

Windsor Mews Board Meeting

Date of Meeting: 4/22/09
Location of Meeting: Fairfax County Government Center
Type of Meeting: Monthly Board Meeting
Board Members Present: Jacinta Mascarenhas, Julie Emery, Cherlyn Castaldo, Ed Buhain

Minutes

Agenda Item: Minutes from March Board Meeting

Discussion: Minutes from 3/18/09 Board Meeting were ratified by Board.

Conclusion: Minutes were forwarded to Armstrong and to Ed for posting.

Agenda Item: Armstrong Report

Discussion: Jacinta reported that Steve O'Bannon of Armstrong has been very responsive and helpful with various matters. Jacinta and Matt are reviewing all invoices before Armstrong pays them.

Conclusion: Jacinta and Matt will continue to review invoices.

Agenda Item: Landscaper

Discussion: Jacinta and Bob Brown walked the neighborhood. Jacinta reported that our current landscaper is not completing all contracted work and is being paid for work that has not been completed. Current landscaper has also been difficult to pin down in terms of providing record of work completed. Jacinta is working with Steve O'Bannon of Armstrong to obtain new landscaping bids.

Action Item(s): Jacinta to work with Steve O'Bannon to obtain and review new landscaping bids for additional work and ensuring landscaper completes work already contracted for.

Agenda Item: Armstrong Connect and HOA Website

Discussion: The new website, Windsormews.org is up and running. It is set 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. Ed to find out if we can get a better rate if ArmstrongConnect is used only by Board members – more as a repository than for use by all homeowners. The general information for homeowners, including forms is available on the HOA website “windsormews.org.”

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: Tot Lot Fence Replacement

Discussion: Have two quotes for fence replacement. One quote provided by LCS – Julie to ask them some questions regarding quote. Julie will work on obtaining one additional quote. There is a possible issue with one tree at tot lot that would need to be addressed prior to fence replacement. New equipment for Tot Lot was also raised as new business.

Action Item(s): Julie to firm up fence quotes and also to do some preliminary research on tot lot play equipment.

Agenda Item: HOA Finances

Discussion: With at least six homes in foreclosure, dues are written off. Need to have a comparison / review of Q108 to Q109 especially as it relates to money we need to spend.

Action Item(s): Review of Q109 to be conducted.

Agenda Item: Covenants Committee

Discussion: No new updates on status of violation letters that were sent out on lamp, roof and shingle violations. Bob and Chad did “test” violations on their own residences to see how system is working. Since there is a \$25.00 charge per letter, we need to make sure we are maximizing each letter by including any and all violations. There were no new architectural review forms or resale inspection forms. There are at least two broken or discarded satellite dishes in the neighborhood.

Action Item(s): Ed to ensure that Bob knows about including any violations to one homeowner in one letter to keep costs down. Cherlyn to arrange the disposal of broken or discarded satellite dishes.

Agenda Item: HOA Insurance

Discussion: Cherlyn has a copy of our policy and reported that we should obtain a claims history to examine whether it makes sense to raise deductibles. The coverage amount of 76K should be reviewed since it dates back to 1996. The cost of a new policy to cover the HOA Board Members is \$941 but we would also get a break on existing coverage. We should look at obtaining at least one more insurance quote.

Action Item(s): Cherlyn to obtain claims history. Cherlyn to ask Steve O’Bannon from Armstrong for a referral of another insurance company in an effort to obtain an additional insurance quote.

Agenda Item: Chadwick

Discussion: Jacinta has spoken with Sara Ross and Sara indicated that there was very little done for Windsor Mews in 2008. The monthly retainer paid by Windsor Mews is \$250. This retainer covers some email correspondence; occasional phone calls and provides us with discounted fees on lien letters. Sara prepared an update on four outstanding issues:

- 1) Status of the Fair Chase/Centex Bond – send a letter to the County
- 2) Dead Trees (Fair Chase complaint) – No real issue for Windsor Mews
- 3) Collections –these will likely rise with foreclosures, etc.
- 4) Costco Proposal – send a letter to County

Action Item(s): Jacinta to draft a letter to the County and send it around for review regarding the Costco proposal and how homeowners may stay informed and get involved in the process.

Agenda Item: Tennis Court Lock Issue

Discussion: Discussion centered on options for increasing security and ranged from video surveillance with cameras (real or fake) to Lock Box style locks. We also discussed the need for customized signage to be placed on Tennis Court outlining the rules and regulations.

Action Item(s): Julie and Cherlyn to continue to research new lock, security options and signage for tennis court.

Agenda Item: Dog Clean up Stands Grassy area

Discussion: Julie provided initial cost estimates for Fido House stands and installation. We also want to obtain estimates on service that comes out and provides the maintenance on the dog stands.

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

Agenda Item: New Resolutions

Discussion: DRAFT version of a “Complaint and Due Process Resolution” was reviewed by board members with question raised regarding where the hearings will be held. 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): Need to get “Complaint and Due Process Resolution” in final form and signed. Need to determine where hearings will be held.

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.

Agenda Item: Updated Information regarding standard Storm Doors and Garage Doors.

Discussion: Jacinta has obtained updated information (including model numbers) regarding standard Storm Doors and Garage Doors for homeowners who wish to replace doors.

Action Item(s): Jacinta to provide information to Ed to post on website.

Agenda Item: Schedule next Board Meeting for May, 2009

Conclusion: The next Board Meeting will be held at Jacinta's home on Saturday, May 30, 2009, at 9:00 a.m.

