

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

I. Call to order

President Suzanne Allen called to order the regular meeting of the Hunters Square Board of Directors at 7:03 p.m. on July 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, John Miller, Steve Pope, Lawana Lawson, Jason Steele, and Jackie Schaer.

III. Open Forum - Open Forum held.

IV. Community Police Report

Michael Youlen presented his report for May 19, 2026, to present.

V. Approval of the May 19, 2026, Minutes

The minutes for the May 19, 2026, Board meeting was reviewed previously by email. There was no meeting held in June 2026. Motion to pass the May minutes was made by Suzanne and seconded by Lori. Motion is passed.

VI. Financial Report

Management and the Board reviewed the June 30, 2026, financial report. The Association operating account balance is \$170,174.37, total investments are \$154,780.54. Total assets are \$377,623.01.

VII. Old Business

a) Maintenance/Repairs Update

- Vortex continues to inspect and re-bait all rodent stations as needed. Vortex also treated the exterior of Build 2 for ants and removed hornet nests at Building 1.
- Management continues to regularly perform on-site visits to the community and also troubleshoot any VIZPIN issues.
- Turner completed the rebuilding of the four dumpster surrounds and recycle huts in June. Several posts were replaced and new hardware was installed.
- Turner continues to repair/replace lighting throughout the community common areas as well as address any reported water leaks.
- Management contacted Clean Method on June 15 to remind them to pick up trash on common grounds. This was completed the following day.
- Old Towne Landscaping performed special trash pickups at the dumpsters as requested by Management.
- Management performed on-site spring inspections on June 15, 2026.
- On May 21, 2026, Turner completed stripping, treatment and painting of the unit doors at 9210 Niki, #102, #201, #202, and #302.
- Turner addressed water leaking into the lower stairwell at 9210 Niki Place. He evacuated the water, treated the area and installed drying equipment, dehumidifier and fan.

- Turner met with the unit owner of 9370 Caspian, #101, for a clogged floor drain. Turner cleared the drain and opened the pit in the rear of the unit to let the water flow. The owners were reminded to pour a cup of bleach down the drain monthly during the summer months to keep it open and operational.
- Turner replaced rotted wood at the window surround for 9260 Niki Place, #302. PVC was installed and painted.
- Turner replaced damaged shingles at 9230 Caspian Way.

VIII. New Business

- a) Tree Work Proposals – Management presented two bids for tree work. Old Towne Landscaping proposed to remove several dead or problem trees, trim trees and replace one dead tree at Niki Place at a cost of \$5,750. Ross Tree Service bid a total of \$10,500 for the same work. After discussion, Nancy motioned to accept the bid for Old Towne Landscaping which was seconded by Lori. The motion is passed.
- b) Architectural Improvement Request – Unit owner at 9200 Niki Place, #301, was notified earlier this year by management that the four windows on the sundeck, replaced with two windows instead in 2025, is against the Association covenants. Unit owner then submitted an ARC request on July 17, 2026, one year after the window replacements had been completed. Unit owner had not submitted an ARC before the window replacement was initiated. Management will research any code requirements for window installation, and also consult with legal counsel. Matter is continued to the next Board meeting.

IX. Executive Session

Motion was made by Suzanne to adjourn to Executive Session for Aging Report and legal discussion at 7:58 p.m.

X. Open Session

Motion was made by Suzanne to return to Open Session at 8:24 p.m.

XI. Adjournment

Nancy made a motion to adjourn which was seconded by Suzanne and the meeting was adjourned at 8:24 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____