HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
Meeting Minutes
May 19, 2026

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:05 p.m. on May 19, 2026, via Zoom conference call.

II. Board Members Attending

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

III. Open Forum - Open Forum held.

IV. Community Police Report

Michael Youlen presented his report for April 21, 2026, to present.

V. Approval of the April 21, 2026, Minutes

The minutes of the April 21, 2026, Board meeting was reviewed previously by email. Motion to pass the April minutes was made by Suzanne and seconded by Romina. Motion is passed.

VI. Financial Report

Management and the Board reviewed the April 30, 2026, financial report. The Association operating account balance is $165,711.96, total investments are $154,151.82. Total assets are $376,860.43. Discussion regarding the First Citizen Certificate of Deposit (7801) which matured on April 24, 2026. Management provided rate sheets for the Board's consideration to add additional funds to increase the amount of the CD before the maturity date. Due to time limits, the CD was rolled over before this meeting. Nancy motioned to defer the decision to increase this investment with the Board to revisit the matter in six months or August 2026. Romina 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 as needed. Management reports that Vortex inspected 9320, 9340, and 9360 Caspian Way and found no entry signs of rodents. Vortex quoted extra bait stations would cost $40 each if the Board elected to install. The Board declines to install more stations at this time.
   - Management received an email from American Disposal of a rate increase of 5.4% effective June 1, 2026.
   - Turner continues to repair/replace lighting throughout the community common areas as well as address any reported roof leaks.
   - Turner replaced a hallway screen at Building 3.
   - Fauquier Erosion performed special trash pickups as requested by Management.
   - Management continues on-site visits to monitor trash and recycling pickups.
   - The Board received an email from Management on April 22, 2026, with a bid from Crystal Clean to perform the annual dryer vent cleaning at a total cost of

$8,640. This is the same price as paid in 2025. Suzanne motioned to ratify the Board's unanimous email vote to approve the bid which was seconded by Romina. The motion is passed.

- Ned's Commercial Services performed gutter and downspout cleaning on May 4, 2026.
- Management reviewed the painting list for unit doors. There are four doors remaining on the #4 priority category which are located at 9210 Niki Place, #102, 201, 202, & 302. Nancy motioned to have Turner paint the four unit doors. The motion was seconded by Romina and the motion is passed.

VIII. <u>New Business</u>

a) Management received notice from SC Companies that they would be closing their janitorial division within two weeks. Management solicited bids from three cleaning contractors and emailed those bids to the Board members on May 6, 2026. After review and discussions, Suzanne motioned to accept the cleaning bid from Clean Method at $2,850 per month. Nancy seconded the motion and the motion is passed. This contractor will perform all the duties that the previous contractor performed.

b) Dumpster Surrounds Rebuild Proposal – Turner submitted a proposal, good for 30 days, for replacement of the dumpster surrounds to include the recycle bins and platforms as well as new hardware. Dumpster 1 will cost $8,455; Dumpster 2 will cost $7,370; Dumpster 3 will cost $7,145; and Dumpster 4 will cost $9,265. Total cost will be $32,235. Dumpster 3 will not require new gates as they were replaced within the last two years. Several posts may need to be replaced at a cost of $700 for each 4 x 4 or $900 for each 6 x 6. Suzanne motioned to accept Turner's bid for $32,235 and motioned to include a contingency fund of an additional $2,500 for replacement of any posts that may later be determined to require replacement. Nancy seconded the motions and the motions are passed.

IX. <u>Executive Session</u>

Motion was made by Suzanne to adjourn to Executive Session for Aging Report and legal discussion at 7:43 p.m.

X. <u>Open Session</u>

Motion was made by Suzanne to return to Open Session at 7:45 p.m.

XI. <u>Adjournment</u>

Nancy made a motion to adjourn which was seconded by Romina and the meeting was adjourned at 7:46 p.m.

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