

Windsor Mews Board Meeting

Date of Meeting: 2/10/09

Location of Meeting: Jacinta Mascarenhas' residence

Type of Meeting: Monthly Board Meeting

Board Members Present: Jacinta Mascarenhas, Julie Emery, Cherlyn Castaldo, Ed Buhain

Committee Members Present: Bob Brown, Freddy Feliz, Chad Williams, Alanna Williams

Also present: Immediate Past President, Sean Pomeroy

Minutes

Agenda Item: Transition from previous Board to new

Discussion: Immediate Past President Sean Pomeroy provided an overview of pending issues and passed along HOA Contracts / Archived Documents to new Board members

Conclusion: Pending issues noted and Jacinta Mascarenhas to house HOA documents.

Agenda Item: Establishing Roles for 2009 Board Members

Discussion: Board member roles were outlined and members agreed upon respective roles

Conclusion: Jacinta Mascarenhas will serve as President; Ed Buhain will serve as Vice President; Julie Emery will continue as Secretary; Matt Rodgers will continue as Treasurer; and Cherlyn Castaldo will serve as Member at Large.

Agenda Item: Establishing Committees / Members

Discussion: Committee functions were discussed. Covenants committee to have oversight of violations; grounds/landscaping issues and Architectural Review. Social Committee to be reactivated due to increased participation from volunteers.

Conclusions: Covenants Committee will be comprised of Bob Brown, Freddy Feliz, Alanna Williams and Chad Williams. Board Vice President Ed Buhain will be primary Board contact for Covenants.

Social Committee will be comprised of Vicky Brown, Freddy Feliz, Alanna Williams, Chad Williams and Julie Emery.

Action Item(s): Bob Brown to contact Covenants Committee members regarding a neighborhood walk. He will also invite all Board Members to participate.

Agenda Item: Windsor Mews HOA Website

Discussion: Needs to be renewed by 2/27/09. Also needs to be updated in terms of Contacts and Calendar. Discussion of whether it is necessary to have both our Windsor Mews website and the Armstrong Connect website.

Action Item(s): Ed to renew and update Windsor Mews website. Ed will also research the duplication issue and make a recommendation.

Agenda Item: Tennis Court Issues

Discussion: Lock has been obtained to place on tennis court. Need to review and update RFPs obtained by Armstrong for tennis court repairs.

Action Item(s): Julie to place the lock on tennis court entrance. Julie to forward the tennis court RFP information to Cherlyn. Cherlyn to obtain updated RFPs for tennis court repairs.

Agenda Item: Replacement of Tot Lot Fence

Discussion: Obtain updated quotes for replacement of Tot Lot Fence.

Action Item(s): Julie to have quotes updated.

Agenda Item: Resale Inspection Form

Discussion: Have one pending request that needs to be addressed. Need to determine how to handle future forms.

Conclusion: Ed to respond to Armstrong and become Board contact for future forms.

Agenda Item: HOA Insurance

Discussion: Received pamphlets from State Farm regarding Best Practices. Inquiry was made with Armstrong regarding renewal date on policy. Armstrong has requested that State Farm contact us regarding completion of an audit/walk of community as well as a review of our current coverage.

Conclusion: Need to ensure that HOA has proper coverage.

Action Item(s): Cherlyn to follow up on pending State Farm issues. May consider obtaining new quotes if deemed necessary.

Agenda Item: Newsletter Missing Attachments

Discussion: Newsletter went out without attachments of approved resolutions. Resolutions had been emailed to Jane Tilley previously. Julie provided newsletter to Armstrong.

Action Item(s): Julie to contact Steve O'Bannon at Armstrong regarding rectifying.

Agenda Item: Legal Counsel

Discussion: Sara Ross working on several pending issues to include Due Process Policy Resolution; Curing Violations on Foreclosure Properties; and Owner Notification for Satellite Signal Evaluation. Board may need to revisit Fair Chase issue with Sara as well. Matt has an inquiry into Armstrong regarding the retainer terms for our attorney's office and has been working with Sara Ross on these issues.

Conclusion: Need to follow up with Sara on all issues.

Action Item(s): Jacinta to update attorney's office with new Board contact information. Matt to continue to work with Sara and obtain retainer terms from Armstrong.

Agenda Item: Snow Removal Contract

Discussion: Snow removal contract is not up to date.

Conclusion: Recent snow removal invoice needs to be reviewed for Armstrong. Contract needs to be renewed. Contacts need to be updated with snow removal company.

Action Item(s): Jacinta to handle with Armstrong.

Agenda Item: Handling of Misc. Expenses by Armstrong

Discussion: Steve O'Bannon has indicated that we can set up expense review with Armstrong however we would like. We may want to consider having Board Treasurer review certain invoices prior to Armstrong making payment (e.g., Landscaping) or any invoice over a certain dollar amount.

Conclusion: Matt to work with Armstrong on setting needed controls.

Agenda Item: Quarterly and Monthly Meetings

Discussion: Dates have been scheduled for 2009 quarterly meetings at Fairfax County Government Center. They are scheduled for 4/22/09, 7/22/09 and 10/21/09.

Conclusion: Need to schedule January 2010 Annual Meeting at Government Center. Next monthly Board meeting will take place on March 18, 2009.

Action Item(s): Jacinta to schedule January 2010 Annual Meeting. Jacinta to send out agenda for March 18, 2009, Board meeting.

Agenda Item: ARB Submissions

Discussion: Protocol for processing ARB Submissions seems to be working. Who will handle now that Chris has left?

Conclusion: Matt and Bob to handle in future.

Agenda Item: Schedule upcoming Board Meetings

Discussion: Need to set upcoming Board Meeting dates and look at having hearing dates coincide with Board Meeting dates

Conclusion: Need to check availability of Fx. Co. Government Center for meetings.

Action Items: Mac to set meetings.

Other Pending / Open Items:

- WindsorMewsHOA.com
 - Could be updated or eliminated – duplication with Armstrong Connect.
 - Has been renewed through February 2009 at a cost of \$200.00
- Tot Lot
 - Obtaining new equipment for Tot Lot
- Costco wants to meet with us regarding changes associated with new gas station
- Tennis Court
 - Adding a lock
 - Resealing of surface – it is in rough shape
 - Mounting of Basketball goal in court

- Idea of Posted Rules of Priority (i.e., roller bladers would have to give up court to tennis players.) People from outside Windsor Mews could get bumped as well.
- Tree Replacement for Ms. Albers – Mac to ask tree company to look at it and quote.
- Social Events:
 - Yard Sales
 - Block Party
- Contractors/Vendors:
 - List of contractors who have provided service to WM residents – on community website or possibly on letter to covenant violators to help them find a provider more readily
 - Idea of contractors buying an ad in our Newsletter