

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
Meeting Minutes  
April 21, 2026

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:02 p.m. on April 21, 2026, via Zoom conference call.

II. Board Members Attending

Board Members: Suzanne Allen, Romina Peinado Wagner, Lori Foster, and Nancy Creel.  
Burke Management Group: Robbie Terrant and Joyce Mullins.  
Residents and Guests: Michael Youlen, Sandra Barkeit, and Jackie Schaer.

III. Open Forum - Open Forum held.

IV. Community Police Report

Michael Youlen presented his report for March 17, 2026, to present.

V. Approval of the March 17, 2026, Minutes

The minutes of the March 17, 2026, Board meeting was reviewed previously by email. Motion to pass the March minutes was made by Romina and seconded by Lori. Motion is passed.

VI. Financial Report

Management and the Board reviewed the March 31, 2026, financial report. The Association operating account balance is \$136,865.64, total investments are \$153,833.93. Total assets are \$361,008.86. Discussion regarding First Citizen Certificate of Deposit (2801) which matured on March 23, 2026, and was rolled over into another short-term CD. First Citizens CD (7801) matures on April 24, 2026. Discussion regarding moving monies with another \$50,000 from Operating Cash to a new CD via CDAR. Matter delayed until Management pulls all information and then all board members can discuss. Management will advise the Board via email of the current CD rates.

VII. Old Business

- a) Newsletter – Nancy presented a draft of the May newsletter. After discussion, two items were added to the Trash/Recycle article as well as adding office hours for Management. The Board approved and Nancy will finalize and have the newsletter posted to the HOA website.
- b) Maintenance/Repairs Update
  - Vortex continues to inspect and re-bait all rodent stations as needed. Several bee's nests were removed. Resident on Caspian complaining of critters in walls of building. Critter Getters has inspected the unit to determine it was not squirrels. They recommended additional bait stations for mice. Management will contact Vortex for recommendations and costs of additional bait stations.
  - On March 17, Management contacted Turner to perform an inspection on unit doors for any damage and/or potential replacement. Turner notified Management on March 25 that the inspection was completed. Doors and jambs were inspected for damage by forced entry that compromised fire ratings. Three doors (9240 – 201 Niki Place, 9330 – 301 Niki Place, and 9310 - 102 Caspian

Way) were identified to be replaced. Turner noted two additional unit doors that are considered minor but damaged by forced entry (9240 – 201 Caspian Way, and 9200 – 201 Caspian Way).

- Turner continues to repair/replace lighting throughout the community common areas as well as address any reported roof leaks.
- Cleaning of condensation lines was completed on April 4.
- Complaints of construction trash in Dumpster 1 & 2. Management has not been able to determine which unit is responsible.
- Fauquier Erosion performed special trash pickups as requested by Management.
- Residents performing auto repairs at rear of Caspian Way notified that auto maintenance is prohibited in community parking lots.
- Management continues on-site visits to monitor trash and recycling pickups.
- Turner addressed water in entry bottom floor at 9200 Caspian Way. Left exterior drain was clogged. Turner cleared blockage, dried the area, treated walls and carpet and dehumidified for several days.
- Turner replaced a sign at Caspian that had fallen and replaced a handrail at 9210 Niki Place.

VIII. New Business

- a) Management advises that Turner should have pricing for the replacement of the dumpster fencing to present to the Board next month.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for Aging Report and legal discussion at 7:22 p.m.

X. Open Session

Motion was made by Suzanne to return to Open Session at 7:49 p.m.

XI. Motion

Nancy made a motion to deny a reimbursement request for Returned Check Fee. The motion was seconded by Romina and the motion is passed.

XII. Adjournment

Lori made a motion to adjourn which was seconded by Suzanne and the meeting was adjourned at 7:50 p.m.

Minutes submitted by: Nancy Creel, Secretary

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