

Windsor Mews Board Meeting

Date of Meeting: 3/18/09
Location of Meeting: Jacinta Mascarenhas' residence
Type of Meeting: Monthly Board Meeting
Board Members Present: Jacinta Mascarenhas, Julie Emery, Cherlyn Castaldo, Ed Buhain

Minutes

Agenda Item: Report on Armstrong

Discussion: Need to clarify with them what guidelines we would like followed with regard to cutting of checks for our HOA.

Conclusion: Jacinta to discuss with Steve O'Bannon

Agenda Item: Armstrong Connect and HOA Website

Discussion: Ed has set up a new website called Windsormews.org and will set it up so people will be directed to the new website from our old windsormewshoa.com website. This site will cost less money to maintain. Need to determine all that Armstrong Connect is providing us for what we are paying and what changes would have to be made if we want to consider only having our own website. Specific items raised included homeowner account access; tracking of violation letters; tracking of resale forms and tracking of Arch. Rev. Forms.

Conclusion: Board Members as well as Covenants Committee Chairman should weigh in on how they make use of Armstrong Connect and what we need to consider if looking at maintaining our own website. Also need to determine cost structure for Armstrong Connect.

Agenda Item: Tennis Court Repairs

Discussion: Quote obtained by Armstrong back in 2008 ranges from a \$1,500 surface crack repair to a \$34,000 Total Resurfacing. Likely a 5K to 10K fix is recommended in order to properly address surface issues.

Action Item(s): Cherlyn to obtain updated quote(s).

Agenda Item: Landscaper

Discussion: Jacinta working on obtaining a schedule of work performed in 2008 and a schedule of work to be performed in 2009 from Landscaper. Jacinta has requested that Landscaper do a walk-thru to address any quality of work and scope of work issues. Reviewed the Landscaper's work on snow/ice removal and found it to be adequate. Snow removal invoice was approved for payment.

Action Item(s): Jacinta to follow up with Landscaper on pending issues.

Agenda Item: Tot Lot Fence Replacement

Discussion: Questions from one contractor who has been out to estimate project were addressed including shape, entrance needs, height, etc. There is a possible issue with one tree at tot lot that would need to be addressed prior to fence replacement.

Action Item(s): Julie to obtain several quotes for fence project

Agenda Item: Covenants Committee

Discussion: Ed has handled one Arch. Review submission so far.

Action Item(s): Ed to schedule a walk with Bob Brown to update list of violations.

Agenda Item: HOA Insurance

Discussion: Cherlyn has spoken with current provider about our current coverage and any recommended changes or updates. Fidelity Bond renews in April. The rest of our insurance renews in January.

Action Item(s): Fidelity Bond is up for renewal in April – coverage limited to misconduct leading to loss of HOA money. Need to look at adding coverage to protect Board Members from any liability – ASAP. May want to obtain several quotes in advance of renewal of package in January.

Agenda Item: Chadwick

Discussion: Jacinta has placed multiple calls regarding retainer terms, Fair Chase Issue and lien letters that need to be redone. She is not getting good response from Chadwick.

Action Item(s): Jacinta to increase pressure on Chadwick for answers/results. Cherlyn offered to go to Government Building in an effort to obtain information on Fair Chase (if needed.)

Agenda Item: HOA Finances

Discussion: Matt was not present but sections of his detailed email to Jacinta were read out and discussed. Reserve Study should be reviewed to ensure we are where we need to be with regard to our Reserves. Our Reserve Monies are held in CDs which should also be reviewed.

Action Item(s): Matt will plan to do a review of Q109 in late April and will also review CDs.

Agenda Item: Tennis Court Lock Issue

Discussion: New lock went missing after only a day or two. We may want to look at a heavier duty lock. We should look at posting a sign with “Tennis Court Rules.”

Action Item(s): Julie to research new lock and signage for tennis court.

Agenda Item: Dominion Towing

Discussion: Need to update Dominion with new board members' names and numbers. Want to ensure that individual calling in tow is not named.

Action Item(s): Julie to contact Dominion with updated information.

Agenda Item: Grassy area along Piney Branch has an issue due to dog owners not cleaning up after their dogs.

Discussion: May want to post signage and/or set up a Dog Clean-Up Stand in that area.

Action Item(s): Julie to research companies that provide the stand and service. Julie to look into signage options.

Agenda Item: New Resolutions

Discussion: Jacinta has DRAFT version of a "Complaint and Due Process Resolution" which needs to be reviewed by board members. We will also be looking at having resolutions prepared for the following two issues:

1. Curing Violations on Foreclosure Properties
2. Owner Notification for Satellite Signal Evaluation

Action Item(s): Jacinta to send DRAFT "Complaint and Due Process Resolution" to board members for review.

Agenda Item: The roofs of Windsor Mews units which will likely need replacing in the next few years.

Discussion: Will need to determine ages of various sections of community and begin to develop a plan to get roofs replaced at appropriate times. We will also need to examine options for paying for this work – special assessments, etc.

Action Item(s): Tabled for now.

Agenda Item: Creation of a List of Preferred Contractors

Discussion: We can ask owners to submit names of Contractors with whom they have had good experience(s) so all could access their names and contact information. We may want to include in our newsletters as well.

Action Item(s): Julie to send out email asking for initial submissions for Contractor List. Ed will add a section to our website to house this information.