

XI. Adjournment

Nancy made a motion to adjourn which was seconded by Suzanne and the meeting was adjourned at 8:10 p.m.

Minutes submitted by: Nancy Creel, Secretary

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